

「毅進計劃」2011 - 2012

Project Yi Jin 2011 – 2012

課程	Programme
<p>「毅進計劃」學員要取得畢業證書，需修畢600小時的課程，其中420小時是主修科目，包括中文、英文(I及II)、普通話、活用數學、資訊科技應用和人際傳意技巧；其餘180小時是選修科目。</p> <p>「毅進計劃」的課程可以全日或兼讀的方式修讀，歡迎所有舊中學學制下的中五離校生或年滿21歲有志進修的成年人報讀。一般來說，全日制學員可於一年內完成整個課程。兼讀制學員則可按各自的進度及時間編排來修讀課程，完成整個課程一般需時兩年。畢業學員在持續教育和就業方面，可達至相當於中學會考五科及格的水平；他們可投考要求中五會考五科及格（包括中、英文）的政府職位及報讀各院校的持續進修課程。</p>	<p>Graduates of Project Yi Jin must complete a programme of 600 hours, in which 420 hours are core subjects including Chinese, English (I&II), Putonghua, Mathematics in Practice, IT Applications and Communication Skills. The remaining 180 hours are elective subjects at the choice of students.</p> <p>Students under Project Yi Jin may study on either full-time or part-time basis. All secondary five school leavers under the old academic structure or adult learners aged 21 or above are welcome to enrol in the programme. It usually takes one year to complete the programme for full-time students, while part-time students usually need two years. For continuous education and employment purposes, the qualification obtained by Project Yi Jin graduates is comparable to 5 passes in HKCEE. Graduates of Project Yi Jin can apply government jobs which require 5 passes in HKCEE (including Chinese and English) or enrol in the continuing education programmes offered by local institutes.</p>
各院校提供的選修科目	Elective Modules Offered by Each Institute
明愛社區及高等教育服務	Caritas Community & Higher Education Service
<p><u>酒店款待證書</u></p> <p>前堂部作業管理; 客房部作業管理; 優質客戶服務; 或 前堂部作業管理; 客房部作業管理; 餐飲製作及服務*</p>	<p><u>Certificate in Hospitality Service</u> Front Office Operation Management; Housekeeping Operation Management; Quality Customer Services; OR Front Office Operation Management; Housekeeping Operation Management; Food and Beverage Production and Service*</p>
<p><u>旅遊實務證書</u></p> <p>旅遊業基礎知識; 領隊實務; 導遊實務</p>	<p><u>Certificate in Tourism</u> Basic Knowledge in Tourism; Outbound Escort Practice; Local Guide Practice</p>
<p><u>會計實務證書</u></p> <p>簿記與會計(一); 簿記與會計(二); 會計軟件應用</p>	<p><u>Certificate in Accounting</u> Bookkeeping and Accounts I; Bookkeeping and Accounts II; Computer Accounting</p>
<p><u>商業管理證書</u></p> <p>商業導論及實務; 辦公室行政實務; 公共關係實務; 或 基礎物流管理; 商業導論及實務; 簿記與會計(一)</p>	<p><u>Certificate in Business Management</u> Introduction to Commerce and Business Practices; Practice of Office Administration; Practice of Public Relations; OR Principles of Logistics Management; Introduction to Commerce and Business Practices; Bookkeeping and Accounts I</p>
<p><u>廚藝證書</u></p> <p>日本料理製作*; 西式烹調製作*; 廚房實務及安全衛生</p>	<p><u>Certificate in Catering Service</u> Japanese Food Production*; Western Cuisine Production*; Kitchen Operation/Safety and Hygiene</p>
<p><u>西式甜品糕點證書</u></p> <p>西餅製作基礎*; 西式甜品*; 西式糕點*</p>	<p><u>Certificate in Pastry</u> Pastry Foundation*; Dessert; Pastes* and Yeast Goods*</p>
<p><u>數碼媒體證書</u></p> <p>網頁設計; Flash動畫及遊戲製作; 多媒體設計</p>	<p><u>Certificate in Digital Media</u> Webpage Design; Flash Animation and Games Design; Multimedia Design</p>
<p><u>資訊科技證書</u></p> <p>硬件支援及系統安裝與維護; 網絡安裝與管理; 資訊科技應用進階</p>	<p><u>Certificate in Information Technology</u> Hardware Support & System Setup and Maintenance; Network Installation and Management; Advanced Information Technology Applications</p>
<p><u>日本語證書</u></p> <p>日本語(一); 日本語(二); 文化及旅遊日本語</p>	<p><u>Certificate in Japanese Language</u> Japanese I; Japanese II; Cultural and Travel Japanese</p>
<p><u>社會工作實務證書</u></p> <p>心理與輔導; 社會工作實務; 社會專題研習; 社會服務導論</p>	<p><u>Certificate in Social Service Practice</u> Psychology & Counselling; Social Service Practice; Current Social Issues; Introduction to Social Service</p>
<p><u>制服部隊證書</u></p> <p>制服部隊工作概覽; 領袖才能及面試技巧; 制服部隊實務</p>	<p><u>Certificate in Uniform Forces</u> Introduction to Uniform Forces; Leadership and Interview Skills; Uniform Forces Practice</p>
<p><u>汽車及零部件銷售證書</u></p> <p>汽車及零部件基礎知識; 汽車基本保養及維修; 銷售技巧及服務</p>	<p><u>Certificate in Automotive Industry Service</u> Basic Knowledge of Automotive and Parts; Fundamental Automotive Service & Repair; Selling Skills & Service</p>
<p><u>寵物美容及健康護理證書</u></p> <p>基本寵物護理及美容技巧; 店舖實務常識及推銷技巧; 寵物美容技巧;</p>	<p><u>Certificate in Pet Grooming & Health Care</u> Fundamental Pet Care and Grooming Skills; Store Practices and Selling Skills; Pet Grooming Skills; Health Care for Small Pets (Rabbits and Hamsters)</p>

小型寵物(兔及倉鼠)護理	
<u>健康服務助理證書</u> 基本護理學及藥物學; 應用護理學; 特別護理學及生理及病理學	<u>Certificate in Health Care Assistant Training</u> Basic Nursing and Pharmacology; Applied Nursing; Special Nursing and Physiology and Pathology
<u>物流管理證書</u> 基礎物流管理; 運輸倉儲; 採購	<u>Certificate in Logistics Management</u> Principles of Logistics Management; Transportation and Warehousing; Purchasing
<u>秘書及公共關係實務證書</u> 辦公室行政實務; 商業傳意; 公共關係實務	<u>Certificate in Secretarial and Public Relations Studies</u> Practice of Office Administration; Business Communication; Practice of Public Relations
<u>數碼音樂創藝證書</u> 閱讀音樂及音樂鑑賞; MIDI電子音樂及電腦編曲; 數碼錄音/混音及軟件應用	<u>Certificate in Digital Music Creation</u> Music Reading and Appreciation; MIDI and Music Arranging; Digital Recording/Mixing and Software Applications
<u>球類教練證書</u> 足球教練訓練; 籃球教練訓練; 康樂活動安全及管理	<u>Certificate in Ball Games Coach Instructor</u> Football Coach Training; Basketball Coach Training; Safety and Management in Recreational Activities
<u>專業美容纖體理療及時尚化妝設計證書</u> 專業美容護理*; 高級美容電學及纖體療法*; 時尚化妝及形象設計*	<u>Certificate in Beauty and Body Electrical Treatments</u> Beauty Therapy*; Advanced Facial and Body Electrical Treatments*; Trendy Make-up & Image Design*
<u>專業化妝及髮型設計證書</u> 時尚化妝及形象設計*; 影視及舞台化妝*; 專業髮型*	<u>Certificate in Professional Make-up and Hairstyling</u> Trendy Make-up & Image Design*; Media & Stage Make-up*; Hair Dressing*
<u>藝術美甲及時尚化妝設計證書</u> 時尚化妝及形象設計*; 專業美甲*; 藝術美甲及水晶甲造型*	<u>Certificate in Nail Art and Trendy Make-up</u> Trendy Make-up & Image Design*; Manicure & Pedicure*; Nail Art Technology*
<u>設計證書</u> 時裝設計*; 視覺傳意*; 室內設計*	<u>Certificate in Design</u> Fashion Design*; Visual Communication*; Interior Design*
<u>化驗科學及配藥學證書</u> 基本急救學及生理及病理學; 基本藥物及配藥實務; 基本化驗科學	<u>Certificate in Medical Laboratory Science and Dispensing Studies</u> Basic First Aid and Physiology and Pathology; Basic Pharmacology and Dispensing Practice; Basic Medical Laboratory Science
*學員須自費購買部份教學材料	* Material fees are required for these modules
註: 開辦課程資料及上課地點以明愛社區及高等教育服務最後公布為準。 ☎ 35 688 688 🌐 www.cches.edu.hk	Note: Subjects and venues as per final announcement of Caritas Community & Higher Education Service. ☎ 35 688 688 🌐 www.cches.edu.hk

香港浸會大學持續教育學院	SCE, Hong Kong Baptist University
<u>警務證書</u> 警隊工作概論、紀律人員道德操守與價值觀、體適能與健康生活	<u>Certificate in Policing Studies</u> Introduction to Policing Studies, Ethics and Values in Discipline Services, Fitness and Wellness
<u>戶外歷奇與指導證書</u> 戶外歷奇、體適能與健康生活、運動教練技巧概論	<u>Certificate in Outdoor Adventures and Instruction</u> Outdoor Adventures, Fitness and Wellness, Introduction to Sports Coaching
<u>旅遊業證書</u> 認識旅遊及旅遊業、認識文化旅遊與文物旅遊、生態旅遊初探	<u>Certificate in Tourism Studies</u> Understanding Travel and Tourism, Introduction to Cultural and Heritage Tourism, Introduction to Ecotourism
<u>中小企業開發證書</u> 創新企業家、消費心理學、電子與網上商貿	<u>Certificate in Developing Small and Medium Sized Business</u> Innovative Entrepreneur, Consumer Psychology, e-Business and Online Business
<u>傳媒學證書</u> 傳媒熱話、形象塑造: 品牌與時尚、大眾文化與傳媒語言	<u>Certificate in Media Studies</u> Hot Topics in the Media, Image Building: Brands and Fashion, Popular Culture and Media Language
<u>食物安全與環保學證書</u> 食物安全與實驗、綠色生活與實踐、生態旅遊初探	<u>Certificate in Food Safety and Environmental Studies</u> Food Safety and Laboratory, Green Living and Practice, Introduction to Ecotourism
<u>應用心理學證書</u> 工作行為、消費心理學、探索心理學-生活的應用	<u>Certificate in Applied Psychological Studies</u> Human Behaviour at Work, Consumer Psychology, Exploring Psychology-Application in Everyday Life
<u>數碼圖像與設計證書</u> 電腦美術設計、數碼攝影與影像編輯、網頁設計與電腦動畫	<u>Certificate in Digital Graphics and Design</u> Computer Art Design, Digital Photography and Image Editing, Web Design and Computer Animation
<u>消防服務證書</u> 消防工作概論、紀律人員道德操守與價值觀、體適能與健康生活	<u>Certificate in Fire Services</u> Introduction to Fire Services, Ethics and Values in Discipline Services, Fitness and Wellness
<u>懲教事務證書</u> 香港懲教事務概論、紀律人員道德操守與價值觀、體適能與健康生活	<u>Certificate in Correctional Services</u> Introduction to Hong Kong Correctional Services, Ethics and Values in

	Discipline Services, Fitness and Wellness
<u>入境事務證書</u> 香港入境事務概論、紀律人員道德操守與價值觀、體適能與健康生活	<u>Certificate in Immigration Services</u> Introduction to Hong Kong Immigration Services, Ethics and Values in Discipline Services, Fitness and Wellness
<u>酒店款待業證書</u> 認識酒店款待業、酒店前堂及房務部運作、餐飲服務運作	<u>Certificate in Hospitality Studies</u> Understanding Hospitality Industry, Front Office and Housekeeping Operations, Food and Beverage Operations
<u>客戶服務證書</u> 優質客戶服務、客戶關係與溝通、消費心理學	<u>Certificate in Customer Service</u> Quality Customer Service, Customer Communications and Relations, Consumer Psychology
<u>零售營銷證書</u> 零售商品服務及推廣、店舖銷售及管理、消費心理學	<u>Certificate in Retailing</u> Retail Merchandising and Promotion, Selling and Store Operations, Consumer Psychology
<u>商業學證書</u> 管理學原理、創新企業家、消費心理學	<u>Certificate in Business Studies</u> Principles of Management, Innovative Entrepreneur, Consumer Psychology
<u>辦公室行政證書</u> 辦公室策劃與實務、管理學原理、工作行為	<u>Certificate in Office Administration</u> Office Planning and Practices, Principles of Management, Human Behaviour at Work
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香港專業進修學校	Hong Kong College of Technology
<u>會計證書</u> 簿記；電腦會計操作；基礎商業會計	<u>Certificate in Accounting</u> Bookkeeping, Computerized Accounting, Elementary Accounting
<u>醫療健康護理及牙科助理證書</u> 基礎醫療知識及醫療系統架構；化驗技術及臨床運用；牙科學及診所運作	<u>Certificate in General Medical and Dental Clinics Assistants Training</u> Basic Medical Knowledge and Healthcare System in Hong Kong, Commonly used Medical Tests, Technologies and their Applications, Essential Dental Sciences and Management of Dental Clinics
<u>紀律部隊入職訓練證書</u> 紀律部隊入職基礎訓練；紀律部隊入職體能訓練；紀律部隊入職面試技巧	<u>Certificate in Preparation for Disciplined Services</u> Preparation for Disciplined Services Training, Preparation for Disciplined Services Physical Training, Preparation for Disciplined Services Interview
<u>政府文職公務證書</u> 香港政制及政府部門簡介；辦公室實務；優質顧客服務	<u>Certificate in Civil Service and Public Affairs</u> Introduction to Social Policy and Structure of Hong Kong Government, Office Procedure, Customer Service
<u>美容護理及形象化妝證書</u> 基礎美容護理；化妝師實務；形象化妝；初級美甲實務	<u>Certificate in Beauty Therapy & Make-up Styling</u> Basic Technique in Facial Care Therapy, Basic Technique in Make up, Professional Make up Styling, Basic Technique in Nail Treatment
<u>社會工作證書</u> 香港社會福利及人本服務簡論；日用心理學；跨越自我；基礎輔導技巧	<u>Certificate in Social Studies</u> Introduction to Hong Kong Social Welfare & Human Services, Psychology in Daily Life, Self-Understanding & Self-Enhancement, Basic Counseling Skills
<u>幼兒教育及工作證書</u> 幼兒成長；幼兒遊戲及活動設計；跨越自我	<u>Certificate in Child Care Work</u> Child Growth and Development, Games Planning and Implementation for Children, Self-Understanding and Self-Enhancement
<u>心理學及輔導服務證書</u> 基礎心理學；基礎輔導技巧；日用心理學	<u>Certificate in Psychology and Counseling</u> Human Psychology, Basic Counseling Skills, Psychology in Daily Life
<u>航空及郵輪服務證書</u> 航空服務基礎；郵輪旅遊基礎；優質顧客服務	<u>Certificate in Airline & Cruise Services</u> Airlines Ground Service Operations, Cruise Service Operations, Customer Service
<u>婚姻及慶典統籌師證書</u> 婚禮統籌；項目策劃及運作管理；優質顧客服務	<u>Certificate in Wedding & Events Planning</u> Wedding Planning, Events Planning and Operation Management, Customer Service
<u>會所管理證書</u> 項目策劃及運作管理；運動、體適能與健康；康體會所實務及設施管理	<u>Certificate in Club Management</u> Event Planning and Operation Management, Sport, Physical Fitness and Health, Operation and Facilities Management in Recreation
<u>電視資訊節目製作證書</u> 採訪及主持；錄像拍攝與剪接技巧；錄影廠製作實習	<u>Certificate in Infotainment Production</u> Reporting & Anchoring, Video Shooting and Editing Techniques, Studio Production in Practices
<u>銀行運作及投資管理證書</u> 金融市場及銀行運作；個人財富策劃及管理；基礎投資（證券、外匯及房地產）	<u>Certificate in Banking Operation and Investment Management</u> Financial Market and Banking Operations, Personal Wealth Planning and Management, Investment Foundation (Equity, Foreign Exchange and Property)
<u>網絡組裝及系統安全證書</u> 伺服器組裝及網絡保安實務；Windows系統維護及個人電腦組裝；互動網頁設計及編寫；Visual Basic.NET軟件設計實務	<u>Certificate in Networking and System Security</u> Server Setup and Network Security Implementation, Windows System Setup and PC Installation, Interactive Web Design and Authoring, Visual Basic.NET Software Design and Implementation
<u>室內及商業設計證書</u> 平面、廣告與資訊設計；室內設計；商品及櫥窗設計	<u>Certificate in Interior and Commercial Design</u> Graphics, Advertising & Information Design, Interior Design, Visual Merchandising
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香港科技專上書院	Hong Kong Institute of Technology
<u>航空服務證書</u> 旅遊服務業導論、危機應變、航空與服務	<u>Certificate in Aviation and Service Management</u> Tourism Management, Crisis Management, Aviation and Service Management

<p><u>流行音樂創作及伴奏證書</u> 基礎樂理及音樂賞識、電子合成器伴奏訓練、流行歌曲創作及歌唱技巧訓練</p>	<p><u>Certificate in Pop Music Composition and Accompaniment</u> Music Theory and Appreciation, Synthesizer Accompaniment Training, Pop Music Composition and Vocal Training</p>
<p><u>香港紀律部隊實務及資訊科技證書</u> 資訊科技應用進階、香港紀律部隊實務及入職面試技巧專業導向訓練、香港紀律部隊運動及體適能技巧專業訓練</p>	<p><u>Certificate in Hong Kong Disciplinary Forces: Practical Professional Knowledge & Information Technology</u> Advanced Information Technology Application, Practical Professional Knowledge in Hong Kong Disciplinary Forces and Training in Professional-oriented Interview Skills, Sports and Professional Physical Fitness Training in Preparation for Hong Kong Disciplinary Forces Applications</p>
<p><u>酒店及調酒證書</u> 酒店款待服務及管理、調酒技巧、危機應變</p>	<p><u>Certificate in Bartending</u> Hospitality Management, Bartending and Mixology Management, Crisis Management</p>
<p><u>酒店及婚禮策劃證書</u> 酒店款待服務及管理、婚禮策劃技巧、危機應變</p>	<p><u>Certificate in Wedding and Event Planning</u> Hospitality Management, Wedding Planning and Design, Crisis Management</p>
<p><u>酒店及旅遊服務業管理證書</u> 酒店款待服務及管理、旅遊服務業導論、危機應變</p>	<p><u>Certificate in Hospitality and Tourism Management</u> Hospitality Management, Tourism Management, Crisis Management</p>
<p><u>營養及護理證書</u> 基礎營養學、臨床護理實務、職安健基本法</p>	<p><u>Certificate in Nursing and Nutrition</u> Fundamentals of Nutrition, Clinical Nursing Practices, Basic Concepts of Occupational Safety and Health in Hospital</p>
<p><u>應用營養學及市場策劃證書</u> 健康生活模式、基礎營養學、市場營銷學入門</p>	<p><u>Certificate in Applied Nutrition and Marketing</u> Healthy Life Styles, Fundamentals of Nutrition, Introduction to Sales and Marketing</p>
<p><u>護理證書</u> 健康生活模式、臨床護理實務、職安健基本法</p>	<p><u>Certificate in Nursing</u> Healthy Life Styles, Clinical Nursing Practices, Basic Concepts of Occupational Safety and Health in Hospital</p>
<p><u>物理治療實務證書</u> 基礎物理治療、臨床護理實務、職安健基本法</p>	<p><u>Certificate in Physiotherapy</u> Fundamentals of Physiotherapy, Clinical Nursing Practices, Basic Concepts of Occupational Safety and Health in Hospital</p>
<p><u>新媒體網絡應用證書</u> 新媒體製作及管理、電子商貿及網頁設計、網絡保安及安裝</p>	<p><u>Certificate in New Media and Network Applications</u> Production and Management of New Media, Electronic Commerce and Web Design, Network Security and Installation</p>
<p><u>社交媒體應用及設計證書</u> 社交媒體應用、攝影藝術與設計、商業廣告設計</p>	<p><u>Certificate in Social Media Application and Design</u> Application of Social Media, Photographic Art and Design, Commercial Advertisement Design</p>
<p><u>網絡保安及實務電腦安裝證書</u> 電腦程式編寫及設計、實務電腦及電腦安裝、網絡保安及安裝</p>	<p><u>Certificate in Network Security and Practical Computer Installation</u> Computer Programming and Design, Introduction to Practical Computer Knowledge and Installation, Network Security and Installation</p>
<p><u>實務電腦及電子商貿證書</u> 電腦程式編寫及設計、資訊科技應用進階、電子商貿及網頁設計</p>	<p><u>Certificate in Practical Computer Knowledge and E-Commerce</u> Computer Programming and Design, Advanced Information Technology Application, Electronic Commerce and Web Design</p>
<p><u>資訊科技及多媒體證書</u> 多媒體概論、電子商貿及網頁設計、資訊科技應用進階</p>	<p><u>Certificate in Information Technology and Multimedia</u> Introduction to Multimedia, Electronic Commerce and Web Design, Advanced Information Technology Application</p>
<p><u>多媒體及設計證書</u> 多媒體概論、電腦繪圖美術設計、電子商貿及網頁設計</p>	<p><u>Certificate in Multimedia and Design</u> Introduction to Multimedia, Computer Drawing and Artwork Design, Electronic Commerce and Web Design</p>
<p><u>多媒體應用及數碼錄像證書</u> 多媒體概論、電腦繪圖美術設計、數碼錄像拍攝與效果處理</p>	<p><u>Certificate in Multimedia Application & Digital Video Recording</u> Introduction to Multimedia, Computer Drawing and Artwork Design, Digital Video and Film Processing</p>
<p><u>多媒體應用及攝影證書</u> 多媒體概論、攝影藝術與設計、電腦繪圖美術設計</p>	<p><u>Certificate in Multimedia Application & Photography</u> Introduction to Multimedia, Photographic Art and Design, Computer Drawing and Artwork Design</p>
<p><u>數碼錄像及攝影證書</u> 數碼錄像拍攝與效果處理、攝影藝術與設計、電腦繪圖美術設計</p>	<p><u>Certificate in Digital Video and Photography</u> Digital Video Filming and Effects Processing, Photographic Art and Design, Computer Drawing and Artwork Design</p>
<p><u>會計及財務證書</u> 初階財務會計、進階財務會計、成本會計及財務管理</p>	<p><u>Certificate in Accounting and Finance</u> Fundamental Financial Accounting, Progressive Financial Accounting, Cost Accounting and Financial Management</p>
<p><u>秘書及行政人員實務證書</u> 市場營銷學入門、商務秘書及行政概論、應用公開試英文</p>	<p><u>Certificate in Commercial Secretary and Business Administration</u> Introduction to Sales and Marketing, Introduction to Commercial Secretary and Business Administration, Practical Skills for English Public Examination</p>
<p><u>專業網上銷售證書</u> 市場營銷學入門、初階財務會計、電子商貿及網頁設計</p>	<p><u>Certificate in Professional Online Marketing</u> Introduction to Sales and Marketing, Fundamental Financial Accounting, Electronic Commerce and Web Design</p>
<p><u>創意銷售及廣告證書</u> 市場營銷學入門、商業廣告設計、電子商貿及網頁設計</p>	<p><u>Certificate in Creative Sales and Advertising</u> Introduction to Sales and Marketing, Commercial Advertisement Design, Electronic Commerce and Web Design</p>
<p><u>廣告及多媒體證書</u> 多媒體概論、商業廣告設計、電腦繪圖美術設計</p>	<p><u>Certificate in Advertisement and Multimedia Design</u> Introduction to Multimedia, Commercial Advertisement Design, Computer Drawing and Art Design</p>
<p><u>資訊及娛樂記者證書</u> 資訊科技應用進階、電視及報章新聞理論、電視及報章娛樂記者訓練</p>	<p><u>Certificate in Infotainment News Reporting</u> Advanced Information Technology Application, Theory in Television and Newspaper News-reporting, Practical Training in Television and Newspaper News-reporting (Entertainment News)</p>
<p><u>資訊及新聞記者證書</u> 資訊科技應用進階、電視及報章新聞理論、電視及報章新聞記者訓練</p>	<p><u>Certificate in Info News Reporting</u> Advanced Information Technology Application, Theory in Television and Newspaper News-reporting, Practical Training in Television and Newspaper News-reporting (News)</p>
<p><u>電腦及資訊科技記者證書</u> 資訊科技應用進階、電腦程式編寫及設計、電視及報章資訊科技記者訓練</p>	<p><u>Certificate in Information Technology News Reporting</u> Advanced Information Technology Application, Computer Programming and Design, Practical Training in Television and Newspaper News-reporting</p>

	(Information Technology)
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嶺南大學持續進修學院	LIFE, Lingnan University
紀律部隊服務證書 領袖才能訓練、保安政策及紀律部隊工作、軍事紀律訓練	Certificate in Disciplinary Forces Leadership Training, Security Policy and Disciplinary Forces, Military Discipline Training
公務員文職服務證書 辦公室行政實務、秘書實務、公共事務及公務員文職	Certificate in Civil Service Office Administration Practices, Secretarial Practices, Public Affairs and Civil Service
旅遊及酒店服務證書 酒店、餐飲及旅遊業入門、香港及世界旅遊景點的認識、旅遊業優質服務	Certificate in Tourism & Hospitality Studies Introduction to Hotel, Restaurant and Travel Industries, Hong Kong & Worldwide Tourist Attractions, Quality Services in Tourism
酒店實務證書 酒店前堂及客房服務、餐飲服務、酒店優質客戶服務管理	Certificate in Hotel Practice Front Office and Room Division Operations, Food & Beverage Operation, Quality Customer Service in Hospitality Industry
航空服務員證書 航空及旅行社之入門、機艙服務入門、優質旅客服務	Certificate in Inflight Service Introduction to Airline and Travel Industries, Introduction to Inflight Service, Quality Passenger Service
會計學證書 會計學入門、會計學進階、MYOB 會計軟件	Certificate in Accounting Studies Basic Accounting, Advanced Accounting, MYOB Applications
投資初階證書 金融市場概論、證券投資概論、機構融資概念	Certificate in Foundation Investment Framework of Financial Markets, Introduction of Securities Investment, Concept of Corporate Finance
房地產經濟學證書 管理及房地產經濟學 I、管理及房地產經濟學 II、投資經濟學	Certificate in Economics for Real Estate Economics for Management and Real Estate I, Economics for Management and Real Estate II, Economics for Investment
商業銀行證書 金融市場概論、銀行經營與管理、銀行服務與產品	Certificate in Commercial Banking Introduction to Financial Markets, Banking Operation and Management, Banking Services and Products
實用商務技能證書 企業技能與創業技巧、會計學入門、市場營銷管理	Certificate in Practical Business Skills Business Skills and Entrepreneurship, Basic Accounting, Marketing Management
辦公室行政及秘書證書 辦公室行政實務、秘書實務、商業及客戶溝通技巧	Certificate in Office Administration and Secretarial Practices Office Administration Practices, Secretarial Practices, Business and Customer Communication Skills
電子商務與企業管理證書 信息處理及電子商務初階、溝通與合作技巧、中小企業的管理	Certificate in E-commerce and Business Administration Introduction to Information Processing and E-commerce, Basic Skills of Communication and Cooperation, Business Practices in SME
中國進出口貿易證書 中國稅法及稅務、中國報關實務、中國營商實務	Certificate in Import and Export of China Tax and Law of China, Practical Customs in China, Practical Business Skills in China
廣告設計證書 廣告策劃及推廣技巧、多媒體宣傳及網站製作、廣告設計及製作	Certificate in Advertising Design Advertising Planning and Promotion Skills, Multi-media Promotion and Website Production, Advertising Design and Production
市場營銷管理證書 市場營銷管理、零售業營銷管理、企業技能與創業技巧	Certificate in Marketing Management Marketing Management, Retail Marketing Management, Business Skills and Entrepreneurship
客戶服務及營銷證書 客戶服務及市場營銷學入門、零售業營銷管理、企業技能與創業技巧	Certificate in Customer Service and Retailing Customer Service and Marketing Management, Retail Marketing Management, Business Skills and Entrepreneurship
採購與供銷管理證書 物料管理、採購管理、銷售管理	Certificate in Purchasing and Retailing Management Materials Management, Purchasing Management, Retailing Management
活用心理學證書 活用心理學、個人成長與發展、輔導心理學	Certificate in Applied Psychology Practical Psychology, Personal Growth and Development, Counselling Psychology
社會服務工作證書 社會服務技巧概論、社會工作導論、社會福利及社會問題	Certificate in Social Work Introduction to Skills of Social Service, Introduction to Social Work, Social Welfare and Issues
歷奇訓練工作員證書 歷奇訓練基礎課程、歷奇訓練引導技巧、歷奇活動設計與執行	Certificate in Adventure Based Training Practitioner Introduction to Adventure Based Training, Adventure Activities Leadership, Adventure Based Training Planning and Implementing
實踐心理學生活應用證書 身心語言程式學(NLP)與催眠學概論及應用、卓越溝通與輔導技巧、九型性格學概論及實務	Certificate in Practical Psychology Applied NLP and Hypnosis, Effective Communication and Counselling Models, Applied Enneagram
資訊科技行政證書 互聯網應用及網絡保安、程式編寫及數據庫應用、網頁製作及商業網站製作	Certificate in IT Administration Internet Application and Network Security, Programming and Database Applications, Webpage and Commercial Website Design
多媒體設計證書 平面與3D設計及遊戲製作、多媒體及動畫製作、電腦繪圖及影像處理	Certificate in Multi-media Design Graphic, 3D Design and Game Production, Multi-media and Animation Production, Computer Graphics and Image Processing
資訊系統管理證書 電腦系統基礎、信息及數據處理初階、網頁設計與管理	Certificate in Management of Information System Introduction to Computer System, Introduction to Information and Data Processing, Website Creation and Management
翻譯初階證書 翻譯導論 (中譯英 及 英譯中)、語言研究：句法學、文學與翻譯 (中譯英)	Certificate in Foundation Translation Introduction to Translation, Studies for Translation: Syntax, Literature and

	Translation
職業英語證書 職業英語一、職業英語二、國際職業英語	<u>Certificate in English for Business Communication</u> English for Business Communication I, English for Business Communication II, International Business English
日本文化及動畫製作證書 日本語入門、日本語進階、Flash 動畫製作	<u>Certificate in Japanese Culture and Animation Production</u> Basic Japanese, Advanced Japanese, Flash Animation Production
衛生保健證書 基礎長者及兒童健康照護技巧 I、基礎長者及兒童健康照護技巧 II、長者及兒童心理及生理狀況與疾病護理技巧	<u>Certificate in Health Care</u> Basic Caring Skills for Elder & Child I, Basic Caring Skills for Elder & Child II, Psychological and Physical Condition and Care for Elder
中醫藥基礎證書 中醫基礎理論、中醫診斷學、中藥學	<u>Certificate in Traditional Chinese Medicine</u> Chinese Medicine Theory, Chinese Medicine Diagnosis, Chinese Materia Medica
營養及體適能證書 營養及體適能入門、運動生理及訓練、體適能進階	<u>Certificate in Nutrition and Fitness Studies</u> Fundamentals in Nutrition and Physical Fitness, Sports Physiology and Fitness, Physical Fitness Principles Advancement
運動及康娛服務證書 運動及康娛服務發展、運動及康娛設施認識、活動策劃	<u>Certificate in Sports and Recreation Services</u> Sports & Recreation Development, Introduction to Sports & Recreation Facilities, Event Planning
職業美容及專業時尚化妝證書 職業美容護理、光療樹脂美甲課程、專業時尚化妝	<u>Certificate in Professional Beauty and Make Up</u> Professional Beauty Care, Gel Nail, Professional Make Up
形象設計證書 形象設計、婚禮形象造形設計、專業時尚行政人員形象設計	<u>Certificate in Image Styling</u> Image Styling, Wedding Image Design, Professional Executive Image Design
專業化妝、髮型及禮儀證書 專業時尚化妝、晚宴髮型、社交禮儀與個人形象設計	<u>Certificate in Professional Make-up, Hair Style and Etiquette</u> Professional Make-up, Hair Style in Banquet, Etiquette and Personal Image
創意潮服設計及採購證書 創意潮服設計、潮服配飾製作及縫製技巧工作坊、時裝營銷採購	<u>Certificate in Creative Clothing Design and Merchandising</u> Creative Clothing Design, Workshop of Fashionable Clothing Production and Sewing Accessories Skills, Fashion Merchandising
嘻哈文化(舞蹈)證書 街舞訓練理論與實踐(Hip Hop Dance)、街舞訓練理論與實踐(Break Dance)、街舞綜合訓練進階課程 ☎ 2613-0322 (屯門) / 2730-1739 (佐敦) 🌐 www.LN.edu.hk/yijin	<u>Certificate in Hip Hop Culture (Dance)</u> Introduction to Street Dance (Hip Hop Dance), Introduction to Street Dance (Break Dance), Board Perspective of Street Dance ☎ 2613-0322 (Tuen Mun) / 2730-1739 (Jordan) 🌐 www.LN.edu.hk/yijin
註：本院保留取消開辦個別課程之權利，不作另行通知	Note: LIFE reserves the right to cancel individual programme without prior notice

香港教育學院持續專業教育學院	SCPE, The Hong Kong Institute of Education
軍事紀律部隊證書 軍事紀律部隊訓練、歷奇活動管理員、私人體適能教練	<u>Certificate in Military</u> Military & Disciplinary Services, Adventure Programme Supervisor, Personal Trainer for Fitness
幼兒工作證書# 幼兒知識研習、活用英語、活用中文、音樂初階、基礎美術及廣告設計*	<u>Certificate in Child Care Services#</u> Child Studies, Intensive English, Practical Chinese, Introduction to Music, Basic Art and Advertising Design*
體育證書 歷奇訓練、水上運動訓練、私人體適能教練	<u>Certificate in Physical Education</u> Adventure Education, Training in Aquatic Sports, Personal Trainer for Fitness,
旅遊與酒店實務證書# 旅遊及旅遊業、旅遊業營運與管理、外遊領隊及本地導遊實務、款接及大堂收銀服務、餐飲服務、客房服務、活用英語、活用中文、基礎日語、實用普通話、基礎韓語、基礎西班牙語	<u>Certificate in Tourism and Hotel Services#</u> Tourism & Travel Industry, Operations & Management in Travel Industry, Practical Skills for Tour Escort & Tour Co-ordinator, Hotel Reception & Front Office Cashiering, Catering Services, Housekeeping Services, Intensive English, Practical Chinese, Elementary Japanese, Intensive Putonghua, Introductory Korean, Elementary Spanish
語文證書# 活用英語、活用中文、基礎日語、實用普通話、基礎韓語、基礎西班牙語、商業中文、商業英語	<u>Certificate in Languages#</u> Intensive English, Practical Chinese, Elementary Japanese, Intensive Putonghua, Introductory Korean, Elementary Spanish, Business Chinese, Business English
創意藝術證書# 基礎美術及廣告設計*、圖像軟件應用*、多媒體動畫設計、創意插圖及漫畫設計、音樂初階、電腦音樂創作、活用英語、活用中文	<u>Certificate in Creative Arts#</u> Basic Art and Advertising Design*, Use of Digital Imaging Software*, Multimedia & Animation Design, Creative Illustration and Comic Design, Introduction to Music, Creative Music Technology, Intensive English, Practical Chinese
創意媒體證書# 網站支援實務、多媒體網頁製作、3D圖像及動畫製作、Java手機電子遊戲及遊戲設計簡介、Flash遊戲程式編寫、電腦遊戲製作流程剖析	<u>Certificate in Creative Media#</u> Practical Website Support Technologies, Multimedia Webpage Design; 3D Graphic & Animation Design, Java Game Design on Mobile Phone, Flash Game Programming, Dissecting the Framework of Computer Game
商業管理證書# 市場管理、金融服務、辦公室管理、商業基礎、銷售與零售、商業中文、商業英語	<u>Certificate in Commercial Management#</u> Marketing Management, Financial Services, Office Management, Business Fundamentals, Sales & Retail, Business Chinese, Business English
物流實務證書 基礎物流管理、貨物管理及售後服務、供應鏈管理及電子採購實務	<u>Certificate in Logistic Practices</u> Foundation in Logistics Management, Distribution Centre Management & After Sales Services, Supply Chain Management & Procurement Practices
社會服務工作證書 香港社會福利簡介及政策、香港社會服務概覽、社會服務實用技巧	<u>Certificate in Social Services</u> Introduction to Hong Kong Social Welfare & Policy, Overview of Hong Kong Social Services, Practical Skills for Social Services
康樂設施管理證書 消閒及康樂管理、康樂設施管理實務、康樂活動規劃與推廣	<u>Certificate in Recreational Facility Management</u> Leisure & Recreation Management, Recreational Management Practices, Planning & Promotion for Recreational Project

優質物業及會所管理綜合證書 客戶關係管理、專業會所管理、物業運作及保安管理	<u>Certificate in Quality Property & Club House Management</u> Customer Relationship Management, Professional Club House Management, Professional Security Management
營養保健證書 營養學與都市疾病、人體生理學與健康、銷售與服務技巧	<u>Certificate in Nutrition</u> Nutrition & Illness, Human Physiology & Health, Sales & Service Skills
青年服務工作證書 青年工作實務、心理學基礎課程、組織及帶領活動技巧	<u>Certificate in Youth Work</u> Youth Work in Practice, Introduction to Psychology, Programme Organization Skills
宴會服務及節目管理證書 宴會及節目管理、宴會造型及場地佈置、活動統籌及危機處理	<u>Certificate in Event Management</u> Banquet & Event Management, Banquet & Venue Design, Event Planning & Crisis Management
金融財務入職證書 金融投資介紹、財務策劃介紹、認識金融財務市場介紹	<u>Certificate in Finance</u> Introduction to Financial Investments, Introduction to Financial Planning, Introduction to Financial Markets
會計實務職證書 會計實務 I、會計實務 II、電腦會計	<u>Certificate in Accountancy</u> Basic Accounting I, Basic Accounting II, Computerized Accounting
# 選修證書內其中三科 * 修讀該科目學員須自費購買部份教學材料	# Choose three electives from the Certificate * Material fees are required for these modules
註：課程開辦與否視乎學生報讀人數是否足夠20人一班而定 ☎ 2190 8550 / 2190 8595 / 2190 8639 🌐 www.scpe.ied.edu.hk	Note: The offer of an elective shall be subject to the enrolment of 20 students in each class. ☎ 2190 8550 / 2190 8595 / 2190 8639 🌐 www.scpe.ied.edu.hk

香港公開大學李嘉誠專業進修學院	LiPACE, The Open University of Hong Kong
<u>紀律部隊毅進證書</u> 紀律部隊實務；投考紀律部隊準備；健體及體適能；香港法制及社會認識；急救訓練及危機處理（選三）	<u>Yi Jin Certificate in Disciplinary Forces</u> Disciplinary Forces and Law Enforcement; Preparing a Career in Disciplinary Forces; Health and Physical Fitness; Understanding Legal and Social Systems in Hong Kong; First Aid and Crisis Management (Choose 3)
<u>會計實務毅進證書</u> 會計實務 I；會計實務 II；會計軟件應用	<u>Yi Jin Certificate in Accounting</u> Book-keeping and Accounts I; Book-keeping and Accounts II; Computerised Accounting
<u>銀行及金融投資毅進證書</u> 金融市場及產品；銀行運作；基本證券投資	<u>Yi Jin Certificate in Banking and Financial Investment</u> Financial Markets and Products; Banking Operations; Fundamentals of Securities Investment
<u>物流及出入口實務毅進證書</u> 基礎物流運作；運輸學概論；出入口實務	<u>Yi Jin Certificate in Logistics, Import and Export Studies</u> Basic Logistics Operation; Introduction to Transportation Studies; Import & Export Practices
<u>商業實務毅進證書</u> 會計實務 I；市場及廣告實務；辦公室實務	<u>Yi Jin Certificate in Business Studies</u> Book-keeping and Accounts I; Marketing and Advertising Practices; Office Administration
<u>時裝營銷採購毅進證書</u> 時裝設計入門；時裝營銷採購入門；出入口實務	<u>Yi Jin Certificate in Fashion Merchandising</u> Fundamentals of Fashion Design; Fundamentals of Fashion Merchandising; Import & Export Practices
<u>時裝貿易毅進證書</u> 時裝設計入門；時裝營銷採購入門；時裝貿易及市場推廣	<u>Yi Jin Certificate in Fashion Business</u> Fundamentals of Fashion Design; Fundamentals of Fashion Merchandising; Fashion Business and Marketing
<u>市場及廣告毅進證書</u> 創意平面傳意設計；優質管理及客戶服務；市場及廣告實務	<u>Yi Jin Certificate in Marketing and Advertising</u> Creative Graphic Design; Quality Management and Customer Services; Marketing and Advertising Practices
<u>職場傳意毅進證書</u> 辦公室實務；職業英語會話；基礎商業英語	<u>Yi Jin Certificate in Workplace Communication</u> Office Administration; Oral English at Workplace; Fundamental Business English
<u>人事資源管理毅進證書</u> 認識人力資源管理；辦公室實務；會計實務 I	<u>Yi Jin Certificate in Human Resources Management</u> Understanding Human Resources Management; Office Administration; Book-keeping and Accounts I
<u>個人財務策劃毅進證書</u> 金融市場及產品；個人財務策劃；基本證券投資	<u>Yi Jin Certificate in Personal Financial Planning</u> Financial Markets and Products; Personal Financial Planning; Fundamentals of Securities Investment
<u>美容護理及營養毅進證書</u> 美容及化妝 I；美容及化妝 II；基礎營養學及體重管理	<u>Yi Jin Certificate in Beauty Therapy and Nutrition</u> Skin Care and Make Up (I); Skin Care and Make Up (II); Basic Nutrition and Weight Management
<u>康體教練及管理毅進證書</u> 健體及體適能；基礎營養學及體重管理；運動訓練管理技巧	<u>Yi Jin Certificate in Fitness Trainer and Recreation Management</u> Health and Physical Fitness; Basic Nutrition and Weight Management; Sports

	Training Management Skills
<u>旅遊及酒店業實務毅進證書</u> 旅遊業服務概論；優質管理及客戶服務；酒店服務及運作；餐飲運作及管理（選三）	<u>Yi Jin Certificate in Tourism and Hospitality Studies</u> Introduction to Tourism Studies; Quality Management and Customer Services; Hospitality Services and Operations; Catering Operation and Management (Choose 3)
<u>零售店舖營運毅進證書</u> 店舖營運；優質管理及客戶服務；會計實務 I	<u>Yi Jin Certificate in Retail Shop Management</u> Shop Operation; Quality Management and Customer Services; Book-keeping and Accounts I
<u>航空服務毅進證書</u> 認識航空服務；航空服務英語；優質管理及客戶服務	<u>Yi Jin Certificate in Aviation Services</u> Understanding Aviation Services; English for Aviation Services; Quality Management and Customer Services
<u>創意設計毅進證書</u> 創意數碼攝影及影像處理；創意平面傳意設計；美術與設計	<u>Yi Jin Certificate in Creative Design</u> Creative Digital Photography and Image Processing; Creative Graphic Design; Arts and Design
<u>電腦及設計毅進證書</u> 電腦排版及圖像設計；創意數碼攝影及影像處理；網頁及多媒體設計；美術與設計（選三）	<u>Yi Jin Certificate in I.T. and Design Studies</u> Desktop Publishing and Computer Graphics; Creative Digital Photography and Image Processing; Web Page and Multimedia Design; Arts and Design (Choose 3)
<u>漫畫及插圖藝術毅進證書</u> 創意平面傳意設計；美術與設計；漫畫及插圖藝術	<u>Yi Jin Certificate in Comic and Illustration Arts</u> Creative Graphic Design; Arts and Design; Comic and Illustration Arts
<u>攝影藝術毅進證書</u> 創意平面傳意設計；創意數碼攝影及影像處理；應用攝影	<u>Yi Jin Certificate in Photography</u> Creative Graphic Design; Creative Digital Photography and Image Processing; Applied Photography
<u>時裝設計毅進證書</u> 時裝裁剪技巧；時裝設計入門；創意平面傳意設計	<u>Yi Jin Certificate in Fashion Design</u> Fashion Tailoring Techniques; Fundamentals of Fashion Design; Creative Graphic Design
<u>室內設計毅進證書</u> 創意平面傳意設計；美術與設計；認識室內設計	<u>Yi Jin Certificate in Interior Design</u> Creative Graphic Design; Arts and Design; Understanding Interior Design
<u>時裝配飾設計毅進證書</u> 時裝設計入門；時裝營銷採購入門；時裝配飾設計	<u>Yi Jin Certificate in Fashion Accessories Design</u> Fundamentals of Fashion Design; Fundamentals of Fashion Merchandising; Fashion Accessories Design
<u>形象及時裝設計毅進證書</u> 時裝設計入門；時裝貿易及市場推廣；形象及時裝設計	<u>Yi Jin Certificate in Image and Fashion Styling</u> Fundamentals of Fashion Design; Fashion Business and Marketing; Fashion Image and Styling
<u>健康服務助理員毅進證書</u> 認識健康護理及藥物管理；認識老人健康；認識人類的成長及發展	<u>Yi Jin Certificate in Health Care Worker</u> Understanding Health Care and Drug Management; Understanding Health Issues in Ageing; Understanding Lifespan Development of Human Beings
<u>日語毅進證書</u> 日語 I；日語 II；日語會話	<u>Yi Jin Certificate in Japanese</u> Japanese I; Japanese II; Oral Japanese
<u>幼兒教育毅進證書</u> 認識幼兒教育工作；認識人類的成長及發展；認識心理學	<u>Yi Jin Certificate in Early Childhood Education</u> Understanding Early Childhood Education; Understanding Lifespan Development of Human Beings; Understanding Psychology
<u>應用心理學毅進證書</u> 認識人類的成長及發展；應用心理學；認識心理學	<u>Yi Jin Certificate in Applied Psychology</u> Understanding Lifespan Development of Human Beings; Practical Psychology; Understanding Psychology
<u>外語毅進證書</u> 日語 I；職業英語會話；基礎商業英語	<u>Yi Jin Certificate in Language Studies</u> Japanese I; Oral English at Workplace; Fundamental Business English
<u>社會服務毅進證書</u> 認識社會福利及服務；認識心理學；香港法制及社會認識	<u>Yi Jin Certificate in Social Services</u> Understanding Social Welfare and Social Services; Understanding Psychology; Understanding Legal and Social Systems in Hong Kong
<u>創意影視演藝毅進證書</u> 影視娛樂業的認識；戲劇編導及表演藝術；語言才藝	<u>Yi Jin Certificate in Creative Films, TV & Performing Arts</u> Fundamentals of Film & TV; Fundamentals of Directing & Acting; The Practical Arts of Speaking
<u>電台廣播主持技巧毅進證書</u> 電台廣播入門及廣播劇錄製技巧；節目統籌及電台宣傳聲帶創作；語言才藝	<u>Yi Jin Certificate in Radio Host Broadcasting Skills</u> Radio Broadcast and Radio Drama Production Skills; Pre-production of Radio Programmes & Production of Trailers; The Practical Arts of Speaking

大眾傳播毅進證書 語言才藝；創意數碼攝影及影像處理；認識傳媒世界	<u>Yi Jin Certificate in Media Communication</u> The Practical Arts of Speaking; Creative Digital Photography and Image Processing; Understanding Media World
演藝活動策劃毅進證書 影視娛樂業的認識；電台廣播入門及廣播劇錄製技巧；舞台設計與製作	<u>Yi Jin Certificate in Event Management for Performing Art</u> Fundamentals of Film & TV; Radio Broadcast and Radio Drama Production Skills; Stage Design and Production
食物安全及衛生毅進證書 餐飲運作及管理；基礎食品科學及衛生管理；認識飲食服務	<u>Yi Jin Certificate in Food Safety and Hygiene</u> Catering Operation and Management; Basic Food Science & Hygiene Management; Understanding Catering Services
甜品及糕餅製作毅進證書 西式糕餅製作；中西甜品製作；認識飲食服務	<u>Yi Jin Certificate in Dessert Making and Bakery</u> Cake and Bread Making; Dessert Making; Understanding Catering Services
西餐及糕餅製作毅進證書 西餐製作基礎；西式糕餅製作；認識飲食服務	<u>Yi Jin Certificate in Western Cuisine and Cake Making</u> Fundamental Western Cuisine Preparation; Cake and Bread Making; Understanding Catering Services
通識教育毅進證書 語言才藝；網頁及多媒體設計；實踐健康生活；基礎營養學及體重管理；創意數碼攝影及影像處理；日語 I；香港法制及社會認識（選三）	<u>Yi Jin Certificate in General Studies</u> The Practical Arts of Speaking; Web Page and Multimedia Design; Practising Healthy Lifestyle; Basic Nutrition and Weight Management; Creative Digital Photography and Image Processing; Japanese I; Understanding Legal and Social Systems in Hong Kong (Choose 3)
粵劇戲曲藝術毅進證書 粵劇藝術導賞；粵曲唱藝認識；戲劇編導及表演藝術	<u>Yi Jin Certificate in Cantonese Operatic Art</u> Introduction to Cantonese Operatic Art Appreciation; Understanding Cantonese Operatic Singing; Fundamentals of Directing & Acting;
音樂欣賞及創作毅進證書 世界音樂導賞及概念；流行音樂創作初階；影視娛樂業的認識	<u>Yi Jin Certificate in Music Appreciation and Composition</u> World Music Concepts and Appreciation; Basic Pop Music Composition; Fundamentals of Film & TV
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職業訓練局工商資訊學院	School of Business and Information Systems, Vocational Training Council
<u>電腦證書</u> 程式編寫概念、數據庫開發、互聯網應用	<u>Certificate in Computing</u> Programming Concepts, Database Development, Internet Applications
<u>時裝及形象設計證書</u> 時裝及形象設計入門、時裝設計及示範、應用時裝形象設計	<u>Certificate in Fashion and Image Design</u> Introduction to Fashion & Image Design, Fashion Design and Presentation, Applied Fashion Image Design
<u>多媒體遊戲設計證書</u> 多媒體遊戲和遊戲設計技巧初階、電腦遊戲的二維圖像、動畫及聲效、使用遊戲設計工具製作二維和斜視角多媒體遊戲	<u>Certificate in Multimedia Game Design</u> Introduction to Multimedia Games and Game Design Techniques, 2D Graphics, Animation, and Sound Effects in Game Design, Multimedia 2D and Isometric Game Design Project using Game Design Tools
<u>電腦網絡證書</u> 基本網絡知識及實務、區域網及互聯網、網絡路由器及保安	<u>Certificate in Computer Networking</u> Basic Networking Knowledge and Practice, LAN and Internet, Network Routing and Security
<u>物流營運證書</u> 國際商貿營運與應用、基礎物流營運、基礎供應鏈操作	<u>Certificate in Logistics</u> International Trade Practice and Application, Fundamental Logistics Operations, Fundamental Supply Chain Operations
<u>髮型設計證書</u> 基礎設計技巧及美髮理論、基礎美髮技巧、基礎髮型設計	<u>Certificate in Hair Design</u> Design Foundation Skills and Hairdressing Theory, Basic Hair Styling, Practical Hairdressing
<u>汽車維修證書</u> 汽車工藝學及汽車保養、汽車系統維修、汽車電氣／電子及車身修理	<u>Certificate in Vehicle Servicing</u> Automotive Technology and Vehicle Maintenance, Vehicle Systems Servicing and Engine & Transmission Overhaul, Vehicle Electrical/Electronic and Body Repair
<u>西餐食品製作證書</u> 廚房實務操作(1)、廚房實務操作(2)、食物安全與衛生及職業傳意	<u>Certificate in Western Food Preparation</u> Practical Kitchen Operations I, Practical Kitchen Operations II, Food Hygiene and Safety, and Job Related Communications
<u>商業會計證書</u> 基礎會計、個人理財、電腦會計	<u>Certificate in Business Accounting</u> Fundamental Accounting, Personal Finance, Computerized Accounts
<u>商科證書</u> 商業概論、基礎會計、綜合商業實務	<u>Certificate in Business Studies</u> Introduction to Commerce, Fundamental Accounting, Integrated Commercial Practice
<u>酒店管理及旅遊證書</u> 旅遊與旅遊業、客房服務、餐飲服務	<u>Certificate in Hotel Management and Tourism Studies</u> Travel and Tourism, Accommodation Services, Catering Services
<u>社會服務學證書</u> 香港社會福利及政策、應用心理學及香港社會服務、社會服務實用工作技巧	<u>Certificate in Social Services Studies</u> Social Welfare and Policy in Hong Kong, Introduction to Applied Psychology and Social Services in Hong Kong, Practical Skills in Social Services
<u>運動管理及歷奇訓練證書</u> 運動管理入門、運動導師基礎技巧、歷奇訓練	<u>Certificate in Sport Management and Adventure-based Training</u> Introduction to Sport Management, Basic Skills for Sport Instructor, Adventure-based Training

<p>設計學證書 基礎設計、繪畫技巧、數碼圖像</p>	<p>Certificate in Design Studies Design Fundamentals, Drawing Studies, Digital Imaging</p>
<p>創意廣告學證書 創意廣告設計、推廣宣傳策略、電腦輔助宣傳設計</p>	<p>Certificate in Creative Advertising Studies Creative Advertising Design, Promotional Strategies, Computer-aided Promotion Design</p>
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