

毅進文憑課程 2016 – 2017

Diploma Yi Jin Programme 2016 – 2017

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(即中文、英文、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)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>)。

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

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

警隊實務

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

懲教實務

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

消防實務

消防實務；投考消防員及救護員遴選程序；投考紀律部隊體能訓練

幼兒教育實務

認識幼兒工作；兒童成長發展與活動設計；幼兒健康

幼兒遊戲導師實務

認識幼兒工作；兒童成長發展與活動設計；音樂與藝術早期教育

運動及康樂項目管理

運動及康樂項目管理初階；項目統籌與營運；基礎營養學及體重管理

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

咖啡店飲品製作；西式甜品及糕點製作；市場營銷與客戶關係

酒店運作及管理

餐飲服務運作；前堂服務運作；房務服務運作

亞洲(中、日、韓)食品製作

中菜烹調製作；日韓烹調製作；廚房安全及食物衛生

婚宴、項目及形象設計

婚禮統籌；項目統籌與營運；個人形象設計

旅遊及航空業營銷管理

旅遊業概論；航空業服務營運；市場營銷與客戶關係

Programme

To obtain a full Diploma, students of the Diploma Yi Jin Programme must complete 600 contact hours, including 420 hours on core subjects, 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>.

Elective Clusters Offered by Institutions (All elective clusters are subject to confirmation by the respective institutions)

Caritas Institute of Community Education

Disciplinary Forces Practice

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

Police Force Practice

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

Correctional Services Practice

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

Fire Services Practice

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

Child Educare Practice

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

Playgroup Teacher Practice

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

Sport, Recreation and Leisure Event Management

Introduction to Sports and Recreation Event ; Event Planning and Operations ; Basic Nutrition and Weight Management

Western Food Production

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

Coffee and Cake Shop Business

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

Hotel Operations and Management

Food & Beverage Service Operations ; Front Office Service Operations ; Housekeeping Service Operations

Asian (Chinese, Japanese, Korean) Food Production

Chinese Cuisine Production ; Japanese and Korean Cuisine Production ; Kitchen Safety and Food Hygiene

Wedding, Event Planning and Personal Image

Wedding Planning ; Event Planning and Operations ; Personal Image

Marketing Management for Tourism and Aviation Industries

Introduction to Travel and Tourism Industry ; Aviation Service Operations ; Marketing and Customer Relationship

護理學

基礎健康科學；護理工作實務；延伸數學

健康護理

基礎健康科學；衛生保健概論；護理工作實務

藥劑服務

配藥實務；基礎健康科學；延伸數學

社會服務

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

公務員(文職)實務

公共行政管理導論；公務員(文職)實務及投考準備；延伸數學

趣味心理學應用

心理學導論；心理測驗初階與性格分析；實用心理學

市場營銷及管理

管理學概論；市場營銷與客戶關係；實用心理學

網上商店經營

管理學概論；市場營銷與客戶關係；網上商店經營入門

會計實務

會計(一)；會計(二)；電腦會計

專業化妝、髮型及美甲設計

專業化妝及潮流化妝造型設計；專業髮型；美甲及手足護理[#]

美容儀器、皮膚護理及新娘化妝

專業皮膚護理；面部美容儀器療程；新娘化妝及髮型設計

專業模特兒、化妝及形象設計

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

婚禮統籌、新娘化妝及形象設計

婚禮統籌；新娘化妝及髮型設計；個人形象設計

綜合設計學

時裝設計；平面設計；室內設計

演藝人才訓練

公開演說技巧；演藝技巧；專業化妝及潮流化妝造型設計

資訊科技應用

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

通訊系統裝配工程

通訊系統裝配及維修；電腦系統網絡保安技術應用；市場營銷與客戶關係

Nursing Studies

Foundation in Health Science ; Nursing Practice ; Maths Plus

Health Care Studies

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

Pharmaceutical Service

Dispensary Practice ; Foundation in Health Science ; Maths Plus

Social Service

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

Civil Service (Clerical) Practice

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

Exploring Applied Psychology

Introduction to Psychology ; Basic Psychological Tests and Personality Analysis ; Psychology in Daily Life

Marketing and Management

Introduction to Management ; Marketing and Customer Relationship ; Psychology in Daily Life

e-shop Business

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

Accounting

Accounting I ; Accounting II ; Computerized Accounting

Professional Make-up, Hair-dressing and Nail Technology

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

Facial Electrical Treatment, Beauty Therapy and Bridal Make-up

Beauty Therapy ; Facial Electrical Treatment ; Bridal Make-up and Hair Design

Professional Modeling, Make-up and Personal Image

Professional and Trendy Make-up ; Modeling and Image Design ; Personal Image

Wedding Planning, Bridal Make-up and Personal Image

Wedding Planning ; Bridal Make-up and Hair Design ; Personal Image

Integrated Design Studies

Fashion Design ; Graphic Design ; Interior Design

Performing Arts Training

Public Speaking ; Performing Arts ; Professional and Trendy Make-up

Information Technology Application

Introduction to Software Application and System Support ; Smartphone Programming Foundation ; Application of Computing System and Network Security Technology

Communications System Assembly

Assembly and Maintenance of Communications System ; Application of Computer System and Network Security Technology ; Marketing and Customer Relationship

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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

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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

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

應用心理學

生活中的心理學；領袖心理學；成長與社會關懷

酒店學

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

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

市場營銷傳播

市場營銷傳播；市場學原理；廣告與網上營銷

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

公務員實務 (稅務)

稅務概論；倫理、價值觀與社會；延伸數學

創意珠寶設計及製作

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

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

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

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

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

Applied Psychology

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

Hotel Studies

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

Business Accounting

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

Marketing Communications

Marketing Communications；Marketing Principles；Advertising and E-marketing

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

Civil Service (Taxation)

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

Creative Jewellery Design and Production

Understanding Jewellery Industry and Basics of Gem Knowledge；Creative jewellery design and digital presentation；Jewellery making and production

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

Driving Social Enterprise Business

Operation of Social Enterprise；Introduction to Public Management；Marketing Principles

Public Service Administration

Public Administration: Principles and Practice；Ethics and Basic Legal Knowledge for Public Servants；Bilingual Application and Communication

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

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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

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

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

航空服務

航空服務基礎；旅遊業基礎；優質顧客服務基礎

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

項目、婚禮與舞台管理

項目管理基礎；婚禮統籌基礎；舞台管理及音響操作入門

運動訓練及教練

運動訓練學基礎；運動知識及管理基礎；運動教練學基礎

幼兒教育

幼兒成長發展；幼兒活動設計；幼兒教育工作者

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

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

電視資訊節目製作

採訪及幕前技巧；拍攝及後期製作；錄影廠實務

數碼短片創作

基礎影像敘事；拍攝及後期製作；新媒體與資訊圖像製作

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

智能手機程式設計

程式編寫基礎；Android Apps開發導論；iOS Apps設計入門

數碼遊戲及多媒體設計

程式編寫基礎；Flash遊戲設計基礎；3D圖像及動畫製作

青年創業及網上經營（無型店DIY）

青年創業實踐；日韓購貨指引；Facebook 推廣及Apps 應用

工商管理及投資實務

商業與管理基礎；基本投資概論；職業技巧及實踐

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

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

Wine Fundamentals and Official Guide to Bartending

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

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

Airline Services

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

Hospitality and Tourism

Basic Travel and Tourism；Basic Hospitality Industry；Basic Quality Customer Service

Event, Wedding, and Stage Management

Principles of Event Management；Basic Wedding Planning；Fundamental in Stage Management and PA System Operation

Sports Training and Coaching

Basic Sports and Physical Training；Basic Sports Management；Basic Sports Coaching

Early Childhood Education

Early Childhood Development；Activities Planning for Early Childhood；Early Childhood Educator；

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

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

Infotainment Production

Reporting and Performing Skills；Shooting and Post-Production；Studio Production in Practices

Digital Video Production and Creation

Fundamental of Digital Storytelling；Shooting and Post-production；New Media and Infographic

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

Mobile Apps Design

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

Digital Games and Multimedia Design

Introduction to Programming；Flash Games Design Fundamentals；3D Image and Animation Production

Young Entrepreneurship and E-Business

Build Your Own Business；Japan and South Korea Purchases Guidelines；Facebook Promotion and Apps Applications

Business Administration and Investment Practice

Introduction to Business and Management；Introduction to Basic Investment；Career Skills and Practice

Civil Services Practices

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

會計及金融業入門

基礎會計及電腦化會計；銀行及金融業簡介；職業技巧及實踐

音樂創作及填詞技巧

流行音樂創作及歌唱訓練；日韓音樂文化及欣賞；填詞技巧

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

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

Introduction to Accounting and Finance

Basic Accounting and Computerized Accounts ; Introduction to Banking and Finance ; Career Skills and Practice

Music and Lyrics Production

Pop Music Production and Singing Techniques ; J/K Pop Music Culture and Appreciation ; Lyrics Writing

Japanese Language and Popular Culture

Elementary Japanese ; Japanese Popular Culture ; Japanese Conversation

Korean Language and Popular Culture

Elementary Korean ; Korean Popular Culture ; Korean Conversation

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

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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

營養學實務

基礎營養學；應用營養學；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

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

社會服務及輔導

社會服務導論；輔導學入門；活動統籌

Hong Kong Institute of Technology

Police Studies

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

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

Practical Nutrition Studies

Basic Nutrition ; Applied Nutrition ; Healthy Lifestyle

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

Social Services and Counselling

Introduction to Social Services ; Introduction to Counselling Theories and Practice ; Event management

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[#]

電機工程導論；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

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

運動教練實務

運動教練入門；體育及運動安全健康；運動危機應變

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

基礎言語治療

言語治療導論；心理學日常應用；溝通心理學

社會服務助理實務

社會工作導論；輔導學入門；活動統籌

創業實踐

創業學；基礎會計學；市場學導論

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

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

Sport Coaching Studies

Introduction to Sport Coaching ; Safety and Health in Sports and Physical Education ; Crisis Management in Sports Activity

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

Basic Speech Therapy

Introduction to Speech Therapy ; Application of Psychology ; Psychology of Communication

Social Service Assistant Studies

Introduction to Social Work ; Introduction to Counselling Theories and Practice ; Event Management

Entrepreneurship

Introduction to Entrepreneurship ; Introduction to Accounting ; Introduction to Marketing

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嶺南大學持續進修學院

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

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

公務員實務

辦公室行政實務；公共事務及公務員文職概論；延伸數學

郵輪及旅遊

旅遊業概論；郵輪旅遊入門；款待業優質服務

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

Civil Service Practices

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

Cruise and Travel

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

航空服務業

航空服務入門；機艙服務；款待業優質服務

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

社會服務

社會工作導論；社會福利議題；社會服務技巧概論

活用心理學

基礎心理學；輔導心理學；成長與發展心理學

幼兒教育

幼兒成長與發展；幼兒教學法；幼兒教育概論

刑偵及犯罪心理學

基礎心理學；刑偵心理學入門；犯罪心理學導論

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

網站製作及網絡保安

網頁設計及商業網站製作；程式編寫及數據庫應用；互聯網應用及網絡保安[#]

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

翻譯初階

翻譯導論；語言研究；實用翻譯

長者護理

老年學概論；安老院舍醫護管理；基礎護理

歷史與社會

香港歷史與社會發展；公共史學入門；專題史討論

零售及顧客服務

零售業英語；零售業概論；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

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

Accounting

Introduction to Accounting ; Intermediate Accounting ; MYOB Applications

Marketing and Business Administration

Introduction to Accounting ; Human Resources Management ; Marketing

Social Services

Introduction to Social Work ; Social Welfare Issues ; Introduction to Social Service Skills

Practical Psychology

Basic Psychology ; Counseling Psychology ; Growth and Developmental Psychology

Early Childhood Education

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

Forensic and Criminal Psychology

Basic Psychology ; Introduction to Forensic Psychology ; Introduction to Criminal Psychology

Multimedia Advertising Design

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

Website Design and Network Security

Webpage and Commercial Website Design ; Programming and Database Applications ; Internet Application and Network Security[#]

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

Foundation in Translation

Introduction to Translation ; Language Studies for Translation ; Practical Translation

Elderly Care

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

History and Society

Hong Kong History and Social Development ; Introduction to Public History ; Topical History

Retail and Customer Services

English for Retail Industry ; Introduction to Retail Operations ; Customer Service in Hospitality Industry

Sports and Fitness Training

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

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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

紀律部隊實務；紀律部隊之全人發展；執法的法理與守則

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

Disciplinary Forces

Disciplinary Forces and Law Enforcement ; Personal Development for

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

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

幼兒教育

認識幼兒教育工作；人類成長及發展；認識心理學

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；基礎護理技巧；延伸數學

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

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

時尚化妝與創意造型[#]

化妝學入門；時尚創意化妝；特技化妝與舞台造型

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

會計及金融

基礎會計學；金融市場及產品；辦公室實務

營養學及運動管理

健體及體適能；運動及康體管理；營養學及體重管理

建築學及室內設計

認識室內設計；建築學入門；藝術與設計

心理學與輔導學

輔導技巧；認識心理學；應用心理學入門

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

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

Comic and Illustration Arts

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

Japanese

Japanese I ; Japanese II ; Oral Japanese

Early Childhood Education

Understanding Early Childhood Education ; Human Lifespan Development ; Understanding Psychology

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 ; Fundamental Nursing Skills ; Maths Plus

Barista Skills and Pastry & Dessert Production

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

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

Fashion Make-up and Creative Styling[#]

Introduction to Cosmetology ; Creative Fashion Make-up ; Special Make-up and Stage Styling

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

Accounting and Finance

Fundamentals to Accounting Principles ; Financial Markets and Products ; Office Administration

Nutrition and Sports Management

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

Architecture and Interior Design

Understanding Interior Design ; Introduction to Architectural Studies ; Art and Design

Psychology and Counselling Studies

Counselling Skills ; Understanding Psychology ; Introduction to Applied Psychology

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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

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

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

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

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

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

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

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

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

#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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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、香港公開大學李嘉誠專業進修學院

Horticulture Management (Arboriculture)

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

#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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🌐 <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, LiPACE--The Open University of Hong Kong