2022 VOCATIONAL SKILLS TRAINING PROGRAM OF CHINA (SHANDONG)-ASEAN INDUSTRY-COLLEGE-RESEARCH BASE FOR VOCATIONAL EDUCATION

June, 2022

CONTENTS

E-MARKETING AND LIVE-STREAMING E-COMMERCE

(Shandong Institute of Commerce and Technology)

1. Introduction

1.1 About the Course

This course is aimed at learners who are interested in the field of e-marketing in ASEAN countries. In five days' learning, this course will help improve the learners' technical skills of e-marketing such as new media operation, live-streaming, cross-border e-commerce operation, graphic editing, etc.

1.2 Syllabus

No.	MODULE	TOPIC
1	E-marketing	1. WeChat Operation 2. Douyin Operation 3. Short Video Operation and Promotion 4. Live-Streaming Operation and Promotion
2	Graphic Editing	1. Photo- and Video-Shooting 2. Picture Editing 3. Video Editing
3	Cross-Border E-commerce	1. Introduction of Major Cross-Border E-Commerce Platforms in Southeast Asia 2. Analysis of Store Operation on Cross-Border E-Commerce Platforms 3. Simulation Operation on Cross-Border E-Commerce Platforms

2. Requirements

High school graduates

3. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)

Day 1	**Topic:** WeChat Operation **what you'll learn:** 1. Overview of the WeChat platform and its functions 2. Different types of WeChat accounts and registration methods 3. WeChat content regulations 4. Common models of WeChat marketing 5. How to promote articles of Wechat official accounts 6. How to monetize from Wechat mini programs 7. How to get more followers and fans with videos posted on Wechat 8. How to create personal IP on Wechat 9. How to run WeChat communities 10. Tips for WeChat advertising 11. Analysis of WeChat core data indicators	**Topic:** Douyin Operation **what you'll learn:** 1. Overview of the Douyin platform and its functions 2. Common ways of monetization on Douyin 3. Different types of Douyin accounts and registration methods 4. How to establish Douyin accounts and create personal IP 5. Process of posting content on Douyin 6. Douyin content regulations 7. The recommendation mechanism of Douyin 8. Tips for growing your Douyin followers 9. Tips for making popular short videos on Douyin 10. Tips for Douyin dou+ ads 11. Douyin advertising strategies 12. Analysis of Douyin core data indicators
Day 2	**Topic:** Short Video Operation and Promotion **what you'll learn：** 1. Development trends and talent demands of the short video industry 2. Main platforms and content types of short videos 3. Monetization modes and business value of the short video industry 4. Analysis of the preference of short video targeted audience 5. Analysis of popular short video contents 6. Analysis of popular categories of short videos 7. Tips for topic selection and content	**Topic:** E-Commerce Live-streaming Operation and Promotion **what you'll learn：** 1. Development of the live-streaming e-commerce industry 2. Analysis of consumer behavior of live-streaming e-commerce 3. Popular goods and categories of live-streaming e-commerce 4. Popular industries of live-streaming e-commerce 5. The core model of live-streaming e-commerce 6. Tips for establishing live-streaming channel and creating personal IP 7. Products selection and planning

	design 8. Tips for short video script writing 9. Tips for filming and editing short videos 10. Tips for short video operation and promotion 11. Tips for interacting with users of short video 12. Short video data analysis	8. Tips for increasing live-streaming traffic 9. The whole process of live commerce 10. Live-streaming data analysis
Day 3	**Topic:** Skills of Photo- and Video-Shooting **what you'll learn：** 1. How to use shooting equipment 2. Steps of setting up the shooting scene 3. Basic methods of photographing composition 4. Techniques of camera movement	**Topic:**Skills of Picture Editing **what you'll learn:** 1. How to use picture editing tools 2. Steps and methods of picture editing 3. Skills of picture typography
Day 4	**Topic:** Methods and Techniques of Video Editing **what you'll learn：** 1. How to use video editing tools 2. Steps and methods of video editing 3. Operation of various editing functions	**Topic:** Introduction of Major Cross-Border E-Commerce Platforms in Southeast Asia **what you'll learn：** 1. New market in cross-border e-commerce 2. Types and characteristics of cross-border e-commerce platforms 3. Major platforms of cross-border e-commerce in Southeast Asia
Day 5	**Topic:** Analysis of Store Operation on Cross-Border E-Commerce Platforms (taking Shopee as an example) **what you'll learn：** 1. Analysis of product selection of stores on Shopee 2. Product demonstration of stores on Shopee 3. Cross-border payment and logistics on Shopee	**Topic:** Simulation Operation on Cross Border E-Commerce Platform (taking Shopee as an example) **what you'll learn：** 1. How to upload products on Shopee 2. How to analyze different products on Shopee

REFRIGERATION AND AIR CONDITIONING TECHNOLOGY

(Shandong Institute of Commerce and Technology)

1. Introduction

This course aims to improve the awareness of international policies and regulations, environmental protection and related skills of refrigeration maintenance technicians, corporate trainers, engineers and other technicians.

2. Requirements

Maintenance technicians of the refrigeration industry, corporate trainers, engineers and other technicians or government officials.

3. Arrangement

	MORINING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Development Trends of China's Cold Chain Logistics Industry **what you'll learn:** 1. History of the industry 2. Development trends of technologies in the industry 3. Energy conservation and environmental protection 4. Future development trends of the industry	**Topic:** Necessity of ODS Refrigerant Recovery and Alternative Trends **what you'll learn:** 1. Montreal Protocol and the Kigali Amendment 2. Progress of refrigerant substitution in the refrigeration industry 3. Phase II HCFC phase-out plan
Day 2	**Topic:** Basic Knowledge and Safety Specifications of Alternative Refrigerants NH3(R717) and CO2 (R744) **what you'll learn:** 1. Properties of ideal refrigerant 2. Basic knowledge and safety specifications of NH3 (R717)	**Topic:** Usage and Recovery of ODS Refrigerants **what you'll learn:** 1. Definition and significance of refrigerant recovery 2. Methods and rules of refrigerant recovery 3. Process and dos and don'ts of

	3. Basic knowledge and safety specifications of CO2 (R744)	refrigerant recovery
Day 3	**Topic:** Basic Operating Theory of Soldering, Brazing and Tubing **what you'll learn:** 1. Tube cutting and chamfering 2. Tube flaring and expanding 3. Process of tube bending 4. Copper pipe soldering 5. Labor protection supplies of refrigeration operation	**Topic:** New LoKring Technology and its Application **what you'll learn:** 1. What is LoKring technology 2. Operation of LoKring technology 3. Application of LoKring technology
Day 4	**Topic:** Basic Structure and Working Process of Air Conditioner **what you'll learn:** 1. Overview of air conditioner 2. Basic structure and working process of air conditioner 3. Installation of air conditioner 4. Inspection and test after installation of air conditioner	**Topic:** Application and Development of VRV system **what you'll learn:** 1. Background and development of VRV 2. Technical rules of the VRV system 3. Application of the VRV system 4. Development trends
Day 5	**Topic:** Application of Refrigeration Technology of Natural Working Fluid Carbon Dioxide **what you'll learn:** 1. Background of the technology 2.Carbon dioxide refrigeration and heat pump cycle 3. Application of carbon dioxide technology 4. Safety limit of CO2 leakage concentration	**Topic:** Operation of Carbon Dioxide Refrigeration System Used in Supermarkets **what you'll learn:** 1. C02/NH3 cascade refrigeration 2. Operation of CO2 secondary cooling system 3. Operation of CO2 transcritical refrigeration system

PRESERVATION TECHNOLOGY OF
FRESH AGRICULTURAL PRODUCTS

(Shandong Institute of Commerce and Technology)

1. Introduction

This course aims to improve learners' knowledge and skills in the following areas: a) cold chain logistics, b) preservation skills for fresh agricultural products, c) information traceability technology in cold chain logistics, d) supply chain management for agricultural products, e) cross-border e-commerce models of agricultural products and communication tips, f) marketing and brand building of e-commerce via new media.

2. Requirements

Cold chain logistics practitioners; college students majoring in cold chain logistics, etc.

3. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Technical Requirements of Cold Chain Logistics Quality Control for Fruits and Vegetables **what you'll learn:** 1. Factors affecting postharvest quality of fruits and vegetables 2. Common preservation techniques 3. Preservation tips.	**Topic:** Introduction of Cold Chain Logistics Equipment for Fruits and Vegetables **what you'll learn:** 1. Types of cold chain equipment 2. Preservation rules of cold chain equipment 3. Operation methods of cold chain equipment.
Day 2	**Topic:** Technology and Equipment for Keeping Aquatic Products Alive **what you'll learn:**	**Topic:** Technology and Equipment for Keeping Aquatic Products Alive **what you'll learn:**

	1．Demands of the aquatic product industry 2．Ways of keeping aquatic products fresh and alive 3．Research status of aquatic products preservation technology 4．New technology and equipment for waterless preservation 5．Industry Development prospect	Operation and equipment demonstration of waterless preservation technology of aquatic products
Day 3	**Topic:** Chilled Meat Processing and Cold Chain Logistics Quality Control Technology **what you'll learn**: 1．Livestock slaughtering and meat cutting processing 2．Meat changes 3．Quality control technology of cold chain logistics for meat 4．HACCP-based processing and cold chain logistics quality control for chilled meat	**Topic**: Technology and Application of Online Rapid and Unharmed Fruit Sorting **what you'll learn:** 1．Application of near infrared spectrum analysis technology 2．Demonstration of online rapid and unharmed fruit sorting equipment
Day 4	**Topic:** Agricultural Products Logistics Information Management and Relevant Information Technology **what you'll learn:** 1．Agricultural product logistics information technology 2．Information management system of agricultural products 3．Relevant information technology.	**Topic:** Supply Chain Management for Agricultural Products **what you'll learn:** 1．Definition, characteristics and basic models of agricultural products supply chain 2．Purchasing management of agricultural products supply chain 3．Transport management of agricultural products supply chain 4．Warehouse management of agricultural products supply chain
Day 5	**Topic:** Cross-Border e-Commerce Models of Agricultural Products and Communication Tips **what you'll learn:**	**Topic:** Marketing and Brand Building of E-Commerce via New Media **what you'll learn:** 1．Overview of new media development

1．Overview of cross-border e-commerce of agricultural products 2．Development of e-commerce of agricultural products 3．Overview of cross-border e-commerce models of agricultural products 4．Communication tips for e-commerce of agricultural products	2．Marketing models of new media e-commerce 3．Overview of operating e-commerce via new media 4．Overview of brand building via new media

CHINESE LEARNING (E-COMMERCE)

(Shandong Institute of Commerce and Technology)

1. Introduction

This course mainly introduces the basic Chinese knowledge and communication skills involved in the process of e-commerce business. In five days' learning, this course will help learners grasp necessary Chinese vocabularies, phrases and sentences used in e-commerce operation and help improve the communication skills in operating e-commerce business.

2. Arrangement

	MORINING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic :** Understanding E-Commerce **what you'll learn:** 1. Important vocabularies and sentences about e-commerce 2. Practicing key words and sentences through reading and dialogue. 3. How to use these key words and sentences in real-life scenarios	**Topic:** Understanding Main E-Commerce Platforms **what you'll learn:** 1. Important vocabularies and sentences about main e-commerce platforms 2. Practicing key words and sentences through reading and dialogue 3. How to use these key words and sentences in real-life scenarios
Day 2	**Topic:** How to Choose Products for Your Store on E-Commerce Platforms **what you'll learn:** 1. Important vocabularies and sentences about product selection 2. Practicing key words and sentences through reading and dialogue 3. How to use these key words and sentences in real-life scenarios	**Topic:** E-Commerce Logistics **what you'll learn:** 1. Important vocabularies and sentences about e-commerce logistics 2. Practicing key words and sentences through reading and dialogue 3. How to use these key words and sentences in real-life scenarios
Day 3	**Topic:** How to Price Products on E-Commerce Platforms (1)	**Topic:** How to Price Products on E-Commerce Platforms (2)

	what you'll learn: 1. Important vocabularies and sentences 2. Practicing key words and sentences through reading and dialogue 3. How to use these key words and sentences in real-life scenarios	what you'll learn: 1. Important vocabularies and sentences 2. Practicing key words and sentences through reading and dialogue 3 .How to use these key words and sentences in real-life scenarios
Day 4	**Topic:** How to Open a Store on E-Commerce Platforms **what you'll learn:** 1. Important vocabularies and sentences 2. Practicing key words and sentences through reading and dialogue 3. How to use these key words and sentences in real-life scenarios	**Topic:** Promotion of E-Commerce **what you'll learn:** 1. Important vocabularies and sentences 2. Practicing key words and sentences through reading and dialogue 3. How to use these key words and sentences in real-life scenarios
Day 5	**Topic:** Payment of E-Commerce **what you'll learn:** 1. Important vocabularies and sentences 2. Practicing key words and sentences through reading and dialogue 3. How to use these key words and sentences in real-life scenarios	**Topic:** Customer Service of E-Commerce **what you'll learn:** 1. Important vocabularies and sentences 2. Practicing key words and sentences through reading and dialogue 3. How to use these key words and sentences in real-life scenarios

CHINESE LEARNING (TOURISM)

(Shandong Institute of Commerce and Technology)

1. Introduction

This course covers 10 topics, ranging from daily life to professional tourism management. It aims to attract more foreign nationals to learn Chinese and help them meet the basic language needs when they come to China for study or work during a short period of time. Moreover, this course can also help those majoring in tourism management have better understanding about the tourism industry in China.

2. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Greetings and Introduction **what you'll learn:** 1.How to greet people and make introduction about oneself in Chinese 2.Reading and dialogues 3.Spoken-Chinese practices	**Topic:** Chat **what you'll learn:** 1. How to make conversations about topics like sports and entertainment in Chinese 2. Reading and dialogues 3. Spoken-Chinese practices
Day 2	**Topic:** Tourism (1) **what you'll learn:** 1. Vocabularies and phrases about famous scenic spots in China such as the Great Wall, the Forbidden City, the Summer Palace, etc. 2. Reading and dialogues 3. Spoken-Chinese practices	**Topic:** Tourism (2) **what you'll learn:** 1. Vocabularies and phrases about famous scenic spots in Shandong such as Mount Tai, Qufu, Baotu Spring, etc. 2. Reading and dialogues 3. Spoken-Chinese practices
Day 3	**Topic:** Dining **what you'll learn:** 1. Table manners in China and vocabularies and phrases about dining.	**Topic:** Shopping **what you'll learn:** 1. Vocabularies and phrases about shopping in physical stores and online

	2. Reading and dialogues 3. Spoken-Chinese practices	shopping. 2. Reading and dialogues 3. Spoken-Chinese practices
Day 4	**Topic:** Transportation **what you'll learn:** 1. Vocabularies and phrases about common vehicles and polite words when using public transportation 2. Reading and dialogues 3. Spoken-Chinese practices	**Topic:** Accommodation **what you'll learn:** 1. Vocabularies and phrases about tourism management, checking in, etc, especially hotel reservation by phone 2. Reading and dialogues 3. Spoken-Chinese practices
Day 5	**Topic:** Watching Shows **what you'll learn:** 1. Vocabularies and phrases about watching a Peking Opera performance, and Chinese traditional opera culture 2. Reading and dialogues 3. Spoken-Chinese practices	**Topic:** Festival Customs **what you'll learn:** 1. Vocabularies and phrases about traditional Chinese festivals such as Spring Festival, Qingming Festival, Dragon Boat Festival, Mid-Autumn Festival, double Ninth Festival, etc 2. Reading and dialogues 3. Spoken-Chinese practices

CHINESE LEARNING (HOTEL)

(Shandong Institute of Commerce and Technology)

1. Introduction

　　This course covers 10 topics, ranging from daily life to professional hotel management. It aims to attract more foreign nationals to learn Chinese and help them meet the basic language needs when they come to China for study or work during a short period of time. Moreover, this course can also help those majoring in hotel management have better understanding about Chinese hotels.

2. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Greetings and Introduction **what you'll learn:** 1. How to greet people and make introduction about oneself in Chinese 2. Reading and dialogues 3. Spoken-Chinese practices	**Topic:** Chat **what you'll learn:** 1. How to make conversations about topics like sports and entertainment in Chinese 2. Reading and dialogues 3. Spoken-Chinese practices
Day 2	**Topic:** Hotel (1) **what you'll learn:** 1. Vocabularies and phrases about hotel reservation by phone and other polite words. 2. Reading and dialogues 3. Spoken-Chinese practices	**Topic:** Hotel (2) **what you'll learn:** 1. Vocabularies and phrases about checking in and other procedures. 2. Reading and dialogues 3. Spoken-Chinese practices
Day 3	**Topic:** Dining **what you'll learn:** 1. Table manners in China and vocabularies and phrases about dining. 2. Reading and dialogues 3. Spoken-Chinese practices	**Topic:** Shopping **what you'll learn:** 1. Vocabularies and phrases about shopping in physical stores and online shopping. 2. Reading and dialogues

		3. Spoken-Chinese practices
Day 4	**Topic:** Transportation **what you'll learn:** 1. Vocabularies and phrases about common vehicles and polite words when using public transportation 2. Reading and dialogues 3. Spoken-Chinese practices	**Topic:** Accommodation **what you'll learn:** 1. Vocabularies and phrases about hotel management, checking in, etc, especially hotel reservation by phone 2. Reading and dialogues 3. Spoken-Chinese practices
Day 5	**Topic:** Watching Shows **what you'll learn:** 1. Vocabularies and phrases about watching a Peking Opera performance, and Chinese traditional opera culture 2. Reading and dialogues 3. Spoken-Chinese practices	**Topic:** Festival Customs **what you'll learn:** 1. Vocabularies and phrases about traditional Chinese festivals such as Spring Festival, Qingming Festival, Dragon Boat Festival, Mid-Autumn Festival, double Ninth Festival, etc 2. Reading and dialogues 3. Spoken-Chinese practices

MECHATRONICS

(Shandong Institute of Commerce and Technology)

1. Introduction

This course focuses on improving learners' electromechanical manufacturing and relevant skills

2. Requirements

High school graduates or above, interested in mathematics and physics or with certain engineering practice experience.

3. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Fitter Practices **what you'll learn:** Basic knowledge about fitter as well as common tools and safety specifications	**Topic:** Fitter **what you'll learn:** Basic practices and operations
Day 2	**Topic:** Mapping **what you'll learn:** How to draw straight line, rectangle;circle, etc.	**Topic:** Mapping **what you'll learn:** How to draw circle, section line, ring flange, etc.
Day 3	**Topic:** Mechanical Manufacturing **what you'll learn:** Mechanical properties of materials and heat treatment of steel	**Topic:** Mechanical Manufacturing **what you'll learn:** Blank forming method as well as fit tolerance and measuring technology.
Day 4	**Topic:** Production Line Assembly and Adjustment **what you'll learn:** Programming and adjustment, as well as installation and adjustment of mechatronic systems	**Topic:** Production Line Assembly and Adjustment **what you'll learn:** Integration and adjustment of control network as well as adjustment and application of cloud data service
Day 5	**Topic:** Robot Assembly and Adjustment **what you'll learn:**	**Topic:** Robot Assembly and Adjustment **what you'll learn:**

	Site requirements as well as installation pf robot arm, robot tools and control cabinet	System backup and recovery, system language and time setting, system configuration and connection, counter calibration and coordinate system setting

ELDERLY CARE SERVICE

(Shandong Institute of Commerce and Technology)

1. Introduction

This course will cover the following areas a) professional ethics and knowledge of relevant laws and regulations, b) physical and psychological characteristics of the elderly, c) nursing characteristics, common diseases, nutritional needs, life care methods of the elderly, etc.

2. Requirements

Work related to elderly care services

3. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Professional Ethics and Basic Knowledge of Elderly Care Services **what you'll learn:** 1. Etiquette norms of elderly care services 2. Occupational safety and personal protection knowledge of elderly care services 3. Basic norms and specifications of elderly care services	**Topic:** Practical Skills of Daily care (Cleaning Care) **what you'll learn:** 1. Oral cleaning 2. Prevention and nursing of pressure sores
Day 2	**Topic:** Practical Skills of Daily care (Dietary Care) **what you'll learn:** 1. Food and water feeding 2. Nasogastric tube feeding	**Topic:** Practical Skills of Daily care (Sleep Care) **what you'll learn:** 1. Sleeping environment setting 2. Bedding replacement
Day 3	**Topic:** Practical Skills of Daily care (Medication Care) **what you'll learn:** 1. Inhalation	**Topic:** Practical Skills of Daily care (Emergency Response) **what you'll learn:** 1. CPR

	2. External drug use	2. Heimlich Maneuver 3. Scald treatment
Day 4	**Topic:** Practical Skills of Daily care (Emergency Response) **what you'll learn:** 1. Fracture management 2. Oxygen inhalation 3. Sputum aspiration assistance	**Topic:** Practical Skills of Daily care (Transfer Care) **what you'll learn:** 1. Using of wheelchair 2. Using of walking aid
Day 5	**Topic:** Function Promoting Practical Skills (Function Evaluation) **what you'll learn:** 1. Balance function 2. Daily Living 3. Swallowing	**Topic:** Practical Skills of Health and Recreational Activities (Activation of Physical and Mental Functions) **what you'll learn:** 1. Finger exercises 2. Music rhythmic exercises

LAN SETUP AND MAINTENANCE

(Shandong Institute of Commerce and Technology)

1. Introduction

This course will cover introduction of LAN (Local Area Network), as well as planning, setting up, configuring and managing LAN.

2. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Introduction of LAN **what you'll learn:** The concept, categories and characteristics of LAN	**Topic:** Introduction of LAN **what you'll learn:** Data transmission and exchange technology as well as network architecture and protocols
Day 2	**Topic:** How to plan the layout of LAN **what you'll learn:** Analysis and planning of LAN as well as design of the LAN topology	**Topic:** How to plan the layout of LAN **what you'll learn:** The basic process of setting up LAN network and network address planning
Day 3	**Topic:** LAN Setting up **What you'll learn:** Peer-to-peer and minitype LAN	**Topic:** LAN Setting up **What you'll learn:** Resource sharing and publishing as well as configuring switches
Day 4	**Topic:** LAN Configuration **what you'll learn:** IIS information service and web sites management	**Topic:** LAN Configuration **what you'll learn:** DHCP, domain name and FTP service
Day 5	**Topic:** LAN Management **what you'll learn:** Network management and commonly used network diagnostic commands	**Topic:** LAN Security Protection **what you'll learn:** Cybersecurity and network security protection

ENTERPRISE WEBSITE DESIGN AND DEVELOPMENT

(Shandong Institute of Commerce and Technology)

1. Introduction

This course will cover the following areas: a) enterprise website demand analysis and planning, b) website home page layout, c) website language and image editing, d) navigation menu settings and the design and realization of the function section.

2. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Enterprise Website Demand Analysis and Website Planning **what you'll learn:** Overview of the website project and web server setup and application	**Topic:** How to create simple pages **what you'll learn:** How to use Notepad to create simple pages
Day 2	**Topic:** Layout of the Home Page of the Enterprise Website **what you'll learn:** How to beautify the page with style sheets	**Topic:** Layout of the Home Page of the Enterprise Website **what you'll learn:** The use of netbox for structuring web pages and for the layout of the home page of the enterprise website
Day 3	**Topic:** Editing of Text on the Website **what you'll learn:** How to add and edit text on the website	**Topic:** Editing of Images on the Website **what you'll learn:** How to add and edit images on the website
Day 4	**Topic:** Special effects of the Navigation Menu on the Home Page of the Website **what you'll learn:** Links and navigation and button navigation	**Topic:** Pop-up Menu on the Home Page of the Website **what you'll learn:** How to realize pop-up menu
Day 5	**Topic:** Website Function Section Design and Realization **what you'll learn:** Application of lists	**Topic:** Website Function Section Design and Realization **what you'll learn:** Partial typography with tables

FASHION DESIGN
(Qingdao Technical College)

1. Introduction

This course aims to improve the design and production ability of clothing and accessories, as well as help understand the whole process of leather products production and the ability of independent design and production.

2. Requirements

With certain experience in painting and hand-sewing. Participants should prepare some materials in advance, including:

2.1 a piece of A3 size of vegetable tanning leather (1.5MM-1.8MM), and a piece of A3 size of vegetable tanning leather (0.8MM-1.0MM).

2.2 Leather sewing tools (leather needle, hobby knife, cutting board, leather glue, flat waxed thread, leather groover, a piece of glossy cardboard, 30CM steel ruler, automatic pencil, sandpaper stick, leather sealant and sanding stick)

2.3 Embroidery tools (embroidery thread, embroidery needle, embroidery frame and embroidery fabric).

3. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Leather Goods Design **what you'll learn:** Types of leather goods and color design	**Topic:** Leather Goods Design **what you'll learn:** Details of leather goods and texture design
Day 2	**Topic:** Leather Goods Sample Making **what you'll learn:** How to make sample handbags	**Topic:** Leather Goods Sample Making **what you'll learn:** Handbag tailoring

Day 3	**Topic:** Handmade Embroidery **what you'll learn:** Embroidery techniques	**Topic:** Handmade Embroidery **what you'll learn:** embroidery techniques
Day 4	**Topic:** Handmade Embroidery **what you'll learn:** How to make decorative embroidery for leather goods	**Topic:** Handmade Embroidery **what you'll learn:** How to make decorative embroidery for leather goods
Day 5	**Topic:** Leather Goods Sewing **what you'll learn:** How to sort, glue up and position leather materials for making handbags	**Topic:** Leather Goods Sewing **what you'll learn:** How to sew, color and polish handbags

CNC TECHNOLOGY

(Qingdao Technical College)

1. Introduction

This course aims to increase the knowledge about CNC (Computer Numerical Control)

2. Requirements

With certain experience in machinery processing

3. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Overview of CNC **what you'll learn:** Introduction of the course and CNC	**Topic:** CAD **what you'll learn:** The use of computer-based software to aid in drawing processes.
Day 2	**Topic:** CAD **what you'll learn:** The use of computer-based software to aid in drawing processes	**Topic:** CAM **what you'll learn:** The use of computer-based software to aid in manufacturing processes and programming
Day 3	**Topic:** CAM **what you'll learn:** The use of computer-based software to aid in manufacturing processes and programming	**Topic:** Shaft Parts Processing **what you'll learn:** Analysis and processing of CNC Turning techniques
Day 4	**Topic:** Shaft Sleeves Processing **what you'll learn:** Analysis and processing of CNC Turning techniques	**Topic:** CNC Milling Processing **what you'll learn:** Analysis and processing of CNC Milling techniques
Day 5	**Topic:** Maintenance of CNC Machine Tool **what you'll learn:** Maintenance of the machinery parts of CNC machine tools	**Topic:** Maintenance of CNC Machine Tool **what you'll learn:** Maintenance of the electrical parts of CNC machine tools

INDUSTRIAL INTERNET TECHNOLOGY

(Qingdao Technical College)

1. Introduction

    This course focuses on three major systems of industrial network, namely internet, platform and security. Learners will be able to learn a) the current situation and trends of industrial internet, b) the knowledge system and application of industrial internet, c) network, equipment, telecommunication of industrial internet, d) data collection, network maintenance and security technology of industrial internet.

2. Requirements

    Teachers of industrial internet in vocational schools or colleges.

3. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Development of Industrial Internet **what you'll learn:** Introduction, operating model, current development and trends of industrial internet	**Topic:** System of Industrial Internet **what you'll learn:** System structure, function system (network, platform and function), typical applications of industrial internet
Day 2	**Topic:** Platform System and Application of Industrial Internet **what you'll learn:** The concept, system and application of industrial internet	**Topic:** Situations and Implementation of Industrial Internet **what you'll learn:** Industrial Ethernet, Industrial Field Bus and intranet for smart plants
Day 3	**Topic:** Communication Configuration of Industrial Internet **what you'll learn:** Configuration and management of router, configuration of wireless	**Topic:** Development of Digital Economy and New Generation Information Technology **what you'll learn:** Information about new generation

	equipment, Modbus Gateway and serial server	information technology and development of digital economy
Day 4	**Topic:** Edge Device Configuration **what you'll learn:** Application of configuration software, edge device deployment and communication and case development.	**Topic:** Edge Design Data Collection and Monitoring **what you'll learn:** Analysis system of industrial internet, data collection monitoring and case development
Day 5	**Topic:** IOT System Management **what you'll learn:** IOT system products and device management, IOT platform data stream management and IOT data management.	**Topic:** Security Technology of Industrial Internet **what you'll learn:** security protection levels, policies and standards and working process for security protection.

MATERNAL AND NEWBORN NURSING

(BinZhou Polytechnic)

1. Introduction

This course will provide learners with basic knowledge and essential skills for maternal and newborn nursing, including a) daily care for mothers and newborns, b) daily nursing for newborns, c) education for newborns

2. Requirements

Above 16 years old and with certain knowledge and skills of nursing.

3. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Daily Health Care **what you'll learn:** Prenatal exercise instruction	**Topic:** Daily Health Care **what you'll learn:** Puerperal exercises
Day 2	**Topic:** Daily Health Care **what you'll learn:** How to bath newborns	**Topic:** Daily Health Care **what you'll learn:** How to bath newborns
Day 3	**Topic:** Daily Health Care **what you'll learn:** Heimlich Maneuver for infants	**Topic:** Daily Care and Nursing **what you'll learn:** Breastfeeding instruction
Day 4	**Topic:** Daily Care and Nursing **what you'll learn:** How to dress and undress babies	**Topic:** Daily Care and Nursing **what you'll learn:** How to change diapers for newborns
Day 5	**Topic:** Education for Newborns **what you'll learn:** Sense of touch training	**Topic:** Education for Newborns **what you'll learn:** Intelligence development of newborns

CHINESE FOOD CULTURE AND
CHINESE AND WESTERN PASTRY
(Qingdao Vocational and Technical College of Hotel Management)

1. Introduction

  The course covers five-day online training, and focuses on north and south Chinese pastry including Beijing style and Cantonese style pastry.

2. Arrangement

		MORNING (2 hours)	AFTERNOON (2 hours)
Day 1		**Topic:**Typical North and South Pastry **what you'll learn:** Two-color double-flavor dumplings and yellow rice pomegranate buns	**Topic:**Typical North and South Pastry **what you'll learn:** Cheese pastry with red bean paste, etc
Day 2		**Topic:** Typical Cantonese-Style Pastry **what you'll learn:** Cream custard bun and Tangyuan with two colors	**Topic:** Typical Cantonese-Style Pastry **what you'll learn:** Steamed dumplings with the shape of plum blossom and egg yolk puff
Day 3		**Topic:** Typical Beijing-Style Pastry **what you'll learn:** Fried Chinese pork pie, steamed dumplings with shape of crescent moon, etc	**Topic:** Typical Beijing-Style Pastry **what you'll learn:** Fried dumpling and steamed roll with scallion
Day 4		**Topic:** Typical Beijing-Style Pastry **what you'll learn:** Peach puff and sixi steamed dumplings	**Topic:** Typical Cantonese-Style Pastry **what you'll learn:** Shrimp buns and steamed pork dumplings
Day 5		**Topic:** Typical Western-Style Pastry **what you'll learn:** Cheese brownie and lemon pie	**Topic:** Typical Western-Style Pastry **what you'll learn:** Baked cheesecake with passionfruit topping and double chocolate chip cookies

HOTEL MANAGEMENT AND PRODUCT DESIGN

(Qingdao Vocational and Technical College of Hotel Management)

1. Introduction

      This course aims to improve learners' understanding towards tea art, coffee, bartending, flower arrangement, banquet design, etc.

2. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1 Tea art	**What you'll learn:** Origin of tea, characteristics of green tea and famous green tea in China	**What you'll learn:** Health benefits of tea, characteristics of black tea and famous black tea in China
Day 2 Flower Arrangement	**Topic**: Flower Arrangement Skills **what you'll learn:** Basic knowledge of flower arrangement, flower processing skills and basic flower arrangement skills	**Topic:** Oriental Flower Arrangement Appreciation and Production **what you'll learn:** Main characteristics of oriental flower arrangement and flower arrangement skills
Day 3 Coffee	**Topic:** Coffee Culture **what you'll learn:** Basic knowledge of coffee and coffee making skills	**Topic**: Coffee Making **what you will learn:** How to make espresso, cappuccino, mocha and iced coffee
Day 4 Bartending	**Topic**: Basic Bartending Techniques and Six Basic Drinks **what you'll learn:** Basic skills like blending, shaking, mixing and string as well as recognition and appreciation of Whisky, Gin, Vodka, Brandy, Tequila and Rum.	**Topic:** Classic Cocktail Recipe **what you'll learn:** Brandy Alexander, Long Island Iced Tea, Godfather, Tequila Sunrise, Screw, Gin and Tonic
Day 5 Banquet Design	**Topic:** Chinese Banquet Design **what you'll learn:** Table design, design principles and table display	**Topic:** Western Banquet Design **what you'll learn:** Table design, design principles and table display

TOURISM MANAGEMENT

(Qingdao Vocational and Technical College of Hotel Management)

1. Introduction

This course covers the following topics: current situation and future development of culture and tourism industry; driving force of technology for digital transformation - big data, cloud computing, AI applications in the culture and tourism industry; digital empowerment to culture and tourism consumption - immersive experience of smart tourism; digital empowerment to the construction of smart tourist attractions - digital upgrade of scenic spots to start a new experience of smart tourism; demand analysis of customized tourism product - based on the Gen Z's new ideas on consumption; originality of customized tourism product - innovation of tourism product; manufacture of customized tourism products - visual presentation based on new media; career development for tour guides against the background of culture and tourism integration; skills to improve writing of guide speech with cultural elements and presentation; tourism product design for destinations in ASEAN countries.

2. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Current situation and future development of the culture and tourism industry.	**Topic:** Driving force of technology for digital transformation - big data, cloud computing, AI applications in the culture and tourism industry.
Day 2	**Topic:** Digital empowerment to culture and tourism consumption - immersive experience of smart	**Topic:** Digital empowerment to the construction of smart tourist attractions - digital upgrade of scenic spots to

	tourism.	create a new experience of smart tourism.
Day 3	**Topic:** Demand analysis of customized tourism product - based on the Gen Z's new ideas on consumption	**Topic:** Originality of customized tourism product - innovation of tourism product
Day 4	**Topic:** Manufacture of customized tourism products - visual presentation based on new media	**Topic:** Career development for tour guides against the background of culture and tourism integration
Day 5	**Topic:** Skills to improve writing of guide speech with cultural elements and presentation	**Topic:** Tourism product design for destinations in ASEAN countries

HORTICULTURAL TECHINIQUES

(Weifang Vocational College)

1. Introduction

1.1 Cultivation techniques of high yield and high quality maize.

1.2 Vegetable tray seedling techniques.

1.3 Vegetable grafting seedling techniques.

1.4 Cultivation techniques of high yield and high quality tomatoes.

1.5 Cultivation techniques of high yield and high quality peppers.

2. Requirements

Those with basic farming skills.

3. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Cultivation Techniques of High Yield and High Quality Maize **What you'll learn:** 1. Seed selection 2. Sowing techniques	**Topic:** Cultivation Techniques of High Yield and High Quality Maize **What you'll learn:** 3. Fertilizing techniques 4. Field management techniques
Day 2	**Topic:** Cultivation Techniques of High Yield and High Quality **What you'll learn:** 5. Response to maize diseases, pests and weeds	**Topic:** Cultivation Techniques of High Yield and High Quality **What you'll learn:** 6. Harvesting techniques 7. Summary
Day 3	**Topic:** Vegetable Tray Seedling Techniques **What you'll learn:** 1. Pretreatment of seeds 2. Selection of seedling tray 3. Preparation of seedling substrate 4.Tray sowing 5. Seedling management.	**Topic:** Vegetable Grafting Seedling Techniques **What you'll learn:** 1. Significance and application of vegetable grafting 2. Selection of graft stock 3. Operation method 4. Grafting seedling management.

Day 4	**Topic**: Cultivation Techniques of High Yield and High Quality Tomatoes **What you'll learn:** 1. Biological characteristics of tomatoes 2. Tomato varieties	**Topic:** Cultivation Techniques of High Yield and High Quality Tomatoes **What you'll learn:** 3. High yield tomato cultivation 4. Response to tomato diseases and pests
Day 5	**Topic:** Cultivation Techniques of High Yield and High Quality Peppers **What you'll learn:** 1. Biological characteristics of peppers 2. Pepper varieties	**Topic:** Cultivation Techniques of High Yield and High Quality Peppers **What you'll learn:** 3. High yield pepper cultivation 4. Response to pepper diseases and pests

ANIMAL HUSBANDRY

(Shandong Vocational Animal Science and Veterinary College)

1. Introduction

This course mainly focuses on China's current situation of commercial development, production and management of poultry, and basic knowledge of poultry production including breeding improvement, technology of laying-breeder standardized production and management, feeds and nutrition, disease response, etc.

2. Requirements

Those with some professional knowledge on poultry or farmers or raising households engaged in poultry production and management. Internet access.

3. Arrangement

A 20 hours course in 5 days, with 2 hours in the morning and 2 hours in the afternoon each day.

Days	Time	Arrangement
Day 1	MORNING	Opening ceremony
		Current situation of China's animal industry
	AFTERNOON	Current situation and development of China's poultry commercialization
Day 2	MORNING	Introduction of China's poultry commercialization and management
	AFTERNOON	Intelligent development of poultry industry
Day 3	MORNING	Poultry breeding and hatching management Interpretation of China's Plan on Livestock and Poultry Genetic Improvement (2021-2035)

	AFTERNOON	Supporting technology of standardized production of parental egg breeding chicks
Day 4	MORNING	Feeding and breeding of broiler chicks
	AFTERNOON	Environmental Management of Poultry production and breeding
Day 5	MORNING	Poultry disease response
	AFTERNOON	Poultry Inspection and quarantine Immunization with vaccines
		Closing ceremony

CHINESE COOKING

(Shandong City Service Technician College)

1. Introduction

    This course focuses on Chinese hot dish cooking skills

2. Requirements

    In Good health, keen on food making, able to read and understand various recipes, and with basic knowledge of cooking.

3. Arrangement

	MORNING (2 hours)	AFTERNOON (2 hours)
Day 1	**Topic:** Chinese Hot Dish Cooking Skills **What you'll learn:** Pan fried sliced fish and spicy chicken	**Topic:** Chinese Hot Dish Cooking Skills **What you'll learn:** Deep-fried oyster and sautéed conch slices
Day 2	**Topic:** Chinese Hot Dish Cooking Skills **What you'll learn:** Sautéed cuttlefish and braised chicken	**Topic:** Chinese Hot Dish Cooking Skills **What you'll learn:** Braised intestines in brown Sauce and braised abalone with shell
Day 3	**Topic:** Chinese Hot Dish Cooking Skills **What you'll learn:** Stir-fried three chops and braised chicken	**Topic:** Chinese Hot Dish Cooking Skills **What you'll learn:** Stir-fried shrimps and deep-fried steamed shrimps
Day 4	**Topic:** Chinese Hot Dish Cooking Skills **What you'll learn:** Fried croaker in sweet and sour sauce and braised croaker	**Topic:** Chinese Hot Dish Cooking Skills **What you'll learn:** Candied sweet potatoes and apples
Day 5	**Topic:** Chinese Hot Dish Cooking Skills **What you'll learn:** Sautéed shredded pork with coriander and baked abalone in a pan	**Topic:** Chinese Hot Dish Cooking Skills **What you'll learn:** Shandong deep fried pork and braised mullet eggs