

# 毅進文憑課程 2021 / 2022

## Diploma Yi Jin Programme 2021 / 2022

### 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

### 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 / Ambulance; Fire Services Practice

##### **Correctional Services Practice**

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

**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

**海關實務**

香港海關實務；海關關員入職遴選試訓練；投考紀律部隊體能訓練

**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

**運動及體適能教練**

運動及體適能教練技巧I；運動及體適能教練技巧II；顧客服務<sup>#</sup>

**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

**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

**動物護理**

動物護理（助理員入門）；顧客服務<sup>#</sup>；延伸數學

**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

**復康護理實務**

物理治療助理；職業治療助理；社區健康及護理服務

**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

**基礎善別輔導與服務**

善別服務基礎；顧客服務<sup>#</sup>；哀傷支援基礎

**社區心理學**

基礎心理學；兒童心理學；正向心理學

**Ambulance Services Practice**

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

**Customs and Excise Practice**

Hong Kong Customs and Excise Practice; Recruitment Procedures for Customs Officer; Physical Conditioning for Disciplinary Forces

**Child Educare Practice**

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

**Sports and Fitness Coaching**

Sports and Fitness Coaching I; Sports and Fitness Coaching II; Customer Services<sup>#</sup>

**Hotel Operations and Management**

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

**Animal Care**

Animal Care (Assistant Foundation); Customer Services<sup>#</sup>; Maths Plus

**Pharmaceutical Service**

Maths Plus; Dispensary Practice; Foundation in Health Science

**Nursing Studies**

Maths Plus; Foundation in Health Science; Nursing Practice

**Rehabilitation Practice**

Physiotherapist Assistant; Occupational Therapist Assistant; Community Healthcare and Nursing Services

**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

**Introductory Hospice Counseling and Service**

Foundation of Hospice Care; Customer Services<sup>#</sup>; Basic Bereavement Support

**Community Psychology**

Elementary Psychology; Child Psychology; Positive Psychology

**商業會計及管理**

商業會計；電腦會計；管理學概論

**美容、化妝及形象設計**

專業及潮流化妝造型設計；皮膚護理；個人形象設計

**香薰美容及身體護理**

皮膚護理；美容及纖體儀器療程；香薰護理<sup>#</sup>

**新娘化妝、頭髮造型及美甲技術<sup>#</sup>**

新娘化妝及頭髮造型；美甲及手足護理；殖甲技術

**數碼電子科技 (電子競技)**

電子競技技術概論；電腦組裝及網絡技術應用；延伸數學

**設計學 (時裝、平面及室內)**

平面設計；室內設計；時裝設計

**電影製作基礎**

電影製作前期籌備工作；影片製作；電影後期製作

**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

**數碼營銷及動畫 (特效) 視頻製作**

數碼與社交媒體市場推廣；數碼市場營銷的策劃及實行；動畫 (特效) 視頻製作

**特殊幼兒教育實務**

幼兒發展與早期學習；認識特殊幼兒教育；幼兒學習差異照顧與支援概論

<sup>#</sup> 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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**Business Accounting and Management**

Business Accounting; Computerized Accounting; Introduction to Management

**Beauty, Make-up and Image Design**

Professional and Trendy Make-up; Skin Care; Personal Image

**Aromatherapy of Beauty and Body Care**

Beauty Therapy; Beauty and Slimming Equipment Applications; Aromatherapy<sup>#</sup>

**Bridal Make-up, Hair Design and Nail Technology<sup>#</sup>**

Bridal Make-up and Hair Styling; Manicure and Pedicure and Nail Art; Nail Technology

**Digital Electronics Technology (eSports)**

Introduction to eSports; Computer Assembly and Network Technology Applications; Maths Plus

**Design Studies (Fashion, Graphic and Interior)**

Graphic Design; Interior Design; Fashion Design

**Fundamentals of Film Production**

Pre-production Planning for Film Making; Video Production; Post-production for Film Making

**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

**Digital Marketing and Animated (CGI) Video Production**

Digital and Social Media Marketing; Digital Marketing Planning and Implementation; Animated (CGI) Video Production

**Early Childhood Special Education Practice**

Child Development and Early Learning; Understanding Early Childhood Special Education; Introduction to Educare Support for Children with Diverse Learning Needs

<sup>#</sup> 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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**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

**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

**商業管理學**

管理學原理；市場學原理；人力資源管理學概論

**市場營銷學**

消費行為；市場學原理；銷售及行銷管理

**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

**時尚珠寶首飾設計**

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

**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

**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 Management**

Principles of Management; Marketing Principles; Introduction to Human Resources Management

**Marketing**

Consumer Behaviour; Marketing Principles; Selling and Sales Management

**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

**Stylish Jewellery Design**

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

**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

**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

**傳媒學**

傳媒概論；電子媒體製作基礎；公共關係及廣告概論

**航空服務**

航空服務概論；航空市場及管理；航空安全與保安

**健康護理**

基礎健康護理 I；基礎健康護理 II；復康與社康護理

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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

**海關及入境備考訓練**

海關知識及面試技巧；入境知識及面試技巧；紀律部隊體能訓練

**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

**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

**Popular Culture Tourism in Japan and Korea**

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

**Media Studies**

Principles of Media; Introduction to Digital Media Production; Principles of Public Relations and Advertising

**Aviation Services**

Introduction to Aviation Services; Introduction to Airline Marketing and Management; Safety and Security in Aviation

**Health Care Studies**

Basic Health Care Services I; Basic Health Care Services II; Rehabilitation and Community Care

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**Hong Kong College of Technology**

**Disciplined Services**

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

**Preparation Training for Customs and Excise and Immigration Recruitment**

Customs and Excise Service Studies and Recruitment Interview Skills; Immigration Service Studies and Recruitment Interview Skills; Disciplined Services Physical Training

**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

**航空服務**

航空服務基礎；旅遊業基礎；優質顧客服務基礎

**機場運作與服務**

機場客運大樓運作與服務基礎；飛行區及停機坪運作；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

**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

**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

**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

**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

**Airline Services**

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

**Airport Operations and Services**

Essentials for Airport Terminal Operations and Services; Airfield and Ramp Operations; 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

**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

**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

**Creative Photography (Commercial and Advertising)**

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

**Mobile Apps and Game Design**

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

**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

**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

**電競團隊訓練與發展**

電競團隊訓練；電競產業與發展；社交媒體市場營銷

**廣告片及社交媒體創作**

廣告片拍攝；廣告片後期製作；社交媒體及圖像製作

**跨平台遊戲及動畫製作**

程式編寫基礎；跨平台遊戲設計基礎；3D 圖像及動畫製作

**基礎醫療護理**

人體解剖學與生理學入門；常見疾病及基礎病理改變；基礎生物科技技術應用

**基礎牙科科學**

人體解剖學與生理學入門；基礎牙科科學及常見疾病；基礎醫學化驗及臨床應用

**營養與體重管理<sup>#</sup>**

食物與營養；體適能與美體；餐單設計與體重管理

**建築設計及工程管理基礎**

建築設計及軟件應用；基建工程及建造工程管理；延伸數學

**兒童健康護理**

基礎人體解剖學與生理學；兒童常見疾病及預防護理；兒童健康服務

**室內設計**

室內設計基礎；繪圖軟件及3D打印應用；智能家居及商業空間設計

<sup>#</sup> 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。

☎ 2265 6987 / 2926 1222

🌐 [www.hkct.edu.hk/dyj](http://www.hkct.edu.hk/dyj)

**Accounting and Finance**

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

**Introductory Electrical and Electronic Engineering in Building**

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

**e-Sports Training and Development**

e-Sports Training; e-Sports Business and Development; Social Media Marketing

**TVC and Creative Social Media**

TVC Shooting; TVC Post-production; Social Media and Image Production

**Cross-Platform Games and Animation Production**

Introduction to Programming; Cross-Platform Games Design Fundamentals; 3D Image and Animation Production

**Basic Medical Care**

Introduction to Human Anatomy and Physiology; Common Diseases and Basic Pathological Changes; Application of Basic Biotechnology

**Basic Knowledge in Dental Sciences**

Introduction to Human Anatomy and Physiology; Basic Dental Sciences and Common Diseases; Basic Knowledge and Technology in Medical Laboratory Sciences

**Nutrition and Weight Management<sup>#</sup>**

Food and Nutrition; Physical Fitness and Body Management; Meal Planning and Weight Management

**Fundamental Building Design and Construction Management**

Building Design and Software Application; Infrastructure and Building Construction Management; Maths Plus

**Health Care for Children**

Fundamentals of Human Anatomy and Physiology; Common Pediatric Illnesses and Preventive Care; Child Health Service

**Interior Design**

Fundamentals of Interior Design; Computer-aided Drafting and 3D Printing Application; Smart Home and Commercial Space Design

<sup>#</sup> 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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🌐 [www.hkct.edu.hk/dyj](http://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

**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

**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

**基礎牙醫助理實務**

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

**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

**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

**Building Services Studies**

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

**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



**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

**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<sup>#</sup>**

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

**日語及日本文化**

日語導論；日本音樂文化；日本旅遊業導論

**韓語及韓國文化**

韓語入門；韓國音樂文化；韓國旅遊導論

**電影及電視工程**

電影及電視製作入門；機電工程與影視製作；基本影視工程技巧

**會計**

基礎會計學；會計行政實務；會計資訊系統

**基礎中西廚藝**

中西廚藝入門；食物及環境衛生管理導論；廚藝職安健

**電腦系統及網絡保安**

基礎電腦科學；電腦系統及網絡保安導論；延伸數學

**公務員文書職系架構實務**

公務員文職架構及工作；公共關係及宣傳(公共機構)；電腦資訊應用

**商業學**

市場學基礎；基本會計；商業行政導論

**醫療化驗科學**

醫療化驗科學導論；醫療化驗職業安全健康；延伸數學

**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

**Basic Aircraft Maintenance Engineering**

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

**Electrical Engineering<sup>#</sup>**

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

**Japanese and Japan Studies**

Introductory Japanese; Japanese Music Culture; Introduction to Japan Tourism

**Korean and Korea Studies**

Introductory Korean; Korean Music Culture; Introduction to Korean Tourism

**TV & Film Engineering**

Fundamentals on TV & Film Production; Electrical Engineering in TV & Film Production; Basic Skills in TV & Film Engineering

**Accounting**

Introduction to Accounting; Accounting Administration; Accounting Information System

**Fundamentals of Chinese and Western Cuisine Studies**

Introductory Chinese and Western Cuisine; Introduction to Food and Environmental Hygiene Management; Occupational Safety and Health for Culinary

**Computer System and Network Security**

Introduction to Computer Science; Introduction to Computer System and Network Security; Maths Plus

**Clerical Work Practices for Civil Servant**

Introduction to Civil Service Studies and Work; Public Relations & Promotion (Public Sector) ; IT Applications

**Business Studies**

Fundamentals of Marketing; Basic Accounting; Introduction to Business Administration

**Medical Laboratory Science**

Introduction to Medical Laboratory Science; Occupational Safety and Health for Medical Laboratories; Maths Plus

**輔導及社會服務**

輔導心理學；社會工作導論；活動統籌

**紀律部隊職務訓練**

紀律部隊職務；紀律部隊入職面試技巧；紀律部隊危機應變

**幼兒教育及活動班 Playgroup 導師**

幼兒教育導論；溝通心理學；嬰幼兒成長及發展

**運動復康(瑜伽及普拉提)**

運動復康導論(瑜伽及普拉提)；基礎物理治療；運動危機應變

# 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

**市場學及工商管理**

會計學概論；人力資源管理；市場營銷

**會計學**

會計學概論；進階會計學；MYOB 會計軟件

**活用心理學**

基礎心理學；輔導心理學；成長與發展心理學

**幼兒教育**

幼兒成長與發展；幼兒教育概論；幼兒教學法

**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

**Counselling and Social Services**

Counselling Psychology; Introduction to Social Work; Event Management

**Disciplinary Forces Occupational Training**

Disciplinary Forces Duties; Disciplinary Forces Recruitment Interview Skills; Crisis Management for Disciplinary Forces

**Early Child Education and Playgroup Tutor**

Introduction to Early Child Education; Psychology of Communication; Infant & Early Child Growth and Development

**Sports Rehabilitation (Yoga and Pilates)**

Introduction to Sport Rehabilitation (Yoga & Pilates); Fundamentals of Physiotherapy; Crisis Management in Sports Activity

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**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

**Marketing and Business Administration**

Introduction to Accounting; Human Resources Management; Marketing

**Accounting**

Introduction to Accounting; Intermediate Accounting; MYOB Applications

**Practical Psychology**

Basic Psychology; Counseling Psychology; Growth and Developmental Psychology

**Early Childhood Education**

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

**Sports and Fitness Training**

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

**翻譯初階**

翻譯導論；語言研究；實用翻譯

**日語及日本文化**

初級日語I；初級日語II；日本文化入門

**韓語及韓國潮流文化**

基礎韓語I；基礎韓語II；現代韓國流行文化

**酒店服務**

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

**多媒體廣告設計**

創意平面設計及製作；多媒體宣傳及網站製作；微电影製作

**西式廚藝**

西式廚務營運及烹調技巧；西式飲食：服務與營運；西式烘焙及甜品製作

**創意媒體製作**

創意平面設計及製作；採訪技巧與紀錄片製作；微电影製作

**酒店營運及宴會服務**

宴會服務；前堂及客房服務；款待業優質服務

**消防及救護備考**

消防及救護實務；體能訓練理論及技巧；面試策劃及技巧訓練

**入境及海關備考**

入境及海關實務；體能訓練理論及技巧；面試策劃及技巧訓練

**警務及懲教備考**

警務及懲教實務；體能訓練理論及技巧；面試策劃及技巧訓練

☎ 2616 7280/2616 7288

🌐 <http://life.ln.edu.hk/dyj>

**Foundation in Translation**

Introduction to Translation; Language Studies for Translation; Practical Translation

**Japanese Language and Culture**

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

**Multimedia Advertising Design**

Creative Graphic Design and Production; Multimedia Production and Website Production; Micro-film Production

**Western Culinary Arts**

Western Kitchen Operations and Cookery; Western Food & Beverage: Service Skills and Operations; Western Bakery & Pastry

**Creative Media Production**

Creative Graphic Design and Production; Interviewing Techniques and Documentary Production; Micro-film Production

**Hotel Operations and Banquet Service**

Banquet Service; Front Office and Room Service Operations; Customer Service in Hospitality Industry

**Preparatory Occupations for Fire & Ambulance Services**

Fire & Ambulance Services; Theories and Technique in Physical Fitness Training; Strategic Interview and Presentation Skills

**Preparatory Occupations for Immigration & Customs**

Immigration & Customs; Theories and Technique in Physical Fitness Training; Strategic Interview and Presentation Skills

**Preparatory Occupations for Police & Correctional Services**

Police & Correctional Services; Theories and Technique in Physical Fitness Training; Strategic Interview and Presentation Skills

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## 香港公開大學李嘉誠專業進修學院

### **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

### **紀律部隊實務及入職訓練**

紀律部隊實務及處境訓練；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

### **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

### **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

### **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

### **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

### **護理學**

認識老人健康與護理；基本護理技巧；延伸數學

### **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

### **康體管理及運動教練學**

康體管理；體育營銷；運動教練學

### **日語**

日語 (I)；日語 (II)；日語會話

### **建築設計與科技**

建築學入門；數碼藝術及應用；智能城市與可持續發展

## LiPACE, The Open University of Hong Kong

### **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

### **Practice of Disciplinary Forces and Recruitment Training**

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

### **Tourism and Hospitality Services (Airline)**

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

### **Barista Skills and Pastry & Dessert Production**

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

### **Tourism and Hospitality Services (Hotel and Catering)**

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

### **Tourism and Hospitality Services (Theme Parks)**

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

### **Nursing Studies**

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

### **Early Childhood Education**

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

### **Sport and Recreation Management with Sport Coaching**

Introduction to Sports and Recreation Management; Sports Marketing; Introduction to Sport Coaching and Training

### **Japanese**

Japanese I; Japanese II; Oral Japanese

### **Architectural Design and Technology**

Introduction to Architectural Studies; Digital Art and Application; Smart City and Sustainable Development

### **基礎工程學**

工程學概論；智能城市與可持續發展；延伸數學

### **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

### **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

### **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

### **室內設計**

認識室內設計；數碼藝術及應用；智能城市與可持續發展

### **心理學與輔導學**

認識心理學；應用心理學入門；輔導技巧

### **動物輔助介入**

動物輔助治療入門；人類成長及發展需要；輔導技巧

### **婚禮統籌及活動管理**

婚禮統籌；市場活動策劃概論；優質管理及顧客服務

### **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

### **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

### **時尚化妝與造型<sup>#</sup>**

化妝學入門；時尚創意化妝；零售美容顧問

### **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；

### **文化旅遊與導賞**

文化遊蹤；旅遊業概論；可持續發展與綠色旅遊

### **公務員實務**

公務員及公共事務概論；辦公室電腦實務；延伸數學

### **Fundamental Engineering**

Introduction to Engineering; Smart City and Sustainable Development; Maths Plus

### **Comic and Illustration Arts**

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

### **Fashion and Image Styling**

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

### **Popular Music Performance and Creation**

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

### **Interior Design**

Understanding Interior Design; Digital Art and Application; Smart City and Sustainable Development

### **Psychology and Counselling Studies**

Understanding Psychology; Introduction to Applied Psychology; Counselling Skills

### **Animal Assisted Intervention**

Introduction to Animal Assisted Intervention; Human Lifespan Development and Needs; Counselling Skills

### **Wedding Planning and Event Management**

Wedding Planning; Introduction to Event Marketing; Quality Management and Customer Services

### **Advertising, Public Relations, and Event Marketing**

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

### **Pet Care and Beauty Services**

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

### **Fashion Make-up and Styling<sup>#</sup>**

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

### **Nutrition**

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

### **Cultural Tourism and Tour Guiding**

Cultural Travel; Introduction to Tourism Business; Sustainable Development and Green Tourism

### **Civil Service Practices**

Introduction to Civil Service and Public Affairs; Office Computer Skills; Maths Plus

# 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.ouhk.edu.hk/lipace/YJ](http://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

#### **救護實務**

基本醫療儀器；急救知識；救護員入職要求及訓練技巧

#### **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

#### **心理學**

心理學導論；人格心理學；社會心理學與人際溝通

#### **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

#### **醫療護理**

醫療術語概論及應用；常見疾病及感染控制；醫務中心基本醫療儀器

#### **食物及營養學**

食物化學；食物生物學；基礎營養學

#### **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

#### **設計學**

設計基礎；繪畫技巧；電腦輔助設計

#### **創意廣告設計**

廣告推廣策略；繪畫技巧；電腦輔助設計

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### 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

#### **Paramedic Practice**

Basic Medical Equipment; First Aid Knowledge; Job Requirements for Ambulanceman

#### **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

#### **Psychology**

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

#### **Social Services Studies**

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

#### **Medical Care**

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

#### **Food Science and Nutrition**

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

#### **Hotel Management and Tourism Studies**

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

#### **Design Studies**

Design Fundamentals; Drawing Skills; Computer-aided Design

#### **Creative Advertising Design**

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

**室內設計**

室內設計入門；電腦輔助室內設計；室內設計實務

**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

**電腦及大數據**

基礎程式編寫；數據庫及大數據基礎；延伸數學

**人工智能**

人工智能基礎；數據庫及大數據基礎；延伸數學

**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

**商業學**

零售業實務；會計學；綜合商業實務

**財務策劃實務**

基本財務策劃管理；投資和保險策劃實務；延伸數學

**藝人推廣及舞台製作**

形象設計；數碼簡歷製作及藝人推廣；演藝舞台製作

**體適能及運動營養**

體適能及運動技巧；運動營養及體重管理；功能運動及綜合健康計劃設計和推廣

**復康護理<sup>#</sup>**

護理實務技巧；復康實務技巧；復康訓練

<sup>#</sup> 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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🌐 <http://www.vtc.edu.hk/sbi/>

**兼讀制課程**

**提供課程的院校包括：**

香港專業進修學校、明愛社區書院、香港科技專上學院

**Interior Design**

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

**Multimedia Game Design**

Game Design; Computer-aided Design; Multimedia Internet Applications

**Computing and Big Data**

Programming Fundamentals; Database and Big Data Fundamental; Maths Plus

**Artificial Intelligence**

Artificial Intelligence Fundamental; Database and Big Data Fundamental; Maths Plus

**Computer Network**

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

**Business Studies**

Retail Operation; Accounting; Integrated Commercial Practice

**Financial Planning Practice**

Basic Financial Planning Management; Investment and Insurance Planning Practice; Maths Plus

**Artiste Promotion and Staging**

Image Design; Digital CV and Social Media Marketing of Artiste; Staging of Artiste

**Fitness and Exercise Nutrition**

Fitness and Exercise Techniques; Exercise Nutrition and Weight Management; Functional Training, Comprehensive Health Plan and Health Promotion

**Rehabilitation Care<sup>#</sup>**

Nursing Technique in Practices; Rehabilitation Technique in Practices; Rehabilitation Training

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**Part-time Courses**

**Institutes providing relevant courses:**

Hong Kong College of Technology, Caritas Institute of Community Education, Hong Kong Institute of Technology