

毅進文憑課程 2017 – 2018

Diploma Yi Jin Programme 2017 – 2018

課程

毅進文憑課程學員須修畢600學時的課程以取得畢業證書。課程包括420小時的必修科目(即中國語文、英國語文、數學、通識教育和人際傳意技巧)及180小時的選修科目群組。

課程可以全日制或兼讀制的方式修讀，歡迎所有中六離校生或年滿21歲的成年人士報讀。一般來說，全日制學員可於一年內完成整個課程；兼讀制學員完成整個課程一般需時兩年。畢業學員在就業和持續教育方面，可達至相當於香港中學文憑考試五科(包括中國語文及英國語文科)第2級成績的資歷。毅進文憑在資歷架構下獲得認可，屬資歷架構下第三級別的課程。此外，課程有部分選修群組或科目(附#標誌)已通過香港學術及職業資歷評審局審批，為《能力標準說明》為本課程。成功修畢該選修群組/選修科目，可獲頒發相關的獨立資歷證書。

有關毅進文憑課程的最新詳情請瀏覽課程網站(<http://www.yijin.edu.hk>)。

Programme

To obtain a full Diploma, students of the Diploma Yi Jin Programme must complete 600 contact hours, including 420 hours on core courses, i.e. Chinese Language, English Language, Mathematics, Liberal Studies and Communication Skills, and 180 hours on an elective cluster.

Students under the Programme may study on a full-time or part-time basis. All secondary six school leavers or adult learners aged 21 or above are welcome to enrol on the programme. It usually takes one year to complete the programme for full-time students, while part-time students usually need two years. For employment and continuous education purposes, the qualification obtained by graduates of the programme is deemed comparable to the attainment of Level 2 standard in five subjects (including Chinese Language and English Language) in the Hong Kong Diploma of Secondary Education Examination. The Diploma Yi Jin is recognised under the Qualifications Framework (QF) as meeting the accreditation standards at QF Level 3. Some of the elective clusters/courses under the Programme have been accredited by the HKCAAVQ as a SCS-based programme. Those who have successfully completed the elective course/cluster will receive a separate certificate for the course/cluster completed.

For up-to-date information on the Diploma Yi Jin Programme, please visit the programme webpage at <http://www.yijin.edu.hk>.

各院校提供的選修科目群組 (所有選修科目群組有待各有關院校確認)

明愛社區書院

紀律部隊實務

投考紀律部隊體能訓練；紀律部隊入職遴選試訓練；紀律部隊實務

警隊實務

投考紀律部隊體能訓練；香港警隊實務；警隊入職遴選試訓練

消防實務

投考紀律部隊體能訓練；投考消防員及救護員遴選程序；消防實務

懲教實務

投考二級懲教助理遴選程序；投考紀律部隊體能訓練；懲教實務

救護實務

投考紀律部隊體能訓練；投考救護員的遴選程序；救護實務

Elective Clusters Offered by Institutions

(All elective clusters are subject to confirmation by the respective institutions)

Caritas Institute of Community Education

Disciplinary Forces Practice

Physical Conditioning for Disciplinary Forces; Disciplinary Forces Recruitment Training; Disciplinary Forces Practice

Police Force Practice

Physical Conditioning for Disciplinary Forces; Police Force Practice; Police Recruitment Training

Fire Services Practice

Physical Conditioning for Disciplinary Forces; Recruitment Procedures for Fireman / Ambulanceman; Fire Services Practice

Correctional Services Practice

Recruitment Procedures for Assistant Officer II; Physical Conditioning for Disciplinary Forces; Correctional Services Practice

Ambulance Services Practice

Physical Conditioning for Disciplinary Forces; Recruitment Procedures for Ambulanceman; Ambulance Services Practice

幼兒教育實務

幼兒健康；兒童成長發展與活動設計；認識幼兒工作

幼兒遊戲導師實務

兒童成長發展與活動設計；音樂與藝術早期教育；認識幼兒工作

營務管理實務

帶領戶外活動及挑戰網陣(高結構)；營地活動計劃；營務管理基礎

西式食品製作

西式烹調製作；西式甜品及糕點製作；廚房安全及食物衛生

咖啡及甜品店經營

市場營銷與客戶關係；西式甜品及糕點製作；咖啡店飲品製作

酒店運作及管理

前堂及房務服務運作；酒店營運管理；餐飲服務運作

環保生態及地質旅遊

香港世界地質公園 - 岩石與地貌；香港海岸及濕地公園；環保生態及地質旅遊實務

日韓及創意料理

日韓料理烹調；創意料理烹調；廚房安全及食物衛生

韓國語文及文化

初級韓語1；初級韓語2；韓國文化入門

藥劑服務

延伸數學；配藥實務；基礎健康科學

護理學

延伸數學；基礎健康科學；護理工作實務

健康護理

基礎健康科學；衛生保健概論；護理工作實務

社會服務

心理學導論；服務策劃及助人技巧；社會政策及社會福利導論

公務員(文職)實務

延伸數學；公共行政管理導論；公務員(文職)實務及投考準備

網店營銷管理

市場營銷與客戶關係；管理學概論；網上商店經營入門

Child EduCare Practice

Child Health; Child Development and Activities Planning; Understanding Child Care

Playgroup Teacher Practice

Child Development and Activities Planning; Early Experience in Music and Art; Understanding Child Care

Campsite Operational Practice

Outdoor Activity and High Event Challenge Coaching; Campsite Activities Planning; Introduction to Campsite Operations

Western Food Production

Western Cuisine Production; Western Dessert and Pastry; Kitchen Safety and Food Hygiene

Coffee and Cake Shop Business

Marketing and Customer Relationship; Western Dessert and Pastry; Coffee Shop Drinks Production

Hotel Operations and Management

Front Office and Housekeeping Service; Hotel Operations Management; Food & Beverage Service Operations

Eco and Geo-tourism

Hong Kong Global Geopark - Rock Landscape; Marine and Wetland Parks in Hong Kong; Eco and Geo-tourism Practice

Japanese, Korean and Creative Cuisine

Japanese and Korean Cuisine; Creative Cuisine; Kitchen Safety and Food Hygiene

Korean Language and Culture

Basic Korean 1; Basic Korean 2; Introduction to Korean Culture

Pharmaceutical Service

Maths Plus; Dispensary Practice; Foundation in Health Science

Nursing Studies

Maths Plus; Foundation in Health Science; Nursing Practice

Health Care Studies

Foundation in Health Science; Introduction to Health Care; Nursing Practice

Social Service

Introduction to Psychology; Services Planning and Helping Skills; Introduction to Social Policy and Social Welfare;

Civil Service (Clerical) Practice

Maths Plus; Introduction to Public Administration; Preparation for Civil Service (Clerical) Recruitment

eShop Marketing and Management

Marketing and Customer Relationship; Introduction to Management; Introduction to e-shop Business

商業會計及管理

商業會計；電腦會計；管理學概論

專業化妝、髮型及美甲設計

美甲及手足護理[#]；專業化妝及潮流化妝造型設計；專業髮型；

美容及形象設計

美容及纖體儀器；個人形象設計；專業化妝及潮流化妝造型設計

新娘美體化妝

皮膚護理；美容及纖體儀器；新娘化妝及髮型設計

設計學 (時裝、平面及室內)

平面設計；室內設計；時裝設計

演藝人才訓練

公開演說技巧；街頭表演技巧；演藝技巧

數碼(航拍)攝影及影片製作

數碼(航拍)影片製作；數碼影片前期製作；數碼攝影

電腦系統及網絡安全

延伸數學；電腦系統及網絡保安技術應用；電腦系統支援及軟件應用概論

香港航運業實務

延伸數學；香港航運業概述；海事運作與輪機

建造業人才訓練

延伸數學；土木及屋宇建造基本工藝；香港建造業概述

[#] 該選修群組/選修科目已通過香港學術及職業資歷評審局審批，為《能力標準說明》為本課程。成功修畢該選修群組/選修科目，可獲頒發相關的獨立資歷證書。

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🌐 www.cice.edu.hk/yj

香港浸會大學持續教育學院**警務**

警隊工作概論；體適能與健康生活；紀律人員道德操守與價值觀

消防服務

消防工作概論；體適能與健康生活；紀律人員道德操守與價值觀

Business Accounting and Management

Business Accounting; Computerized Accounting; Introduction to Management

Professional Make-up, Hair-dressing and Nail Technology

Manicure & Pedicure Care & Nail Art[#]; Professional and Trendy Make-up; Hair Dressing

Beauty and Image Design

Beauty and Electrical Body Treatments; Personal Image; Professional and Trendy Make-up

Bridal Body Prettifying and Make-up

Beauty Therapy; Beauty and Electrical Body Treatments; Bridal Make-up and Hair Design

Design Studies (Fashion, Graphic and Interior)

Graphic Design; Interior Design; Fashion Design

Performing Arts Training

Public Speaking; Street Performance Skills; Performing Arts

Digital (Aerial) Photography and Video Production

Digital (Aerial) Videography; Digital Videography Pre-production; Digital Photography

Computing System and Network Security

Maths Plus; Application of Computing System and Network Security Technology; Introduction to Software Application and System Support

Hong Kong Maritime Industry Practice

Maths Plus; Introduction to Hong Kong Maritime Industry; Maritime Operations and Engineering

Construction Industry Training

Maths Plus; Civil & Building Construction Basic Craft; Introduction to Hong Kong Construction Industry

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SCE, Hong Kong Baptist University**Policing Studies**

Introduction to Policing Studies; Fitness and Wellness; Ethics and Values in Disciplined Services

Fire Services Studies

Introduction to Fire Services; Fitness and Wellness; Ethics and Values in Disciplined Services

懲教事務

香港懲教事務概論；體適能與健康生活；紀律人員道德操守與價值觀

入境事務

香港入境事務概論；體適能與健康生活；紀律人員道德操守與價值觀

應用心理學(以英文作教材及評核)

生活中的心理學；領袖心理學；成長與社會關懷

酒店學(以英文作教材及評核)

認識酒店款待業；餐飲服務運作；酒店前堂及房務部運作

企業會計(以英文作教材及評核)

財務會計；成本會計；管理學原理

商業學

管理學原理；市場學原理；工作行為

人力資源管理

管理學原理；人力資源管理學概論；招聘及甄選管理

市場營銷學

消費行為；市場學原理；銷售及行銷管理

零售管理

消費行為；零售商品及推廣；客戶服務及店舖管理[#]

傳媒學

傳媒概論；印刷媒體版面設計基礎；公共關係及廣告概論

社會服務

香港社會福利；生活中的心理學；社會工作技巧

數碼圖像與設計

平面設計原理；數碼攝影與影像編輯；互動網站建構

運動教練學

運動教練技巧概論；體適能與健康生活；運動基礎

運動教練學(以英文作教材及評核)

運動教練技巧概論；體適能與健康生活；運動基礎

公務員實務(稅務)

稅務概論；倫理、價值觀與社會；延伸數學

Correctional Services Studies

Introduction to Hong Kong Correctional Services; Fitness and Wellness; Ethics and Values in Disciplined Services

Immigration Services Studies

Introduction to Hong Kong Immigration Services; Fitness and Wellness; Ethics and Values in Disciplined Services

Applied Psychology (Materials and Assessment are in English)

Applied Psychology in Everyday Life; Psychology of Leadership; Human Growth and Social Care

Hotel Studies (Materials and Assessment are in English)

Understanding Hospitality Industry; Food and Beverage Operations; Front Office and Housekeeping Operations

Business Accounting (Materials and Assessment are in English)

Financial Accounting; Cost Accounting; Principles of Management

Business Studies

Principles of Management; Marketing Principles; Workplace Behaviour

Human Resources Management

Principles of Management; Introduction to Human Resources Management; Recruitment and Selection Management

Marketing

Consumer Behaviour; Marketing Principles; Selling and Sales Management

Retail Management

Consumer Behaviour; Retail Merchandising and Promotion; Customer Services and Store Management[#]

Media Studies

Principles of Media; Introduction to Printed Media Layout Design; Principles of Public Relations and Advertising

Social Services

Hong Kong Social welfare; Applied Psychology in Everyday life; Social Work Practice

Digital Graphics and Design

Principles of Graphic Design; Digital Photography and Image Editing; Interactive Web Site Development

Sports Coaching

Introduction to Sports Coaching; Fitness and Wellness; Foundations in Sports

Sports Coaching (Materials and Assessment are in English)

Introduction to Sports Coaching; Fitness and Wellness; Foundations in Sports

Civil Service (Taxation)

Introduction to Taxation; Ethics, Values and Society; Maths Plus

創意珠寶設計及製作

藝術及設計原理；電腦輔助珠寶設計；首飾設計及製作

電腦學

程式編寫及數據庫應用；互聯網應用及網絡保安；延伸數學

銀行及金融

銀行服務與運作；財務策劃與投資；延伸數學

電子商貿與科技

電子商貿導論；互動網站建構；智能手機應用程式開發

教育支援服務

學習與活動策劃；學童成長與不同學習需要；教育科技與應用

微電影創作

創意文案與編劇；廣告與網上營銷；微電影創作入門

表演與故事創作

表演基礎；劇本創作入門；主持技巧訓練

室內空間藝術與設計

藝術及設計原理；室內設計基礎及發展；室內設計的專業實踐

項目策劃及創意推廣

活動策劃及運作；公關與傳媒關係；創意廣告與新媒體

網店行銷及營運

廣告與網上營銷；網店採購及銷售技巧；網站建構及零售數據處理

日韓流行文化旅游

旅遊業導論；日韓流行文化與行程設計；優質顧客服務

該選修群組/選修科目已通過香港學術及職業資歷評審局審批，為《能力標準說明》為本課程。成功修畢該選修群組/選修科目，可獲頒發相關的獨立資歷證書。

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Creative Jewellery Design and Production

Arts and Design Principles; Computer Aided Design in Jewellery; Jewellery Design and Making

Computing

Programming and Database Applications; Internet Applications and Network Security; Maths Plus

Banking and Finance

Banking Services and Operations; Financial Planning and Investments; Maths Plus

E-Commerce and Technology

Introduction to E-Commerce; Interactive Web Site Development; Smartphone App Development

Education Supportive Services

Learning and Activity Planning; Student Growth and Different Learning Needs; Education Technologies and Application

Micro-movie Production

Creative Copywriting and Playwriting; Advertising and E-marketing; Introduction to Micro-movie Production

Dramatic Arts and Scriptwriting

Fundamentals of Acting; Introduction to Scriptwriting; Presenter Training

Art and Design in Interior Space

Arts and Design Principles; Basic Interior Design and Development; Professional Practice in Interior Design

Event Planning and Creative Promotion

Event Planning and Operation; Public Relations and Media Relations; Creative Advertising and New Media

Online Shop Marketing and Operations

Advertising and E-marketing; Online Shop Merchandise and Sales Skills; Shopping Portal Design and Processing

Popular Culture Tourism in Japan and Korea

Introduction to Travel and Tourism Industry; Japanese and Korean Popular Culture and Itinerary Planning; Quality Customer Service

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香港專業進修學校

紀律部隊

紀律部隊基礎訓練；紀律部隊體能訓練；紀律部隊面試技巧

警隊備考訓練

警隊知識及面試技巧；紀律部隊體能訓練；紀律部隊全人發展訓練

消防備考訓練

消防知識及面試技巧；紀律部隊體能訓練；紀律部隊全人發展訓練

航空服務

航空服務基礎；旅遊業基礎；優質顧客服務基礎

郵輪服務

郵輪款待及運作；旅遊業基礎；優質顧客服務基礎

酒店款待及項目管理

款待業基礎；項目管理基礎；優質顧客服務基礎

咖啡及西式甜品店營運

咖啡及西式甜品製作；西式餐飲服務及製作；食物安全、衛生及營養

餐酒及調酒製作入門

餐酒入門初階及食品配對；西式餐飲服務及製作；專業調酒製作

西式廚藝營運

西式菜餚製作；西式餐飲服務及製作；食物安全、衛生及營養

運動教練及管理

運動體適能訓練；運動管理學；運動教練

幼兒教育

幼兒成長發展；幼兒遊戲及活動；幼兒教育工作實務

基礎醫療護理

人體解剖學與生理學入門；基礎病理改變及常見內外科病；環境致病的常見例子

營養與食物衛生管理

食物與營養；美容保健與體重管理[#]；食物安全與衛生管理

Hong Kong College of Technology

Disciplined Services

Disciplined Services Training; Disciplined Services Physical Training; Disciplined Services Interview

Preparation for Police Force Training

Police Force and Interview Skill; Disciplined Services Physical Training; Whole Person Development for Disciplined Services

Preparation for Fire Services Training

Fire Services Training and Interview Skill; Disciplined Services Physical Training; Whole Person Development for Disciplined Services

Airline Services

Basic Airline Services; Basic Travel and Tourism; Basic Quality Customer Service

Cruise Services

Introduction to Cruise Industry; Basic Travel and Tourism; Basic Quality Customer Service

Hospitality and Event Management

Basic Hospitality Industry; Principles of Event Management; Basic Quality Customer Service

Café and Pâtisserie Operations

Café and Pâtisserie Production; Food and Beverage Service and Production; Food Safety, Hygiene and Food Nutrition

Wine Fundamentals and Official Guide to Bartending

Introduction to Wines and Food Pairing; Food and Beverage Service and Production; Advanced Bartending

Western Catering Operations

Western Cuisine Production; Food and Beverage Service and Production; Food Safety, Hygiene and Food Nutrition

Sports Coaching and Management

Sports and Fitness Training; Basic Sports Management; Sports Coaching

Early Childhood Education

Child Development; Play and Activities for Young Children; Early Childhood Education Practices

Basic Medical Care

Introduction to Human Anatomy and Physiology; Basic Pathological Changes and Common Internal and Surgical Diseases; Common Examples of Environmentally Induced Diseases

Nutrition and Food Hygiene Management

Food and Nutrition; Beauty Health Care and Weight Management[#]; Food Safety and Hygiene Management

公務員實務

香港政府及公共事務簡介；延伸數學；政府公文寫作

社會服務

香港社會與社會福利；心理學初階；活動設計與執行

現代心理學

心理學初階；正向心理學初探；輔導技巧入門

日本語言及流行文化

基礎日語；日本流行文化；日語會話

韓國語言及流行文化

基礎韓語；韓國流行文化；韓語會話

音樂創作及舞台表演技巧

流行音樂歌曲創作；流行音樂欣賞及表演；填詞及二次創作

室內設計

室內設計基礎；室內設計繪圖及軟件應用；住宅及辦公室設計

創意攝影(商業及廣告)

攝影基礎與實踐；設計軟件應用；商業及廣告攝影

遊戲場景設計

遊戲場景設計；VR知識與場景開發；遊戲場景特效製作

廣告片及社交媒體創作

廣告片拍攝及後期製作；社交媒體及圖像製作；最“Like”技巧

手作設計及社交媒體推廣

潮流手作開發；設計原理及應用；社交媒體市場推廣

智能手機程式及遊戲設計

程式編寫基礎；Android Apps開發導論；iOS Apps設計入門

道德黑客入職訓練

專業守則和黑客行為；黑客攻擊和防禦術；加密解密技術和信息安全

會計及金融

基礎會計及電腦化會計；銀行及金融業簡介；商業會計及實踐

球會與運動品牌管理

球會管理及投資；球會與運動品牌建立及推廣；社交媒體市場推廣

Civil Services Practices

Introduction to Hong Kong Government and Public Affairs; Maths Plus; Understanding Official Writing

Social Services

Hong Kong Society and Social Welfare; Introduction to Psychology; Programme Design and Implementation

Modern Psychology

Introduction to Psychology; Understanding Positive Psychology; Introduction to Counseling

Japanese Language and Popular Culture

Elementary Japanese; Japanese Popular Culture; Japanese Conversation

Korean Language and Popular Culture

Elementary Korean; Korean Popular Culture; Korean Conversation

Music Production and Stage Performance Techniques

Pop Music Production; Pop Music Appreciation and Performance; Lyrics Writing and Derivative Work

Interior Design

Interior Design Foundation; Computer-aided Drafting for Interior Design; Residential and Corporate Office Design

Creative Photography (Commercial and Advertising)

Fundamentals and Practice of Photography; Computer Aided Design; Commercial and Advertising Photography

Game Scene Design

Game Scene Design; VR Knowledge and Scene Development; Special Effects for Game Scene

TVC and Creative Social Media

Shooting and Post-production; Social Media and Image Production; How to Draw “Like”

Craft Design and Social Media Promotion

Creative Craft Development; Craft Design and Application; Social Media Marketing and Promotion

Mobile Apps and Game Design

Introduction to Programming; Introduction to Android Apps Development; Introduction to iOS Apps Design

Ethical Hacker Fundamentals

Code of Ethics and Hacker Behavior; Hacking and Defense; Cryptography and Information Security

Accounting and Finance

Basic Accounting and Computerized Accounts; Introduction to Banking and Finance; Accounting in Business and Practice

Sports Club and Brand Management

Sports Club Management and Investment; Sports Club, Sports Branding and Promotion; Social Media Marketing and Promotion

基礎樓宇電力及電子工程

延伸數學；樓宇電力工程實務；樓宇電子系統基礎

建築設計及工程管理基礎

建築設計及軟件應用基礎；基建工程及建造工程管理基礎；延伸數學

該選修群組/選修科目已通過香港學術及職業資歷評審局審批，為《能力標準說明》為本課程。成功修畢該選修群組/選修科目，可獲頒發相關的獨立資歷證書。

☎ 2926 1222

🌐 www.hkct.edu.hk/dyj

香港科技專上書院

警隊實務

警隊實務及入職面試技巧；警隊入職遴選體適能訓練；警隊危機應變

消防員/ 救護員實務

消防員/ 救護員實務及入職面試技巧；消防員/ 救護員入職遴選體適能訓練；消防員/ 救護員危機應變

懲教實務

懲教實務及入職面試技巧；懲教入職遴選體適能訓練；懲教事務危機應變

海關實務

海關實務及入職面試技巧；海關入職遴選體適能訓練；海關危機應變

入境事務

入境事務及入職面試技巧；入境事務危機應變；入境事務入職體適能訓練

商業及流行音樂創作

基礎樂理及音樂導賞；流行歌曲創作及歌唱技巧訓練；商業音樂

護理學

臨床護理實務；健康生活模式；職業安全健康

Introductory Electrical and Electronic Engineering in Building

Maths Plus; Practical Electrical Services in Building; Introductory Electronic Systems in Building

Introductory Building Design and Construction Management

Introductory Building Design & Software Application; Introductory Infrastructure & Building Construction Management; Maths Plus

This elective course/cluster under the DYJ programme has been accredited by the HKCAAVQ as a SCS-based programme. Those who have successfully completed the elective course/cluster concerned will receive a separate certificate for the course(s)/ cluster completed.

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Hong Kong Institute of Technology

Police Studies

Police Studies and Recruitment Interview Skills; Physical Training for Police Force Recruitment; Crisis Management for Police Force

Fire Services and Ambulance Service Studies

Fire Services / Ambulance Service Studies and Recruitment Interview Skills; Physical Training for Fire Services / Ambulance Service Recruitment; Crisis Management for Fire Services / Ambulance Service

Correctional Services Studies

Correctional Services Studies and Recruitment Interview Skills; Physical Training for Correctional Services Recruitment; Crisis Management for Correctional Services

Customs and Excise Service

Customs and Excise Service Studies and Recruitment Interview Skills; Professional Physical Training for Customs and Excise Service Recruitment; Crisis Management for Customs and Excise Service

Immigration Studies

Immigration Studies and Recruitment Interview Skills; Crisis Management for Immigration; Physical Training for Immigration Recruitment

Commercial and Pop Music Composition

Basic Music Theory and Music Appreciation; Pop Music Composition and Vocal Training; Commercial Music

Nursing Studies

Clinical Nursing Practice; Healthy lifestyle; Occupational Safety and Health

物理治療學

基礎物理治療；臨床護理實務；職業安全健康

中醫及中藥學

中醫診斷學；中藥學概論；健康生活模式

刑事偵緝調查

刑事偵緝調查技巧；紀律部隊實務及入職面試技巧；危機應變

屋宇設備工程學

屋宇設備；延伸數學；屋宇工程工作安全及健康

幼兒教育

幼兒教育導論；幼兒溝通心理學(身心語言程式學)；幼兒成長及發展

牙醫助理實務

牙醫助理導論；危機應變；職業安全健康

酒店及旅遊

酒店款待管理；旅遊服務業導論；活動統籌

酒店款待及調酒

酒店款待管理；酒與調酒技巧；旅遊市場學導論

體育及運動管理

體育及運動文化；體育及運動安全健康；運動危機應變

電腦保安及硬件系統管理

電腦硬件應用；基礎電腦科學；網絡保安

基礎工程

基礎工程導論；工程職安健；延伸數學

基礎飛機維修工程

飛機維修工程導論；飛機維修工程職安健；延伸數學

機電工程[#]

機電工程導論；機電工程職安健；延伸數學

市場、公關及活動統籌

公共關係及宣傳；市場學導論；活動統籌

Physiotherapy Studies

Fundamentals of Physiotherapy; Clinical Nursing Practice; Occupational Safety and Health

Chinese Medicine and Herbal Drugs Studies

Diagnosis with Chinese Medicine; Basic Chinese Medicines Pharmacy; Healthy Lifestyle

Criminal Investigation

Criminal Investigation Skills; Disciplinary Force Duties and Recruitment Interview Skills; Crisis Management

Building Services Studies

Studies of Building Services; Maths Plus; Occupational Safety and Health for Building Services

Early Childhood Education

Introduction to Early Childhood Education; Psychology of Early Childhood Communication (NLP); Early Childhood Growth and Development

Practices of Dental Surgery Assistant

Introduction to Dental Surgery Assistant; Crisis Management; Occupational Safety and Health

Hotel and Tourism

Introduction to Hospitality; Introduction to Tourism; Event Management

Hospitality and Bartending

Introduction to Hospitality; Introduction to Wine and Bartending; Introduction to Tourism Marketing

Sports and Physical Education Management

Sports and Physical Education Culture; Safety and Health in Sports and Physical Education; Crisis Management in Sports Activity

Computer Security and Hardware System Management

Computer Hardware Application; Introduction to Computer Science; Network Security

Basic Engineering

Introduction to Basic Engineering; Occupational Safety and Health for Engineering; Maths Plus

Basic Aircraft Maintenance Engineering

Introduction to Aircraft Maintenance Engineering; Occupational Safety and Health for Aircraft Maintenance Engineering; Maths Plus

Electrical Engineering[#]

Introduction to Electrical Engineering; Occupational Safety and Health for Electrical Engineering; Maths Plus

Marketing, Public Relation and Event Management

Public Relations and Promotion; Introduction to Marketing; Event Management

會計

基礎會計學；會計行政實務；會計資訊系統

基礎建築工程

建築工程導論；建築工程職安健；延伸數學

3D打印及立體繪圖

3D打印及立體繪圖導論；基礎電腦科學；延伸數學

廚藝實務及酒店款待

國際廚藝入門；酒店款待管理；酒店及廚藝職安健

日語及日本文化

日語導論；日本音樂文化；日本旅遊業導論

學前兒童遊戲(playgroup)導師實務

幼兒統感遊戲設計；溝通心理學；幼兒成長及發展

食物及環境衛生管理

食物及環境衛生管理導論；危機應變；職業安全健康

韓語及韓國文化

韓語入門；韓國音樂文化；韓國旅遊導論

輔導及宗教培育活動統籌

基礎輔導與宗教；溝通心理學；宗教培育活動統籌

該選修群組/選修科目已通過香港學術及職業資歷評審局審批，為《能力標準說明》為本課程。成功修畢該選修群組/選修科目，可獲頒發相關的獨立資歷證書。

☎ 2782 2433/ 2120 4470

🌐 www.yjinhkit.edu.hk

嶺南大學持續進修學院

紀律部隊訓練

體能訓練理論及技巧；紀律部隊知識及處境訓練；面試策劃及技巧訓練

公務員文職

辦公室行政實務；公共事務及公務員文職概論；資訊科技應用

Accounting

Introduction to Accounting; Accounting Administration; Accounting Information System

Basic Architectural Engineering

Introduction to Architectural Engineering; Occupational Safety and Health for Architectural Engineering; Maths Plus

3D Printing and Drawing

3D Printing & Drawing; Introduction to Computer Science; Maths Plus

Cuisine Studies and Hospitality

Introductory International Cuisine; Introduction to Hospitality; Occupational Safety and Health for Hospitality and Cuisine

Japanese and Japan Studies

Introductory Japanese; Japanese Music Culture; Introduction to Japan Tourism

Early Child Playgroup Tutor Studies

Design of Sensory Integration Games for Early Child; Psychology of Communication; Early Child Growth and Development

Food and Environmental Hygiene Management

Introduction to Food and Environmental Hygiene Management; Crisis Management; Occupational Safety and Health

Korean and Korea Studies

Introductory Korean; Korean Music Culture; Introduction to Korean Tourism

Counseling and Religious Activities Planner

Fundamentals of Counseling and Religion; Psychology of Communication; Religious Activities Management

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🌐 www.yjinhkit.edu.hk

LIFE, Lingnan University

Disciplinary Forces

Theories and Technique in Physical Fitness Training; Understanding Various Disciplinary Forces and Scenario Training; Strategic Interview and Presentation Skills

Civil Service

Office Administration Practices; Introduction to Public Affairs and Civil Service; Information Technology Practices

會計學

會計學概論；進階會計學；MYOB 會計軟件

市場學及工商管理

會計學概論；人力資源管理；市場營銷

幼兒教育

幼兒成長與發展；幼兒教學法；幼兒教育概論

活用心理學

基礎心理學；輔導心理學；成長與發展心理學

翻譯初階

翻譯導論；語言研究；實用翻譯

日文及日本文化

初級日語I；初級日語II；日本文化入門

韓文及韓國潮流文化

基礎韓語I；基礎韓語II；現代韓國流行文化

酒店服務

酒店前堂及客房服務；餐飲服務；款待業優質服務

航空服務業

航空服務入門；機艙服務；款待業優質服務

運動及體適能培訓

健康及體適能基礎概論；運動及重量訓練；運動創傷預防及處理

長者護理

老年學概論；安老院舍醫護管理；基礎護理

多媒體廣告設計

廣告平面設計及製作；多媒體宣傳及網站製作；數碼媒體創作

☎ 2613 0322/ 2404 7940

🌐 <http://life.ln.edu.hk/dyj>

Accounting

Introduction to Accounting; Intermediate Accounting; MYOB Applications

Marketing and Business Administration

Introduction to Accounting; Human Resources Management; Marketing

Early Childhood Education

Child Growth and Development; Teaching and Learning in the Contemporary Preschool; Introduction to Early Childhood Education

Practical Psychology

Basic Psychology; Counseling Psychology; Growth and Developmental Psychology

Foundation in Translation

Introduction to Translation; Language Studies for Translation; Practical Translation

Japanese Culture Studies

Basic Japanese I; Basic Japanese II; Introduction to Japanese Culture

Korean and Korean Popular Culture Studies

Basic Korean I; Basic Korean II; Contemporary Korean Popular Culture

Hotel Service

Front Office and Room Service Operations; Food and Beverage Service; Customer Service in Hospitality Industry

Airline Services Industry

Introduction to Airline Industry; Inflight Service Operation; Customer Service in Hospitality Industry

Sports and Fitness Training

Basic Health and Fitness; Sports and Weight Training; Sport Injuries Prevention and Management

Elderly Care

Understanding Gerontology; Introduction to Healthcare and Residential Care Home Management; Fundamental Nursing Care

Multimedia Advertising Design

Advertising Graphic Design and Production; Multimedia Promotion and Website Production; Digital Media Production

☎ 2613 0322/ 2404 7940

🌐 <http://life.ln.edu.hk/dyj>

香港公開大學李嘉誠專業進修學院

會計實務

會計(一)；會計(二)；會計軟件應用

漫畫及插圖藝術

漫畫及插圖藝術；藝術與設計；創意平面設計

日語

日語(I)；日語(II)；日語會話

紀律部隊實務

紀律部隊實務；紀律部隊之全人發展；執法的法理與守則

室內設計

認識室內設計；設計繪圖；藝術與設計

幼兒教育

認識幼兒教育的活動策劃；兒童成長及發展；認識幼兒教育工作

時裝及形象設計

時裝設計入門；時裝及形象設計；時裝貿易及市場推廣

護理學

認識老人健康與護理；基本護理技巧；延伸數學

金融投資

金融市場及產品；基本證券投資；會計(一)

樹木檢查及護養

樹木基礎知識；樹木基本檢查技術及風險評估；樹木護養

警隊實務及入職訓練

警隊實務及處境訓練；紀律部隊之全人發展教育；紀律部隊入職體能訓練及面試技巧

消防實務及入職訓練

消防實務及處境訓練；紀律部隊之全人發展教育；紀律部隊入職體能訓練及面試技巧

救護實務及入職訓練

救護實務及處境訓練；紀律部隊之全人發展教育；紀律部隊入職體能訓練及面試技巧

LiPACE, The Open University of Hong Kong

Accounting

Accounting (I); Accounting (II); Accounting Software Applications

Comic and Illustration Arts

Comic and Illustration Arts; Art and Design; Creative Graphic Design

Japanese

Japanese I; Japanese II; Oral Japanese

Disciplinary Forces

Disciplinary Forces and Law Enforcement; Personal Development for Careers in Disciplinary Forces; Legal and Practical Aspects of Law Enforcement

Interior Design

Understanding Interior Design; Design Drawing; Art and Design

Early Childhood Education

Introduction to Event Planning in Early Childhood Settings; Human Growth and Child Development; Understanding Early Childhood Education

Fashion and Image Styling

Introduction to Fashion Design; Fashion and Image Styling; Fashion Business and Marketing

Nursing Studies

Understanding Health Issues in Elderly Care Nursing; Basic Caring Skills; Maths Plus

Financial Investment

Financial Markets and Product; Introduction to Securities Investment; Accounting (I)

Tree Inspection and Maintenance

Basic Knowledge of Trees; Basic Tree Inspection Techniques and Risk Assessment; Tree Maintenance

Practice of Police Force and Recruitment Training

Practice of Police Force and Situational Training; Whole Person Development Education in Disciplinary Forces; Physical Training and Interview Skills for Disciplinary Forces Recruitment

Practice of Fire Services and Recruitment Training

Practice of Fire Services and Situational Training; Whole Person Development Education in Disciplinary Forces; Physical Training and Interview Skills for Disciplinary Forces Recruitment

Practice of Ambulance Services and Recruitment Training

Practice of Ambulance Services and Situational Training; Whole Person Development Education in Disciplinary Forces; Physical Training and Interview Skills for Disciplinary Forces Recruitment

旅遊及款待服務(航空)

旅遊業概論；航空業概論；旅遊及航空服務英語溝通技巧

旅遊及款待服務(酒店及餐飲)

旅遊業概論；前堂及房務服務運作；餐飲服務運作

咖啡調配及西式糕點製作

咖啡調配；西式麵包及烘焙食品製作；西式糕餅及甜品製作

運動管理及體適能訓練

健體及體適能；運動及康體管理；健康諮詢及體重管理

流行音樂表演及創作

流行音樂創作與製作；流行音樂文化及音樂行業概況；音樂技巧與流行音樂表演

廣告、公關及市場活動策劃

市場及廣告實務；公共關係概論；市場活動策劃概論

旅遊及款待服務(主題公園)

旅遊業概論；主題公園服務及運作；前堂及房務服務運作

寵物護理及美容服務

優質管理及顧客服務；寵物美容及護理；寵物美容實習

時裝飾物及皮具設計

認識時裝飾物設計；皮具設計入門；時裝貿易及市場推廣

基礎工程學

工程學概論；延伸數學；基礎物理學

心理學與輔導學

認識心理學；應用心理學入門；輔導技巧

基礎測量學

測量學概論；延伸數學；建造科技

營養學

基礎營養學；食品製造及食品科技；健康諮詢及體重管理

時尚化妝與造型*

化妝學入門；時尚創意化妝；零售美容顧問

建築學

建築學入門；設計繪圖；藝術與設計

Tourism and Hospitality Services (Airline)

Introduction to Tourism Business; Introduction to Airline Industry; English and Communication Skills for Tourism and Airline Industries

Tourism and Hospitality Services (Hotel and Catering)

Introduction to Tourism Business; Front Office and Housekeeping Services Operations; Food & Beverage Services Operations

Barista Skills and Pastry & Dessert Production

Barista Skills; Bread and Bakery Product Production; Cake and Dessert Production

Sports Management and Fitness Training

Health and Physical Fitness; Sports and Recreation Management; Health Consultation and Weight Management

Popular Music Performance and Creation

Popular Music Creation & Production; Popular Music Culture and Music Industry; Musicianship and Popular Music Performance

Advertising, Public Relations, and Event Marketing

Marketing and Advertising Practices; Introduction to Public Relations; Introduction to Event Marketing

Tourism and Hospitality Services (Theme Parks)

Introduction to Tourism Business; Theme Park Services and Operations; Front Office and Housekeeping Services Operations

Pet Care and Beauty Services

Quality Management and Customer Services; Grooming and Care for Pet; Pet Grooming Practicum

Fashion Accessories and Leather Goods Design

Understanding Fashion Accessories Design; Introduction to Leather Goods Design; Fashion Business and Marketing

Fundamental Engineering

Introduction to Engineering; Maths Plus; Fundamental Physics

Psychology and Counselling Studies

Understanding Psychology; Introduction to Applied Psychology; Counselling Skills

Fundamentals of Surveying

Introduction to Surveying; Maths Plus; Construction Technology

Nutrition

Basic Nutrition Knowledge; Food Production and Food Technology; Health Consultation and Weight Management

Fashion Make-up and Styling[#]

Introduction to Cosmetology; Creative Fashion Make-up; Beauty Consultation for Retail

Architectural Studies

Introduction to Architectural Studies; Design Drawing; Art and Design

中式營養烹調

粵菜認識及基本操作；中國地方菜認識及基本操作；營養配餐

公務員實務

公務員及公共事務概論；辦公室實務；延伸數學

該選修群組/選修科目已通過香港學術及職業資歷評審局審批，為《能力標準說明》為本課程。成功修畢該選修群組/選修科目，可獲頒發相關的獨立資歷證書。

☎ 3120 9988

🌐 www.ouhk.edu.hk/lipace/YJ

職業訓練局工商資訊學院

紀律部隊

紀律部隊及香港法制簡介；時事分析及面試技巧；健康體適能訓練

酒店管理及旅遊學

酒店房務管理及營運；餐飲業管理及營運；旅遊與旅遊學

航空貨運服務管理

航空及空運操作簡介；航空貨運管理(I)；航空貨運管理(II)

航空地勤(物流)服務

航空及機場地勤運作簡介；機場地勤服務運作；機場地勤服務訓練

西式廚藝

西式廚務概覽；食材、營養與健康；西式菜餚製作

商業學

零售業實務；會計學；綜合商業實務

會計及金融

會計學；個人理財及投資；電腦會計

零售管理

零售業實務；廣告推廣策略；電子商業

商業資訊分析

商業數據管理；個人理財及投資；延伸數學

Chinese Nutrition Cuisine Studies

Southern Chinese Cuisine and Preparation; Regional Chinese Cuisine and Preparation; Nutritious Meals

Civil Service Practices

Introduction to Civil Service and Public Affairs; Office Administration; Maths Plus

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☎ 3120 9988

🌐 www.ouhk.edu.hk/lipace/YJ

School of Business and Information Systems, Vocational Training Council

Disciplinary Force

Introduction to Disciplinary Forces and Hong Kong Laws; Current Affairs Analysis and Interview Skills; Health and Physical Fitness Training

Hotel Management and Tourism Studies

Room Division Management and Operation; Catering Management and Operation; Travel and Tourism Studies

Air Cargo Services Management

Introduction to Aviation and Air Cargo Operations; Air Cargo Management (I); Air Cargo Management (II)

Aviation Ground Service Studies (Logistics)

Introduction to Aviation & Ground Handling Operation; Airport Ground Service Operation; Airport Ground Service Training

Western Cuisine

Introduction to Western Kitchen; Food Commodities, Nutrition and Health; Western Food Preparation

Business Studies

Retail Operation; Accounting; Integrated Commercial Practice

Accounting and Finance

Accounting; Personal Finance and Investment; Computerized Accounts

Retail Management

Retail Operation; Advertising Promotion Strategies; E-Business

Business Information Analysis

Business Data Management; Personal Finance and Investment; Maths Plus

創意廣告設計學

創意廣告原理；廣告推廣策略；電腦輔助設計

設計學

設計基礎；繪畫技巧；電腦輔助設計

時裝及形象設計

時裝設計基礎；時裝及飾物製作技巧；形象設計及潮流趨勢分析

形象化妝學

形象設計基礎；時尚化妝；媒體化妝

電腦

基礎程式編寫；數據庫開發；多媒體互聯網應用

電腦網絡

網絡設計及應用；數據路由及交換；網絡管理及保安

多媒體遊戲設計

遊戲設計；電腦輔助設計；多媒體互聯網應用

社會服務學

香港社會議題研習；心理學導論；社會工作實務與自我認識

心理學

心理學導論；人格心理學；社會心理學與人際溝通

運動管理及體適能訓練

運動管理入門；運動比賽策劃及組織；健康體適能訓練

電單車及汽車科技[#]

輕型汽車故障診斷與維修；維修及保養汽車動力系統；電單車與另類燃料車輛維修

美容護理服務

手部護理及美容；面部護理及儀器應用；身體護理及美容營銷

幼兒教育

幼兒發展；幼兒教與學概論；心理學導論

公務員(文職)

中英文公函寫作技巧；基本法、時事分析及面試技巧；延伸數學

護理學[#]

基本醫療儀器；長者心理及心靈健康關顧；優質顧客服務

Creative Advertising Design

Creative Advertising Principle; Advertising Promotion Strategies; Computer-aided Design

Design Studies

Design Fundamentals; Drawing Skills; Computer-aided Design

Fashion and Image Design

Fashion Design Fundamentals; Fashion and Accessories Technology; Image Design and Trend Analysis

Fashion Make-up Studies

Fundamental Image Design; Cosmetic Make-up; Character Make-up for Film and TV

Computing

Programming Fundamentals; Database Development; Multimedia Internet Applications

Computer Network

Network Design and Applications; Routing and Switching; Network Administration and Security

Multimedia Game Design

Game Design; Computer-aided Design; Multimedia Internet Applications

Social Services Studies

Hong Kong Social Issue Studies; Introduction to Psychology; Practical Skills in Social Services and Self-understanding

Psychology

Introduction to Psychology; Personality Psychology; Social Psychology and Interpersonal Communications

Sports Management and Physical Fitness Training

Introduction to Sports Management; Sports Event Organizations and Applications; Health and Physical Fitness Training

Motorcycle Servicing and Automotive Technology[#]

Vehicle Servicing and Troubleshooting; Powertrain Servicing and Maintenance; Motorcycle and Other Fuel Systems Servicing

Beauty Care Services

Hand Care and Beauty; Facial Care and Use of Equipment; Body Care and Marketing

Child Care and Education

Early Childhood Development; Introduction to Early Childhood Teaching and Learning; Introduction to Psychology

Civil Service (Clerical)

Chinese and English Documents Writing Skills; The Basic Law, Current Affairs and Interview Skills; Maths Plus

Health Care[#]

Basic Medical Equipment; Elderly Psychosocial and Spiritual Health Caring; Quality Customer Service

室內設計

室內設計入門；電腦輔助室內設計；室內設計實務

產品設計

產品設計入門；電腦輔助產品設計；產品設計實務

園藝管理(樹藝)

基本園藝學；植物栽培與樹木護養；樹木風險評估與社區保育

食物及營養學

食物化學；食物生物學；基礎營養學

醫務中心營運及感染控制

醫療術語概論及應用；醫務中心常見疾病及感染控制；醫務中心基本醫療儀器

個人護理及美容產品學

基礎個人護理產品學；美容、香薰療法及專業服務學；化妝技巧及美甲護理

該選修群組/選修科目已通過香港學術及職業資歷評審局審批，為《能力標準說明》為本課程。成功修畢該選修群組/選修科目，可獲頒發相關的獨立資歷證書。

☎ 3127 5800

🌐 <http://www.vtc.edu.hk/sbi/>

兼讀制課程

提供課程的院校包括：

明愛社區書院、香港專業進修學校、香港科技專上學院、嶺南大學持續進修學院

Interior Design

Interior Design Fundamentals; Computer-aided Interior Design; Interior Design Practice

Product Design

Introduction to Product Design; Computer-aided Product Design; Product Design Practice

Horticulture Management (Arboriculture)

Introduction to Horticulture; Plants Culture and Tree Care; Tree Risk Assessment and Community Conservation

Food Science and Nutrition

Food Science (Chemistry); Food Science (Biology); Basic Nutritional Studies

Medical Centre Operations and Infection Control

Introduction to Medical Terminology and its Application; Common Diseases in Medical Centre and Infection Control; Basic Medical Equipment in Medical Centre

Beauty and Personal Care Products Studies

Foundation in Personal Care Products; Beauty Therapy, Aromatherapy and Professional Services; Make-up Techniques and Nail Care Treatment

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☎ 3127 5800

🌐 <http://www.vtc.edu.hk/sbi/>

Part-time Courses

Institutes providing relevant courses:

Caritas Institute of Community Education, Hong Kong College of Technology, Hong Kong Institute of Technology, LIFE--Lingnan University