

毅進文憑課程 2014 – 2015

Yi Jin Diploma Programme 2014 – 2015

各院校提供的選修科目群組 (所有選修科目群組以院校最後公布為準)	Elective Clusters Offered by Institutions (All elective clusters are subject to confirmation by the respective institutions)
全日制課程	Full-time Courses
明愛社區書院	Caritas Institute of Community Education
<u>綜合設計學</u> 時裝設計；平面設計；室內設計	<u>Integrated Design Studies</u> Fashion Design; Graphic Design; Interior Design
<u>專業化妝、模特兒及個人形象設計</u> 專業化妝及潮流化妝造型設計；模特兒形象設計；個人形象設計	<u>Professional Make-up, Modeling and Personal Image</u> Professional and Trendy Make-up; Modeling and Image Design; Personal Image
<u>專業化妝、髮型設計及美甲學</u> 專業化妝及潮流化妝造型設計；專業髮型；美甲及手足護理#	<u>Professional Make-up, Hair-dressing and Nail Technology</u> Professional and Trendy Make-up; Hair Dressing; Manicure & Pedicure Care & Nail Art#
<u>專業皮膚護理，面部美容儀器療程及新娘化妝</u> 專業皮膚護理；面部美容儀器療程；新娘化妝及髮型設計	<u>Beauty Therapy, Facial Electrical Treatment and Bridal Make-up</u> Beauty Therapy; Facial Electrical Treatment; Bridal Make-up and Hair Design
<u>資訊科技應用</u> 電腦系統支援及軟件應用概論；智能手機程式設計入門；電腦系統及網絡保安技術應用	<u>Information Technology Application</u> Introduction to Software Application and System Support; Smartphone Programming Foundation; Application of Computing System and Network Security Technology
<u>心理學實務</u> 心理學導論；心理測驗初階與性格分析；實用心理學	<u>Psychology Practice</u> Introduction to Psychology; Basic Psychological Tests and Personality Analysis; Psychology in Daily Life
<u>社會服務應用技巧</u> 社會政策及社會福利導論；心理學導論；服務策劃及助人技巧	<u>Social Service Practice</u> Introduction to Social Policy and Social Welfare ; Introduction to Psychology; Services Planning and Helping Skills
<u>社區項目實務</u> 社會研習；活動策劃及項目管理導論；服務策劃及助人技巧	<u>Community Programme Practice</u> Community Study; Introduction to Event and Programme Management; Services Planning and Helping Skills
<u>公務員(文職)實務</u> 政府公文寫作；公務員(文職)實務及投考準備；延伸數學	<u>Civil Service (Clerical) Practices</u> Government Official Writing; Preparation for Civil Service (Clerical) Recruitment; Maths Plus
<u>工商管理與實務</u> 管理學概論；市場營銷與客戶關係；創業實務	<u>Business Management and Practices</u> Introduction to Management; Marketing and Customer Relationship; Entrepreneurship
<u>會計實務</u> 會計(一)；會計(二)；電腦會計	<u>Accounting</u> Accounting I; Accounting II; Computerized Accounting
<u>宴會及展覽統籌實務</u> 項目統籌與營運；婚禮統籌；會議、展覽及獎勵旅遊	<u>Banquet and Exhibition Practices</u> Event Planning and Operations; Wedding Planning; Meetings, Incentives, Conventions and Exhibitions (MICE)
<u>康樂及休閒項目統籌實務</u> 項目統籌與營運；主題公園營運基礎；運動及康樂項目管理初階	<u>Recreation and Leisure Event Practices</u> Event Planning and Operations; Fundamentals of Theme Park Operations; Introduction to Sports and Recreation Event Management
<u>酒店運作及管理</u> 餐飲服務運作；前堂服務運作；房務服務運作	<u>Hotel Operations and Management</u> Food & Beverage Service Operations; Front Office Service Operations; Housekeeping Service Operations
<u>亞洲(中、日、韓)食品製作</u> 中菜烹調製作；日韓烹調製作；廚房安全及食物衛生	<u>Asian (Chinese, Japanese, Korean) Food Production</u> Chinese Cuisine Production; Japanese and Korean Cuisine Production; Kitchen Safety and Food Hygiene
<u>西式食品製作</u> 西式烹調製作；西式甜品及糕點製作；廚房安全及食物衛生	<u>Western Food Production</u> Western Cuisine Production; Western Dessert and Pastry; Kitchen Safety and Food Hygiene
<u>咖啡店飲品及甜品製作</u> 咖啡店飲品製作；西式甜品及糕點製作；廚房安全及食物衛生	<u>Coffee Shop Drinks and Dessert Production</u> Coffee Shop Drinks Production; Western Dessert and Pastry; Kitchen Safety and Food Hygiene
<u>紀律部隊實務</u> 紀律部隊實務；紀律部隊入職遴選試訓練；投考紀律部隊體能訓練	<u>Disciplinary Forces Practice</u> Disciplinary Forces Practice; Disciplinary Forces Recruitment Training; Physical Conditioning for Disciplinary Forces
<u>警隊實務</u> 香港警隊實務；警隊入職遴選試訓練；投考紀律部隊體能訓練	<u>Police Force Practice</u> Police Force Practice; Police Recruitment Training; Physical Conditioning for Disciplinary Forces
<u>健康護理實務</u> 綜合健康科學；基層健康及醫療護理；護理工作實務	<u>Health Care Practice</u> Integrated Health Science; Primary Health Care; Nursing Practice

<u>運動與營養學實務</u> 基礎營養學及體重管理；「亞健康」體質運動管理；基層健康及醫療護理	<u>Sports and Nutrition Practices</u> Basic Nutrition and Weight Management; Physical Management for Sub-optimal Health; Primary Health Care
<u>幼兒照顧實務</u> 認識幼兒工作；兒童早期發展及遊戲設計概論；幼兒健康	<u>Child Care Practice</u> Understanding Child Care; Introduction to Child Development and Game Design; Child Health
<u>幼兒遊戲導師實務</u> 認識幼兒工作；兒童早期發展及遊戲設計概論；音樂與藝術早期教育	<u>Playgroup Teacher Practice</u> Understanding Child Care; Introduction to Child Development and Game Design; Early Experience in Music and Art
# 該選修科目群組或選修科目乃按照資歷架構下成立的行業培訓諮詢委員會所制訂的《能力標準說明》為基礎而設計。	# This elective subject/cluster adopt the Specification of Competency Standards formulated by the relevant Industry Training Advisory Committees under the Qualifications Framework as the main basis for curriculum design.
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香港浸會大學持續教育學院	SCE, Hong Kong Baptist University
<u>警務</u> 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	<u>Policing Studies</u> Introduction to Policing Studies; Fitness and Wellness; Ethics and Values in Disciplined Services
<u>消防服務</u> 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	<u>Fire Services Studies</u> Introduction to Fire Services; Fitness and Wellness; Ethics and Values in Disciplined Services
<u>懲教事務</u> 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	<u>Correctional Services Studies</u> Introduction to Hong Kong Correctional Services; Fitness and Wellness; Ethics and Values in Disciplined Services
<u>入境事務</u> 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	<u>Immigration Services Studies</u> Introduction to Hong Kong Immigration Services; Fitness and Wellness; Ethics and Values in Disciplined Services
<u>應用心理學</u> 生活中的心理學；領袖心理學；成長與社會關懷	<u>Applied Psychology</u> Applied Psychology in Everyday Life; Psychology of Leadership; Human Growth and Social Care
<u>酒店學</u> 認識酒店款待業；餐飲服務運作；酒店前堂及房務部運作	<u>Hotel Studies</u> Understanding Hospitality Industry; Food and Beverage Operations; Front Office and Housekeeping Operations
<u>企業會計</u> 財務會計；成本會計；管理學原理	<u>Business Accounting</u> Financial Accounting; Cost Accounting; Principles of Management
<u>商業學</u> 管理學原理；市場學原理；工作行為	<u>Business Studies</u> Principles of Management; Marketing Principles; Workplace Behaviour
<u>人力資源管理</u> 管理學原理；人力資源管理學概論；招聘及甄選管理	<u>Human Resources Management</u> Principles of Management; Introduction to Human Resources Management; Recruitment and Selection Management
<u>市場營銷學</u> 消費行為；市場學原理；銷售及行銷管理	<u>Marketing</u> Consumer Behaviour; Marketing Principles; Selling and Sales Management
<u>市場營銷傳播</u> 市場營銷傳播；市場學原理；廣告與網上營銷	<u>Marketing Communications</u> Marketing Communications; Marketing Principles; Advertising and E-marketing
<u>零售管理</u> 消費行為；零售商品及推廣；客戶服務及店舖管理*	<u>Retail Management</u> Consumer Behaviour; Retail Merchandising and Promotion; Customer Services and Store Management*
<u>傳媒學</u> 傳媒概論；印刷媒體版面設計基礎；公共關係及廣告概論	<u>Media Studies</u> Principles of Media; Introduction to Printed Media Layout Design; Principles of Public Relations and Advertising
<u>社會服務</u> 香港社會福利；生活中的心理學；社會工作技巧	<u>Social Services</u> Hong Kong Social welfare; Applied Psychology in Everyday life; Social Work Practice
<u>數碼圖像與設計</u> 平面設計原理；數碼攝影與影像編輯；互動網站建構	<u>Digital Graphics and Design</u> Principles of Graphic Design; Digital Photography and Image Editing; Interactive Web Site Development
<u>運動教練學</u> 運動教練技巧概論；體適能與健康生活；運動基礎	<u>Sports Coaching</u> Introduction to Sports Coaching; Fitness and Wellness; Foundations in Sports
<u>公務員實務 (稅務)</u> 稅務概論；倫理、價值觀與社會；延伸數學	<u>Civil Service (Taxation)</u> Introduction to Taxation; Ethics, Values and Society; Maths Plus
<u>創意珠寶設計及製作</u> 認識珠寶行業及寶石知識；創意珠寶設計及數碼展示；珠寶製作及生產	<u>Creative Jewellery Design and Production</u> Understanding Jewellery Industry and Basics of Gem Knowledge; Creative jewellery design and digital presentation; Jewellery making and production

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	<u>Computing</u> Programming and Database Applications; Internet Applications and Network Security; Maths Plus
銀行及金融 銀行服務與運作；財務策劃與投資；延伸數學	<u>Banking and Finance</u> Banking Services and Operations; Financial Planning and Investments; Maths Plus
推動社會企業業務 社會企業營運；公共管理概論；市場學原理	<u>Driving Social Enterprise Business</u> Operation of Social Enterprise; Introduction to Public Management; Marketing Principles
公共行政實務 公共行政原則與實務；公職人員操守和基礎法律知識；雙語應用及傳意	<u>Public Service Administration</u> Public Administration: Principles and Practice; Ethics and Basic Legal Knowledge for Public Servants; Bilingual Application and Communication
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	<u>E-Commerce and Technology</u> Introduction to E-Commerce; Interactive Web Site Development; Smartphone App Development
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	<u>Education Supportive Services</u> Learning and Activity Planning; Student Growth and Different Learning Needs; Education Technologies and Application
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香港專業進修學校	Hong Kong College of Technology
<u>紀律部隊</u> 紀律部隊基礎訓練；紀律部隊體能訓練；紀律部隊面試技巧	<u>Disciplined Services</u> Disciplined Services Training; Disciplined Services Physical Training; Disciplined Services Interview
<u>警隊備考訓練</u> 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	<u>Preparation for Police Force Training</u> Police Force and Interview Skill; Disciplined Services Physical Training; Whole Person Development for Disciplined Services
<u>消防備考訓練</u> 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	<u>Preparation for Fire Services Training</u> Fire Services Training and Interview Skill; Disciplined Services Physical Training; Whole Person Development for Disciplined Services
<u>運動訓練及教練</u> 運動訓練學基礎；運動知識及管理基礎；運動教練學基礎	<u>Sports Training and Coaching</u> Basic Sports and Physical Training; Basic Sports Management; Basic Sports Coaching
<u>公務員實務</u> 香港政府及公共事務簡介；延伸數學；政府公文寫作	<u>Civil Services Practices</u> Introduction to Hong Kong Government and Public Affairs; Maths Plus; Understanding Official Writing
<u>基礎醫療護理</u> 人體解剖及生理學概論；醫療系統架構及基本疾病知識；化驗技術及應用	<u>Basic Medical Care</u> Introduction to Human Anatomy and Physiology; Basic Medical Knowledge in Disease and Healthcare System in Hong Kong; Commonly used Medical Tests, Technologies and Applications
<u>幼兒教育</u> 幼兒成長發展；幼兒活動設計；幼兒教育工作者	<u>Early Childhood Education</u> Early Childhood Development; Activities Planning for Early Childhood; Early Childhood Educator
<u>社會服務</u> 香港社會與社會福利；心理學初階；活動設計與執行	<u>Social Services</u> Hong Kong Society and Social Welfare; Introduction to Psychology; Programme Design and Implementation
<u>心理學及助人技巧</u> 心理學初階；心理測驗與應用；基礎助人技巧	<u>Psychology and Helping Skills</u> Introduction to Psychology; Introduction to Psychological Testing; Basic Helping Skills
<u>電視資訊節目製作</u> 採訪及幕前技巧；拍攝及後期製作；錄影廠實務	<u>Infotainment Production</u> Reporting and Performing Skills; Shooting and Post-Production; Studio Production in Practices
<u>傳意及主播技巧</u> 基礎公關概念與寫作；主播與主持技巧；傳訊入門與媒體傳意	<u>Communication and Anchoring</u> Public Relations Basics and Writing; Anchoring and Hosting Techniques; Media and Communication
<u>創意設計 (媒體及廣告)</u> 綜合媒體設計；設計軟件應用；平面廣告設計	<u>Creative Design (Media and Advertising)</u> Integrated Media Design; Computer Aided Design; Print Advertising Design
<u>創意攝影 (商業及廣告)</u> 攝影基礎與實踐；設計軟件應用；商業及廣告攝影	<u>Creative Photography (Commercial and Advertising)</u> Fundamentals and Practice of Photography; Computer Aided Design; Commercial and Advertising Photography
<u>電腦網絡及保安實務</u> 電腦系統維護及排難；電腦網絡設備及應用技巧；電腦網絡保安及客戶服務	<u>Computer Network and Security Practice</u> Computer Hardware Preventive Maintenance and Troubleshooting; Computer Networking Equipment Application Technique; Network Security and Customer Service
<u>智能手機程式設計</u> 程式編寫基礎；Android Apps開發導論；iOS Apps設計入門	<u>Mobile Apps Design</u> Introduction to Programming; Introduction to Android Apps Development; Introduction to iOS Apps Design

數碼遊戲及多媒體設計 程式編寫基礎；Flash Games遊戲設計基礎；多媒體網頁設計	<u>Digital Games and Multimedia Design</u> Introduction to Programming; Flash Games Design Fundamentals; Multimedia Web Design
航空服務 航空服務基礎；旅遊業基礎；優質顧客服務基礎	<u>Airline Services</u> Basic Airline Services; Basic Travel and Tourism; Basic Quality Customer Service
酒店款待及旅遊 旅遊業基礎；款待業基礎；優質顧客服務基礎	<u>Hospitality and Tourism</u> Basic Travel and Tourism; Basic Hospitality Industry; Basic Quality Customer Service
婚禮統籌 婚禮統籌基礎；款待業基礎；優質顧客服務基礎	<u>Wedding Planning</u> Basic Wedding & Events Planning; Basic Hospitality Industry; Basic Quality Customer Service
金融投資及財富管理 銀行及金融制度概論；個人財富管理；基礎投資概論	<u>Financial Investment and Wealth Management</u> Introduction to Banking and Financial System; Personal Wealth Management; Introduction to Basic Investment
工商管理實務 認識商業；辦公室管理實務；進出口貿易	<u>Business Administration Practices</u> Understanding Business; Office Management in Practices; Import & Export Trading
商業會計 會計概論；財務會計；公司會計及實用會計電腦軟件應用	<u>Commercial Accounting</u> Introduction to Accounting; Financial Accounting; Company and Computerized Accounting
營商財務管理 營商會計；商業實務；企業運作	<u>Business Financial Management</u> Business Accounting; Business in Practices ; Business Operation
現代市場營銷 市場學原理；顧客服務；互聯網市場推廣	<u>Modern Marketing</u> Principles of Marketing; Customer Service; Internet Marketing
日本語言及流行文化 基礎日語；日本流行文化；日語會話	<u>Japanese Language and Popular Culture</u> Elementary Japanese; Japanese Popular Culture; Japanese Conversation
韓國語言及流行文化 基礎韓語；韓國流行文化；韓語會話	<u>Korean Language and Popular Culture</u> Elementary Korean; Korean Popular Culture; Korean Conversation
業戶服務與督導管理# 管業人力資源管理；業戶及社區服務；運作及設施管理(會所及商場)	<u>Property Management Services and Supervisory Management#</u> Human Resources Management in Property Management; Property Management Services for Owners, Tenants and the Community; Operation and Facility Management (Club House and Shopping Centres)
營養與食物衛生管理 食物與營養；餐單設計與體重管理；食物安全與衛生管理	<u>Nutrition and Food Hygiene Management</u> Food and Nutrition; Meal Plan and Weight Management, Food Safety and Hygiene Management
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	<u>Introductory Building Design and Construction Management</u> Introductory Building Design & Software Application; Introductory Building Design and Construction Management ; Maths Plus
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香港科技專上書院	Hong Kong Institute of Technology
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	<u>Police Studies</u> Police Studies and Recruitment Interview Skills; Physical Training for Police Force Recruitment; Crisis Management for Police Force
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	<u>Fire Services and Ambulance Service Studies</u> Fire Services / Ambulance Service Studies and Recruitment Interview Skills; Physical Training for Fire Services / Ambulance Service Recruitment; Crisis Management for Fire Services / Ambulance Service
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	<u>Correctional Services Studies</u> Correctional Services Studies and Recruitment Interview Skills; Physical Training for Correctional Services Recruitment; Crisis Management for Correctional Services
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	<u>Customs and Excise Service</u> 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
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	<u>Immigration Studies</u> Immigration Studies and Recruitment Interview Skills; Crisis Management for Immigration; Physical Training for Immigration Recruitment
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	<u>Commercial and Pop Music Composition</u> Basic Music Theory and Music Appreciation; Pop Music Composition and Vocal Training; Commercial Music

<u>護理學</u> 臨床護理實務；健康生活模式；職業安全健康	<u>Nursing Studies</u> Clinical Nursing Practice; Healthy lifestyle; Occupational Safety and Health
<u>物理治療學</u> 基礎物理治療；臨床護理實務；職業安全健康	<u>Physiotherapy Studies</u> Fundamentals of Physiotherapy; Clinical Nursing Practice; Occupational Safety and Health
<u>中醫及中藥學</u> 中醫診斷學；中藥學概論；健康生活模式	<u>Chinese Medicines and Herbal Drugs Studies</u> Diagnosis with Chinese Medicine; Basic Chinese Medicines Pharmacy; Healthy Lifestyle
<u>營養學實務</u> 基礎營養學；應用營養學；健康生活模式	<u>Practical Nutrition Studies</u> Basic Nutrition; Applied Nutrition; Healthy Lifestyle
<u>屋宇設備工程學</u> 屋宇設備；延伸數學；屋宇工程工作安全及健康	<u>Building Services Studies</u> Studies of Building Services; Maths Plus; Occupational Safety and Health for Building Services
<u>樓宇驗收及結構檢測</u> 樓宇結構檢查；延伸數學；屋宇工程工作安全及健康	<u>Building and Structural Inspection</u> Building Structural Inspection; Maths Plus; Occupational Safety and Health for Building Services
<u>幼兒教育</u> 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	<u>Early Childhood Education</u> Introduction to Early Childhood Education ; Psychology of Early Childhood Communication NLP; Early Childhood Growth and Development
<u>社會服務及輔導</u> 社會服務導論；輔導學入門；活動統籌	<u>Social Services and Counselling</u> Introduction to Social Services; Introduction to Counselling Theories and Practice; Event Management
<u>酒店及旅遊</u> 酒店款待管理；旅遊服務業導論；活動統籌	<u>Hotel and Tourism</u> Introduction to Hospitality; Introduction to Tourism; Event Management
<u>酒店及餐飲服務[#]</u> 酒店款待管理；飲食服務導論I；飲食服務導論II	<u>Hotel Operations and Catering Services[#]</u> Introduction to Hospitality; Introduction to Catering Services I; Introduction to Catering Services II
<u>酒店款待及調酒</u> 酒店款待管理；酒與調酒技巧；旅遊市場學導論	<u>Hospitality and Bartending</u> Introduction to Hospitality; Introduction to Wine and Bartending; Introduction to Tourism Marketing
<u>體育及運動管理</u> 體育及運動文化；體育及運動安全健康；運動危機應變	<u>Sports and Physical Education Management</u> Sports and Physical Education Culture; Safety and Health in Sports and Physical Education; Crisis Management in Sports Activity
<u>心理學</u> 溝通心理學（身心語言程式學）；健康心理學；應用心理學	<u>Psychology</u> Communication Psychology (Neurolinguistic Programming); Health Psychology; Applied Psychology
<u>電腦保安及硬件系統管理</u> 電腦硬件應用；基礎電腦科學；網絡保安	<u>Computer Security and Hardware System Management</u> Computer Hardware Application; Introduction to Computer Science; Network Security
<u>電腦程式設計及網絡保安</u> 基礎電腦科學；多媒體程式設計及應用；網絡保安	<u>Computer Programming and Network Security</u> Introduction to Computer Science; Application and Design of Multimedia Software; Network Security
<u>基礎新聞攝影</u> 新聞工作導論；數碼媒體認識；數碼影像處理	<u>Basic Photojournalism</u> Introduction to Journalism; Introduction to Digital Media; Digital Processing for Video and Photo
<u>基礎飛機維修工程</u> 飛機維修工程導論；飛機維修工程職安健；延伸數學	<u>Basic Aircraft Maintenance Engineering</u> Introduction to Aircraft Maintenance Engineering; Occupational Safety and Health for Aircraft Maintenance Engineering; Maths Plus
<u>機電工程[#]</u> 電機工程導論；機電工程職安健；延伸數學	<u>Electrical Engineering[#]</u> Introduction to Electrical Engineering; Occupational Safety and Health for Electrical Engineering; Maths Plus
<u>演藝製作</u> 演技概論及劇本創作；數碼媒體認識；活動統籌	<u>Performing Arts Production</u> Acting Theory and Script Writing; Introduction to Digital Media; Event Management
<u>市場、公關及活動統籌</u> 公共關係及宣傳；市場學導論；活動統籌	<u>Marketing, Public Relation and Event Management</u> Public Relations and Promotion; Introduction to Marketing; Event Management
<u>會計</u> 基礎會計學；會計行政實務；會計資訊系統	<u>Accounting</u> Introduction to Accounting; Accounting Administration; Accounting Information System
<u>圖書館及資訊管理</u> 圖書館服務導論；資料管理系統；行政實務	<u>Library and Information Management</u> Introduction to Library Service; Document Management System; Administration in Practice
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嶺南大學持續進修學院	LIFE, Lingnan University
紀律部隊訓練 體能提升理論及訓練技巧；紀律部隊知識及處境訓練；面試策劃及技巧訓練	<u>Disciplinary Forces</u> Theories and Technique in Physical Fitness Training; Understanding Various Disciplinary Forces and Scenario Training; Strategic Interview and Presentation Skills
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	<u>Civil Service</u> Office Administration Practices; Introduction to Public Affairs and Civil Service; Information Technology Practices
政府及企業運作 公共事務及公務員文職概論；商業技能與創業技巧；人力資源管理入門	<u>Government and Business Operation</u> Introduction to Public Affairs and Civil Service; Business Skills and Entrepreneurship; Introduction to Human Resources Management
旅遊業 旅遊業概論；郵輪旅遊入門；款待業優質服務	<u>Travel and Tourism</u> Introduction to Travel and Tourism; Introduction to Cruise Travel; Customer Service in Hospitality Industry
酒店服務 酒店前堂及客房服務；餐飲服務；款待業優質服務	<u>Hotel Service</u> Front Office and Room Service Operations; Food and Beverage Service; Customer Service in Hospitality Industry
航空服務業 航空服務入門；機艙服務；款待業優質服務	<u>Airlines Services Industry</u> Introduction to Airlines Industry; Inflight Service Operation; Customer Service in Hospitality Industry
會計學 會計學(一)；會計學(二)；MYOB 會計軟件	<u>Accounting</u> Accounting I; Accounting II; MYOB Applications
市場營銷策略 市場營銷管理；消費心理學；商業技能與創業技巧	<u>Marketing Strategy</u> Marketing Management; Consumer Psychology; Business Skills and Entrepreneurship
商業管理 市場營銷管理；人力資源管理入門；商業技能與創業技巧	<u>Business Management</u> Marketing Management; Introduction to Human Resources Management; Business Skills and Entrepreneurship
社會服務 社會工作導論；社會服務技巧概論；社會福利議題	<u>Social Services</u> Introduction to Social Work; Introduction to Social Service Skills; Social Welfare Issues
活用心理學 基礎心理學；個人成長與發展；輔導心理學入門	<u>Practical Psychology</u> Basic Psychology; Personal Growth and Development; Introduction to Counselling Psychology
幼兒教育 幼兒成長與發展；幼兒教育概論；幼兒教學法	<u>Early Childhood Education</u> Child Growth and Development; Introduction to Early Childhood Education; Teaching and Learning in the Contemporary Preschool
犯罪心理學入門 基礎心理學；犯罪心理學導論；刑偵心理學入門	<u>Introduction to Criminal Psychology</u> Basic Psychology; Introduction to Criminal Psychology; Introduction to Forensic Psychology
新媒體創作及應用 新媒體入門；媒體創作與傳意；數碼媒體創作	<u>New Media Production</u> Introduction to New Media; Media Production and Communication; Digital Media Production
廣告設計 廣告策劃及推廣技巧；多媒體宣傳及網站製作；廣告平面設計及製作	<u>Advertising Design</u> Advertising Planning and Promotion Skills; Multimedia Promotion and Website Production; Advertising Graphic Design and Production
多媒體設計 電腦繪圖及影像處理；遊戲設計及動畫製作；平面設計及網頁設計	<u>Multimedia Design</u> Computer Graphic and Image Processing; Game Design and Animation Production; Graphic Design and Web Production
資訊科技及網絡保安 互聯網應用及網絡保安 [#] ；程式編寫及數據庫應用；資訊科技應用	<u>Information Technology and Network Security</u> Internet Application and Network Security [#] ; Programming and Database Applications; Information Technology Applications
數據處理與應用 資訊科技應用；程式編寫及數據庫應用；延伸數學	<u>Data Processing and Application</u> Information Technology Applications; Programming and Database Applications; Maths Plus
翻譯初階 翻譯導論；語言研究；實用翻譯	<u>Foundation in Translation</u> Introduction to Translation; Language Studies for Translation; Practical Translation
日文及日本文化 初級日語I；初級日語II；日本文化入門	<u>Japanese Culture Studies</u> Basic Japanese I; Basic Japanese II; Introduction to Japanese Culture
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	<u>Korean and Korean Popular Culture Studies</u> Basic Korean I; Basic Korean II; Contemporary Korean Popular Culture
普通話應用 普通話水平進修一；普通話水平進修二；商務普通話	<u>Putonghua Studies</u> Putonghua Proficiency I; Putonghua Proficiency II; Business Putonghua
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香港公開大學李嘉誠專業進修學院	LiPACE, The Open University of Hong Kong
會計實務 會計實務(I)；會計實務(II)；會計軟件應用	<u>Accounting</u> Book-keeping and Accounts I; Book-keeping and Accounts II; Accounting Software Applications
商業學 會計實務(I)；辦公室實務；市場及廣告實務	<u>Business Studies</u> Book-keeping and Accounts I ; Office Administration; Marketing and Advertising Practices
電台廣播主持技巧 語言才藝；電台廣播入門及廣播錄製技巧；節目統籌及電台宣傳聲帶創作	<u>Radio Host Broadcasting Skills</u> The Practical Arts of Speaking; Radio Broadcast and Radio Drama Production Skills; Pre-production of Radio Programmes & Production of Trailers
健體訓練及康樂管理 健體及體適能；運動及康體管理；基礎營養學及體重管理	<u>Fitness Training and Recreation Management</u> Health and Physical Fitness; Sports and Recreation Management; Basic Nutrition and Weight Management
旅遊及酒店實務 旅遊業概論；酒店服務及運作；優質管理及顧客服務	<u>Tourism and Hotel Studies</u> Introduction to Tourism Business; Hotel Services and Operations; Quality Management and Customer Services
護理及保健 認識老人健康與護理；基礎護理技巧；人類成長及發展	<u>Nursing and Healthcare</u> Understanding Health Issues in Elderly Care Nursing; Fundamental Nursing Skills; Human Lifespan Development
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	<u>Comic and Illustration Arts</u> Comic and Illustration Arts; Art and Design; Creative Graphic Design
日語 日語(I)；日語(II)；日語會話	<u>Japanese</u> Japanese I; Japanese II; Oral Japanese
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	<u>Disciplinary Forces</u> Disciplinary Forces and Law Enforcement; Personal Development for Careers in Disciplinary Forces; Legal and Practical Aspects of Law Enforcement
室內設計 認識室內設計；創意平面設計；藝術與設計	<u>Interior Design</u> Understanding Interior Design; Creative Graphic Design; Art and Design
幼兒教育 認識幼兒教育工作；人類成長及發展；認識心理學	<u>Early Childhood Education</u> Understanding Early Childhood Education; Human Lifespan Development; Understanding Psychology
心理學 人類成長及發展；應用心理學入門；認識心理學	<u>Psychological Studies</u> Human Lifespan Development; Introduction to Applied Psychology; Understanding Psychology
社會服務 香港社會福利及服務；人類成長及發展；應用心理學入門	<u>Social Services</u> Social Welfare and Social Services in Hong Kong; Human Lifespan Development; Introduction to Applied Psychology
西式麵包及糕餅製作 西式麵包及烘焙食品製作；西式糕餅及甜品製作；基礎食品科學及衛生管理	<u>Baking and Pastry Production</u> Bread and Bakery Product Production; Cake and Dessert Production; Basic Food Science and Hygiene Management
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	<u>Fashion and Image Styling</u> Introduction to Fashion Design; Fashion and Image Styling; Fashion Business and Marketing
旅遊及航空服務 旅遊業概論；航空業概論；旅遊及航空服務英語溝通技巧	<u>Tourism and Airline Services</u> Introduction to Tourism Business; Introduction to Airline Industry; English and Communication Skills for Tourism and Airline Industries
護理學 認識老人健康與護理；基礎護理技巧；延伸數學	<u>Nursing Studies</u> Understanding Health Issues in Elderly Care Nursing; Fundamental Nursing Skills; Maths Plus
商業廣告 創意平面設計；優質管理及顧客服務；市場及廣告實務	<u>Commercial Advertising</u> Creative Graphic Design; Quality Management and Customer Services; Marketing and Advertising Practices
化妝與營養學概論 時尚創意化妝(I)；時尚創意化妝(II)；基礎營養學及體重管理	<u>Makeup and Nutrition Studies</u> Creative Fashion Makeup I; Creative Fashion Makeup II; Basic Nutrition and Weight Management
產品設計 創意平面設計；藝術與設計；產品設計概論	<u>Product Design</u> Creative Graphic Design; Art and Design; Introduction to Product Design
會所及康樂管理 優質管理及顧客服務；餐飲服務及營運；設施管理	<u>Clubhouse and Recreation Management</u> Quality Management and Customer Services; Food & Beverage Services Operations; Facilities Management
韓語及韓國流行文化 韓語(I)；韓語(II)；韓國流行文化	<u>Korean Language and Pop Culture</u> Korean I; Korean II; Korean Pop Culture
寵物狗護理及美容服務 寵物狗美容及護理；寵物狗美容實習；優質管理及顧客服務	<u>Pet Dogs Care and Beauty Services</u> Grooming and Care for Pet Dogs; Pet Dogs Grooming Practicum; Quality Management and Customer Services

郵輪服務 郵輪旅遊；優質管理及顧客服務；餐飲服務及營運	<u>Cruise Services</u> Cruise Travel; Quality Management and Customer Services; Food & Beverage Services Operations
物業管理 物業管理實務概論#；設施管理；優質管理及顧客服務	<u>Property Management</u> Introduction to Property Management Practices#; Facilities Management; Quality Management and Customer Services
銀行實務# 銀行運作；金融市場及產品；基礎財富管理	<u>Banking</u> # Banking Operations; Financial Markets and Products; Fundamentals of Wealth Management
金融投資 銀行運作#；金融市場及產品；基本證券投資	<u>Financial Investment</u> Banking Operations#; Financial Markets and Products; Introduction to Securities Investment
珠寶設計# 珠寶認知與珠寶設計原理；珠寶設計文化與潮流動向；珠寶市場營銷與推廣	<u>Jewellery Design</u> # Knowledge of Jewellery and Design Principles; Jewellery Design Culture and Trends; Jewellery Marketing and Promotion
中式餐飲業點心製作# 中式點心製作；中式點心加工；中式點心基本食材及行業認識	<u>Chinese Catering Dim Sum Production</u> # Dim Sum Preparation; Dim Sum Processing; Introduction to Dim Sum Basic Ingredients and Chinese Catering Industry
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	<u>Tree Inspection and Maintenance</u> Basic Knowledge of Trees; Basic Tree Inspection Techniques and Risk Assessment; Tree Maintenance
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職業訓練局工商資訊學院	School of Business and Information Systems, Vocational Training Council
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	<u>Disciplinary Force</u> Introduction to Disciplinary Forces and Hong Kong Laws; Current Affairs Analysis and Interview Skills; Health and Physical Fitness Training
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	<u>Hotel Management and Tourism Studies</u> Room Division Management and Operation; Catering Management and Operation; Travel and Tourism Studies
機場行李及貨物管理 航空及空運操作簡介；機場行李及貨運管理(I)；機場行李及貨運管理(II)	<u>Air Cargo Services Management</u> Introduction to Aviation and Air Cargo Operations; Air Cargo Management (I); Air Cargo Management (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	<u>Aviation Ground Service Studies (Logistics)</u> Introduction to Aviation & Ground Handling Operation; Airport Ground Service Operation; Airport Ground Service Training
西式廚藝 西式廚務概覽；食材、營養與健康；西式菜餚製作	<u>Western Cuisine</u> Introduction to Western Kitchen; Food Commodities, Nutrition and Health; Western Food Preparation
商業學 零售業實務；會計學；綜合商業實務	<u>Business Studies</u> Retail Operation; Accounting; Integrated Commercial Practice
會計及金融 會計學；個人理財及投資；電腦會計	<u>Accounting and Finance</u> Accounting; Personal Finance and Investment; Computerized Accounts
零售管理 零售業實務；廣告推廣策略；電子商業	<u>Retail Management</u> Retail Operation; Advertising Promotional Strategies; E-Business
商業資訊分析 商業數據管理；個人理財及投資；延伸數學	<u>Business Information Analysis</u> 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	<u>Creative Advertising Design</u> Creative Advertising Principle; Advertising Promotional Strategies; Computer-aided Design
設計學 設計基礎；繪畫技巧；電腦輔助設計	<u>Design Studies</u> Design Fundamentals; Drawing Skills; Computer-aided Design
時裝設計與造型 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	<u>Fashion Design and Styling</u> Fashion Design Fundamentals; Fashion and Accessories Technology; Image Design and Trend Analysis
形象化妝學 形象設計基礎；時尚化妝；媒體化妝	<u>Fashion Make-up Studies</u> Fundamental Image Design; Cosmetic Make-up; Character Make-up for Film and TV
電腦 基礎程式編寫；數據庫開發；多媒體互聯網應用	<u>Computing</u> Programming Fundamentals; Database Development; Multimedia Internet Applications

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	<u>Computer Network</u> Network Design and Applications; Routing and Switching; Network Administration and Security
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	<u>Multimedia Game Design</u> Game Design; Computer-aided Design; Multimedia Internet Applications
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	<u>Social Services Studies</u> Hong Kong Social Issue Studies; Introduction to Psychology; Practical Skills in Social Services and Self-understanding
心理學 心理學導論；人格心理學；社會心理學與人際溝通	<u>Psychology</u> Introduction to Psychology; Personality Psychology; Social Psychology and Interpersonal Communications
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	<u>Sports Management and Physical Fitness Training</u> Introduction to Sports Management; Sports Event Organizations and Applications; Health and Physical Fitness Training
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	<u>Motorcycle Servicing and Automotive Technology[#]</u> Vehicle Servicing and Troubleshooting; Powertrain Servicing and Maintenance; Motor Cycle and Other Fuel Systems Servicing
# 該選修科目群組或選修科目乃按照資歷架構下成立的行業培訓諮詢委員會所制訂的《能力標準說明》為基礎而設計。	# This elective subject/cluster adopt the Specification of Competency Standards formulated by the relevant Industry Training Advisory Committees under the Qualifications Framework as the main basis for curriculum design.
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兼讀制課程	Part-time Courses
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、香港公開大學李嘉誠專業進修學院 詳情請向各院校查詢。	<u>Institutes providing relevant courses</u> : Caritas Institute of Community Education, Hong Kong College of Technology, Hong Kong Institute of Technology, LIFE--Lingnan University, LiPACE--The Open University of Hong Kong Please contact the respective institutions for details.