

Free Information Sessions 免費課程簡介會

Date 日期	Time 時間	Name and Short Description 名稱及簡短介紹	Application* 報名
4.1.12 (Wed), 11.1.12 (Wed), 13.1.12 (Fri), 18.1.12 (Wed)	7:00pm-9:15pm	免費倉頡課程 9 小時 (蔡劍南親自講授) 查詢：宋先生 (2836 1205, yysung@vtc.edu.hk)	<input type="checkbox"/>
17.1.12 (Tue)	7:00pm-8:30pm	保健治療專修證書課程系列課程講座 查詢：羅小姐 (2836 1860, ally_lo@vtc.edu.hk)	<input type="checkbox"/>
19.1.12 (Thu)	6:30pm-8:30pm	Graduate Diploma of Financial Services (GDFS)/ Master of Business Administration (MBA) Enquiry : Ms Rita Chan(2919 1569, ritacly@vtc.edu.hk)	<input type="checkbox"/>
10.2.12 (Fri)	6:30pm-8:30pm	Professional Diploma in Insurance (PDI) Enquiry : Ms Rita Chan (2919 1569, ritacly@vtc.edu.hk)	<input type="checkbox"/>
11.2.12 (Sat)	5:15pm-7:15pm	Excel 孖寶課程 Excel + Function VBA 查詢：宋先生 (2836 1205, yysung@vtc.edu.hk)	<input type="checkbox"/>
11.2.12 (Sat), 18.2.12 (Sat), 25.2.12 (Sat), 3.3.12 (Sat)	2:30pm-4:45pm	免費倉頡課程 9 小時 (蔡劍南親自講授) 查詢：宋先生 (2836 1205, yysung@vtc.edu.hk)	<input type="checkbox"/>
18.2.12 (Sat)	5:15pm-7:15pm	Office 孖寶課程 Word + PowerPoint 查詢：宋先生 (2836 1205, yysung@vtc.edu.hk)	<input type="checkbox"/>
25.2.12 (Sat)	5:15pm-7:15pm	Access 孖寶 MacroVBA+Computerization 查詢：宋先生 (2836 1205, yysung@vtc.edu.hk)	<input type="checkbox"/>
3.3.12 (Sat)	5:15pm-7:15pm	Office 2010 最新功能講座 查詢：宋先生 (2836 1205, yysung@vtc.edu.hk)	<input type="checkbox"/>
6.3.12 (Tue), 13.3.12 (Tue), 20.3.12 (Tue), 27.3.12 (Tue)	7:00pm-9:15pm	免費倉頡課程 9 小時 (蔡劍南親自講授) 查詢：宋先生 (2836 1205, yysung@vtc.edu.hk)	<input type="checkbox"/>
21.3.12 (Wed)	7:00pm-8:30pm	「會計及財務專業文憑」 Professional Diploma in Accounting and Finance (PDAF) 「商業管理專業文憑」 Professional Diploma in Business Management (PDBM) Enquiry : Ms. Smile Leung (2836 1794, smile_leung@vtc.edu.hk) Ms. Flora Chan (2836 1855, fchan@vtc.edu.hk)	<input type="checkbox"/>

Name 姓名：_____

Email 電郵：_____

Contact Number 聯絡電話：_____

* Please tick the information session(s) you would like to apply for, complete the above details and return the complete form to us via fax: 2891 5707 for application or according to above instruction.

Use of Applicant's Personal Data (Free Information Sessions) 申請人資料用途 (免費課程簡介會)

- (1) The information collected from the application will be used for processing and selection of applications for attending PEAK's Free Information Sessions; and related purposes;
- (2) PEAK undertakes to keep personal data provided by applicants confidential. However, PEAK may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to PEAK.
- (3) if applicant indicated his/her wish to receive PEAK information, the application data will be retained for such purpose;
- (4) In accordance with the Personal Data (Privacy) Ordinance, an applicant has the right:
 - (a) to check whether PEAK holds his/her personal data;
 - (b) to request a copy of such data; and
 - (c) to require PEAK to correct any of the personal data which is inaccurate.Sufficient information will need to be provided to establish identity, otherwise PEAK shall refuse to comply with the request.

- (5) Request for access for data should be submitted in writing to:

PEAK
9/F,
VTC Tower,
27 Wood Road,
Wanchai, Hong Kong

- (6) In accordance with the terms of the Ordinance, PEAK reserves the right to charge a fee for the processing of data access request.

- (1) 申請人所填報資料，會用於處理一切有關職業訓練局高峰進修學院課程免費課程簡介會的申請及甄選事宜；及相關用途；
- (2) 高峰進修學院會對申請人的資料絕對保密，但可將申請人的個人資料，給予對本院有保密承諾的任何人士或其代表，用於 (1) 段所述的用途；
- (3) 若申請人表示願意收到高峰進修學院的資訊，則申請資料將被保留作有關用途。
- (4) 根據個人資料(私隱)條例，申請人有權：
 - (a) 查閱高峰進修學院是否持有他的個人資料；
 - (b) 要求獲得上述資料的副本；及
 - (c) 要求高峰進修學院更正他的個人資料。

申請人必須提供足夠資料予高峰進修學院以識別身份，否則本院有權拒絕上述要求。

- (5) 申請人如欲查閱個人資料，須以書面形式向高峰進修學院提出，地址如下：

高峰進修學院
香港灣仔活道 27 號
職業訓練局大樓 9 樓

- (6) 本院保留權利收取查閱資料所需行政費用。

Disclaimer 免責聲明

1. Whilst every care has been taken to ensure the accuracy of the information provided in this Prospectus at the time of publication, PEAK is not liable for any errors or omissions found in the Prospectus.
2. PEAK reserves the right to amend the contents of the Prospectus and to modify, withdraw, or replace the programmes / courses listed in the Prospectus.
3. Students should refer to PEAK's Website (www.peak.edu.hk) for the most updated content of the Prospectus.

1. 高峰進修學院在編製本課程手冊時已力求審慎，盡可能確保所載的資料準確。惟高峰進修學院不會因課程手冊內出現的錯漏而負上任何責任。
2. 高峰進修學院保留更改本課程手冊的內容，以及修改、取消或取代本手冊內所列課程的權利。
3. 學員應該瀏覽高峰進修學院之網頁 (www.peak.edu.hk) 以取得本課程手冊的最新內容。