

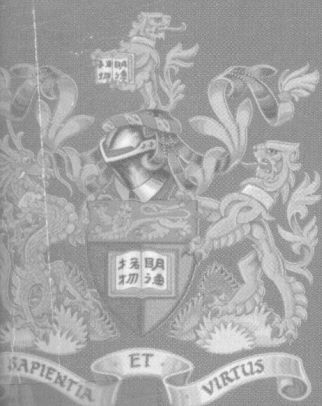
SPRING PROSPECTUS 1996

春

Full-time
Commitment

to

Part-time
Education



UNIVERSITY
HONG KONG
香港大學

SPACE School of
Professional
And
Continuing
Education
香港大學專業進修學院

TELEPHONE ENQUIRIES 詢問電話

General Enquiries: 2859 2791 or 2547 2225 or 2570 9266
(Fax: 2559 7528) [unless otherwise stated]

BUSINESS STUDIES & ACCOUNTING

Accounting, Professional Programmes in, (CGA-Canada) 2858 4515
Business Studies or
Curtin University B.Comm. Degree Programme in Accounting 2858 4611
Institute of Administrative Management (IAM) Programme (Fax: 2858 4750)
Marketing

COMPUTER & INFORMATION SCIENCE

Computer Science 2859 2418 or 2859 2419
Engineering 2859 1940
Librarianship 2859 1940

HEALTH & MEDICAL SCIENCES

Biomedical & Health Sciences 2859 2417
Life Sciences (Applied Medical Sciences) 2859 2784
Medical Laboratory Science 2859 2789
Nursing Studies 2859 2416
Pharmacy 2964 0450 or 2859 2793
Science & Mathematics 2859 2417

HUMANITIES

Art & Design 2547 2279
English Studies } 2547 2225
European Languages/Studies } (Fax: 2559 7545)
Gemmology 2859 2792
Geography & Geology 2859 2423
History & Archaeology 2859 2792
Journalism & Communication 2859 2788
Music 2859 2788
Oriental Languages 2859 2787
Oriental Studies 2859 2792
Philosophy 2540 7430
Political Science 2859 2788
Translation 2859 2792

LAW

Construction Management (Fax: 2546 0295)
Law 2857 1198
Recreation & Sports Management

SOCIAL SCIENCES

Adult Education & Training 2859 2415 or 2517 4887
Criminal Justice & Public Order 2540 7302 or 2540 7430
Economics, Management, Banking & Finance 2859 2783 or 2517 7900 or 2540 8644
Education 2859 2415
Housing Management 2859 2786
Psychology 2859 1937
Social Work & Sociology 2859 2790 or 2540 7302
Urban Studies 2859 2423 or 2859 2786

London University: 2559 7628
Student Registration (Fax: 2559 4666)

MESSAGE FROM THE ACTING DIRECTOR

I am happy to provide an introduction to the Prospectus on this occasion particularly as 1996 sees the 40th anniversary of the School's establishment. SPACE's forerunner, the Department of Extra-Mural Studies, was established in 1956 to provide continuing education opportunities to the community for personal interest or academic advancement. During the 1980's, the Department developed into two sections, one specializing in continuing education and the other in professional development. To reflect its new role properly, the Department was renamed as the School of Professional and Continuing Education (SPACE) in 1992. We now have over 5,000 students registered on courses at degree, post-graduate and professional levels. There is a growing tendency for the demand at these levels to become more specialized and focused especially for postgraduate awards and at the professional level. Our part-time students win many academic awards, often comparing well with full-time students' performance. The School has

over 30 full-time academic staff who have extensive teaching experience. The expertise helps the School develop its international academic potential to the full.

1996 will also see a new era for SPACE as a new purpose-built premises will be ready for occupation at the Woodside site near Bonham Road; this will include new library and computer facilities and staff offices which will enable most of the School's academic Staff to be in one location for the first time.

SPACE has also endeavored to build up international links with some of the most prestigious higher education establishments in the world on the academic front. This may help to make Hong Kong the hub of educational exchange between China and the rest of the world. In the years to come, SPACE will be providing academic support to the Pearl River region of the People's Republic of China and South East Asia. I have full confidence that the School will be able to meet your academic needs by monitoring the pulse of the development of Hong Kong Society and the Pacific Rim; I have every confidence that we will no doubt be able to face the challenge of 1997 and prosper into the 21st century.



The Acting Director Mr. W.B. Howarth (right) and the School Secretary, Mr. John Cribbin (left) in front of the new SPACE building

William B. Howarth
Acting Director

School of Professional and Continuing Education

SCHOOL MISSION STATEMENT

- To offer educational opportunities to the community, principally on a part time, evening or weekend basis
- To provide access to career and training opportunities both in the form of continuing education as well as at degree, postgraduate and professional level
- To cooperate with the Faculties of the University, with other institutions in Hong Kong and with an international network of overseas institutions in offering a wide range of courses with appropriate mechanisms to ensure these are of high quality and represent good value for students
- To conduct research into manpower, educational and training needs, into the effectiveness of different teaching media and in the subject specialisms of academic staff
- To contribute, through the provision of continuing professional education opportunities, to the well being of Hong Kong, and of China, particularly southern China

學院使命宣言

- 為大眾人士提供主要在夜間或週末授課的兼讀課程。
- 透過舉辦延續教育、學位、研究院及專業課程使學員獲得就業和訓練的機會。
- 與香港大學其他學院，香港各專上學院及海外教育機構所組成的國際網絡合作，共同提供一系列的課程，並且通過適當的方法確保有關課程均是高質素而又極具修讀價值的。
- 就香港社會對人力、教育及訓練的需求和不同教學媒介的效用進行研究，並鼓勵教員就各人的學術專長進行研究。
- 透過提供延續專業教育的機會，為香港和中國——尤其是南中國——作出貢獻。

HOW TO ENROL / GENERAL INFORMATION

ENROLMENT PROCEDURE

Enrolment on our courses is very simple, though you should check the description of each of the courses you are interested in to make sure that they do not have any special entry requirements. The basic procedure is:

- 1) Complete the relevant application forms enclosing the appropriate school fee/ application fee by crossed cheque or banker's draft (**one for each course you are applying for**) made payable to The University of Hong Kong and :-

EITHER

- a) apply in person at any of the following Centres:
 - i) **SPACE Town Centre**, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong (Access via lifts on the 2/F. of the Shopping Arcade)
Weekdays : 9.30 a.m. to 5.45 p.m.,
Saturdays : 9.30 a.m. to 12.30 p.m.
Telephone : 2547 2225 (Fax: 2559 7545)
 - ii) **SPACE North Point Study Centre**, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)
Weekdays : 9.30 a.m. to 5.45 p.m.,
Saturdays : 9.30 a.m. to 12.30 p.m.
Telephone : 2570 9266 (Fax: 2508 9349)
 - iii) **SPACE Campus office**
Room 1, University Main Building,
G/F., Pokfulam Road, Hong Kong
Weekdays : 9.30 a.m. to 1 p.m.;
2 to 4.45 p.m.,
Saturdays : 9.30 a.m. to 12.30 p.m.
Telephone : 2859 2791 (Fax: 2559 7528)

OR

- b) send a postal application to any of these Centres.
- 2) Please DO NOT pay by cash, especially if you are making a postal application.

ENTRY REQUIREMENTS

For many of our courses, particularly short ones, entry is on a first-come, first-served basis. However, some courses do have their own entry requirements, so please look at the description of the course(s) you are interested in to make sure that you meet these requirements.

ADMISSION

- 1) In most cases, once payment has been accepted, the applicant is guaranteed a place on the course. These successful applicants will not usually be given joining instructions.
- 2) Where entry to a course is by selection, SPACE will notify those candidates whose application has not been accepted, and will arrange to refund their fees.

CLASSES

- 1) The first meeting of classes will be at the time and place advertised. If a change has to be made to this schedule, participants will be told of this.
- 2) SPACE will make every effort to ensure that classes continue to meet at the place and time advertised, and with the same tutor. However, we reserve the right to make changes to this schedule if necessary.
- 3) Unless special arrangements are made, no classes will be held on:
 - Public holidays;
 - University Foundation Day (March 16 each year);
 - Christmas Eve, New Year's Eve, Lunar New Year's Eve.
- 4) Unless stated otherwise, courses that are advertised in English will be conducted in English, and courses advertised in Chinese will be conducted in Chinese.

STUDENT CARD (North Point Study Centre)

Students at the North Point Study Centre have to show a student card for access to classes in the evening. They will be told how to get this card when they register for their class.

TYPHOON & BLACK RAINSTORM WARNING

- 1) If the typhoon signal no. 8 or the black rainstorm warning is in force after 6.30 a.m., but before 12.00 noon, all daytime classes (those between 8.00 a.m. and 5.30 p.m.) will be cancelled.
- 2) If the typhoon signal no. 8 or the black rainstorm warning is in force after 12.00 noon, all evening classes (those between 5.30 p.m. and 10.00 p.m.) will be cancelled.

STATEMENT OF ATTENDANCE/TRANSCRIPT

Students who wish to get a Statement of Attendance or a Transcript can do so if they :

- apply to SPACE within two years of the completion of the course;
- send a self-addressed envelope and a \$20 processing fee.

GENERAL INFORMATION

- 1) Fees are not refundable, unless a course is over-subscribed or cancelled.
- 2) Fees and places on courses cannot be transferred to other applicants.
- 3) Successful applicants are only accepted into the course they applied for. They cannot decide to attend a different course without prior approval from SPACE.

報讀手續及有關資料

報讀手續

除個別課程須要特別入學程序，（詳程請參閱個別課程簡介）本院大部份課程的報讀手續如下：

（一）填妥有關報名表格連同劃線支票或銀行本票書名「香港大學」以作繳交學費之用，及

（甲）：親往下列地點報名：

1)：香港大學專業進修學院市區中心
香港干諾道中二百號信德中心西翼9
字樓（由2字樓商場電梯上）。

電話：25472225

（圖文傳真：25597545）

星期一至五：上午九時三十分至
下午五時四十五分。

星期六：上午九時三十分至
下午十二時三十分。

2)：香港大學專業進修學院北角教學中心，
香港北角英皇道250號北角城中心14字樓（炮台山地鐵站出口）。

電話：25709266

（圖文傳真：25089349）

星期一至五：上午九時三十分至
下午五時四十五分。

星期六：上午九時三十分至
下午十二時三十分。

3)：香港大學專業進修學院
香港薄扶林道香港大學校本部大樓地
下一號室。

電話：28592791

（圖文傳真：25597528）

星期一至五：上午九時三十分至
下午一時，下午二
時至四時四十五
分。

星期六：上午九時三十分至
下午十二時三十
分。

（乙）：或以郵寄以上各中心。

（二）如採用郵寄方式，請勿以現金付款。

入學條件

本院大部份課程是以「先到先得」方式取錄學生。個別課程註有特別入學條件，請參閱有關課程簡介。

入學手續

（一）在一般情況下，如繳交費用証實已過帳，所報讀學位便會被確定，本院不會再另行通告學員。

（二）如所報讀學課須經甄選程序（如面試或筆試），本院會通知落選申請人及退回學費。

上課

（一）請依本課程手冊註明的上課時間及地點上課。如有更改，本院將另行通告。

（二）本院會在可能範圍下維持本課程手冊刊登的上課時間、地點及主講人不變。如必要時，本院有權就原定主講人，上課地點和時間作出更改。

（三）除特別註明外，本院將在下列期間暫停授課：

（甲）：本港所有公眾假期。

（乙）：大學校慶日（三月十六日）；聖誕前夕，
公曆新年除夕及農曆新年除夕。

（四）如非特別註明，所有用中文或英文刊登的課程都分別以粵語或英語講授。

學員証（在北角教學中心上課者適用）

學員在晚間進入北角教學中心上課須出示本院的學員証，需在該中心上課的註冊學員稍後將獲申請學員証的詳情。

颱風及黑色暴雨警告

（一）如颱風訊號八號風球或黑色暴雨警告在上午六時三十分後至中午十二時之前懸掛，日間課程（上午八時至下午五時三十分）全部取消。

（二）如颱風訊號八號風球或黑色暴雨警告在正午十二時正或以後懸掛，晚間課程（下午五時三十分至十時）全部取消。

聽講證或結業證書

學員可於課程完結後的兩年內向本院申請頒發聽講證書或結業證書。申請人須先繳交手續費廿元，並附上貼足郵票的回郵信封。

其他資料

（一）除課程已額滿或被取消外，一切已繳學費，概不退還。

（二）學費及學額不得轉讓他人。

（三）學員所繳學費只適用其所報讀課程，學員不可以憑所繳學費要求申請轉讀其他課程。

STAFF LIST

DIRECTOR 院長

.....
W.B. Howarth 侯活夫, LL.B., LL.M. *Manc.*, Barrister-at-Law *Gray's Inn* (Acting Director 署理院長)

DEPUTY DIRECTOR 副院長

W.B. Howarth 侯活夫

READER 教授

Sarah S.C. Hui 許少珍, B.Tech., Ph.D. *Bradford*, C.Biol., M.I.Biol.

SENIOR LECTURERS 高級專任講師

Wilson W.S. Ng 吳偉成, M.Sc., Dip. (Applied Microbiol.) *Strath.*, Ph.D. *H.K.*, C.Biol., M.I.Biol.
Owen H.H. Wong 黃康顯, M.A. *H.K.*, Ph.D. *Cantab.*, F.I.L.

LECTURERS 專任講師

Richard M. Booker 卜克, M.A., P.G.C.E. *Oxon.*
F.T. Chan 陳訓廷, B.Sc., M.Phil., M.B.A. *H.K.*, C.Eng., M.B.C.S., M.H.K.C.S., M.H.K.I.E.
Mrs. Y.L. Cheng 鄭鍾幼齡, B.Soc.Sc. *H.K.*, M.Phil. *C.U.H.K.*
Bruce S.N. Cheung 張少能, B.Sc., M.Phil., Ph.D. *H.K.*
Bronwyn Lee Davies, LL.B. *Auckland*, Barrister and Solicitor of the High Court of New Zealand,
Solicitor of the Supreme Court of England & Wales and of Hong Kong
Michael J. Fisher, LL.B. *Manc.*, M.A. *Brunel*, Cert.Ed. *Manc.*, Barrister-at-Law *Gray's Inn*
K.Y. Fong 方光怡, B.B.A., M.B.A. *Simon Fraser*
Koon-ki T. Ho 何冠驥, B.A. *C.U.H.K.*, A.M., Ph.D. *Ill.*, LL.B. *Lond.*
Peter Kennedy 甘令德, B.A. *Wales*, M.A. *Sussex*, M.A. *Essex*, M.Phil. *Dublin*,
Cert.Ed.F.E. *Lond.*, Dip./Cert. T.E.F.L. *R.S.A.*
T.M. Kwong 鄺子文, M.A., Ph.D. *Georgia*
David H.Y. Lam 林孝仁, B.A. *Macalester*, C.A., C.M.A., F.H.K.S.A.
S.M. Ma 馬兆明, B.B.A. *C.U.H.K.*, M.B.A. *Br.Col.*, C.P.A. *U.S.*, A.H.K.S.A.
Jennifer G.H. Ng 黃玉虹, B.A. *Simon Fraser*, M.Soc.Sc., P.C.Ed. *H.K.*
Tina M.Y. Ng 吳慕賢, M.Ed. *W.Aust.*
Carole J. Petersen 白嘉露, B.A. *Chicago*, J.D. *Harvard*, Postgrad. Dip. Law of the P.R.C. *H.K.*,
Attorney *U.S.A.*, Admitted to practice in New York State and Federal Courts
K.C. Tan-Un 阮陳健貞, B.Sc. *Bath*, M.Sc. *Lond.*, Ph.D. *H.K.*
Moses Y.K. Tse 謝銳光, RNT *Lond.*, B.Ed., M.Ed. *Murdoch*
Stephen W.N. Wu 胡永年, B.Sc., Ph.D. *H.K.*

TEACHING CONSULTANTS 教學導師

Elizabeth A. Dendle 杜麗莎, B.Ed. *Lond.*, M.Sc. (Recreation Mgt.) *Lough.*
Y.K. Ho 何月貴, B.Econ. *Malaya*, F.C.I.I. *U.K.*
Melinda J. Sturges 施美蓮, B.Sc. *Lond.*, LCSLT *U.K.*

TUTORS 專任導師

Michelyne E. Callan, B.A. *Trent*, M.A. *McMaster*
Renée P.L. Chan 陳碧蓮, B.F.A. *Long Beach*, M.Sc. *Bank St/Parsons*
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Solicitor of the Supreme Court of England & Wales and of Hong Kong
Emily Ni Li 李妮, B.Soc.Sc. *C.U.H.K.*
Lina Ma Wai Sim 馬懷嫻, B.Soc.Sc., M.Soc.Sc. *H.K.*
Svend Soyland, M.Phil. *Oslo*
Wendy M.Y. Sun 孫敏宜, B.A. *Manitoba*
Allen M.W. Wong 黃文華, B.A. *McMaster*, MInstAM

NURSING STUDIES COORDINATOR 護理課程統籌

Moyna E.L.S. Loong 龍王麗生, R.N., R.M., J.P.

VISITING PROFESSOR 客座教授

Marwyn S. Samuels, B.A., M.A., *Denver*, Ph.D. *Washington*

VISITING LECTURER 客座講師

Li Jian 李健, M.Mus. *San Francisco*, D.Mus.Arts *Cleveland*

HONORARY PROFESSORS 名譽教授

Professor C.W. Ogle, M.B.,B.S. *Malaya*, Ph.D. *W.Aust.*, C.Biol., F.I.Biol., L.F.I.B.A.
Professor Zhang Zhizheng 張志錚教授

HONORARY SENIOR LECTURERS 名譽高級講師

C.W. Chan 陳智榮, M.B.,B.S. *H.K.*, FRCPA *UK*, FRCPA *Aust.*, FHKAM (Path.), FIBMS *UK*
Erik Kvan, Cand.theol. *Copenhagen*, D.Soc.Sc.h.c. *H.K.*
James Chi-ching Wang 王紀慶, Dip.Med. *Shanghai*, M.Sc., Ph.D. *H.K.*

HONORARY LECTURERS 名譽講師

A.Y.W. Chan, M.B.Ch.B. *Glasgow*, M.R.C.P., M.R.C.Path., F.R.C.P.A., F.R.C.P. *Glasgow*, F.H.K.A.M. (Path.)
E.Y.T. Chan, B.Sc., M.B.,B.S. *H.K.*, M.Sc., Ph.D. *Birm.*, M.R.C.Path., F.R.C.P.A.
G. Cheng, M.D., Ph.D. *Tor.*, Dip.Am.Board, F.R.C.P.*Can.*, M.R.C.P. *U.K.*
K.H. Fu, M.B.,B.S. *H.K.*, M.R.C.Path., F.R.C.P.A., F.H.K.A.M. (Path.), M.I.A.C.
Agnes S.L. Lam 林舜玲, B.A., M.A. *Singapore*, Ph.D., T.E.S.O.L.Cert. *Pittsburgh*
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K.N. Leung 梁國南, B.Sc. *C.U.H.K.*, Ph.D. *ANU*
P.S. Leung, B.Sc. *Lond.*, M.Sc. *Newcastle upon Tyne*, M.A.I.M.S. *Aust.*, F.I.M.L.S. *U.K.*
Paul W.C. Li, B.Sc. *Bradford*, M.Sc. *C.U.H.K.*
Y.W. Liu 廖日榮, B.A., M.A. *H.K.*, Ph.D. *Lond.*
S.L. Loke, M.B.,B.S. *H.K.*, M.R.C. (Path.), F.H.K.A.M. (Path.)
W.C. Pang 彭永祥, B.Sc. *Nat. Taiwan*, M.Sc. *C.U.H.K.*, C.Biol., M.I.Biol., F.I.M.L.S.
J.D. Robinson, M.Phil. *H.K.*, C.Biol., M.I.Biol.
S.C.F. Tam, M.B.,B.S. *H.K.*, M.R.C.P. *U.K.*, F.H.K.A.M.(Medicine), F.A.C.B.
D. Wei, M.B.,B.S. *Melb.*, F.R.C.P.A.
W.C. Yam, B.Sc. *Lond.*, Ph.D. *H.K.*, C.Biol., M.I.Biol., F.I.B.M.S. *U.K.*
K.N. Yau, F.I.B.M.S. *U.K.*
T.T.C. Yip, B.Sc. *Lond.*, Ph.D. *H.K.*

DEMONSTRATORS 導師

Deborah M.Y. Au 區敏宜, M.Sc. *Durham*
T.Y. Chan 曾德源, B.Sc. *Santo Tomas*, M.Phil. *H.K.P.*, C.Biol., M.I.Biol., F.R.S.H.
W. L. Cheung 張惠霖, B.A. *H.K.*, M.A. *City U. H.K.*
*H. Siau 蕭虹, B.Sc. *Singapore*, Ph.D. *Cantab.*

ADMINISTRATIVE STAFF 行政人員

SCHOOL SECRETARY 行政主任

John Cribbin 祁樂彬, B.Sc. *Lond.*

ADMINISTRATIVE ASSISTANT 行政助理

Susanna S.Y. Lee 李淑仁, B.A., Dip.Ed., M.B.A. *C.U.H.K.*

COMPUTER OFFICER 電算師

Patrick C.S. Ng 吳志森, B.Sc. *H.K.*, M.Sc. *Wales*

ASSISTANT COMPUTER OFFICER 助理電算師

Luk Shun Fai 陸順輝, B.Sc. *City U. H.K.*

EXECUTIVE OFFICER 事務助理

Heidi S.Y. Chan 陳少英, AlnstAM, Dip. Legal Studies, *H.K. Legal Executives*
Jenny L.W. Sin 冼麗華, B.Sc. *Bristol*

SENIOR SECRETARIAL STAFF 高級秘書

Selin S.L. Poon 潘素齡

* Part-time



UNIVERSITY OF LONDON

Diploma, Degree and Postgraduate Programmes for External Students

Why Study a University of London Programme?

Like the University of Hong Kong, the University of London is a first-class university whose academic awards are highly regarded by employers, professionals and academics all over the world. To maintain the quality of the awards, the University is very strict with the entrance requirements as well as students' examination performance. Only those who are committed to hard work and excellence will succeed.

Special features of the University of London programmes are:-

- Same award for both external and internal students
- No admission quota
- Self-study programmes
- Study done at students' own pace
- Tuition available at students' choice
- Hong Kong-based programmes without any requirement to visit the United Kingdom except for the **BA Music degree which must be examined in London.**
- Cost-effective, particularly for part-time students with full-time employment

Currently there are over 3,600 registered students in Hong Kong.

Programmes Where Applications and Registrations are Handled at SPACE:-

Undergraduate

Bachelor of Laws (LLB)	BSc (Management with Law)
BSc (Economics)	BSc (Management)
BA & Diploma in English	BA Spanish and Latin American Studies
BA Italian	BA Joint Languages Degree (French & German; or
BA French	French & Italian; or
BA German	German & Italian)
BA Geography	Bachelor of Divinity (BD)
BA Philosophy	Bachelor of Music (BMus)
BA Jewish History	

To study for the following undergraduate qualifications, students must attend classes at SPACE

Diploma in Economics	BSc in Computing and Information Systems
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Postgraduate

Master of Laws (LLM)	Diploma in English Commercial Law
MSc in Financial Economics (through SOAS)	MSc in Financial Management (through SOAS)
Diploma in Financial Economics (through SOAS)	Diploma in Financial Policy (through SOAS)

Entry Requirements

Degree programmes

- generally passes at 2 'A' level subjects plus passes at grade 'C' or above at 3 'O' level subjects
- some programmes have separate course entrance requirements (CER) as follows:-

Areas

Economics, Management,
Management with Law
Computing and Information Systems
French, Italian

English, German

CER

Grade 'C' or above in 'O' level Maths plus a pass in an acceptable
English proficiency test
A pass in 'A' or 'AS' level Maths subject
A pass at grade C or above in respective 'A' level Language subject or
at grade B or above in a respective 'AS' level language subject
A pass in respective 'A' level language (literature) subject

Postgraduate programmes

Usually at 2nd honours level in a relevant first degree

The above information is meant to give interested parties a general idea of the entrance requirements and is not meant to be exhaustive. For detailed information, please refer to specific prospectuses obtainable from SPACE University of London Unit as mentioned under the Registration Section.

Tuition at SPACE

SPACE offers tuition in many of the above subjects. Access programmes for Law, Economics, Management and English are also organized for interested applicants who possess no formal qualifications. Please refer to relevant sections in this prospectus for details. Please make sure that you have registered with the University of London before enrolling on supporting courses at SPACE. Of course, you are also welcome to join SPACE courses for interest; in that case you do not have to be an external student of the University of London.

Registration

- (1) Application forms and specific prospectus(es) are available either by sending a \$3.8 stamped self-addressed envelope to, or by personal collection from:
SPACE Town Centre, University of London Unit, Suite 1004-5, Shun Tak Centre, West Tower, 10/F,
200 Connaught Road Central, Hong Kong. (Tel. No. 2559 7628)
Registration Time: Monday - Friday: 9:30 a.m. - 11:45 a.m., 1:00 p.m. - 4:30 p.m.; Saturday: 9:30 a.m. - 12:30 p.m.

Please mark the programme(s) you are interested in on the envelope.
- (2) Applications and registration deadlines for students who wish to sit examinations in 1997 are September 17 and November 30, 1996 respectively.
- (3) For the Diploma in Economics and BSc in Computing and Information Systems (see pages 58-60) special registration procedures apply. Students must enrol on the courses provided by SPACE before registering for the University of London programme. Details can be found in the course description for these courses.
- (4) Please apply well in advance of the deadline to allow time for necessary evaluation. This is particularly necessary if you appear not to fulfill the entrance requirements, if you wish to seek partial exemption or if you want to enrol on SPACE supporting courses.

A UNIVERSITY OF LONDON OPEN DAY WILL BE HELD AT SPACE TOWN CENTRE IN JULY 1996.

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Fee Refunds For Teachers on Selected SPACE Courses

The Education Department has agreed to grant fee refunds to teachers who enrol on selected courses. This is indicated beneath the course description together with the amount of the fee refund which the teacher may claim. The procedure for applying for a fee refund is as follows:

- Teachers accepted on courses will be sent a course fee refund application form together with the notification of acceptance of their application before the course starts (this applies to all teachers in government, aided and private schools).
- The completed fee refund form should then be sent to the Director of Education together with the course fee receipt as soon as possible.

Enrol with the School of Professional and Continuing Education before the courses commence; otherwise courses may be cancelled if it appears that there is insufficient enrolment prior to the starting dates.

教師申請退還學費：

教育署同意資助教師修讀本院部份課程，有關資助課程及資助比率在個別課程簡介後註明。

申請教育署退還學費手續：

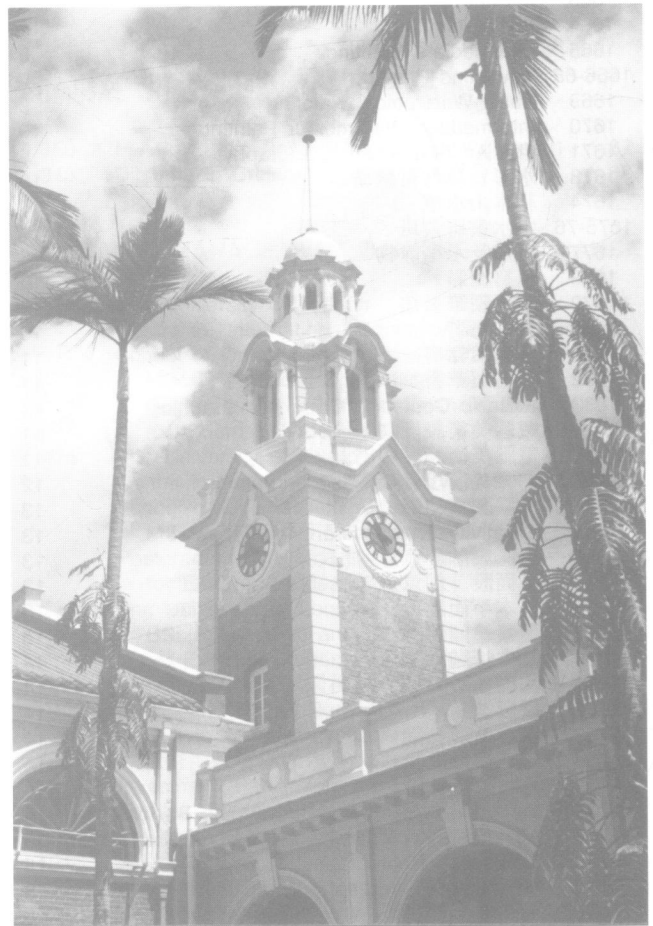
- 一經錄取入學，學員將收到取錄函件和教育署退還學費申請表乙份（政府，資助或私立學校教師均適用）。
- 退還學費申請表填妥後，可連同學費收據寄教育署署長（並於信封上註明退還學費申請）。

請於課程開課前將入學申請表及支票寄達「香港大學專業進修學院」，否則如開課前報名人數不足，可能導致有關課程被迫取消。

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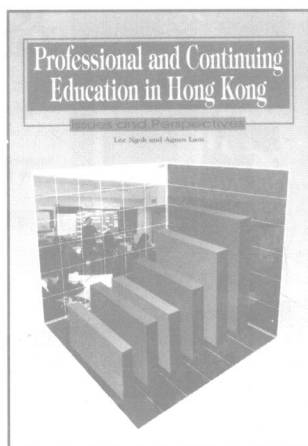
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Professional and Continuing Education in Hong Kong: Issues and Perspectives



By
**Professor Lee Ngok
and Dr Agnes Lam**

HK\$98 per copy

HKU PRESS

One in eight adults in Hong Kong attends part-time education or training programmes of some sort at any one time. Who provides the education or the training? What are the learners like? Can they afford the fees? If not, who pays or who ought to pay? Are these programmes effective? If not, how can they be improved?

Based on several first-hand studies, this new book (182 pages) focuses on some of the issues raised and provides an overview of the phenomenon of professional and continuing education in Hong Kong from different perspectives. The chapters are:

- Chapter 1 Introduction*
- Chapter 2 The role of government in human resource development*
- Chapter 3 Tertiary education expansion in Hong Kong: Questions of feasibility*
- Chapter 4 Hong Kong as an educational market*
- Chapter 5 The Hong Kong adult learner: A profile*
- Chapter 6 Staff development in the business sector*
- Chapter 7 Access and educational consortia: Models and issues*
- Chapter 8 Conclusion*

Prof. Lee Ngok was the Director of the School of Professional and Continuing Education, the University of Hong Kong 1987-1995. Dr. Agnes Lam is the Senior Lecturer and Associate Director at the English Centre of the University of Hong Kong. The other contributors are Mr. F. T. Chan, Dr. John Holford and Ms. Jennifer Ng, the former and the serving academic staff at the School of Professional and Continuing Education, the University of Hong Kong.

The book is available at all major bookstores. For more information, call The Marketing Dept., Hong Kong University Press (2550 2703).

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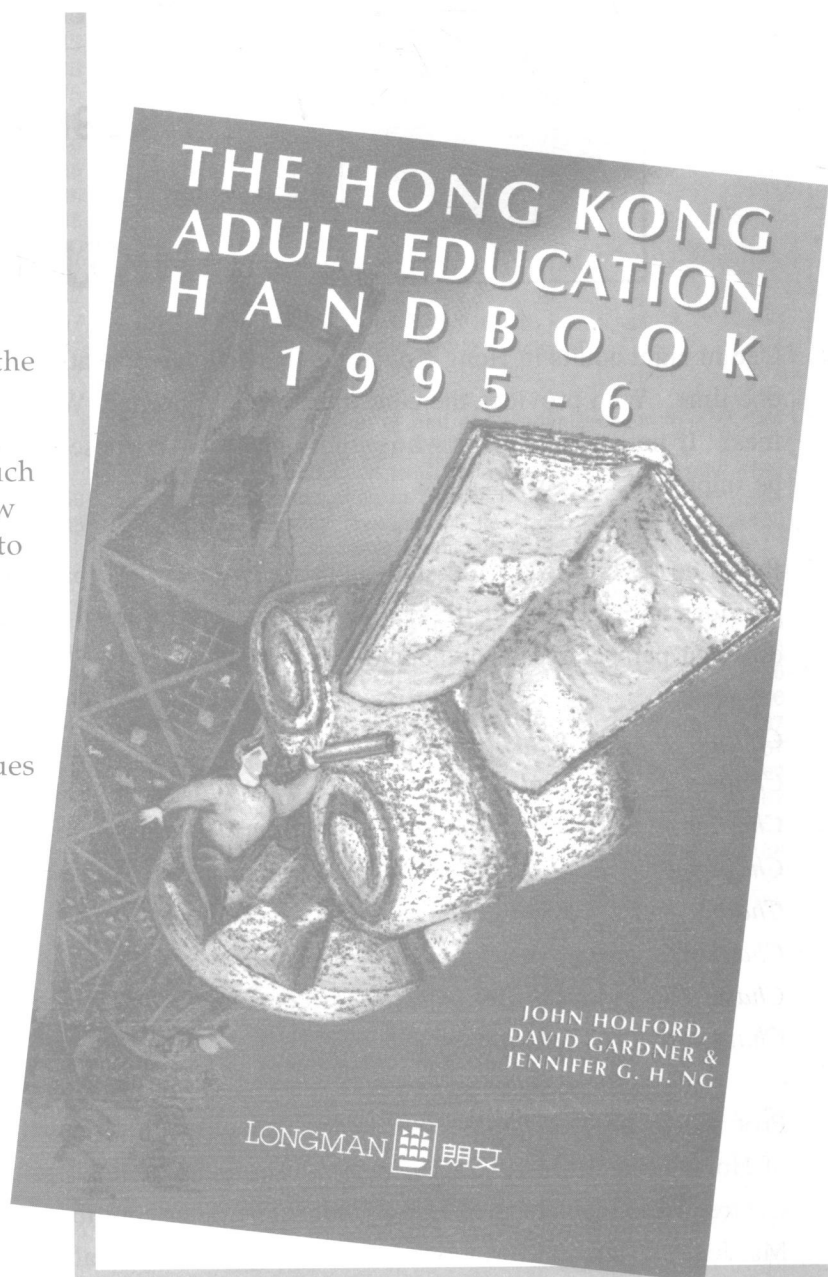
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英國國家廣播電台製作的英語迷踪是一套教授英語的錄影帶教材。這套錄影帶除了有非常高的質素外，影帶中還包含了一個懸疑而緊張的故事 (**The Lost Secret**) 來增加學習時的趣味性。

現在為了方便有志學習英語人士可安在家中自學英語，香港大學出版社聯合專業進修學院編輯了一套適合香港人用的英語教材，並在教科書中適當地加上了中文註解，令學習人士更易明白。

這套教材的程度雖然是適合初學英語的人士，但對於高些程度的學生想改善英語語法、發音、字彙，亦有很大幫助。

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ADULT EDUCATION AND TRAINING

Lecturer in charge : Peter Kennedy
Tutor in charge : Svend Soyland

Telephone : 2547 2225, 2859 2415
2859 2785

71. Certificate in Adult Education and Training

More and more people in Hong Kong today need to know how to train or teach adults, in the private and public sectors as well as in other adult education contexts. This Certificate course is designed for those who are keen to develop the essential skills involved in facilitating adult learning. It is suitable for trainers in commerce, industry and government; teachers in professional, community and adult education; and personnel involved in programme management and development in these fields. Holders of the Certificate are exempted from certain modules of the University of Surrey distance learning M.Sc. in Applied Professional Studies in Education and Training.

Objectives

By the end of the course, participants should be able to:

1. understand the essential features of adult learning theories, and relate these to the needs and demands of students or trainees;
2. deploy appropriate methods to identify students' or trainees' learning needs, and relate these to learning approaches;
3. design programmes to facilitate effective adult learning within their own educational or training context;
4. conduct an effective adult teaching or training session, using a variety of methods and techniques appropriately;
5. use effectively and appropriately various methods of programme evaluation;
6. show awareness of the range of audio-visual aids available to adult teachers and trainers, and make suitable choices among these.

Contents

Topics to be covered in the course will include: concepts and definitions in adult education and training; adult learning and society; the Hong Kong context; the psychology of adult learning; the adult educator and trainer; teaching and learning; methods and approaches; needs analysis and programme design; approaches to evaluation and assessment; materials development; and instructional technology in adult teaching.

Course Structure

The course will consist of the following elements:

1. Twenty-two 3-hour weekly meetings on Wednesdays.
2. Each course member will be expected to conduct one session of teaching, which will be observed by a course tutor and will be followed by an evaluative discussion with the tutor.
3. Each course member will visit one teaching or training session conducted by another course member and will conduct an evaluative discussion afterwards.

4. Each course member will complete an assignment and a project related to education or training within his or her own organisation or field: for example, identifying training needs within the organisation and designing possible programmes to meet these needs.

Assessment

Course members will be assessed by a written examination, a project, and another assignment.

Language of Instruction

The language of instruction in the course will be English. However, course members may conduct their observed teaching sessions in Cantonese if appropriate.

Application Procedure

The next course commences in September 1996. Further details are available from Ms Polly Kwok (2859 2415).

1641. 製作訓練及教學錄像節目之基本技法 (Basic Video Production Technique on Making Instructional Program)

本課程主要為教師及各行業之訓練人士而設計。課程將會介紹教學錄像節目之計劃及製作方法。學員需於課程間分組合作完成實習製作。

主要課題如下：(1) 認識及操作器材；(2) 攝錄機之基本操作方法；(3) 製作之資料搜集、計劃及事前準備工作；(4) 劇本編寫及節目處理簡介；(5) 電影語言及拍攝簡介；(6) 基本燈光及收音技巧；(7) 項目製作；(8) 後期製作及剪接；(9) 如何善用錄像技術及製作於教學訓練；(10) 學員介紹製作及評核。

參加者毋須具備特別條件，惟擁有手提攝錄機較佳。學員需積極與其他同學合作完成習作。(限收三十人)

主講人：尹國慶先生，B.Sc.(CUHK), Cert. in Ed.(HK)

講授語言：粵語輔以英語

地點：市區中心20室(信德中心西翼九樓)

時間：一九九六年四月三日起逢星期三下午六時三十分至九時三十分

全期學費：九百五十元 (共十二講)

教師可獲教育署退還半費。詳參第ix頁。

8038. M.Sc. in Training

The Leicester University M.Sc. in Training provides an internationally-recognised qualification for professionals involved in training and related areas of human resource development.

Developed by the Centre for Labour Market Studies at the University of Leicester, the M.Sc. in Training works to high academic standards. It provides a comprehensive under-

standing of the role of training at the individual, enterprise, national and international levels, and equips students with professional knowledge and skills relevant to management of training and development.

The M.Sc. is a two-year programme offered on a distance learning basis. Students are provided with a comprehensive range of self-study materials designed for use in Hong Kong and the Asia-Pacific Region. The self-study materials are complemented by seminars and tutorials held in Hong Kong.

Four Modules are taken:

Learning, Training and Development:

This module consists of five units covering such topics as: education, training and learning; management development and learning; social influences on learning; learning at work; training and skill acquisition; and training methods and techniques.

Managing Training and Development:

This module focuses on the organisation. The four units cover organisational theory and evolution; approaches to managing the employee relationship (including industrial relations, personnel and human resource management, and culture aspects of HRM); policy implications (including total quality management, employee participation and appraisals); and evaluation and training.

The National Context of Training:

This module provides an overview of vocational education and training at the national and Asia-Pacific level. Five units cover theory of education and training systems; the emergence of the Asia-Pacific region and its implications for education and training; and the distinctive features, and comparative analysis, of Asian education and training systems.

The International Context:

This module adopts an international perspective on questions related to training and development. The four units cover the impact of globalisation and multinationals on training and development, the role of national cultures, national and supra-national skill acquisition systems, and the evaluation of skill acquisition systems.

On each module, students must complete an assignment of between 3,000 and 6,000 words. The four modules are normally completed within eighteen months of starting the course. In addition, students must complete a dissertation of between 15,000 and 25,000 words within six months of the completion of all assignments.

Applicants should normally have an honours degree or equivalent professional qualification. Holders of the Leicester University Diploma in Training and Development, or of the SPACE Certificate in Adult Education and Training, may also apply.

Full details of the course are given in the prospectus, issued by the Centre for Labour Market Studies. If you wish to apply, please enclose a \$3.20 stamped self-addressed envelope (size 9" x 12") to:

The Director (Attention: M.Sc. in Training)
School of Professional and Continuing Education
University of Hong Kong
Pokfulam Road
Hong Kong
(Tel: 2859 2785; fax: 2559 7528)

Deadline for applications: 29 February 1996. The course commences in April 1996, and if your application is accepted, the first instalment of your course fees (£2,800 must be paid by 15 April). The second payment (£2,200) would be paid before commencing Module 3.

Diploma in Training & Development, and Diploma in Human Resources Management

The School of Professional and Continuing Education, in association with the Centre for Labour Market Studies, University of Leicester and the Institute of Human Resources Management, Hong Kong is planning to launch two new Diploma Courses in 1996.

These courses will serve as "Access courses" for the M.Sc. in Training. Each Diploma will consist of six modules to be completed within one year.

The courses will be adapted to local conditions and will be supported by seminars and tutorials given in Hong Kong.

Provisional outline:

Diploma in Training and Development

Practice of Training and Development
Human Resources Management
Human Resources Management
Learning Process

Diploma in Human Resources Management

Organisational Behaviour
Human Resources Management Employee Resourcing
Human Resources Management Employee Relations

Both courses will in addition have these three modules in common:

Training within the Organisation
The International Context
Project

Please contact Mr Svend Soyland (2859 2785) or Peter Kennedy (2548 6351) for further information regarding these courses.

Tutor-in-charge : Renée Chan

Telephone: 2547 2279

Courses in Art & Design are open to students of all levels unless otherwise stated.

Our studio courses aim to enhance the artistic skills and creative growth of the individual. In order to gain full benefit from studio courses, students must be prepared to do work outside class time.

Unless otherwise stated, students must provide all necessary materials. Students will be told at the first meeting of each course which materials they have to provide.

除特別註明外，藝術及設計科之所有課程均無入學資格規定。

本科的畫室實習課程，著重藝術技巧訓練及個人創作力的培訓。為使學員多所受益，學員須利用課餘時間從事練習。報名前學員應該對此詳加考慮。

學員必須自備與課程有關之材料，詳情將會在課程第一講闡述。

Certificate Courses

證書課程

1651. Certificate in Advanced Studies in Art Education (Presented in Collaboration with Chester College)

Objective

Jointly presented by SPACE and Chester College (a College of Higher Education affiliated to the University of Liverpool), this programme aims to help artists and art teachers to further develop their artistic skills and sensitivity to materials. In a series of studio classes in Hong Kong and England, participants will learn to recognise the creative potential inherent in a much broader range of materials and situations. They will also have the opportunity to deepen their understanding of art through guided visits to museums and galleries in the U.K. and Paris. Participants who have successfully completed this Certificate programme may obtain credit from Chester College for modules in their Advanced Diploma in Education and Master of Education programmes.

Course Structure

Part One — in Hong Kong (February to June 1996)

1. Practical

Participants must take one of the following courses offered at SPACE in Spring '96:

- Basic Drawing (#1659 & #1660)
- Figure Drawing (#1662)
- Basic Painting (#1664)
- Basic Watercolour Painting (#1669)

These courses are taught in either English or Cantonese. Please refer to respective course descriptions in this Prospectus for details. However, if enrolment is not sufficient to warrant mounting a particular course, applicants will be notified and advised of alternatives.

2. Art History

Participants must take *Introduction to the History of Western Art II: Post-Impressionism to Post-Modernism* (#1709) and complete a project for this course.

Part Two — in Europe (Four weeks in July 1996; exact dates to be announced.)

During these four weeks, participants will be in residence at Chester College. Family rooms are also available if course members wish to be accompanied during the summer visit.

1. Practical

Participants will work under the guidance of leading Western artists and critics in the newly built studio at Chester College where they will extend their understanding and skills in media which relate to the course member's specialist interests. At the same time they will have the valuable opportunity of studying with artists of various disciplines. Participants may choose to specialize in painting, sculpture, textile design, or print-making provided that there is sufficient enrolment in their choice.

2. Visits to European museums and galleries

Participants will be taken to museums and galleries in London (e.g. The Tate Gallery and the National Gallery) and Paris (The Louvre, Pompidou Centre and Musée d'Orsay).



Students of "Advanced Studies in Art Education" listening attentively to Dr. Hayes (of Chester College) at the Tate Gallery in London, July 1995.

During the four week period participants will be in contact with College tutors for at least 50 hours.

Course Personnel

HKU - SPACE

Course Director : Renée Chan, B.F.A.(Long Beach),
M.Sc.(Bank St./Parsons)

Tutors : Daniel Blyth, B.A.(W.Ont.), M.F.A.(Nova Scotia)
Aser But, M.Sc.(Bank St./Parsons)
Carmen Lee, B.A.(H.K.), M.Litt.(Oxon.)
Peter Mak, B.A.(Valley City), M.F.A.(Arizona)
Hale Man, B.A.(Hons.)(Kingston), M.A.(R.C.A.)

Chester College

Course Director: Peter J. Turnbull, B.A., M.A.(R.C.A.)

Tutors : John Renshaw, B.A., D.A.(Manc.)
Robert Jones, B.A., M.A.(Slade)
Val Cosh, Cert.Ed., M.Ed.(Liverpool)
Maxine Bristow, B.A., M.A.(Manchester)
John Stephens, M.S.(Berlin), M.A.(Manchester)
Ian Hayes, M.A., Ph.D.(Essex)

Award of Certificate

Course members will be awarded a Certificate in Advanced Studies in Art Education issued jointly by SPACE and Chester College provided that they:

- attend at least 75% of the classes in each course;
- complete and obtain passing grades in all assignments set by tutors.

Entrance Requirements

Applicants should have some basic knowledge of art and be reasonably proficient in the English language.

Expenses

- Tuition fee : HK\$14,000 which covers all the course work required at SPACE and Chester College.
- Board & lodgings : Participants will stay at Chester College during Part Two of the programme. The housing fee is approximately HK\$2,500. Participants may use the cafeteria on campus or do their own cooking in the dormitory.
- Airfares : Participants have to pay for their own round-trip airfares from Hong Kong to the U.K.
- Visits : The cost of accommodation and transportation during visits to London and Paris is HK\$4,000 approximately. Applicants are responsible for their own visa applications to both the UK and France.

Application Procedure

Applicants should complete a special application form and submit it to SPACE with a cheque for HK\$14,000 payable to "University of Hong Kong" by February 3, 1996. Applicants will be invited to attend an interview and may be advised to take an English course with SPACE. Unsuccessful applicants will be informed accordingly and their fees refunded. Application forms can be obtained from our enrolment centres (addresses on page 175).

Enrolment is limited to 18

1652. Certificate in Foundation Art and Design

Objective

The study of art is a principal means of understanding human experience and transmitting cultural values. It sharpens both perceptual and analytical abilities and nurtures the creativity and imagination necessary for innovative thinking. This certificate programme aims to provide a basic understanding of art and design for beginners, including those who believe that they have no "talent" for art.

Structure

Students have to take six courses from the following list of courses which will be offered either every term or every other term. Students may choose to take these courses at their own pace but must complete all six courses within three years (six terms) from the date of registration.

Requisites (3 courses):

1. Basic Drawing (#1659 & #1660)
 2. Basic Painting (#1664)
 3. Introduction to the History of Western Art I (*To be offered in Autumn '96*)
- or Introduction to the History of Western Art II (#1709)

Electives (Any 3 courses from the following):

- Figure Drawing (#1662)
- Basic Watercolour Painting (#1669)
- The Art of Western Calligraphy (#1671)
- Introduction to Two-dimensional Design (#1698) (*Conducted in Cantonese only*)
- Introduction to Interior Design (*To be offered in Autumn '96*)
- A Basic Course in Computer Graphics (#1683-1689)
- Basic Photography (#1701) or Introduction to Photography: The Basics (#1706)

These courses are taught in either English or Cantonese, though there is no guarantee that all the courses will be offered in both languages. Please refer to our Prospectus for details.

Because this programme requires certain special assignments to be completed, students who have previously taken any of the above courses will not be granted exemptions.

Award of Certificate

Course members will be awarded a Certificate in Foundation Art and Design issued by SPACE provided they:

- attend at least 75% of the classes in each course;
- complete and obtain a passing grade in all assignments;
- complete all six courses within three years from the date of registration.

Fee

- A registration fee of HK\$4,000 is payable at the time of registration.
- In addition, students have to pay the current fee for the six courses as they take them.

Application Procedure

Applicants should complete a special application form and submit it to the School with a cheque for HK\$4,000 payable to "University of Hong Kong". Application forms can be obtained from our enrolment centres (addresses on page 175).

1653. Certificate in Interior Design

Objective

Taught by practising architects and interior designers, this certificate programme aims to prepare participants to understand what good interior design is all about and how to approach it. The programme is targeted at :

- Secondary school graduates who intend either to enter the interior design profession or to gain some background knowledge before pursuing further studies in the field;
- People who are already in the decoration/renovation business but wish to acquire more academic and professional knowledge of interior design.

Course Structure

A team of professional architects and interior designers will teach the four modules, sometimes on a collaborative basis. Through this teaching method, participants will benefit from often diverging but cohesive points of view which are based on criteria firmly rooted in principles of design.

Participants will attend forty-two (42) weekly meetings of three hours each and will be required to complete about ten assignments which will form the basis of assessment by the tutors. The following interlinking modules will not necessarily be taught in the order listed but will be integrated throughout the programme:

- **Design Theory (20%)**
This module will explore the history of architecture and design, theories on colour, space, lighting, and anthropometry.
- **Architectural Drafting, Interior Perspectives and Presentation (20%)**
Participants will be introduced to the use of drafting

tools, simple projections, plans, sections, axonometric and isometric drawings, perspectives, colour renderings and presentation techniques.

- **Professional Practice and Technology (20%)**
This module will provide an overview of the whole process of implementing architectural or interior design. Topics will include: building disciplines and the profession, legal concepts, appointment contracts, client's briefs, the design process and regulations, specifications and tender documents, building contracts, site supervision, office administration and accounts, environmental comfort, production drawings, as well as interior building elements and materials.
- **Design Studio (40%)**
In this module, participants will integrate what they have learnt in the first three modules and apply them in three-dimensional design projects as well as commercial and residential interior design projects. Participants will be closely supervised throughout the process, and guest speakers will be invited to give talks on special topics.

Teaching Team

- Dennis Mak, B.F.A. (Mass.), M.C.S.D., I.D.A.,
Coordinator
- Alan Chen, B.A.(H.K.Poly.), M.C.S.D.
- Ho Chiu-fan, B.A.(A.S.)(H.K.), B.Arch.(H.K.),
M.Sc.(H.K.), Dip. in Construction Project
Management (H.K.), H.K.I.A., R.I.B.A.
- Barrie Ho Chow-lai, B.A.(A.S.)(Hons.)(H.K.), B.A. Int.
Des. (H.K. Poly.), Diploma Member of the C.S.D.

Award of Certificate

Course members will be awarded a certificate issued by HKU-SPACE provided that they:

- attend at least 80% of all classes;
- complete and obtain a passing grade in all assignments set by tutors.

Entrance Requirements

Applicants should have reached Form 5 standard or above and have some basic knowledge in art and design. However, those with working experience in related fields will also be considered subject to the quality of their portfolios.

Applicants should note that participants will be required to spend a great deal of time on home assignments throughout the programme.

Application Procedure

Applicants should complete an application form and submit it to SPACE with a cheque for **HK\$8,800** in favour of "The University of Hong Kong" by February 3, 1996. Applicants may be required to attend an interview. Unsuccessful applicants will be informed accordingly and their fees refunded. *Enrolment is limited to 24*

Venue : Room 25, SPACE Town Centre, 9/F

Date : Thursdays, 6.30 - 9.30 p.m., commencing March 7, 1996

42 meetings

Fee : \$8,800

Medium of Instruction: Cantonese supplemented with English

1654. 平面設計證書課程 (Certificate in Graphic Design)

課程主旨：

在香港這個經濟蓬勃的商業社會裡，平面設計的應用日趨廣泛，社會對平面設計師的需求亦日益殷切。本課程將會有系統地介紹平面設計的基本概念和技術上的知識。學員修讀本課程後，應有足夠的基本知識及能力去應付初級平面設計師的工作。

課程大綱：

本課程教學模式基本上採用工作坊形式，加上導師講解、幻燈片講座、作品評述及參觀活動等，務求訓練學員搜集和分析資料，及培育其創作能力。課程包括以下六項科目：

- (一) 繪描與速寫 (共8講，每講三小時)
繪描與速寫是平面設計師必須具備的技術。設計師在掌握繪寫能力後，才能有效地將意念轉移到畫面上。本科目訓練學員眼與手的配合，並介紹黑白和彩色繪寫工具的運用。
- (二) 平面設計觀念與色彩運用 (共8講，每講三小時)
本科目首先講述設計的基本語言，包括各類簡單以至繁複的造型及圖象。第二部分強調色彩的特性、色彩在視覺和感覺上所產生的效果、塗色技巧和配色的方法。
- (三) 電腦美術設計 (共9講，每講兩小時)
介紹與設計有關之電腦軟件及其應用法，學員約有十小時的電腦操作實習。
- (四) 設計正稿製作 (共5講，每講三小時)
介紹中英文字體、印刷原理及黑白彩色正稿的製作技法。
- (五) 平面設計工作坊 (共10講，每講三小時)
介紹不同類別的平面設計，例如商標設計、公司信箋設計、海報設計等有關的製作及印刷過程。學員將學習由意念發展成正稿整個設計過程。
- (六) 書刊設計 (共10講，每講三小時)
這是平面設計工作坊的延續，重點講述插圖及字體學在書刊設計上的應用法。屆時將邀請客席導師主持專題講座。

入學資格：

申請人必須對平面設計有濃厚興趣、具有成熟的品格、及進修兼讀課程的毅力。



Tutors assessing students' work (Certificate in Graphic Design)

證書頒發：

符合下列要求之學員，可獲本院頒發證書：

- (一) 每科目之出席率達百分之七十五或以上；
- (二) 於指定時間內完成各科的作業；及
- (三) 獲全體導師同意其作業成績合格

報名手續：

申請人請於一九九六年三月二日前填妥報名表格，連同HK\$9,200之劃線支票(抬頭請書「香港大學」)交回香港干諾道中200號信德中心西翼九樓，香港大學專業進修學院。本院將邀請申請人前來面試，日期另行公佈，未獲取錄者將獲退還學費。

(限收二十人)

主 講 人：畢子融先生 M.Sc.(BankSt./Parsons) (課程統籌)
陳健強先生 H.C.(H.K.Poly.) (助理統籌)
馬智聲先生 Dip.(Canterbury)
馬桂鴻先生 Post-Grad. Cert.(London)
及客席導師

地 點：市區中心25室(信德中心西翼九樓)及灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

時 間：一九九六年三月二十二日起每星期五下午六時三十分至九時三十分(「電腦美術設計」一項未必於星期五舉行)

全期學費：九千二百元 (共五十講)
(學員須另付材料費，如需額外租用電腦，費用為每小時八十元)

1655. 美術教師電腦設計證書課程 (Certificate in Computer Graphics for Teachers)

課程宗旨：

電腦科技日趨進步，直接影響平面設計的繪圖、正稿製作、分色等每一過程。本課程專為在職美術設計科教師而設，由專業設計師負責，介紹平面設計常用之軟件及提供電腦操作訓練，並指導學員製作教學用之幻燈片。

課程大綱：

本課程為期六個月(共一百小時)，採用研討、示範、實習、作品評論、專題創作等，訓練學員電腦操作技術及創作能力。

- (一) 電腦基礎技術(Computer Fundamentals)
本單元介紹電腦硬件、有關之輔助器材及軟件，包括FreeHand, PageMaker, PhotoShop等，亦會介紹繪圖、排版及圖片修描技巧。
- (二) 電腦設計工作坊(Designing with Computer)
本單元指導學員以電腦為工具，探討設計概念。課程包括商標造型、字體運用、色彩表達、排版分色等不同層次之設計練習，務求學員對電腦平面設計有進一步之認識。
- (三) 電腦圖象之探索(Creating Images)
本單元指導學員以電腦軟件去創作及實驗圖形繪製，繼而將圖形運用於海報、封面、包裝等設計品。
- (四) 設計教學幻燈片製作(Designing Teaching Slides)
本單元指導學員以電腦軟件製作平面設計教學上應用之幻燈片，例如構圖技法、字體的認識、平面設計元素等。學員可同時分享其他學員之教學心得。
- (五) 專業設計工作坊
(Professional Design Workshop & Portfolio Preparation)
此單元為畢業作品之製作階段。學員應將上述四個單元所學之技術運用於專題作品上，作為個人之畢業作品集。這單元為平面設計教學範圍之專題研究，鼓勵學員創作和建立個人風格。

應用軟件：

本課程介紹 FreeHand, CorelDraw, PhotoShop, Gallery Effect 及 Dimensions 等電腦軟件。

入學資格：

申請人毋須有電腦操作經驗，但必須對美術設計有基本認識。

證書頒發：

符合下列所有要求之學員，可獲本院頒發證書：

- (一) 每科之出席率達百分之七十五或以上；
 - (二) 於指定時間內完成各科的堂課、家課和畢業作品集；
 - (三) 獲全體導師同意其作業成績合格
- (限收十二人，一人一機操作)

主 講 人：畢子融先生 D.A.E., M.Sc.(Bank St./Parsons) (課程統籌)

陳健強先生 H.C.(H.K.Poly.) (助理統籌)

冼煒強先生 H.C.(H.K.Poly.)

客席導師
及電腦技術員

地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

時 間：一九九六年五月十四日起每星期二及四下午六時三十分至八時三十分

全期學費：九千九百八十元 (共五十講) (學員自付材料費及書本費，如需額外租用電腦，費用為每小時八十元。)

教師可獲教育署退還半費。詳參第ix頁。

電腦美術設計證書課程 (Certificate in Computer Art & Design)

課程宗旨：

電腦技術在美術設計行業扮演的角色日益重要，但市面上設計軟件種類繁多，一般短期課程只能講解基本技術，缺乏全面性的電腦設計知識。本證書課程由專業設計師及電腦技術員任教，有系統地全面介紹美術設計概念與電腦技術知識。課程另一特色是同時採用 IBM-compatible 及 Macintosh 兩大機種，介紹美術設計常用軟件，務求學員能靈活地使用電腦於日常設計工作上，或以電腦為藝術創作媒介。

課程大綱：

本課程為期六個月 (共一百小時)，採用工作坊形式，加上作品評論及畢業專題習作等，訓練學員搜集和分析資料，加強其構思及創作能力。每星期學員必須完成指定的習作。課程包括以下五項科目：

- (一) 電腦基礎技術(Computer Fundamentals)
本單元深入地講授常用軟件的使用方法，例如 PageMaker, FreeHand 及 PhotoShop 等。
- (二) 美術及設計技巧(Art and Design Principles)
本單元指導學員以電腦為繪圖工具，表達美術及設計概念。課程內容包括造型、色彩、字體、商標設計等，並安排參觀活動。
- (三) 技術進階(Technical Essentials)
本單元深入探討電腦美術設計之技術，內容包括相片修描技巧(photo retouching)、分色片套疊(knockout & overprint) 與及電腦正稿製作。
- (四) 應用美術設計(Applied Art & Design)
學員可選擇美術設計範疇內之多種項目作進一步創作，例如插圖、海報設計、公司形象設計等，務使學員能應用電腦技術於實際設計工作中。

(五) 專業實踐工序(Professional Practice & Portfolio Preparation)

本單元介紹與電腦美術設計有關之其他服務，如分色片印刷常識及各類彩色輸出等。學員須融會過往所學的電腦技巧和工序，製作一套專業的畢業作品。

應用軟件：

本課程將採用 PageMaker, QuarkXpress, Illustrator, CorelDraw, FreeHand, PhotoShop, Painter, Dimensions 及 Gallery Effect 等。電腦設備為蘋果電腦 PowerPC 及 586 個人電腦。

入學資格：

申請人必須對美術設計有濃厚興趣，並具備電腦操作之基本知識，例如完成本學院所主辦之「電腦美術設計初階」或同等程度課程。此外，學員也須具備閱讀英文的能力及進修兼讀課程的毅力。

證書頒發：

符合下列所有要求之學員，可獲本院頒發「電腦美術設計」證書：

- (一) 每科之出席率達百分之七十五或以上；
- (二) 於指定時間內完成各科的堂課及家課；及
- (三) 獲全體導師同意其作業成績合格

報名手續：

申請人請於一九九六年四月九日前填妥報名表格，將表格連同 HK\$9,500 之劃線支票 (抬頭請書「香港大學」) 郵寄香港上環干諾道中200號信德中心西翼九樓，香港大學專業進修學院。申請人必須攜帶有關作品前來面試，日期另行通知。未被取錄者將獲退還學費。(每班限收十二人，一人一機操作)

主 講 人：畢子融先生 D.A.E., M.Sc.(Bank St./Parsons) (課程統籌)

陳健強先生 H.C.(H.K.Poly.) (助理統籌)

趙國良先生 (電腦系統設計專業人士)

崔德明先生 B.A.(H.K.Poly.), M.C.S.D.

客席導師
及電腦技術員

地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

全期學費：九千五百元 (學員自付材料費。如需額外租用電腦，費用每小時八十元。)

1656. 一九九六年五月十一日起每星期六下午二時至六時 (共二十五講)

1657. 一九九六年五月十三日起每星期一、三下午六時三十分至八時三十分 (共五十講)

1658. 一九九六年五月十三日起每星期一、三下午八時三十分至十時三十分 (共五十講)

Fine Art (Western) 西洋藝術

1659. 基本素描 (Basic Drawing)

素描是藝術創作中重要的思想過程，課程將引導學員利用素描去記錄及分析眼前或腦海中的景象、意念、甚至情緒。討論範圍包括美學及構圖概念、視覺元素、空間處理及材料運用等，學員將會嘗試以木炭、木顏色筆及粉彩作基本練習及實驗。

(限收十八人)

主 講 人：畢子融先生 M.Sc.(BankSt./Parsons)
地 點：市區中心26室 (信德中心西翼九樓)
時 間：一九九六年三月四日起每星期一下午八時至十時
全期學費：七百九十元 (共十二講)

教師可獲教育署退還半費。詳參第ix頁。

1660. Basic Drawing

This course is designed for people who have some experience or for those who want to draw but feel that they have no talent and cannot do so. The course will help students see as artists see, engage all their senses, and draw expressively. In a step-by-step approach, students will build essential drawing skills. Among the topics to be covered are pure, modified and cross contours, the shapes of negative space, proportion, and the essence of gesture. There will be sessions devoted to drawing the human figure with the support of a model. Participants are urged to set time aside for practice outside class meetings.

Enrolment is limited to 18

Tutor : Ms. Hale Man, B.A.(Hons.)(Kingston),
M.A.(R.C.A.)

Venue : Room 26, SPACE Town Centre, 9/F

Date : Mondays, 5.50-7.50 p.m., commencing March 4,
1996

12 meetings

Fee : \$790

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

1661. Intermediate Drawing

This course is an extension of the basic drawing course. It will be structured as a series of media explorations (pastel/oil pastel/coloured pencil etc.) emphasizing the role of colour as a descriptive as well as an expressive element in drawing. Various issues and approaches pertaining to contemporary forms of expression will be dealt with. Attention will be given to practical problem solving using the medium as a focus for the realization of the idea. Different modes of perception will be explored through a thematic approach to subject matter and stylistic variations, and special consideration will be given to the relationship of the medium to the meaning of a work.

Enrolment is limited to 15

Tutor : Ms. Hale Man, B.A.(Hons.)(Kingston),
M.A.(R.C.A.)

Venue : Room 26, SPACE Town Centre, 9/F

Date : Tuesdays, 8.00 - 10.00 p.m., commencing June 4,
1996

10 meetings

Fee : \$820

1662. Figure Drawing

The human figure, with its infinite variety of shapes, forms and movements, is probably the most ideal subject for developing visual perception and correlation of the hand and eye. The human figure will be studied through exercises in contour, gesture, weight and cross-contour drawings, leading to detailed and finished work. A variety of media, including pencil, conte crayon, charcoal, etc. will be used. Reference to artists' works will be made.

Enrolment is limited to 18

Tutor : Daniel Blyth, B.A.(W.Ont.), M.F.A.(Nova Scotia)

Venue : Room 26, SPACE Town Centre, 9/F

Date : Tuesdays, 5.50-7.50 p.m., commencing March 5,
1996

12 meetings

Fee : \$1,180

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

1663. Intermediate Figure Drawing

The course is intended for students with basic experience in figure drawing. The course will focus on individual development through exploration of stylistic elements and contemporary forms of expression. Students will be expected to initiate their own program of thematic development in consultation with the course instructor. Emphasis will be placed on both conceptual and technical concerns in the development of the students' capacity for critical assessment.

Enrolment is limited to 15

Tutor : Daniel Blyth, B.A.(W.Ont.), M.F.A.(Nova Scotia)

Venue : Room 26, SPACE Town Centre, 9/F

Date : Tuesdays, 5.50 - 7.50 p.m., commencing May 28,
1996

10 meetings

Fee : \$1,350

1664. Basic Painting

This course is designed for those who have some experience in drawing and wish to develop their painting skills. Students will be introduced to various materials, traditional and contemporary techniques, and the application of visual elements. In addition to demonstration and studio practice, students will see slide presentations of artists' works and participate in class critiques.

Enrolment is limited to 18

Tutor : Daniel Blyth, B.A.(W.Ont.), M.F.A.(Nova Scotia)

Venue : Room 26, SPACE Town Centre, 9/F

Date : Tuesdays, 8.00-10.00 p.m., commencing March 5,
1996

12 meetings

Fee : \$790

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

1665. Intermediate Painting

This course will be run as a workshop to help participants develop their ability and personal styles in acrylic painting.

Course topics will include:

- the use of colour
- the relationship between still life and figures
- the use of imagery
- new materials and techniques
- the contrast between the traditional and contemporary approach

At all times the tutor will help students to develop their own portfolio. *Enrolment is limited to 15*

Tutor : Daniel Blyth, B.A.(W. Ont.), M.F.A.(Nova Scotia)

Venue : Room 26, SPACE Town Centre, 9/F

Date : Mondays, 6.30 - 9.30 p.m., commencing June 3, 1996

10 meetings

Fee : \$1,500

Advanced Painting

This whole-day workshop is proposed for those with adequate knowledge and experience in painting to initiate their own program of study. Participants will focus on individual development through investigation of their own sense of stylistic direction, personal forms of expression and thematic content. They will be expected to consult with the instructor on a regular basis regarding technical, formal and conceptual concerns. Presentations by the instructor will be given to offer creative possibilities for consideration and discussion. *Enrolment is limited to 12*

Tutor : Daniel Blyth, B.A.(W.Ont.), M.F.A.(Nova Scotia)

Venue : Room 26, SPACE Town Centre, 9/F

1666. Sundays, 10.00 a.m.-1.00 p.m., 2.00-4.00 p.m., commencing March 3, 1996

1667. Sundays, 10.00 a.m.-1.00 p.m., 2.00-4.00 p.m., commencing May 5, 1996

1668. Sundays, 10.00 a.m.-1.00 p.m., 2.00-4.00 p.m., commencing July 7, 1996

8 meetings

Fee : \$1,980

1669. Basic Watercolour Painting

This is an introduction to the techniques, materials, composition, colour theory and vocabulary of visual presentation in the medium of watercolour painting. The human figure, still life and landscape will be the main subjects for exploration. Students should note that previous drawing experience is a distinct advantage. Weekly home assignments will be given.

Enrolment is limited to 20

Tutor : Peter Mak, B.A.(Valley City), M.F.A. (Arizona)

Venue : Room 25, SPACE Town Centre, 9/F

Date : Wednesdays, 5.50-7.50 p.m., commencing March 6, 1996

12 meetings

Fee : \$790

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

1670. Intermediate Watercolour Painting

This course, which follows on from "Basic Watercolour Painting", is designed to enhance students' creativity and technical competency in watercolour painting. It provides an in-depth study of the visual elements of the media and explores both the realistic and abstract approaches to watercolour painting. In-class critiques will be conducted on a regular basis and students are expected to participate in discussions. Students are also required to complete class and home assignments. There will be an outdoor painting session (usually on a Sunday) toward the end of the course.

Enrolment is limited to 20

Tutor : Peter Mak, B.A.(Valley City), M.F.A.(Arizona)

Venue : Room 25, SPACE Town Centre, 9/F

Date : Wednesdays, 5.50 - 7.50 pm, commencing May 22, 1996

10 meetings

Fee : \$790

1671. The Art of Western Calligraphy

Contemporary Western calligraphy is writing-as-art, and has its roots deep in the Western civilization. Through a variety of calligraphy instruments, including some made in class, students will be introduced to the "Roman" and "Italic" scripts which are the two most popular forms of calligraphy. Course topics will include: terminology, instruments and materials, text spacing, and composition. In addition, the roles and application of calligraphy will be discussed and explored. Weekly assignments will be given and students should plan their time accordingly.

Enrolment is limited to 20

Tutor : Chan Tak Ming, B.A.(H.K.Poly.)

Venue : Room 7, SPACE North Point Study Centre

Date : Saturdays, 2.30-4.30 p.m., commencing March 2, 1996

12 meetings

Fee : \$790

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

1673. 水彩及混合材料繪畫 (Watercolour and Mixed Media Techniques)

水彩加上各種繪畫材料，可為畫面構成無數的變化。本課程專為略具水彩繪畫經驗人士介紹及示範各種材料與水彩的混合使用技巧，包括臘筆、油粉彩、塑膠彩、gesso、gel、wax等。

(限收二十人)

主講人：張若瑟先生

地點：市區中心16室（信德中心西翼九樓）

時間：一九九六年五月八日起每星期三下午五時五十分至七時五十分

全期學費：七百九十元（共十二講）

Fine Art (Oriental) 中國藝術

1674. 基本山水畫 (Basic Chinese Landscape Painting)

本課程著重山水畫之基本技法，包括（一）筆、墨、水、紙、色的用法；（二）構圖和佈局；（三）各種寫樹法和山石皴法；（四）工筆及意筆的寫法。課程包括臨摹名家畫冊及野外寫生，在技巧訓練之餘，導師亦鼓勵學員發展個人創作意念。課程包括一次戶外寫生，將於星期日或假日舉行。（限收二十人）

主講人：熊海先生

地點：市區中心25室（信德中心西翼九樓）

時間：一九九六年三月四日起每星期一下午八時至十時

全期學費：七百九十元（共十二講）

教師可獲教育署退還半費。詳參第ix頁。

山水畫研習班 (Intermediate Chinese Landscape Painting)

本課程為「基本山水畫」之延續，具備山水畫基礎人士可以較自由的學習模式對山水畫作更深廣的研習。導師將引導學員把基礎技法推進至結構完整的作品，及將個人獨特意念融會於藝術創作中。課程包括一項戶外寫生活動，於星期日或假期舉行。（限收二十人）

主講人：熊海先生

地點：市區中心25室（信德中心西翼九樓）

全期學費：七百九十元（共十二講）

1675. 一九九六年三月五日起每星期二下午五時五十分至七時五十分

1676. 一九九六年五月二十七日起每星期一下午八時至十時

教師可獲教育署退還半費。詳參第ix頁。（只限課程編號1675）

1677. 白描及水墨靜物 (Line Drawing & Still-life Painting with Chinese Ink)

中國畫之白描為花卉畫之入門基礎，亦為線繪寫生之重要訓練。近代國畫之取材及內容，靜物作品甚多，故本課程將以西方之素描為先導，後線繪白描，再研著色及渲染方法。安排上以堂上寫生為主，導師除示範外，亦會放映燈片介紹名家作品，和在堂上討論習作以助刺激思考。（限收二十人）

主講人：徐子雄先生

地點：市區中心16室（信德中心西翼九樓）

時間：一九九六年三月一日起每星期五下午五時五十分至七時五十分

全期學費：七百九十元（共十二講）

1678. 速寫滄彩 (The Use of Watercolour on Sketches)

本課程著重寫生及水彩著色方法，三分之一課程在課堂進行，內容包括水彩技法實習，示範，作品欣賞及評論，其餘為戶外寫生，地點以市區為主，取材街景及市集。寫生後學員可於下一課堂中在线繪速寫上添上水彩。（限收二十人）

主講人：徐子雄先生

地點：市區中心25室（信德中心西翼九樓）

時間：一九九六年三月三日起每星期日日上午十時至十二時

全期學費：七百九十元（共十二講）

1679. 中文硬筆書法 (Chinese Penmanship Workshop)

本課程旨在教授各種硬筆書法技巧。硬筆種類繁多，課程將以墨水筆，原子筆書寫正書與行草書為重點。課程內容：（一）介紹書寫工具性能；（二）探討書寫理法；（三）書刊介紹；（四）示範、討論。學員除有課堂練習外，更須以課餘時間做作業。（限收二十四人）

主講人：翟仕堯先生 B.A.(Taiwan Normal)

地點：市區中心25室（信德中心西翼九樓）

時間：一九九六年五月二十一日起每星期二下午五時五十分至七時五十分

全期學費：六百四十元（共十講）

教師可獲教育署退還半費。詳參第ix頁。

1680. 書道研習 (Chinese Calligraphy Workshop)

本課程將以篆、隸、真、行、草五種書體為基本，研習書道技法，輔導學員於掌握基本技法外，進而試探發揮個人書道創作之趣味。課程包括書刊介紹、書體與幅式實習、書寫示範、作業評講。除堂課外，學員必須以課外時間做習作。（限收二十四人）

主講人：翟仕堯先生 B.A.(Taiwan Normal)

地點：市區中心16室（信德中心西翼九樓）

時間：一九九六年五月三十一日起每星期五下午五時五十分至七時五十分

全期學費：七百六十元（共十二講）

1681. 篆書與隸書 (Seal Script and Clerical Style)

篆隸書是淵源關係密切之書體。本課程將輔導學員掌握古樸之大篆與典雅之小篆的基本法度及書寫要領，進而研習隸書，並把篆隸書的結構，線條演變作綜合講解、示範。此外，導師亦會簡略介紹篆刻中的篆書。除課堂練習外，學員須以課外時間做習作。
(限收二十人)

主 講 人：葉民任先生
地 點：市區中心25室 (信德中心西翼九樓)
時 間：一九九六年三月四日起每星期一下午五時五十分至七時五十分
全期學費：六百四十元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

1682. 行書與草書 (Running Script & Cursive Script)

行草是我國書法中較生動的書體，亦較易發揮個人風格。導師將示範及講授運筆的基本技法、字形結構要領、章法、款式與鈐印的配合。學員每星期必須以課外時間完成作業。
(限收二十人)

主 講 人：葉民任先生
地 點：市區中心25室 (信德中心西翼九樓)
時 間：一九九六年五月二十日起每星期一下午五時五十分至七時五十分
全期學費：六百四十元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

Media Arts 商業美術及設計

1683. A Basic Course in Computer Graphics

This introductory course will introduce students to the basics of the latest techniques of desktop computer graphics. The course comprises lectures, demonstrations and hands-on practice with guidance from professional graphic designers.

The course covers the basic operation of IBM-compatibles, Macintosh systems, and DTP programmes such as FreeHand and PageMaker, and the application of graphic design elements in simple design tasks.

Students are required to pay for material to the computer centre in the second session. Students who need extra practice time may use the computer at \$80 per hour.

Enrolment is limited to 12

Tutors : Aser But, D.A.E., M.Sc.(Bank St./Parsons),
Co-ordinator
Ronald Chan, H.C.(H.K.Poly.)

Course in Computer-aided Design on page 110

Venue : Room A, 7/F, Thomson Commercial Bldg., 8
Thomson Road, Wanchai, Hong Kong
Date : Fridays, 8.30 - 10.30 p.m., commencing March 22,
1996

12 meetings

Fee : \$2,600

電腦美術設計初階 (A Basic Course in Computer Graphics)

本課程為「電腦美術設計證書課程」之先修科目，旨在為初學者提供入門知識與技巧。本課程具備以下特色：(一)由教學經驗豐富之設計師策劃及以示範形式講授；(二)上課時間比同類課程長，每位學員約有十二小時電腦操作實習；(三)學員可同時學習 IBM-compatible 及 Macintosh 兩大電腦系統及相關之軟件。

課程範圍包括：(一)介紹電腦機種及磁碟用法；(二)平面设计原理；(三)介紹基本電腦桌上繪圖軟件之操作如檔案處理、繪圖技巧、字體運用、排字功能、圖片掃描；(四)通過圖形探索、靜物造型、名片與賀卡等設計習作而初步認識電腦繪圖技巧；(五)介紹兩大通用軟件 FreeHand 及 PageMaker。

學員須自付材料費，如有需要，可額外租用電腦練習，每小時港幣八十元正。
(每班限收十二人，一人一機操作)

課程統籌：畢子融先生 D.A.E., M.Sc.(Bank St./Parsons)

主 講 人：陳健強先生 H.C.(H.K.Poly.)

客席導師
及電腦技術員

地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

全期學費：二千二百元 (共十二講)

1684. 一九九六年三月五日起每星期二及五下午八時三十分至十時三十分
1685. 一九九六年三月八日起每星期五及六下午六時三十分至八時三十分
1686. 一九九六年四月十九日起每星期二及五下午八時三十分至十時三十分
1687. 一九九六年四月二十七日起每星期五及六下午六時三十分至八時三十分
1688. 一九九六年五月三十一日起每星期二及五下午八時三十分至十時三十分
1689. 一九九六年六月八日起每星期五及六下午六時三十分至八時三十分

電腦美術設計中階 (An Intermediate Course in Computer Graphics)

本課程為初階之延續，適合有電腦設計基礎人士修讀。本課程偏重學習運用圖片修描之 PhotoShop 軟件，輔以繪圖 FreeHand 軟件，幫助學員創作更高水平之設計作品。

本課程具備以下特色：(一)由教學及創作經驗豐富之設計師以示範形式講授；(二)上課一人一機，約有十八小時實習；(三)學員可同時學習 IBM-Compatable 及 Macintosh 兩大系統之運作及有關之軟件。

課程範圍包括：(一)修圖技巧基礎；(二)文字處理及立體變化效果；(三)圖片修描進階；(四)肌理(Texture)處理；(五)圖片混化效果(Blending Effects)；(六)圖片修邊效果(Creating Vignettes)等技術。學員可創作出自己喜愛的圖片或配合封面設計或個人信箋設計等。學員須自付材料費，如有需要，可額外租用電腦練習，每小時港幣八十元正。電腦設備為蘋果電腦 PowerPC 及 586 個人電腦。

(每班限收十二人，一人一機操作)

課程統籌：畢子融先生 D.A.E., M.Sc.(BankSt./Parsons)

主講人：陳健強先生 H.C.(H.K.Poly.)

及客席導師

地點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

全期學費：二千四百元 (共十二講)

1690. 一九九六年三月十四日起每星期四下午八時三十分至十時三十分

1691. 一九九六年六月十三日起每星期四下午八時三十分至十時三十分

電腦美術設計高階 (An Advanced Course in Computer Graphics)

本課程為中階之延續，適合對圖片修描 PhotoShop 軟件有認識人士修讀。本課程除對 PhotoShop 技巧有更進一步的探討外，亦會講解 3D Studio 及 Infini D 等軟件之操作及有關立體造型的基本知識。

本課程具備以下特色：(一)由教學及創作經驗豐富之設計師以示範形式講授；(二)約有十八小時實習，比同類課程長；(三)學員可同時了解 IBM-Compatible 及 Macintosh 兩大系統之運用及有關之軟件；(四)上課一人一機。

教學內容包括：(一)圖片修描其他效果探討；(二)介紹如何繪製立體模型，例如金屬品、傢俬、商標；(三)如何改變堅硬模型的形態；(四)如何設計柔軟的立體模型，例如人、樹等形態；(五)如何運用光源及投影，使畫面達至更真實效果。

學員須自付材料費，另如有需要，可額外租用電腦實習，每小時港幣八十元正，電腦設備為蘋果電腦 PowerPC 及 586 個人電腦。
(每班限收十二人，一人一機操作)

課程統籌：畢子融先生 D.A.E., M.Sc.(BankSt./Parsons)

主講人：陳健強先生 H.C.(H.K.Poly.)

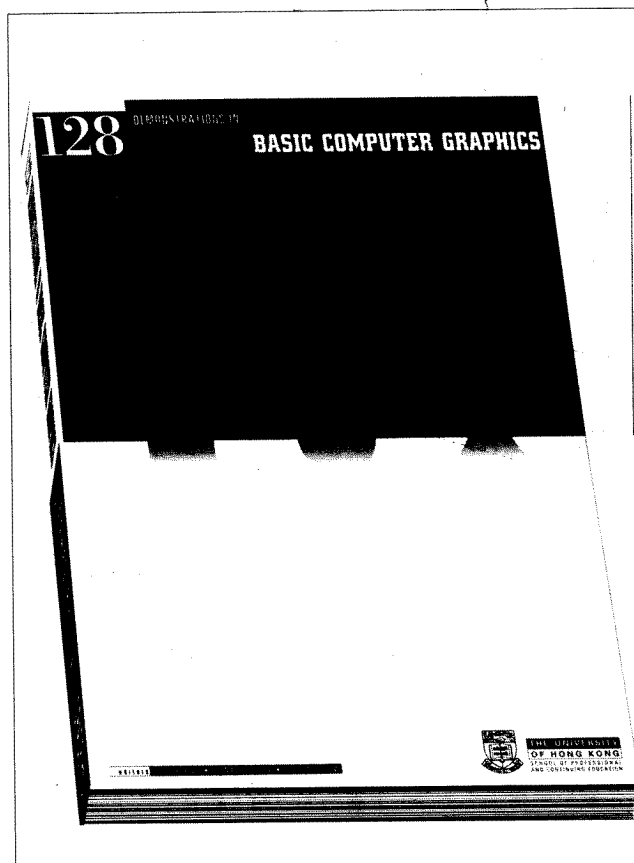
趙國良先生(電腦系統設計專業人士)

地點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

全期學費：二千四百元(共十二講)

1692. 一九九六年三月二十六日起每星期二下午八時三十分至十時三十分

1693. 一九九六年六月十八日起每星期二下午八時三十分至十時三十分



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Designerslink Computer Centre

Room A, 7/F, Thomson Comm. Bldg.
8 Thomson Road, Wanchai, H.K.
(Tel: 2866 7502, 2866 2186)

HK\$60

1694. 電腦動畫初階 (A Basic Workshop in Computer Animation)

隨著電腦科技進步，動畫製作亦日益簡易和普及。本課程將採用 Director, Power Point 及 Infini-D 等軟件，講授以電腦製作動畫的技巧，內容包括（一）編寫劇本；（二）電腦圖文及相片的創作；（三）電腦錄影、旁白及配樂；（四）畫面換場配合技巧；（五）動畫短片創作。學員須具備基本電腦操作知識。

學員須自付材料費，如有需要，可額外租用電腦實習，每小時港幣八十元，電腦設備為蘋果電腦 Power PC 及 586 個人電腦。
(限收十二人，一人一機操作)

課程統籌：畢子融先生 D.A.E., M.Sc.(Bank St./Parsons)

主 講 人：冼煒強先生 H.C.(H.K.Poly.)

趙國良先生 (電腦系統設計專業人士)

地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

時 間：一九九六年三月二十二日起每星期五下午六時三十分至八時三十分

全期學費：二千四百元 (共十二講)

1695. Creativity Enhancement Workshop

The manifestations of creativity are clearly visible around us. Creativity is so vital to all human endeavours, yet so evasive. The aim of this workshop is to stimulate and develop the creative potential of the participants. The workshop will:

- discuss the creative process;
- introduce traditional and recent theories on creativity;
- consider case studies;
- examine some of the techniques that are useful for enhancing creativity

Participants from all fields will be accepted, to create a stimulating learning environment and allow a full cross fertilization of ideas. They will be encouraged to keep a personal journal for discussion from their personal experience or knowledge. The only prerequisites for the course will be a keen interest in the subject of creativity and a willingness to share and discuss ideas.

Enrolment is limited to 20

Tutor : M.T. Liu, M.Arch.(Manitoba), R.I.B.A., A.P.

Venue : Room 25, SPACE Town Centre, 9/F

Date : Tuesdays, 8.00 - 10.00 p.m., commencing March 5, 1996

8 meetings

Fee : \$530

1696. 平面設計創意思考法初階 (Creative Thinking Techniques for Graphic Designers I)

要成爲一位出色的設計師，必須具備不斷創新的思考能力。許多人誤以爲這種能力的高低是與生俱來的，但近代心理學者發現創意思考能力，與其它技能一般，若有系統地加以訓練，是可以不斷提高的。

本課程是設計教育中的一個新嘗試，討論內容包括腦力激盪法、水平式思考法、文字遊戲法、返老還童法等，透過理論及實踐，幫助學員提高創作能力，務使每一位學員能於短期內，在實際設計工作中想得更多，更快和更有新意。(限收二十四人)

主 講 人：雷健生先生 B.A.(H.K.Poly.), M.C.S.D.

地 點：市區中心29室 (信德中心西翼九樓)

時 間：一九九六年五月三日起每星期五下午八時至十時

全期學費：七百九十元 (共十講)

平面設計創意思考法進階 (Creative Thinking Techniques for Graphic Designers II)

這課程乃初階的延續，進一步介紹有關創意思考方法，以助學員提高創意思考能力。討論範圍包括：右腦決勝術、積極思想、觀察法、自我突破等，每堂均介紹實戰個案，有助學員多方面吸收，刺激思維。

本課程只接受郵遞報名，請填妥報名表格（無須填寫課程編號），連同劃線支票，支付「香港大學」，寄香港干諾道中200號，信德中心西翼九樓，香港大學專業進修學院，藝術及設計科。
(限收二十人)

主 講 人：雷健生先生 B.A.(H.K.Poly.), M.C.S.D.

地 點：市區中心29室 (信德中心西翼九樓)

時 間：一九九六年七月十二日起每星期五下午八時至十時

全期學費：七百九十元 (共八講)

1698. 基本平面設計 (Introduction to Two-dimensional Design)

本課程討論範圍包括各種視覺藝術（如繪畫、平面設計、插圖、攝影等）背後的基本組織架構及原理。如點、線、面、肌理、比例、色彩及其他視覺元素與構圖的關係，令學員熟識視覺藝術語言的基本字彙、法則和結構，幫助學員進一步發展視覺感性。
(限收二十四人)

主 講 人：馬智聲先生 Dip.(Canterbury)

畢子融先生 D.A.E., M.Sc.(Bank St./Parsons)

地 點：市區中心16室 (信德中心西翼九樓)

時 間：一九九六年五月十五日起每星期三下午八時至十時

全期學費：七百九十元 (共十二講)

1699. 建築繪圖導論 (Introduction to Architectural Drafting and Perspective Drawing)

建築及透視繪圖，乃建築師、承建商、室內設計者相互溝通的「國際語言」。本課程爲學員介紹建築及透視繪圖的基本知識，務使學員有足夠能力繪畫簡單和有效的圖則。課程將以實習爲主，並輔以理論來說明。研習題目包括器材運用、平面圖、立面圖、剖面圖、三向圖、簡單投影圖及等角投影圖等。學員必須利用課外時間做習作。
(限收二十四人)

主 講 人：何超凡先生 B.A.(A.S.)(H.K.), B.Arch.(H.K.),

M.Sc.(H.K.), Dip. in Construction Project Management(H.K.), H.K.I.A., R.I.B.A.

地 點：市區中心25室 (信德中心西翼九樓)

時 間：一九九六年四月三十日起每星期二下午八時至十時

全期學費：七百九十元 (共十二講)

1700. 基本時裝設計 (Introduction to Fashion Design)

本課程特別為對時裝設計有興趣或希望從事時裝設計之初學者而設。內容主要探討時裝設計之元素及原理，如輪廓、比例、布料配搭、顏色運用等。透過課堂講解，錄影帶及幻燈片介紹名家作品，學員可了解如何運用這些元素，並從課堂及課外習作體會設計過程，和如何順應市場、對象及季節的需求。
(限收二十人)

主 講 人：吳文正先生 M.Des.(Royal College of Art), H.D.D.(Dist.),
F.C.S.D., F.R.S.A., M.C.F.I., M.H.K.D.A.,
M.H.K.I.T.A., Assistant Professor in Fashion
Design(H.K.Poly.U.)

地 點：香港大學專業進修學院北角教學中心7室
時 間：一九九六年五月二十九日起每星期三下午六時三十分至八時三十分
全期學費：六百九十元 (共十講)

Photography 攝影

1701. 基礎攝影 (Basic Photography)

本課程專為初學者而設，內容包括器材介紹、快門與光圈之關係、菲林與曝光處理、對焦與拍攝操作、長短焦距鏡頭之特性及應用等。透過名家作品欣賞、實習拍攝及作業評論，學員將可掌握基本的攝影原理及技巧應用。課程包括一次戶外拍攝實習（於星期日進行）。學員須自備器材及菲林。
(限收二十四人)

主 講 人：陳樹人先生
地 點：市區中心16室（信德中心西翼九樓）
時 間：一九九六年三月六日起每星期三下午五時五十分至七時五十分
全期學費：七百六十元（包括模特兒費）（共十講）

1702. 攝影進階 (A Guide to Better Photography)

本課程為「基礎攝影」的延續，內容包括光源角度、濾鏡使用，特殊效果，色溫與幻燈，構圖方法，作品欣賞及創作題材研討，使學員對攝影有更全面和深入的認識，方便日後獨立處理一般攝影問題。課程包括一次戶外實習及一次夜景實習，分別於指定星期日及星期六傍晚進行。學員須自備器材及菲林。
(限收二十四人)

主 講 人：陳樹人先生
地 點：市區中心25室（信德中心西翼九樓）
時 間：一九九六年五月八日起每星期三下午八時至十時
全期學費：七百八十元（包括模特兒費）（共十講）

1703. 自然攝影初階 (Introduction to Nature Photography)

本課程指導學員如何使用適合的器材和方法去拍攝花、木、蟲、鳥的美態。講者以深入淺出的方法，使學員從實習中領略攝影

自然景物的竅門，並從作品評論中分享他人的經驗，擴闊視野。課程包括兩次戶外實習，學員須自備器材（如單鏡機及菲林等）。
(限收二十四人)

主 講 人：陳煜源先生 Dip.(Grantham), A.R.P.S.
地 點：市區中心16室（信德中心西翼九樓）
時 間：一九九六年三月二日起每星期六下午二時十五分至四時十五分
全期學費：七百四十元 (共十講)

1704. 自然攝影進階 (Intermediate Nature Photography)

本課程為「自然攝影初階」的延續，導師將指導學員運用適當器材及物料去完成作品，務使學員對自然攝影有更全面和深入認識。課程包括兩次戶外實習（於星期六或星期日進行），學員須自備攝影器材及菲林。
(限收二十四人)

主 講 人：陳煜源先生 Dip.(Grantham), A.R.P.S.
地 點：市區中心16室（信德中心西翼九樓）
時 間：一九九六年五月二十五日起每星期六下午二時十五分至四時十五分
全期學費：七百四十元 (共十講)

1705. 人物攝影初階 (Introduction to People Photography)

本課程專研人物拍攝技巧，申請人必須具備基礎攝影知識（如攝影機和測光錶的運用及曝光處理等），或完成本院主辦之「基礎攝影」課程。內容包括：（一）燈光種類；（二）光線質素和反差控制；（三）專業攝影潮流（以幻燈片講解）；（四）室內及戶外人像攝影示範；（五）學員作品評論。學員須自備攝影器材及菲林。學期中會有一次戶外攝影活動，在星期日舉行。（本課程的講義及部分詞彙均採用英語。）
(限收十五人)

主 講 人：周偉明 B.A. in Professional Photography (Brooks)
地 點：市區中心25室（信德中心西翼九樓）
時 間：一九九六年三月六日起每星期三下午八時至十時
全期學費：八百元（包括模特兒費）（共十講）

1706. Introduction to Photography : The Basics

This course will provide students with a comprehensive survey of the basic concepts of photography. Topics will include: cameras, films, composition, subject matter, exposure, film developing, color vs. black and white and the history of photography. Students will learn to use their cameras properly and to create images that are both technically proficient and aesthetically pleasing. This is a preparatory course for "Advanced Photography: A Personal Exploration".
Enrolment is limited to 18

Tutor : Norman Jackson Ford, B.F.A. (Florida)

Venue : Room 16, SPACE Town Centre, 9/F

Date : Saturdays, 4.45-6.45 p.m., commencing March 2, 1996

10 meetings

Fee : \$760

1707. Advanced Photography: A Personal Exploration

This class gives the interested amateur an opportunity to study at a higher level and discover more advanced concepts and techniques. Throughout the course, students will:

- learn about content, craftsmanship, style and personal vision;
- explore and focus on what is important to them as individuals and then express that through photography;
- learn and practise the skills required to produce high quality images they can be proud to show.

The course will consist of: lectures, slide presentations, class critiques, demonstrations, two field trips and constructive evaluations by the tutor. The students must provide their own cameras (with manual controls) and film (color and black & white). *Enrolment is limited to 18*

Tutor : Norman Jackson Ford, B.F.A.(Florida)

Venue : Room 16, SPACE Town Centre, 9/F

Date : Saturdays, 4.45 - 6.45 pm, commencing May 25, 1996

10 meetings Fee : \$860

1708. Landscape Photography

This course is for intermediate students who are interested in photographing the environment around them. We will examine and discuss:

- a photographer's relationship to the environment;
- how to take interesting and meaningful images;
- composition and light, and how they relate to the meaning of the final picture. Participants will be encouraged to photograph their immediate surroundings as well as the landscape in more distant parts of Hong Kong.

The course will offer whatever constructive advice is necessary to help students become better landscape photographers. The teaching will include:

- slide presentations;
- lectures;
- critical consideration of students' works;
- technical information.

Enrolment is limited to 15

Tutor : Norman Jackson Ford, B.F.A.(Florida)

Venue : Room 25, SPACE Town Centre, 9/F

Date : Sundays, 10 a.m.-12 noon, commencing June 2, 1996

10 meetings Fee : \$830

Advanced Photography Workshop

These classes are two-day workshops that will be held outdoors at a chosen site. The topics covered will include:

- composition
- zone system techniques
- exposure
- use of filters in black and white photography
- previsualization
- content and meaning in the final image

The workshops will help intermediate and more advanced photographers with individual and group instruction. On the first day, the tutor will work with students. On the second day, students will be able to review their work and improve on it in the light of the feedback given to them. This will allow the tutor to help students in the most effective manner with their photographic techniques.

Students will be notified of the meeting place two days before the class starts.

Enrolment is limited to 15

Tutor : Norman Jackson Ford, B.F.A.(Florida)

1720.

Date : Sundays, 1.00-5.00 p.m., commencing April 14, 1996

1721.

Date : Sundays, 1.00-5.00 p.m., commencing May 19, 1996

1722.

Date : Sundays, 1.00-5.00 p.m., commencing June 23, 1996

1723.

Date : Sundays, 1.00-5.00 p.m., commencing July 14, 1996

2 meetings Fee : \$420

西藏攝影實習班

(Photography – on location in Tibet)

本院將於一九九六年八月初舉辦一個旅行攝影實習班，由陳樹人先生帶領學員前往西藏觀光和攝影，為期約十天。出發前學員須參與兩節堂課討論西藏概況及攝影須知；回程後亦有兩節作品評論和分析。

有興趣參加人士請於一九九六年三月十日前將回郵信封（連平郵票）一個寄往香港大學專業進修學院，香港干諾道中200號信德中心西翼9樓于小姐收。信封面註明「西藏攝影實習班」。

注意：參加者必須具備攝影知識，並且是身體健康，無心臟病、高血壓或哮喘等病症。

Art Appreciation 藝術欣賞

1709. Introduction to the History of Western Art II : Post-Impressionism to Post-Modernism

The latter part of the nineteenth century was a time of economic, technological and social change when traditional values were challenged. This revolutionary period marked the beginning of the modern age. Its spirit is reflected in the art of the time, which overturned traditional rules and values. This course explores the characteristics of modern art through an in-depth study of various styles and trends such as Fauvism, Cubism, Dadaism, Constructivism, Surrealism, Abstract Expressionism and Pop Art.

The course will be delivered in English but Cantonese may be used if all students enrolled speak Cantonese.

Enrolment is limited to 30

Tutor : Carmen Lee, B.A. (H.K.), M. Litt. (Oxon.)

Venue : Room 26, SPACE Town Centre, 9/F

Date : Thursdays, 8.00-9.30 p.m., commencing February 29, 1996

15 meetings

Fee : \$770

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

1724. 設計史導論 (Introduction to the History of Design)

人類最基本的活動，是不斷改善生活的質素，這也是廣義的設計。至於「設計師」的正式出現，則要在工業革命後，手工藝機械化，設計過程與產品製造正式分家才開始。設計史是一門頗新的學科，其內容主要圍繞設計活動背後的社會及歷史現象。

本課程將以工業革命為起點，以幻燈片介紹，這百餘年西方的幾個主要設計思潮，包括美術工藝運動、新藝術、包浩斯、構成主義、裝飾藝術、功能主義及後現代設計等。(限收三十人)

主 講 人：陳鳳儀女士 B.So.Sc.(H.K.), M.A.(N.Y.)

地 點：市區中心26室(信德中心西翼九樓)

時 間：一九九六年四月二十五日起每星期四下午六時二十五分至七時五十五分

全期學費：六百六十元 (共十講)

1710. A Survey of Japanese Art

This course treats the art of Japan chronologically, from the sculptural pottery of the Jomon Period (c. 11,000 B.C.E.) to the performance art and international styles of the present

day. We will look at major monuments in Japanese architecture, painting, sculpture, and ceramics in terms both of connoisseurship and the political, economic, and cultural contexts in which these objects were produced and appreciated. Several key issues will be addressed throughout. What has been the role of art in the formation of Japanese culture? How did Japanese art adopt imported forms and ideals to conform to contemporary tastes? How did (and do) Japanese artists build on and transform past traditions? And, is there such a thing as a "Japanese aesthetic" which transcends period and media?

Enrolment is limited to 30

Tutor : Ms Carol Morland, M.A., Ph.D.(Michigan)

Venue : Room 29, SPACE Town Centre, 9/F

Date : Fridays, 8.00-9.30 p.m., commencing March 1, 1996

8 meetings

Fee : \$480

1711. 中國近代繪畫認識及鑑辨 (Appreciation and Appraisal of Contemporary Chinese Painting)

用市場學的概念去看近代書畫市場所出現的種種現象，以金錢作尺度去衡量藝術的是非，其論點往往是經濟世界的暫時性觀念；如能從藝術發展的角度去了解書畫發展的源流，對近代書畫的定位更具可靠的信心。

本課程分兩部分：(一)探討近代中國畫的源流和發展；(二)分析書畫市場，收藏書畫的準則及鑑辨的要訣。學習以圖表進行鑑辨及考證，以增強對書畫之認識。(限收二十五人)

主 講 人：魏天斐先生(香港書畫鑑賞學會會長)

地 點：市區中心16室(信德中心西翼九樓)

時 間：一九九六年三月六日起每星期三下午八時至十時
全期學費：八百元 (共十講)

Miscellaneous 其他

1712. 綜合形象設計 (Integrated Image Design)

在香港這個國際大都市，個人形象包裝日漸受到重視，除了影視界人士外，其他行業如服務業和商界人士也開始注重個人外貌的修飾，期望有助其事業或人際關係的發展。本課程介紹形象的基本知識，包括服飾、髮型、護膚、化粧、儀態等。導師將集體及個別指導學員如何建立或改善個人形象。

(限收二十四人)

主 講 人：吳文正先生 M.Des.(Royal College of Art), H.D.D.(Dist.), F.C.S.D., F.R.S.A., M.C.F.I., M.H.K.D.A., M.H.K.I.T.A., Assistant Professor (H.K.Poly.U.)

司徒小玲女士 Cert.(George Brown), Cert.(A.T.Q.A., Ont.) Cert.(Seneca)

地點：香港大學專業進修學院北角教學中心7室
 時間：一九九六年三月六日起每星期三下午六時三十分至八時三十分
 全期學費：八百二十元 (共十二講)

護膚及化粧初階 (Skin Care and Make-up I)

儀容是整體形象設計中重要的一環。本課程理論與實習並重，介紹個人美容方法。內容包括：(一)皮膚種類和護理法；(二)頭髮的問題和處理法；(三)日間和晚間化粧；(四)手部和眼部護理等。導師將會示範各個程序，並指導學員實習。導師將會為學員購買用品一套，每位學員須自付費用約120元。(限收二十四人)

主講人：何芷瑩女士INFA香港分會主席，CIDESCO, CIBTAC及IFA香港考試學校負責人

及其他導師

地點：香港銅鑼灣軒尼詩道505號電業城18樓當代美容學校
 全期學費：七百七十元 (共十講)

1713. 一九九六年三月二日起每星期六下午二時三十分至四時三十分

1714. 一九九六年三月七日起每星期四下午六時三十分至八時三十分

1715. 護膚及化粧進階 (Skin Care and Make-up II)

本課程為初階的延續，討論及實習內容包括：(一)皮膚瑕疵的分類與治療法；(二)美容儀器的認識；(三)香氛學；(四)流行化粧法；(五)改善體型法等。(限收二十四人)

主講人：何芷瑩女士INFA香港分會主席，CIDESCO, CIBTAC及IFA香港考試學校負責人
 及其他導師

地點：香港銅鑼灣軒尼詩道505號電業城18樓當代美容學校
 時間：一九九六年五月三十日起每星期四下午六時三十分至八時三十分
 全期學費：七百七十元 (共八講)

1716. 髮型設計及護理初階 (Hair Styling and Hair Care I)

本課程為學員提供一套全面的護理頭髮方法，理論及實習並重。內容包括：毛髮結構、PH值、分析頭髮性質之方法、理髮用品之類別及特性、頭髮洗、剪和梳理技巧及電髮程序等。導師可代學員購買工具一套，包括剪刀、假頭、假髮、髮梳、圍巾、電髮水和電髮卷等。費用約三百五十元。(限收二十人)

主講人：司徒小玲女士Cert.(George Brown), Cert.(A.T.Q.A., Ont.), Cert.(Seneca)

地點：香港大學專業進修學院石硤尾教學中心8室
 時間：一九九六年三月五日起每星期二下午六時至八時
 全期學費：七百九十元 (共十二講)

1717. 髮型設計及護理進階 (Hair Styling and Hair Care II)

本課程為初班之延續，適合對髮型設計有基本認識人士。內容包括：護髮焗油理論、電捲筒曲髮技巧、扎髻技法、短髮之晚裝梳理、削髮刀使用法、電剪快速剪髮等。導師可代學員購買工具一套，包括長髮頭皮兩個、削髮刀連刀片、牙剪及髮夾等。費用約三百五十元。(限收二十人)

主講人：司徒小玲女士Cert.(George Brown), Cert.(A.T.Q.A., Ont.), Cert.(Seneca)

地點：香港大學專業進修學院石硤尾教學中心8室
 時間：一九九六年五月二十八日起每星期二下午六時至八時
 全期學費：七百九十元 (共八講)

1718. 社交舞初階 (Basic Ballroom and Latin Dances)

學習社交舞既可自娛，亦可加強個人自信心和改善人際關係的發展。本課程學習範圍根據英國國家舞蹈教師協會編訂之Student Preliminary課程而編排，講授八種社交舞蹈包括快三、慢四、的士高、華爾滋、探戈、噹噹噹、倫巴和六步牛仔舞。(限收三十人)

主講人：林燕坤女士President HKJS, Vice-Chairman HKBDC, Dance Examiner PCPFS, F.HKBFH, M.SDTA, A.NATD, A.ANDA

地點：市區中心17室(信德中心西翼九樓)
 時間：一九九六年三月二日起每星期六下午六時至七時三十分
 全期學費：七百九十元 (共十二講)

1719. 社交舞進階 (Intermediate Ballroom and Latin Dances)

本課程為初階之延續，適合有社交舞基礎人士參加。課程根據英國國家舞蹈教師協會編訂之銅章課程而編排，可作為比賽、表演示範或考試之準備課程。內容包括華爾滋、探戈、快三步、狐步、噹噹噹、倫巴、牛仔及扭腰舞共八項舞步。(限收三十人)

主講人：林燕坤女士President HKJS, Vice-Chairman HKBDC, Dance Examiner PCPFS, F.HKBFH, M.SDTA, A.NATD, A.ANDA

地點：市區中心17室(信德中心西翼九樓)
 時間：一九九六年六月二十二日起每星期六下午六時至七時三十分
 全期學費：七百九十元 (共十講)

Certificate Course in Pharmacology and Pharmaceutical Management

The School of Professional & Continuing Education in conjunction with the Hong Kong Association of The Pharmaceutical Industry will offer the Certificate Course in Pharmacology and Pharmaceutical Management. This programme is particularly of interest to staff working in the pharmaceutical industry and related fields. Individuals who find this course beneficial may also apply. The next intake will be in April/May 1996. For further details and for special enrolment forms, please contact Mr. Tommy Tsang, School of Professional and Continuing Education, University of Hong Kong. (Tel. 2859 2417).

基礎醫學證書課程 (Certificate Course in Basic Medical Science)

本課程將提供每一位對人體結構機能活動有興趣的人士，例如血壓的形成，心、肺的活動，食物中膽固醇對身體的重要，廢物在體內的積聚和排出等基本問題，做重點講解，讓你洞悉身體活動的奧秘而歎為觀止。除對有興趣人士外，對從事人體活動的專業人士如護理救護人員、教師、中草藥師、針灸師等提供為期半年的重點學習，以及對不同系統器官的實驗，更加深體會人體的活動生理情況。每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期約在一九九六年五月。查詢電話：【28592793/29640450】。

基礎醫學專科證書課程 (Certificate Course in Medical Science)

本課程是基礎醫學證書課程之延伸課程，旨在為具有基本醫學基礎的就學者提供進一步醫學科學的知識。曾修讀本學院前舉辦之「基礎醫學證書課程」者，當優先取錄。

本課程內容包括系統及器官病理學，鑑別診斷，X光透視科學基礎理論和臨床化驗學基礎理論等，為期約十個月，每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期約在一九九六年五月。查詢電話：【28592793/29640450】。

中草藥學基礎證書課程 (Foundation Certificate Course in Chinese Herbal Medicines)

本課程旨在使學員掌握中藥的基本知識，包括中藥的起源、發展、分類、採集、炮製，並掌握200多種常用中藥的藥性、功效、用藥劑量、用藥禁忌及臨床運用，初步懂得辨證用藥。本課程為初學中醫藥人士而設。

課程內容包括：(一) 總論：講述中藥的起源、發展、產地、炮製及性能，應用等基本知識；(二) 各論：講述解表藥、清熱、瀉下、祛濕、祛風、祛痰、消導、理氣、理血、補益、收澀、安神、平肝熄風等14類共200多種中藥的藥性、功效、用藥劑量及臨床運用、初步懂得辨證用藥。為期約八個月，每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期為一九九六年五月。

學員須具有中學程度或同等學歷。凡對中醫藥基礎知識有興趣學習的人士均可報讀。查詢電話：【28592793/29640450】。

中草藥藥理基礎證書課程 (Foundation Certificate Course in Basic Pharmacology of Chinese Herbal Medicines)

本課程旨在向學員講述中草藥藥理的基本知識。課程以中醫基本理論為核心，系統地介紹和總結應用現代科學研究中草藥的成果，對中草藥作用的機理與現代醫學間的關係做必要的聯繫和闡明。透過學習了解中草藥的作用機理、研究方法及今後的發展方向，使學員對有數千年歷史的中草藥學有較系統性及科學化的認識。

課程內容包括總論與各論兩大部分，並對少數的方劑的研究進行介紹及討論一些在香港中醫藥工作小組報告書內所提及的烈性及毒性中草藥。

學員須具有中學程度或同等學歷。本課程適合從事中醫臨床和中草藥藥房工作的人士供讀；凡有志研究中草藥和對中草藥藥理有興趣者均可報讀。查詢電話：【28592793/29640450】。

方劑學基礎證書課程 (Foundation Certificate Course in Chinese Medical Prescription)

本課程旨在介紹方劑之配伍(組成)及臨床應用的中醫基礎學科之一，通過學習使學員掌握常用200多首方劑的組成、功效、臨床運用，初步懂得辨證選方。本課程為初學中醫藥人士而設。

課程內容包括：(一) 方劑與治法、分類、組成、劑型及方劑的用法；(二) 介紹解表、瀉下、和解、清熱、祛暑、溫裡、表裡雙解、補益、安神、開竅、固澀、理氣、理血、治風、治燥、祛濕、祛痰、消導化積等18類方劑的組成，用法功用，臨床運用。為期約八個月，每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期為一九九六年五月。

學員須具有中學程度或同等學歷。凡對中醫藥基礎知識有興趣學習的人士均可報讀。查詢電話：【28592793/29640450】。

中醫學基礎證書課程 (Foundation Certificate Course in Traditional Chinese Medicine)

本課程旨在使學員掌握中醫陰陽五行、氣血津液、經絡、臟腑、病因等基本理論。了解人體的組織結構、生理功能、病理變化，通過四診、八綱等辨證方法掌握基本治則及方藥。本課程為初學中醫理論人士而設。

課程內容包括：(一) 基本理論：陰陽五行學說、氣血津液學說、經絡學說、臟腑學說、疾病與病因；(二) 辨證施治：四診、八綱辨證、氣血辨證、臟腑辨證、病邪辨證、外感熱病辨證、治則與治法和代表方劑。為期約八個月，每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期為一九九六年五月。

學員須具有中學程度或同等學歷。凡對中醫學的基礎理論有興趣的人士均可報讀。查詢電話：【28592793/29640450】。

中醫進修證書課程 (Certificate Course in Traditional Chinese Medicine for Practitioners)

本課程的目的旨在為香港地區現正執業的中醫，或其他有志學習中醫學的人仕，提供一個有系統並較全面的中醫進修課程。曾修讀本學院前舉辦之「中醫學基礎證書課程」者，當優先取錄。

本院希望學員修讀本課程後，能提高閱讀中醫經典著作的能力和加深對中醫基礎理論的了解；並對中醫臨床各科的最新進展及研究成果有一概括的認識，提高個人專業水平，更有利於發揚中國傳統醫學。

課程內容包括：中醫經典著作選讀；中醫基礎理論及最近研究概況；溫病體系和中醫治療急性熱病；中醫養生學和老年醫學及中醫臨床醫學（包括內科、外科、婦科、兒科、骨傷科、針灸科）及中醫診斷學等，為期約十個月，每星期授課三次，每次兩小時，共約二百零八個學時。開課日期在九月，限收一百人。下次招生日期約在一九九六年五月。

本院敦請本港及國內外中醫界知名人士及專家成立評審委員會，以對本課程發揮督導作用。並邀請多位本港及海內外知名及資深中醫專家教授講授課程。查詢電話：【28592793/29640450】。

Certificate Course in Acupuncture

Acupuncture is a major branch of Chinese Medicine which has been practised and developed in China for more than 3000 years. Nowadays, acupuncture has become increasingly accepted in modern medical practice. The purpose of this course is to provide Western trained medical practitioners and acquire knowledge on acupuncture. The course started in October 1995 and the next intake will be in April/May 1996. For further details please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2859 2793 / 2964 0450)

香港大學專業進修學院，第三屆中醫進修班畢業

Graduation Ceremony for the third cohort of the Certificate Course in Traditional Chinese Medicine for Practitioners, SPACE



1741. An Introduction to Traditional Chinese Medicine

The aim of the course is to introduce the basic theories of Traditional Chinese Medicine and how they can be applied towards the maintenance of quality health. Common ailments will be addressed with guidance in the practical applications of acupressure and other non-intrusive methods of therapy.

Topics to be covered will include:

- Development of Traditional Chinese Medicine (TCM);
- Theories of TCM;
- The Meridian System;
- The most commonly used acupressure points for relief;
- Demonstration in the use of unintrusive methods of treatment.

The course is suitable for individuals who have an interest in a complementary approach to health maintenance and for those who are in the paramedical profession wishing to enhance their knowledge in TCM.

Enrolment is limited to 25

Tutor : Betty S.H. Lui, B.Sc., M.Sc.(London), F.I.B.M.S.,
Dip. Acupuncture & Chinese Medicine; Doctorate in Oriental Medicine
(H.K. Int'l Acup. Soc.).

Venue : Room 17, SPACE Town Centre, 9/F

Date : Tuesdays, 6:15-7:45 p.m., commencing March 12, 1996

8 meetings

Fee : \$990

English supplemented with Cantonese when necessary.

1742. Mastering Stress, Time and Space

This self-help practical course is particularly relevant to meet the needs of Hong Kong, where stress is a recurrent reality, time often "insufficient" and space limited.

To obtain optimum results from this course, students need to be fully committed as it is essential that they practise between classes. Ample theory will be provided to help in understanding and mastering the material. When the knowledge is properly applied, it is possible, even for couch potatoes (!) to be energised in 5-15 minutes; the long term benefit is a maintenance of quality health.

The teaching materials used, date back 1500 years and are derived from the authoritative work on Chinese therapeutic practice. (Yi Jin Jing 易筋經)

Enrolment is limited to 20

Tutor : Betty S.H. Lui, B.Sc., M.Sc.(London), F.I.B.M.S., Dip.Acupuncture & Chinese Medicine; Doctorate in Oriental Medicine (H.K. Int'l Acup. Soc.).

Venue : Room 11, SPACE Shek Kip Mei Study Centre
Date : Saturdays, 3:00-5:30 p.m., commencing March 23, 1996

8 meetings

Fee : \$2,000

English supplemented with Cantonese when necessary.

1743. 藥用植物學基礎課程 (Basic Course in Medical Botany)

本課程旨在介紹中藥基源植物的基本知識。使有志學習、使用或研究中國傳統藥物者，對作為中藥的基源植物，有一基本的及系統的知識，為進一步深入研究，建立一良好的基礎。課程內容包括藥用植物形態學 (Morphology)、解剖學 (Anatomy)、分類學 (Taxonomy)，及拉丁文學名認識，香港地區藥用植物資源等。

本課程備有講義及參考資料，供學員參考。本課程適合現任香港執業的中醫師、中藥從業員及對藥用植物學有興趣的人仕修讀。

主 講 人：關培生先生

地 點：香港大學本部大樓 7 室

時 間：一九九六年三月十四日起每星期四下午七時三十分至九時

全期學費：八百八十元 (共十二講)

1744. 中草藥藥性基礎理論簡介 (Short Course in Chinese Herbal Medicines)

研究中國傳統藥物，除對藥物的形態、構造、成分、產地、分類、收採及炮炙進行瞭解之外，還要進一步瞭解其藥性的基礎理論。不能掌握藥物的藥性理論，則無法理解藥物在臨床使用上體現中醫藥理論體系的特色。

中藥的藥性理論內容十分豐富，包涵極廣。本課程主要介紹下列十項基礎理論：(一)四氣(性)；(二)五味；(三)毒性；(四)劑量；(五)形質；(六)作用定位、定向；(七)禁忌；(八)與功能有關的基礎理論；(九)配伍；(十)方劑。

本課程適合現為香港執業的中醫師、中藥從業員及對中草藥學有興趣的人仕修讀。

主 講 人：關培生先生

地 點：香港大學邵逸夫樓 206 室

時 間：一九九六年三月十一日起每星期一下午八時零五分至九時三十五分

全期學費：七百五十元 (共十講)

1745. 中醫古籍典故選講 (Short Course in Literatures of Traditional Chinese Medicine)

中醫為傳統醫學，自古及今，一脈相承，全賴口耳相傳、師承及文獻紀錄。故研究及學習中醫者，必須經常參閱古醫籍，但中醫古籍中，多有引用典故，讀者要先理解該典故，始能瞭解其內容精髓，否則不祇不能讀通古典醫籍，甚至會誤解或曲解原意。

本課程從中醫古籍中選出典故一百條，逐條說明其出處，然後列出引文，詳為解釋，使讀者能正確理解古籍的原意。并以解釋典故為“經”，以所引古醫籍及其作者為“緯”，旁及解釋典故出處的古醫籍及其作者。故學員在瞭解一百條典故之外，亦對一百本古籍的性質與內容，及一百位古代醫家的事蹟，有所瞭解。

本課程適合在職中醫師及研習中醫學而經常閱讀中醫古籍者修讀，亦對學習《醫古文》者有極大幫助。本課程備有講義供學員參讀。

主 講 人：關培生先生

地 點：市區中心 102 室 (信德中心西翼十樓)

時 間：一九九六年三月十五日起每星期五下午六時十五分至七時四十五分

全期學費：七百五十元 (共十講)

1746. 人體呼吸系統的生理與疾病 (Physiology and Disorders of Human Respiratory Systems)

人可以缺少食物達數星期之久而不至死亡，但設若缺少水份只能維持數天的生命，而停止呼吸則最多只能支持數分鐘，可見呼吸對生命的重要。在工作中或日常生活裏氣體中毒主要是指呼吸系統中毒，嚴重時在毫無預感之下突然失去知覺而導至死亡。這類意外時有發生，皆因對呼吸認識不足所致。本課程主要講解人體呼吸系統的解剖，生理，病理，藥理以及呼吸疾病方面的知識由淺入深做一個全面而概括的介紹，使參加者對呼吸系統有整體的認識。

本課程為大專程度，特別對中學生物學教師，衛生工作及護理人員將有更大的幫助，歡迎各階層人士參加。

主 講 人：王紀慶醫生
 地 點：香港大學邵逸夫樓209室
 時 間：一九九六年三月四日起每星期一下午八時零五分至九時三十五分
 全期學費：四百一十元 (共十講)

1747. 嬰兒的護理(The First Two Years of Life)

本課程旨在向家長及兒童護理工作者介紹有關幼兒的一般衛生醫學常識。內容包括兩歲以下兒童的護理、遺傳、生長、發育、飲食、常見疾病及其預防等各種問題。

主 講 人：香港兒科醫學會會員
 主持導師：李明真醫生
 地 點：市區中心17室(信德中心西翼九樓)
 時 間：一九九六年三月八日起每星期五下午八時零五分至九時三十五分
 全期學費：四百一十元 (共十講)

1748. 人生各階段營養學 (Nutrition Throughout the Life cycle)

本課程是建基於西方營養理論，提供健康飲食法則，使學員了解不同年紀人仕所需要的營養，以致在物質富庶，講飲講食蔚然成風的香港食得合宜，吃得健康。

課程內容包括：(一)基本營養知識；(二)妊娠與哺乳期間營養；(三)嬰兒營養；(四)幼兒營養；(五)青少年營養；(六)成年人營養之(1)：如何保持理想體重；(七)成年人營養之(2)：如何預防心血管病；(八)防癌營養；(九)老年人營養。

本課程適合一般市民、社工、家長、教師、醫護人員及與營養健康有接觸的工作者選讀。

主 講 人：高玉瑩小姐 M.Sc., Dietitian
 地 點：香港大學邵逸夫樓209室
 時 間：一九九六年三月十三日起每星期三下午八時零五分至九時三十五分
 全期學費：四百一十元 (共十講)

1749. 常見皮膚病淺釋 (Common Problems in Dermatology)

因著人生的階段，身體的部位和環境的因素，引發出皮膚不同的病例和病癥，而常見的皮膚症狀，往往有很多不同的成因。本課程以大量視覺教材，剖釋疾病的根源，從而深入淺出地引進各樣治療和預防方法，主題集中於都市常見的病例如濕疹、暗瘡、色素變化、過濾性病毒、細菌和真菌感染，美容問題和性病等等；先進的醫療方法：如冷凍、紅內線及激光在皮膚病和美容上的應用亦作介紹。適合醫護人員，教師，皮膚病患者及一般有興趣之人仕修讀。

主 講 人：葉榮根醫生 M.B., B.S.(H.K.), M.R.C.P.(U.K.), F.H.K.C.P., F.H.K.A.M.(Medicine)
 地 點：市區中心17室(信德中心西翼九樓)
 時 間：一九九六年五月三十一日起每星期五下午八時零五分至九時三十五分
 全期學費：二百五十元 (共四講)

1750. 視覺健康簡介 (An Introduction to Ophthalmology)

隨著社會的變化和日常工作量之增加，我們的視覺系統經常受到重大的壓力，間接地影響了我們的視覺健康。本課程將會向學員撮要地解釋眼睛的結構；各種常見的眼疾，例如青光眼、白內障、視網膜脫落等；眼疾的成因，預防及其正確的治理方法。

本課程適合一般關心眼睛健康及其護理方法的人士選修。

主 講 人：麥湘醫生
 地 點：市區中心17室(信德中心西翼九樓)
 時 間：一九九六年五月廿一日起每星期二下午六時十五分至七時四十五分
 全期學費：二百七十五元 (共五講)

1751. 耳、鼻、喉疾病淺探(Common Problems in Otorhinolaryngology)

本課程旨在提供常見耳、鼻、喉疾病知識予一般普羅大眾。內容包括鼻敏感、流鼻血、中耳炎、聲音沙啞、失聰、鼻咽癌及喉癌等常見耳、鼻、喉疾病。同時以大量視覺教材，剖釋疾病之成因及癥狀，從而帶出預防及治療方法；亦會介紹先進的醫療技術，如激光及耳蝸移植等的應用。

主 講 人：黃樹輝醫生 M.B., B.S.(H.K.), D.L.O.(England), F.R.C.S.(Glasgow), F.H.K.A.M.(Otorhinolaryngology)
 地 點：市區中心102室(信德中心西翼十樓)
 時 間：一九九六年三月十五日起每星期五下午八時至九時三十分
 全期學費：三百元 (共六講)

1752. Management of Urgent Health Problems

This course is intended for the general public as well as nursing and paramedical professionals. The aim is to enable attendees to understand the underlying principles in discerning the relative significance of sudden illnesses or accidental injuries, so that appropriate actions may be taken in good time, including on-the-spot selfcare when applicable. The following topics are examined: general principles and commonsense; fever and hypothermia; pain; bleeding; shock; unconsciousness; fainting and giddiness; delirium and mental confusion; fits and cramps; vomiting and diarrhoea; cyanosis; breathing difficulties; breathing stoppage; heart beat stoppage; pounding heart; urination stoppage; hives; sleeplessness; drug overdosage; poison ingestion; burns & scalds; mechanical injury; bites, scratches & stings; and precipitate childbirth.

Tutor : H.K. Mak, M.B., B.S.(H.K.), F.H.K.C.G.P., M.H.P.(N.S.W.)

Venue : Room G4, James Hsioung Lee Science Building, HKU

Date : Mondays, 8.00-9.30 p.m., commencing March 4, 1996

12 meetings

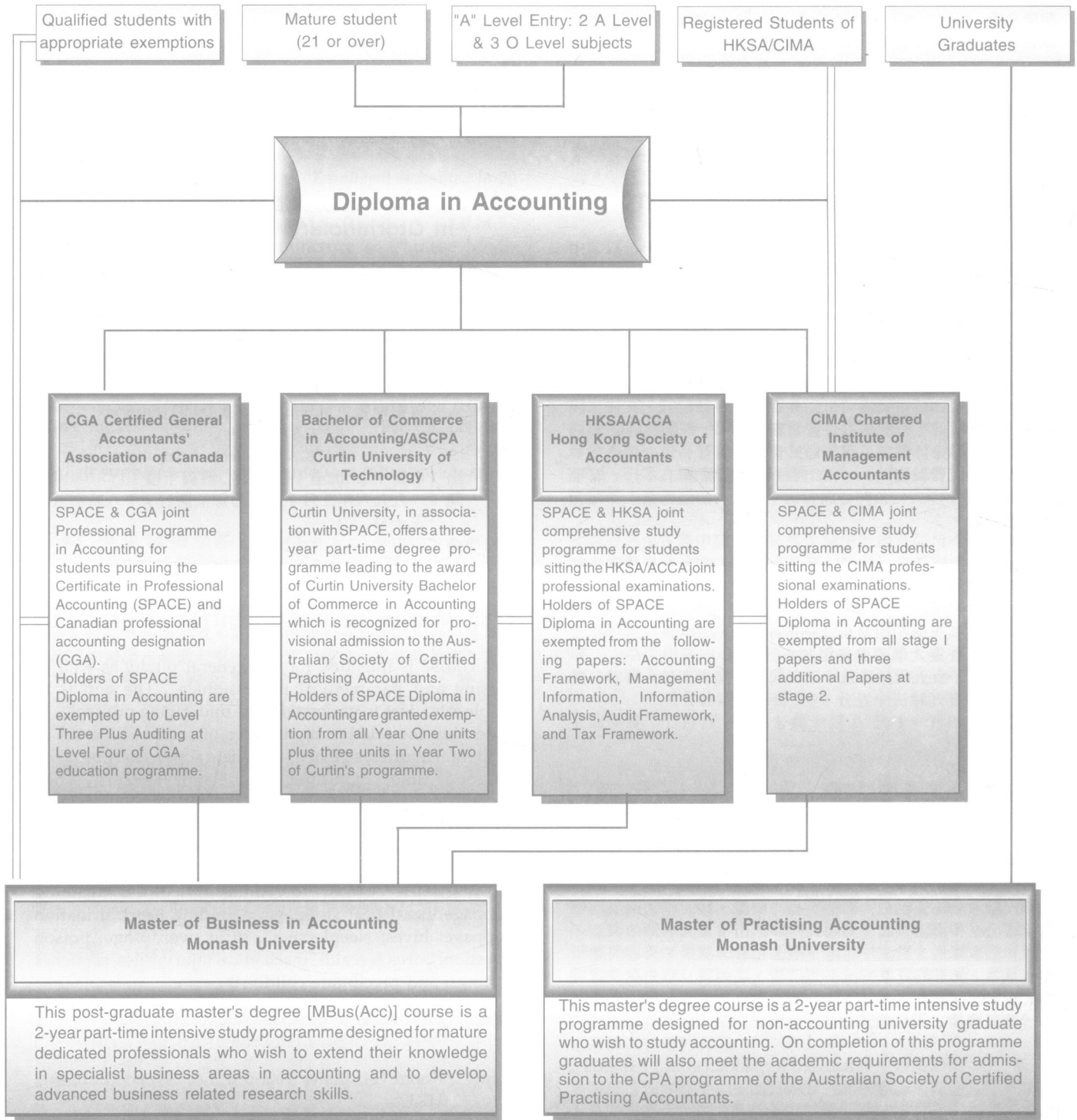
Fee : \$540

BUSINESS STUDIES

Lecturers in charge: K.Y. Fong
David H.Y. Lam
S.M. Ma

Telephone: 2858 4515

EXTERNAL PROGRAMMES IN PROFESSIONAL ACCOUNTING



Professional Programme in Accounting (CGA-Canada)

Introduction

This programme provides professional training in accountancy for students who have appropriate post-secondary or equivalent qualifications. The programme comprises a range of modules (or subjects). On completion of the required number of modules, students will be eligible for the award of the Certificate in Professional Accounting.

Professional and Academic Recognition

The programme curriculum is designed in conjunction with the Certified General Accountants' Association of Canada (CGA-Canada). Students completing the requisite modules and other requirements specified by CGA-Canada will be deemed to have satisfied the educational requirements of CGA-Canada and will be qualified for the Canadian professional accounting designation 'CGA' provided that they also satisfy the practical experience requirement of CGA-Canada. If the CGA designation is desired, prospective students should also enrol at the same time with CGA-Canada as a CGA student. This can be done by so indicating on the Enrolment Form.

Holders of the CGA qualification who have successfully completed the CGA examinations are eligible to apply, on an individual basis, for up to 10 paper exemptions from the ACCA.

Members of CGA-Canada are eligible to apply for admission to the Master of Business (Accounting), a post graduate degree programme, offered in Hong Kong by Monash University in co-operation with SPACE.

Entry Requirements

An applicant must normally possess one of the following qualifications:

- (1) The SPACE Diploma in Accounting;
- (2) A recognized university degree in accounting or a related subject;
- (3) A professional/higher diploma in accountancy from the Hong Kong Polytechnic University, City University or other equivalent post-secondary institutions;
- (4) Completion of ACCA certificate stage or CIMA stage 2 or equivalent; or
- (5) ACCA, CIMA or ASCPA membership.

A prospective student with qualifications slightly below the prescribed ones may be admitted to the programme upon completion of certain pre-requisite modules.

Syllabus

A student will be required to complete up to eight of the modules listed below. The requisite number of modules

to be taken by each student shall depend on the previous studies of the student (see Exemptions below) and shall be specified by SPACE at the beginning of the programme.

The modules offered by SPACE will cover the required subjects at the advanced levels (Levels 4, 5 and 6) of the CGA education programme. The following modules are offered by SPACE.

Level 4, 5 and 6 modules:

- (1) Management Accounting 2 - MA2
- (2) Taxation 1 - TX1
- (3) Auditing 1 - AU1
- (4) Financial Accounting 4 - FA4
- (5) Finance 2 - FN2
- (6) Auditing 2 - AU2
- * (7) Financial Accounting 5 - FA5
- * (8) Management Auditing 1 - MU1
- * (9) Mgmt. Information Systems 2 - MS2
- * (10) Taxation 2 - TX2
- * (11) Strategic Management 1 - ST1

* Any two of these modules are required for this programme.

In addition, a student is required to complete a self-study microcomputer course (Microcomputer Tutorials). A set of distance learning course materials for the Microcomputer Tutorials will be supplied free of charge when a student enrolls in the programme for the first time. There is no examination requirement for this course but the course material should be studied prior to commencement of the programme.

Exemptions

Exemption from certain modules shall be granted to students with appropriate qualifications and upon application.

Teaching

There will be four sessions of 13 weeks each in an academic year. The first, second, third and fourth sessions commence in September, December, March and June respectively. Classes will take place during weekday evenings and/or weekends.

Award of the Certificate in Professional Accounting

A student shall be awarded the Certificate provided that he/she:

- (a) completes satisfactorily at least 90% of the assignments in each module;
- (b) passes the examination in each module; and
- (c) satisfies the tutor in charge with his attendance at lectures.

Application Procedure

Those students aiming for the CGA designation should apply to CGA-Canada Asia Pacific Region Office at Rm. 1601, Shun Tak Centre, West Tower, 200 Connaught Rd.

Central, Hong Kong for an evaluation of exemptions prior to enrolment in this programme and submit the Confirmation of Exemption Status with the Enrolment Form. Students should allow at least two weeks for the evaluation process. A special application form for CGA evaluation is contained in the booklet 'CGA-Canada International Calendar' obtainable from SPACE.

Complete and return to SPACE the Enrolment Form for enrolment in the 'SPACE Professional Programme in Accounting'. This Enrolment Form can also be used to enrol as a CGA student.

The closing dates for application for enrolment are August 12, 1995, November 11, 1995, February 10, 1996 and May 12, 1996 for Session 1, Session 2, Session 3 and Session 4 respectively. Students are encouraged to apply as early as possible as applications are accepted on a first-come-first-served basis for qualified applicants. Late enrolment may be accepted only if places are available.

Further information and application booklet (CGA-Canada International Calendar) can be obtained from:

SPACE Town Centre
The University of Hong Kong
Suite 1504-5, 15/F
Shun Tak Centre, West Tower
200 Connaught Road Central
Hong Kong
Tel: 2858 4515

School of Professional and
Continuing Education (SPACE)
University of Hong Kong
Rm. 1, G/F., University Main Bldg
Pokfulam Road
Hong Kong
Tel: 2859 2791

Fees

The fee for 1995/96 is **HK\$4,950** per module which includes:-

- (1) Comprehensive distance learning, computer-integrated course materials;
- (2) A set of textbooks;
- (3) Required software (effective from 1994/95 academic year)
- (4) Lectures;
- (5) Marking of course assignments;
- (6) Examinations; and
- (7) One supplementary examination; if required.

Course fees are non-refundable except where the module is over-subscribed or cancelled. Refunds may be considered only for exceptional circumstances determined by SPACE. In the event that a particular course is given in correspondence mode only, due to insufficient enrolment, a refund of HK\$500 will be provided.

Diploma Programme in Accounting

Introduction

The programme is a three-year part-time diploma course which will provide students with a solid foundation in the accounting field. The subjects within the course are so

designed that holders of the Diploma can seek exemptions from various professional examinations. Moreover, the subjects are comparable in both content and academic standards to courses at the first levels of undergraduate degree programmes. This feature will facilitate accreditation by overseas universities or other tertiary institutions.

Professional Recognition

- 1) **At present the Certified General Accountants' Association of Canada (CGA-Canada) grants exemption to holders of the Diploma from level I to III plus Auditing 1 in the CGA education programme.**
- 2) **Curtin University of Technology in Perth, Western Australia, grants exemption to holders of the Diploma from all Year One units plus three units in Year Two of its Bachelor of Commerce (Accounting) Degree Programme.**
- 3) **The Hong Kong Society of Accountants also grants exemption to holders of the Diploma (Exemption awarded under new scheme: Accounting Framework, Management Information, Information Analysis, Audit Framework, Tax Framework).**
- 4) **The Chartered Institute of Management Accountants grants exemptions to holders of the Diploma from all Stage 1 papers and the papers in Cost Accounting, Financial Accounting and Information Technology Management at Stage 2.**

Exemptions from other professional accountancy bodies will continue to be sought with a view to obtaining the maximum professional recognition for the graduates.

Programme Structure

The programme includes instruction and assessment in the following modules:

Year I	Basic Accounting Law Economics Statistics
Year II	Intermediate Accounting I Management Information Systems Intermediate Accounting II Quantitative Methods
Year III	Management Accounting Auditing Financial Management Hong Kong Taxation

Each subject comprises 30 hours of lectures extending over ten lecture sessions. Students are required to submit at least eight assignments. Wherever appropriate, students are required to have access to a microcomputer for their assignments. Assessment is based on a final examination.

Entry Requirements

Applicants should possess at least two passes at advanced level and three passes at ordinary level of which one must be in English, or equivalent. However candidates 21 years

of age or over may be admitted under the mature-student category. A university degree or a diploma from a recognised post-secondary institution will also satisfy the entry requirements.

Exemption

Exemption from relevant subjects may be granted to prospective students who have completed courses of equivalent content and level taken at recognised post-secondary institutions or professional examinations. No exemption will be given to more than 8 modules so that students must enrol for at least 4 modules before receiving the Diploma.

Subject to availability of places, students holding appropriate exemptions may be allowed direct enrolment into Year Two or Year Three in 1995/96.

Teaching

The first term of the 1995/1996 academic year will commence in September 1995 and end in December 1995. The second term will commence in January 1996 and end in April 1996. The summer term will commence in May 1996 and end in August 1996. Classes will be held twice a week in the evenings (6.30-9.30p.m.) or Saturday afternoons (2.30-5.30p.m.).

Award of the Diploma in Accounting

A student will be awarded the diploma provided that for each of the modules (other than those in which exemptions have been granted) he:

- (a) completes satisfactorily the required course assignments;
- (b) passes the relevant examination; and
- (c) satisfies the examiners with his attendance at lectures.

Application Procedure

Complete and return to SPACE a special application form for the Diploma Programme in Accounting. The closing dates for application are August 31, 1995 for the first term, December 15, 1995 for the second term and April 15, 1996 for the summer term, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Special application forms can be obtained from SPACE centres (full address on page iii).

Photostat copies of I.D. Card/relevant certificates/transcripts must be attached.

Fees:

For 1995/1996 academic year, the fee for Year 1 modules is **HK\$2,850** per module which includes:

- (1) Lectures;
- (2) Marking of course assignments;
- (3) Examination; and
- (4) One supplementary examination; if required.

The fee for Year 2* and Year 3# modules is **HK\$3,700** per module which includes:

- (1) Comprehensive distance learning, computer-integrated course materials;
- (2) A set of text book (CGA study material);
- (3) Lectures;
- (4) Marking of course assignments;
- (5) Examination; and
- (6) One supplementary examination; if required.

* Most of the Year 2 and Year 3 modules require the use of a computer for study purposes.

Starting in September, 1995, students who enrol in any module using the CGA study materials are required to pay **HK\$1,400** (The cheque should be made payable to "CGA-Canada") as the one-time software fee. The fee would cover the cost of all computing softwares required in the programmes like ACCPAC and Lotus 1-2-3.

The fee for the Hong Kong Taxation module is **HK\$2,850**, but the course material and text book will have to be purchased by the students.

There is a **HK\$70** application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Curtin University Bachelor of Commerce Degree Programme in Accounting

Curtin University is located in Perth Western Australia and has a student population in excess of 19,000. The Curtin Business School is one of the largest business Schools in Australia. The University is funded by the Australian Federal Government and is a member of the Association of Commonwealth Universities.

Bachelor of Commerce (Accounting)

Curtin University offers, by part-time study, the Bachelor of Commerce with a major in Accounting. This degree program is offered in conjunction with the University of Hong Kong School of Professional and Continuing Education. The degree offered in Hong Kong is identical to the degree offered on the Curtin Campus in Western Australia.

This program is offered to allow holders of diplomas in Accounting and Business Studies from recognised tertiary institutions and holders of professional accounting qualifications, to undertake a degree program where exemptions are given for previous academic achievement and professional qualifications.

The Bachelor of Commerce (Accounting) is a three year full-time degree comprising 25 units. Students with appropriate educational and professional qualifications are exempt from the first full-time year of the degree program comprising 9 units; i.e. one year advanced standing.

The remaining two full-time years of the program, comprising 16 units, are offered in Hong Kong on a part-time basis of evening and weekend classes which may be completed in two and a half years of part-time study. Further exemptions are available to students who have completed further professional qualifications.

Professional Membership

Holders of the Curtin Bachelor of Commerce (Accounting):

- are eligible for Associate membership of the Australian Society of Certified Practising Accountants
- satisfy education requirements to enrol in the Institute of Chartered Accountants in Australia Professional Year Program.

Students requiring subjects to satisfy the membership requirements of the Australian Professional Bodies may enrol for individual units.

Course Structure

Applicants who hold an appropriate diploma in Accounting or Business Studies, or appropriate professional qualifications, are exempt from the first year full-time program and must complete the sixteen units listed below:

* Accounting (Communication)	142
Accounting (Financial Reporting)	211
* Accounting (Managerial)	222
Accounting (Information Systems)	252
Accounting (Theory)	311
Accounting (Corporate Issues)	212
Accounting (Financial Issues)	313
Accounting (International)	317
Accounting (Managerial Issues)	323
Accounting (Ethics)	342
Applied Reasoning	200
Auditing	331
Auditing (Internal)	333
* Finance (Managerial)	212
Law (Corporation)	224
Taxation	331

Applicants who hold Certificate Stage ACCA or the Diploma in Accounting from the School of Professional and Continuing Education, the University of Hong Kong are exempt from the units marked with an * above. These students complete 13 units.

Applicants who are members of the ACCA, CGA or CIMA are granted exemption from 2 full-time years of study and need to complete the 6 units listed below.

Accounting (Theory)	311	Accounting (Information Systems)	252
Auditing	331	Accounting (Corporate Issues)	212

Taxation and 2 of	331	Law (Corporation)	224
Accounting (Ethics)	342	Accounting (Financial Issues)	313
Auditing (Internal)	333	Accounting (International)	317
Accounting (Man Iss)	323	Applied Reasoning	200

Teaching Method and Assessment

Teaching for each unit consists of a combination of weekly lectures, seminars and tutorials conducted by the University of Hong Kong staff and held in the evening and at weekends. In addition, 12 hours of tuition per unit is provided in Hong Kong by Curtin University staff.

Before commencement of each term all students will be provided with a study guide. For each unit there is a carefully structured study guide which contains the aims, structure, weekly study plan, the method of assessment, and a list of text and supplementary books/readings.

The assessment is a combination of assignments, mid-semester and final examinations. Students undertaking the Bachelor of Commerce (Accounting) in Hong Kong are assessed by the same method as Curtin students studying in Perth and all examinations are marked by Curtin staff.

Entrance Requirements

1. Applicants must be proficient in the English language.
2. Applicants must hold qualifications equivalent to an Australian Technical and Further Education (TAFE) diploma in accounting.

For example, the Diploma awarded by the Chartered Association of Certified Accountants (UK) and diplomas from the Institute of Chartered Secretaries and Administrators (UK), the Institute of Bankers, or accounting diplomas issued by recognised post-secondary institutions, the Diploma in Accounting from the School of Professional and Continuing Education - The University of Hong Kong, a Higher Diploma from the Hong Kong Baptist University, Lingnan College or Shue Yan College; or a Diploma or Higher Certificate from the Hong Kong Polytechnic University or the City Polytechnic University, would be eligible for consideration.

Fees

For 1996 the fee is AUD\$950 per unit, including all tuition fees, student guild fee, unit guides and enrolment.

Application Procedure

Applications will be invited from prospective students in April 1996. Classes are expected to commence in July 1996. Please write in for an application form enclosing a HK\$2 stamped self-addressed envelope to Curtin Programme, SPACE, HKU Town Centre, Suite 1504-5, 15/F (full address on page iii).

Monash University Master of Business in Accounting

Programme Description

This post-graduate master's degree course in accounting is a two-year part-time programme of studies. The MBus(Acc) degree will provide an opportunity for suitable students to extend their knowledge and skills in specialist business areas in accounting; it will also aid their understanding of contemporary issues and problems which confront accountants and financial specialists. In addition, the programme will equip graduates with advanced business related research skills.

Entry Requirement

Prospective applicants must possess the following qualifications:

- an undergraduate degree in accounting from a recognized university and/or
- membership in a recognized professional accounting body

Programme of Studies

Students are required to complete successfully the following 16 units:

Year 1

- C4010 Advanced Financial Accounting
- C4020 Advanced Management Accounting
- C4030 Advanced Finance
- C4040 Advanced Investment
- C4050 Research Projects (2 Units)
- C4060 Research Methods (2 Units)

Year 2

- C7200 Issues in Competitive Advantage I
- C7401 Issues in Competitive Advantage II
- C7150 Financial Reporting Issues
- C7100 Advanced Strategic Management Accounting
- C7110 Advanced Information Systems
- C7120 Advanced Auditing and Professional Practice
- C7130 Financial Statement Analysis
- C7140 International Finance

Programme Delivery

This programme will be conducted on a part-time and modular basis. Students will be required to complete eight units per year.

The academic year is divided into 3 terms of 4 months each. The first, second and third sessions commence in July, November and March respectively. Classes will take place during weekday evenings and/or weekends.

Students will be provided with comprehensive course materials prepared by Monash University, lectures will be given by staff from Monash University and the University of Hong Kong. Local tutorials will also be provided. Assessment of student performance will be based mainly on examinations combined with continuous assessment and class presentation.

Award

The MBus(Acc) degree will be awarded by Monash University upon successful completion of the 2-year academic programme.

Course Fee

The course fee for the 1995/96 academic year is AUD\$1,380 per unit which includes course materials, lectures/tutorials, assessment, examinations and Monash University registration.

Application Procedure

All application forms must be completed and submitted, together with copies of all relevant academic and/or professional qualifications, to SPACE Town Centre, Suite 1504-5 (Attn: Mr. David H. Lam). (full address on page iii).

Applicants should bring original copies of all relevant academic and/or professional qualifications supporting the application to the admission selection interview.

A programme brochure can be obtained upon request (Tel: 2858 4515).

Hong Kong Society of Accountants (HKSA/ACCA) - Joint Examination Scheme

Joint Accountancy Programme

Introduction

SPACE/HKU and HKSA jointly offer a comprehensive joint study programme to students who intend to sit the HKSA/ACCA Joint Professional Examinations in June, 1996.

Entry Requirement

Applicants should possess at least two passes at advanced level and three passes at ordinary level or 3 passes at advanced level and 1 pass at ordinary level including English and Mathematics or equivalent. However, applicants over the age of 21 may be admitted under the mature-student category. All registered students of HKSA are eligible to enrol in the programme.

Study Programme

The programme provides students with an intensive formal study programme which includes ten 3-hour weekly lectures and a number of required assignments. Required text books will be selected from the reading lists specified in the HKSA/ACCA Examinations Reading List. Additional course materials, if deemed useful, will also be prescribed. The academic progress of students will be continuously monitored by assessing performance in assignments submitted and class participation.

Lecturers are either academics from local institutions or qualified professionals in the field.

At the end of the lecture series, a review session will be provided to integrate all topics covered and to review relevant examination papers with the objective of assisting students to pass the HKSA/ACCA Joint Professional Examinations.

Students are responsible for ensuring that they are eligible to write the HKSA/ACCA Joint Professional Examinations.

Award of Certificate

There will be no examinations in the Programme. However, a Certificate of Completion for each course will be awarded by SPACE/HKU and HKSA provided that the students have attended 80% of the lectures and completed satisfactorily all of the required assignments.

Course Schedule

Lectures will take place once a week. Each lecture will be of three hours duration, either between 6:30 to 9:30 p.m. on weekday evenings or 2:30 to 5:30p.m. on Saturday or 9.30a.m. to 12.30p.m. on Sunday mornings.

The course offerings (denoted by exam. paper no.), subject to enrolment, are:

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Foundation Stage	1	3	2	3	1,2	2,4	2
Certificate Stage		5	6	7		8	
Professional Stage	11,13	13,14	12	9	11,14		10

Lectures are tentatively set to commence in the week of March 4, 1996. The timetable will be sent to enrolled students by Mid-February 1996.

Course Fees

Foundation Stage	-	HK\$1,300.00	
Certificate Stage	-	HK\$1,550.00	per subject
Professional Stage	-	HK\$1,800.00	

The above course fees cover lectures, review sessions and marking of assignments but do not include course materials.

All cheques must be made payable to "The University of Hong Kong".

Application Procedure

Applications for enrolment will be accepted on a first-come-first-served basis. However, registered students of HKSA will have priority. In addition, applicants are requested to note that the examination papers must be attempted in order as required by the rules of the Joint Examinations. Three points of particular interest to students are quoted here:-

1. A maximum of four papers can be taken at any one sitting drawn from two consecutive stages (except that Module F{papers 12, 13 and 14} cannot be taken until the Certificate Stage has been completed).
2. All papers (except for exempted or passed papers) in a module must be attempted at the same sitting.
3. Modules must be taken in the order specified."

Application forms can be obtained in person from:

- | | |
|---|---|
| 1. SPACE Town Centre
The University of Hong Kong
Suite 1504-5, 15/F
Shun Tak Centre, West Tower
200 Connaught Road Central
Hong Kong | 2. Students Service Counter
H.K. Society of Accountants(HKSA)
13/F., Belgian House
77-79 Gloucester Road
Wanchai
Hong Kong |
|---|---|

Information about this Programme and application forms may be requested by mail to the SPACE Town Centre(address shown above), enclosing a HK\$1.20 stamped self-addressed envelope marked "Joint Accountancy Programme".

University of Strathclyde Master of Science Degree Programme in International Marketing

The MSc degree is a specialist programme designed to produce graduates with high level academic expertise in international marketing, and with the technical and personal skills to operate internationally across a range of dynamic, fast-changing and sometimes hostile environments. The basic philosophy is that international business is fundamentally different from domestic business; and hence the subject associated with it should be studied with the 'international' dimensions to the forefront and not simply as 'add-ons' to conventional domestically-based programmes.

The programme is appropriate for the recent graduate, offering the opportunity to develop high-level, specialist expertise in international marketing. It is equally appropriate for the established executive who is seeking to acquire new skills or to update or supplement skills which have been developed in practical circumstances.

Programme Structure

Students are required to complete successfully the following 12 modules plus a dissertation:

I) Core Courses

(a) International Marketing: Strategy & Management (4 modules)	16 credits
Strategic Marketing Management	
International Marketing Environment	
International Market Entry & Development	
International Marketing Management	
(b) International Marketing Finance	4 credits
(c) International Marketing Research	4 credits
(d) Management Issues in Marketing	4 credits
Sub total	28 credits

II) Elective Courses

Students are required to choose five electives from the following courses:

(a) Advanced Strategic Marketing	4 credits
(b) Global Marketing	4 credits
(c) Export Marketing	4 credits
(d) International Business: Strategy & Management	4 credits
(e) Regional/Area Studies	4 credits
(f) Marketing and Development	4 credits
(g) International Channel Management	4 credits
(h) International Technology Management	4 credits
(i) International Joint Ventures & Strategic Alliances	4 credits
(j) Global Sourcing & Procurement Management	4 credits
Sub total	20 credits

Total for Postgraduate Diploma 48 credits

(k) Dissertation 12 credits

Total for Master's Degree 60 credits

Teaching and Assessment

This two-year part-time programme in international marketing is delivered through the open learning route. The academic year is divided into 2 terms of 6 months each. The first term commences in November and the second term commences in May. Teaching for modules (12 hours per module) consists of a combination of tutorials, lectures and seminars conducted by Hong Kong University staff on weekday evenings and/or weekends. In addition, the staff of University of Strathclyde will provide a 12-hour intensive seminar per module in Hong Kong.

Assessment of each module is based on continuous assessment and a final examination, as stated below:

	Continuous Assessment	Final Examination
a) Core Courses	40%	60%
b) Elective Courses	50%	50%

Entry Requirements

Prospective applicants should normally possess the following qualifications:

- an undergraduate degree in marketing from a recognized university; or
- an undergraduate degree in another discipline from a recognized university plus a Certificate/Diploma in Marketing endorsed by a recognized institution, or
- membership in a recognized professional marketing body.

A degree or other qualification possessed by an applicant must be considered by University of Strathclyde as equivalent to an honours degree of a British university. Applicants who only possess an undergraduate degree but who have not taken courses in marketing and business studies are also encouraged to apply. If admitted, they are required to take a foundation course named Principles and Practices of Marketing. This foundation course can be used as a substitute for one of the elective courses. In addition, recognition will be given to relevant professional qualifications and/or practical work experience. In appropriate cases, the University of Strathclyde will accept a Graduate Management Admissions Test (GMAT) Certificate as evidence of acceptable previous achievement, subject to a minimum score of 550.

Award of the MSc. Degree

To be eligible to graduate for the award of Master of Science degree the student must have satisfied all the requirements of the course. The Degree is the same Strathclyde MSc(IM) degree conferred upon full-time resident graduates.

Tuition Fees

For the 1995/96 academic year, the tuition fee covers the following:

- University of Strathclyde registration fee;
- all core textbooks and study materials;
- local lectures/tutorials conducted by SPACE and SCE;
- Intensive seminars led by faculty members from the University of Strathclyde;
- marking of course assignments;
- examination; and
- assessment of dissertation.

The fee schedule is listed below:

	Normal Route
Option I: Single Payment	GBP8,000
Option II: Double Payments	GBP4,000 each

There is a **HK\$100** application fee (cheque should be crossed and made payable to "The University of Hong Kong") to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Application Procedure

Application forms can be obtained from:-

SPACE Town Centre	School of Continuing Education
The University of Hong Kong	Hong Kong Baptist University
Suite 1504-5, 15/F	4/F., Kai Fong Welfare
Shun Tak Centre, West Tower	Association Bldg.
200 Connaught Road Central	136A Nathan Road
Hong Kong	Kowloon
Tel. No.: 2858 4515	Tel. No.: 2721 1911

Applicants should apply in person at the SPACE office and all applications should include:

- a) a completed application form;
- b) one set of completed reference forms;
- c) originals and 2 copies of certificate and official transcripts;
- d) two passport-sized photographs;
- e) application fee of HK\$100 (cheque should be crossed and made payable to "The University of Hong Kong").

Diploma Programme in Marketing

Introduction

Commencing in January 1996, the HKIM offers a Diploma Programme in Marketing to students who intend to study for a professional marketing qualification. The programme is a one-year part-time diploma course which will provide an opportunity for students to acquire ability and skills in applying fundamental marketing knowledge and techniques to the realization of corporate objectives. The syllabuses of all diploma subjects are comparable to those of the Diploma in Marketing offered by the Chartered Institute of Marketing in England. On successful completion of the programme, students will be awarded a Diploma in Marketing issued by HKIM. Holders of the Diploma in Marketing will satisfy the academic requirements for full membership of HKIM. The School of Professional and Continuing Education of the University of Hong Kong (SPACE/HKU) will organize students registration and a programme of lectures to prepare students for the examinations.

Professional Recognition

- 1) Holders of the HKIM Diploma in Marketing are currently exempt from "International Marketing" and "Marketing Communications" of the CIM examinations.
- 2) Holders of the HKIM Diploma in Marketing plus 3 years relevant experience are eligible for Full Membership of HKIM.

Programme Structure

The programme includes instruction and assessment in the following modules:

Compulsory : Marketing Planning and Control
 Marketing Management

Choose Two out of : International Marketing
 Marketing Financial Services
 Marketing Communications

Each module comprises 36 hours of lectures extending over twelve lecture sessions. Students are required to submit assignments. Assessment is based on assignments and final examination.

Entry Requirements

Applicants should possess

- 1) a recognized degree in Business or related area **plus** no less than 3 years recognized marketing experience.
- 2) a Certificate in Marketing endorsed by SPACE/HKU, OR
- 3) a Certificate in Marketing endorsed by CIM, OR EQUIVALENT.

Course Fees

For the 1995/96 academic year, the fee for each module is **HK\$2,800** which includes:

- 1) Student membership fee of HKIM;
- 2) Lectures;
- 3) Marking for course assignments;
- 4) Examination; and
- 5) One supplementary examination if required.

There is a **HK\$100** application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Award of the Diploma in Marketing

A Diploma in Marketing will be awarded provided that for each of the modules a student

- 1) completes satisfactorily the required course assignments;
- 2) passes the relevant examination; and
- 3) satisfies the examiners with his attendance at lectures.

Application Procedure

Complete and return the application form to SPACE/HKU. The closing dates for the application for enrolment are **August 26, 1995 for the first term, December 15, 1995 for the second term and April 29, 1996 for the summer term** but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from SPACE Town Centres (full address on page iii).

Certificate Programme in Marketing

Introduction

SPACE/HKU and the Hong Kong Institute of Marketing (HKIM) jointly offer a Certificate Programme in Marketing to students who intend to study for a professional marketing qualification. The programme is a two-year part-time certificate course which will provide students with a solid foundation in the marketing field. In addition, this programme can prepare students for the examinations of the Chartered Institute of Marketing and provide effective training for people involving in the marketing

field. Upon completion of the programme, students will be awarded a Certificate in Marketing endorsed by SPACE/HKU and HKIM. Holders of the Certificate in Marketing will satisfy the academic requirement for associate membership of HKIM.

Professional Recognition

- 1) At present, the Curtin University of Technology of Perth, Western Australia grants exemption to the holders of Certificate Programme in Marketing from all Year One units of its Bachelor of Commerce (Management & Marketing) Degree Programme.
- 2) Holders of the HKIM/HKU (SPACE) Certificate in Marketing are exempt from the CIM Certificate and Advanced Certificate programmes.
- 3) Holders of the HKIM/HKU (SPACE) Certificate in Marketing plus one year relevant experience are eligible for Associate Membership of HKIM.

Programme Structure

The programme includes instruction and assessment in the following modules:

- Fundamentals of Marketing
- Economics
- Business Law
- Statistics
- Practice of Marketing
- Behavioural Aspects of Marketing
- Financial Aspects of Marketing
- Principles & Practice of Selling

Each module comprises 30 hours of lectures extending over ten lecture sessions. Students are required to submit assignments. Assessment is based on assignments and final examination.

Entry Requirement

Applicants with age over 18

- (1) 5 passes at 'O' level and one year's full time practical marketing experience; or
- (2) 4 passes at 'O' level and one pass at 'A' level.

Applicants with age over 21

- (3) three years' full-time marketing experience and recommendation from employer or course tutor.

After enrolled into the programme, students should register as a student member of HKIM.

Exemption

Exemptions from relevant subjects may be granted to prospective students who have completed courses of equivalent content and level taken at recognized post-secondary institutions or professional examinations. Exemption will be given at a maximum of five modules so that students must enrol for at least 3 modules before receiving the Certificate.

Course Fees

For the 1995/1996 academic year, the fee for each module is **HK\$1,850** which includes:

- (1) student membership fee of HKIM;
- (2) lectures;
- (3) marking of course assignments;
- (4) examination; and
- (5) one supplementary examination if required.

There is a **HK\$100** application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Award of the Certificate in Marketing

A Certificate in Marketing will be awarded provided that for each of the modules a student

- (1) completes satisfactorily the required course assignments;
- (2) passes the relevant examination; and
- (3) satisfies the examiners with his attendance at lectures.

Application Procedure

Complete and return the application form to SPACE. The closing dates for application are **August 26, 1995 for the first term, December 15, 1995 for the second term and April 29, 1996 for the summer term**, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from SPACE Centres (full addresses on page.iii).

Diploma in Administrative Management and Advanced Diploma in Administrative Management

Applications are invited for enrolment in courses offered by the School of Professional and Continuing Education (SPACE), University of Hong Kong, commencing in January and July, 1996 to prepare students for the Institute of Administrative Management (IAM) examinations in June and December 1996 respectively for the Diploma in Administrative Management and Advanced Diploma in Administrative Management.

This part-time lecture programme provides professional training in Administrative Management for students who hold appropriate qualifications or who are mature students. The programme comprises a total of sixteen modules. Successful completion of seven modules and examinations will lead to the award of the Diploma in Administrative Management and successful completion of the remaining nine modules and examinations will lead

to the award of the Advanced Diploma in Administrative Management by IAM.

The Institute of Administrative Management, UK and Administrative Management

The Institute of Administrative Management(IAM) is the organisation in the United Kingdom specialising in the promotion of administrative management in the fields of industry, commerce and government services.

Administrative management is that branch of management which is concerned with the services of obtaining, recording and analyzing information, of planning and of communicating, by means of which the management of a business safeguards its assets, promotes its affairs and achieves its objectives.

This programme is most suitable for the education and training of future administrative managers.

Professional Recognition

The Diploma and the Advanced Diploma holders of IAM have been accepted by the Hong Kong Government, for the purpose of Civil Service appointment, as equivalent to diploma holders of a polytechnic and pass degree holders of a local university respectively.

Study Programme

This programme provides students with comprehensive part-time lecture of 30 hours duration for each of the Diploma's modules and 45 hours for each of the Advanced Diploma's modules. Lectures of 3 hours each will be given on a weekly basis in the evenings or Saturday afternoons. A number of assignments for each module is also required. Required text books and other course materials will be selected from the reading lists specified by IAM.

Structure of Programme

The Diploma in Administrative Management Programme consists of the following courses:

- Module 1: Office Administration
- Module 2: Systems Approach
- Module 3: People & Organisations
- Module 4: Office Planning and Control
- Module 5: Information Technology
- Module 6: Administrative Data and Information
- Module 7: Case Study I

The Advanced Diploma in Administrative Management Programme consists of the following courses:

- Module 11: Administrative Management 1
- Module 12: Administrative Management 2
- Module 13: Human Resources Management
- Module 14: Organisational Analysis
- Module 15: Advanced Methods & Systems - Integration
- Module 16: Advanced Methods & Systems - Development
- Module 17: Case Study II

Plus Two option modules:

- Facilities Management
- Financial and Quantitative Methods
- Office Automation

Entry Requirement

Diploma in Administrative Management:

- 1) 4 GCE (including 1 at A level) or equivalent; or
- 2) mature students, 21 years of age or over

Advanced Diploma in Administrative Management:

- 1) Diploma in Administrative Management; or
- 2) A recognized university degree;
- 3) A recognized higher diploma; or
- 4) Equivalent qualifications

A prospective student with qualifications slightly below the prescribed ones may be admitted to the programmes subject to the completion of certain pre-requisite modules.

Exemption

Exemptions from certain modules will be granted to students with appropriate qualifications, and upon application.

Fees

The fee is HK\$1,700 per module for the Diploma Programme and HK\$2,400 per module for the Advanced Diploma Programme, which includes lectures and marking of assignments but does not include course materials.

Examinations and Diplomas

Students are required to sit the relevant professional examinations of the Institute of Administrative Management of the United Kingdom at SPACE in order to qualify for the IAM's Diploma in Administrative Management and Advanced Diploma in Administrative Management.

Application Procedure

Further information and special application form can be obtained from SPACE Centres (full addresses on page iii).

EARLY ENROLMENT IS ESSENTIAL

Apply as early as possible since the places are usually filled up very quickly. Early enrolment enables the School to decide if additional classes can be arranged to accommodate your needs.

PROFESSIONAL DIPLOMA PROGRAMME IN REAL ESTATE ADMINISTRATION

Introduction

This Professional Diploma course is a three-year part-time programme offered by the School of Professional and Continuing Education (SPACE), University of Hong Kong, in conjunction with the Society of Hong Kong Real Estate Administrators (S.H.R.E.A.).

The course has been developed as a result of the increasing significance of the real estate business within the economy of Hong Kong. Many management decisions are affected by, and related to, the most effective use of real estate assets.

There are courses in Hong Kong designed for those people wishing to pursue a career in a specialized discipline such as architecture, surveying, planning and building and property management. However, there is at present no comprehensive course which explains the significance of the whole process of real estate administration, from the inception of a project to planning for investment, development, construction, marketing and estate management. This course aims to integrate the various aspects of the property field. It is expected that students will benefit from such knowledge when making related management decisions.

Professional Recognition

The S.H.R.E.A. has agreed that diploma holders will be eligible for Associate Membership of the Society provided that they also satisfy the managerial experience requirements as specified by the Society.

Aims of the Course

The aims of the course are to give students an understanding of :

1. the characteristics of real estate as an economic resource and the working of the real estate market;
2. the issues involved in decision-making when considering real estate as a means for investment;
3. the property development process with particular emphasis on techniques of development appraisal and marketing;
4. the principles and practice of real estate management.

Course Structure

The course includes instruction and assessment in the following modules:

Year 1 General Principles of Law
Principles of Economics
Introduction to Property Valuation

Principles of Management
Building Construction

Year 2 Law of Real Property
Town Planning
Building Construction and Management
Land Economics
Property Management

Year 3 Professional Ethics/Arbitration
Property Marketing and Real Estate Agency
Real Estate Development Process
Valuation and Real Estate Investment
Financial Management

Each module comprises 30 hours of lectures extending over ten lecture sessions. Students are required to participate through discussing problems related to lecture topics or issues resulting from their work experience. Students will also be expected to produce reports/projects as coursework.

Exemptions

Exemptions will be granted on a module by module basis.

All applicants are required to attach photostat copies of relevant academic and professional documents with the application form. Please also note that reference/recommendation letter(s) from the employer, whilst not essential, would serve to strengthen the application. Preference will be given to applicants with relevant real estate working experience.

Minimum Entry Requirements

Applications should possess at least two passes at Advanced Level and three passes at Ordinary Level, or equivalent. A university degree or a diploma from a recognised post-secondary institution will also satisfy the entry requirements. In addition, applicants must satisfy the English requirements in oral and written English specified by SPACE and S.H.R.E.A.

Application Procedure

Application forms can be obtained from SPACE centres (full addresses on page iii).

Fees

For the 1995/96 academic year, the fee for each module is HK\$2,000 which includes:

- (1) student Membership fee of the S.H.R.E.A.;
- (2) lectures;
- (3) marking of course assignments, reports and projects;
- (4) examinations; and
- (5) one supplementary examination; if required.

There is an HK\$80 application fee payable to "The University of Hong Kong" to be submitted with the application for enrolment. The application fee is to cover the cost of processing and is non-refundable.

Scholarship

The Real Estate Developers Association of Hong Kong has kindly sponsored the Real Estate Developers Association of Hong Kong Award for the best three students in each class of this diploma course. Further details can be obtained from S.H.R.E.A.

Certificate Programme in Real Estate Agency Practice

Introduction

The rising concern about the quality of real estate agents accelerated the Government's decision to set up a working group to look into the matter of regulating real estate agents.

In view of this development, The University of Hong Kong School of Professional and Continuing Education (SPACE-HKU) and the Hong Kong Real Estate Agencies Association (Association) have decided to act together to launch a formal training programme that would be appropriate in level and content for in-service real estate agents. Furthermore, the Programme receives supports from the Department of Surveying, the University of Hong Kong.

Programme Structure

The course includes instruction and assessment in the following modules:

a) Basic Property Valuation	30 hours
b) Law Relating to Real Property	30 hours
c) Sales, Marketing and Agency Management	30 hours
d) Selected Topics in Agency Practice	36 hours
Total 126 hours	

Entry Requirements

Applicants should meet at least one of the following requirements:

- a) possession of at least two G.C.E. passes at advanced level and three passes at ordinary level, or equivalent.
- b) being able to furnish a recommendation letter from the Hong Kong Real Estate Agencies Association provided that they are of at least 18 years of age.

Applicants who cannot meet the above requirements but who are of 21 years of age or over may be considered for admission to the programme under the mature student category provided that they have suitable work experience.

Language of Instruction

The lectures shall be conducted in Cantonese, supplemented by notes and reading materials in English where appropriate.

Assessment

Assessment will be based on assignments and written examinations. The assignments and the final examinations may be submitted in either English or Chinese at the option of the student.

Course Duration

Classes will take place twice per week, on weekday evenings or weekend afternoons. Duration of the whole programme will be approximately five months.

Award of the Certificate in Real Estate Agency Practice

Award of the Certificate by SPACE-HKU will depend on whether or not a candidate:

- a) satisfactorily completes the course work;
- b) passes the relevant examinations; and
- c) satisfies the examiners with his attendance at lectures.

Programme Fee

For 1995/1996 academic year, the fee level is **HK\$9,500** for the entire programme.

The programme fee will cover:

- a) lectures;
- b) marking of course assignments;
- c) examinations; and
- d) one supplementary examination, if required.

Application Procedure

Submit to SPACE-HKU by post or in person the following items:

- 1) the application for admission to this Certificate Programme, completed;
- 2) photostatic copies of relevant academic documents;
- 3) employment references, if required; and
- 4) four crossed cheques for HK\$2,375 each, payable to "The University of Hong Kong" together with the relevant enrolment forms.

Application forms can be obtained from SPACE Centres (full addresses on page iii).

For further information about this programme call 2858 4515.

Monash University

Master of Practising Accounting

Programme Description

This master's degree course in accounting is a two-year part-time lecture programme of studies. The MPA degree aims to develop and enhance students' knowledge and skills in accounting and related fields. The objectives of this intensive study programme are to offer **graduates from non-accounting disciplines the opportunity to earn an accounting degree** and to introduce and develop their knowledge of accounting and business-related disciplines in their employment.

Professional Recognition

The MPA program will enable graduates of the program who have completed degrees in disciplines other than accounting, to meet the academic requirements for admission as an associate member of the Australian Society of Certified Practising Accountants (ASCPA).

Prospective applicants must possess the following qualifications:

- an undergraduate degree from a recognized university, or
- equivalent qualifications.

Programme of Studies

Students are required to complete successfully the following 16 units:

Year 1

Acc 6500	Introductory Accounting and Financial Information Systems I
Acc 6410	Business Law
Acc 6510	Quantitative Methods
Acc 6521	Introductory Accounting and Financial Information Systems II
Acc 6530	Economics
Acc 6541	Company and Commercial Law
Acc 6601	Financial Accounting I
Acc 6611	Managerial Accounting

Year 2

Acc 6621	Auditing
Acc 6631	Financial Accounting II
Acc 6641	Business Finance
Acc 6651	Taxation Law and Practice

4 elective courses in advanced accounting, system finance and other related topics.

(Exemptions may be granted for equivalent qualification.)

Programme Delivery

The MPA is a part-time structured lecture programme conducted on a modular basis. Students will be required to complete eight units in Year 1 and the remaining eight units in Year 2.

There are three semesters of 4 months each per year. Semester one, two and three will commence in November, March and July respectively.

Each unit is completed within 13 weeks during which students undertake a variety of preparation including self-structured learning, two intensive teaching sessions of 12 hours each over 2 days conducted in Hong Kong and 16 hours of tutorials during the period of each term by Monash faculty members and local lecturers.

Assessment of student performance will be based mainly on examinations combined with continuous assessment and class presentation.

Award

The MPA degree will be awarded by Monash University upon successful completion of the 2-year academic programme.

Course Fee

The course fee for the 1995/96 academic year is AUD\$1,050 per unit which includes course materials, lectures/tutorials, assessment, examinations and Monash University registration. Admission will be provided on a first come first served for qualified students.

Application Procedure

All application forms must be completed and attached together with copies of all relevant academic and/or professional qualifications and submitted to SPACE Town Centre, Suite 1504-5 (Attn: Mr. David H. Lam)(full address on page iii).

The Chartered Institute of Management Accountants (CIMA) - New Joint Management Accountancy Programme

Introduction

SPACE/HKU and CIMA jointly offer a comprehensive New Joint Management Accountancy programme to students who intend to sit for the CIMA examinations in May 1996 and November 1996.

Entry Requirement

All registered students of CIMA are eligible to enrol in the programme.

Study Programme

The New Joint Management Accountancy Programme is offered by SPACE/HKU with administrative and academic support from CIMA.

The programme provides students with an intensive formal study programme which includes ten 3-hour weekly lectures and a number of required assignments. Required text books will be selected from the reading lists specified in the CIMA Student Handbook. Additional course materials, if deemed useful, will also be prescribed. The academic progress of students will be continuously monitored by assessing performance in assignments submitted and class participation.

At the end of the lecture series and completion of the required assignments, a review session for each course will be provided to integrate all topics covered and to review past years' examinations with the objective to assist students to pass the CIMA professional examinations.

All students are responsible to ensure that they are eligible to write the CIMA professional examinations.

Professional Recognition

Graduates of CIMA are eligible to apply for memberships of the Hong Kong Society of Accountants.

Course Schedule

Lectures will take place during weekday evening and/or weekend afternoons and will commence in January/February 1996 and July/August 1996 respectively.

The course offerings, subject to enrolment, are:

Day	Stage 2	Stage 3	Stage 4
Mon	Financial Accounting	Financial Reporting	-
Tue	Operational Cost Accounting	-	Strategic Financial Management
Wed	-	Management Accounting Applications	Strategic Management Accountancy and Marketing
Thu	Management Science Applications	-	Information Management
Fri	-	Organisational Management and Development	Management Accounting Control System
Sat	Business and Company Law*	Business Taxation*	-

* Hong Kong law and taxation

Course Fees

The tuition fees are HK\$1,795 per subject in stage 2 and HK\$2,070 per subject in stage 3 and 4. All cheques must be made payable to "The University of Hong Kong".

The above course fees include lectures, marking of assignments and CIMA study pack. Students are required to purchase other core reading materials recommended by CIMA.

Application Procedure

Applications for enrolment in course in the New Joint Management Accountancy Programme will be accepted on a first-come-first-served basis for qualified applicants. In addition, applicants are required to have the pre-requisites (Stage 1 must be completed before enrolment in Stage 2 courses, etc.) before they are allowed to enrol in a particular course. Applicants can enrol in the New Joint Management Accountancy Programme at either:

SPACE Town Centre The University of Hong Kong Suite 1504-5, 15/F Shun Tak Centre, West Tower 200 Connaught Road Central Hong Kong (Mr. David H.Lam Tel: 2858 4515)	The Chartered Institute of Management Accountants (CIMA) Hong Kong Division Unit A, 13/F., Cindic Tower 128 Gloucester Road Wanchai, Hong Kong (Ms. Samantha Coxon Tel: 2511 2003)
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1761. 中國對外經濟貿易：政策、法律與實務 (與中山大學合辦的專業(證書)課程) (Joint Certificate Course with Zhongshan University in China Trade and Investment)

宗旨：本課程著重研討中國對外貿易和利用外資現行的體制、政策和法律，以及對中國進行貿易和投資的操作技巧。學員不僅接受課堂教學，並且安排與內地官員和企業家會晤及到有關單位考察，進行直接溝通。目的是比較深入地瞭解如何開展對中國的貿易和投資，以取得良好的經濟效益。

課程內容與教學方式（總課時共50小時，用粵語講授）：

(甲) 在香港上課兩週共六次，每次三小時。分八個講題：
(1) <<對外貿易法>>與中國外貿發展戰略；(2) 中國對外貿易的經營與管理；(3) 中國對外技術貿易；(4) 中國對外服務貿易；(5) 中國利用外資的指導思想與投資環境；(6) 外商在中國直接投資辦企業的方式（中外合資企業、中外合作企業與外商獨資企業）與程序；(7) 中國對國際間接投資和對國際靈活投資（國際貸款、國際證券投資、對外加工裝配、補償貿易與國際租賃等）的利用；(8) 中國利用外資的發展趨勢。

(乙) 赴廣州調查、洽談四天：

(1) 聽廣東省、廣州市對外經濟貿易部門官員和企業家報告與座談四次。(2) 到廣州市經濟技術開發區、外商投資企業、對外加工裝配企業和外貿企業參觀與洽談四次。

證書：參加學習全過程，經過考核，符合條件的學員，頒發專業課程證書。

主講人：張志錚教授（中山大學嶺南（大學）學院經濟系講座教授、香港大學專業進修學院榮譽教授、廣州國際經濟貿易學會副會長）

地點：在香港及廣州（詳情容後公佈）

時間：一九九六年五月六日至十八日兩週，每週在香港上課三次（星期二、四晚六時三十分至九時三十分；星期六下午二時三十分至五時三十分）。一九九六年五月二十六日至三十日赴廣州調查、洽談。

全期學費：三仟二百元（往返廣州的交通費及在廣州的食宿費用，均由學員自費）

Short Course/HKSA

Course Nos. 1762 to 1766 are designed to be of assistance to those preparing for the examinations of the Chartered Association of Certified Accountants, the Hong Kong Society of Accountants, the Chartered Institute of Management Accountants, the Institute of Chartered Secretaries and Administrators, and the London Chamber of Commerce and Industry.

The Courses are a complement to, not a substitute for, correspondence courses. The courses have been designed on the assumption that all participants are serious students and will undertake all homework as set by tutors. Students should make their own arrangements for sitting the relevant examinations.

1762. Introduction to Hong Kong Taxation

The primary objective of this course is to provide a general introduction of Hong Kong taxation to the students. It would be suitable for those who have to study at the intermediate level of the relevant professional examinations. Executives who need a basic knowledge on the subject would also find this course useful. Special emphasis will be placed on tax computation. The major areas of Hong Kong taxation will be covered: salaries tax, property tax, interest tax, profits tax, personal assessment, and depreciation allowance.

Venue : Room 142, University Main Building
Date : Saturdays, 2.00-3.30 p.m., commencing March 2, 1996

12 meetings Fee : \$550

Medium of Instruction: Cantonese supplemented with English where appropriate

1763. Advanced Financial Accounting

This course is suitable for students preparing for professional accounting examinations; those who have obtained accounting qualifications of L.C.C. higher accounting or above and who wish to advance their accounting knowledge; and those who have to prepare, interpret or audit company accounts and who wish to have a thorough and up-to-date understanding of company accounts.

The topics selected for discussion in details at an advanced level are: the accounts of limited companies, all statements of standard accounting practice and financial reporting standards in Hong Kong and the United Kingdom, valuation of business, price level accounting, cash flow statement, pension costs, earnings per share, leasing and hire purchase contracts, foreign currency translation, deferred taxation, segment reporting, group accounts including addition and disposal of subsidiaries, vertical and mixed groups, foreign subsidiaries, mergers and acquisitions, associated undertakings, etc.

Appropriate lecture notes will be used to reduce the need for note-taking to a minimum.

Venue : University of Hong Kong
Date : Saturdays, 2.30-5.30 p.m., commencing March 2, 1996

16 meetings Fee : \$1,550

Medium of Instruction: Cantonese supplemented with English where appropriate

1764. Foundation Accounting

This course covers most of the topics in the syllabus for Foundation Stage of the ACCA/HKSA examinations. The main areas of study will be: introductory topics in accounting and the accounting equation; books of prime entry and book-keeping; manufacturing, trading and profit and loss accounts, balance sheets and related adjustments and provisions; bank reconciliation statements; final accounts for sole trader and partnerships; incomplete records; accounting for non-profit-making organizations; introduction to the financial framework of limited companies including the issues of shares and debentures, increase and reduction in capital and simple final accounts for internal uses.

Venue : Room LG107, K.K. Leung Building, HKU
Date : Saturdays, 2.30-5.30 p.m., commencing March 2, 1996

12 meetings Fee : \$1,000

Medium of Instruction: Cantonese supplemented with English where appropriate

1765. Intermediate Accounting

The course completes the coverage of the syllabus of Second Level Book-keeping and Accounts (formerly intermediate Book-keeping) of the LCC & I examination. In particular, it presents the principles and treatments for partnerships and limited companies, bills of exchange, consignment accounts, manufacturing accounts, branch accounts, control accounts, incomplete records and single entry, the valuation of stock, depreciation, accounting for non-profit-making organizations and goodwill, treatment for provisions and reserves, calculation and interpretation of accounting ratios. This course is especially suitable for those who sit for the relevant LCC & I examination. Appropriate textbooks will be recommended to reduce the need for note-taking to a minimum. Applicants should have a basic knowledge of elementary book-keeping.

Tutor : So Kwok Wai, B.B.A. (C.U.H.K.), M.M.S.,
A.C.C.A., A.H.K.S.A.

Venue : Room 141, University Main Building.
Date : Saturdays, 2.30-5.00 p.m., commencing March 2,
1996

16 meetings Fee : \$1,100

Medium of Instruction: Cantonese supplemented with
English where appropriate

1766. Higher Accounting

This course is useful to those studying at the intermediate level of the professional accounting or company secretarial examinations. It also covers many of the major topics in the L.C.C. Higher Accounting examination. Topics to be covered include branch accounts, cash budgeting and pro forma financial statements, ratio analysis and interpretation of accounts, group accounts, joint venture, investment, partnership and cash flow statement. An introduction to the Statements of Standard Accounting Practice (SSAP's) will also be given.

Tutor : Mary Ying, F.C.C.A., A.H.K.S.A.

Venue : Room 142, University Main Building
Date : Saturdays, 3.30-6.00 p.m., commencing March 2,
1996

14 meetings Fee : \$1,000

Medium of Instruction: Cantonese supplemented with
English where appropriate

1767. 小型企業策劃和管理 (Small Business Management)

本課程目的在提供一般小型企業管理人員應具備的常識及對創立及管理小型企業所應注意的各方面問題，課程內容包括：小型企業的組織及型態、財務、銷售、人事及生產運作的策劃、管理和控制、一般商業法例的知識等。本課程形式除短講外，加入不少本港的實際情況以作討論的例証。

主 講 人：區啓昌先生 B.A. (York)

地 點：香港大學

時 間：一九九六年二月二十八日起每星期三下午七時十五
分至九時十五分

全期學費：七百三十元 (共十二講，限收四十五人)

1768. Basic Auditing

This is an introductory for those with no knowledge of auditing. It is suitable for those just starting work in this field and particularly for businessmen who need to liaise with auditors. The aim of it is to provide an understanding of modern practical audit techniques on financial statements. Beginning with principles of auditing, the course will survey existing traditional auditing techniques and take a brief look at recent developments such as computer auditing. International standards and guidelines of practice will be covered as well as the professional duties and legal liabilities of the auditor.

Venue : Room 12, SPACE Town Centre, 9/F
Date : Wednesdays, 6.00-7.30 p.m., commencing
February 28, 1996

10 meetings Fee : \$500

Medium of Instruction: Cantonese supplemented with
English where appropriate

1769. Elementary Book-keeping and Accounts

This course will cover the principles of elementary book-keeping; the theory of double entry systems; the keeping of books of original entry such as: sales books, returns inwards/outwards books, cash book and petty cash; bank account, bank reconciliation statement; cheques and bank drafts; the ledger, debtors and creditors account; the trial balance; the final account and the balance sheet; the journal and the adjustment.

The course is especially designed for those who need to understand accounting principles and practices and to operate a set of financial books of records.

Tutor : Chan Kee Ming, A.C.I.S.

Venue : Room LG110, K.K. Leung Building, HKU

Date : Saturdays, 2.30-5.30 p.m., commencing March 2, 1996

15 meetings

Fee : \$1,000

Medium of Instruction: Cantonese supplemented with English where appropriate

1770. 香港稅務：原理與實際應用 (HongKong Taxation: Principles and Practical Procedures)

此項課程包括介紹香港稅務法例之內容，特別注重利得稅、薪俸稅、物業稅及個人入息稅，並討論及如何向稅務局提出申訴。除作簡單之原理講述外，主講人亦與學員討論實際之應用問題，與如何填寫各種報稅表格及如何向稅局追討發還超額繳納之稅款及稅局如何向納稅人追收稅款等。各學員應在開課前購買『香港稅務法例』(Inland Revenue Ordinance)，作為聽講時參考之用。

主講人：余汝健先生 C.P.A., F.H.K.S.A., A.A.S.A., A.T.I.H.K.
地點：香港大學專業進修學院市區中心11室（信德中心西翼九樓）

時間：一九九六年二月二十八日起每星期三下午六時十五分至七時四十五分

全期學費：港幣七百元（共十五講）

由於專門術語為本，學員須具有英語知識。

1771. International Trade

This course is designed to give an overview of international trade. It covers the principles of international trade, shipping and payment terms, shipping documents, documentary credits and collections mechanism, special types of credit, financing load variation, operations of a trade finance department, foreign exchange, forward contracts and hedging, export credit insurance and HKAB rules.

Venue : University of Hong Kong

Date : Fridays, 7.15-9.45 p.m., commencing March 1, 1996

9 meetings

Fee : \$660

Medium of Instruction: Cantonese supplemented with English where appropriate

1772. Introduction to Import/Export Practice

This course aims at introducing the various aspects of import/export practice for those working in import/export firms and bank's bills department.

Upon completion of this course, participants should be able to understand the basic concepts and identify the documentation in import/export trade.

Topics include: international trade theories, INCOTERMS, CIF calculation, documentary credits, special types of credit and packing loan, bills of lading and shipping documents, negotiable documents and bills of exchange, insurance, trust receipt and shipping guarantee, Uniform Customs and Practice for Documentary Credits publication No. 500 and Collection Rules No. 322, criteria for granting of bank facilities for trade financing, foreign exchange, Hong Kong Export Credit Insurance Corporation, Hong Kong Trade Development Council.

Tutor : Michael K. N. Wong, B.B.A.(C.U.H.K.)

Venue : University of Hong Kong

Date : Saturdays, 2.30-5.30 p.m., commencing March 2, 1996

8 meetings

Fee : \$790

Medium of Instruction: Cantonese supplemented with English where appropriate

IN-HOUSE TRAINING COURSES

Institutes, companies, societies and government departments who are interested in arranging in-house training courses in Accountancy studies or related topics for their employees/members should contact Miss Clara Lok at 2858-4515. The School of Professional and Continuing Education is currently running a programme for the China Travel Service (Holdings) H.K. Ltd.



The team of academic staff in the Business Studies Area are always ready to help. (From right to left: Mr. K.Y. Fong, Mr. David Lam, Mr. Vincent Ma and Mr. Allen Wong)

I. Introductory Courses

教師實用電腦綜合課程視窗應用 (Practical Computer Application Course for Teachers – Windows Applications)(CIT001)

本課程為切合教師在學校工作上之實際需要，設計了一個實用而有效之電腦課程，由在職經驗電腦教師擔任教授，為各老師提供一個高質素之電腦課程。學員毋須具有使用電腦之經驗。

課程內容包括：(一) 電腦基本概念；(二) 視窗的運用；(三) *中文輸入法；(四) 中、英文文書處理：a.筆記編印；b.測驗及考試題目編製；c.表格、登分紙，及座位表之印製；(五) 字咭及美術圖案之印製；(六) 測驗及考試成績積分計算；(七) 簡易學生資料庫的應用。

* 講者根據以往教授中文輸入法的經驗，編寫了一套非常有效的輸入法練習軟件，供學員上課時練習之用。(限收十六)

主 講 人：Jane Lau, B.Sc(Hons), Grad.Dip.Comp.St.(Melb.)
C.K.To

地 點：科基有限公司，(Tech Foundation Ltd.)，九龍荔枝角道110號位元樓10樓(電梯按9字)(太子地鐵站，京港酒店出口，位元堂樓上)

1781. 一九九六年二月二十三日起逢星期五下午七時至九時三十分

1782. 一九九六年三月二十一日起逢星期四下午七時至九時三十分

全期學費：二千八百元正 (共十二講)

教師可獲教育署退還半費。詳參第ix頁。

1783. 學校行政電腦化綜合課程 (Computerization of School Administration)

學校行政電腦化是現今發展的趨勢。本課程是專為在職教師而設計，其重點在於如何能充份地應用電腦於實際學校行政工作上，並介紹電腦輔助教學及學習。

課程內容包括：

甲：資料庫管理

- (1) 學生學籍記錄：獎懲、遲到、缺席等記錄。
- (2) 表格之設計：學校時間表、教師堂數分析、登分紙、座位表。

乙：電子試算表

成績表編印：積分計算、名次編排、等級分類。

丙：中英文書處理

- (1) 編制校對：補充練習、測驗及考試題目、溫習筆記。
- (2) 學務設計：壁報標題、場刊、校報、校刊設計。
- (3) 盛事安排：水陸運會賽事編排、家長日及開放日程序。

丁：電腦輔助教學(CAI)及電腦輔助學習(CAL)
介紹及示範一些流行及適用於教學上的軟件。

學員必須有電腦基本操作經驗，包括DOS指令運用及一般中文輸入法。

全課程以粵語教授，輔以英語學術名詞。

每堂均以每人一機上課。 (限收二十二人)

主 講 人：T.C.Yap, Cert.Ed

地 點：弘智電腦學會，灣仔譚臣道114號廣亞大廈4樓

時 間：一九九六年三月三日起逢星期日上午九時至十二時

全期學費：四千四百元正 (共十六講)

教師可獲教育署退還半費。詳參第ix頁。

Introduction to Personal Computer and DOS

The course intends to familiarize the first time PC user with the overall operation of the PC hardware and the DOS operating system.

Topics include: PC and its basic components; DOS and basic commands; disk handling commands; file operations; memory management.

Tutor : Patrick C.S. Ng, B.Sc.(Hons.), M.Sc.(U.K.),
Computer Officer, HKU

1784. (Workshop) Room 4, TST District Kai Fong Welfare Association

Date : (Workshop) Wednesdays, 6.30-9.30 p.m.,
February 7, 1996

1785. (Workshop) Room 2, SPACE North Point Study Centre

Date : (Workshop) Fridays, 6.30-9.30 p.m., March 29, 1996

1786. (Workshop) Room 4, TST District Kai Fong Welfare Association

Date : (Workshop) Thursdays, 6.30-9.30 p.m., April 25, 1996

2 workshops

Fee : \$600

Medium of Instruction : Cantonese supplemented with English for Courses 1784 & 1785
English for Course 1786

Each student will be assigned to use one microcomputer.

Remarks : a) Courses 1784 and 1786 are limited to 15.
b) Course 1785 is limited to 20.

Powerful DOS Commands and Techniques

This course aims to assist PC users in mastering the more powerful and productive DOS commands and techniques. Various shortcuts and techniques in using DOS will be discussed and illustrated with examples.

Syllabus: Configuring your PC system; nice features in DOS 5 and DOS 6; I/O redirection, piping techniques; file & disk management utilities; use of RAM disks; redefining your PC function keys; user-defined commands; batch file programming; optimizing memory; disk caching; data protection & recovery; other advanced DOS features.

Enrolment is limited to 15

Tutor : L.M. Lo, B.Sc.(Essex)

Place : (Workshop) Room 4, TST District Kai Fong Welfare Association

1787. (Workshop) Wednesdays, 6.45-9.45 p.m., March 6, 1996

1788. (Workshop) Mondays, 6.45-9.45 p.m., May 6, 1996

4 workshops Fee : \$1,300

Entrance Requirement: Participants are expected to have knowledge in PCs and some DOS operation experience.

Each student will be assigned to use one microcomputer.

Medium of Instruction: English for Course 1787
Cantonese, supplemented with
English terminologies for Course
1788

Introduction to Microsoft Windows (WIMP)

Windows environment is a popular Graphical User Interface for many software applications. More and more users will swiftly switch to Windows environment. As a result, there is a serious growing interest in understanding the basic concepts and features of Windows. This introductory course provides a guide to participants in the basic structure of windows and the skills needed to master windows.

Topics include : Windows fundamentals - windows, icons, menus and points; Mouse and keyboard techniques; Program Manager and PIF; Windows accessories; Integrating objects between different Windows applications; WYSIWYG concept; Impact of windows environment on future development of human and computer interface.

Enrolment is limited to 20

Tutor : Patrick C.S. Ng, B.Sc.(HKU), M.Sc.(U.K.),
Computer Officer HKU.

Venue : (Workshop) Room 2, SPACE North Point Study Centre

1789. (Workshop) Wednesdays, 6.30-9.30 p.m.,
February 28, 1996

1790. (Workshop) Saturdays, 2.30-5.30 p.m., April 27,
1996

2 workshops Fee : \$600

Medium of Instruction: English for Course 1790.
Cantonese supplemented with
English terminologies for Course
1789.

Introduction to UNIX

UNIX is regarded as one of the most successful operating systems. Its importance and influence are highlighted by the fact that almost every computer manufacturer offers UNIX. UNIX is also available in microcomputers.

UNIX's major merit is portability. It safeguards the investment of software. Availability of software tools improves the productivity of programmers and reduces the software development cost.

Syllabus: Basic concepts of operating system, basic facilities in UNIX, command language interpreter, file system, UNIX toolkit, UNIX shell, program development under UNIX.

Enrolment is limited to 20

Tutor-in-charge: F.T. Chan, Lecturer, HKU

Venue : Room 209, Run Run Shaw Building, HKU
(Workshop) Room 136, Old Library Building, HKU

1791. Thursdays, 8.00-10.00p.m., commencing March 7,
1996
(Workshop) Mondays, 6.00-8.00 p.m., March 18,
1996

1792. Thursdays, 8.00-10.00p.m., commencing March 7,
1996
(Workshop) Mondays, 8.00-10.00 p.m., March 18,
1996

6 meetings & 6 workshops Fee : \$2,000

The applicant is expected to have some basic concepts about computer.

1793. Understanding and Repairing your PC

This course is suitable for IBM PC compatible owners who already have basic operational knowledge and wish to expand into hardware architecture & related areas. It aims to help participants to develop PC trouble-shooting techniques, and other aspects of hardware application/standardization.

Topics include: Introduction to hardware architecture, data storage technologies, display standards, printing devices

and other peripherals, computer virus, hardware related DOS commands, and trouble-shooting techniques.

Enrolment is limited to 36

Tutor-in-charge: W.K. Kwan, B.Sc.(Eng), M.Phil.(H.K.),
C.Eng., M.A.C.M., M.B.C.S.,
M.H.K.I.E., HKU

Venue : HKU

Date : Wednesdays, 7.00-9.30 p.m., commencing April 3,
1996

9 meetings

Fee : \$900

Medium of Instruction: Cantonese, supplemented with
English terminologies

1794. Understanding Bar Code – Technology and Application

Bar code systems are becoming very popular. We see them in supermarkets, libraries, factories, express delivery packages, and video stores. Bar coding is the easiest, the most cost-effective and reliable method of identifying and entering information into a computer-based information system. It has become the pass for products to enter the retail market and an effective tool for productivity improvement.

This course will introduce various automatic identification methods and the development of bar code technology.

Syllabus: Introduction to bar code systems, bar code language (symbology), scanning and decoding, label printing, system equipment and implementation, applications, and trend of development.

Tutor : Alfred W.S. Ng, MSc.(Loug.)

Venue : Room 7, University Main Building, HKU

Date : Wednesdays, 7.00-9.00 p.m., commencing June 5,
1996

6 meetings

Fee : \$480

II. Application Software

1795. Introduction to WordPerfect – Window Version (CIT 101)

This course provides an introductory training to the versatile word processing software WordPerfect (6.0). Students are not required to have prior computer knowledge.

Topics include: Introduction to Windows environment, text input and editing, character and document formatting,

indentation, setup, text alignment, spell check, block editing, macro and document merging, table with Maths, multi-column in one page, integration of text and graphics (e.g. charts of Lotus 1-2-3). *Enrolment is limited to 20*

Tutor-in-charge: F.T. Chan, Lecturer, SPACE, HKU

Venue : (Workshop) Room 2, SPACE North Point Study Centre

Date : (Workshop) Tuesdays, 7.00-10.00 p.m., February 27, 1996

6 workshops

Fee : \$1,650

Each student will be assigned to one microcomputer.

1796. WordPerfect in Depth – Window Version (CIT 101)

This course is a follow-up course to the "Introduction to WordPerfect". It aims to provide a thorough coverage in the versatile word processing software WordPerfect and in-depth study of how it can co-operate with other software. Hands-on experience will be emphasized.

Topics include: Automatic generation of report information (e.g. paragraphic numbers, table of contents, cross references, etc), table manipulation and chart plotting, drawing of simple diagram (e.g. organization chart), inserting graphics/charts into the document.

Enrolment is limited to 20

Tutor-in-charge: F.T. Chan, Lecturer, SPACE, HKU

Venue : (Workshop) Room 2, SPACE North Point Study Centre

Date : (Workshop) Fridays, 7.00-10.00 p.m., June 7, 1996

6 workshops

Fee : \$1,650

Each student will be assigned to one microcomputer.

1797. Microsoft Word for Windows (CIT 101)

Microsoft Word is a window-based wordprocessing software. This is a comprehensive course that contains all the basic procedures and techniques you need to work with Microsoft Word. It is intended to help you use Word efficiently.

Topics include: General introduction to Microsoft Windows; Familiar with the workplace and screen; Opening and Saving, and Deleting document; Cursor control and text selection; Editing and Typing; Formatting a document; Printing a document; Header and Footer.

Enrolment is limited to 20

Tutor : Patrick C.S. Ng, B.Sc.(HKU), M.Sc.(UK), Computer Officer HKU

Venue : (Workshop) Room 2, SPACE North Point Study Centre

Date : (Workshop) Mondays, 6.30-9.30 p.m., March 4, 1996

4 workshops

Fee : \$1,200

Students are not required to have prior computer knowledge.

1798. 中文MS-WINDOWS與文書處理 (Chinese MS-Windows and Chinese Wordprocessing)

本課程教授中文視窗系統 MS-WINDOWS 3.1 操作，及在其環境下應用中文版本之文書處理WORD。內容包括：滑鼠控制、視窗系統概念及主項功能運用、中文輸入法應用（倉頡及速成）、各款中文TrueType字形安裝、廣告大字製作。文書處理功能包括：中文字編輯及排版、文字與插圖合併排版、編製各頁頭及頁腳標籤、中文表格製作、檔案處理、郵遞標籤列印及一般字體編印技巧等。

本課程特別適合需要經常編印高質素中文稿件之行業。各學員均以每人一機上課。 (限收二十二人)

入學資格：須有基本電腦操作認識。

主 講 人：Taky Cheung, B.A.(FHSU)

地 點：弘智電腦學會，灣仔譚臣道114號廣亞大廈四樓

時 間：一九九六年三月四日起逢星期一下午六時至八時

全期學費：一仟一佰元正 (共六講)

1799. 中文MSWord實習班初階 (Introduction to Chinese MS Word for Windows)

MS Word 中文版，是微軟公司在 windows 視窗環境中發展出來的中文文書處理器，其嶄新的功能是同類軟件之冠。本課程為學員介紹 Word 中文版的文字輸入，編輯及繪圖功能，務使學員有足夠能力有效地使用 Word 中文版，課程將以實習為主。學員須對視窗 Windows 之運用有基本認識，但無須懂得中文輸入法。 (限收二十人)

主 講 人：吳志森先生

地 點：香港大學專業進修學院北角教學中心香港北角英皇道250號北角城中心14字樓2號室 (炮台山地鐵站)

時 間：一九九六年五月十一日起逢星期六下午二時至五時

全期學費：一仟五百元正 (共五講)

1800. Windows Applications Development using Visual Basic

Visual Basic is generally regarded as a programming tool that allows people to write Windows applications without being a Windows expert. In a sense, it is a programmable shell for Windows. It is reported that more than 2000 different applications are being developed using Visual Basic.

Participants will learn how to migrate from DOS to Windows, dynamic link libraries (DLLs), application programmer's interface (API), Visual Basic-Windows

interface, and program development using various windows API function.

Syllabus: Overview of Visual Basic, program development environment, introduction to dynamic link libraries (DLLs) & application programmer's interface (API), Windows environment, object-oriented programming, Windows API functions. OLE automation.

Enrolment is limited to 20

Tutors : K.H. Leung, B.C.S.(Windsor), M.B.C.S., Computer Officer, HKU

W.K. Kwan, B.Sc.(Eng.), M.Phil. (H.K.), C.Eng., M.A.C.M., M.B.C.S., M.K.I.E., Senior Computer Officer, HKU

Venue : (Workshop) HKU

Date : (Workshop) Thursdays, 6.30-9.30 p.m., May 23, 1996

7 workshops

Fee : \$1,600

Entry requirement: Participants are required to have knowledge and experience of DOS and a high level programming language, such as Basic, COBOL, Pascal or C.

Introduction to Microsoft Access (CIT 103)

Microsoft Access is a versatile Relational Database Management system in Windows Graphical Environment. It takes full advantage of the graphical power in Windows, giving users visual access to data and simple, direct ways to view and work with your information. Its powerful querying and connective capabilities help users find their information quickly. You can use one query to work with data stored in different database formats and network locations. You can change your query at any time and see different layouts of data with just a simple click of button.

It is suitable for those who want to learn a database package with user-friendly graphical interface.

Syllabus: Concepts of Database and Access Objects, Designing, Creating and Opening a Database, Changing and Customizing Tables, Entering, Importing and Exporting Data, Generating SQL Statements using Query Design, Creating a Screen Form with Form Wizard, Writing reports with ReportWizard, Storing, Adding Graph into database and Report, Creating and Printing Mailing Labels, Writing and Running Macros, Programming Access (optional and duration dependent). *Enrolment is limited to 20*

Tutor : Patrick C.S.Ng, B.Sc.(HKU), M.Sc.(UK), Computer Officer HKU

1801. (Workshop) Room 2, SPACE North Point Study Centre

Date : (Workshop) Tuesdays, 6.30-9.30 p.m., June 11, 1996

1802. (Workshop) Room 523, Knowles Building, HKU

Date : (Workshop) Mondays, 6.30-9.30 p.m., May 6, 1996

4 workshops

Fee : \$1,200

Medium of Instruction: English for Course 1802.
Cantonese supplemented with
English terminologies for Course
1801.

Remarks: Course 1801 is limited to 20.
Course 1802 is limited to 22.

1803. Introduction to Electronic Mail, Computer Facsimile and Remote Access

This course is intended to explain and demonstrate the using of Data communication software in PC for end-users.

Syllabus: Electronic mail in Local Area Network (MS-Mail), use of Internet in Wide Area Network, PC remote control and communication using modem + pcAnywhere, direct fax out of document from PC (Winfax Pro).

Enrolment is limited to 22

Tutor : Patrick C.S.Ng, B.Sc(HKU), M.Sc(U.K.), MACM.,
Computer Officer HKU.

(Workshop) Room 523, Knowles Building, HKU
(Workshop) Mondays, 6.30-9.30 p.m., February 5, 1996

2 workshops

Fee : \$600

Student are required to have some experience in PC and DOS.

1804. LOTUS 1-2-3 (CIT 102)

This course provides an in-depth training in the electronic spreadsheet Lotus 1-2-3. Hands-on practical experience will be emphasized. Practical applications with Lotus 1-2-3 will be used throughout the course. Participants are not required to have prior computer knowledge.

Topics include: Electronic spreadsheet concepts, spreadsheet creating, spreadsheet navigating, data entry, data editing, entering formula, worksheet commands, functions, printing techniques, graph commands, printgraph program and macros, linking worksheet files, database manipulation, managing macros and spreadsheet publishing.

Enrolment is limited to 20

Tutor : Miss Flora Fung, W.S., B.A. (HKP), Computer
Officer, HKU

Venue : (Workshop) Room 101, Run Run Shaw Bldg., HKU
Date : (Workshop) Tuesdays, 6.30-9.00 p.m., May 7, 1996

8 workshops

Fee : \$1,500

Each student will be assigned to one microcomputer.

1805. Introduction to Excel (CIT 102)

This course provides an introduction to a sophisticated Windows spreadsheet package with hands-on practical exercises for usual commercial applications.

Excel is an electronic spreadsheet package on the Windows environment. Excel version 5.0 develops new organizational features with emphasis on direct and fast manipulation which eases human effort for complicated presentation work. The intuitive Windows graphical environment also makes daily operation simple.

Syllabus: Introduction and Basic Skills, Navigating, Formulas, Functions Relative and absolute cell address, manipulating multiple Workbooks and Worksheets, Format design, Chart presentation, Data Sorting and Forms.

Enrolment is limited to 22

Tutor : C.T. Hung, B.Sc., M.Phil.(H.K.)

Venue : (Workshop) Room 523, Knowles Building, HKU
Date : (Workshop) Mondays, 6.30-9.30 p.m., March 4,
1996

7 workshops

Fee : \$2,000

Entry Requirement: No prior computer knowledge is required, but some experience in using computer/PC will be an advantage.

1806. Database Management using FoxPro 2.6 for Windows (CIT 103)

Foxpro is the fastest relational database management system in Windows environment. It provides superb productivity, speed and power. So, it is increasingly used by variety of business systems. This course provides an introduction to this software.

Syllabus: basic concepts of database, database defining and creating; records editing, browsing, searching and indexing; simple report design and generating; label printing; simple input screen design; integrating text and image data in database.

Enrolment is limited to 20

Tutors : K.H. Leung, B.C.S.(Windsor), M.B.C.S., M.I.E.E.E.,
Computer Officer, HKU
Patrick C.S. Ng, B.Sc.(HKU), M.Sc.(UK),
M.A.C.M., Computer Officer, HKU

Venue : (Workshop) Room 2, SPACE North Point Study
Centre
Date : (Workshop) Thursdays, 6.30-9.30 p.m., May 30,
1996

6 workshops

Fee : \$1,500

*Participants are not required to have prior computer knowledge.
Each student will be assigned to use one microcomputer to practise.*

1807. Database Programming using FoxPro 2.6 for Windows (CIT 105)

This course is intended for computer users and programmers who want to gain solid working knowledge of windows database programming.

Participants will be guided step-by-step to develop a simple real-life sales system with invoice activity or inventory control system to illustrate most of the colorful graphical tools and amazing features of FoxPro such as Press button, check box, drop down list.

Syllabus: Project Manager, Screen Builder, Menu Builder, Report Writer and RQBE, Application generation with FoxApp, Documentation generation with FoxDoc.

Enrolment is limited to 20

Tutors : K.H. Leung, B.C.S.(Windsor), M.B.C.S., M.I.E.E.E.,
Computer Officer, HKU
Patrick C.S. Ng, B.Sc.(HKU), M.Sc.(UK),
M.A.C.M., Computer Officer, HKU

Venue : (Workshop) Room 2, SPACE North Point Study Centre

Date : (Workshop) Mondays, 6.30-9.30 p.m., June 10, 1996

7 workshops Fee : \$1,750

Pre-requisite: Participants are expected to have basic database concepts and be familiar with Windows operations.

Each student will be assigned to use one microcomputer to practise.

1808. Introduction to dBASE IV (CIT 103)

dBASE IV is the latest version of the dBASE family of database management software. This powerful database package is widely used in microcomputers. This course provides an introduction to this useful software.

Topic include: Basic DOS commands, dBASE IV commands, simple file handling and data manipulation, report generation, and application of dBASE IV.

Enrolment is limited to 15

Tutor-in-charge: W.C. Ying, B.Sc.(Eng.)(H.K.), LL.B.,
M.Sc.(Lond.), M.B.S.C., C.Eng., Barrister-at-Law; Chief Programmer, HKU

Venue : (Workshop) Room 4, TST District Kai Fong Welfare Association

Date : (Workshop) Fridays, 6.30-9.30 p.m., March 15, 1996

7 workshops Fee : \$1,650

Integration of hands-on practical experience with lectures will be emphasized. No prior computer knowledge is required for this course.

Each student will be assigned to use one microcomputer.

1809. Advanced dBASE IV

This is a follow-up course to "Introduction to dBASE IV" and will cover the more advanced features of dBASE IV.

Syllabus will include: screen form design, structured query language (SQL), using multiple data files, and exchanging data between dBASE IV with other software.

Enrolment is limited to 15

Tutor-in-charge: W.C. Ying, B.Sc.(Eng.)(H.K.), LL.B.,
M.Sc.(Lond.), M.B.S.C., C.Eng., Barrister-at-Law; Chief Programmer, HKU

Venue : (Workshop) Room 4, TST District Kai Fong Welfare Association

Date : (Workshop) Fridays, 6.30-9.30 p.m., May 17, 1996

5 workshops Fee : \$1,300

Pre-requisite : Participants are expected to have basic knowledge of dBASE III+ or dBASE IV.

Each student will be assigned to use one microcomputer.

1810. Programming in dBASE IV (CIT 105)

This is a follow-up course of Introduction to dBASE III+ or Introduction to dBASE IV. Those who have knowledge on dBASE may also apply.

The course aims to provide participants the structured programming technique in writing dBASE code for records manipulation, enquiry and reporting.

Topics include: dBASE editor, modular program design, menu screen generation, branching and looping, records insertion, amendment and deletion, multiple database files handling, enquiry and report printing, pseudo-password techniques, program testing and debugging techniques.

Enrolment is limited to 20

Tutor-in-charge: W.C. Ying, B.Sc.(Eng.)(H.K.), LL.B.,
M.Sc.(Lond.), M.B.S.C., C.Eng., Barrister-at-Law, Chief Programmer, HKU

Venue : Room 7, University Main Building, HKU
(Workshop) Room 101, Run Run Shaw Building, HKU

Date : Wednesdays, 6.30-9.00p.m., commencing February 28, 1996
(Workshop) Tuesdays, 7.00-9.00p.m., March 5, 1996

7 meetings & 8 workshops Fee : \$2,000

Students are required to have basic knowledge of dBASE III+.

Each student will be assigned to one microcomputer.

Business Graphical Presentation

Microsoft PowerPoint is a graphical presentation package on Windows platform. It is specially designed for business executive or presenter to produce professional and fascinating presentations. The purposes of this course is to give hands-on-experience and demonstration in using the Microsoft PowerPoint to produce high quality, colorful, electronic on-screen slide show.

In this course, the Object Linking and Embedding (OLE 2.0) feature of Windows 3.1 will also be discussed to show how to link documents from MS Word and spreadsheet data from Excel with PowerPoint.

Syllabus: Understanding PowerPoint Basics Objects and Terms, using and modifying Slide Masters and Template, Manipulating Color Schemes, editing text with special effect, using drawing tools, Adding Clip Art to a slide, Graphing in slide, Printing slides, Linking information with other applications using OLE, running and timing slide show using PowerPoint Viewer.

Tutor : Patrick C.S. Ng, B.Sc.(HKU),M.Sc.(UK), Computer Officer HKU

1811. (Workshop) Room 2, SPACE North Point Study Centre
(Workshop) Wednesdays, 6.30-9.30 p.m., June 12, 1996

1812. (Workshop) Room 523, Knowles Building, HKU
(Workshop) Fridays, 6.30-9.30 p.m., May 31, 1996

3 workshops

Fee : \$950

Medium of Instruction: Cantonese supplemented with English for Course 1811.
English for Course 1812.

Remarks: Course 1811 is limited to 20
Course 1812 is limited to 22

Multimedia Business Presentation Skills & Techniques

Since early 90's, the emergence of Multimedia Technologies has revolutionized the IT industry. People may think that its main applications are "Eductainment" (education & entertainment). However, its impact in the business field should not be underestimated. One of the most promising applications is "Multimedia Business Presentation".

Traditionally, business presentation are conducted by still media such as slide or transparency. They are fine for showing simple messages but inadequate for delivering complex and multi-dimensional business information. With the help of Multimedia Technologies, sound, graphics, animation and motion video can become part of your presentation. Anyone can now produce dynamic business presentation on his/her own desktop.

This course is designed for sales & marketing personnel, advertising executives, training officer and product demonstrator, who want to improve their presentation skills through understanding the latest technologies and learn the usage of computer aided tools.

Syllabus

Introduction: multimedia technologies, equipment used for multimedia, delivering platforms; Presentation theory: What makes a good presentation, focus : what is your message, audience response; Presentation planning: content list, estimation of time, storyboard, presentation style, delivery media and platform; Presentation design: visual interface design, presentation flow, integration of text, color graphics, texture, sound, animation, video and transitions, timing and review, deliver. Ample practice using multimedia stations will be provided.

Enrolment is limited to 8

Tutor-in-charge: Reggie Wong, B.Sc.(Hull),
Eric Liang, B.Eng.(Hull)

Venue : (Workshop) AVIT Computer Workshop, Room 1011-12, Trinity House, 165 Wan Chai Road, H.K.

1813. (Workshop) Mondays and Tuesdays, 6.30-9.30 p.m., March 11, 12, 18 & 19, 1996

1814. (Workshop) Mondays and Tuesdays, 6.30-9.30 p.m., May 20, 21, 27 & 28, 1996

1815. (Workshop) Wednesdays and Thursdays, 9.30 am - 5.00 p.m., April 17 & 18, 1996

Fee : \$2,200

Students are required to design and develop their own multimedia presentation based on real-life examples. They will be given a set of raw materials including text information, sound clips and graphics. They will present their work in the last session of the workshop.

Microsoft PowerPoint 4.0 will be used for developing the presentation project. Overview of other presentation software such as Action, Harvard Graphics will also be given.

Entry Requirement : Applicants should have basic Windows 3.1 knowledge

Remarks : Courses 1813 and 1814 have 4 workshops
Course 1815 has 2 workshops

1816. Introduction to ACCPAC Computer Accounting

ACCPAC Plus is a popular accounting software widely applied on micro-computer in North America. It is also the accounting package designated by Canadian CGA for examination purpose.

Modules covered in this course are: General Ledger, Accounts Receivable, Accounts Payable.

Participants upon completion will manage to computerise their accounting operation through journalising, auto-posting, balancing, aging reminder mailing, analysing and reporting.

This course will be conducted in CA (Computer Associates) Authorized Training Centre and in a networked and hands-on environment. Each student will be assigned to use on microcomputer. *Enrolment is limited to 22*

Tutor : Jackie Cho, M.B.A.(City), B.A.(Washington)

Venue : (Workshop) Whiz Club Ltd., 4/F., Kwong Ah Building, 114 Thomson Road, Wanchai, Hong Kong

Date : (Workshop) Mondays, 8.10-10.10 p.m., March 4, 1996

6 workshops Fee : \$1,100

Medium of Instruction: Cantonese supplemented with English terminologies

Participants are expected to have knowledge in accounting and some DOS operation experience.

III. Programming Languages

Introduction to C (CIT 105)

C is a general purpose programming language that is not tied to any computer system. Its popularity and usage are increasing rapidly. The main merits of C are expressiveness and effectiveness. It has the flow-control constructions required for well-structured programming.

This course is designed to teach the participants to program in C. Besides, useful algorithms and principles of good programming style will be illustrated.

Syllabus: Introduction and overviews of C; basic data types, operators and expressions; control structures; simple I/O; programming style. An introduction to the C development environment on UNIX-based system.

Enrolment is limited to 18

Tutor-in-charge : F.T. Chan, Lecturer, HKU

Venue : Room 7, University Main Building, HKU
(Workshop) Room 808, K.K. Leung Building, HKU

1817. Wednesdays, 6.45-9.15 p.m., commencing April 17, 1996
(Workshop) Mondays, 6.00-8.00 p.m., April 29, 1996

1818. Wednesdays, 6.45-9.15 p.m., commencing April 17, 1996
(Workshop) Mondays, 8.00-10.00 p.m., April 29, 1996

6 meetings & 6 workshops

Fee : \$1,950

The applicant is expected to have some basic concepts about computer and computer programming. Each student will be assigned to 1 terminal.

IV. Computer Networking/ Data Communication

Introduction to Local Area Networks with Microcomputers

This course is intended for users who wish to attain some concepts and practical knowledge in local area network (LAN).

LAN is a communications technology to link up computers. LAN's are widely implemented to increase connectivity and productivity of computers in large enterprises and small organizations. This course provides both the concepts and practical details of LAN, with the focus on microcomputers. Workshops are designed to provide practical experience in LAN.

Syllabus: Introduction and concepts in data communications and local area network; Overview of common hardware and software for LAN and their comparisons; Communication of microcomputers with mini and mainframe computers via LAN-TCP/IP and communication servers; In depth study of a common microcomputer LAN operating system (Novell Netware), with workshops; Installation of microcomputer packages on LAN and design of LAN applications; Design and installation of microcomputer LAN. *Enrolment is limited to 20*

Tutor : K.W. Chiu, B.Sc.(Computer Studies)(H.K.),
M.A.C.M., M.I.E.E.E.

Venue : Room 13, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
(Workshop) HKU

1819. Thursdays, 6.30-9.00 p.m., commencing May 2, 1996
(Workshop) Wednesdays, 6.15-8.00 p.m., May 15, 1996

1820. Thursdays, 6.30-9.00 p.m., commencing May 2, 1996
(Workshop) Wednesdays, 8.00-9.45 p.m., May 15, 1996

8 meetings & 5 workshops

Fee : \$1,800

Entrance Requirement: participants are expected to have knowledge in computer concepts, PC's and DOS.

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

1821. Administration of Local Area Networks

This course provides participants with the practical knowledge and skills of installing and administering Local Area Networks (LAN). It is useful for those persons who need to design, set up and manage LAN. General concepts of computer networks will also be reviewed. Ample hands-on exercises on Novell Netware will be provided.

Syllabus: Principles of data communications; OSI and TCP/IP models; LAN topology; internetworking devices; router and bridge; LAN's connectivity to mini/mainframes; accounts management; Netware utilities; resources control; security control; backup and recovery; loading monitoring and control; system scripts and login scripts; applications design and management. *Enrolment is limited to 20*

Tutor-in-charge: W.K. Kwan, B.Sc.(Eng). M.Phil.
(H.K.)C.Eng., M.A.C.E., M.B.C.S.,
M.H.K.I.E., Senior Computer Officer,
HKU

Venue : (Workshop) HKU

Date : (Workshop) Tuesdays, 6.30-9.00 p.m., May 28, 1996

8 workshops

Fee : \$2,050

Entrance Requirement: Participants should have some exposure to local area network environment.

1822. Data Communication with PC

With a modern personal computer, we can already perform a wide range of computing tasks. In addition, it can be a powerful tool for us to participate in various communication networks and connect us to millions of computer, users, databases and various computing resources worldwide. This course introduces how we can achieve these tasks so as to become a powerful computer user communicating with the rest of the world. Demonstration will be provided when appropriate.

Syllabus: Choice and use of modems; Choice and use of data communication and fax software; Connecting your PC to host computers; Connection your PC to your office LAN; Communicating directly with your friend's computer; Using amateur dial-up BBS; Fidonet - the invisible network for thousands of PCs; Shareware, conferences and direct netmail services; Personal participation to the Internet; Internet electronic mail; Internet file services; Remote host access and Internet news and information servers.

Enrolment is limited to 20

Tutor : K.W. Chiu, B.Sc.(Computer Studies) (H.K.),
M.Sc.(Comp)(HKUST), M.A.C.M.,
M.I.E.E.E.

Venue : HKU

Date : Fridays, 6.30-9.30 p.m., commencing June 7, 1996

3 meetings

Fee : \$400

Business on Internet

It was estimated that there are over 32 million people around the world who have some type of Internet connection in 1994. Whereas the Internet was once primarily a playground for research scientists and university students, it is now considered to be an important commercial tool for companies ranging from enterprises to one-man business.

This course is emphasized on the discussion of how a company can be benefited from using Internet services. Various types of Internet connection, popular services and tools will be covered in the lectures. There are also discussions on legal issues and transaction security. Participants will be given hands-on Internet practice on selected tools.

Syllabus : What is Internet? TCP/IP; SLIP/PPP; Internet connection; Internet tools: Email, Mailing Lists, Newsgroups, Internet Relay Chat, audio and video conferencing, FTP, FTPmail, Archie, Finger, Netfind, Gopher, WAIS, World-Wide Web (WWW) and browsers (Mosaic, Netscape); Doing business on the Internet: the business value-chain, successful Intermarketing, on-line advertisement, on-line sales ordering, on-line customer/technical support, receiving feedback from clients, Internet Service Providers (ISP) in Hong Kong; Security and legal issues. *Enrolment is limited to 30*

Tutor : Joseph K.W. Lee, B.Sc., M.Sc.(H.K.), M.A.C.M.

Venue : Room 135, Old Library Bldg., HKU

1823. Wednesdays, 7.00-9.00 p.m., commencing March 27, 1996

1824. Fridays, 7.00-9.00 p.m., commencing June 7, 1996

6 meetings

Fee : \$750

V. Computer Aided Design/ Drafting

1825. Computer-aided Art Design and Desktop Publishing

This course discusses the concepts and experience of using personal computers in Desktop publishing (DTP) and art design work. A number of popular DTP and graphics software will be introduced and demonstrated. This course will be useful to publishers, editors, designers, and teachers.

Syllabus: Introduction to Desktop Publishing (DTP) and its perspective; typography and fonts system; hardware and software requirements for DTP and art design; printing technology and Colour Processing; the operation of software under Windows environment; use of Desktop Publishing software (PageMaker, Ventura); use of Art

design software (CorelDraw, MacDraw); Use of photo-retouching software in press and comic production (Photostyler and Picture Publisher); use of 3-D package in advertisement and comic (3-D studio); how to solve the production problems and maximize the productivity and develop strategies for working with a team.

Enrolment is limited to 20

Tutors : Michael C.K. Yuen, B.Sc., Cert.Ed., MIEEE, MACS, MHKCS, Consultant of Chun Mei Publishing Co.

Tony T.H. Yuen, B.Sc.(CUHK)

Venue : HKU

Date : Saturdays, 2.30-4.30 p.m., commencing March 9, 1996

12 meetings Fee : \$800

Medium of Instruction: Cantonese supplemented with English terminologies

AutoCAD Basic Drafting

This course is intended to equip participants with the fundamental concepts and operational knowledge of AutoCAD 2D drafting. Most basic features of AutoCAD will be covered.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topic include: AutoCAD fundamentals, I/O devices used by AutoCAD, AutoCAD user interaction, Alternative command and co-ordinate input methods, AutoCAD commands - draw, edit, display control, drawing aids, inquiry, introduction to layer. *Enrolment is limited to 25*

Tutor : Alex K.W. Ho, B.Sc (Arch E)

Venue : (Workshop) Room 314, Knowles Building, HKU

1826. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., February 23, 26, 28, March 1, 4 & 6, 1996

1827. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., March 11, 13, 15, 18, 20 & 22, 1996

1828. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., May 13, 15, 17, 20, 22 & 24, 1996

6 workshops Fee : \$1,950

Entry Requirement: Applicants should have basic knowledge of microcomputer and be familiar with DOS operations. Each student will be assigned to use one workstation.

Medium of Instruction: English for Course 1827
Cantonese with English terminologies for course 1826 & 1828.

Coordinator of AutoCAD Courses:

Ms Nancy Cheng Y.W., B.A. (Yale),
M.Arch.(Harvard), A.I.A., Lecturer,
HKU

AutoCAD Advanced Drafting

This course is intended to equip participants with the skills to take full advantage of AutoCAD advanced drafting features.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topics include: dimension variable, paper space and model space, XREF, layer management, symbol library, attributes, zooming technique, plotting, introduction to 3D object.

Enrolment is limited to 25

Tutor : Alex K.W. Ho, B.Sc (Arch E)

Venue : (Workshop) Room 314, Knowles Building, HKU

1829. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., March 27, 29, April 1, 3, 10 & 12, 1996

1830. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., May 29, 31, June 3, 5, 7 & 10, 1996

6 workshops Fee : \$1,950

Entry Requirement: Applicants should have completed the 'AutoCAD Basic Drafting' or equivalent course. Each student will be assigned to use one workstation.

Medium of Instruction: English for Course 1830.
Cantonese with English terminologies for Course 1829.

1831. AutoCAD 3D

CAD systems allow users to generate 3D views of a design quickly and accurately. This course covers various techniques in 3D manipulation and the application of these techniques in 3D visualization and spatial appreciation.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topic include: Differences in 2D, 2.5D and 3D, AutoCAD 3D representation methods, AutoCAD 3D commands, User coordinate system, generating perspective views, surface modeling, shading. *Enrolment is limited to 25*

Tutor : Alex K.W. Ho, B.Sc (Arch E)

Venue : (Workshop) Room 314, Knowles Building, HKU

Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., April 15, 17, 19, 22 & 24,
1996

5 workshops

Fee : \$1,600

Entry Requirement: Applicants should have completed the 'AutoCAD Basic Drafting' or equivalent course.

1832. AutoCAD Customisation

Most CAD systems provide a number of alternative input, output, and system set-up formats. These features provide choice and flexibility, however, it is time consuming to set up the system format each time a new drawing file is being created. To create a more efficient CAD production environment, it is essential to customise your CAD system to suit your in-house standards.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topic include: Customised mouse, tablet buttons, tablet menu and screen menu. Create line types, hatch patterns and text fonts. System variables of AutoCAD. Data exchange using DXF and IGES. Using script: Introduction to AutoLISP. *Enrolment is limited to 25*

Tutor : C.H. Wong, B.Eng. (Computer)

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., April 29, May 1, 3, 6 & 8, 1996

5 workshops

Fee : \$1,750

Entry Requirement: Applicants should have completed 'AutoCAD Advanced Drafting', AutoCAD 3D', or equivalent course.

1833. 3D Studio Modeling and Rendering

This course is intended to explain 3D modeling and computer rendering techniques in 3D Studio (3DS). Fundamental and operational knowledge of 3DS are illustrated. Connection with AutoCAD's 3D modeling is also covered. Process for creation of photorealistic picture is shown.

Topics include : 2D Shaper, 3D Loftter, 3D Editor, Material Editor, Rendering Principles and Data Exchange with AutoCAD. *Enrolment is limited to 30*

Tutor : C.H. Wong, B.Eng.(Computer)

Venue : (Workshop) Room 314, Knowles Building, HKU

Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., June 12, 14, 19, 21, 24, 26, 28 and
July 1, 1996

8 workshops

Fee : \$2,600

1834. 3D Studio Rendering and Animation

This course is intended to explain computer rendering and animation techniques in 3D Studio (3DS). Participants should have completed the "3D Studio Modeling and Rendering" or equivalent course. Advanced computer rendering will be discussed. The process of creating animation in 3D Studio will be shown. The recording of animation on video tape will be demonstrated.

Topics include: Rendering theory, Rendering parameters, IPAS external processes, Rendering output process. Animation Principles, Keyframer and Animation Recording. *Enrolment is limited to 20*

Tutor : C.H. Wong, B.Eng.(Computer)

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Tuesdays and Thursdays, 6.30-9.30
p.m., May 28, 30, June 4, 6 & 11, 1996

5 workshops

Fee : \$1,600

Entry Requirement: Applicants should have completed "3D Studio Modeling and Rendering".

1835. Microstation 2D/3D Basic Operation

This course is intended to equip participants with the fundamental concepts and operational knowledge of Intergraph microstation (Version 5). Most basic features of Intergraph microstation will be covered.

Topic include: Intergraph microstation fundamentals, I/O devices used, user interaction, Alternative command and co-ordinate input methods, basic commands. *Enrolment is limited to 20*

Tutor : S.K. Tai, B.Eng.(Surrey)

Venue : (Workshop) Room 2, SPACE North Point Study
Centre
Date : (Workshop) Saturdays, 2.30-5.30 p.m., June 22,
1996

8 workshops

Fee : \$2,400

Entry Requirement: Applicants should have basic knowledge of microcomputer and be familiar with DOS operations.

VI. System Analysis & Design/ Project Management

1836. Structured Systems Analysis and Design Method (SSADM)

SSADM is a structured set of procedural, technical and documentation standards, designed specifically for undertaking application software development. It is used as the standard method for carrying out the systems analysis and design stages of an Information Technology development project in various countries including UK, Australia, Singapore, USA, Canada and Hong Kong. The Hong Kong Government has adopted SSADM as the standard for systems development.

This course describes the concepts of SSADM and detailed techniques used by systems analysts and designers. Case study sessions will be interspersed with lecture sessions so that practical work follows on from the appropriate lectures.

This course is suitable for systems managers, systems analysts, systems designers and those who want to acquire the theoretical and practical knowledge of the methodology.

Syllabus: SSADM Philosophy, Principles and Concepts; Modules, Stage and Step Descriptions; Data Flow Modelling; Relational Data Analysis, Logical Data Modelling; Function Definition; Specification Prototyping; Entity Event Modelling; Logical Database Process Design; Dialogue Design; Physical Data Design & Physical Process Design; Project Procedures; Documentation; Quality Assurance Reviews.

Entry Requirement: Participants are expected to have basic knowledge and practical experience in systems analysis and design of an information system.

Enrolment is limited to 30

Tutors : K. Huan, HD (H.K. Poly)
K. Chan, HD (H.K. Poly)
N. Hiw, HD (H.K. Poly)
P. Ngai

Venue : HKU
Date : Tuesdays and Fridays, 6.30-9.00 p.m.,
commencing March 26, 1996

20 meetings Fee : \$2,500

1837. PRIMAVERA Project Management

This workshop is for professionals responsible for the planning and control of construction projects. The workshop utilizes the latest version of Primavera Project Management software, P3 v5.0. This software has been

recommended for computerized project control requirements for PADS/projects.

Workshop sessions are primarily hands-on, utilizing 386 VGA workstations. The number of places available for the workshop is restricted to twenty (20).

Syllabus: Review the planning process; Primavera's project planner; Development of initial project planning data, Schedule preparation, Data input and update, Reviewing activities, Determination of critical activities, Sample charts and reports; Primavision (PV) and "Penguin"; Primavera's graphic interface utilities, project exercise.

Enrolment is limited to 22

Tutor-in-charge: John D. Gilleard, Department of Building Services Engineering, Hong Kong Polytechnic University, Hong Kong

Venue : (Workshop) Room 523, Knowles Building, HKU
Date : (Workshop) Mondays, 6.30-9.30 p.m., June 10, 1996

5 workshops Fee : \$2,100

VII. Chinese Computing

倉頡輸入法及倚天中文系統 (Chinese Input & Eten System)

本課程著重介紹目前市面流行之中文輸入法——倉頡輸入法，並介紹「倚天」中文系統之特點、造字系統及文書處理之有關技巧：字體之轉換、表格製作及該中文系統之有關列印指令等。課程包括充足實習時間讓學員掌握中文輸入。(限收十五人)

主講人：陳耀輝先生
地點：九龍彌敦道136號A，尖沙咀街坊福利會2字樓4室

1838. 一九九六年二月二十九日起逢星期四下午六時三十分至九時三十分

1839. 一九九六年五月二十三日起逢星期四下午六時三十分至九時三十分

全期學費：一千五百元正 (共六講)

VIII. Object Oriented Approach

1840. Application Development with Graphical User Interface

Graphical User Interface (GUI) stands out as the main feature underpinning user interface development in the 90's. Conventional software languages do not address this requirement adequately, therefore new approaches and languages are developed to fill this gap.

This course covers the fundamentals of programming a graphical user interface, with practical examples to explain the steps in constructing such an interface. Emphasis will be placed on object oriented approach to such programming languages. This course will highlight some areas in which conventional analysis and design methodologies are no longer applicable.

Topics include: An introduction to Object Oriented Programming, building a simple Graphical User Interface, Graphical User Interface with Database Access, Object Oriented Analysis and Design, Programming Testing, Object Oriented Development Tools and Standards of Development.

Tutors : Antony Tang, B.Sc.(Melb)
K.H. Leung, B.C.S. (Windsor), M.B.C.S.,
Computer Officer, HKU

Venue : Room 13, SPACE Town Centre, 9/F

Date : Thursdays, 6.45-8.45 p.m., commencing March 7, 1996

5 meetings

Fee : \$450

1841. Introduction to C++

C++ is an efficient, powerful and popular programming language. With the efficiency and benefits of standard C, it adds on the powerful object-oriented programming (OOP), user-defined types and language extensions.

C++ is an "enhanced C", yet the transition from C to C++ could be difficult. This course takes what you know already in C programming language, and ease you step-by-step through the transition into C++. A lot of programming examples will be illustrated, so throughout the course you will be exposed to the more practical aspects of C++. Participants are expected to have taken a course on C.

Syllabus: C++ overview and features, C++ basics, Objects and Object-Oriented Programming (OOP) concepts, data hiding, C++ classes, methods, constructors and destructors, C++ operators and friends, overloading, base and derived classes, encapsulation, polymorphism, inheritance, in heriting from existing classes, application examples.

Enrolment is limited to 15

Tutor : L.M. Lo, B.Sc.(Essex)

Venue : Room 4, TST District Kai Fong Welfare Asso.

Date : Wednesdays, 6.45-9.45 p.m., commencing April 17, 1996

4 meetings

Fee : \$600

IX. Successful Qualitative Research

1842. Successful Qualitative Research

Information and data are essential to successful research. While any research program requires an in-depth background knowledge of the information that has already been generated in the particular field of interest, it is imperative also to test and further the limits of understanding.

An excellent and practical way of gathering original data is through qualitative research, i.e. surveys and interviews. Straightforward as surveying and interviewing sound, this is often not so. The failure to adhere to a rigorous methodology and maintain a controlled environment can produce disastrous and meaningless results.

This is a beginners' course in qualitative research theory and techniques. It is a practical course in which participants will be encouraged to focus their ideas, and design and produce appropriate survey and interview materials. It is suited to students and practitioners in marketing, business, and the social sciences.

NO background in qualitative research is required.

Syllabus: Types of survey, survey methodologies, survey and interview, implementation of research program, interpreting and producing results, result presentation.

Tutor : Robin Gauld, MA, BA(Hons)(Wellington), Cert ELTA.

Venue : HKU

Date : Wednesdays, 6.45-9.15 p.m., commencing June 5, 1996

8 meetings

Fee : \$700

Participants are welcome to bring an idea for qualitative research, the proposal may be discussed in the meeting if it is appropriate and time permits.

X. SPACE Certificate Courses

中文電腦證書課程 (Certificate Course in Chinese Computing)

本課程主要講述倉輸入法及常用中文電腦的應用，內容包括：
(一) 個人電腦的基本概念；(二) 如何使用磁碟操作系統 (DOS) 之命令；(三) 中文電腦的基本知識：中文電腦和英文電腦的區別，選擇中文電腦的基本要素；(四) 詳述倉頡第四代輸入法的原理及規則；(五) 中文電腦文書處理操作；(六) 中文電腦的特殊功能介紹 (如列印、造字、片語、繁簡轉換等)；(七) 介紹其他輸入法，如簡易及詞庫輸入法等)；(八) 綜

合介紹中文電腦桌上植字排版和中文電腦其他技術的發展和應用。

完成課程後，學員可系統地全面掌握中文電腦的知識，每分鐘最少可輸入12個中文字，並能獨立操作常用的中文系統。

主 講 人：關永強先生（香港大學電算機中心高級電腦主任）
伍山科技發展有限公司中文電腦訓練中心之導師
香港生產力促進局之導師

1843. (限收二十二人)

講授課程：一九九六年三月四日起逢星期一下午七時至九時，
香港干諾道中200號信德中心西翼(9)字樓13室
實習課程：一九九六年三月七日起逢星期四下午六時至九時三十分，
九龍塘達之路78號香港生產力促進局大樓一字樓。(十課講授及十二課實習，另加十二小時試前實習時間)

1844. (限收十八人)

講授課程：一九九六年三月四日起逢星期一下午七時至九時，
香港干諾道中200號信德中心西翼9字樓13室
實習課程：一九九六年三月八日起逢星期五下午六時至九時三十分，
香港皇后大道中聯威商業中心3字樓A室(十課講授及十二課實習，另加十二小時試前實習時間)

1845. (限收十八人)

講授課程：一九九六年五月二十七日起逢星期一下午七時至九時，
香港干諾道中200號信德中心西翼(9)字樓13室
實習課程：一九九六年五月二十八日起逢星期二下午六時至九時三十分，
香港皇后大道中聯威商業中心3字樓A室(十課講授及十二課實習，另加十二小時試前實習時間)

1846. (限收二十二人)

講授課程：一九九六年五月二十七日起逢星期一下午七時至九時，
香港干諾道中200號信德中心西翼9字樓13室
實習課程：一九九六年五月二十九日起逢星期三下午六時至九時三十分，
九龍塘達之路78號香港生產力促進局大樓一字樓。(十課講授及十二課實習，另加十二小時試前實習時間)

全期學費：每班四千一百元(包括上課時所用之磁碟及講義)

入學資格：本課程適合一般辦公室文員、秘書及從事出版、新聞、廣告以及其他行業有興趣學中文電腦之人士參加。學員須有一定中文水平及略懂英文打字。

結業證書：課程結束後，學員若能符合下列三項條件，則可領得本學院及香港生產力促進局聯合頒發之證書；
(一) 畢業考試合格；(二) 上課次數超過百分之七十五；(三) 完成所有作業。

(本課程與香港生產力促進局合辦)

Certificate Course in Digital Computer Programming

These course to designed for people with no previous knowledge of computer programming. They aim to pro-

vide a thorough grounding in programming techniques and to train independent computer programmers. Preference will be given to applicants to whom the skills taught will be of direct relevance. Those who are able to enclose a letter from their employers to this effect are advised to do so.

Syllabus:

Introduction: concepts of computer systems, problem definition and problem solving technique.

UNIX basic concepts of operating system, basic facilities in UNIX, program development under UNIX.

COBOL as the first commercial computer language features of various divisions, structured programming techniques file processing concepts, typical commercial applications. COBOL-B5 covered.

DBase as the first database system: relational database concepts and manipulation, elementary dBASE programming, selected advanced topics including programming in online environment, introduction to Clipper.

C as the first system programming language: basic data types, operators, expressions, control structures, simple input/output, overview of C library functions, programming styles.

Project: organizing coding and testing mini application systems as an integral part of the course.

Enrolment is limited to 20

Tutor-in-charge: W.C. Ying, B.Sc.(Eng.)(H.K.), LL.B., M.Sc.(Lond.), M.B.C.S., C.Eng., Barrister-at-Law, Chief Programmer, HKU

Venue : Room G3, James Hsioung Lee Science Building, HKU
(Workshop) Room 201, Run Run Shaw Building, HKU

1847. Thursdays, 8.10-9.40 p.m., commencing March 7, 1996
(Workshop) Mondays, 6.00-8.00 p.m., March 18, 1996

1848. Thursdays, 8.10-9.40 p.m., commencing March 7, 1996
(Workshop) Mondays, 8.00-10.00 p.m., March 18, 1996

28 meetings & 25 workshops Fee : \$5,500

Minimum Entry Qualifications: Applicants should have 5 subjects including English and Mathematics at Grade E or above in Hong Kong Certificate of Education Examination or equivalent.

An examination will be conducted at the end of the course. The award of the certificate is conditional on passing the written examination, completing the set projects and attending at least 75% of the lectures and computer workshops.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. **Closing date for application: February 12, 1996.**

1849. Certificate Course in Database Design and Management

Database management systems are fundamental software which are used to increase the performance & efficiency of data manipulation. They assist in enhancing data integrity and improve data administration & control. The course covers fundamental principles of database. The "Oracle" database management system and the "Titan" information retrieval system will be used to illustrate the concepts being taught. Students will gain practical experience by tackling sample cases. In each case study, students have to analyze the problem, design the data model and associated applications, and eventually implement the system using Oracle or Titan. It is expected that participants will be able to design, develop, and maintain database systems.

Syllabus: Database approach and its objectives; The ANSI/SPARC three-level database architecture; Basic data models (hierarchical, network, relational); Data dependencies and normalization; Relational database design (analytic & synthetic approaches); Database application design; Database integrity and security; Data Dictionary and Information Resource Dictionary System; Fourth Generation Languages; information retrieval system; Two-level superimposed coding scheme for rapid data retrieval.

Enrolment is limited to 25

Tutor-in-charge: F.T. Chan, Lecturer, SPACE, HKU

Venue : Room LG101, K. K. Leung Building, HKU
(Workshop) Room 134, Old Library Bldg., HKU

Date : Fridays, 6.30-9.30 p.m., commencing May 3, 1996
(Workshop) Wednesdays, 6.00-10.00 p.m., May 15, 1996

16 meetings & 12 workshops

Fee : \$5,500

Minimum Entry Qualifications: Applicants should be familiar with at least one high level programming language such as dBASE (Please indicate which in your application). Preference will be given to those applicants for whom the course is relevant to their work.

Examination: An examination will be conducted at the end of the course. The award of a SPACE certificate is conditional on the student passing the examination, completing the set projects satisfactorily and attending at least 75% of the lectures and computer workshops.

Please use special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. **Closing date for Applications: 19 April, 1996.**

Certificate Course in Advanced UNIX

This certificate course aims at producing high quality UNIX professionals who possess proficiency in UNIX system architecture, programming environment, and administration of a UNIX-based computer system in a network environment.

The UNIX operating system is one of the dominant operating systems in the decade. It runs on computers ranging from personal computers to the largest supercomputers. It is the operating system of choice for most multiprocessor, graphics-processing and vector-processing systems, and time-sharing systems.

UNIX is the most portable operating system ever developed. Besides, other features such as the unification of file devices and interprocess I/O, the ability to initiate asynchronous processes, as well as a hierarchical file system make UNIX a great success. Also the UNIX programming environment is exceptionally rich and productive. It introduces a number of innovative programs and techniques.

In this course, philosophical issues, architectural perspective and details of actual implementation of the UNIX operating systems will be addressed. The C language, in which the UNIX is implemented, will be the main programming language used for all programming lectures and workshops. The UNIX programming philosophy, which permits complex programs to be built from simpler programs, will also be conveyed. Wherever appropriate, the differences in UNIX implementations will be highlighted.

Intended audiences include computer administrators, programmers, professionals, as well as business managers and executives who require knowledge of UNIX internals.

Syllabus:

UNIX System Standards

Introduction: UNIX history, present and future; UNIX versions and standards: POSIX, SVID, X/Open; operating system concept and structure; popular UNIX implementations: 4.3 BSD and System V.

UNIX Programming Environment

UNIX programming overview; UNIX shells: C, Korn, Bourne shells, programming, customization and comparison; UNIX program development; lint, make, sccs, debuggers; the C programming language; standard C library; UNIX system calls: process and memory, file system; IPC mechanism: pipe, FIFO, message queue, semaphore, and share memory; terminal information utilities : termcap and terminfo databases, curses library.

UNIX Communication

UNIX Mail : use of electronic-mail, configuring and customizing a proper mailing environment, address scheme; UNIX

News: use of electronic news bulletin, newsgroups in USENET, posting and reading news; UNIX File Transfer: remote file transfer, remote command execution, remote login, setting up and managing the uucp connection between two machines.

UNIX Networking

Network fundamentals: data communication and networking, WAN and LAN, Ethernet; Network architecture: OSI and TCP/IP; Network programming interfaces: BSD sockets and System V TLI; Network application programming; Networking examples: NFS, RFS, RPC, NIS and NeWS.

System Administration and Security

UNIX account management; file system management; process management; device setup; day-to-day routines; system accounting and quota; local area network set up; kernel reconfiguration; account and file system security; network security; data encryption; password administration; enhancement to UNIX security.

The X Window system

Introduction to the X Window system: X architecture overview, the X display server, X clients; the window manager; the xterm terminal emulator; font specification; graphics utilities; customizing X; X events, requests and protocols; X programming hierarchy: Xlib, Xt Intrinsic toolkits; Commercial widget toolkits: MOTIF.

Enrolment is limited to 17

Course Director: K.P. Chow, Ph.D. (California), Lecturer in Computer Science, HKU

Venue : HKU
(Workshop) Room 835, Knowles Building, HKU

1850. Mondays, 6.30-9.30 p.m., commencing April 1, 1996
(Workshop) Wednesdays, 6.00-8.00 p.m., May 1, 1996

1851. Mondays, 6.30-9.30 p.m., commencing April 1, 1996
(Workshop) Wednesdays, 8.00-10.00 p.m., May 1, 1996

26 meetings & 28 workshops Fee : \$7,700

Entry Qualification: This course is an advanced course. Participants are assumed to have a solid background in computer principles and applications, UNIX and C programming. Enrolment is by selection. **Closing date for applications: March 11, 1996.**

Each student will be assigned to a Sun SPARC colour workstation which is further supported by a Sun SPARC 670MP multiprocessor server through the network.

Assessment:

The Certificate in Advanced UNIX will be awarded to a student who has fulfilled the following requirements:

- (1) Attending at least 75% of the lectures and workshops
- (2) Completing course work to the satisfaction of the tutors.
- (3) Passes in written examination papers.

XI. Academic Award/ Professional Training Programmes

1852. Postgraduate Certificate Course in Computing Studies

Part I: Tuition in Hong Kong

(Additional UNIX workshops will be arranged as necessary).

Examinations for Part I (Two papers): Paper I will be examined in around August and Paper 2 will be examined in around October.

(Please note that you have to pass both papers in order to be eligible to study Part II of the course).

Part II: Tuition in Australia, Department of Computer Science, The University of Melbourne

Students passing the two papers in Part I will spend 4 weeks from January 27 to February 22, 1997 inclusive at the University of Melbourne in Australia. This will be a period of intensive practical activity and will provide students with an opportunity to obtain experience with advanced computer systems.

Students who have failed the Part I examinations will have to discontinue from the course. The portion of tuition fee for Part II, after deduction of necessary administration charge, will be refunded.

Examination for Part II : The examination will be held in Melbourne in February.

Tuition Fee: HK\$ 25,500 (for Part I & Part II)

Course Directors:

Mr. Danny Tang, Head of Information Technology, The Hong Kong Institute of Education.

Assoc. Prof. P.G. Thorne Head, Department of Computer Science, School of Information Technology and Electrical Engineering, The University of Melbourne.

Introduction

This course aims to provide professional training in computing for graduates of other disciplines. It is designed to serve as a conversion course at postgraduate level and is particularly useful for executives, administrators and other professionals who wish to enter the computer industry. The emphasis of the course is on the capabilities and applications of computer systems. Particular attention is paid to the fundamental principles of software engineering and to the management and professional responsibility of computing professionals.

The course syllabus is partly derived from that of the Graduate Diploma in Computing Studies at the University of Melbourne in Australia. This Graduate Diploma (a three-semester (1.5 years) to five-semester (2.5 years) programme) has been offered for more than a decade and is widely respected throughout the world as one providing an excellent foundation for computer professionals. Many of its graduates now occupy senior positions in the computer industry.

Academic Standing

Holders of the Postgraduate Certificate in Computing Studies from the School of Professional and Continuing Education will be deemed by the University of Melbourne to have partially fulfilled the requirements of the Graduate Diploma in Computing Studies offered by that University (holders of the Postgraduate Certificate will be deemed to have completed the first half of the Graduate Diploma programme).

Travel and Accommodation

The cost of travel to and from Melbourne and accommodation whilst in Melbourne is not covered by the course fee of the Postgraduate Certificate Course in Computing Studies. Assistance will be provided to the students in finding accommodation for this period. Students should note that it is their responsibility to apply for and obtain a visa to enter Australia for this period of study. The School of Professional and Continuing Education of the University of Hong Kong will provide the necessary supporting documentation for the application.

Entry qualifications:

Applicants should be either:

1. University graduates of any discipline or equivalent; OR
2. Executives or professionals with at least 5 years of relevant experience.

In exceptional cases, outstanding candidates without the above-listed qualifications may be admitted after an interview.

Applicants for this course must have successfully completed an approved course of study which provides an appropriate background and training for them to pursue this

programme. Applicants must also have experience in computer programming acceptable to the Selection Committee. In identifying those applicants most likely to pursue the course successfully, the Selection Committee may give preference to applicants who have one or more of the following:

- (i) an honours degree or higher degree;
- (ii) a record of achievement in Mathematics;
- (iii) substantial experience in computer programming;
- (iv) relevant work experience, preferably since graduation;

Syllabus: Fundamentals of computer organization, systems programming languages; data structures and algorithms; dynamic storage management; file structures and algorithms; programming methods and applications; principles and practice of modern computer packages for communication, document preparation, graphics data management, system modelling, program preparation, testing and debugging and other applications; user interface design principles; database systems including data modelling, database design, query languages, integrity, security concurrency; introduction to software engineering and the problems connected with the development of large scale software systems; study of the present and potential uses and significance of computers in society and of the management and professional responsibility of computing professionals.

Practical work is an integral part of this course and students will be expected to carry out a number of software projects mainly using the C programming language. Opportunities will be available for students to use advanced UNIX systems in Melbourne for project development.

Award of the Postgraduate Certificate in Computing Studies:

Students will be awarded a Certificate provided that:

- a) they pass the examination (Paper I and II) held in Hong Kong; and
- b) they pass the examination paper of Part II held in Melbourne, and
- c) they complete the course assignments and projects satisfactorily; and
- d) they satisfy the examiners with their attendance at the lectures and workshops.

Application

Applicants must enclose photostat copies of appropriate certificate along with special application forms which are available on request from School. Please note that the course fees will only be collected from those successful applicants after selection processes.

Applicants may be required to attend an interview with the Selection Committee.

Applicants should note that this course details a very substantial time commitment to complete assignments and projects.

Closing date for application: January 31, 1996.

Interested persons are invited to attend an information session on January 13, 1996 (Saturday), 2.30 p.m. at Room 24, 9/F., SPACE Town Centre, Shun Tak Centre, West Tower, Hong Kong.

Further Studies:

1. A student enrolled on the Postgraduate Certificate of Computing Studies at the School of Professional and Continuing Education, University of Hong Kong may apply (with evidence of satisfactory progress in the Postgraduate Certificate course) for enrolment in the Graduate Diploma in Computing studies in the University of Melbourne and, after payment of the appropriate fee (currently AUS\$6,300) to the University of Melbourne, complete the Graduate Diploma in the period March 1997 - June 1997 (inclusive) at the University of Melbourne. The closing date for applications to enrol in the Graduate Diploma in Computing Studies, Melbourne University for this 4-month completion period is October 1996
2. Holders of the Postgraduate Certificate in Computing Studies may enrol in the second half of the Graduate Diploma programme at the University of Melbourne after paying the appropriate fee.

Venue : HKU

(Workshop) Room 134, Old Library Bldg., HKU

Date : Thursdays, 6.30-9.30 p.m., commencing March 7, 1996

(Workshop) Mondays, 6.00-10.00 p.m., March 18, 1996

24 meetings & 26 workshops

Fee : \$25,500

Diploma in Information Technology

Introduction

This Diploma course aim is to provide professional training in computing subjects related to information management. It is designed both for graduates of other disciplines whose work involves significant use of computing for data processing and information management and for computer studies teachers in secondary schools. This course also provides a fundamental computing background for those wishing to pursue a higher degree in the area of Information Studies.

Course Structure

Students will take five subjects equivalent to 6 units. Two subjects will be taught in the face-to-face teaching mode and three subjects will be taught in the distance learning mode (DL) supported by tutorials. All distance learning modules are supplied by the Charles Sturt University, Australia. Occasionally, students may be required to attend some day-time teaching.

- Subject 1 - Foundations of Programming (1 unit) (DL)
- Subject 2 - Advanced Digital Computer Programming (2 units)
- Subject 3 - Information Analysis and Design (1 unit) (DL)
- Subject 4 - Database Design and Management (1 unit)
- Subject 5 - Computing Topics I (1 unit) (DL)

Entry Qualifications

Applicants should either:

- a.) possess an undergraduate degree; or
- b.) be able to demonstrate professional development by one or more of the following:
 - membership of a professional association which requires academic experience-based qualifications;
 - higher diploma holder with at least 3 years of relevant experience;
 - professional seniority or status with at least 8 years of relevant experience.

(Note: admission of students without the required academic qualifications will be on a very selective basis and such applicants may be invited to attend an interview before they are admitted.)

Study Schedule and Fee

The course will commence in June. The duration of studies will normally be 16 months (June to September of the following year).

Students are expected to attend about five to seven hours of lectures, tutorials, and workshops per week (two sessions per week on weekday evenings or on Saturday). They are also expected to spend another 5 hours per week on distance learning study materials and self-study.

Fee should be paid in two instalments, one in May and the other in February. The total fee for the 95-96 programme is HK\$44,000. (first instalment: HK\$21,000, second instalment: HK\$23,000)

Exemptions

Students who have successfully completed the Certificate Course in Advanced Digital Computer Programming or the Certificate Course in Database Design and Management awarded by SPACE within the past 8 years may apply for exemption from the corresponding papers.

Assessment

Assessment will be based on the following:

- a.) students will be required to attend at least 75% of the scheduled meetings.
- b.) continuous assessment of assignments in each subject.
- c.) a written examination for each subject.

Access to Further Studies

- a.) Those who successfully complete the SPACE Diploma in Information Technology course may subsequently be admitted to the Graduate Diploma of Information Technology (Information Systems) course offered by Charles Sturt University. Students with an interest in this option may apply for registration on this Graduate Diploma course at the beginning of their Diploma studies so that they may carry on with their studies immediately following the award of the SPACE Diploma. The Graduate Diploma course may be completed in Hong Kong by distance learning by taking 2 more units. The fee for these two final subjects will be about A\$650 per subject. The CSU Graduate Diploma has been accredited by the Australian Computing Society as meeting the academic requirements for admission at Level 1 (the highest level).
- b.) The Charles Sturt University Graduate Diploma of Information Technology (Information Systems) entitles holders to enter the Charles Sturt University Master of Applied Science (Information Studies) course with exemptions in six subjects of stage 1 studies. This Master's course is offered in Hong Kong as an external programme of Charles Sturt University.

Application (around April, 1996)

Details of course arrangement will be announced later. Persons interested in this course should send a self-addressed envelop to Ms Alice Wong, School of Professional and Continuing Education, University of Hong Kong.

The University of Hong Kong School of Professional and Continuing Education

University of London BSc (Hons) in Computing and Information Systems for External Students

Introduction

The School of Professional and Continuing Education (SPACE) is the recognized institution in Hong Kong to offer courses leading to a B.Sc.(Hons) Degree in Computing and Information Systems of the University of London. To be eligible to register for the Degree, students are required to attend instructional courses at SPACE.

Entrance Requirements

- To be eligible for admission, applicants should
- a) be at least 17 years old; and
 - b) satisfy the London University's general entrance requirements; and
 - c) satisfy the B.Sc. (CIS) course requirements.

General Entrance Requirements:

- a) passes in 3 'A' Level subjects + 1 'O' Level subject, or
- b) 2 'A' Level subjects + 2 'AS' Level subjects, or
- c) 2 'A' Level subjects + 3 'O' Level subjects.

Qualifications which satisfy General Entrance Requirements:

- a) Higher Certificate or Higher Diploma of the City University of Hong Kong or Hong Kong Polytechnic University;
- b) Diploma awarded by one of the following institutions: City University of Hong Kong, Hong Kong Baptist University, Hong Kong Polytechnic, Lingnan College, or Shue Yan College;
- c) Diploma of the Hong Kong Vocational Training Council (3 units in acceptable subjects are passed at merit level);
- d) Diploma in Business Studies of Hang Seng School of Commerce. (3 approved subjects: 2 at least at B and 1 at C).

B.Sc. (CIS) Course Requirements :

- a) Reached a level of competence in Mathematics (a pass at GCE A-level in a Mathematical subject, or a pass at AS-level in a Mathematical subject, or equivalent),
- b) Proficiency in English Language

Qualifications acceptable for entry to the B.Sc. (CIS) :

- a) National Computing Centre International Diploma pass with credit;
- b) British Computer Society Examinations Part I (please also read "Exemptions");
- c) Hong Kong Vocational Training Council Diploma in Computing with 3 units pass with merit.

These qualifications satisfy the Entrance Requirements for this programme but do not automatically satisfy the general entrance requirements for other London University programmes.

Application with uncertain entrance qualifications will be referred to a Special Admission Panel of the University of London for consideration.

Course Structure and Content

The normal study period of the degree course is from 3 to 8 years. The programme is constructed on a modular basis, the over-all content being divided into full and half "course units". Within this framework the selection of individual courses is ordered in such a way as to provide coherence of subject matter and a progress in learning from Level 1 to Levels 2 and 3;

Level 1: 4 compulsory full-units

- Introduction to computers and computer programming
- Mathematics for computing
- Principles of business computing and the nature of business systems
- Data, information, and information storage

Level 2: 4 compulsory full-units

- Databases
- Programming languages, information representation and processing
- Systems development methodologies
- Telecommunications and computer communications

Level 3: 4 - 6 half-units plus project

- Compilers (1/2 unit)
- Artificial intelligence (1/2 unit)
- Neural networks (1/2 unit)
- Software engineering management (1/2 unit)
- Human Computer Interaction (1/2 unit)
- Perational Research (1/2 unit)
- Accounting information systems (1/2 unit)
- Information systems management (1/2 unit)
- Decision support and executive information systems (1/2 unit)
- Project (1 unit)

Examination

Examinations will be held once a year commencing in mid-May or early June. Students may attempt examinations in a minimum of 2 full course-units and up to a maximum of 4 full course-units. The maximum number of attempts permitted at any full or half course-unit examination is three.

Course Tuition

Tuition will be in the form of lectures, tutorial/computer workshop sessions and revision sessions.

Library Access

Students will be given a Library Borrower's card to access to the library facilities of the University of Hong Kong.

Teaching Venue

University of Hong Kong or other study centres to be announced nearer the time.

Fee

Course fee to SPACE (95/96)	HK\$ 6,300 for one unit subject HK\$ 3,400 for half unit subject HK\$ 9,000 for Project
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Application fee to the University of London	£36
Registration fee to the University of London	£359

Enrolment

Students who register for the B.Sc.(Hons) degree in Computing and Information Systems must also enrol in the courses offered by SPACE. Applications for the SPACE courses will be considered on a first-come-first-served basis

and preference will be given to students of this degree. Applicants should therefore apply for a place on the External programme before applying to join the SPACE courses.

Students may apply for admission to the degree programme throughout the whole year in general. Students registering for the B.Sc.(Hons) degree who wish to take SPACE courses starting in September are strongly advised to apply for admission before August, although the official deadline for application submission is 17 September, 1996.

Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. Such applications require a long processing time, and those applicants are strongly advised to submit their applications as early as possible.

Exemptions

1. Students who have appropriate qualifications may apply for exemption and may be credited with a pass in up to four full units at Levels 1 and 2. Students are advised that the University will consider such qualifications individually, in the light of the syllabus, the level of examination performance and the equivalence of the course to the Level 1 or 2 units from which exemption is sought.
2. A fee is payable for all applications for exemptions for exemption received, except for those where exemption is granted automatically (See paragraph 3 below). This fee is currently £50 for each full unit for which exemption is requested. The exemption application fee is not refundable, even if the exemption is not granted. Exemption applications will take a long processing time, and those applicants are strongly advised to submit their applications as soon as possible.
3. Students must note that no exemption will be granted unless specific application has been made in accordance with the instructions in paragraph 6 of the General Regulations which should be read in conjunction with this Schedule.
4. Students who have the qualifications listed below will be given automatic exemption from the units indicated:
 - (a) British Computer Society part I : all level 1 courses (CIS101-104).
 - (b) NCC International Higher Diploma : CIS 103, also CIS 101 provided the student can prove competence in PASCAL.
 - (c) Institute of Data Processing Management : Higher Diploma - CIS 102 and CIS 103.
 - (d) Informatics Computer School : Advanced Diploma in Computer Studies - all Level 1 units (CIS 101-2).
 - (e) Hong Kong Polytechnic : Higher Diploma in Information Systems - all level 1 units (CIS101-4); Higher Diploma in Systems Analysis - CIS 101, 103, 104; Higher Diploma in Software Engineering - CIS 101, 103, 104.

5. The University gives notice that it reserves the right to review the exemption policy in respect of the BSc degree in Computing and Information Systems each year.

Application forms and further details can be obtained from:

- | | |
|---|--|
| (1) SPACE Town Centre,
Suite 1005, 10/F.,
Shun Tak Centre, West Tower,
200 Connaught Road Central,
Hong Kong.

(Tel: 2559 7628) | (2) University Office,
Room 1, G/F.,
University Main Bldg.,
Pokfulam Road,
Hong Kong.

(Tel: 2859 2418/2419) |
|---|--|

XII. Cambridge Information Technology Certificate

School of Professional and Continuing Education, The University of Hong Kong (SPACE), in collaboration with the University of Cambridge Local Examinations Syndicate (UCLES), operates the Cambridge Information Technology scheme in Hong Kong. UCLES and SPACE will issue Cambridge Information Technology Certificates to students who have successfully completed recognized SPACE courses as specified below.

Cambridge Information Technology (CIT)

Cambridge Information Technology is a modular scheme to assess competence in practical Information Technology skills. The scheme comprises a wide range of modules and students will receive a **certificate for each module**. Each certificate incorporates a summary of the skills the student will have demonstrated in attaining the specified level of competence.

A student who has obtained **five** module certificates can apply for the "*Certificate in Information Technology*".

An award of the CIT Certificate signifies that the student will have shown his/her ability to perform the requisite tasks. CIT standards are built to specifications for all to see. The CIT certificate provides a recognized validation vehicle for practical Information Technology skills.

Information for Employers

The CIT scheme emphasises practical skills - it focuses on the practical applications of the skills being learned. A CIT certificate holder is not necessarily a computer expert, but he or she will have gained:

- practical experience in using computer applications
- an appreciation of how computers can be used to solve problems and facilitate routine tasks
- a general base of skills, which can be accumulated to meet particular requirements

To employers, the CIT scheme can be adopted as a **staff training and development programme** or as an indicator of an applicant's Information Technology skills.

How to Apply

If you have enrolled in a SPACE course which is designated as a CIT module and wish to apply for a CIT module certificate, or you have already obtained five CIT module certificates and wish to apply for the "*Certificate in Information Technology*", you should:

- (i) complete the "*Application for CIT Certificate*" form obtainable from the School,
- (ii) return the form to the School, preferably before the course ends, or in any case, within two months of the completion of the course,
- (iii) submit the application fee (to be advised in the application form) and a \$1.2 stamp-addressed envelope together with your application.

In order to be eligible for the award of the CIT module Certificate, applicants should have satisfied the requirements as specified in each course.

The School of Professional and Continuing Education and the University of Cambridge Local Examinations Syndicate reserve the full right to assess whether or not an applicant satisfies the requirements for the award of the Certificate. Only 70% of the application fee will be refunded to an unsuccessful application.

Available Modules

A) 001 Computer Literacy

SPACE courses to be designated as CIT module in Computer Literacy:

- Practical Computer Application Course for Teachers - Windows Applications (Courses 1781, 1782 on page 40)
- The Principles and Applications of Microcomputers
- Business and Personal Application of Microcomputers (Symphony)
- Certificate Course in Business Computing Using Micro-computer

Students of any of the above SPACE courses can apply for the CIT Certificate in Computer Literacy if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work or other assessment to the satisfaction Of the Tutor-in-charge.

B) 101 Word Processing

SPACE courses to be designated as CIT module in Word Processing:

- Microsoft Word for Windows (Courses 1797 on page 42-3)
- Introduction to WordPerfect - Window Version (Courses 1795 on page 42)

- WordPerfect in Depth - Window Version (Course 1796 on page 42)
- Certificate Course in Business Computing using Micro-computer

Students of **any** of the above SPACE courses can apply for the CIT Certificate in Word Processing if they have satisfied the following requirements:

- not less than 80% of attendance, and
- completion of course work or other assessment to the satisfaction of the Tutor.

C) 102 Spreadsheets

SPACE courses to be designated as CIT module in Spreadsheets:

- Introduction to EXCEL (Course 1805 on page 44)
- LOTUS 1-2-3 (Course 1804 on page 44)
- Certificate Course in Business Computing using Microcomputer

Students of the above SPACE courses can apply for the CIT Certificate in Spreadsheets if they have satisfied the following requirements:

- not less than 80% of attendance, and
- completion of course work or other assessment to the satisfaction of the Tutor.

D) 103 Databases

SPACE courses to be designated as CIT module in Databases:

- Introduction to dBASE III+
- Introduction to dBASE IV
- Introduction to Microsoft Access (Courses 1801,1802 on page 43-44)
- Database Management using FoxPro 2.6 for Windows (Course 1806 on page 44)
- Certificate Course in Business Computing using Micro-computer

Students of **any** of the above SPACE courses can apply for the CIT Certificate in Databases if they have satisfied the following requirements:

- not less than 80% of attendance, and
- completion of course work or other assessment to the satisfaction of the Tutor.

E) 105 Programming

SPACE courses to be designated as CIT module in Programming:

- Microcomputer Programming for Beginners
- Introduction to C (Course 1817, 1818 on page 47)
- Advanced Programming Using C
- Programming in dBASE (Course 1810 on page 45)
- Database Programming using FoxPro 2.6 for Windows (Course 1807 on page 45)

- PC Assembly Language and Systems Programming

Students of **any** of the above SPACE courses can apply for the CIT Certificate in Programming if they have satisfied the following requirements:

- not less than 80% of attendance, and
- completion of course work or other assessment to the satisfaction of the Tutor.

F) 117 Chinese Word Processing

SPACE course to be designated as CIT module in Chinese Word Processing:

- Certificate Course in Chinese Computing (Courses 1843-1846 on page 53)

Students of **any** of the above SPACE courses can apply for the CIT Certificate in Programming if they have satisfied the following requirements:

- not less than 80% of attendance, and
- completion of course work or other assessment to the satisfaction of the Tutor.

COMPUTER SUMMER COURSES

The School will organize a number of computer courses at introductory level, most suitable for school leavers and PC beginners. Persons interested in receiving the Computer Summer Courses information (available in June) could send on self-addressed envelop to Miss Alice Wong, SPACE, HKU, Pokfulam Road, Hong Kong (Please indicate Computer Summer Courses at the envelop).

IN-HOUSE TRAINING

The School organises in-house training courses (for example, computer courses for Municipal Services Administration Staff). Institutes, Companies, Societies and Government Departments which are interested in arranging in-house training courses in Computer Studies for their employees/ members should contact Miss Alice Wong (Tel. 2859 2418)

CONSTRUCTION MANAGEMENT

Course Directors : K.G. McKinnell
S.M. Rowlinson
Teaching Consultant : Melinda Sturges

Telephone : 2857 7166
2857 1198

Diploma in Construction Management/ Property Development

INTRODUCTION

The Diploma is an award of the School of Professional and Continuing Education (SPACE), Hong Kong University, aimed at students who have at least two years work experience in the field of construction management or property development and who have a record of study at sub-degree level (e.g. Diploma, Higher Diploma, H.N.C., H.N.D.) but who do not hold a bachelor's degree in the field.

The course is equivalent to final year undergraduate studies and will draw on the professional and work experience of the student. It is designed to prepare students for entry to study at master's degree level.

The provision of extensive course materials, regular lectures and seminars together with compulsory written assignments throughout the course is aimed at educating students to a level where they can successfully progress to a higher degree or postgraduate study.

The course is modular in nature allowing students to choose to specialise in either property or construction. Students are expected to have a minimum of two years practical experience on entry to the course. The course is offered in association with the Department of Surveying of the University of Hong Kong.

COURSE DURATION

The course has been designed around one year of part-time study. The classes take place on two evenings per week for two 14 week semesters per year.

COURSE FORMAT

The course is divided into modules and each student must study 4 modules. There are two core modules which are Economics and Legal Studies, the remaining modules studied will depend on whether the student is taking the Construction Management or Property Development stream.

Construction Management	Property Development
Term I Legal Studies Construction Management	Term I Legal Studies Real Estate and Finance
Term II Economics One Option from: Investment & Cost Forecasting Project Management	Term II Economics One Option from: Investment & Cost Forecasting Project Management

Note : Options will be offered subject to demand.

TEACHING AND LEARNING

Students accepted on this course will be working professionals and so are expected to bring their own experiences to the classroom and share them with fellow students. Thus, teaching takes the form of formal lectures, seminars, tutorials, case studies and student presentations. The modules will be taught in the main by members of the Department of Surveying of the University of Hong Kong and by visiting lecturers. The course will be administered by a full-time course co-ordinator and course leadership will be provided through the course directors.

METHODS OF ASSESSMENT

The Diploma will be assessed on the basis of set assignments and case studies (50%) and formal examinations (50%).

CAREER PROGRESSION

Students completing the diploma course can expect to progress to study at Master's degree level in their relevant discipline.

Holders of the Diploma will be eligible to apply for entry to relevant Master's degree courses including:

1. M.Sc. in Construction Project Management of the Department of Surveying of the University of Hong Kong;
2. M.Sc. in Real Estate Development of the Department of Surveying of the University of Hong Kong;
3. M.Sc. in Construction Management - Bath University, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE, H.K.U.);
4. M.Sc. in Construction Management and Economics - University of Greenwich, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE, H.K.U.);
5. M.Sc. in Property Investment and Appraisal - University of Greenwich, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE, H.K.U.);

ENTRY REQUIREMENTS

1. Students should have a proficiency in English demonstrated by, for example,
 - (a) a pass in the H.K.C.E.E. examination at Grade D or above (or equivalent);
 - (b) a score of 550 or above in the Test of English as a foreign language (TOEFL) and
2. Students should have a Diploma, Higher Diploma, H.N.C., H.N.D. or equivalent qualification in a relevant subject area.

3. Students over the age of 25 with extensive business, commercial or other suitable professional working experience may apply. Such students may be required to sit a qualifying examination.

Relevant employment experience and references are taken into account and final decisions concerning admission to the course are made at the discretion of the University. Whilst academic qualifications are important in deciding admissions there is also a need for applicants to be committed to developing their management knowledge and skills in the property and construction industry. As with any study, but particularly part-time study, it is important that course participants are highly motivated and self-directed learners.

COURSE COST

The course fee is \$18,000 and should be paid once students have received an offer of a place on the course.

The course will commence in April 1996 and the closing date for applications is March 15, 1996.

For information concerning further course details, please see address on page 66.

UNIVERSITY OF BATH

MSc in

Construction Management

by Distance Learning

INTRODUCTION

This is a master's degree of the University of Bath, U.K. which is offered in association with SPACE, Hong Kong University. The course focuses upon developing managers for the property and construction industries and seeks to apply techniques and themes to many open-ended problems which face managers of projects and organisations. A number of employers in the construction field have identified the course as "the MBA for the construction industry". The course was the first MSc in Construction Management to be offered which is taught at a 'distance'. The degree uses a variety of teaching media including workbooks, video tapes, readings, audio tapes and text books. The programme is designed to develop the knowledge and skills of construction and property professionals whether they are consultants, contractors or suppliers or working in clients' organisations. The course has been developed for professionals working in both the public and private sectors of the industry.

COURSE DURATION

The course can be completed in 2.5 years, 2 years for the taught part of the course and 6 months + for the dissertation. However, more flexible study arrangements are available with the maximum span of the degree being five years.

COURSE FORMAT

Course Modules and Weekend Schools

The programme is divided into four taught Modules with linked weekend schools:-

- Management Principles
- Management Science
- Construction Economics
- Management Practice

Workbooks, Readings, Textbooks, Audio Tapes and Video Tapes are provided.

METHODS OF ASSESSMENT

The MSc is assessed by way of Assignments, Case Studies, Weekend School participation, Set Examinations and a Dissertation.

TUTORING

Each student is appointed an academic tutor for every assessed piece of work as well as a personal tutor to help with any non-academic issues which might arise. Tutors from Bath University attend and run each weekend school. A student 'helpline' is also provided.

ENTRY REQUIREMENTS

Applicants should have the following:

Either, a first or second class Honours degree (awarded by a UK or approved higher education institution) in Architecture, Building, Civil Engineering, Surveying or a related subject.

Or, an acceptable professional qualification in a construction related discipline (eg. MCIOB, ARICS, MICE, RIBA, MBEng).

Or, any other degree plus (several years) experience working in the property and construction industry.

Or, a Diploma in Construction Management/Property Development from Hong Kong University (SPACE).

Relevant employment experience and references are taken into account and final decisions concerning admission to the course are made at the discretion of the University of Bath.

Whilst academic qualifications are important in deciding admissions, there is also a need for applicants to be committed to developing their management knowledge and skills in the property and construction industry. As with any study, but particularly for distance learning, it is important that course participants are highly motivated and self directed learners.

COURSE APPLICATIONS

Applications for MSc CMDL are accepted twice per year in Hong Kong - in April and in October. Applicants may commence their studies in either mid-May or mid-November.

A course guide is available which explains the course in more detail.

COURSE FEES

University Registration

All students pay a non-refundable registration fee of £100 at the start of the course.

Modules

The course is organised into four taught Modules - the current Module fee is \$19,900. This fee includes all course materials, the examination fee, assignment and case study assessment, weekend school tuition, tutor support and a library card which gives reading rights at the University of Hong Kong.

Dissertation

All students pay the dissertation supervision fee after successful completion of the taught part of the course. In 1995/96 the dissertation fee is \$8,000. All fees are reviewed on an annual basis.

Closing date for applications for the May intake is April 15, 1996.

For information concerning further course details, please see address on page 66.

UNIVERSITY OF GREENWICH

MSc in Construction Management and Economics by Distance Learning

INTRODUCTION

The MSc in Construction Management and Economics is an interdisciplinary course offered by the School of Land and Construction Management, Greenwich University in association with SPACE, Hong Kong University.

The MSc course has been developed as a response to the growing demand from construction and property industry firms for professionals capable of strategic thinking and creative response to volatile economic conditions.

Planning and controlling the allocation of resources and the detailed and prescient matching of design and production to the needs of the market for built space are at the very core of the construction and property industries.

This interdisciplinary course forms part of a portfolio of master's courses being offered by the School of Land and Construction Management.

COURSE STRUCTURE

The course may be taken over two years of part-time study and is built on a course unit accreditation structure. Students will study 4 units each year.

Year 1 (4 Units)

Research Methods
Management Principles
Economics
Construction Economics

Year 2 (4 Units)

Construction Management
Property Development and Finance
Dissertation (2 Units)

The dissertation is a significant feature of the course and is supported by a unit in Year 1 which introduces research methods. An in-depth investigation of a selected theme is presented in a report of 12,000 - 15,000 words.

Attendance at course lectures is required. These lectures will be held during the residential weekends (4 weekends per year), and seminars and tutorials will be held on average once or twice a month. Each student will be provided with a personal tutor and a fax helpline will be available to deal with subject unit problems.

Although the course is studied on a distance learning basis each unit will comprise a series of introductory lectures by Greenwich University Staff, together with tutorials and seminars offered throughout the programme. Each student will be allocated a personal tutor who will give guidance on written work, assessment and examinations.

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the student's study materials.

Participants on the course will be able to develop their analytical, technical and managerial skills in preparation for active participation in the construction and property industries.

THE AWARD

Each unit of the course is self-contained and credits of individual units will be awarded. A student who successfully completes year 1 of the course will be awarded the Post-graduate Certificate. A student who then proceeds to year 2 and completes the year 2 taught units will be awarded the Post-graduate Diploma. On completion of the Dissertation the student will be awarded the MSc.

METHODS OF ASSESSMENT

The MSc is assessed by way of Set Assignments, Case Studies, Weekend School Participation, Examinations and a Dissertation.

THE STAFF

The Staff of Greenwich University involved in the course have a high level of academic expertise and most have professional experience. Some continue to work in industry, which, combined with the high level of consultancy and

research activity that exists throughout the School of Land and Construction Management, ensures students are kept up to date with the latest developments in practice. The School of Land and Construction Management has close links with Europe and the Far East.

ENTRY REQUIREMENTS

SPACE and the University of Greenwich are looking for applications from well-motivated individuals. A good first degree or Corporate membership of an approved environmental profession is required.

Applications without formal qualifications may be considered in exceptional circumstances.

Students who have covered relevant units at Post-graduate level may apply for exemption from these units.

Students who hold the SPACE, Hong Kong University Diploma in Construction Management and Property Development are eligible to apply for entry to the MSc programme.

Students who hold the SPACE/Department of Surveying Post-graduate Diploma in Construction Project Management may apply for exemption from Year 1 of the course.

COURSE FEES

Each course unit costs HK\$10,000 so that a student enrolling in Year 1 will pay HK\$40,000. Similarly, Year 2 will cost the same.

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

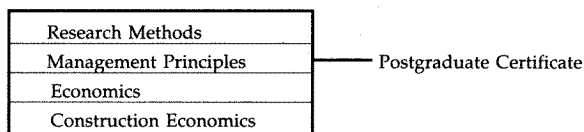
APPLICATIONS

Applications for MSc in Construction Management and Economics are accepted twice per year in Hong Kong (in July - August and in December - January). Applicants may commence their studies in either September or February.

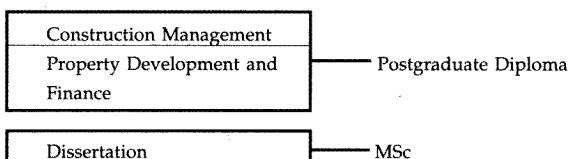
Closing date for applications: no applications can be considered after January 19, 1996 and August 16, 1996 for the February and September intakes respectively.

AWARD STRUCTURE OF GREENWICH UNIVERSITY PROGRAMME IN CONSTRUCTION MANAGEMENT AND ECONOMICS

Year I :



Year II :



UNIVERSITY OF GREENWICH

MSc in Property Development and Investment by Distance Learning

INTRODUCTION

The MSc in Property Development and Investment is an interdisciplinary course offered by the School of Land and Construction Management, Greenwich University in association with SPACE, Hong Kong University.

The course is designed for property professionals to extend their knowledge in the development and investment aspects of property. It reflects changes in the profession and in the market place where innovative funding solutions and a flexible approach to investment decisions are required.

Specialists who are experts in their field are becoming an essential and integral part of the property world. The course enables students at graduate or equivalent professional level to develop and extend their knowledge and analytical skills in the context of the property development process and property investment markets so that they are able to play their full part in the decision making processes controlling the production of the built environment.

COURSE STRUCTURE

The course may be taken over two years of part-time study and is built on a flexible course unit accreditation structure. Students will study 4 units each year. The dissertation in Year 2 counts as two units and is a significant feature of the course. It is supported by a unit in Year 1 which introduces research methods. An in-depth investigation of a selected theme is presented in a report of 12,000 - 15,000 words.

Year 1 (4 Units)

Research Methods
Management Principles
Economics
Property Appraisal

Year 2 (4 Units)

Project Management
Property Development and Finance
Dissertation (2 Units)

Attendance at course lectures is required. These lectures will be held during the residential weekends (4 weekends per year), and seminars and tutorials will be held on average once or twice a month. Each student will be provided with a personal tutor and a fax helpline will be available to deal with subject unit problems.

Although the course is studied on a distance learning basis each unit will comprise a series of introductory lectures by Greenwich University Staff, together with tutorials and seminars offered throughout the programme. Each student will be allocated a personal tutor who will give guidance on written work, assessment and examinations.

The course teaching approach will include the use of case studies and simulations as well as individual study. This approach permits the integration of knowledge and experience from all students and staff involved. At the end of the course, students will have a better understanding of the property development process and investment markets. With a wide range of the essential skills necessary for the outcome of projects they will also be equipped to tackle the complex problems of today's rapidly changing environment.

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the students' study materials.

THE AWARD

Each unit of the course is self-contained and credits of individual units will be awarded. A student who successfully completes year 1 of the course will be awarded the Post-graduate Certificate. A student who then proceeds to year 2 and completes the year 2 taught units will be awarded the Post-graduate Diploma. On completion of the Dissertation the student will be awarded the MSc.

METHODS OF ASSESSMENT

The MSc is assessed by way of Set Assignments, Case Studies, Weekend School Participation, Examinations and a Dissertation.

THE STAFF

The Staff of Greenwich University involved in the course have a high level of academic expertise and most have professional experience. Some continue to work in industry, which, combined with the high level of consultancy and research activity that exists throughout the School of Land and Construction Management, ensures students are kept up to date with the latest developments in practice. The School of Land and Construction Management has close links with Europe and the Far East.

ENTRY REQUIREMENTS

SPACE and the University of Greenwich are looking for applications from well-motivated individuals. A good first degree or Corporate membership of an approved environmental profession is required.

Applicants without formal qualifications may be considered in exceptional circumstances.

Students who have covered relevant units at Post-graduate level may apply for exemption from these units.

Students who hold the SPACE, Hong Kong University Diploma in Construction Management/Property Development are eligible to apply for entry to the MSc programme.

Students who hold the SPACE/Department of Surveying (HKU) Post-graduate Diploma in Construction Project Management may apply for exemption from Year 1 of the course.

COURSE FEES

Each course unit costs HK\$10,000 so that a student enrolling in Year 1 will pay HK\$40,000. Similarly, Year 2 will cost the same.

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

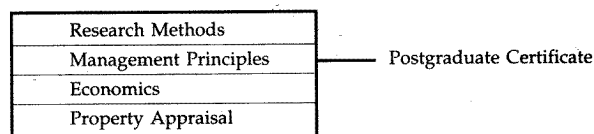
APPLICATIONS

Applications for MSc in Property Development and Investment are accepted twice per year in Hong Kong (in July - August and in December - January). Applicants may commence their studies in either September or February.

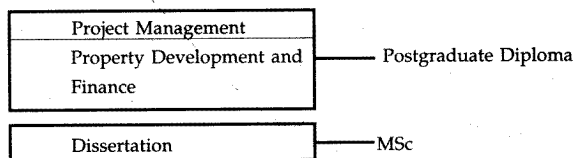
Closing date for applications: no applications can be considered after January 19, 1996 and August 16, 1996 for the February and September intakes respectively.

AWARD STRUCTURE OF GREENWICH UNIVERSITY PROGRAMME IN PROPERTY DEVELOPMENT AND INVESTMENT

Year I :



Year II :



Please write or fax for details of the above Construction Management/Property Development courses to:

Course Co-ordinator,
Construction Management/Property Development,
Room 1405, 14/F.,
SPACE Town Centre,
Shun Tak Centre,
West Tower,
200 Connaught Road Central, Hong Kong.

Tel: 2857 7166 / 2857 1198
Fax: 2546 0295

CRIMINAL JUSTICE & PUBLIC ORDER

Tutor in charge: Svend Soyland

Telephone: 2540 7430
2540 7302

350. M.A. in Public Order (University of Leicester)

The University of Leicester M.A and Diploma in Public Order

The M.A. in Public Order is an inter-disciplinary programme designed for people who wish to make an in-depth study of issues related to public order and disorder.

The programme is particularly appropriate for staff professionally involved in the fields of criminal justice and public order - such as police, correctional services, customs, immigration, and social work. It is also relevant to other students interested in public order questions.

Students attend classes organised by SPACE. Teaching is conducted by a team of expert lecturers from the University of Hong Kong and from other tertiary institutions in Hong Kong, as well as the University of Leicester. The course follows a syllabus designed for Hong Kong by academic staff from the two universities.

Examination and assessment is based on this syllabus. The academic standards required of students are identical to those expected of students following the degree programme in the United Kingdom. Students who meet these standards in the various examinations and assessments are awarded the degree of Master of Arts (M.A.) by the University of Leicester.

THE UNIVERSITY OF LEICESTER

Founded in 1921, the University of Leicester has an international reputation for the study of crime, violence and disorder. This includes work on football hooliganism, mass media coverage of demonstrations and collective violence, terrorism, and the economic and fiscal problems of cities, as well as the study of disorder and crime, policing policies and methods, racial disadvantage and inner-city issues. Its staff also have specialist knowledge of juvenile crime and punishment, family violence and deviance.

Leicester University's Centre for the study of Public Order (CSPO) develops research, teaching and professional training in public disorder, criminology, policing, security management and information technology, and associated fields. The work is wide-ranging, taking 'public order issues' to include the study of how order is sustained in societies as well as considering how and in what circumstances order can be threatened or destroyed.

The M.A. in Public Order explores political and social change, urban problems, and the changing context in which policing take place. It offers a comprehensive study of

collective violence, contemporary policing issues, the significance of social justice, riots, civil unrest and other forms of disorder, and methods of reducing crime and disorder.

COURSE ORGANISATION

Students take six modules over two years part-time study. Students who pass all six modules are eligible for the Diploma in Public Order. Those who also submit a satisfactory dissertation are awarded the M.A. in Public Order.

TIMETABLE

Autumn 1996:

- Module 1. Politics and Order - Western concepts & practices
- Module 2. Politics and Order - Eastern concepts & practices

Spring 1997:

- Module 3. Issues in Public Order
- Module 4. Research Methods

Autumn 1997:

- Module 5. Society, Law & Order
- Module 6. Crime and Punishment

Spring 1998:

Writing the dissertation.

DISSERTATION

A dissertation, not exceeding 20,000 words, on an approved subject of the student's choice, must be completed. Students will receive supervision on the dissertation by local experts.

ADVANCED STUDY

Students awarded the M.A. in Public Order will have attained an academic qualification of a high level. Those who wish to pursue academic studies further may apply for enrolment in research degree programmes (M.Phil. and Ph.D.), which involve completing original research under individual supervision.

COURSE ARRANGEMENTS

The M.A. in Public Order programme extends over two years of part-time study commencing in September 1996.

The M.A. programme is demanding. M.A. students are expected to read widely within their subject areas. (They are entitled to borrow books from the University of Hong Kong Library.) As a rough guide, students may expect to study for about nine hours weekly on average, in addition to attending classes.

APPLICATIONS AND ADMISSIONS

Applicants should possess at least a second class honours degree (in an appropriate subject) of a British university, or its equivalent.

Applications are also welcomed from holders of the Diploma or Certificate in Criminal Justice or the Certificate in Legal Studies offered by SPACE. (Applicants currently in their final year of study for these qualifications may also apply.) Application from candidates without these qualifications but with significant relevant experience are considered on their merits; in these cases, satisfactory performance in a qualifying examination is required.

Applicants may be invited to attend for interview.

Application forms and detailed informations can be obtained by enclosing a stamped self-addressed 7" x 10" envelope from:

The Director (Attention: Ms Emily Chin)
School of Professional and Continuing Education
University of Hong Kong
Pokfulam Road,
Hong Kong (Telephone: 2540 7430)

OR in person from:

SPACE Town Centre,
9/F, West Tower, Shun Tak Centre,
200 Connaught Road,
Central, Hong Kong

346. Diploma in Criminal Justice

The programme of professional and academic education is specially designed for staff of private and public sector agencies involved in the field of Criminal Justice.

The Diploma programme is also designed to provide students who have a strong professional record in the field (but whose formal educational qualifications would normally prevent them from gaining entry to a university degree programme) with a method of gaining entry to professionally-relevant Masters degree programmes. Students who complete the Diploma course successfully are eligible for entry to Masters programmes offered by the Centre for the Study of Public Order, University of Leicester, UK; former students of this programme have also been accepted onto other courses, including the M.Soc.Sc. (Criminology) at the University of Hong Kong.

THE DIPLOMA IN CRIMINAL JUSTICE

The programme lasts for one academic year.

Students normally attend a Lecture on one Monday evening per week, 6.15-9.30p.m., commencing in September 1996; tutorials and seminars are held normally on one further evening fortnightly. There will also be a revision period of intensive evening study. Each week students are given readings relevant to their current unit of study. The course is therefore quite demanding, in terms of both time and commitment.

Most sessions will be held either at the University of Hong Kong SPACE Town Centre, Shun Tak Centre, 200 Connaught Road, Central, or on the University Main Campus in Pokfulam Road; but sessions may be held elsewhere.

AIMS

The aims of the Course are:

- to help students develop a fuller understanding of the Hong Kong Criminal law and its relationship to the work of criminal justice agencies;
- to help students develop an understanding of criminal justice systems in other countries;
- to encourage a broad, multi-agency approach to the understanding of crime and delinquency;
- to introduce students to current theories and debates associated with the study of crime and criminal behaviour;
- to enable students to develop the capacity to assess effectively the implications of policy proposals and implementation strategies;
- to develop reading, organisational, writing and evaluation skills for academic and professional purposes.

SYLLABUS

The course is made up of two modules. Both Module A and Module B consist of five units. There are also extra units devoted to study skills and to current issues. The modules and units are as follows:

Module A - Law, Crime, and Deviance

- A1: An Introduction to the Criminal Justice System
- A2: Law and Society
- A3: Crime and Deviance I: Theoretical Perspectives
- A4: Crime and Deviance II: Types of Crime
- A5: Criminal Statistics and Crime Surveys

Module B - Crime and the Criminal Justice System

- B1: Police and Policing
- B2: Punishment and Corrections
- B3: Juvenile Justice
- B4: Victims in the Criminal Justice System
- B5: Crime Prevention Strategies

Current Issues in Crime Justice
Study and Writing Skills Unit

ASSESSMENT

Students are expected to complete an assessed essay on each module, other assignments as required, and to sit two examinations in May or June 1997.

APPLICATIONS AND ADMISSION

No formal qualifications are required to entry to the Diploma course in Criminal Justice. However, candidates must show evidence of their ability to undertake degree-level study in this field successfully. In assessing this ability, SPACE pays particular attention to candidates' professional records, and to referees' reports.

The course is conducted in English, and candidates will be expected to show evidence of ability to undertake degree-level study successfully in English. They may be asked to sit a test to assess their competence in English.

Applicants may be asked to attend for interview.

Applications should be made on the special application form which may be obtained by enclosing a stamped self-addressed 7" x 10" envelope from:

The Course Director (Attention: Miss Carmen Chan)
School of Professional and Continuing Education
University of Hong Kong
Pokfulam Road, Hong Kong (Telephone: 2540 7302)

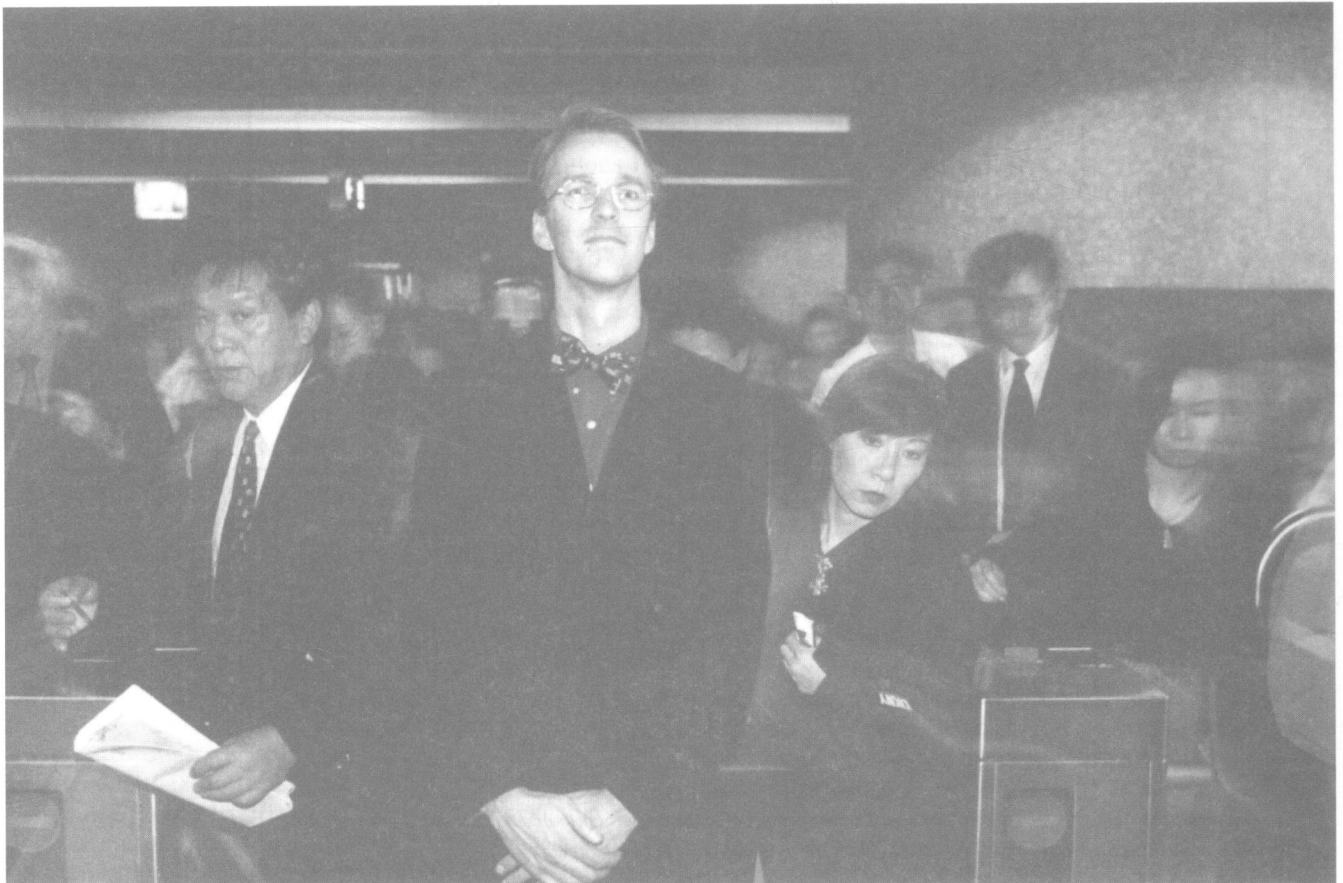
Place are limited, and early application is strongly advised.

Course Director : Mr. Svend Soyland, School of Professional and Continuing Education, University of Hong Kong.

Tutors: The course is taught by the Course Director and other experts in the field.

26 meetings & 12 workshops

Fee : \$12,000



"Public Order is vital in a busy city", said Mr. Svend Soyland, SPACE tutor at a MTR station

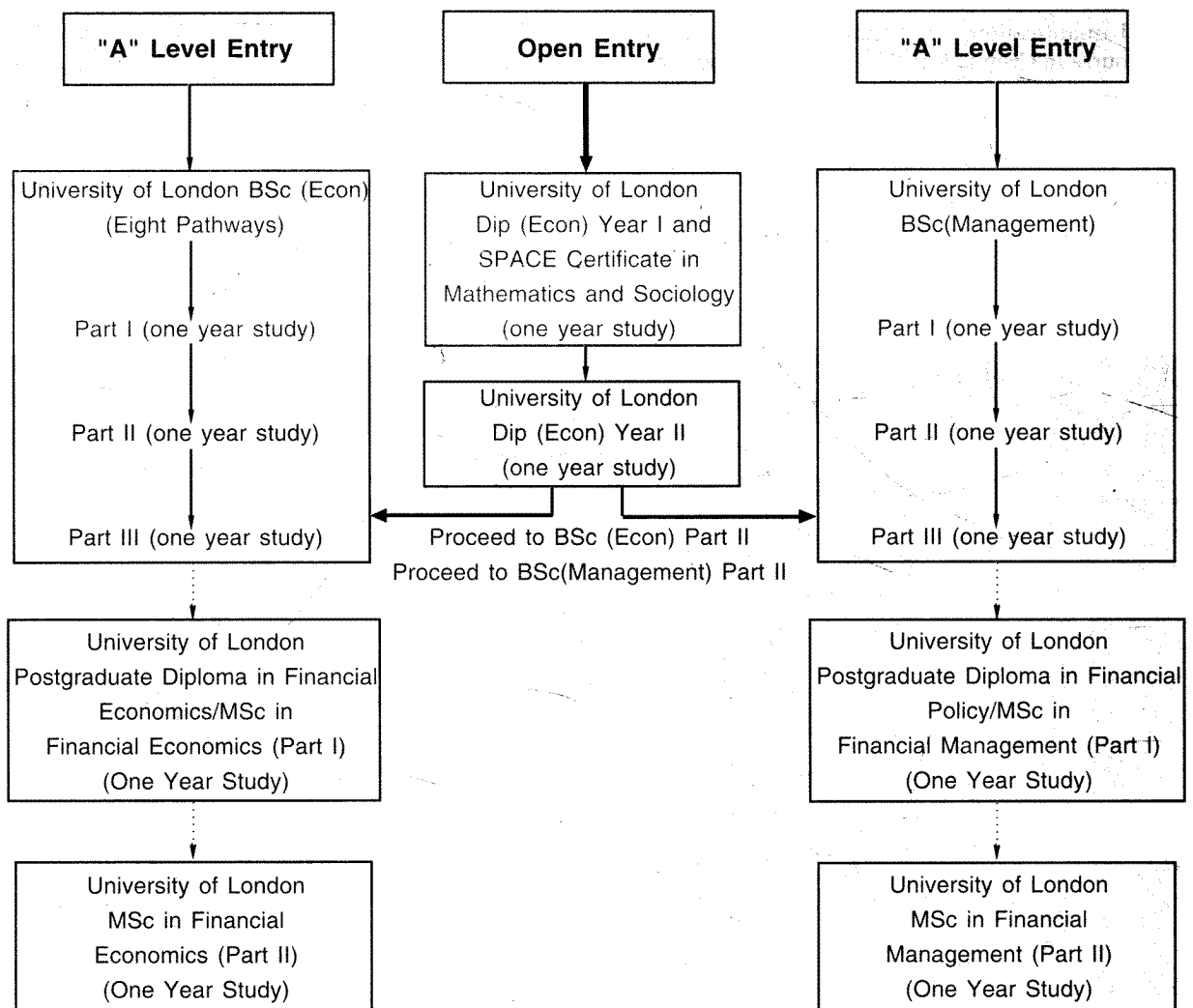
ECONOMICS, MANAGEMENT, BANKING AND FINANCE

Lecturer in charge: Jennifer G.H. Ng
Teaching Consultant: Y.K. Ho

Telephone : 2859 2783, 2540 8644
2517 7900

UNIVERSITY OF LONDON PROGRAMMES FOR EXTERNAL STUDENTS

Diploma in Economics
BSc (Economics) Degree
BSc (Management) Degree
BSc (Management with Law) Degree +
Postgraduate Diploma in Financial Economics
Postgraduate Diploma in Financial Policy
MSc in Financial Economics
MSc in Financial Management



† Denotes possibility of applying to study these courses subject to admission on the course by the University of London on merits of each case.

+ No automatic consideration for entry to the MSc in Fin. Econs/MSc in Fin. Mgt. courses

**423. The University of London
Centre for International
Education in Economics
School of Oriental and African Studies
MSc in Financial Economics
Postgraduate Diploma in
Financial Economics
for External Students**

I. Introduction

SPACE offers two postgraduate distance learning programmes in financial economics leading to the University of London MSc in Financial Economics degree and the Postgraduate Diploma in Financial Economics. These two programmes are designed and produced by the Centre for International Education in Economics (CIEE) of the School of Oriental and African Studies, the University of London.

Participants of these two programmes may initially register for either the Diploma in Financial Economics or the MSc in Financial Economics degree, depending on their ability to meet the entrance requirements. The MSc degree is designed for students who already have an undergraduate degree which includes thorough training in economics. The MSc degree may be completed in a minimum of two years and a maximum of five years. The Diploma in Financial Economics is designed for students who want the option of completing a shorter programme as the Diploma can be obtained in one year.

Alternatively, if a Diploma holder obtains a grade equivalent to the passing marks of the MSc Part I examinations, he will be entitled to transfer to study Part II of the MSc degree programme in the second year. Should the student then pass Part II of the MSc programme, his Diploma certificate will be replaced by the MSc degree. However, should he not pass the MSc Part II he will be allowed to retain his Diploma certificate obtained in his first year of study.

II. Distance Teaching Support

These two University of London programmes are innovative postgraduate programmes covering the disciplines on economics, finance and development. They are specially designed for external students and are based on distance learning modes.

Lectures are conducted through audio and video cassettes and printed study texts. Each student will be assigned a tutor from the U.K. who will aid and monitor students' progress through the programme by commenting in considerable detail on their assignment work, as well as grading it. Support staff from CIEE are also available to give assistance to individual students via telephone and fax communication. SPACE will provide the administrative

support services such as registering students and receipt and despatch of students' assignments to the U.K. tutors for marking.

In addition to these arrangements, face-to-face teaching which includes the following will also be organised by SPACE:

	Postgraduate Diploma	MSc		Total
		Pt. I	Pt. II	
(a) Face-to-face local tutors teaching contact hours	72	72	48	120
(b) Face-to-face U.K. lecturers revision contact hours	24	24	18	42

III. Course Structure

The MSc and Diploma programmes broadly cover the principles and applications of financial economics and financial policy. To graduate, students studying the MSc degree are required to perform satisfactorily in the assignments and examinations of four compulsory courses in Part I, to be followed by satisfactory performance in the assignments and examinations in a choice of 3 further courses in Part II. Students studying the Diploma programme are required to perform satisfactorily in the assignments and examinations of four compulsory courses, these being courses common to Part I of the MSc programme. The four MSc Part I and Diploma compulsory courses to be offered in 1996 are:

- Macroeconomic Models and Policy
- International Finance
- Banking and Finance
- Econometric Principles and Data Analysis

The courses from which you are likely to be able to choose in 1997 to complete the MSc Part II are:

Two compulsory courses

- Macroeconomic Policy and Stabilization Programmes
- Exchange Rates and International Finance

And one option from the following:

- Development Finance Principles and Experience
- Investment and Project Appraisal
- Econometric Analysis and Applications

IV. Course Materials and Assessments

The learning materials are carefully designed by experts in the field of distance learning. For each course, the students will receive a package of study materials including some of the following:

- specially written course units
- all necessary textbooks
- published articles

- audio cassette exercises
- computer software
- video cassette lectures (this item will be separately billed from the course fees)

Each course in the MSc and Diploma programmes is assessed both by a final examination and by 'continuous assessment' of course assignments which are graded and extensively commented upon by experienced distance learning tutors from the U.K. Each component of the course - the examination and the course assignments - respectively counts for 60% and 40% of the students' final assessment grade, and both must normally be passed for successful course completion.

V. Entrance Requirements

To be admitted either into the Diploma or MSc programmes, applicants must hold a Bachelor's degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance, Business or related studies. Applicants with appropriate professional qualifications which include economics studies may also be considered. In all cases, the selection of applicants will be done by CIEE on the merits of each case.

VI. Application Procedures and Fees

Local tutorials for both programmes are expected to commence in January/February 1996. Course fees for the 2 parts MSc programme are payable over two years to reflect the varying number of courses taken between the first and second year. The course fees for 1996 intakes for both the MSc and the Diploma programmes are:

1996 intake

• MSc programme (2 years)	
1996 Part I	GBP4,396
1997 Part II	GBP2,671
<hr/>	
Both Parts	GBP7,067
<hr/>	
• Diploma programme (1 year)	
1996	GBP4,123
1997 (If progress to MSc Part II)	GBP2,944
<hr/>	
Total for Diploma student successfully progressing to MSc Part II	GBP7,067
<hr/>	

The course fee includes the University of London registration and external examination fees, course materials and local tuition fees. The costs of duplicating video cassettes and other administrative expenses of an extraordinary nature will be billed separately when the need arises. Students will also be required to pay an additional sum directly

to the Hong Kong Examinations Authority in respect of the local processing fee for taking the external examinations.

All applicants are required to complete and return the "University of London MSc in Financial Economics / Postgraduate Diploma in Financial Economics" application form not later than the following dates to:-

The University of London External Student Registration
SPACE Town Centre
Room 1004-5, Shun Tak Centre
West Tower, 10/F.
200 Connaught Road Central
Hong Kong

(Tel: 2559 7628)

Closing date for first intake : October 21, 1995
Closing date for second intake : November 25, 1995

Enquiries on the course should be directed to:

Director of Studies : Ng, J.G.H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Tel: 2859 2783, 2540 8644

Teaching Consultant : Ho, Y.K., B.Econ (Malaya),
F.C.I.I. (U.K.)
Tel: 2517 7900

The application form and detailed information on the MSc / Postgraduate Diploma course can be obtained by enclosing a \$2.6 stamped self-addressed 7" x 10" envelope or in person from:

1. School of Professional and Continuing Education, University of Hong Kong, G/F., University Main Bldg., Pokfulam Road, Hong Kong. Tel: 2859 2783, 2540 8644
2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. Tel: 2547 2225
3. SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong. Tel: 2570 9266

Late applications may be considered at the discretion of the Director.

Acceptance on to the course is at the discretion of the Centre for International Education in Economics.

**424. The University of London
Centre for International Education
in Economics
School of Oriental and African Studies
MSc in Financial Management
Postgraduate Diploma in Financial
Policy for External Students**

I. Introduction

Commencing from 1996, SPACE will offer two new postgraduate distance learning programmes in conjunction with the Centre for International Education in Economics (CIEE) of the School of Oriental and African Studies, the University of London. These two new programmes are studies in financial management, one leading to the award of the University of London MSc in Financial Management degree, and the other leading to the Postgraduate Diploma in Financial Policy. These two programmes are designed and produced by the CIEE. As distinct from the MSc and Diploma in Financial Economics programmes (Course No. 423), both of which teach students the principles underlying financial policy and the application of financial economics for economic policy analysis; the above two new programmes teach students the principles and techniques of financial management, covering areas in investment and project appraisal, management of funds and portfolios and debt and equity handling.

Participants of these two programmes may initially register for either the Diploma in Financial Policy or the MSc in Financial Management degree, depending on their ability to meet the entrance requirements. The MSc degree is designed for students who already have an undergraduate degree which includes thorough training in economics. The MSc degree may be completed in a minimum of two years and a maximum of five years. The Diploma in Financial Policy is designed for students who want the option of completing a shorter programme as the Diploma can be obtained in one year.

Alternatively, if a Diploma holder obtains a grade equivalent to the passing marks of the MSc Part I examinations, he will be entitled to transfer to study Part II of the MSc degree programme in the second year. Should the student then pass Part II of the MSc programme, his Diploma certificate will be replaced by the MSc degree. However, should he not pass the MSc Part II he will be allowed to retain his Diploma certificate obtained in his first year of study.

II. Distance Teaching Support

These two University of London programmes are innovative postgraduate programmes covering the disciplines on economics, management and finance. They are specially designed for external students and are based on distance learning modes.

Lectures are conducted through audio and video cassettes and printed study texts. Each student will be assigned a tutor from the U.K. who will aid and monitor students' progress through the programme by commenting in considerable detail on their assignment work, as well as grading it. Support staff from CIEE are also available to give assistance to individual students via telephone and fax communication. SPACE will provide the administrative support services such as registering students and receipt and despatch of students' assignments to the U.K. tutors for marking.

In addition to these arrangements, face-to-face teaching which includes the following will also be organised by SPACE:

	Postgraduate Diploma	MSc		Total
		Pt. I	Pt. II	
(a) Face-to-face local tutors teaching contact hours	72	72	48	120
(b) Face-to-face U.K. lecturers revision contact hours	24	24	18	42

III. Course Structure

The MSc and Diploma programmes broadly cover the principles and techniques of financial management. To graduate, students studying the MSc degree are required to perform satisfactorily in the assignments and examinations of four compulsory courses in Part I, to be followed by satisfactory performance in the assignments and examinations in a choice of 3 further courses in Part II. Students studying the Diploma programme are required to perform satisfactorily in the assignments and examinations of four compulsory courses, these being courses common to Part I of the MSc programme. The four MSc Part I and Diploma compulsory courses to be offered in 1996 are:

- Macroeconomic Models and Policy
- International Finance
- Banking and Finance
- Quantitative Methods for Financial Management

The three courses from which you are likely to be able to choose in 1997 to complete the MSc Part II are:

- International Trade Finance
- Corporate Finance
- Bank Financial Management
- Portfolio Analysis and Derivatives
- Investment and Project Appraisal

IV. Course Materials and Assessments

The learning materials are carefully designed by experts in the field of distance learning. For each course, the students will receive a package of study materials including some of the following:

- specially written course units
- all necessary textbooks

- published articles
- audio cassette exercises
- computer software
- video cassette lectures (this item will be separately billed from the course fees)

Each course in the MSc and Diploma programmes is assessed both by a final examination and by 'continuous assessment' of course assignments which are graded and extensively commented upon by experienced distance learning tutors from the U.K. Each component of the course - the examination and the course assignments - respectively counts for 60% and 40% of the students' final assessment grade, and both must normally be passed for successful course completion.

V. Entrance Requirements

To be admitted either into the Diploma or MSc programmes, applicants must hold a Bachelor's degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance, Business or related studies. Applicants with appropriate professional qualifications which include economics studies may also be considered. In all cases, the selection of applicants will be done by CIEE on the merits of each case.

VI. Application Procedures and Fees

Local tutorials for both the Diploma and the MSc Part I programmes are expected to commence in January/February 1996. Course fees for the 2 parts MSc programme are payable over two years to reflect the varying number of courses to be taken between the first and second year. The course fees for the 1996 intakes for both the MSc and the Diploma programmes are:

1996 intake

• MSc programme (2 years)	
1996 Part I	GBP4,396
1997 Part II	GBP2,671
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Both Parts	GBP7,067
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• Diploma programme (1 year)	
1996	GBP4,123
1997 (If progress to MSc Part II)	GBP2,944
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Total for Diploma student successfully progressing to MSc Part II	GBP7,067
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The course fee includes the University of London registration and external examination fees, course materials and local tuition fees. The costs of duplicating video cassettes and other administrative expenses of an extraordinary nature will be billed separately when the need arises. Students will also be required to pay an additional sum directly

to the Hong Kong Examinations Authority in respect of the local processing fee for taking the external examinations.

All applicants are required to complete and return the "University of London MSc in Financial Management / Postgraduate Diploma in Financial Policy" application form not later than the following dates to:-

The University of London External Student Registration
SPACE Town Centre
Room 1004-5, Shun Tak Centre
West Tower, 10/F.
200 Connaught Road Central
Hong Kong

(Tel: 2559 7628)

Closing date for first intake : October 21, 1995
Closing date for second intake : November 25, 1995

Enquiries on the course should be directed to:

Director of Studies : Ng, J.G.H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Tel: 2859 2783, 2540 8644

Teaching Consultant : Ho, Y.K., B.Econ (Malaya),
F.C.I.I. (U.K.)
Tel: 2517 7900

The application form and detailed information on the MSc and the Postgraduate Diploma programmes can be obtained by enclosing a \$2.6 stamped self-addressed 7" x 10" envelope or in person from:

1. School of Professional and Continuing Education,
University of Hong Kong,
G/F., University Main Bldg.,
Pokfulam Road, Hong Kong.
Tel: 2859 2783, 2540 8644
2. SPACE Town Centre,
Shun Tak Centre,
West Tower, 9/F.,
200 Connaught Road Central,
Hong Kong.
Tel: 2547 2225
3. SPACE North Point Study Centre,
14/F., Fortress Tower, 250 King's Road,
North Point, Hong Kong.
Tel: 2570 9266

Late applications may be considered at the discretion of the Director.

Acceptance on to the course is at the discretion of the Centre for International Education in Economics.

The University of London BSc(Economics) and BSc(Management) for External Students Revision Courses

Revision courses for the following Part II/III subjects of the University of London BSc(Econ) and BSc(Management) degree programmes will be taught in March/April, 1996 either by staff members from LSE, lecturers from U.K. Universities or local lecturers.

- 1901. Elements of Accounting and Finance (L.U. Syllabus No. 19)
- 1903. Organisation Theory (L.U. Syllabus No. 33)
- 1904. Marketing (L.U. Syllabus No. 36)
- 1905. Computer-Based Information Systems (L.U. Syllabus No. 37)
- 1906. Macroeconomics (L.U. Syllabus No. 65)
- 1907. Microeconomics (L.U. Syllabus No. 66)
- 1937. Economics of Labour (L.U. Syllabus No. 15)

Please write to the following addresses for details, enclosing a \$2.60 stamped self-addressed envelope:-

Ms. E. Wong
School of Professional and Continuing Education
The University of Hong Kong
7/F., Knowles Building, Pokfulam Road
Hong Kong



Ms Jennifer Ng, Lecturer-in-charge

1908. 遙距教育課程之中國稅務

I. 引言

近年中國大陸的經濟發展迅速，特別是廣東省及各經濟特區的茁壯成長，對促進香港的經濟繁榮大有幫助。在推動中、港之間工商貿易的背後有兩個重要因素：首先是港商們有願意積極參與中國經濟發展的決心；其次是港商們將工業生產基地北移到南中國腹地，充份發揮當地大量廉價土地和勞工的優勢。預期未來中、港經濟勢必迅速結合，因此瞭解國內的經濟及財務制度自有其迫切需要。

為配合上述形勢所需，香港大學專業進修學院與香港稅務學會及廣東省稅務學會聯合主辦有關中國稅務的業餘進修課程。此課程不但對現職中國貿易或有志投身中國業務的人仕極有裨益；它對稅務顧問及其他專業人仕，以至所有需要認識現今中國稅務的人仕均十分適合。

II. 教育輔助

此項課程為期共六個月。課程期間廣東省稅務學會將安排三次導修課，由經驗豐富和具專業資格的導師負責，首兩次在深圳舉行，最後一次在香港進行。學員須完成四份作業，由廣州導師們評改。

此外，香港大學專業進修學院為此課程提供入學註冊、作業/考試安排及學習材料管理等服務。

III. 課程內容及學習材料

本課程包括下列廿三個課題：

1. 稅收、稅法、稅法要素及稅收立法
2. 中國稅制的建立和演變
3. 中國稅制改革
4. 中國稅務管理概況
5. 增值稅
6. 消費稅
7. 營業稅
8. 資源稅
9. 房產稅
10. 車船使用稅
11. 印花稅
12. 固定資產投資方向調節稅
13. 土地增值稅
14. 涉外地方稅
15. 企業所得稅
16. 涉外企業所得稅的適用範圍和稅率
17. 涉外企業所得稅的優惠規定
18. 涉外企業應納稅所得額計算的基本規定
19. 涉外企業應納稅所得額計算的特殊規定
20. 涉外企業所得稅的征收管理
21. 個人所得稅的適用範圍、稅率的征收管理
22. 個人所得稅應納稅所得額的計算
23. 個人所得稅的優惠

此課程之學習材料以中文撰寫，導修課以廣東話或普通話進行。

IV. 評核及結業證書

此課程之學員需連續完成四份作業，並需參加（暫定）於九六年九月底舉行的兩小時終期考試。成功完成四份作業及考試合格者將可獲由香港大學與香港稅務學會及廣東省稅務學會聯合頒發之證書。屆時未能應考之學員可獲安排於終期試後兩個月內的指定日期補考，但學員必須在終期試兩周前來函通知本課程專任講師，並同時繳付970元補考費。

V. 入學資格

本課程不設任何資格限制

VI. 報名手續及學費

本課程準備於一九九六年三月底開班。全期學費共5100元（包括學習材料，導修課及考試費用）。但前往深圳之一切有關費用由學員自負。

報名者請前往下列地點索取表格，並於填妥後將表格連同劃線支票港幣5100元（請支付香港大學）於九六年一月三十一日前寄回下列地址：

- (甲)：香港大學專業進修學院
香港薄扶林道香港大學校本部大樓地下一號室。
電話：2859 2783
圖文傳真：2559 7528
(星期一至五：
上午九時三十分至下午一時，
下午二時至四時四十五分。
星期六：上午九時三十分至下午十二時三十分)。
- (乙)：香港大學專業進修學院市區中心
香港干諾道中二百號信德中心西翼(9)字樓。(由(2)字樓商場電梯上)。
電話：2547 2225
圖文傳真：2559 7545
(星期一至五：
上午九時三十分至下午五時四十五分。
星期六：上午九時三十分至下午十二時三十分)。

- (丙)：香港大學專業進修學院北角教學中心
香港北角英皇道250號北角城中心(14)字樓(炮台山地鐵站出口)。
電話：2570 9266 圖文傳真：2508 9349
(星期一至五：上午九時三十分至下午五時四十五分。
星期六：上午九時三十分至下午十二時三十分)。

課程查詢：

專任講師：黃玉虹，B.A. (Simon Fraser), M.Soc.Sc., P.C.Ed. (H.K.)
電話：2859 2783

教學導師：何月貴，B.Econ (Malaya), F.C.I.I. (U.K.)
電話：2517 7900

1909. Import and Export Banking

This course is specially designed for those working in bank's bills departments and/or shipping division of import/export firms who wish to widen their knowledge on international trade banking and practice. Topics include: letters of credit, collection bills, factoring, functions of various banks and their updated services, Uniform Customs and Practice for Documentary Credits publication No. 500 and Collection Rules No. 322, foreign exchange concepts and calculation practice, bank lending considerations in trade finance.

Participants are expected to have F.7 standard. After completion, students should be able to solve basic bills problems.

Tutor : William Chan, B.Soc.Sc. (C.U.H.K.), Professional Dip. in Law (Peking), A.H.K.I.B., A.C.I.B., Dip.F.S.

Venue : Room 23, SPACE Town Centre, 9/F
Date : Saturdays, 2.15-5.15 p.m., commencing June 1, 1996

7 meetings Fee : \$630

Medium of Instruction: Cantonese supplemented with English

1910. Bank Lending and Credit Analysis

This course is designed for banking staff members who need a comprehensive knowledge of bank lending and credit analysis. Topics include: principles of good lending, securities for bank lending, ratio analysis, funds flow analysis, management accounting, cash flow analysis and maintenance of facilities.

Banking staff working in credit department or other departments with 2 years or more experience are preferred.

Tutor : Ms. Karen P. S. Wong, B.Sc.(Toronto)

Venue : Room 3, SPACE North Point Study Centre
Date : Mondays, 6.45-9.45 p.m., commencing May 13, 1996

6 meetings Fee : \$540

Medium of Instruction: Cantonese supplemented with English

1911. 押匯信用狀實務操作 (Documentary Credits Operations)

本課程為初任職於出入口貿易公司及銀行押匯部從業員而設。內容包括押匯信用狀的用途及操作過程；信用狀須附的單據；信用狀之開立、修改及通知；審核押匯信用狀的依附文件；信用狀的償款方法及特殊信用狀的操作過程等。

主講人：黎國鴻先生 B.Soc.Sc.(H.K.), M.B.A.(York), A.C.I.B.

地點：香港大學屬樹雄科學館102室

時間：一九九六年五月十七日起每星期五下午六時四十五分至九時四十五分

全期學費：三百六十元 (共四講)

1912. Investment Banking

This course is designed for executives in commercial and corporate banking business. Discussion topics include: US credit market and international banking system, domestic and euromarket, corporate financial strategy, capital markets instruments - commercial paper, eurernote, medium-term note, certificate of deposit, bond, floating rate note, high yield bond, transferable loan certificate, credit rating, US Treasury market and benchmark.

Tutors : To be advised

Venue : Room 21, SPACE Town Centre, 9/F
Date : Mondays, 6.45-9.30 p.m., commencing April 29, 1996

8 meetings Fee : \$660

Medium of Instruction: Cantonese supplemented with English

1913. Foreign Exchange Management and Investment

This course is intended for corporate executives, banking staff, brokers and individual investors who wish to have a thorough understanding of Foreign Exchange mechanisms, its risk and management. Topics include: FX system, FX risk, Money market, Monetary system, ECU, Eurodollars, Asian dollars, Monetary theories and policies, Profitable investment techniques, Hedging and Arbitrage on FX and interest rates, Technical analysis, Specific analytical tools, Stochastic analysis, Financial futures, Currency option, Portfolio management.

Tutor : Roland C. C. Lam, B.A.(York)

Venue : Room 13, SPACE Town Centre, 9/F

Date : Tuesdays, 7.00 - 9.30 p.m., commencing February 27, 1996

8 meetings

Fee : \$600

Medium of Instruction: Cantonese supplemented with English

Investment Management

This course aims at introducing various common investment devices and opportunities to small investors and savers. Topics include: Forex, Stock, Bond, Futures, Unit Trust and Option Markets; ratio analysis and assessing performance of a company; issues of shares, rights, warrants, convertibles and bonds; evaluation of common stock and bonds; risk and return analysis; company mergers and acquisitions; portfolio planning and management; technical analysis.

Tutors : For course no. 1914

Roland C. C. Lam, B.A.(York)

For course no. 1915

H. K. Kong, P.Mgr.(CIM), A.C.I.B., Dip.F.S.,
A.C.I.S., M.I.C.M.(Grad.), A.A.I.A.,
M.Inst.A.M.(Dip.), A.C.I.Arb, M.I.Inf.Sc.

Venue : Room 11, SPACE Town Centre, 9/F

1914. Thursdays, 6.45 - 9.45 p.m., commencing February 29, 1996

1915. Thursdays, 6.55-9.55 p.m., commencing May 2, 1996

6 meetings

Fee : \$540

Medium of Instruction: Cantonese supplemented with English

1916. 金融期貨交易 (Introduction to Financial Futures Trading)

本課程適合對期貨買賣，特別對香港期貨市場之操作及發展有興趣的人士參加。內容包括期貨買賣的基本概念及方式、市場組織、運作及分析技巧和各類期貨合約簡介等。

主 講 人：由香港期貨交易所有限公司安排期貨業內人士主講

地 點：香港灣仔港灣道六至八號瑞安中心407A室

時 間：一九九六年二月二十七日起每星期二下午六時三十分至八時十五分

全期學費：三百七十元 (共七講)

1917. 期權合約簡介 (Introduction to Options Trading)

本課程適合對期權買賣，特別是恒生指數期權買賣有興趣的人士參與。內容包括期權的基本概念，認購及認沽期權的分別及用途，期權買賣的策略，期權價格之釐定，客戶按金計算法及期權市場的運作。

主 講 人：由香港期貨交易所有限公司安排期貨業內人士主講

地 點：香港灣仔港灣道六至八號瑞安中心407A室

時 間：一九九六年四月三十日起每星期二下午六時三十分至八時十五分

全期學費：三百一十五元 (共六講)

1918. Equity Analysis

This course is designed suitably for the Investment Analysts, Fund Managers, Accountants, and those members of the general public who are interested in investment. Topics covered include introduction to risk premium, internal rate of return & growth rate, present value, PE/DDM/NAV/LIQUIDATION VALUE/MARKET VALUE/COMPARABLE APPROACH/CASH FLOW APPROACH, systematic risk & unsystematic risk, business cycles, interest rate parity theorem & covered warrants. Upon completion of this course, students are expected to show ability to forecast as a junior fundamentalist.

Tutor : Roland C. C. Lam, B.A.(York)

Venue : Room 3, SPACE North Point Study Centre

Date : Mondays, 7.00-9.00 p.m., commencing February 26, 1996

8 meetings

Fee : \$480

Medium of Instruction: Cantonese supplemented with English

1919. How to Read Financial Statements

This course is prepared suitably for the general investing public as well as for the non-institutional investors. Topics covered include introduction to company's Annual Reports, foundation of credit analysis, basic financial ratios, traps of

financial statements (accrual approach, historical accounting & managerial manipulation), principal accounting policies & cash flow analysis. Upon completion of this course, students are expected to show ability to analyse the financial health of a company.

Tutor : Henry K. H. Lai, B.Soc.Sc.(H.K.), M.B.A.(York), A.C.I.B.

Venue : Room 12, SPACE Town Centre, 9/F
Date : Saturdays, 2.00-5.00 p.m., commencing March 2, 1996

5 meetings Fee : \$450

Medium of Instruction: Cantonese supplemented with English

1920. Introduction to Technical Analysis

This course is specifically designed for the general investing public and for personnel in the investment industry such as Fund Managers, Remisiers, Investment Analysts & Accountants. Topics covered include the Dow Theory, Pattern Formation, Moving Average, Exponential Smoothing, Weighted Moving Averages, Moving Averages Convergence & Divergence, Momentum Indicator, Stochastic, Parabolic Time/Price, On Balance Volume(OBV), RSI & Directional Movement Index. Upon completion of this course, students are expected to show ability to forecast as a junior chartist.

Tutor : Jacky Y. K. Chan, M.Soc.Sc.(Chu Hai)

Venue : Room 12, SPACE Town Centre, 9/F
Date : Wednesdays, 7.45-9.45 p.m., commencing February 28, 1996

8 meetings Fee : \$480

Medium of Instruction: Cantonese supplemented with English

1921. Bonds, Interest Rates & Forex

This course is specifically designed for the general investing public as well as for junior analysts and trainee fund managers. Topics covered include Introduction to Fixed Income Securities, Features of Fixed Income Securities, Risks and Returns on Fixed Income Securities, Time Value of Money, Price Volatility, Determinants of Interest Rates, How to Trade Zero Coupons, Repurchase Agreements (Repo Market), How to Trade Junk Bonds, Introduction to Eurobonds, Introduction to Mortgage-Backed and Asset-Backed related securities, Fixed Income related hedging techniques, Fixed Income Portfolio, Interest-Rate Swap Market & Arbitrage & To Forecast Interest Rates & Forex. Upon completion of this course, students are expected to show ability to act as a junior dealer or as a junior fund manager.

Tutor : Raymond H. M. Kong, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M.(Grad.)

Venue : Room 102, James Hsioung Lee Science Bldg., HKU
Date : Fridays, 7.00-9.00 p.m., commencing March 1, 1996

8 meetings Fee : \$480

Medium of Instruction: Cantonese supplemented with English

1922. Securities and Equity Market in Hong Kong

The course will cover both the legal and practical aspects of the securities industry in Hong Kong. It will be particularly appropriate to business executives in the banking, fund management and securities industry. No prior knowledge of the subject is required. Topics include regulatory frameworks; the issue of securities and public floatation; company law in relation to shareholders' voting and rights; trading in the stock market and duty and liability of brokers; takeovers and mergers; regulation of trading practices and market malpractices in the securities industry; insider trading; disclosure of beneficial interest in shareholding; taxation of debt securities in Hong Kong; regulation and structure of the unit trust and futures industry in Hong Kong; globalisation of the securities market.

Tutor : S. Leung, Solicitor, LL.M.(Cantab.), P.C.LL.(H.K.)

Venue : Room 23, SPACE Town Centre, 9/F
Date : Saturdays, 2.00-5.00 p.m., commencing March 2, 1996

9 meetings Fee : \$810

Medium of Instruction: Cantonese supplemented with English

1923. Hong Kong Statistics for Business

This course is offered in cooperation with the Census and Statistics Department. It is designed to put managers, administrators and planners in closer touch with the statistical data available in Hong Kong, and to show how such data may be used to assist in business and forecasting. The course is an integrated series of lectures by experts in the field.

Tutors : Speakers are mainly senior professionals from the Census and Statistics Department

Venue : Room 13, SPACE Town Centre, 9/F
Date : Tuesdays, 6.00-8.00 p.m., commencing May 7, 1996

6 meetings Fee : \$360

1924. An Introduction to Business Management

Managing a modern business enterprise is an activity in which relatively few of those who become involved in it would have had adequate training. The functions of the managerial process and the prevailing motivation theories will be examined, together with the design of corporate structures necessary to accomplish organizational objectives, as well as the development of managerial thoughts in their historical contexts. Particular attention will be paid to an analysis of the three major functional disciplines - manufacturing, finance and marketing. This course has been specially designed for junior executives and for those about to enter the management field and who wish to broaden their knowledge of modern management techniques.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A.,
Ph.D.(Calif.)

Venue : Room 22, SPACE Town Centre, 9/F
Date : Wednesdays, 6.30-8.00 p.m., commencing March 6, 1996

12 meetings Fee: \$540

Medium of Instruction: Cantonese supplemented with English

1925. Developing Managerial Skills

A Manager is expected to be competent in professional knowledge and technical and managerial skills. The first two of these areas are in large measures taken care of in formal education. For the vast proportion of managers, managerial skills are learnt through their own direct experiences. This course has been developed to bridge the gap between the results obtained from personal experiences and the long formal courses in management training which are available to small numbers of managers. Designed for junior and middle level managers and supervisors, this course will review studies on the management of people, work and time, problem-solving, the development of creativity, staff development related to improving the quality of work, problems of communication and inter-personal skills, and self-development. The course will draw upon the personal experiences of those attending in examining managerial skills.

Tutor : Joseph Chan, B.A.(HK), M.B.A.(Strathclyde),
M.Ed.(CUHK)

Venue : Room 20, SPACE Town Centre, 9/F
Date : Mondays, 7.45-9.15 p.m., commencing March 4, 1996

12 meetings Fee: \$540

Medium of Instruction: Cantonese supplemented with English

1926. Developing People: Coaching and Counselling

No one is able to influence the performance and commitment of the workforce more than their manager. Success requires the skills to work with individuals in order to increase and focus their abilities, involvement, commitment and performance. As employees in many organisations today are being called upon to contribute more than just their abilities in order to survive, more personal commitment will be expected of these employees. This means that today managers must concentrate more on developing staff rather than just controlling them. This programme will provide you with the techniques to: assess the impact your management style has on others; identify opportunities to increase your effectiveness in developing and improving your subordinates' performance; strengthen your relationships with others; understand the way your expectations affect the performance of others; apply basic motivational principles in managing your employees; and enable you to assist your employees to plan their own development by providing appropriate feedback through performance reviews. This course is suitable for people who work in a managerial or supervisory capacity.

Tutor : Ron DeAngelo, B.S.(Penn State), M.S.(Columbia),
M.S.(Utah State)

Venue : Room 20, SPACE Town Centre, 9/F
Date : Tuesdays, 6.00-7.30 p.m., commencing March 5, 1996

12 meetings Fee: \$540

1927. Negotiation Skills

Negotiation forms an important part of our working lives. This Negotiation Skills Programme is designed to provide participants with a learning experience that will cause a lasting change in behaviour. It will allow participants to assess their strengths and opportunities for improvement and to develop skills and strategies that will enable them to gain better results from future negotiations. The participant will follow a proven model which will demonstrate key strategies, skills and attitudes around the three components of a negotiation; principles, people and process. Participants will learn that a principled approach is crucial in order for negotiations to be successful, that the people we deal with are important and have needs as great as ours and finally, participants will learn that negotiation is a process, not an event. In this programme we will present a model for communication in negotiations following a five-step process that will enable participants to practise techniques that will ensure future negotiations are successful. The course is developed for those who have to negotiate on a regular basis.

Tutor : Ron DeAngelo, B.S.(Penn State), M.S.(Columbia),
M.S.(Utah State)

Venue : Room 24, SPACE Town Centre, 9/F
Date : Saturdays, 2.00-3.30 p.m., commencing March 2,
1996

12 meetings Fee: \$540

1928. Strategic Modern Marketing

The successful business in today's competitive world is that which is able to match its products' differential advantage to what consumers want and are prepared to buy. As consumer markets are becoming increasingly heterogeneous, the pursuit of a strategic marketing approach is crucial to a business if it is to operate profitably and more efficiently than competition. This course will give students both the basic marketing knowledge and the marketing skills to create a competitive edge in today's consumer market. The integrated marketing campaign will be examined with special reference to market segmentation, targeting and positioning and decisions on products, price, distribution and the promotion mix. The course will be illustrated with examples of successful marketing strategies.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.

Venue : Room 22, SPACE Town Centre, 9/F
Date : Saturdays, 2.00-3.30 p.m., commencing March 2,
1996

12 meetings Fee: \$540

Medium of Instruction: Cantonese

1929. Competitive Marketing Strategy

Competitive marketing strategy focuses upon the means of positioning the company's products with distinctive competence and competitive advantage over competitive forces for survival and growth. It is market-centered, meaning both customer-oriented and competitor-oriented. The aim is to formulate a profit-generating marketing strategy. Marketing planning without competitive marketing strategy is like a myopic person without eye-glasses throwing darts at the bull's eye. All modern competitive marketing techniques and applications will be taught.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A.,
Ph.D.(Calif.)

Venue : Room 22, SPACE Town Centre, 9/F
Date : Wednesdays, 8.00-9.30 p.m., commencing March
6, 1996

12 meetings Fee: \$540

Medium of Instruction: Cantonese supplemented with
English

1930. Marketing Communications

Marketing communication is assuming an ever more essential role in strategic marketing for modern organisations, whether in the building of brand image in the long run through advertising and public relations or in stimulating short term sales through sales promotion techniques. This course aims to provide students with a knowledge of managing promotional activities in the context of marketing management. The content will focus on the major steps in developing effective marketing communication programs and advertising; the communication/promotion mix decisions; management of sales promotion; major public relations decisions and the coordination of various elements within the overall promotion mix.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.

Venue : Room 24, SPACE Town Centre, 9/F
Date : Saturdays, 3.45-5.15 p.m., commencing March 2,
1996

12 meetings Fee: \$540

Medium of Instruction: Cantonese

1931. 市場學初探 (Fundamentals of Marketing Management)

這個課程是專為有志於市務工作的初學人士而設。課程範圍包括市場學導論、市場環境及策略制訂、消費者購買行為、資訊系統、市場調查及4 "P"的認識等。十二個精選課題均配上實例，學員可於課程完成後通曉市場學之精髓，並培養出對工商業及消費者市場有敏銳的觸覺。

主 講 人：林展鵬先生 M.B.A. (Stirling)
地 點：市區中心 1 1 室 (信德中心西翼九樓)
時 間：一九九六年三月二日起逢星期六下午二時至四時
全期學費：七百二十元 (共十二講)

1932. 人事管理及勞資關係技巧 (Personnel Management & Labour Relations Techniques)

本課程分兩部份，首先介紹人事管理之重要知識，如工作分析、招聘面談、考績評估、薪金管理及員工訓練等。隨後本課程會討論及研究一般人事管理人員面對之問題及處理方法，如勞資關係與溝通、勞資協商、員工之投訴及紀律處理、僱傭契約及僱員手冊之編寫、勞資審裁處之訴訟及香港勞工法例等，並有個案研究。

本課程特別適合現職基層人事管理人員或有意從事這行業的人士修讀，務求學員於完成課程後，可掌握從事管理工作之要點。

主 講 人：趙志光先生 B.Soc.Sc.(HK), M.B.A.(Macau), MIPM,
MITD

賴雪芬小姐 B.A.(HK), M.B.A.(Kent)
地 點：市區中心 2 0 室 (信德中心西翼九樓)

時間：一九九六年三月八日起逢星期五下午六時三十分至八時
 全期學費：五百四十元（共十二講）

1933. 人事管理及勞工法例 (Personnel Management and Labour Law)

本課程首先探討人事管理與勞工法例的關係，以及勞工法例的概變及制訂過程；繼而研究與人事管理息息相關的僱傭條例及僱員補償條例。本課程會透過講授及案例研究，分析『連續性契約』，終止僱傭契約，遣散費，長期服務金，假期，疾病及分娩保障，勞資糾紛的訴訟，『因工受傷』定義，呈報工傷，各類補償細則等，務使學員充份明瞭勞資雙方的權力及責任，訂定完善靈活的人事制度。本課程適合現職人事管理人員或工作上須要運用勞工法例知識的人士修讀。

主講人：楊少紅小姐 B.A., Cert.PM, M.P.A., MHKIPM
 地點：市區中心 1 2 室（信德中心西翼九樓）
 時間：一九九六年三月四日起逢星期一下午六時至七時三十分
 全期學費：五百四十元（共十二講）

1934. Strategic Project Management

This course will give an introduction to the overall process of project management from the project initiation stage, design, construction management to the final handing-over stage. A key feature of the course lies in the emphasis given to applying strategic planning and management to the construction and contract administration stage of work. The course will cover the responsibilities and the qualities required of a project manager, as well as topics in contract strategy, the different stages of a project, construction management strategy, project acceleration, testing and commissioning, and project handover. There will also be discussions on the application of computer-aided project planning, programming techniques, contract negotiation, together with some selected case studies. This course is designed for project managers, architects, project engineers, site resident engineers and contract administrators.

Tutor : C.M. Kwan, B.Sc.(Glasgow), M.B.A.(Strathclyde),
 Eur.Eng., C.Eng., M.B.I.M.,
 MASHRAE, M.C.I.B.S.E., M.Inst.E.,
 M.H.K.I.E., MAPM.

Venue : Room 12, SPACE Town Centre, 9/F
 Date : Tuesdays, 6.30-8.00 p.m., commencing March 5, 1996

12 meetings Fee : \$540

Medium of Instruction: Cantonese supplemented with English

1935. Strategic Maintenance Management

This course aims at providing some latest engineering maintenance concepts and practices for the maintenance personnel. It discusses Strategic Maintenance Management by adopting a planned and preventive maintenance policy instead of an ad hoc or fire-fighting maintenance approach.

After completing this course, participants should be able to: (1) acquire a general understanding of the concept and practices of Strategic Maintenance Management; (2) apply suitable maintenance techniques for the building fabrics, painting and decorations, mechanical and electrical engineering services and plants; (3) attain ideas on some special maintenance topics which have growing importance in maintenance engineering.

This course is most suitable for the maintenance manager and engineers responsible for the building and engineering services maintenance. It serves either as a continuous professional training course or as a refresher course. It is most suitable for those working in the heavy building services premises such as hospitals, hotels, universities and those which can be classified as critical buildings.

Tutor : C.M. Kwan, B.Sc.(Glasgow), M.B.A.(Strathclyde),
 Eur.Eng., C.Eng., M.B.I.M.,
 MASHRAE, M.C.I.B.S.E., M.Inst.E.,
 M.H.K.I.E., MAPM.

Venue : Room 12, SPACE Town Centre, 9/F
 Date : Fridays, 6.30-8.00 p.m., commencing March 1, 1996

12 meetings Fee : \$540

Medium of Instruction: Cantonese supplemented with English

In order to receive the next issue of this Prospectus, please turn to page 107.

如欲收到下期課程手冊，請翻閱第107頁。

秋季課程手冊
 Autumn Prospectus 96

秋

EDUCATION

Lecturer in charge: Peter Kennedy

Telephone : 2859 2415
or 2547 2225

69. Certificate Course in Tertiary Educational Administration and Management

This course is designed to help tertiary education administrators to develop the knowledge, skills and approaches which will meet their needs and enhance their effectiveness in the early stages of their careers. It provides a valuable foundation for personnel, normally in their early years of employment in a tertiary institution, in all aspects of tertiary administration, including:

- institutional governance and administration
- the role of administrators in higher education
- the characteristics of academics and the nature of academic work
- the nature and needs of students

Aims

The course aims are:

1. to convey an understanding of the nature and purposes of higher education and of the contribution which administrators can make to their achievement;
2. to convey an understanding of the development of tertiary education in Hong Kong, and of the different institutions which form part of it;
3. to provide an opportunity to learn from some of the most senior and experienced figures in Hong Kong tertiary education about current policy issues in Hong Kong tertiary education, and their relationship to the work of educational administrators;
4. to develop some of the key skills required by tertiary educational administrators;
5. to help course members to develop a professional network of contacts.

Course Content

The course covers the following areas:

- The Role of Administrator in Higher Education
- The Development and Prospects of Higher Education in Hong Kong
- The Work of the University Grants Committees
- The Governance and Administration of Hong Kong Institutions
- Financial Management
- Quality in Teaching and Research
- Administrative Skills in Higher Education
- The Nature and Needs of Students
- Health and Safety at Work in Higher Education
- Career Development for Administrators
- Computers and Information Technology in Administration

Course Structure

The course consists of seminars and workshops, held on Thursdays weekly, 2.30-5.30 p.m.; projects on which

Reports must be submitted, and which are assessed; and assessed Coursework and Reading.

Course Director: Roy Butler, B.A., M.A., Hon. LL.D.

Course Fees: \$9,200

Closing date for application: 13 November 1995.

In-Service Teacher Education Programme (INSTEP)

Lecturer-in-charge: Peter Kennedy Telephone: 2859 2415

The following courses are offered by the Faculty of Education in conjunction with the School of Professional and Continuing Education of the University of Hong Kong. The purpose of the programme is to provide a diverse range of in-service courses which will help teachers to implement changes and develop solutions to the problems which they face in schools.

I. Arts and Social Sciences

8061. 跨越九七的公民教育 (Civic Education Across 1997)

本課程特為在中學教授公民教育及有興趣的老師而設。這課程會探討公民教育的五個主要範疇：民主教育、人權教育、法治教育、民族教育及國際教育的概念和教學法。

內容包括：公民、世界公民、政治意識形態、政治教育與政治灌輸、政黨、人權、民族主義及有關的課題、修訂的『學校公民教育指引』和介紹有關的教材套。 (限收二十五人)

主 講 人：梁恩榮先生，B.Sc., M.A.(Ed.)(CUHK), Cert.Ed.(HK) 及其他講者

地 點：市區中心 2 1 室 (信德中心西翼九樓)

時 間：一九九六年二月二十三日起逢星期五下午六時至八時

全期學費：八百零五元 (共八講)

教師可獲教育署退還半費。詳參第ix頁。

8062. 如何在中學推行性教育 (How to Implement Sex Education in Secondary Schools)

本課程的內容包括如何設計性教育活動和課程；老師如何打破自己對性的心理障礙；如何訂出施行方針，並會與學員討論一些推行時的困難和解決方法。

本課程將介紹及分析各類活動形式，教案及當中所涉及的技巧等，適合教師及社工修讀。 (限收二十五人)

主 講 人：王啓銳先生，B.A.(Calif.State), M.Ed.(Ohio)
 地 點：市區中心 1 7 室（信德中心西翼九樓）
 時 間：一九九六年二月二十九日起逢星期四下午六時至八時
 全期學費：五百六十五元（共八講）

教師可獲教育署退還半費。詳參第ix頁。

8063. 香港本地史 (Local History)

本課程透過講座、討論及戶外考察介紹史前時期至二十世紀香港歷史發展的基本知識和概念，并討論中學教授本地史的資源。適合中一至中三中史及歷史科教師選修。（限收三十人）

主 講 人：冼玉儀博士，B.A., M.Phil., Ph.D.(HK)，香港大學歷史系，香港歷史研究室主任
 地 點：市區中心 2 1 室（信德中心西翼九樓）
 時 間：一九九六年四月二十六日起逢星期五下午六時至七時三十分
 全期學費：一千零二十元（共十二講及二次戶外考察。戶外考察之交通費由學員自付）

教師可獲教育署退還半費。詳參第ix頁。

II. Computer Studies & The Applications of Micro-Computers

8064. Computer Literacy Course for Teachers, School Administrators and Clerks

Recently, many powerful personal computers have been installed in schools. Together with the application software, these computers can be a very good tool to help in our daily clerical work and improve the quality of our presentations. The course is designed for beginners with little knowledge in computers but would like to learn how to use such software to help in their work.

The following area of knowledge will be outlined: basic computer concepts, kinds of operating system and basic operation, using English and Chinese Window, MicroSoft Windows application like "Word" to preparing simple documents, "Powerpoint" to prepare on screen presentations, "FoxPro" to manipulate data records, "Excel" to perform numerical analysis and produce graphical presentations. Furthermore, local area network (LAN), windows NT & Server, modems usage, bulletin board system (BBS), current multimedia technology will also be introduced.

Enrolment is limited to 20

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

Venue : Room 2, SPACE North Point Study Centre
 Date : Thursdays, 6.15-7.45 p.m. (for meetings); 8.00-9.30 p.m. (for workshops), commencing February 29, 1996

11 meetings & 11 workshops Fee : \$1,735

Medium of Instruction: Cantonese with English terminology

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8065. Writing Simple Programs in MicroSoft FoxPro for Windows to Help in Daily School Office Work

This is an introductory course on programming using the FoxPro language. It aims to help participants to acquire the necessary skills to program in FoxPro language. With the guidance from the tutor, participants are expected to write simple programs to assist certain administrative work in school, or to write some add-on programs to their ED-provided SAMS system.

Topics include: database design and setup, FoxPro file types, common FoxPro functions with examples, and commonly used programming command, simple SQL & RQBE techniques, general programming skills, interface design and event driven programming concepts, using power tools like report writer, screen builder and menu builder.

Participants must have some knowledge in using computer (general DOS operation and have some experience in using the Dbase/FoxPro commands and should prepare to devote some time in writing the assigned simple programs.

Enrolment is limited to 20

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

Venue : Room 2, SPACE North Point Study Centre
 Date : Mondays, 6.15-7.45 p.m. (for meetings); 8.00-9.30 p.m. (for workshops), commencing April 15, 1996

8 meetings & 8 workshops Fee : \$1,470

Medium of Instruction: Cantonese with English terminology

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8066. Writing Application in FoxPro for Windows to Assist School Administration

SAMS developed by the Education Department fulfils the basic administrative need of most school. As end user of the system, we can develop more add on applications on top of SAMS to expand its capability. This course aims at sharing the programming and administrative experience among the tutor and the participants so as to develop more applications that are specially designed for specific administrative need of school.

Topics include: ED SAMS data structure, proposed data structure for End-user computing, use of SQL and RQBE techniques in programming, application interface design, event driven programming, general FoxPro programming techniques, project management. Some developed applications will be used as case study.

Participants must be familiar with FoxPro basic operation, and have some knowledge in using the screen builder, report writer and should be prepared to devote some time to writing simple programs.

Enrolment is limited to 20

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

Venue : Room 2, SPACE North Point Study Centre
Date : Wednesdays, 6.15-7.45 p.m. (for meetings); 8.00-9.30 p.m. (for workshops), commencing March 13, 1996

5 meetings & 5 workshops Fee : \$950

Medium of Instruction: Cantonese with English terminology

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8067. Learning All You Need to Know on Internet in One Day

This course is for anyone interested in learning how to make good use of the Internet. The course will focus on practical use of the Internet. It includes the following elements: 1) an overview of Internet; 2) gaining access to Internet (what is needed and how much does it cost); 3) sending and receiving E-mails (electronic mails) worldwide; 4) uploading and downloading E-mails; 5) joining discussion groups in Internet; 6) accessing local as well as international resources both in English and in Chinese through visiting home pages in WWW (World Wide Web); 7) searching for needed information; 8) downloading useful information from Internet; 9) creating hypertext documents for worldwide broadcast on WWW.

Enrolment is limited to 40

Tutor : Chu Kai-wah, Samuel, M.Lib.Sc., B.Comm.(UBC)

Venue : Room 136, Old Library Building, HKU
Date : Saturday, 9.00 a.m. - 1.00 p.m. and 2.00-5.00 p.m. on March 23, 1996

1 meeting Fee : \$580

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

III. Counselling and Guidance

8068. Careers Guidance in Secondary Schools

The course is specially designed for secondary school teachers currently involved in careers guidance work in schools, interested in knowing more about the career development of their students and prepared to devote themselves to this important aspect of education. This course should help teachers to strengthen their conceptual frameworks (by drawing from different schools of career theory); to learn through tapping their own resources, as well as from other member participants; and to explore the possibility of designing a programme of career activities catering for the needs of their students in their particular settings.

Enrolment is limited to 25

Tutors : Executive Committee Members of the Hong Kong Association of Careers Masters and Guidance Masters

Venue : Room 13, SPACE Town Centre, 9/F
Date : Wednesdays, 6.00-8.00 p.m., commencing February 28, 1996

16 meetings Fee : \$1,080

Medium of Instruction : Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8069. Practical Counselling Skills for Teachers

This course intends to enable participants to understand the process of counselling and factors which account for successful outcomes. At the end of the course, it is expected that participants will develop a repertoire of basic counselling skills to be used in handling problems of school-aged children and to establish positive teacher-student relationships.

Topics include: kinds of counselling relationships, vocal and bodily communication, attending behaviours, questioning, empathic responding, summarizing skills, clarification of problems, interventions and support systems.

Besides lecturing, case study, role play and group discussions will be used. Particularly relevant to teachers involved or interested in guidance and counselling work at schools.

Enrolment is limited to 25

Tutor : Mrs Winnie Lee, B.Soc.Sc., C.Ed.(HK), M.S.W., G.Dip.Ed.Coun., G.Dip.Ch.Psy.(Aust.)

Venue : Room 101, James Hsioung Lee Science Bldg., HKU
Date : Wednesdays, 6.30-8.30 p.m., commencing March 6, 1996

8 meetings Fee : \$545

Medium of Instruction: Cantonese supplemented with English

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8070. Teachers Effectiveness Training

This course is specially designed for teachers, focusing on the teacher-student relationship. It aims at establishing effective means of communication with students and identifying constructive ways of dealing with conflicts in the classroom. The programme will help you increase your effectiveness as a teacher and provide you with specific skills for making your teaching job easier and more enjoyable.

Major topics include: teacher-learner relationships, communication roadblocks and facilitators, active listening and resolving conflicts in the classroom.

Training will involve group discussions, case study, role play and communication games.

Enrolment is limited to 25

Tutor : Mrs Winnie Lee, B.Soc.Sc., C.Ed.(HK), M.S.W., G.Dip.Ed.Coun., G.Dip.Ch.Psy.(Aust.)

Venue : Room 17, SPACE Town Centre, 9/F
Date : Thursdays, 6.15-8.15 p.m., commencing May 2, 1996

8 meetings Fee : \$545

Medium of Instruction: Cantonese supplemented with English

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8071. 了解及處理自閉症兒童在學習方面的困難 (Understanding and Managing the Learning Problems of Autistic Children)

本課程是為在工作或生活中需要與自閉症兒童接觸人士而設。課程內容包括：(一)自閉症兒童的病徵；(二)自閉症兒童在學習及行為方面的問題；(三)處理上述問題的方法及技巧；(四)給自閉症兒童的語言訓練；(五)香港現有對自閉症兒童的服務。本課程適合直接服務自閉症兒童之人士，如幼兒教育工作者、小學教師、學生輔導主任或關心自閉症兒童的家长等參加。(限收二十人)

主 講 人：周亞美女士，B.Soc.Sc.(CUHK), M.Ed.(Educational Psychology), Cert.Ed.(HK)

地 點：市區中心 2 9 室 (信德中心西翼九樓)

Complementary courses in therapies and communication on pages 163-168, teacher training on page 154 and english pronunciation on page 96

時 間：一九九六年三月六日起逢星期三下午七時三十五分至九時三十五分

全期學費：七百一十五元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

8072. 如何使你與他的關係更密切 (Learning Ways to be Intimate)

本課程是為想與人建立更健康密切關係的女士而設。課程內容包括：(一)如何增加自我了解；(二)何謂「健康的關係」？(三)如何建立健康密切的關係。本課程只適合認真熱衷自我成長的女士參與。形式：工作坊。(限收二十人)

主 講 人：周亞美女士，B.Soc.Sc.(CUHK), M.Ed.(Educational Psychology), Cert.Ed.(HK)

地 點：市區中心 2 8 室 (信德中心西翼九樓)

時 間：一九九六年五月二十日起逢星期一下午六時十五分至八時十五分

全期學費：六百一十元 (共十講)

IV. Languages and Communications

8073. Advanced English Pronunciation for Cantonese Speakers

The course would review pronunciation of English, especially those problems which are particularly common among Cantonese speakers. Segmental phonemes of English and Cantonese are compared to highlight problem areas. The role of stress, rhythm and intonation are briefly addressed. Effective ways of teaching good pronunciation habits in school are discussed. *Enrolment is limited to 20*

Tutor : Geoff Smith, B.Sc.(Brist.), P.G.C.E.(Sussex), M.Phil.(Papua New Guinea U. Tech.), Lecturer in English Centre, HKU.

Venue : Room 13, SPACE Town Centre, 9/F
Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing April 20, 1996

5 meetings Fee : \$545

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8074. A School-based English Language Enrichment Programme Framework for Hong Kong Secondary Schools

This course is primarily designed for Panel chairpersons and English teachers who are responsible for planning and running English activities in secondary schools. A school-based English Language Enrichment Programme framework which caters for the needs and interests of the

students, teacher expertise and school resources will be introduced. This framework effectively links up classroom teaching with English extra-curricular activities. Strategies of effective implementation of the programme will be explored and discussed. The sessions will be operated in a workshop mode and participants are expected to take part actively. *Enrolment is limited to 25*

Tutor : Mrs Mok, Angela Hingman, B.A., Dip.Ed.(CUHK), TESOL Cert., M.A.(Ca. State)

Venue : Room 102, SPACE Town Centre, 9/F
Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing April 20, 1996

2 meetings Fee : \$230

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8075. Using Story Books to Create Oral Activities in the English Language Classroom

This course is suitable for primary school teachers and will be conducted in English. Teachers will be introduced to several projects with prepared materials that illustrate how story books can be used as a basis for developing materials that promote oral interaction. Teachers will then be asked to discuss to what extent the activity types presented in the materials can be transferred/modified/developed into materials more specific to their pupils' needs/syllabus requirements. Classroom management strategies that enable materials to be used effectively will be a major consideration and teachers will be asked to discuss and evaluate the effectiveness of such strategies for their own teaching situation. *Enrolment is limited to 20*

Tutor : Ms Chris Offord-Gray, M.A., Dip.TEFL, Cert.Ed.

Venue : Room 101, James Hsioung Lee Science Bldg., HKU
Date : Wednesdays, 6.15-7.45 p.m., commencing May 8, 1996

3 meetings Fee : \$160

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8076. 中文修辭遊戲教學法 (Learning Chinese Rhetoric through Pedagogical Games)

『怎樣才能提高語文教學的興趣和效益?』這是香港許多中學教師關心的問題。寓教學於遊戲，就是最好的方法。本課程的目標是向中學中文科老師介紹十多種修辭教學遊戲，並論及設計和施行的原則。內容包括：詞形、詞音、詞義和口語修辭。
(限收二十五人)

主 講 人：馮瑞龍博士，B.A., M.Phil.(HK), Ph.D.(Griffith),
香港大學課程學系講師

殷倩儀女士，B.A.(Baptist)

地 點：香港大學邵仁枚樓 2 0 4 室

時 間：一九九六年三月二日起逢星期六上午九時至中午十二時正

全期學費：八百三十元 (共八講)

教師可獲教育署退還半費。詳參第ix頁。

8077. 全語文寫作教學法(Whole Language Approach in Teaching Chinese Writing)

香港學生怕作文，語文老師怕改文，這是令人擔憂的現象。我們為了解決這個難題，在一些小學和中學試用「全語文寫作教學法」。試用效果良好：學生的寫作能力和興趣顯著提高，文章內容亦較有創意。本課程採用多種形式教學法，包括小組討論、學生作品分析、經驗分享、個案綜論等。本課程適合小學校長、中小學語文科主任和老師參加。
(限收三十人)

主 講 人：謝錫金先生，B.A., M.Phil.(HK), Dip.Ed., M.A.(Ed.)
(CUHK), Ph.D.(Nott.), 香港大學課程學系
講師

關之英女士，B.A., M.Phil.(CUHK), Cert.Ed.(HK)

鄧薇先女士，B.Ed.(CUHK)

地 點：香港大學邵仁枚樓 2 0 6 室

時 間：一九九六年五月十八日星期六下午二時至五時

全期學費：二百一十五元 (共一講)

教師可獲教育署退還半費。詳參第ix頁。

8078. 中國語文及文化科教學新嘗試 (New Attempts in the Teaching of the AS Subject – Chinese Language and Culture)

中國語文及文化科的教學，成功與否，很大程度上取決於教師的態度、取向、教學準備與教學方法。本課程特別為本科新任老師而設。主要針對文化問題、閱讀教學及聽說訓練，提供切實可行的教學建議與方法。上課形式務求多元化，夾敘夾議，邊學邊做，學員可從中體會不同教學法的靈活運用。
(限收二十人)

主 講 人：鍾嶺崇先生，B.A.(CUHK), Adv.Dip.Ed., M.Ed.(HK),
香港大學課程學系講師

地 點：香港大學邵仁枚樓 2 0 7 室

時 間：一九九六年五月四日起逢星期六上午十時至中午十二時正

全期學費：三百一十元 (共四講)

教師可獲教育署退還半費。詳參第ix頁。

8079. Pronunciation for Teachers

This course is intended to provide knowledge of the different aspects of English language pronunciation to advanced learners, more particularly for teachers for self-improvement and professional development.

The course is designed to facilitate teachers to improve their competence in English and at the same time provide teachers a basis for formulating clear, solid criteria to assess the means and procedures in teaching and students' performance in English learning.

The course covers: 1. error analysis; 2. linguistic framework: theoretical rules and principles - English phonetic symbols, basic English phonological rules, and comparison of native language, Cantonese with English.

Enrolment is limited to 30

Tutor : Ms Lara Lam, B.A., B.Ed.(Toronto),
MAAL(Reading), Language Instructor
in English Centre, HKU

Venue : Room LG107, K.K. Leung Building, HKU
Date : Fridays, 6.15-8.15 p.m., commencing April 19, 1996

6 meetings Fee : \$410

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

V. Physical Education & Sports Sciences

Course Nos. 481, 8080-8094 are organised in association with the Physical Education and Sports Science Unit, the University of Hong Kong

481. An Introductory Course on the Teaching of Social Dance in Secondary Schools

This introductory course aims at broadening the repertoire of personal skill and providing teachers with dance techniques, amalgamation (the combination of dance figures into different sets or patterns); teaching progressions in social dance; and enabling teachers teach dance at upper secondary level. The course content includes basic steps and figures in Waltz - both slow and quick Waltz, Cha Cha Cha, Jive, Blues and Rumba. *Enrolment is limited to 30*

Tutor : Ms Lina Pui-yu Chow, B.Ed., M.Ed.(CUHK)

Venue : Room 17, SPACE Town Centre, 9/F
Date : Mondays, Tuesdays, Thursdays and Fridays, 9.30 a.m. - 12.30 p.m., commencing July 15, 1996

8 meetings Fee : \$740

Medium of Instruction : English & Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8080. 二十世紀現代舞的發展與編舞工作坊 (The Development of 20th Century Modern Dance and Choreography Workshop)

本課程特為中小學教師和對現代舞有興趣的人士而設，透過舞蹈動作示範及小組學習，並配合講座與錄像介紹二十世紀現代舞蹈的起源和發展，分析各編舞大師的技術與風格。使參加者掌握舞蹈創作的的基本入門，並增進其對現代舞的認識和鑑賞能力。
(限收三十人)

主 講 人：陳秀蘭女士，B.F.A.(State U. of New York, Purchase College)

地 點：香港大學何世光夫人體育中心（香港薄扶林道111-113號）

時 間：一九九六年五月二日起逢星期四下午五時三十分至七時三十分及星期六下午一時三十分至三時三十分

全期學費：六百二十五元（共十講）

教師可獲教育署退還半費。詳參第ix頁。

Introductory Course on Tennis and the Teaching of Tennis

This course is suitable for teachers and instructors who want to learn the basic techniques and skills of tennis in the light to promote the sport in their school. The course content would include the basic stroke, footwork, match play, teaching and lesson planning.

Enrolment is limited to 8

Tutor : Ricky Chan, B.A.(CUHK), USPTA (Pro 1) (US Professional Tennis Assn.)

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

8081. Saturdays, 10.00 a.m. - 12.00 noon, commencing April 6, 1996

8082. Saturdays, 10.00 a.m. - 12.00 noon, commencing June 1, 1996

8 meetings Fee : \$1,445

Medium of Instruction : English & Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

Intermediate Course in the Teaching of Tennis

This course is suitable to school teachers and instructors who already have the basic knowledge and skills of tennis, and want to improve own skills and practical teaching in tennis. The course content would include teaching techniques, advance skill development, lesson planning and match analysis.

Enrolment is limited to 12

Tutor : Ricky Chan, B.A.(CUHK), USPTA (Pro 1)(US Professional Tennis Assn.)

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

8083. Wednesdays, 5.30-7.30 p.m., commencing April 3, 1996

8084. Wednesdays, 5.30-7.30 p.m., commencing May 29, 1996

8 meetings

Fee : \$1,450

Medium of Instruction : English & Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

**8085. 羽毛球教學法
(The Teaching of Badminton)**

本課程適合對羽毛球有興趣及準備在學校推動羽毛球活動之教師而設。內容包括基本技術的學習、訓練手段、技術分析及教學法等。(限收十六人)

主 講 人 : 何文輝先生, 香港羽毛球總會註冊教練

地 點 : 香港大學賴廉士體育中心(香港薄扶林道111-113號)

時 間 : 一九九六年四月二十九日起逢星期一及星期五下午七時至九時

全期學費 : 一千六百一十五元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

8086. Application of Computer Programmes and Statistics to Data Analysis Problems of Teachers, Coaches and Administrators

This course is suitable for school teachers (including physical education teachers), and coaches or (sports) administrators. Its purpose is to increase competence and confidence in dealing with data, their collection, analysis and reporting. Basic statistics are explained and applied to student-generated problems. Computer software for the statistical treatment of data and graphical presentation of results will be explored. Topics may include: percentiles and scale scores and their applications, limitations and calculation; keeping track of students' or athletes' progress; summarising data collected in the school/club/association and efficiently reporting these; surveys and testing in the school setting or sport scene and analysis of the resulting data. (2 students share 1 computer).

Enrolment is limited to 20

Tutor : Koenraad Lindner, M.Ed., Ph.D.(Toledo),
Cert.Ed.(Hague), Lecturer in Physical
Education and Sports Science Unit,
HKU

Venue : Lindsay Ride Sports Centre Computer Laboratory,
111-113 Pokfulam Road, Hong Kong

Date : Saturdays, 2.00-4.00 p.m., commencing May 11, 1996

6 meetings

Fee : \$455

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

Elementary Instructor Training Course of Weight Training

This course is suitable for school teachers, fitness instructors, physical educator, sportsmen and tertiary students who hope to gain basic knowledge and practical experience in teaching and conducting systematic weight training programmes. The course content includes the assessment and evaluation of muscular fitness, presentation skills and demonstration techniques, and injury handling.

Enrolment is limited to 16

Tutor : Joe Ching Wai-kin, B.Ed.(Liverpool), M.Ed.(HK),
Qualified Weight Training Instructor of
Hong Kong Physical Fitness Association.

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

8087. Saturdays, 2.00-4.00 p.m., commencing March 2, 1996

8088. Saturdays, 4.00-6.00 p.m., commencing March 2, 1996

8 meetings

Fee : \$685

Medium of Instruction : English & Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

Intermediate Instructor Training Course of Weight Training

This course is suitable for weight trainers who have already finished the Elementary Instructor Course, or passed the Physical Fitness Foundation Course or possess equivalent qualifications. The course content includes body building, analysis of intermediate and advanced routines, nutrition and use of ergogenic aids, the most recent research findings in weight training and body building. Experienced weight training instructors and body builders are particularly welcome.

Enrolment is limited to 16

Tutor : Joe Ching Wai-kin, B.Ed.(Liverpool), M.Ed.(HK),
Qualified Weight Training Instructor
of Hong Kong Physical Fitness Association.

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

8089. Saturdays, 2.00-4.00 p.m., commencing May 4, 1996

8090. Saturdays, 4.00-6.00 p.m., commencing May 4, 1996

8 meetings Fee : \$685

Medium of Instruction : English & Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8091. Rugby for Schools

Part A: How to play rugby. How to start or restart the game after a stoppage. How to continue the game after it has started. The course participants will gain an understanding of the game and also learn modified game for use in limited spaces such as basket courts.

Part B: How to teach rugby skills to students. How to devise lesson plans for teaching. Activities for practising rugby.

Tutors : George Simpkin, Dip.P.E.(Otago)
Richard Shuttleworth, B.Parks & Recreation
Mgt.(Lincoln),B.App.Sci.(Queensland)
Chiu Kwok Kwong, B.Ed.(Nat. Taiwan)
Neil Alton, Dip.Dairy Tech.(Massey)

Venue : Stanley Ho Sports Centre, 10 Sha Wan Drive, Sandy Bay, Hong Kong

Date : Mondays, 5.00-7.00 p.m., commencing May 6, 1996

3 meetings Fee : \$200

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

Mini Cricket for Teachers

An introduction to the game of mini-cricket, its organisation, equipment, skills required and teaching methods.

Enrolment is limited to 16

Tutors : L. Jayasinghe
R. Mawhinney, B.A., LL.B.(Otago)

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

8092. Wednesdays, 7.00-10.00 p.m., commencing February 28, 1996

8093. Wednesdays, 7.00-10.00 p.m., commencing March 20, 1996

2 meetings Fee : \$430

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8094. Cricket Award Scheme for Teachers

An introduction to the Cricket Skills Award Scheme - organisation, equipment, practices, assessment, skills required, procedures for certification.

Enrolment is limited to 16

Tutor : L. Jayasinghe

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Wednesdays, 7.00-10.00 p.m., commencing April 10, 1996

2 meetings Fee : \$275

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

VI. Planning and Administration

8095. Managing a School with Academically Low Achievers (ALAs)

This course is intended for principals, middle managers and teachers working in schools with high intake of ALAs. The course will first discuss the research evidence in Hong Kong on the characteristics of ALAs. The second part of the course will look at how curriculum of these schools can be modified or tailor made to respond to the needs of the students positively. Lastly, the course will focus on how a "Whole School Approach" can be adopted to integrate all these issues into the school policy to make the schooling experience more enjoyable for both the students, the teachers, and possibly the parents. The course will take a very interactive approach to involve the participation of the attenders.

Enrolment is limited to 20

Tutors : Chan Shui Hon, B.A., M.A.(UNI), P.C.Ed.(HK), M.Ed.(CUHK)

Tsui Fook Keung, B.A.(National Cheng Kung, Taiwan), M.A.(Reading)

Yung Ka Kui, B.Soc.Sc., P.C.Ed.(HK), M.Sc.(Lond.), Lecturer in Education, HKU

Venue : To be advised.

Date : Tuesdays, 6.15-7.45 p.m., commencing March 5, 1996

10 meetings Fee : \$625

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

VII. School and Teacher Development

8096. 課外活動主任訓練課程 (Management Course for Extra-Curricular Activity Co-ordinators)

本課程只適合中學課外活動主任或有關老師為他們提供有關的專業訓練。內容分三部份：一般行政管理知識，學生管理的一般原理，及在本港中學擔任課外活動主任的方法及技巧。

(限收三十人)

(本課程與香港課外活動主任協會合辦)

課程統籌：劉錦民先生 (香港課外活動主任協會主席)

地點：市區中心 2 8 室 (信德中心西翼九樓)

時間：一九九六年三月四日起逢星期一下午六時十五分至七時四十五分

全年學費：六百三十五元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

8097. 幼兒音樂教育 (Music Education for Young Children)

本課程為幼稚園、幼兒院教師提供一個基本而全面的音樂教學訓練課程，內容包括：(1) 介紹 Kodaly, Dalcroze, Orff, Suzuki, Carabo-Cone, Gordon 等教學法；(2) 探討『潛能發展模式』、『親子音樂教育模式』、『Piaget學習理論』及『新一代音樂教學法』在幼兒音樂教育的推行；(3) 研習上述教學法的教學技巧及基本和聲、指揮、配樂及敲擊樂演奏等音樂技巧，以配合教學法的推行；和(4) 綜論幼兒音樂教育的功能、課程設計及推行模式。本課程深入淺出，著重老師參與，使老師將所學的實踐在教學上，老師需在所任教的機構中實習上述教學法，並在堂上匯報和交實習報告。(限收三十五人)

主講人：劉超祺先生 B.A., Dip.Ed., Cert.Sp.Ed., Cert. Aural Rehab., M.A., F.Coll.P.(UK)

地點：香港弱能、健全、資優兒童音樂家庭，九龍油麻地彌敦道475-475A康樂大廈二樓

時間：一九九六年二月二十九日起逢星期四下午六時三十分至九時

全期學費：一千六百七十五元 (共十八講)

教師可獲教育署退還半費。詳參第ix頁。

VIII. Science and Mathematics

8098. 如何運用圖像計算機學習數學 (Teaching Mathematics with Graphing Calculators)

圖像計算機在國外已普遍被使用在數學教學之中，這課程將介紹數學老師如何運用圖像計數機進行數學教學。並將研討這些計數機對數學課程的影響。(限收二十人)

主講人：周偉文先生，B.Sc., Cert.Ed., Adv.Dip.Ed.(HK), M.Ed.(Monash), Grad. Dip. in Inf. Ser.(RMIT), 香港大學課程學系教學導師

地點：市區中心 2 9 室 (信德中心西翼九樓)

時間：一九九六年五月二十二日起逢星期三下午七時三十分至九時零五分

全期學費：四百八十元 (共八講)

教師可獲教育署退還半費。詳參第ix頁。

8099. Teaching Mathematics through Problem-Solving

This course is designed for secondary school teachers of mathematics. The major focus of the course is to develop a problem-solving approach to teaching mathematics, particularly at the introductory stage of a new topic. Relevant areas of the curriculum will be examined and appropriate material considered and developed. This practical focus will be informed by a theoretical framework looking at the heuristics and strategies involved in problem-solving. The course will also involve participants reporting back on work done in the classroom. *Enrolment is limited to 20*

Tutors : Francis Lopez-Real, B.Sc.(S'ton), Dip.Ed.(Wales), M.A.(Lond.), M.Phil.(Cantab), Lecturer in Curriculum Studies, HKU

Chow Wai Man, B.Sc., Cert.Ed., Adv.Dip.Ed.(HK), M.Ed.(Monash), Grad.Dip. in Inf. Ser.(RMIT), Teaching Consultant in Curriculum Studies, HKU

Venue : Room 201, Runme Shaw Building, HKU

Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing March 2, 1996

6 meetings

Fee : \$885

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8100. Developing School Based Curriculum for Integrated Science

This course is designed for teachers of Integrated Science who are getting dissatisfied with the current approaches used in their textbooks because they are unable to cater for the interest and needs of the mixed ability students in their classes. The aim of this course is to help teachers to become competent enough to develop and tailor the Integrated Science Curriculum to be used in their own classrooms. A project which has been recently developed and tested in Hong Kong will be used as a case study. **The course fee will include a set of course materials and sample teaching resource packages.**

This course is divided into two parts. In the first part, the use of new teaching approaches such as STS and the task-based approach will be introduced. Examples of using innovative methods, e.g. use of comic drawing and role play in science teaching will also be presented and

discussed. Through videos, participants can see how these methods actually work in the classroom.

Then, participants will be guided to develop their own materials collaboratively along similar lines and to try them in their schools. It is hoped that the curriculum materials could be further refined based on feedback from those teachers who have actually tried them out in schools.

The first part of the course will comprise 5 sessions from February to March on Saturdays lasting for 3 hours each.

Date : Saturdays, 9.30 a.m. - 12.30 p.m. on February 3 & 10, 1996; March 9, 23 & 30, 1996.

From April to May, participants should try out the developed materials in their schools, evaluate it and make improvements.

The second part of this course will comprise 4 sessions in June, on Saturdays lasting for 3 hours each.

Date : Saturdays, 9.30 a.m. - 12.30 p.m. on June 1, 8, 22 & 29, 1996.

Participants will report on their trial and further refine their materials for publication. Then the whole group will try to develop the introductory unit to integrated science. It is hoped that this last exercise will help participants to review and formulate the conceptions of science they wish to bring to their students through the Integrated Science subject.

Enrolment is limited to 20

Tutors : Mrs Nancy Law, B.Sc., M.Phil., Cert.Ed.(HK), Ph.D.(Lond.), Senior Lecturer in Curriculum Studies, HKU

Mrs Fung Lo Mun Ling, B.Sc., Dip.Ed., Adv.Dip.Ed., M.Ed.(HK), PGD of Computing (Aus.), Lecturer in Curriculum Studies, HKU

Wong Chi Kin, B.Sc., Dip.Ed.(CUHK), M.A.(Lond.)
Benny Yung Hin Wai, B.Sc., Cert.Ed., M.Ed.(HK), M.I.Biol., Lecturer in Curriculum Studies, HKU

Venue : Room 305, Runme Shaw Building, HKU

9 meetings Fee : \$1,395

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8101. 如何在小學常識科有效地運用活動 詢問教學法 (An Activity-Enquiry Based Teaching Approach to General Studies)

本課程由六個課節所組成，而每一個課節則由一個小學常識科中選取的課題作主題。主要課題包括食物與人體、人體結構、成長、環境與健康、電與生活等。課程重點在協助老師如何鼓勵學生參與一些可行而簡單的科學實驗研究，如何使用活動一詢問式教學方法，並且使老師和學生明白科學、健康教育是要

透過身體力行的一門學問，而不是單單學習一些事實。參與的老師亦會被邀交流心得。並希望集思廣益，使老師在科學、健康教育和社會科教學上有新的體會。(限收二十四人)

主 講 人：羅紹榮先生，B.Sc.(CUHK), Cert.Ed., M.Ed.(HK)
J.R.Day, B.Sc., Ph.D.(Anglia), PGCE(Cantab), C.Biol.,
M.I.Biol., Lecturer in Curriculum Studies, HKU

講授語言：粵語及英語

地 點：香港大學邵仁枚樓 3 0 8 室

時 間：一九九六年四月二十七日起逢星期六上午九時三十分至中午十二時正

全期學費：九百五十元 (共六講)

教師可獲教育署退還半費。詳參第ix頁。

IX. School Library Studies

8102. Developing Library Special Programs

Workshop on developing library special program in relationship to school library objectives within the curriculum and on developing an expanded programs within the school. Included in development of library special projects such as Book Week, reading competitive and non-competitive projects, library art projects, displays making student video book reviews and drama activities. Course participants will develop a plan for possible student library activities within their own school.

Enrolment is limited to 20

Tutor : Mrs Kathryn Kay Young, B.Ed., M.Ed.,
M.L.S.(Library Science)(Kent)

Venue : Hong Kong International School, Upper Primary Library, 6 & 23 South Bay Close, Repulse Bay, Hong Kong

Date : Monday, 6.30-8.30 p.m. on May 20, 1996

1 meeting Fee : \$115

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8103. 香港政府刊物綜覽 (An Overview of Hong Kong Government Publications)

本課程為在職學校圖書館主任而設。除介紹現時香港政府出版之各種刊物。亦會重點推介幾種學校圖書館可考慮收藏之政府刊物。(限收四十人)

主 講 人：尹耀全先生，B.A.(HK), M.Phil.(Wales), A.L.A.,
香港大學圖書館助理館長

地 點：市區中心 2 8 室 (信德中心西翼九樓)

時 間：一九九六年二月二十六日星期一下午六時三十分至八時正

全期學費：八十五元 (共一講)

教師可獲教育署退還半費。詳參第ix頁。

8141. Introduction to TQM and ISO 9000

This course discusses how thousands of organizations, large and small, have faced their customers, shareholders, competitors, and bank managers with confidence, knowing that they have the competitive advantage in quality and innovation.

Participants will learn the concepts and practices of Total Quality Management (TQM), how the ISO 9000 Quality Systems Standard fits into the TQM philosophy, and how to plan implementation. The course introduces ISO Clauses 4.1 *Management responsibility* and 4.2 *Quality systems*.

Syllabus: Introduction to TQM, TQM & ISO 9000, Quality Costs, Communication and Team Building, Introduction to ISO 9000, Management Responsibility, Implementing a Quality System.

Enrolment is limited to 25

Tutors-in-charge : Victor Lo, IMSE, HKU
Ms Toni Gous, BSM

Venue : Thursdays, Room 104, James Hsioung Science Lee Bldg., HKU
Fridays, Room 102, James Hsioung Science Lee Bldg., HKU

Date : Thursdays & Fridays, 6.45 - 9.15 p.m., commencing March 7, 8, 14, 15, 21 & 22, 1996

6 meetings

Fee: \$1,550

The tuition fee includes a set of handbooks. A statement of attendance will be issued to those participants who have attended no less than 75% of the meetings.

8142. ISO 9000 Documentation System

The phenomenal success of the ISO 9000 is mainly because many of the nearly 80,000 companies which implemented the Standard effectively achieved cost savings by setting up Quality Systems. Participants will learn how to develop a Quality Manual and control the documentation of a Quality System which will reduce costs and increase savings by keeping track of paperwork. The course continues with ISO Clauses 4.2 *Quality systems*, and introduces Clauses 4.5 *Document and data control* and 4.16 *Quality records*.

Syllabus: Quality Manual, Procedure Writing, TQM & ISO 9000 Style Manual, Document and Data Control.

Enrolment is limited to 25

Tutors-in-charge: Victor Lo, IMSE, HKU
Ms Toni Gous, BSM

Venue : Room LG105, K.K. Leung Bldg., HKU
Date : Wednesdays & Fridays, 6.45 - 9.15 p.m., commencing May 1, 3, 8, 10 & 15, 1996

5 meetings

Fee: \$1,350

Prerequisite : Participants should have attended the "Introduction to TQM and ISO 9000" or equivalent courses.

The tuition fee includes a set of handbooks. A statement of attendance will be issued to those participants who have attended no less than 75% of the meetings.

These courses cater for participants from the manufacturing, services and information technology sectors.

In addition to the "Introduction to TQM and ISO 9000" and the "ISO 9000 Documentation System" courses. The School, in association with the Business Services Multinational Ltd., is planning to organize a series of courses to cover the remainder of the ISO 9000 Clauses and associated Guidelines. It is also planned to articulate these courses to form a "Certificate Course for ISO 9000 Quality Systems".

ISO 9000 Lead Assessor Training Course

If there are enough interests, SPACE can organize ISO 9000 Lead Assessor Training Courses in association with registered Lead Assessor Trainers (the minimum class size is 8 persons). The tuition will be around HK\$10,000. Interested persons please complete the reply slip below to facilitate course arrangement.

To : Miss Edith Au/Mr. F. T. Chan
Fax : 2559 7528
mail : SPACE, The University of Hong Kong
Pokfulam Road, Hong Kong

ISO 9000 Lead Assessor Training Course

Name : _____

Company: _____

Correspondence address: _____

Tel: _____

Fax: _____

Preferred date(s) for the course: _____

ENGLISH STUDIES

Lecturers in charge : Richard M. Booker
Peter Kennedy

Telephone: 2547 2225

ENGLISH STUDIES

Course no.

8152-8162	Communicate in English
8163-8164	Grammar in Use
8165-8172	Effective Communication
8173-8176	General Writing Skills Workshop
8177	Developing Spoken English Skills
8178-8179	Everyday Spoken English
8180	Interpersonal Communication
8181-8182	Telephone English
8183-8184	Pronunciation and Fluency
8185-8186	Laugh and Learn
8187	Business Correspondence
8188	English in the Business World
8189-8201	Certificate Programme in Business English
8202	Certificate Programme in English for Engineers and Industrial Designers

ENGLISH FOR SECONDARY SCHOOL TEACHERS

Course no.

8203-8206	Certificate Programme in English Language Teaching (Secondary)
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LITERATURE IN ENGLISH

Course no.

8207-8209	Certificate Programme in English Literary Studies
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Communicate in English

The ability to communicate effectively in English is essential for work and study in Hong Kong.

This course provides participants with an opportunity to develop oral fluency through intensive language practice. It will enable students to extend the range of their spoken English so that they can use the language appropriately and creatively as well as accurately. Students will also be able to practice and improve their listening skills through a range of exercises and activities.

The elements of written communication will be dealt with systematically. Students will be exposed to a variety of texts and will carry out tasks designed to improve their understanding of text organization. They will be helped to develop better reading strategies and to write clear, concise, grammatical English on a number of topics in an appropriate style.

These courses will be of interest to those who wish to prepare themselves before applying for a place on a Use of English Certificate course in the autumn. Other applicants who do not have the time to attend our longer English programmes may also be admitted to these courses.

Entrance Qualifications:

To benefit from the course, applicants should have a Grade 'D' in the HKCEE or the equivalent in an approved exam. Copies of certificates should be attached to application forms.

Applicants will be accepted on a "first-come, first-served" basis while places are available. Early application is strongly advised. As courses at particular centres are sometimes oversubscribed, applicants are advised to indicate a second choice of course (state the number only) in addition to their first choice.

Courses

A. In HONG KONG

Venue: SPACE Town Centre, 9/F (MTR: Sheung Wan)

- | | | |
|-------|---|-------------|
| 8152. | Saturdays, 10.00 a.m.-1.00 p.m., commencing February 24, 1996 | 15 meetings |
| 8153. | Sundays, 2.00-5.00 p.m., commencing February 25, 1996 | 15 meetings |

Venue : SPACE North Point Study Centre (MTR: Fortress Hill)

- | | | |
|-------|---|-------------|
| 8154. | Sundays, 10.00 a.m.-1.00 p.m., commencing February 25, 1996 | 15 meetings |
| 8155. | Sundays, 2.00-5.00 p.m., commencing February 25, 1996 | 15 meetings |

Venue : Wah Yan College, 281 Queen's Road East, Hong Kong

- | | | |
|-------|--|-------------|
| 8156. | Tuesdays and Thursdays, 6.30-8.00 p.m., commencing February 27, 1996 | 30 meetings |
|-------|--|-------------|

B. In KOWLOON

Venue : Wah Yan College, 56 Waterloo Road, Kowloon. (MTR: Yau Ma Tei)

- | | | |
|-------|---|-------------|
| 8157. | Mondays, 6.15-9.15 p.m., commencing February 26, 1996 | 15 meetings |
| 8158. | Thursdays, 6.15-9.15 p.m., commencing February 29, 1996 | 15 meetings |
| 8159. | Fridays, 6.15-9.15 p.m., commencing March 1, 1996 | 15 meetings |

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

8160. Mondays, 6.30-9.30 p.m., commencing February 26, 1996 15 meetings

8161. Tuesdays, 6.30-9.30 p.m., commencing February 27, 1996 15 meetings

8162. Saturdays, 10.00 a.m.-1.00 p.m., commencing February 24, 1996 15 meetings

Fee: \$1,450

Grammar in Use

These courses are intended for students who find they still make many grammatical errors and who lack the confidence to use a greater variety of structures in English. The emphasis will be on learning to USE grammatical structures more effectively and not on learning ABOUT grammar. The courses will be tailored to the needs of participants and will aim to address specific problem areas as well as to provide a systematic review of grammar through a range of lively communicative activities.

Applicants should have a Grade 'E' or above in the HKCEE or the equivalent in an approved exam.

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

8163. Sundays, 11.00 a.m.-1.00 p.m., commencing May 12, 1996

8164. Sundays, 2.30-4.30 p.m., commencing May 12, 1996.

8 meetings

Fee: \$600

Effective Communication

This is a general English course in which attention will focus on the listening and speaking skills. It will enable those who have a passive knowledge of the structures of English to practise using the language in communication.

Applicants should have a Grade 'E' or above in the HKCEE or the equivalent in an approved exam.

Courses

A. In HONG KONG

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

8165. Mondays, 6.30-9.30 p.m., commencing June 3, 1996

8166. Tuesdays, 6.30-9.30 p.m., commencing June 4, 1996

8167. Wednesdays, 6.30-9.30 p.m., commencing June 5, 1996

8168. Thursdays, 6.30-9.30 p.m., commencing June 6, 1996

B. In KOWLOON

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

8169. Mondays, 6.30-9.30 p.m., commencing May 13, 1996

8170. Tuesdays, 6.30-9.30 p.m., commencing May 14, 1996

8171. Wednesdays, 6.30-9.30 p.m., commencing May 15, 1996

8172. Thursdays, 6.30-9.30 p.m., commencing May 16, 1996

10 meetings

Fee: \$950

General Writing Skills Workshop

This course has been specially developed by the School of Professional and Continuing Education to help Hong Kong people with the common problems they face when writing English. All the materials to be used on the course have been designed specifically for the workshops, so there will be no need for students to buy a textbook.

In the workshops students will be shown how to produce well-structured English that is easy to understand and easy to read - an essential skill for those who have to write memos, letters, reports, or essays.

The workshops will be very practical. Students will have plenty of opportunity to practise writing and will be given training and practice in how to find and correct their own mistakes.

In order to benefit from the course, applicants should have a Grade "D" pass in English Language (Syllabus B) in the HKCEE. They should submit the following with their applications:

- a copy of their HKCEE certificate;
- a letter stating why they think the course will benefit them.

Enrolment will be by selection of those most likely to benefit from the course of instruction.

Venue : SPACE Town Centre, 9/F (Sheung Wan MTR Station)

8173. Fridays, 6.15-9.15 pm, commencing June 7, 1996 (closing date for applications: May 24, 1996)

Venue : SPACE Shek Kip Mei Study Centre (Shek Kip Mei MTR Station)

8174. Tuesdays, 6.15-9.15 pm, commencing May 7, 1996 (closing date for applications: April 20, 1996)

8175. Tuesdays, 6.15 - 9.15 pm, commencing June 4, 1996
(closing date for applications: May 24, 1996)

Venue : Wah Yan College, 56 Waterloo Road, Kowloon
(Yau Ma Tei MTR Station)

8176. Mondays, 6.30-9.30 pm, commencing March 4, 1996
(closing date for applications: February 23, 1996)

10 meetings

Fee : \$1,000

Developing Spoken English Skills

This course will cover a wide range of situations in which spoken English is used. It will help students to speak more confidently and fluently, but will not neglect the importance of accurate speech. Considerable attention will be given to improving students' pronunciation, stress and intonation.

Amongst the many functions that will be covered are:

- socialising
- describing and comparing
- telephoning
- asking for and giving information
- giving and receiving instructions
- predicting and planning
- agreeing and disagreeing
- describing things and processes
- giving directions

The course is aimed at those who need to use English in their everyday work, but feel that they need to gain in fluency and confidence when deal with native speakers. It will be at the approximate level of students with a grade "E" pass in English Language in HKCEE syllabus B.

Enrolment will be on a "first-come, first-served" basis.

Venue : SPACE Town Centre, 9/F

8177. Tuesdays & Thursdays, 8.30-10.00 a.m., commencing April 9, 1996 (Note : this is a morning course.)

20 meetings

Fee : \$900

Everyday Spoken English

This course is intended to improve students' confidence in a variety of different formal and informal situations and make them better at listening to and speaking English. The types of oral skills to be covered will include: continuing and ending conversations; accepting and refusing requests; agreeing and disagreeing; making offers. The course is at a slightly lower level than course no. 8177 Developing Spoken English Skills.

Enrolment will be on a "first-come, first-served" basis.

Venue : SPACE Town Centre, 9/F

8178. Tuesdays & Thursdays, 12.45-1.45 p.m., commencing April 9, 1996

8179. Tuesdays & Thursdays, 12.45-1.45 p.m., commencing May 14, 1996

10 meetings

Fee : \$300

Interpersonal Communication

Although many people can communicate effectively in English when writing, they lack confidence in the oral interactions that arise in business.

This course looks at a range of these situations and includes topics like

- introducing yourself and others,
- what to say in the first five minutes,
- making arrangements,
- making and receiving complaints,
- interviews,
- making telephone calls,
- dealing with enquiries and problems,
- concluding a conversation.

The methods used will include :

- listening to a variety of native and non-native speaker accents,
- problem-solving,
- group work,
- role play and simulations.

The course is designed to increase the number of appropriate responses available to the speaker in any situation, thus making the speaker more confident and at ease with spoken English in the workplace.

Students will be expected to participate as fully as possible, both to enable them to gain in confidence and to allow the teacher to give necessary guidance on improving their pronunciation.

Applicants should have obtained at least a grade "D" pass in English Language (Syllabus B) in the HKCEE. A copy of their certificate should be attached to their application form. They should also attach a letter to their application form stating why they wish to be enrolled in the course.

Enrolment will be by selection of those most likely to benefit from the course of tuition.

Venue : SPACE Shek Kip Mei Study Centre
(Shek Kip Mei MTR Station)

8180. Tuesdays, 6.30-9.30 pm, commencing April 9, 1996
(closing date for applications: March 20, 1996)

10 meetings

Fee : \$1,000

Telephone English

This is a course for people who have to use English on the telephone, but who want to understand other English speakers better and faster and to speak English more clearly themselves.

The instructor will use a wide variety of authentic materials to help students develop their listening and speaking skills. Effective and accurate pronunciation will also be an important part of the teaching.

Each session will contain the language and vocabulary of a particular type of telephone conversation. Students will take part in many different dialogues so that they can improve their fluency in English.

To get full benefit from the course students must be prepared to take part in the whole range of speaking activities in the course.

The course will be at the approximate level of students with a grade "E" pass in English Language in HKCEE syllabus B, though applicants with a Grade "D" will also be accepted.

Applications will be accepted on a "first-come, first-served" basis.

Venue : SPACE Town Centre, 9/F
(Sheung Wan MTR Station)

8181. Tuesdays, 6.30-9.30 p.m., commencing June 4, 1996

Venue : SPACE Shek Kip Mei Study Centre
(Shek Kip Mei MTR Station)

8182. Thursdays, 6.30-9.30 p.m., commencing June 6, 1996

10 meetings Fee : \$900

Pronunciation and Fluency

This is a very practical course that will give students lively and realistic discussion and conversation exercises, with the following aims :

- to help them improve their English pronunciation;
- to help them become more fluent and confident speakers of English, both on the telephone and in face-to-face situations;
- to help them build up their English vocabulary;
- to introduce them to different native speaker accents.

The course tutors will pay very close attention to students' individual pronunciation problems.

Participants must be willing to take part in the full range of activities that the course will include.

Entrance Qualifications:

Applicants should have grade "E" in English Language Syllabus B in HKCEE or an equivalent qualification. Copies of certificates awarded should be attached to application forms.

Applications will be accepted on a "first-come, first-served" basis.

Venue : SPACE Town Centre, 9/F
(Sheung Wan MTR Station)

8183. Saturdays, 2.00-5.00 p.m., commencing June 8, 1996

Venue : SPACE Shek Kip Mei Study Centre
(Shek Kip Mei MTR Station)

8184. Wednesdays, 6.15 - 9.15 p.m., May 1, 1996

10 meetings Fee : \$900

Laugh and Learn

This fun course will give practice in spoken and written English.

All the course activities have been specially chosen to help students improve their language skills in an informal and friendly atmosphere. Students will communicate through discussion, roleplay simulations and interactive exercises. Lessons will be supplemented by amusing video programmes, audio tapes and printed materials.

The course will be conducted in an informal manner, but the aim will be serious : to provide an opportunity for students to practise English and gain confidence using it in front of others.

To get full benefit from the course, students must be prepared to participate as fully as possible.

All students must have at least a grade "E" pass in HKCEE Syllabus B. A copy of their certificate should be attached to their application form.

Entry will be on a "first-come, first-served" basis.

Venue : SPACE Town Centre, 9/F
(Sheung Wan MTR Station)

8185. Sundays, 10.00 a.m. - 1.00 p.m., commencing June 9, 1996

8186. Sundays, 2.00 - 5.00 p.m., commencing June 9, 1996

8 meetings Fee : \$700

Business Correspondence

This course is intended for those who have recently started working in an office.

It will focus on how business letters, faxes and memos should be written and presented. By the end of the course students will:

- have a clearer understanding of the writing process;
- be better able to identify poor or inappropriate writing;
- have improved the style and tone of their writing;
- have improved their grammatical accuracy;
- have enlarged their business vocabulary.

The classes will allow students to practise the conventions and expressions used in modern business correspondence. Important functions of business letters, such as requesting information, complaining, and apologising will be covered.

Entrance Qualifications:

Applicants should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. Copies of certificates awarded should be attached to application forms. Applicants with higher qualifications will not be accepted for this course, but should apply for a place on the Certificate Programme in Business English.

Applications will be accepted on a "first-come, first-served" basis.

Venue : Wah Yan College, 56 Waterloo Road, Kowloon (Yau Ma Tei MTR Station)

8187. Fridays, 6.30-9.30 p.m., commencing March 1, 1996

12 meetings

Fee : \$1,100

English in the Business World

This is a balanced course that will bring a realistic and lively approach to many of the topics and situations that students and practising business people will encounter in their careers. Each session will contain a series of challenging activities that draw on authentic materials and provide students with opportunities to practise the four language skills of reading, writing, speaking and listening.

All the following will be elements of the course :

- authentic and stimulating reading and listening material;
- recorded interviews with business people, many of whom are experts in their field;
- systematic presentation and practice of key business vocabulary;

- a language focus that is designed to consolidate and extend students' knowledge;
- communication activities, including group discussions and simulations.

This course is wider in scope than the individual modules in our Certificate Programme in Business English. It will be of benefit both to students on that programme as well as those who wish to take this course on its own.

In order to benefit from the course, applicants should have a Grade "D" pass in English Language (Syllabus B) in the HKCEE. They should submit the following with their applications:

- a copy of their HKCEE certificate;
- a letter stating why they think the course will benefit them.

Enrolment will be by selection of those most likely to benefit from the course of instruction.

Venue : Main Building, HKU

8188. Wednesdays, 6.30-9.30 p.m., commencing March 6, 1996 (closing date for applications: February 24, 1996)

15 sessions

Fee : \$1,500

Certificate Programme in Business English (Course Numbers : 8189 to 8201)

What are the Aims of the Course ?

The SPACE Certificate Programme in Business English has been designed to help anyone who has to use English in everyday work situations. It has two main aims :

- to improve the ability of students to carry out the writing tasks that they may be faced with in their work, by helping them to express themselves clearly and concisely on paper;
- to give them greater confidence and fluency when speaking in front of others, in situations that they are likely to encounter in their work.

How is the Programme Organised ?

- It is offered in modules.
- Students who wish to be awarded the SPACE Certificate in Business English must complete three modules, totalling 90 hours of classroom instruction. However, these modules must be completed within three years.
- Two of the modules studied must be the Set Modules.
- The third module can then be chosen from a list of Optional Modules.

- The Set Modules will be offered throughout the year, while the Optional Modules will be offered from time to time.
- Students who complete a module successfully will be given a "Statement of Successful Completion". This will give them automatic entry to the next module they wish to take.
- Each module will be complete in itself. This means that students who do not wish to complete the full Certificate programme can apply to take any individual module that they think will benefit them, without any requirement to apply for another module.

What are the Modules ?

The Set Modules are :

- Modern Business Correspondence
- Modern Business Oral Skills

These Set Modules will be offered throughout the year, and will be advertised in SPACE's Autumn and Spring Prospectuses.

The Optional Modules are :

- Report and Proposal Writing
- Meetings, Minutes and Presentations
- English for Personnel Management

These modules will be available as necessary in both our Autumn and our Spring programmes.

What is involved in entering the Course ?

Entrance Test

All applicants must take an entrance test, which will consist of a writing test lasting about 75 minutes. They must fill out a special entrance test application form, in advance, indicating the time and place they wish to take the test. This form can be obtained from SPACE offices.

The Entrance Test will be set at the following times :

A. At the SPACE Town Centre, Shun Tak Centre, West Tower, 9th floor, 200 Connaught Road, Central, Hong Kong:

* Jan 28 (Sun) - 2.30 p.m.

B. At the SPACE Shek Kip Mei Study Centre (Ka Chi School, 5 Wai Chi Street, 3/F, Shek Kip Mei, Kowloon):

* Jan 20 (Sat) - 2.30 p.m.

* Jan 25 (Thu) - 6.30 p.m.

Note : The minimum qualification that applicants should have is a grade "D" pass in English Language in (Syllabus B) of the Hong Kong Certificate of Education Examination.

Copies of all relevant certificates should be submitted with application forms.

Entrance Test Fee

A non-refundable fee of \$30 will be made to cover the cost of processing this test. The purpose of the test is to ensure that applicants are only accepted into the programme if it is suitable for them.

Admission to the Course

Applicants will be informed of their performance in the entrance test, as soon as possible after the test. They will then be able to apply for firm entry to the module of their choice. Applications will be accepted on a "first come, first-served" basis.

Set Modules

Modern Business Correspondence - Set Module

This Set Module will focus on writing memoranda and letters in the modern business world. Several types of letters will be considered, including:

- letters of enquiry and reply
- sales letters
- letters of complaint and adjustment
- collection letters
- settlement letters

Students will be introduced to the principles that apply to these different kinds of letters, and will be given a lot of practice in writing them. At all times the emphasis will be on helping students to organise what they have to say, so that their meaning is clear and unambiguous.

Venue : SPACE Shek Kip Mei Study Centre
(Shek Kip Mei MTR Station)

8189. Wednesdays, 6.15-9.15 p.m., commencing January 10, 1996

8190. Fridays, 6.15-9.15 p.m., commencing March 1, 1996

Venue : Wah Yan College, 56 Waterloo Road, Kowloon
(Yau Ma Tei MTR Station)

8191. Thursdays, 6.30-9.30 p.m., commencing February 29, 1996

36 hours

Fee \$1,400

Modern Business Oral Skills – Set Module

This module has been specially designed to help participants develop the oral communication skills they need for business situations. It looks at a range of these situations and includes topics like telephoning, networking, social skills, making and dealing with complaints, and receiving and entertaining visitors. Students will be exposed to a

variety of realistic business contexts and will carry out tasks designed to improve both their listening and speaking skills. The methods used will include group work, rôle play, problem-solving and simulations.

Venue : SPACE North Point Study Centre
(Fortress Hill MTR Station)

8192. Fridays, 6.30-9.30 p.m., commencing April 19, 1996

Venue : SPACE Shek Kip Mei Study Centre
(Shek Kip Mei MTR Station)

8193. Mondays, 6.30-9.30 p.m., commencing March 18, 1996

24 hours

Fee \$900

Optional Modules

Report and Proposal Writing

In this Optional Module participants will be given ample opportunity to practise all the appropriate writing skills involved in producing effective reports and proposals.

In addition to structure and layout, attention will be given to writing coherently so that ideas and facts are linked and developed in a logical and persuasive manner. Aspects of grammar to be covered will include the passive, reported speech, articles, the present perfect tense and prepositions of time.

Apart from those who are doing this module as part of the certificate programme, others who will benefit from it are those who hold a position in business, commerce or administration that requires them to write reports and proposals as part of their regular duties.

Venue : SPACE Town Centre, 9/F
(Sheung Wan MTR Station)

8194. Sundays, 9.45 a.m.-12.45 p.m., commencing April 14, 1996

Venue : SPACE Shek Kip Mei Study Centre
(Shek Kip Mei MTR Station)

8195. Wednesdays, 6.30-9.30 p.m., commencing April 24, 1996

8196. Mondays, 6.30-9.30 p.m., commencing May 27, 1996

30 hours

Fee \$1,200

Meetings, Minutes and Presentations

Many people have to give presentations and take part in meetings on a regular basis, but find it difficult to speak in front of others or to contribute to discussions. This

optional module will address this difficulty by helping participants gain the confidence that is necessary for them to become more effective in speaking English to an audience.

Taking the minutes of meetings is also a difficult, but necessary, skill that many people do not feel comfortable with. Apart from accurately recording what was said at a meeting, a good secretary of a meeting also captures the feeling of the meeting. Participants will be given practice in taking notes and rewriting them so that they accurately summarise discussions and record decisions.

Because each participant will be required to give a presentation, only 16 students will be accepted into each class in this module.

Venue : SPACE Town Centre, 9/F
(Sheung Wan MTR Station)

8197. Sundays, 2.15 -5.15 p.m., commencing March 10, 1996

8198. Sundays, 9.45 a.m.-12.45 p.m., commencing April 14, 1996

8199. Thursdays, 6.15-9.15 p.m., commencing April 18, 1996

Venue : SPACE Shek Kip Mei Study Centre
(Shek Kip Mei MTR Station)

8200. Fridays, 6.15-9.15 p.m., commencing May 24, 1996

30 hours

Fee \$1,300

English for Personnel Management

An important part of this Optional Module will be to cover the language skills that are necessary for carrying out successful interviews. This part of the module will help those who have to carry out interviews as part of their job. It will give them a clear understanding of the entire process of interviewing and help them question more effectively.

Instruction will also be given in writing:

- job applications
- references
- interview reports
- appraisal reports
- job descriptions
- person specifications

Venue : SPACE Shek Kip Mei Study Centre
(Shek Kip Mei MTR Station)

8201. Thursdays, 6.15-9.15 p.m., commencing May 2, 1996

30 hours

Fee \$1,200

Certificate Programme in English for Engineers and Industrial Designers

What are the features of the course ?

- It is offered in two parts :
Part 1 : October 1995 - February 1996;
Part 2 : March 1996 - June 1996.
Part 1 : October 1996 - February 1997;
- On successful completion of each part, students will be given a letter admitting them to the next part if they wish.
- Students who successfully complete both parts within three years will be awarded a SPACE Certificate.
- Each part can be taken independently, with no commitment to do the other part of the course.
- It does not matter which part is taken first.
- Each part of the course will have its own emphasis, but in both parts attention will be paid to pronunciation, grammar and vocabulary. A high degree of active participation by students is expected, as the lessons will be conducted in a workshop and rôle-play manner. They will not consist of a series of lectures.

8202. English for Engineers And Industrial Designers Part 2

Part 2 of the course is designed to give engineers the opportunity to learn and use the kind of English they need for the administrative and co-ordinating aspects of their work.

The approach will be based on small group mini-projects to give everyone a chance to participate actively in the course.

Elements in this part of the course will be :

Speaking Skills

- conducting and contributing to meetings;
- making proposals and giving opinions;
- agreeing and disagreeing with colleagues;
- oral presentations;
- performance appraisal interviews;
- job application interviews;
- leading and participating in group discussions;
- asking and answering questions.

Writing Skills

- producing the agenda for meetings;
- taking the minutes of meetings;
- writing a variety of reports - accident reports, reports relating to safety matters, project reports;
- writing letters of application and resignation;
- writing letters of recommendation;

- any writing tasks suggested by students who have encountered problems with English at work.

Venue : SPACE Town Centre, 9/F (Sheung Wan MTR Station)

Date : Mondays & Wednesdays, 8.00-9.30 p.m., commencing March 4, 1996.

Closing date for application: 24 February, 1996

Entry Requirements

All applicants, except those who have successfully completed Part 1 of the programme, should:

- be practising engineers or industrial designers
- have obtained at least a grade "D" pass in English Language (Syllabus B) in the HKCEE, or the equivalent in an approved examination;
- attach copies of relevant documents to their application forms;
- attach a letter to their application form stating why they wish to be enrolled in the course.

Enrolment will be by selection of those most likely to benefit from the course of tuition. Short interviews may be held if necessary.

30 meetings

Fee : \$1,500

English for Engineers And Industrial Designers Part 1

Full details of this part of the course will be given in our Autumn Prospectus.

It will particularly benefit those who wish to take professional examinations such as the Engineering Council Part 2, Paper 300, The Engineer in Society.

ENGLISH FOR SECONDARY SCHOOL TEACHERS

Certificate Programme in English Language Teaching (Secondary) (Course numbers: 8203, 8204, 8205, 8206)

ELT courses offered by SPACE aim to address the practical concerns of English teachers in Hong Kong as well as to provide them with an up-to-date knowledge of recent developments in the field.

* Who is the programme for ?

The Certificate programme is open to all secondary school teachers of English. However, the courses offered are likely to be of particular interest to teachers at an early stage in

Short courses in english language teaching on page 85-86

their careers. Having completed their initial training, they may feel the need for a "refresher" course but do not have the time to attend full-time courses. These teachers may well intend to go on to further part-time study for a degree in ELT.

* How is the programme structured ?

- The **SPACE Certificate in English Language Teaching (Secondary)** is offered in modular form.
- To be awarded the Certificate a teacher has to complete **six modules two** of which must be Core A & Core B.
- The other **four** modules may be selected from the range of options on offer in the Spring and Autumn terms.
- Core modules are 20 hours long and optional modules 15 hours.
- At the end of each module a "statement of completion" is issued based on course assessment and attendance.
- **The modules are "free-standing" so that a teacher may enrol for a course without necessarily having in mind the accumulation of credits towards the Certificate.**
- The schedule of courses on offer is as follows:

Spring 95	Core B	Options 1-4
Autumn 95	Core A	Options 5-8
Spring 96	Core B	Options 9-11

* What are the Core modules?

Core A focuses on the language content of the secondary school syllabus for forms 1 - 5. Tense, modality, transitivity etc. will be considered in relation to the language systems inherent in the secondary syllabus. Close attention will be paid to the language of classroom management. Two further aims of the module are to enrich a teacher's understanding of language as discourse and to enhance her own language awareness.

Core B explores a range of practical classroom techniques and teaching strategies designed to make the process of language learning more enjoyable and effective. Proper account is taken of what is realistic and appropriate in the Hong Kong context.

* Who are the tutors ?

The tutors for these courses have had many years experience in teaching and teacher-training. Several of them have written textbooks for Hong Kong secondary schools and all of them know what the situation is in local schools right now.

Fee Refund: Teachers may apply for a half fee refund for these courses. See page ix.

8203. English Language Teaching: recent trends and current classroom practice (CORE B)

This course is intended to assist teachers who face the difficult task of teaching English in a lively and interesting way to large classes of poorly motivated pupils. The aim is to explore a range of practical classroom techniques while keeping in mind the constraints which the syllabus, exam pressure etc. place on the teacher. Consideration will be given to:

- presenting new language
- organizing controlled practice activities
- effective pair work and group work
- teaching (and integrating) the 4 skills
- organizing & adapting communicative activities
- making effective use of the textbook
- adapting teaching materials

The course will NOT be a series of lectures. Participants will be encouraged to take part in interactive tasks - to "learn by doing" - and to exchange ideas and experiences with the other teachers. (*Enrolment is limited to 30*)

Tutor : Bob Adamson, M.Phil., B.A., P.G.C.E. (Wales).
Lecturer, Department of Curriculum Studies,
The University of Hong Kong.

Date : Saturdays, 9.30 a.m.-12.00 noon, commencing
April 13, 1996

Venue : LT3, SPACE Shek Kip Mei Study Centre

8 meetings

Fee: \$725

8204. Developing Listening Skills in English: Techniques for Teachers (Optional Module)

This course aims to explore a variety of approaches to teaching listening skills at lower secondary school level. Though some of the theoretical background to listening will be traced, the majority of the classes will be practical workshop sessions. Members of the group will work together to explore listening tasks and listening comprehension strategies appropriate to pupils in Hong Kong secondary schools. The activities will take into account recent changes in the HKCEE syllabus. Consideration will be given to ways in which textbooks currently in use may be adapted and improved for mixed ability classes. Teachers will have the opportunity to develop listening activities for their own classes and this will involve them in tasks that may well improve their own listening skills. Members of the course will be expected to participate actively in group work.

(*Enrolment is limited to 30*)

Tutor : Jackie Wheeler, B.A. (Lancaster), P.G.C.E. (CNNA),
Dip. TEFL (R.S.A.). Lecturer, Hong Kong Institute
of Education.

Date : Thursdays, 6.30-9.30 p.m., commencing February
29, 1996

Venue : Room 142, Main Building, HKU

5 meetings

Fee: \$550

8205. An Introduction to the History of English and Its Application to Efficient Language Learning (Optional Module)

The aim of this course is threefold, namely:

1. to give further practice in understanding and applying linguistic methodologies to personal language improvement with particular reference to English;
2. to introduce students to the meaning and scope of historical and comparative linguistics with particular reference to English;
3. to raise the students' awareness of relationships among the languages from which English is derived, and to use this awareness to learn these languages more effectively and efficiently.

This course will be of particular interest to teachers who have completed the **Basic Linguistics for Language Learners** module. (A course outline is available upon request)

(Enrolment is limited to 30)

Tutor : Norman Bird, Ph.D., M.Phil., B.A., (London).
Senior Lecturer in English, Hong Kong Institute
of Education

Date : Wednesdays, 6.15-7.45 p.m., commencing February
28, 1996

Venue : Room 142, Main Building, HKU

10 meetings

Fee: \$550

8206. A Practical Approach to the Teaching of Pronunciation, Stress and Intonation for Secondary English Classes (Optional Module)

This course will run in two parts. The first part will consist of an overview of current theories of pronunciation, stress and intonation and an introduction to a simple system of annotation for teachers' use. The second part will consist of practical workshops on ways to include the teaching of pronunciation, stress and intonation in the secondary English syllabus. *(Enrolment is limited to 30)*

Tutor : Richard Stibbard, B.A. (Exeter), M.A. (B/ham),
Cert. TEFL (R.S.A.). Language Instructor, Hong
Kong Baptist University.

Date : Saturdays, 9.45 a.m.-1.00 p.m., commencing
January 20, 1996

Venue : Room 11, SPACE Town Centre, 9/F

4 meetings

Fee: \$550

LITERATURE IN ENGLISH

Certificate Programme in English Literary Studies (Course numbers 8207, 8208, 8209)

Who is it for?

- Anyone who has an interest in literature and would like to find out more about it;
- those who intend to study (part-time) for a degree in English, or for an Arts degree in which literature is a major component;
- those intending to study subjects other than literature at degree level who will first need a good foundation in English Studies;
- teachers of English (language as well as literature) who wish to enhance and refresh their knowledge of English;
- students of English who recognise that language learning entails more than understanding a set of grammar rules.

What are the aims of the programme?

- to introduce a variety of literary texts in English for close reading and discussion
- to help students develop the skills needed to read literature critically and to write about it effectively
- to acquaint students with the genres, conventions and devices of poetry, fiction and drama, as well as the basic terminology used in critical analysis
- to encourage students to explore and articulate their own responses to literary texts rather than to repeat second-hand opinions

How is it structured ?

The Certificate is offered in modular form. To be awarded the Certificate a student has to complete **FIVE** modules. These must include the **THREE** Core modules:

CORE 1	Reading short fiction
CORE 2	Reading poetry
CORE 3	Reading drama

The other **TWO** modules may be selected from the range of options on offer in the Autumn and Spring terms. At the end of each module a "statement of completion" is issued based on course assessment and attendance.

The modules are "free-standing" so that a student may take a course for its own sake without necessarily having

in mind the accumulation of credits towards the Certificate.

Why study literature ?

"...through literature we rediscover a sense of the density of our lives" (Iris Murdoch)

"...to enable the reader better to enjoy life or better to endure it " (Samuel Johnson)

"/It is/ the language in which man explores his own amazement" (Christopher Fry)

"/It is/ news that STAYS news" (Ezra Pound)

Fee Refund: Teachers may apply for a half fee refund for these courses. See page ix.

8207. Reading Short Fiction (CORE module)

V.S. Pritchett described the short story as: "...the glancing form of fiction that seems to me right for the nervousness and restlessness of contemporary life." This course will introduce some (contemporary) short stories in English. The texts will be selected not just for their intrinsic merits but in order to illustrate devices and techniques used in narrative fiction. These will include plot types, modes of characterisation, point(s) of view, patterns of sound and grammar.

There will be stories of mystery, psychology, humour and horror, the exotic, the erotic, the political and the social. Stories of quality which will repay the effort of reading them. The classes will not be lectures about stories but discussions, workshops and readings, augmented where appropriate by audio-visual materials. Applicants should have a good reading knowledge of English, a willingness to participate in discussion and, above all, an interest in literature. *(Enrolment is limited to 25)*

Tutor : Peter Kennedy, B.A.(Wales), M.A.(Sussex), M.A.(Essex), M.Phil.(Dublin). Lecturer (English Studies), SPACE, University of Hong Kong.

Date : Saturdays, 10.00 a.m.-1.00 p.m., commencing March 23, 1996

Venue : Room 12, SPACE Town Centre, 9/F

7 meetings

Fee: \$725

8208. An Introduction to Asian Writing in English (OPTIONAL module)

This course will introduce poems and short stories in translation as well as works by Asian writers who have chosen to express themselves in English. Literary texts from South-East Asian countries will be examined with a view to enhancing appreciation of genre, theme, setting and symbolism. The texts by writers from Hong Kong, Taiwan, Singapore and China have been chosen because they give

voice to the diversity of experience and modes of expression of Asian cultures. It is hoped that the course will stimulate as much general discussion as literary analysis. (Students will be encouraged to explore the issues raised and to relate the texts to their own experiences.) Texts to be studied include:

Short Stories: "The Jade Pendant" by Catherine Lim
"A Girl Like Me" by Xi Xi
"Persimmons" by Peng Cao

Poetry: (selections from)
A Golden Treasury of Chinese Poetry
Women Poets of China

(Enrolment is limited to 25)

Tutor : Elsie Christopher, M.A. (Dalhousie), B.A.H. (Acadia), Cert. TEFL (RSA). Language Instructor, The Hong Kong University of Science and Technology.

Date : Saturdays, 9.30 a.m.-12.00 noon, commencing February 3, 1996

Venue : LT3, SPACE Shek Kip Mei Study Centre

6 meetings

Fee: \$550

8209. An Introduction to Film Appreciation and Criticism II (OPTIONAL module)

The main aim of this course is to equip participants with a critical vocabulary with which to discuss films. The course will treat films as "texts" amenable to the same forms of criticism as literature.

The classes will involve watching selected films and extracts followed by workshops and discussions where critical concepts can be applied to the analysis of the films. Areas to be covered include: the Hollywood film industry, film narrative(s), Chinese cinema and genres such as the Western, Crime, Science Fiction and Horror film.

Although this course follows on from the Spring 1995 Film Appreciation course, it isn't necessary to have attended that course in order to benefit from this one. Teachers of AS English Literature (film studies) will find this module helpful. It will also be of interest to those who wish to acquaint themselves with some of the key concepts of film studies in order to enhance their enjoyment. *(Enrolment is limited to 25)*

Tutor : Philip Leetch, M.A. (Oxon), Cert. Ed. (HK)

Date : Saturdays, 10.00 a.m.-1.00 p.m., commencing May 18, 1996

Venue : Room 12, SPACE Town Centre, 9/F

5 meetings

Fee: \$550

EUROPEAN STUDIES

Lecturers in charge : Richard M. Booker
Peter Kennedy

Telephone: 2547 2225

- **FRENCH**
8210 - 8212 First Certificate programme in French Language
- **SPANISH**
8213 - 8215 First Certificate programme in Spanish Language
- **GERMAN**
8216 - 8218 First Certificate programme in German Language
- **ITALIAN**
8219 - 8220 First Certificate programme in Italian Language

SPACE offers language courses for working adults in French, Spanish, German and Italian.

Competence in a European language is a great asset to anyone in the international business world and it is clear that a good grasp of a foreign language can only enhance career prospects. These courses will therefore be of interest to those whose work requires them to use a European language. They will also appeal to those who plan to travel or take holidays in Europe as well as those who wish to study a foreign language for enjoyment, for the intellectual challenge or out of curiosity about another culture.

These courses lay emphasis on learning to COMMUNICATE in the language rather than just learning ABOUT it. They will enable students to hold simple conversations with native speakers, to express their opinions on topics of interest in the foreign language as well as to read and write a variety of texts. The pronunciation and basic structures of the language will be dealt with systematically.

The First Certificate programmes

The First Certificate programmes in **French, Spanish, German and Italian** are offered in modular form. The Level 1 courses are 45 hours, Level 2 courses are 45 hours and Level 3 courses are 60 hours long.

- To be awarded the SPACE First Certificate a student must complete courses at all THREE Levels i.e. 150 hours of tuition. Those who wish to complete the entire programme in three terms may do so provided they pass the exit tests at each level and attend at least 75% of all classes.
- However, those who just want to take an introductory course in one of these languages may exit the programme with a Statement of Completion after Level 1.

- Some students may find that they need to consolidate their understanding of the language at Level 2 before moving on to Level 3, or that work commitments prevent them from continuing to attend on a particular night. The flexibility of the First Certificate programme enables such students to repeat Level 2 the next term or to attend a course at a different centre on another night if they wish.
- For the convenience of students, the courses are offered at easily accessible locations in Kowloon and Hong Kong.
- The tutors for these courses are drawn from a panel of university graduates who are also experienced teachers of the European languages they are teaching.

N.B. Students will be required to buy a textbook for each course.

COURSES in FRENCH LANGUAGE

First Certificate programme in French Language

French: Level 1

This course is for complete beginners who wish to acquire a basic understanding of spoken and written French. By the end of the course students should be familiar with the sound system of French and the basics of French grammar. They will also be able to hold simple conversations in French.

8210. Room 207, St. Joseph's College, 7 Kennedy Road, Hong Kong.

Date : Mondays and Wednesdays, 6.30-8.00 p.m., commencing February 26, 1996
30 meetings Fee: \$1,550

8211. Room 215, Wah Yan College, 56 Waterloo Road, Kowloon. (MTR: Yau Ma Tei)

Date: Tuesdays and Thursdays, 6.30-8.00 p.m., commencing February 27, 1996
30 meetings Fee: \$1,550

French: Level 2

Level 2 French courses are intended for students who have completed Level 1 or received approximately 45 hours of instruction in basic French at another institution. Strong emphasis will be put on the acquisition of audio-oral skills. Intensive tuition will also be provided in reading and writing skills. *At the end of the course students should be able to use French to communicate in a variety of simple situations such as asking for directions, ordering food in a restaurant,*

shopping, making telephone calls etc. In addition, students will extend their active vocabulary and deepen their understanding of French grammar. The language of instruction will be French, supplemented by English as necessary.

(Enrolment is limited to 25)

8212. Room 129, Wah Yan College, 56 Waterloo Road, Kowloon. (MTR: Yau Ma Tei)

Date : Tuesdays and Thursdays, 6.30-8.00 p.m., commencing February 27, 1996
30 meetings Fee: \$1,750

COURSES in SPANISH LANGUAGE

First Certificate programme in Spanish Language

Spanish: Level 1

This course is designed for complete beginners who wish to learn to communicate in Spanish in a variety of situations. The course aims to cover the basics of Spanish grammar and to help students understand simple spoken and written Spanish.

8213. Room 104, Runme Shaw Building, HKU

Date : Fridays, 6.15-9.15 p.m., commencing March 1, 1996
15 meetings Fee: \$1,550

8214. Room 40, St. Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsimshatsui)

Date : Mondays and Wednesdays, 6.30-8.00 p.m., commencing February 26, 1996
30 meetings Fee: \$1,550

Spanish: Level 2

Level 2 courses are for students who have completed Level 1 or received approximately 45 hours of instruction in basic Spanish elsewhere. *At the end of the course students should be able to use Spanish to ask for directions, use public transport, order food in a restaurant, give information about themselves, go shopping, make telephone calls, deal with various aspects of health and welfare, socialise etc. In addition, students will extend their active vocabulary and deepen their understanding of Spanish grammar. The language of instruction will be Spanish, supplemented by English as necessary.*

(Enrolment is limited to 25)

8215. Room 23, SPACE Town Centre, 9/F

Date : Mondays and Wednesdays, 6.15-7.45 p.m., commencing February 26, 1996
30 meetings Fee: \$1,750

COURSES in GERMAN LANGUAGE

First Certificate programme in German Language

German: Level 1

This course is for complete beginners who wish to acquire a basic understanding of spoken and written German. By the end of the course students should be familiar with the sound system of German and the basics of German grammar. They will also be able to hold simple conversations in German.

8216. Room 30, St. Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsimshatsui)

Date : Mondays and Wednesdays, 6.30-8.00 p.m., commencing February 26, 1996
30 meetings Fee: \$1,550

8217. Room 207, St. Joseph's College, 7 Kennedy Road, Hong Kong.

Date : Tuesdays and Thursdays, 6.30-8.00 p.m., commencing February 27, 1996
30 meetings Fee: \$1,550

German: Level 2

Level 2 German courses are intended for students who have completed Level 1 or received approximately 45 hours of instruction in basic German at another institution. *At the end of the course students will be able to use German to communicate in a variety of simple situations such as asking for directions, ordering food in a restaurant, shopping, making telephone calls etc. In addition, students will extend their active vocabulary and deepen their understanding of German grammar. The language of instruction will be German, supplemented by English as necessary.* (Enrolment is limited to 25)

8218. Room 23, SPACE Town Centre, 9/F

Date: Mondays and Wednesdays, 8.00-9.30 p.m., commencing February 26, 1996
30 meetings Fee: \$1,750

COURSES in ITALIAN LANGUAGE

First Certificate programme in Italian Language

Italian: Level 1

This course is designed for complete beginners who wish to learn to communicate in Italian in a variety of situations. The course aims to cover the basics of Italian grammar and to help students understand simple spoken and written Italian.

8219. Room 40, St. Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsimshatsui)

Date : Tuesdays and Thursdays, 6.30-8.00 p.m., commencing February 27, 1996
30 meetings

Fee: \$1,550

Italian: Level 2

Level 2 courses are for students who have completed Level 1 or received approximately 45 hours of instruction in basic Italian elsewhere. *At the end of the course students should be able to use Italian to ask for directions, use public transport, order food in a restaurant, give information about themselves, go shopping, make telephone calls, deal with various aspects of health and welfare, socialise etc. In addition, students will extend their active vocabulary and deepen their understanding of Italian grammar. The language of instruction will be Italian, supplemented by English as necessary. (Enrolment is limited to 25)*

8220. Room 30, St. Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsimshatsui)

Date : Tuesdays and Thursdays, 6.30-8.00 p.m., commencing February 27, 1996
30 meetings

Fee: \$1,750



Mr. Peter Kennedy, a SPACE lecturer

8271. 寶石學入門 (Introduction to Gemmology)

本課程旨在使學員瞭解寶石的物理性質；辨別天然石、人造石、模仿石、夾層石；認識及使用寶石鑑定儀器；簡單認識鑽石、紅寶石、祖母綠、翡翠、珍珠及重要半寶石的鑑別方法。

內容包括：1) 天然寶石、人造寶石、模仿石及夾層石的分別。2) 寶石的鑑定原理：肉眼觀察法及儀器鑑定法。3) 重要寶石的鑑別與評價：鑽石、紅藍寶、祖母綠、玉、石榴石、電氣石、尖晶石及珍珠等等。4) 重要半寶石的認識（水晶、瑪瑙……等等）。5) 各種人造寶石的性質及製造方法介紹。本課程適合寶石愛好者、珠寶業從業員修讀。

(限收二十二人)

主 講 人：歐陽秋眉女士 B.Sc., M.Phil., F.G.S.(Lond),
F.G.A.(Lond.), Dip.Dia(GIA)

楊潔儀小姐 B.A.(H.K.), F.G.A.(Lond.)

地 點：市區中心 1 8 室 (信德中心西翼九樓)

時 間：一九九六年三月七日起每星期四下午八時零五分至十時

全期學費：一千四百五十元 (共十講)



The new SPACE Building at the Woodside Site near Bonham Road to be completed in early 1996. There will be new library and computer facilities and staff offices

1996 Autumn Prospectus

The next issue of the School Prospectus will be available in early August 1996. If you wish to be sent a copy of the Prospectus in August 1996, kindly complete and return the name and address slip on Page 108, (together with postal stamps to the value of \$6.50) to: [The Prospectus Counter, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong]. The envelope should be marked "Autumn Prospectus 96".

一九九六秋季課程手冊

本學院將於一九九六年八月初派發一九九六年秋季課程手冊。有意索取者請填妥108頁的回條，並附郵票六元五角，在信封上註明〔郵索九六年秋季課程手冊〕字樣，寄【香港薄扶林道香港大學專業進修學院】。

GEOGRAPHY & GEOLOGY

Lecturer in charge : T.M. Kwong

Telephone: 2859 2423
2859 2786

8281. 香港地理野外考察 (Geography in the Field)

本課程著重介紹香港的地質、土壤、植物，農村及都市土地利用等。內容包括：(一)礦物、岩石與構造地質特徵，簡略介紹主要岩礦物與主要岩石類型特徵，構造特徵(包括褶皺、斷裂、節理、劈理等)；(二)土壤的形成，植物群的種類，分佈，和它們相互的關係；(三)農村及都市土地利用。

(限收三十五人)

主 講 人：鈕柏桑先生、袁貞偉先生、鄧玉瓊小姐
地 點：香港大學梁銓瑛樓LG105室
時 間：一九九六年二月二十九日起每星期四下午六時三十分至八時
全期學費：六百六十元正(共十一講及四次野外考察)

8282. Geographic Information System: Design and Applications

Geographic Information System (GIS) is a form of information processing currently used by business, industry and government. Specifically, GIS is a unique data base management system which incorporates spatial analytic techniques in order to capture, manipulate, display and analyze data. This course intends to introduce the concepts, implementation, and applications of GIS, and includes discussion of GIS architecture, data structure, transformation, geocoding, modeling, accuracy, and representation. Strategies on how to use such technology in

an applied problem solving manner (e.g. in land use planning, resource management, and environmental monitoring) will be presented, with particular reference to Hong Kong, and different GIS software hardware interface will also be discussed.

Through the course, participants will be able to understand the important principles of GIS and to develop skills for building spatial database and performing spatial analysis. No previous GIS or computing experience is required although familiarity with computer system for mapping is an advantage.

Enrolment is limited to 20

Tutor : Miss Winnie Tang S.M., B.A. (H.K.)

Venue : Room LG105, K.K. Leung Building, HKU
Date : Wednesdays, 7.00-8.30 p.m., commencing March 6, 1996

6 meetings & one daytime visit Fee : \$450

Medium of Instruction: English supplemented with Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.



Please send me a copy of the 1996 Autumn Prospectus. \$6.50 stamps have been enclosed.

請惠寄一九九六年秋季課程手冊乙本。內附六元五角郵票。

Name 姓名
Full Postal Address 地址
(1996 P)

附註：請於一九九六年七月十五日以前寄回上列回條。

Note : Please return the above address slip before July 15, 1996.

HISTORY & ARCHAEOLOGY

Lecturer in charge: Koon-ki T. Ho

Telephone: 2859 2792

8301. 香港業餘考古學導論 (Amateur Archaeology in Hong Kong)

本課程專為培養對考古工作有興趣人士而設，本課程著重理論和實習，使學員更有效地利用現場發掘過程，對考古學更具了解。

主要內容包括：(一) 考古學研究的對象和範圍；(二) 考古學研究的方向、功用及其與其它學科的关系；(三) 新石器時代考古；(四) 埋葬制度及文化藝術；(五) 青銅時代考古；(六) 鐵器時代考古；(七) 陶瓷製造業；(八) 石刻藝術；(九) 灰窰製造業；(十) 最新科學古物鑑定；(十一) 考古遺址。並參觀考古學會發掘過程，及安排參與實習。

(限收二十二人)

主 講 人：盧金球先生，B.A.(Lingnan)
(香港考古學會執行委員)

地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九六年三月四日起每星期一下午六時至
七時三十分

全期學費：五百三十元 (共十二講及二次野外實習。野外實習之交通費由學員自付)

8302. 中國古文物鑑賞 (Appreciation of Chinese Relics)

本課程講授的重點，在於介紹鑑賞中國藝術物品的技巧和怎樣鑑別它們的真偽，同時也涉及品評、維修及保養古文物方面的知識。內容包括：(一) 國畫、(二) 陶瓷、(三) 銅器、(四) 玉器、(五) 「考古」：國內最新發掘出土文物的分析及其提供的歷史價值和意義。

(限收二十二人)

主 講 人：盧金球先生，B.A.(Lingnan)
(香港考古學會執行委員)

地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九六年二月廿八日起每星期三下午六時十五分
至七時四十五分

全期學費：五百壹十元 (共十二講及一次現場參觀。現場參觀之交通費及入場費由學員自付)

8303. 香港古物與古蹟(Hong Kong Antiquities and Monuments)

本課介紹有關考古學對香港與古蹟的研究，如史前和歷史時代遺物方面知識，內容包括：石刻、古堡及炮台、古廟、宗祠及公祠、書室及書齋、圍村及民房、風水塔及風水牆、功名牌匾、及古建築物等。有關新界五大家族 (鄧、廖、文、彭、侯) 等的拓殖史及背景，封建考試制度如鄉試，會試及殿試等。農村風俗及生活習慣等作神入淺出的講授。

(限收二十二人)

主 講 人：盧金球先生，B.A.(Lingnan)
(香港考古學會執行委員)

地 點：市區中心 1 8 室 (信德中心西翼九樓)

時 間：一九九六年六月三日起每星期一下午六時至七時三十分

全期學費：四百四十元 (共九講及二次實地考察。實地考察之交通費由學員自付)

8304. 香港近百年歷史的回顧 (The Past Hundred Years of Hong Kong)

本課程由中英第一次鴉片戰爭說起，回顧本港一百五十年來的滄桑史。內容介紹早期香港的面貌、地理環境、傳統生活習慣與風俗、及民間信仰等，並與今日的香港作一個全面的比較。其中對在日治時期港人的生活實況，更有詳細的闡述。講者生於斯長於斯，親身體會淪陷三年零八個月時期的情況，可說是歷史的見證人。本課程對未經第二次世界大戰洗禮的青年人，有提供教育與警傷的作用。四十歲以上的人士，亦可藉本課程重溫舊夢，與講者共同回味過去甘苦。

(限收二十二人)

主 講 人：盧金球先生，B.A.(Lingnan)
(香港考古學會執行委員)

地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九六年五月廿二日起每星期三下午六時十五分
至七時四十五分

全期學費：四百二十元 (共八講及一次實地考察。實地考察之交通費由學員自付)

8305. Appreciation of Chinese Relics

History started when written language began to produce records, whereas the unwritten prehistory was recorded by relics and antiques.

This course aims at teaching students how to appreciate Chinese relics and antiques, with special attention paid to evaluation, maintenance and testing for authenticity of antiques and relics. Major topics to be covered include Chinese old painting, ceramics, bronze, jade and ancient artefacts uncovered recently from Chinese archaeological sites.

There will be one full-day field trip in a weekend (travelling expenses to be borne by the participants).

Enrolment is limited to 22

Tutor : Lo Kam-kau, James, B.A.(Lingnan), Committee member of the Hong Kong Archaeological Society

Venue : Room 18, SPACE Town Centre, 9/F,

Date : Saturdays, 2:15pm - 3:45pm, starting May 18, 1996

10 meetings & 1 Field Trip

Fee : \$400

8332. What a Print Buyer Should Know About Printing

This course is designed for graphic artists, designers, reporters, editors, and other employees in the publishing, journalism and communication fields who, as print buyers, must have a basic understanding of printing production processes. Emphasis will be on costing evaluation and quality control. Topics will include: placing a printing order, appreciation of printing processes and production, printing materials; standard and suitability, costing and standards in printing, as well as quality control in printing.

Enrolment is limited to 30

Tutors : Members of the Graphic Arts Association of Hong Kong

Venue : Room 208, Run Run Shaw Building, HKU
Date : Mondays, 6.45-8.45 p.m., commencing March 4, 1996

5 meetings Fee:\$265

Medium of instruction: Cantonese supplemented with English where appropriate

Participants are expected to pay \$100 each for materials and tools.

8333. 印前技術概論：印刷品買家須知 (A Follow Up Course for Print Buyers)

本課程專為印刷品買家而設，使他們進一步了解印刷品製作過程，及如何節省生產費用，講授範圍包括：(一)印前正稿製作知識；(二)編排技術的認識；(三)桌上出版系統概說；(四)色彩及彩色製版簡述；及(五)特技影版的認識。

(限收二十五人)

主 講 人：香港印藝學會委員
地 點：香港大學邵逸夫樓208室
時 間：一九九六年四月十五日起每星期一下午六時四十五分至八時四十五分
全期學費：二百六十五元 (共五講)

8334. 雜誌編輯 (Magazine Editing)

雜誌的編輯，是專門的學問，是一種藝術，是一項管理學。雜誌的編輯，更是作家與讀者的橋樑；小至團體學校的刊物，大至銷路廣闊的雜誌，其成功與否，都倚賴編輯們的修養。本課程將兼顧以下的重點：專業守則與品質控制的關係；報紙、雜誌、畫報編輯的分野及特點；讀者心理和編輯風格的建立；刊物文字規範化的理論和實踐；文字編輯和美術編輯的角色分工；標題的控制、資料選輯和撰稿規格；紙張、製版、分色、印刷原理和運用介紹；版面設計、字體研究電腦輔助編務；編輯工作的責任感和時間控制。

主 講 人：何良懋先生 (資深報刊編輯、大學新聞系兼任講師)

地 點：香港大學校本部大樓122室
時 間：一九九六年三月八日起每星期五下午七時十五分至九時十五分
全期學費：二百七十五元 (共七講)

8335. 電腦輔助美術設計 (Computer-aided Design with Personal Computer)

本課程適合一群從事傳統設計、編輯、廣告及美術而有志於探求電腦輔助設計的工作者而設。雖則課程未有安排任何的課堂實習，但學員須呈交家課多份，以備考核及展覽之用，故此希望學員能自備電腦及每週花費不少於五小時的實習時間。導師亦會在適當時為學員提供電腦輸出的服務及參觀。課程內容包括：電腦美術設計的硬件及軟件；電腦視窗 (Windows) 的工作環境及其操作；電腦字形系統的應用；Corel Draw的應用；Picture Publisher的應用；及輸出的過程及其質量控制。

(限收三十人)

主 講 人：袁振光先生 B.Sc.(CUHK), Cert.Ed.(HK), MHKCS, MIEEE

袁達雄先生 B.Sc.(CUHK)
地 點：香港大學邵仁枚樓101室
時 間：一九九六年三月十二日起每星期二下午七時十五分至九時十五分
全期學費：二百二十元 (共六講)

8336. 製作教學錄像節目之理論與技巧 (Introduction to Making Educational/ Instructional Video)

為工商，教育，文化，新聞等行業提供的基本訓練課程，研究利用攝錄機拍攝簡單而有效的錄像節目，以供訓練員工，學生之用。內容包括：(一)錄像之歷史，流通及特色；(二)教育 vs 娛樂；廣播 vs 狹播；(三)錄像與學習；(四)系統式製作原理；(五)基本技術知識；(六)基本攝錄語言；(七)剪接，構圖，燈光，音響；(八)數碼錄像及剪接簡介。

主 講 人：容若愚先生 M.Ph.(Comm., CUHK), B.Ed.(Lond.), S.T.B.(Rome), Cert.Comm.Arts(UK)

地 點：市區中心16室 (信德中心西翼九樓)
時 間：一九九六年六月十日起每星期一下午六時三十五分至八時廿分
全期學費：三百一十五元 (共六講)

8337. 電影及錄影藝術欣賞：理論研討 (Film & Video: Art Appreciation)

本課程著重以不同的角度去探討一部電影的各個層面，內容包括：(一)歷史與技術演變的關係；(二)敘事形式與非敘事形式；(三)時空交錯的場面調度；(四)語言、映象與聲音的表達；(五)電影與文學。課程除講授外，並輔以影片及電視錄影作參考觀賞，適合一般對電影及錄影有普遍程度認識的人仕參加。

(限收三十四人)

主 講 人：貝格理(Gary Pollard)先生 TV producer/ reporter for the award winning "Here&Now" program, scriptwriter for "Legacy".

王璐德女士 Director of the program "Legacy" BEST INTERNATIONAL TV DRAMA (San Francisco Film Festival, 1991)

黎秋華先生 Executive producer at R.T.H.K.

講授語言：粵語為主

地 點：市區中心26室（信德中心西翼九樓）

時 間：一九九六年三月二日起每星期六下午二時三十分至五時三十分

全期學費：七百五十元 （共十講）

8338. 錄影製作室 (Video-making Workshop)

本課程完全著重實習，內容包括：（一）故事大綱；（二）題材討論；（三）劇本編寫；（四）角色選取；（五）工作崗位；（六）實地拍攝（燈光/收音/攝影/演戲）；（七）美術字幕；（八）剪輯實習；（九）配音配樂。各學員都可親手完成一部作品，由實戰中吸收寶貴的製作經驗，對照理論，反思原理。務求使理論與實際互相配合，歡迎對電影藝術及電影製作過程有興趣人士參加。（限收廿四人）

主 講 人：貝格理(Gary Pollard)先生 TV producer/reporter for the award winning "Here & Now" program, script writer for "Legacy".

王璐德女士 Director of the program "Legacy" BEST INTERNATIONAL TV DRAMA (San Francisco Film Festival, 1991)

黎頌圖先生（錄像工作者）

黎秋華先生 Executive producer at R.T.H.K.

講授語言：粵語為主

地 點：市區中心26室（信德中心西翼九樓）

時 間：一九九六年五月廿五日起每星期六下午二時三十分至五時三十分

全期學費：七百五十元 （共十講）

8339. 公共關係 (Public Relations)

公共關係乃現代企業管理之工具，本課程共分三部：（一）透過公共關係的發展過程與理論，使學員了解到公共關係在管理階層上所發揮的作用；（二）簡介一般工商企業、政府或服務機構的公共關係實務；（三）著重公共關係實務技巧，如：新聞稿的撰寫、傳播媒介的運用、公共關係活動的策劃等。本課程對從事文化教育事業、社會工作、一般工商企業、以及有志投身公共關係行業者，均有極大之專業上幫助。

（限收三十八人）

主 講 人：香港公共關係學會委員

地 點：市區中心16室（信德中心西翼九樓）

時 間：一九九六年三月八日起每星期五下午八時十分至九時五十分

全期學費：三百七十元 （共十講）

8340. 自我辨認與人際溝通 (Intra-Personal Relationships in Human Communication)

除了導引出人際關係的理論上的專有解釋及概念外，更盡力增進學員們的自我了解，再輔以心理測驗及「相互觀察與糾正小組」的方式，來促進學員們對該科之認識。討論項目包括：傳播之原則及理論，自我的成長，自我的認識，知覺力與定形趨向等等。

整個課程著重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。

（截止報名日期：三月五日，限收二十人）

主 講 人：陳毓祥博士

地 點：導論課

香港大學梁銓瑠樓LG110室

進修宿營課

新界元朗石崗林錦公路香港大學嘉道理農業研究中心

時 間：導論課

一九九六年四月三日星期三下午六時至八時

進修宿營課

一九九六年四月五日星期五上午八時至四月六日星期六下午十時（集合時間及地點：四月五日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供）（共三十小時）

全期學費：八百元（另食宿費二百五十元，報名時一共需繳費一千零五十元）

8341. 人際關係與人際溝通 (Inter-Personal Relationships in Human Communication)

本課將以「相互觀察與糾正小組」方式學習人際關係的理論。內容包括：人際溝通技巧與理論，人際間的隔膜，家庭成員的二十種溝通技巧，面談的理論及技巧等等。

整個課程著重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。

（截止報名日期：三月五日，限收二十人）

主 講 人：陳毓祥博士

地 點：導論課

香港大學梁銓瑠樓LG110室

進修宿營課

新界元朗石崗林錦公路香港大學嘉道理農業研究中心

時 間：導論課

一九九六年四月十日星期三下午八時至十時

進修宿營課

一九九六年四月十四日星期日上午八時至四月十五日星期一下午十時（集合時間及地點：四月十四日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供）（共三十小時）

全期學費：八百元（另食宿費二百五十元，報名時一共需繳費一千零五十元）

8342. 實用心理與人際溝通 (Practical Psychology in Human Communication)

以小組討論，「相互觀察與糾正小組」及實習方式，幫助學員去領略有效之傳播溝通技巧，從而解決個人及人際間的問題，討論範圍包括：人際溝通處事分析(Transactional Analysis)，人際溝通的領導問題，人性理解，人際溝通的人體語言，勸誘的傳播技巧與宣傳方法，人際間的相互吸引問題，人際溝通問題中之適應性與不良心理反應及人際溝通與小組壓力。

本課程適合對傳播學有初步認識的學員選修。而對一般從事文化教育事業、社會工作及公共關係、及需進一步理解人際溝通的各項問題的人士，幫助尤大。(截止報名日期：三月五日，限收十八人)

主講人：陳毓祥博士

地點：導論課

香港大學校梁詠瑤樓LG110室

進修宿營課

新界元朗石崗林錦公路香港大學嘉道理農業研究中心

時間：導論課

一九九六年四月十七日星期三下午六時至八時

進修宿營課

一九九六年四月廿一日星期日上午八時至四月廿二日星期一下午十時(集合時間及地點：四月廿一日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供)(共三十小時)

全期學費：八百元(另食宿費二百五十元，報名時一共需繳費一千零五十元)

8343. 快樂人生與人際溝通 (Happiness & Human Communication)

本課程除將各地中西學者對快樂人生的不同研究及看法說明外，並講解各種不同增進快樂人生的模式，再詳盡解釋「加」氏(W. Glasser)的現實控制論(Reality: Control Theory)及講者自創以老莊思想為根據的中國心理治療法，再輔以「相互觀察糾正小組」的方式，用以上談及的理論來個別分析學員的快樂人生觀。學員應先參閱「蔡志忠」博益出版「漫畫老子莊子」及Perry Good(1987) *In Pursuit of Happiness New View*和William Glasser(1984) *Control Theory* Harper & Row, 會有很大的幫助。

(截止報名日期：三月五日，限收十八人)

主講人：陳毓祥博士

地點：導論課

香港大學厲樹雄科學館104室

進修宿營課

新界元朗石崗林錦公路香港大學嘉道理農業研究中心

時間：導論課

一九九六年四月十八日星期日下午八時至十時

進修宿營課

一九九六年四月廿八日星期日上午八時至四月廿九日星期日下午十時(集合時間及地點：四月廿八日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供)(共三十小時)

全期學費：八百元(另食宿費二百五十元，報名時一共需繳費一千零五十元)

8344. Tao Psychotherapy: Theory & Practice (A Chinese Cultural Approach)

After studying therapy continuously for the last 20 years in the West, Dr. Chan has developed a Chinese approach based on ideas taken from the works of Lao Zi and Zhuang Zi. He tried out the approach for the last three years in Hong Kong and Australia and found it to be effective with most if not all of the cases encountered. He would present the 2 levels of operations on two separate days. A substantial part of the programme would be devoted to attending to real situations brought up by the participants. This course will be useful to both professional counsellors as well as teachers, guidance officers, nurses, volunteers and educators. According to Lao Zi, his way is so simple that even the illiterate can understand although very few actually border to put it into practice. (A blank 180" VHS video tape needed)

Enrolment is limited to 20

Reference: Tsai C.C. *The Sayings of Zhuang Zi, Lao Zi*. (Asiapac Publishing, 1991)

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:

Room LG110, K.K. Leung Building, HKU

Residential Camp:

Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date : Briefing Lecture:

Wednesday, 8.00-10.00 p.m. on April 3, 1996

Residential Camp:

From Sunday, April 7, 1996 (8.00 a.m.) to Monday, April 8, 1996 (10.00 p.m.)
(Assemble at 8.00a.m. on April 7, 1996 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours

Fee: \$1,050, including board & lodging charges

Medium of instruction: Cantonese and some English

Closing date for applications: March 5, 1996

8345. Group Counselling & Psychotherapy: Theory & Practice

After 20 years of conducting groups in Hong Kong and overseas, Dr. Chan would share his experience with the participants in this field. Part of the course would be spent in presenting the basic theory of the humanistic and behaviour approaches. Most of the time will be devoted to real group operations which would be frequently "frozen" for process analysis. Participants would be expected to bring in real issues for sharing under strict confidential setting.

Teachers, guidance officers, social workers and professionals who have to run groups would benefit from this course. (Bring a blank 180" VHS tape) (Good to bring own video camera) *Enrolment is limited to 20*

Reference: Corey G. *Group: Process & Practice*. (Calif: Brooks/Cole, 1977)

Tutor: Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room LG110, K.K. Leung Building, HKU
Residential Camp:
Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date : Briefing Lecture:
Wednesday, 8.00-10.00 p.m. on April 17, 1996
Residential Camp:
From Wednesday, April 24, 1996 (8.00 a.m.) to Thursday, April 25, 1996 (10.00 p.m.)
(Assemble at 8.00 a.m. on April 24, 1996 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours
Fee: \$1,050, including board & lodging charges

Medium of instruction: Cantonese and some English

Closing date for applications: March 5, 1996

8346. Microcounselling: Theory & Practice

For the last twenty years, Dr. Chan has been conducting counselling training for both professional and para-professionals using the Ivey model. Following his personal exposure at Stanford University, he has developed training video tapes in Cantonese at the Chinese University. Apart from some brief introduction in theory, practical work will be stressed. At the end of the course, participants would be expected to improve their communication sensitivity especially in the area of emotional perception. This course would benefit teachers, guidance officers, social workers, volunteers who would like to improve their counselling skills with a practical focus. Participants have to make a 15 minutes video before the course with a client and bring along a blank 180" VHS tape. (Good to bring own video camera) *Enrolment is limited to 20*

Reference: Ivey A. & Authier J. *Microcounselling*. (Illinois: Charles C. Thomas., 1978)

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room LG110, K.K. Leung Building, HKU

Residential Camp:
Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date : Briefing Lecture:
Wednesday, 6.00-8.00 p.m. on April 10, 1996.

Residential Camp:
From Friday, April 12, 1996 (8.00 a.m.) to Saturday, April 13, 1996 (10.00 p.m.)
(Assemble at 8.00 a.m. on April 12, 1996 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours
Fee: \$1,050, including board & lodging charges

Medium of instruction: Cantonese and some English

Closing date for applications: March 5, 1996

8347. Advanced Microcounselling: Theory & Practice

This is a follow-up course of Microcounselling: Theory & Practice. Admission is restricted to those who have completed the Microcounselling course at SPACE.

Enrolment is limited to 20

Reference: Ivey A. & Authier J. *Microcounselling*. (Illinois: Charles C. Thomas., 1978)

Medium of instruction: Cantonese and some English

Closing date for applications: March 5, 1996

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room LG110, K.K. Leung Building, HKU

Residential Camp:
Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date : Briefing Lecture:
Wednesday, 6.00-8.00 p.m. on April 10, 1996

Residential Camp:
From Friday, April 19, 1996 (8.00 a.m.) to Saturday, April 20, 1996 (10.00 p.m.)
(Assemble at 8.00 a.m. on April 19, 1996 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours
Fee: \$1,050, including board & lodging charges

Advanced Learning Strategies: Theory & Practice

Dr. Chan has been conducting learning enhancement courses for more than twenty years in post secondary institutions in Hong Kong and Australia. He acquired his special skills from Stanford University, Evelyn Wood, Australia and Learning Method Group, London and his personal research. He has developed his own approach which incorporates the latest research findings in the areas of learning, reading, memory and concept maps. Participants of his courses in the past have consistently improved their reading speed by more than 100% with no loss in comprehension; be able to recall concepts, dates and numbers with ease and being able to condense key concepts in highly organized systems. Professionals who are required to cover high volume of information, teachers who are assisting students with learning would benefit from this course.

Enrolment is limited to 20 for each class

Reference : Buzan T. *The Mind Map Book* (London: BBC Publishing, 1995)

Medium of instruction: Cantonese and some English

Closing date for applications: March 5, 1996

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room 104, James Hsioung Lee Science Building, HKU

Lectures:
Room 103, SPACE Town Centre, 10/F

8348. Briefing Lecture:
Thursday, 6.00-10.30 p.m. on April 4, 1996

Lectures:
Wednesdays, 9.00 a.m.-5.00 p.m. on April 10 & 17, 1996

18.5 Lecture hours Fee: \$550

8349. Briefing Lecture:
Thursday, 6.00-10.30 p.m. on April 4, 1996

Lectures:
Thursdays, 9.00 a.m.-5.00 p.m. on April 11 & 18, 1996

18.5 Lecture hours Fee: \$550

8350. Theory & Practice of Counselling & Psychotherapy

This course covers a few of the basic counselling theories which are applicable in the Hong Kong educational institutions, community centres, voluntary, social and health agencies. Apart from the person-centre, behavioural, reality and rational emotive psychotherapies, the lecturer would present a Chinese indigenous therapy which he developed. For each therapy there will be demonstrations followed by guided practices by each and every participant in simulated cases and role plays. Teachers, guidance officers, social workers and professionals would benefit from this course. (Bring a blank 180" VHS tape) (Good to bring own video camera)
Enrolment is limited to 20

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room 104, James Hsioung Lee Science Building, HKU

Residential Camp:
Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date : Briefing Lecture:
Thursday, 6.00-8.00 p.m. on April 18, 1996

Residential Camp:
From Friday, April 26, 1996 (8.00 a.m.) to Saturday, April 27, 1996 (10.00 p.m.)
(Assemble at 8.00 a.m. on April 26, 1996 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours
Fee: \$1,050, including board & lodging charges

Medium of instruction: Cantonese and some English

Closing date for applications: March 5, 1996

8351. Theory & Practice in Handling Children's Problems

Being a father of three, Dr. Chan would present the theory of positive parenting with both Western and Eastern orientations. The STEP (System Training for Effective Parenting) by Kinkmeyer will be presented with demonstration first. Much of the time will be devoted to real problems brought up by the participants with demonstration and role plays. The second day will be used to explore the Tao approach as compared with the Confucius model which is adopted by most Chinese. The lecturer has in the past succeeded in getting an "autistic child" to talk continuously for two hours right in front of the group under the camera. The participants would benefit if they can bring in real problems with recorded video or audio tapes. It may

be of greater benefit if special arrangement can be made to invite their children to be present on request when the situation arises. (A blank 180" VHS video tape needed)

Enrolment is limited to 20

Reference : Tsai C.C. *The Sayings of Zhuang Zi, Lao Zi*. (Asiapac Publishing, 1991)
Dinkmeyer D. *STEP The Parent's Handbook* (MN: American Guidance S., 1976)

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc.,
M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Room 104, James Hsioung Lee Science Building,
HKU

Date : Thursday, 9.00 a.m.-5.00 p.m. on April 4, 1996 &
Thursday, 6.00-10.30 p.m. on April 11, 1996

11.5 hours Fee: \$440

Medium of instruction: Cantonese and some English

Closing date for applications: March 5, 1996

8352. 聲藝與口才 (The Art of Expression)

我們生活在這個蓬勃多姿的群體社會裡，隨時隨地都需要有談吐應對，或發表言論，或現身說法，或肩負司儀，或以聲音作為一種訴諸聽覺藝術的機會。但是話語怎樣才能說得得體，聲調運用得優美，情感的貫注又具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以至聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較深入的認識與探討，這個課程所提供的，也就是環繞著聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧；粵音九聲的變化；常用語音的分類；演說技巧及練習；司儀方法及練習；唸詞方法及口才訓練等。

(限收二十八人)

主 講 人：彭永才先生
地 點：香港大學邵逸夫樓208室
時 間：一九九六年五月廿日起每星期一下午六時三十分至九時
全期學費：四百一十五元 (共八講)

8353. 表達與理辯 (Public Speaking & Persuasion)

我們每人每天都要處事，都要用很多時間聽別人的意見，說自己要說的話、閱讀文件或書報、寫信件、寫報告和寫演講稿……等等，也就是說，我們無時無刻都在（一）自己向自己表達（思想方法的運用），（二）一對一的相對表達（兩個人之間的問題處理），（三）一對多的表達（處理多數人的問題，諸如演講、在職務性會議中發表意見等），（四）理辯式的表達（交涉、談判，以及紛爭性的事務處理）。因此，本課程特從心理學、邏輯學的角度，分析人們思想意見的傳達技巧與實際運用；探討人類行為、理辯態度與社會關係影響意見的表達等等因素。課程內容理論與實際並重，語言與文字兼顧，與工商教育傳播等均有密切關係，重點配合職業上實際的需求。

(限收三十八人)

主 講 人：周文海先生 (人人書局經理兼出版部主任)
地 點：市區中心28室 (信德中心西翼九樓)
時 間：一九九六年三月五日起每星期二下午六時至七時三十分
全期學費：二百九十元 (共八講)

8354. 處事的技巧 (Decision-Making)

本課程將透過七次專題講述，四次分組實例研究，探討如何對自己做的事能夠進行有目的的思考；能夠描述問題、分析問題、界定問題、解決問題；能夠擬方案；能夠寫計劃等。講授內容包括：處事的理和情；你會選取處事的起點理據嗎？怎樣分析问题一查驗事情發生的原因，認識事情的特點與變化；可能發生的問題之分析方法；人性需要與自我控制；你會編擬計劃嗎？怎樣界定問題與怎樣解決問題？分組討論的題目包括：聯想力的試驗；報告自己分析事理的方法和經驗；如何開放自己與他人共同分析事理；報告自己編擬計劃的方法及解決問題的實例等。

(限收三十八人)

主 講 人：周文海先生 (人人書局經理兼出版部主任)
地 點：市區中心28室 (信德中心西翼九樓)
時 間：一九九六年四月三十日起每星期二下午六時至七時三十分
全期學費：三百六十元 (共十一講)

8355. 廣告與市場策略 (Advertising and Marketing Strategy)

在一個高度資訊化的社會裡，各廠商爭相使本身的產品呈現於消費者的眼前，但如何令自己的產品脫穎而出，吸引消費者的注意，這就須要有有效率的計劃及策略了。

「成功的廣告行動源於良好的推廣計劃，而良好的推廣計劃是由可靠有效市場行銷計劃而來。」

本課程討論廣告策略與市場策略之關係，市場定位與市場調查對廣告運用的幫助。並討論廣告計劃的目標，預算訂定，媒介之安排與選擇，評估廣告效果的方法等。

主 講 人：鄧廣鈿先生 M.B.A.(Long Island)
地 點：市區中心16室 (信德中心西翼九樓)
時 間：一九九六年三月七日起每星期四下午六時三十分至八時
全期學費：二百七十元 (共七講)

8356. 廣告學與市場管理 (Advertising in Marketing Management)

廣告的作用是在於商品的推銷以至市場的推廣，所以廣告與市場管理，實在是關連的。本課程首先介紹市場管理的重要性，消費者的心理與市況，工商機構中的銷售策略；繼而講授廣告學的各門知識，包括：（一）廣告策劃，如製作過程，宣傳目的與市場目標；（二）廣告媒介，如策略、電視、報紙、廣播、雜誌、郵遞、推銷與戶外宣傳等；（三）廣告創作，包括撰稿、編排、印刷、電視與廣播製作、商標、包裝等；（四）廣告管理，包括廣告代理與廣告宣傳計劃的處理。報讀本課程學員請一併報讀隨後之「廣告研習班」。

(限收三十六人)

主 講 人：盧振忠先生
地 點：市區中心10室（信德中心西翼九樓）
時 間：一九九六年三月七日起每星期四下午八時三十分至十時
全期學費：三百一十五元（共八講）

8357. 廣告研習班 (Advertising Workshop)

以探討、座談及實習方式，讓學員體驗廣告業務之實際作業過程，藉以培育廣告人材，提高專業水準。

課程內容將就指定課題，先行提供實例資料，繼而引導學員分組進行研討、實習，以製訂綜合的作業計劃書。學員在必要時，可於堂外自行磋商及彙集資料。製訂的作業計劃書，必須由各小組在堂上陳述，另邀請資深廣告業人士現場評論。

此研習課程特為廣告業及相關行業之基層及中層從業員而設。申請者必須對廣告業有基本認識，具一年廣告工作經驗；曾選修「廣告學與市場管理」課程者，優先取錄。（限收二十四人）

主 講 人：盧振忠先生
地 點：市區中心10室（信德中心西翼九樓）
時 間：一九九六年五月九日起每星期四下午八時三十分至十時
全期學費：四百五十五元（共十二講）

專業及廣告攝影課程（初級班）(Photography for Professionals & Advertising-Basic Course)

本課程適合一般對攝影有興趣，有志於晉身“職業攝影”人仕選讀。課程中理論與實習並重。專業攝影及黑房器材之介紹、使用方法及操作原理，先充份了解專業攝影器材各個系統，再從而掌握有關技術。包括（一）專業大型4x5相機系統，（二）專業彩色及黑白沖晒技巧包括彩色自動沖機、幻燈片直接晒相及可變反差黑白放大，（三）影樓燈光系統及特性，（四）濾色片與廣告照片之配合，（五）測光系統，（六）專業鏡頭及特殊攝影配件，（七）背景前投式幻燈機操作，及（八）支柱腳架天花路軌影棚設計等。本課程將提供電腦中文講義、TV錄影示範教具及逾百萬頂級專業器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等（約一百五十元）。（每班限收十四人）

主 講 人：蔡克信先生（香港專業攝影師公會會員）
地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

8358. 一九九六年三月四日起每星期一下午七時三十分至九時三十分
全期學費：九百二十元（共十講）

8359. 一九九六年三月八日起每星期五下午七時三十分至九時三十分
全期學費：九百二十元（共十講）

8360. 一九九六年三月九日起每星期六下午四時三十分至六時三十分
全期學費：九百二十元（共十講）

專業及廣告攝影課程（中級班） (Photography for Professionals & Advertising - Intermediate Course)

本課程適合具有攝影基礎人仕修讀（如已修讀初級班課程）。課程注重介紹商業攝影技巧及方法，使晉身攝影助手、攝影師及開設影樓等職業攝影工作，課程包括（一）4x5大型相機及商品攝影，（二）專業黑房沖晒技巧，（三）專業婚紗、人像及時裝攝影，（四）室內設計及建築職業攝影技巧，（五）舞台表演攝影，（六）海報、書面、明信片、月曆等插圖攝影等。本課程提供二千呎黑房及影樓、逾百萬頂級專業攝影器材、電腦講義及AV視聽教具。但學員需自付消耗性材料如菲林、藥水等（約二百元）。（每班限收十四人）

主 講 人：蔡克信先生（香港專業攝影師公會會員）
地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

8361. 一九九六年五月廿日起每星期一下午七時三十分至九時三十分
全期學費：九百八十五元（共十講）

8362. 一九九六年五月廿四日起每星期五下午七時三十分至九時三十分
全期學費：九百八十五元（共十講）

8363. 專業及廣告攝影證書課程 (Certificate Course in Photography for Professionals & Advertising)

本課程適合已修讀約四十小時課程之學員作深造進修，本學院有權挑選合資格之申請者入學。課程包括：（一）特技攝影（如超高速動態凝固、電子激光、三原色組合、幻燈背景廣告攝影），（二）外籍模特兒人像攝影，（三）專業影樓及PRO-LAB參觀，（四）邀請專業攝影大師及名家作客座講師，（五）現代歐美日專業攝影潮流，（六）企業廣告攝影，（七）職業攝影客戶服務要點，（八）成立影樓及經營職業攝影方法，（九）高級商品攝影，（十）學員畢業作品集研討。本課程學員將必需拍攝作品集一套，作為證書成績之釐訂及畢業標準，學員畢業後，可獲本學院頒發證書。

本課程將提供電腦中文講義、TV錄影示範教具及逾百萬頂級專業器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等（約三百元）。（限收十二人）（截止報名日期：一九九六年二月廿三日）

主 講 人：蔡克信先生（香港專業攝影師公會會員）
地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

時 間：一九九六年三月九日起每星期六下午二時至四時
全期學費：二千二百元（共二十講）

Courses Requiring No Formal Qualifications

DIPLOMA IN LEGAL STUDIES (DEGREE ACCESS COURSE)

Introduction

The Diploma course is aimed at educating students in the study of law and preparing them for formal training in law and legal practice for future career development. The course has been specially designed to assist students to develop the academic and practical skills needed for practice in the law. The compulsory course units on Legal Method and Study Skills direct themselves towards improving students' communication and examination skills. The provision of extensive course materials and regular classes together with compulsory written assignments throughout the course are aimed at educating students to a level where they can successfully progress to further legal qualification.

The programme is a block-building, accumulation course so that a student may leave the programme at various exit points in year one or year two.

The course is offered in conjunction with the Institute of Legal Executives (U.K.) which is the joint examining and validating body together with SPACE.

Course Duration

The Diploma course is a part-time full two-year programme. It includes two academic years of study and two summer programmes.

Course Format

The Diploma course consists of four certificates which are taken over a two-year period. Students are required to attend:

Course No. 706 Certificate in Legal Studies - Year I (September - May)

This course comprises three units: Law I; Practice I and Law Skills I.

Course No. 707 Year I Summer Certificate (June - July)

Course No. 708 Certificate in Legal Studies - Year II (September - May)

This course comprises three units: Law II; Practice II and Law Skills II.

Course No. 709 Year II Summer Certificate (June - July)

In each certificate course students will receive lectures, seminars and revision classes. Specially prepared course manuals, essential course texts and extensive course materials will also be provided.

The students will be awarded each certificate on successful completion of the programme.

On successful completion of the four certificates the student will be awarded the Diploma in Legal Studies based upon performance in the four certificates.

Career Progression

In answer to the question, "What can I do with my qualification?" there are many different career pathways that can be followed.

Students who hold the second year Certificate in Legal Studies at present are eligible to progress as follows:

1. To the LL.B. law degree programme at London University - the qualification is accepted for entry to many London University degree programmes including the LL.B. and B.Sc. Management with Law. Students who complete the certificate programme will be given guaranteed places on the London University LL.B. first year courses held by SPACE or B.Sc. Management with Law courses.
2. The qualification will assist a student who is applying to the HKU Law Faculty for the full-time LL.B. degree provided the applicant is over 25 at the time of application.
3. Students who complete the two-year Certificate can use the qualification as an entrance requirement for full-time law degree studies overseas. SPACE has special relationship with many Universities in the United Kingdom and elsewhere and places can be arranged for students who pass the two-year Certificate programme.
4. The Certificate satisfies Part I of the Institute of Legal Executives' Certificate programme and enables students to enter the Part II course with a view to taking the Institute's fellowship examinations and ultimately qualifying as a solicitor.

In addition to the above, if the student completes the Summer Certificates and obtains the Diploma in Legal Studies:

1. The Diploma holder may apply for entry to the University of Leicester Master of Arts degree programme, M.A. in Public Order. This programme is offered part-time in Hong Kong in association with SPACE.
2. Diploma holders over the age of 25 may apply for entry to the Common Professional Examination of England and Wales (C.P.E.). This is a two-year part-time course (four subjects each year) offered at SPACE for students

who wish to follow the fast-track route to qualification as a solicitor or barrister. This programme is offered by SPACE.

3. Diploma holders over the age of 25 may apply for entry to the Hong Kong Common Professional Examination Certificate in Laws (C.P.E.C). This is a one-year full-time course for students who wish to follow the fast-track route to qualification as a solicitor or barrister in Hong Kong.
4. Diploma holders have a limited right of audience to appear before a District Judge in the District Court and before a Master in the High Court. Diploma holders may use the term "Legal Executive" as a designation.
5. Diploma holders satisfy the entrance requirements of the Bachelor of Arts (Library and Information Science) degree of the Charles Sturt University and will receive credits for eight (8) subjects out of 24 subjects in the BA course. This BA course is offered also in Hong Kong in association with SPACE.

Entry Requirements

There are no formal entry requirements. However, students should have a proficiency in English demonstrated by, for example, a pass in English (H.K.C.E.E.) or other similar qualification, or by their business, commercial, academic or other experience.

Timetable

Course No. 706 Certificate in Legal Studies - Year I

The course will commence on Tuesday, October 1, 1996.

Time : 6.30 - 9.30 p.m.

Venue : Lecture Theatre 1, Library Extension Building, H.K.U., Pokfulam Road, Hong Kong.

Classes will be held every Tuesday and some Thursdays from September to May. A full timetable will be distributed in the first class.

The cost of the Certificate in Legal Studies - Year I course is \$8,500. The cost of the 1997 Summer course will be approximately \$800.

Enrolment for this course commences on January 15, 1996. Further details will be available in January, 1996 and application forms can be obtained from Room 1405, 14/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong.

Degree Courses

LONDON UNIVERSITY LL.B. DEGREE REVISION COURSES

Revision courses for candidates sitting the London University LL.B. and other similar examinations will be offered in March/April 1996. They will be taught mainly by lecturers invited from the United Kingdom.

The courses offered will be in:

- 8381. Constitutional Law
- 8382. Criminal Law
- 8383. Elements of the Law of Contract
- 8384. English Legal System
- 8385. Evidence
- 8386. Land Law
- 8387. Law of Tort
- 8388. Law of Trusts
- 8389. Company Law
- 8390. Family Law
- 8391. Jurisprudence and Legal Theory
- 8392. Succession

Course Fee: \$1,200 (per subject)

Please write in for details enclosing a stamped self-addressed envelope.

Professional Courses

SPACE operates 5 major professional courses: the C.P.E.; the C.P.E.C.; the P.C.LL.; the English Bar Examinations; and the Institute of Legal Executives' course. The C.P.E. and C.P.E.C. are offered to graduates in non-law disciplines and represent the academic stage of their legal training. The P.C.LL. is offered to law graduates and C.P.E. or C.P.E.C. holders and represents the professional stage. In the great majority of cases applicants for the courses would be intending a career in law or at least, qualification as a lawyer. For those seeking a non-graduate career in law, the Institute of Legal Executives' Part II Certificate course is operated jointly by the Institute and SPACE. The Institute's Part II courses are open to all those who have successfully complete the Year II Certificate in Legal Studies or Diploma in Legal Studies. The English Bar Examinations course is offered for graduates or C.P.E. holders who wish to qualify as Barristers through the English route.

HONG KONG COMMON PROFESSIONAL EXAMINATION CERTIFICATE IN LAWS (C.P.E.C.) 1996-7 COURSE NO 8003

The Hong Kong Common Professional Examination Certificate in Laws (the "C.P.E.C.") is a full-time, one-year programme leading to a joint award of the University of Hong Kong Faculty of Law and the School of Professional and Continuing Education (SPACE). The C.P.E.C. is designed for graduates in non-law disciplines who wish to qualify as solicitors or barristers in Hong Kong without completing a three-year LL.B. course. C.P.E.C. students study six law subjects during the academic year: Constitutional and Administrative Law; Contract; Tort; Criminal Law; Trusts; and Land Law. Candidates who successfully complete these six subjects are awarded the C.P.E.C. and become eligible for two special summer courses in Business Associations and Evidence. Successful candidates may proceed directly to the University of Hong Kong Postgraduate Certificate in Laws, (the "P.C.LL.") and then to trainee

solicitorship or pupillage in Hong Kong. Those who complete their trainee solicitorship in Hong Kong and wish to practise in England may apply directly for admission as solicitors in England and Wales. Holders of the C.P.E.C. are also eligible for admission to the University of Hong Kong degree of LL.M., to the Postgraduate Diploma in Commercial Law, and to the Postgraduate Diploma in the Law of the People's Republic of China (providing that they also hold at least a second class honours degree in a non-law subject). However, candidates who wish to practise in jurisdictions other than Hong Kong should note that the C.P.E.C. is not a degree and at present is recognized only as an entrance qualification for the Hong Kong P.C.L.L. (and the other University of Hong Kong post-graduate programmes noted above). In particular, the C.P.E.C. is not recognized as an entrance qualification for the English Legal Practice Course or the English Bar Examinations. (Applicants who wish to proceed to these courses may wish to apply to the Manchester Metropolitan University C.P.E. of England and Wales course offered in Hong Kong through SPACE).

The 1995-6 Hong Kong C.P.E.C. course fee is HK\$48,550. Any increase in this fee for the 1996-7 academic year will be kept to the minimum necessary to meet increased costs, and will not, in any event, exceed the rate of inflation.

Further information and applications to the 1996-97 CPEC programme are now available from Room 1405, 14/F., SPACE Town Centre, West Tower, 200 Connaught Road Central, Hong Kong.

The deadline for applications is June 1, 1996.

COMMON PROFESSIONAL EXAMINATION (C.P.E.) OF ENGLAND AND WALES REVISION COURSES 1995-96

Revision courses for candidates sitting the C.P.E. examinations of Manchester Metropolitan University will be offered in March/April 1996. These courses will be taught by lecturers from the Manchester Metropolitan University.

The courses offered will be in:

- Year I : Course No. 8393. Constitutional and Administrative Law
 Course No. 8394. Law of Contract
 Course No. 8395. Law of Tort
- Year II : Course No. 8396. Criminal Law
 Course No. 8397. Equity and Trusts
 Course No. 8398. Land Law

Course Fee: \$1,200 (per subject)

Please write in for details enclosing a stamped self-addressed envelope.

COMMON PROFESSIONAL EXAMINATION (C.P.E.) OF ENGLAND AND WALES 1996-97

The brochure for this course will be available at SPACE Town Centre, Room 1405, 14/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong from March 1, 1996.

THE POSTGRADUATE CERTIFICATE IN LAWS (P.C.L.L.) 1996-97

The brochure for this course will be available at SPACE Town Centre, Room 1405, 14/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong from February 1, 1996.

Law for Laymen

8399. 香港地產物業法例 (Real Property Law in Hong Kong)

本課程旨在對地產界及相關行業之人士，介紹香港地產交易及物業發展各方面之法律知識。內容包括港九新界土地業權之特徵，官地契約條款，樓宇交易之手續，買賣合約之內容及違約之後果，按揭類別，物業交易之法律文件，例如轉讓契、授權書、信託聲明書等基本認識，地產發展有關之法律問題，例如收地賠償、城市設計、租務管制、樓花買賣等。

主 講 人：莊重慶先生
 地 點：市區中心17室（信德中心西翼九樓）
 時 間：一九九六年二月二十七日起每星期二下午八時至九時三十分
 全期學費：四百二十元（共十講）

8400. 中華人民共和國公司法 (The Company Law of The People's Republic of China)

課程主要講解中國公司（包括「三資企業」）的法律實務，例如公司類型、設立、審批、註冊資本、公司合併與分立、公司財務、上市公司、外國公司的分支機構和公司破產等。

主 講 人：李曙峰先生
 地 點：市區中心17室（信德中心西翼九樓）
 時 間：一九九六年五月七日起每星期二下午八時至九時四十五分
 全期學費：二千元（共十講）

8401. 中華人民共和國城市房地產管理法 (Administration of Urban Property Law of the People's Republic of China)

課程主要講解中國土地使用權取得方式、房地產開發、房地產轉讓、房地產按揭、房屋租賃及房地產權屬登記管理等。

主 講 人：李曙峰先生
 地 點：市區中心17室（信德中心西翼九樓）
 時 間：一九九六年七月十六日起每星期二下午八時至九時四十五分
 全期學費：二千元（共十講）

Certificate Course for Library Assistants

The course is planned in co-operation with the Hong Kong Library Association and the School of Continuing Studies of the Chinese University of Hong Kong and is designed to provide a non-professional training for Library Assistants and those working in children's libraries. It is basically the same as the course (conducted in Chinese) offered by the School of Continuing Studies of the Chinese University of Hong Kong and students of both courses sit the same examination.

The course consists of four sections:

Part 1: Library Routines & Methods
No. of Meetings: 34

Part 2: General Library Principles & Practice
No. of Meetings: 16

Part 3: Children's & School Libraries
No. of Meetings: 8

Part 4: Practical Work & Visits to Libraries

Minimum Entry Qualifications: Five subjects, including English, at Grade E or above in the Hong Kong Certificate of Education or equivalent.

The next course will commence in September 1996. Applications will be invited in August 1996.

Director of Studies: Miss L.B. Kan/Wan Yiu Chuen

Miss L.B. Kan, B.Sc.(H.K.), M.A., M.L.S.(Calif.),
Ph.D.(H.K.), A.L.A.A., M.I.Inf.Sc.,
F.H.K.L.A., Hon.D.Litt.(CSU), Librarian, HKU

Wan Yiu-chuen, B.A.(H.K.), M.Phil.(Wales), A.L.A.,
Sub-Librarian, HKU

Diploma in Library and Information Science

Introduction

This course aims to provide professional studies in Library and Information Science. It is designed for School Librarians and library/information personnel.

The Diploma is based on the course which Charles Sturt University (CSU) offers in the form of a Bachelor of Arts degree in Library and Information Science. Teaching in

each paper comprises of study packages in the form of distance learning material and face to face sessions to provide tutorial support and supplementary teaching.

Graduates of the Diploma in Library and Information Science programme will be deemed by CSU to have partially fulfilled the requirements of their Bachelor of Arts (Library and Information Science) degree.

Course Structure and Curriculum

Students are required to take thirteen papers, ten of which are compulsory papers and three of which are electives chosen from nine papers. All papers will be taught in the distance learning mode with study packages supplied by CSU. SPACE will provide support teaching in the form of face to face sessions of around 12 hours per paper. Students are also required to attend some compulsory day-time intensive teaching, and may be required to participate in study visits and undertake professional placements. Students will study 5 to 6 papers a year. The duration of studies will normally be 3 years.

Entry Qualifications

Applicants should:

1. have completed a programme at post-secondary level in a recognised institution, or equivalent; and
2. be proficient in written and spoken English.

Access to Further Studies:

A student enrolled in the SPACE Diploma in Library and Information Science may apply for enrolment in the Bachelor of Arts (Library and Information Science) degree course offered by Charles Sturt University at the beginning of their studies. They could complete the other required subjects of the B.A.(LIS) degree with Charles Sturt University. Students with a Teacher's Certificate, Higher Certificate/Diploma, or relevant qualifications will be given credits for some of the BA subjects.

Currently there are two batches of Diploma students, one is studying Year 3 and the other Year 1. The intended commencing date for the next course is February 1997. Applications will be invited in November 1996.

Director of Studies:

Miss L.B. Kan, B.Sc.(H.K.), M.A., M.L.S.(Calif.), Ph.D.(H.K.),
A.L.A.A., M.I.Inf.Sc., F.H.K.L.A., Hon.D.Litt.(CSU), Librarian, HKU

Diploma in Librarianship

The School of Professional and Continuing Education, in co-operation with the Hong Kong Library Association, offers a three-year part-time course leading to a "Diploma in Librarianship" award. In addition to teaching general theory and practice, the course has been specially designed to take into account local requirements.

This course is jointly organized with the Charles Sturt University (CSU), Australia. In addition to the award of the "Diploma in Librarianship", students of this course who possess a degree/diploma recognised by CSU can also register with CSU through the School of Professional and Continuing Education with a view to obtaining the "Graduate Diploma of Applied Science (Library and Information Management)" award.

This course is accredited by the Australian Library and Information Association (ALIA) for professional recognition.

Students take eight papers over three years. Four papers will be taught in the face-to-face teaching mode and four papers will be taught in the distance learning mode supported by lectures and residential schools conducted in Hong Kong.

ENTRY QUALIFICATIONS:

A candidate seeking admission must possess a degree or an appropriate diploma from a recognized University or tertiary institution in a field other than Librarianship. Preference will be given to candidates working in libraries or related fields.

Students are required to join the Hong Kong Library Association, if they are not already members of the Association.

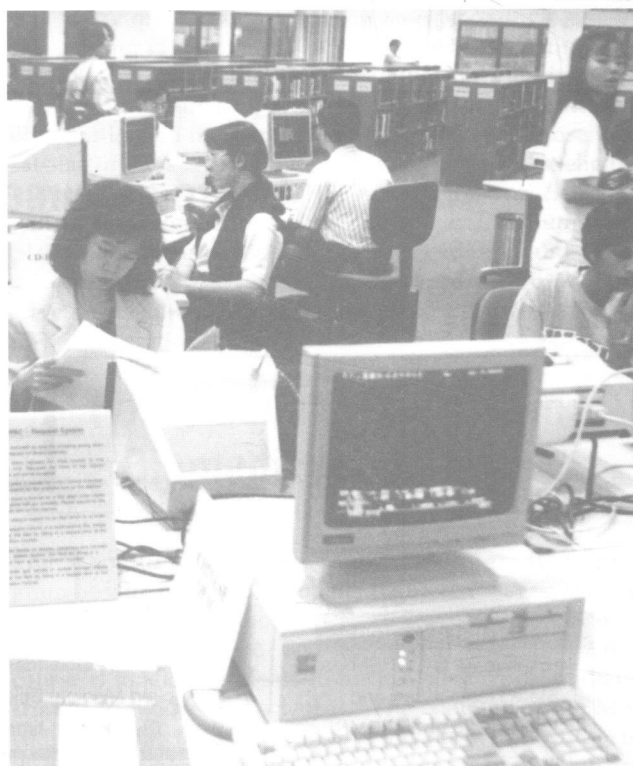
The current batch of Diploma students is studying Year 3. The intended commencing date of the next course is February 1997. Applications will be invited in November 1996.

Director of Studies:

Miss L.B. Kan, B.Sc.(H.K.), M.A., M.L.S.(Calif.), Ph.D.(H.K.), A.L.A.A., M.I.Inf.Sc., F.H.K.L.A., Hon.D.Litt.(CSU), Librarian, HKU

Request for application information

Persons interested in any of the above courses and wish to receive recruitment information when application is open could send a self-addressed envelope to Miss Edith Au, SPACE, HKU, Pokfulam Road, Hong Kong (Please indicate which courses on the envelope).



The University libraries provide a comprehensive learning resource



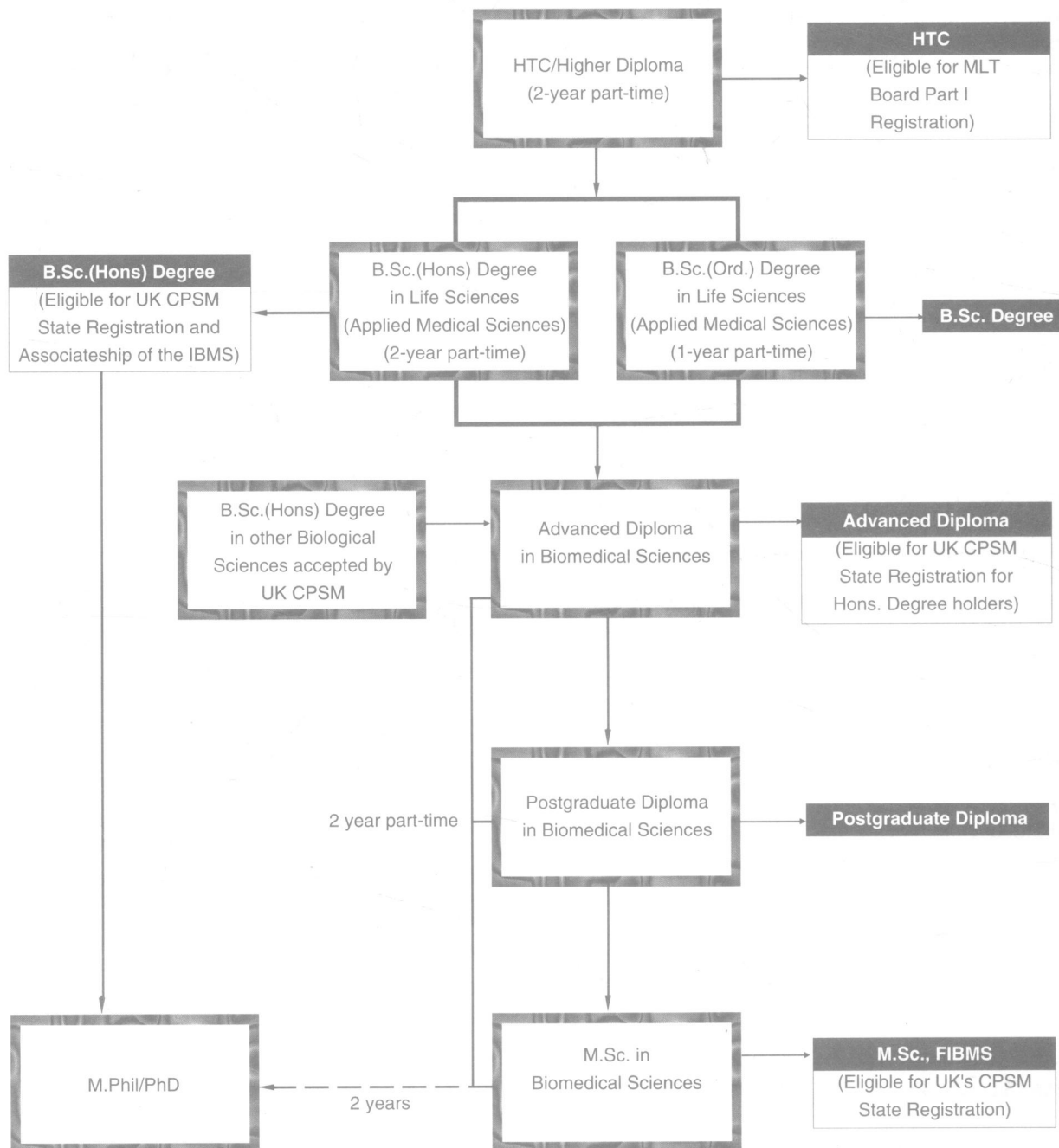
Choosing books at the University bookstore

LIFE SCIENCES (APPLIED MEDICAL SCIENCES)

Lecturers in charge : Wilson W.S. Ng
 Stephen W.N. Wu
 K.C. Tan-Un

Telephone: 2859 2789
 2859 2417
 2859 2784

Degree Courses in Life Sciences



B.Sc. Degree in Life Sciences (Applied Medical Sciences), Napier University

Course No. 8030

This is a one year part-time course primarily intended for holders of the Higher Technicians Certificate or the Higher Diploma in Medical Laboratory Science an opportunity to obtain a university degree. This course is offered in collaboration with Napier University, Edinburgh. It comprises three taught modules namely, Basic and Applied Immunology, Molecular and Biochemical Aspects of Diseases, Related and Industrial Studies, together with a dissertation. Each module will be assessed by both course work and examinations. Students who successfully obtain a pass in all modules will be awarded the B.Sc. degree. All teaching and examinations for this course will be conducted in Hong Kong. Selection of students will be on a competitive basis and places will be offered on academic merits as well as other relevant criteria. The course is offered annually and invitation for application will be advertised a few months prior to enrolment. Further details are available on request.

B.Sc.(Hons) Degree in Life Sciences (Applied Medical Sciences), Napier University

Course No. 8031

The School offers a BSc (Hons) Degree course in Life Sciences (Applied Medical Sciences) in association with Napier University, Edinburgh. The course has been accredited by the Institute of Biomedical Science (IBMS) and the U.K.'s Council for Professions Supplementary to Medicine (CPSM) for State Registration.

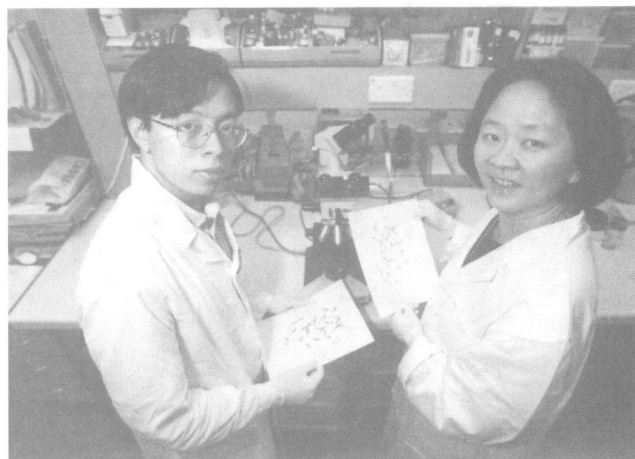
This honours degree aims to provide a progressive, integrated and coherent education in medical laboratory sciences based on the knowledge already gained at the Higher Technician Certificate or Higher Diploma level so that on completion of the programme, the student will gain a qualification commensurate with the academic requirements for higher professional status and for advanced postgraduate studies. The degree will be offered on a part-time basis and extend over a two-year period.

The entry qualification for the degree programme will be the Higher Technician Certificate or its equivalent. Candidates with the appropriate qualifications on application, will be permitted to sit for the entrance examinations in Biochemistry and Physiology. Those who satisfactorily pass the entrance examinations will be eligible to apply for selection to the Honours programme. Selection will be on a competitive basis and the limited number of places will be allocated based on academic and other relevant criteria. Invitation for application will be advertised a few months prior to enrolment.

Postgraduate Courses in Biomedical Sciences

The School offers a 2-year part-time postgraduate programme with multiple exit points at different stages, leading to the awards of Advanced Diploma, Postgraduate Diploma (PGD), and a Master of Science (M.Sc.). The aim of this course is to allow students to further pursue postgraduate studies in biomedical sciences. The contents of the MSc course satisfies the academic requirements of the Institute of Biomedical Science (IBMS) and students on completion are eligible for the award of Fellowship.

The normal admission requirement is a B.Sc. degree in Life Sciences (Applied Medical Sciences) or in other Biological Sciences (refer to flow diagram). Exemption from certain modules may be granted to candidates who hold a B.Sc. (Hons) Degree in Life Sciences (Applied Medical Sciences). Invitation for application will be advertised a few months prior to enrolment. Further details are available on request.



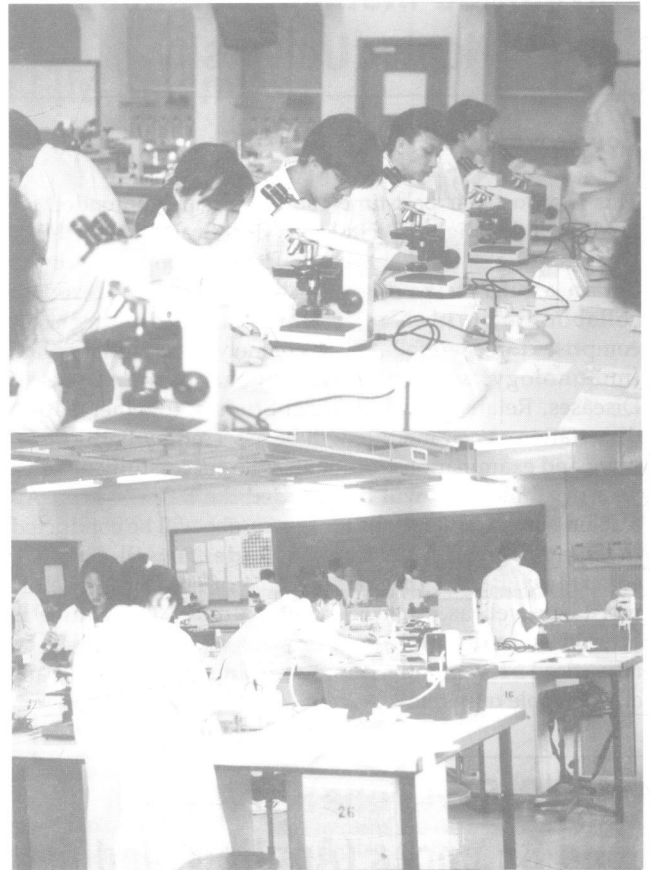
Dr. Tan-Un at work in SPACE Laboratory in Queen Mary Hospital

Lecturers in charge : Wilson W.S. Ng
Sarah S.C. Hui
Stephen W.N. Wu
K.C. Tan-Un

Telephone: 2859 2789

Higher Certificate Course in Medical Laboratory Science

The School of Professional and Continuing Education offers a Higher Certificate course for technicians employed in medical laboratories. The next intake for the course will probably be in September 1996. The closing date for application will be some months before the enrolment date. Applicants must be sponsored by their employers. Further details are available on request.



Students attending practicals of the medical laboratory science courses, QMH



MUSIC

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone : 2859 2788
2859 2792

36. Diploma in Music Performance Pedagogy (Piano)

The School has been offering the Certificate course in Piano Performance Pedagogy since 1987. There is now a comprehensive programme comprising three Certificates. Successful completion of the three Certificate courses will lead to the award of a Diploma in Music Performance Pedagogy (Piano). The Diploma programme has separate, self-contained modules/units. Students are free to enrol according to individual interests and time schedule, except for the Certificate in Piano Performance Pedagogy, where students are required to enrol for the whole course.

The Diploma curriculum is divided into three parts:

- 37. Certificate in Piano Performance Pedagogy (2-year course)
- 38. Certificate in Advanced Piano Performance Pedagogy
- 39. Certificate in Music Language and History

Exemption:

- (1) Students who have been awarded the EMS/SPACE Certificate in Piano Performance Pedagogy will be exempted from the relevant parts of the programme.
- (2) Any module/unit successfully completed will be recognized for diploma credit.

Admission requirements:

- Either* University or conservatory graduates who took music as a major part of their degree or diploma course;
- or* in-service piano teachers with a minimum of three years experience;
- or* holders of Grade VIII Certificate (theory and practical) of the Associated Board of the Royal Schools of Music, the Trinity College of Music, or music academies of similar standing;
- or* in exceptional cases, candidates who do not have the qualifications listed above will be considered for admission if they possess the necessary knowledge of piano music and skill. (These candidates may be asked to attend an interview.)

Completed application forms should be accompanied by copies of relevant certificate(s) and diploma(s) and a crossed cheque for the respective course fees in favour of the "University of Hong Kong" and should reach School of Professional and Continuing Education, University of Hong Kong not later than February 8, 1996.

Awards:

Students will be awarded a Certificate provided they: (1) pass the examination in each course; (2) attend at least 80% of the meetings scheduled; & (3) complete all the course assignments. Students will be awarded the Diploma upon successful completion of the three Certificate programmes.

37. Certificate in Piano Performance Pedagogy

Curriculum:

1. **Repertoire Study**
 - 1.1 J.S. Bach: The Well-Tempered Clavier
 - 1.2 J.S. Bach: Suites and Partitas
 - 1.3 Mozart and Haydn: Piano Sonatas
 - 1.4 Beethoven: Piano Sonatas
 - 1.5 Lyrical Works of the Romantic Epoch
 - 1.6 Dramatic and Epic Works of the Romantic Epoch
 - 1.7 Impressionism and Expressionism
 - 1.8 Works by the "Early Moderns"
2. **Basic Piano Pedagogy**
 - 2.1 Creative Piano Instruction for Small Children
 - 2.2 Piano Methods
 - 2.3 Pedagogic Psychology and Psychology of Learning
 - 2.4 Technical Studies in Progressive Piano Education
3. **Master Composers' Teaching Repertoire**
 - 3.1 Teaching Baroque Keyboard Music
 - 3.2 Teaching Classical Piano Compositions
 - 3.3 Teaching 19th Century Piano Compositions
 - 3.4 Teaching Post-Romantic Music

Enrolment is limited to 34. Students are required to enrol for the whole course. (Enrolment in August only)

Director of Studies and Tutor:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, Space Town Centre, 9/F.

Date : Mondays & Thursdays, 9.30 a.m.-12.00 noon (64 meetings per year)

38. Certificate in Advanced Piano Performance Pedagogy

This course is designed as a follow-up of the first certificate, and successful completion of one year of the Certificate in Piano Performance Pedagogy will normally be regarded as a pre-requisite.

From amongst a great variety of topics (which will vary, as much as possible, every term), each student must choose and successfully complete:

- (a) 4 Performance Workshops with music from different stylistic periods;
- (b) 1 Chamber Music Workshop; and
- (c) 1 Research Seminar.

Curriculum:

4. **Performance Workshops**
 - 4.1 Performance Workshop: Baroque Keyboard Music
 - 4.2 Performance Workshop: Mozart/Haydn
 - 4.3 Performance Workshop: Beethoven/Schubert

- 4.4 Performance Workshop: Chopin/Schumann/
Brahms
- 4.5 Performance Workshop: Impressionism and
Expressionism
- 4.6 Performance Workshop: Piano Works from the 20th
Century

5. Research Seminars

- 5.1 Research Seminar 20th Century Piano Music
- 5.2 Research Seminar 20th Century Non-Piano Music

6. Chamber Music Workshop

Director of Studies:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Fee: see units below.

Enrolment is limited to 8 for each group.

Units starting in February, 1996.

4. Performance Workshops

8451. Mozart and Haydn (Unit 4.2)

Each participant will study and perform one sonata by either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : D2102 Healthy Gardens, 560 King's Road, North Point, Hong Kong

Date : Wednesdays, 9.00-11.00 a.m., commencing February 28, 1996.

16 meetings

Fee: \$3,400

8452. Beethoven and Schubert (Unit 4.3)

Each participant will study and perform one sonata by either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : D2102 Healthy Gardens, 560 King's Road, North Point, Hong Kong

Date : Wednesdays, 11.15a.m.-1.15p.m., commencing February 28, 1996.

16 meetings

Fee: \$3,400

8453. Schumann and Brahms (Unit 4.4)

Each participant will study and perform one piece by either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : D2102 Healthy Gardens, 560 King's Road, North Point, Hong Kong

Date : Fridays, 9.00-11.00 a.m., commencing March 1, 1996.

16 meetings

Fee: \$3,400

8454. 20th Century Piano Works (Unit 4.6)

Each participant will study one piece from the following composers: Barok, Stravinsky, Prokofiev and Shostakovitch.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : D2102 Healthy Gardens, 560 King's Road, North Point, Hong Kong

Date : Fridays, 11.15a.m.-1.15p.m., commencing March 1, 1996.

16 meetings

Fee: \$3,400

5. Research Seminar

8455. 20th Century French Piano Music (Unit 5.1)

In this seminar, participants will analyze and categorize the main trends of musical language emerging in this field, draw conclusions for the various aspects of performance practice and gain a deeper understanding of the musical message. These investigations will be followed by discussions of pedagogic procedures - such as age-group allocation, technical and intellectual demands and the preparation of the teacher and/or the pupil.

Tutor : Ms Wong Chung Chun, B.Mus. (Manitoba), M.A. (Texas Woman)

Place : B7 Block 28, City One Shatin, N.T.

Date : Fridays, 9.30-11.30 a.m., commencing March 1, 1996.

16 meetings

Fee: \$3,400

6. Chamber Music Workshop

8456. Accompaniment and Chamber Music (Unit 6)

In this workshop, (1) the basic requirements for piano accompaniment and (2) the role of the piano in chamber music ensembles will be discussed. Each student will study and perform piano duet and ensemble works.

Piano duets : Mozart and Schubert

Piano & Violin: Mozart, sonatas for violin and piano

Piano & flute : J.S. Bach and Telemann, sonatas for flute and piano

Vocal accompaniment: Leider by Schumann and Schubert

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : D2102 Health Gardens, 560 King's Road, North Point, Hong Kong

Date : Tuesdays, 9.00-11.00 a.m., commencing February 27, 1996.

16 meetings

Fee: \$3,400

39. Certificate in Music Language and History

This course has four units which will be taught by academic staff from the School of Music, Kingston University during Easter or Summer holidays.

Curriculum:

- 7. Music History
- 8. Harmony and Counterpoint
- 9. Composition

10. Musicianship

These units are the same as the units of the same titles at Level 1 in the Kingston B.A. Programme. Please refer to courses no. 8457, 8458 and 8459.

BA HONS IN MUSIC KINGSTON UNIVERSITY AT SPACE, UNIVERSITY OF HONG KONG

One of Britain's reputable universities, Kingston University, is offering through SPACE of the University of Hong Kong a part-time BA Honours in Music degree programme from March 1995. It is based on Kingston University's own BA, modularly structured and staged in three levels, but specially designed to suit local needs in Hong Kong. It is built on the existing certificate courses that SPACE offers, including the Certificate in Piano Performance Pedagogy, Certificate in Advanced Piano Performance Pedagogy, Certificate in Music Language and History, and Certificate in Music History, Composition, Advanced Keyboard Skills and Improvisation.

The course will be entirely taught in English at SPACE, with Level 1 modules taught by local staff and Level 2 & 3 modules mainly by Music staff from Kingston University. There will be two intensive teaching blocks each year: four weeks over Easter period and eight weeks in July/August. Outside these two teaching periods, students will be given distance learning materials and students may seek tutorial support from lecturers by correspondence/Email/FAX.

Exemption will be given to those who have successfully completed the above-mentioned feeder-certificates and those who hold a Teacher's Certificate in Music or Advanced Certificate in Teacher Education in Music from a former College of Education. **Details of exemption and admission requirements (including English proficiency) are outlined below.**

Students not given exemption must take 8 modules to complete each level. Level 1 modules include Performance (Double Module), Analysis Seminar, Music History, Musicianship, Harmony & Counterpoint, Composition, and Music in Community. Level 2 includes as core modules Performance (Double Module), Period Study and Genre Study; students choose 4 module options out of the following: Composition 2, Advanced Analysis, Keyboard Improvisation, Choral Workshop & Conducting, Music Technology, Aspects of World Music, and Special Topic. At Level 3, students take Music Seminar as the core module and select a double option and the equivalent of 5 module options (combination of single and/or double modules) from the following: Performance 3 (double module), Composition 3 (double module), Dissertation (double module), Pedagogy Project (double module), Musical Cognition, Music and Ideas, Professional Music Workshop, Music Technology, Choral Workshop & Conducting, Aspects of World Music, and Special Topic.

Assessment at each level is by coursework and examination.

Students will have access to the Hong Kong University's Music Library. However, students are expected to purchase copies of certain books and scores as directed by the teaching staff from time to time. Illegal photocopying is strictly forbidden.

The **Diploma in Higher Education (DipHE)** is awarded to those who have successfully completed Level 2 but not Level 3 of the course.

The **Honours Degree** is classified as follows:

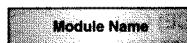
- First Class
- Second Class, Upper Division (Iii)
- Second Class, Lower Division (Iii)
- Third Class
- Pass

The maximum permitted period of registration is six years with advanced standing (i.e. with exemptions), or nine years without. The modular structure of the course, together with the provision of Credits Accumulation Transfer Scheme to give recognition for previously gained qualifications, will enable students to take the modules at their own pace within the maximum permitted period of registration. To remain registered for an award, a student must take and pass a minimum of one module per year.

Kingston University BA Hons in Music (Hong Kong) Modules and Exemptions - Notes

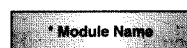


Hong Kong Certificate : Unshaded blocks indicate exemptions



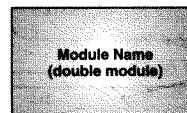
Module Name

: Shaded blocks indicate Kingston University taught modules consisting of 40-50 hours of face-to-face teaching spread over 4 or 8 weeks



* Module Name

: * Indicates an optional module available at both levels 2 and 3. Clearly, a module taken at level 2 can not be taken again at level 3.



Module Name
(double module)

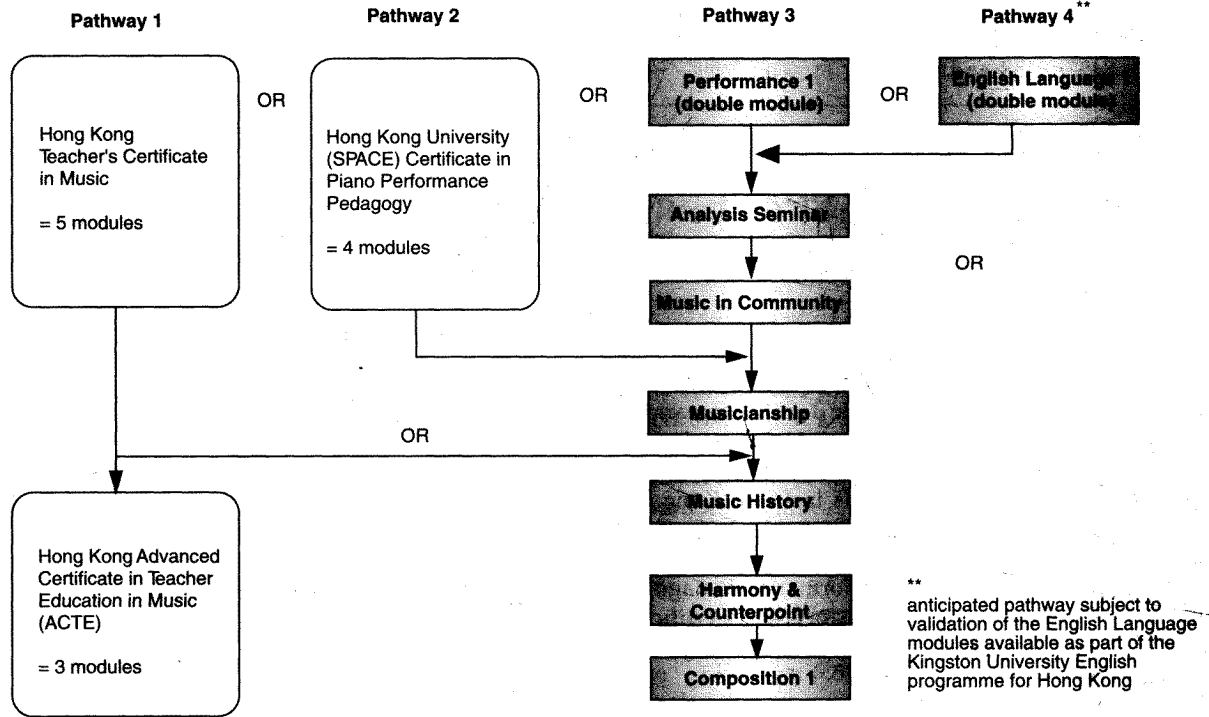
: Double modules are mostly self-study, distance-taught by correspondence. Email where available, and occasional tutorials from visiting staff, over a 6-12 month period.

Not all of the taught optional modules will necessarily be offered, depending upon staff availability and student demand. Students will be encouraged to make first, second and possibly even third choice preferences. Modules which fail to recruit above minimum viable numbers will not be run.

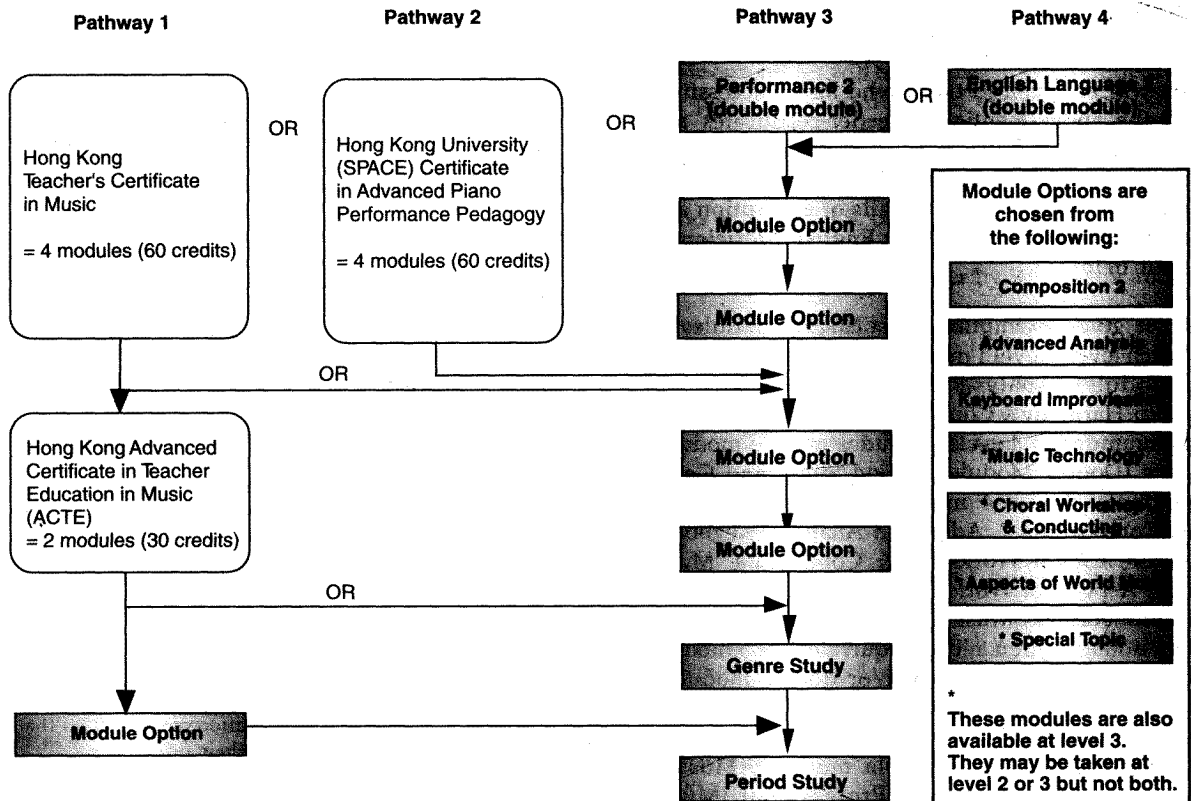
The detailed contents of some level 2 modules may be changed each time they are offered. Past experience suggests that some modules will recruit sufficiently well to offer them twice, possibly taught by different staff, in which case the duplicate module may offer a different content so that students may choose according to their preference.

Single modules have a CATS rating of 15 credits.
Double modules have a CATS rating of 30 credits.

Kingston University BA Hons in Music (Hong Kong) - Level One Modules and Exemptions



Kingston University BA Hons in Music (Hong Kong) - Level Two Modules and Exemptions



Kingston University BA Hons in Music (Hong Kong) - Level Three Modules

Pathways 1, 2 and 3

Pathway 4

A Double
Module Option

English Language
(double module)

The equivalent of
5 Module Options
(Combination of
single and/or
double modules)

Music Seminar

Module Options are chosen from the following:

Performance 3
(double module)

Musical Cognition

Music and Ideas

Composition 3
(double module)

Professional Music
Workshop

Dissertation
(double module)

Music Technology

* Choral Workshop
& Conducting

Pedagogy Project
(double module)

Aspects of World Music

* Special Topics

* These modules are also available at level 2. They may be taken at level 2 or 3 but not both. Not more than two of these modules may be taken at level 3.

Exemptions

- i) An applicant who has gained the SPACE Certificate in Piano Performance Pedagogy will be given 60 credits which are equivalent to 4 modules of Level 1 of the course.
- ii) An applicant who has gained the SPACE Certificate in Advanced Piano Performance Pedagogy will be given 60 credits which are equivalent to 4 modules of Level 2 of the course.
- iii) An applicant who has gained the SPACE Certificate in Music Language and History will be given 60 credits which are equivalent to 4 modules of Level 1 of the course.
- iv) An applicant who has gained the SPACE Certificate in Music History, Composition, Advanced Keyboard Skills and Improvisation will be given 45 credits which are equivalent to 3 modules of Level 2 of the course.
- v) An applicant who has gained the Teacher's Certificate in Music from any of the three colleges of education will be given 135 credits which are equivalent to 5 modules of Level 1 and 4 modules of Level 2 of the course.
- vi) An applicant who has gained the Teacher's Certificate in Music and the Advanced Certificate for Teacher Education in Music from any of the three colleges of education will be given 210 credits which are equivalent to 8 modules of Level 1 and 6 modules of Level 2 of the course.

Note:

1. An applicant who possesses all the four Certificates awarded by SPACE will have to take "Genre Study" to complete the requirements of Levels 1 and 2.
2. Kingston University will levy a charge on any modules exempted.

Admission:

Pathways 1 & 2

Applicants should possess

A. Music Qualification

Either

1. Teacher's Certificate in Music from any College of Education in Hong Kong (Pathway 1)
- or
2. Certificate in Piano Performance Pedagogy PLUS:
Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice); Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard; Grade 7 Theory of the ABRSM or Trinity College of Music. (Pathway 2)

AND

B. English Qualification

Any of the following qualifications

1. HKCEE English Language (Syllabus B): Grade C or above
2. GCE English O-level: Pass or above

- | | |
|-----------|------------------|
| 3. TOFEL: | 550 or above |
| 4. IELTS | Grade 6 or above |

No other English qualifications will be considered as equivalent. Applicants who do not possess any of the above qualifications are advised to take the TOFEL or IELTS examination as soon as possible.

An applicant without the requisite English qualification but shows a good record in his/her music qualification may yet be admitted on the condition that he/she shall satisfy the English requirement within one calendar year after admission. Thereafter, his/her study will be suspended until such requirement is fulfilled. *No students will be promoted to level three without satisfying the English Proficiency requirement.*

Pathways 3 & 4

1. Applicants without advanced standing will need to take courses as alternatives to exemptions, and these are described under Pathway 3 in the course diagrams of the section on Modules and Exemptions.
2. Minimum entry requirements for mature students (aged 21 or above):
 - i) Hong Kong School Certificate or its equivalent;
 - ii) Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice);
 - iii) Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard;
 - iv) Grade 7 Theory of the ABRSM or Trinity College of Music.

Mature students without the above qualifications may be admitted to the course by virtue of their relevant experience and qualifications, e.g. a successful career as a professional musician.

3. Minimum entry requirements for those aged 18-20:
 - i) Two passes in the Hong Kong Advanced Level (or equivalent qualification) and three passes at Grade C or above in the Hong Kong School Certificate Examination (or equivalent qualification) with no duplication of subjects; OR
 - ii) Three passes in the Hong Kong Advanced Level (or equivalent qualification) and one pass at Grade C or above in the Hong Kong School Certificate Examination (or equivalent qualification) with no duplication of subjects.

PLUS:

Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice);
 Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard;
 Grade 7 Theory of the ABRSM or Trinity College of Music.

4. The University may, in exceptional circumstances, admit a student whose qualifications do not conform to the above entrance requirements but who presents

other evidence which, in its opinion, indicates that the candidate has the capacity and attainment to pursue the course of study.

5. English Proficiency: the same as Pathways 1 & 2

Note : Initially, only Pathways 1 and 2 will be open for admission. Applicants for Pathway 3 will be considered on an individual basis. Pathway 4 will be offered at a later time to be determined.

B.A. Honours in Music Kingston University at SPACE, University of Hong Kong

Courses to be offered in Spring 1996.

Level 1 Harmony & Counterpoint (24 hours of lecture plus tutorials)

This course will equip students with a sound grasp of basic techniques as a basis for more specialist study in level 2 modules. Whilst focusing mainly on traditional eighteenth and nineteenth century musical idioms, students will also be introduced to earlier styles and to twentieth century techniques.

Assessment by Coursework Folio of Exercise (50%) and Examination (50%)

Level 1 History of Music (48 hours of lecture plus tutorials)

This course will introduce an overview of the main threads in the development of western music from pre-medieval through to the late twentieth century. With reference to key works, comparisons will be made between different historical periods, and broader cultural and social influences identified.

Assessment by Coursework (50%) and Prepared Examination (50%)

Level 1 Free Composition (24 hours of lecture plus tutorials)

This course will introduce a variety of styles and to write for a variety of media including voice, keyboard, solo and ensemble groups of instruments, percussion; students' works will be performed in class, including realisation with electronic keyboards, encourage a critical response; encourage fluency and confidence in composition with less emphasis on formal or technical issues.

Assessment by Folio of Compositions for a variety of media (100%)

Level 2 Keyboard Skills (24 hours of lecture)

This course will develop freedom and confidence at the keyboard in creative extemporisation and spontaneous

keyboard skills, including improvised accompaniments.

Contemporary and traditional styles are covered ranging from figured bass to modern jazz.

Assessment by Continuous Assessment including class tests and coursework(100%)

Level 2 Free Composition

(24 hours of lecture plus tutorials)

This course will consider more advanced compositional techniques, building on compositional fluency to develop a more disciplined awareness of compositional influences and exigencies. Good notational practice will be promoted.

Students' works will be performed in class, including realisation with electronic keyboards, to encourage a critical response.

Assessment by Folio of Compositions for a variety of media.

Level 3 Music Seminar (24 hours of lecture plus tutorials)

Each student will prepare and present a seminar on a topic agreed with the tutor.

Topics will be agreed at least 8 weeks in advance of the timetabled 'Music Seminar' module. In addition to writing their presentation students will be expected to prepare visual aids, overhead transparencies, listening examples, handouts, etc., as appropriate.

Students giving a presentation will be encouraged to promote and manage debate, not just to present facts.

Assessment by Seminar presentation and Continuous Assessment of contribution to seminars and discussion (50%) and student's seminar presentation (50%)

Level 3 Performance (48 hours of lecture plus tutorials) (in 2 parts: Part I in March/April, Part II in July/August)

The promotion of professional standards in the performance of solo or chamber music or a combination of both.

Arrangements will be made for examination recitals to be conducted at a suitable public venue in Hong Kong where friends and relatives may attend if they wish.

Students will receive tutorial guidance and preparation for their recital, which will be examined by Kingston Staff.

Group seminars, tutorials and master classes on performance issues, interpretation and style will be offered by visiting Kingston Staff.

Students may wish to make their own arrangements for additional local teaching, if required.

Assessment by Practical Examination consisting of a 30-45 minute recital or ensemble contribution (100%).

Teaching Staff for Courses in Spring 1996

Professor Edward Ho, DMus, MMus, BAHons, LRSM, FTCL, LMusTCL, LTCL, Head of School of Music, Kingston University

Kevin Jones, B.A.(York), M.Phil.(Aston), Ph.D.(City University, London), Reader in Music, Kingston University

Ms. Trudy T.T. Chan, B.A.(H.K.)

Daniel C.H. Ng, B.A.(CUHK), M.Phil.(H.K.)

Application Procedures:

Completed forms with relevant supporting documents should reach Dr. K.K. Ho on or before January 20 (for course no. 8457) or February 10 (for courses no. 8458 - 8463)

Note:

1. Students admitted will be given course materials as appropriate to study well before the lectures. Late applications shall normally not be entertained. Enrolment is limited to 30 per course.
2. Applicants holding Teacher's Certificate must enclose an official transcript to prove their music qualification.
3. Applicants for Kingston courses will be notified upon admission the total fees to be paid to Kingston and SPACE. Do not enclose any payment with your application.
4. Applicants for SPACE course should include the relevant payment by cheque payable to "University of Hong Kong".

Time Table for Spring 1996 (From February 1996 to June 1996)

8457. Level 1 Harmony & Counterpoint

Tutor : Miss Trudy T.T. Chan, B.A.(H.K.)

Venue : Room 123, University Main Building

Date : Mondays, 7.00-10.00 p.m., commencing February 5, 1996

8 meetings plus tutorials

Fee: \$4,500.00

8458. Level 1 History of Music

Tutor : Miss Trudy T.T. Chan, B.A.(H.K.)

Venue : Room 123, University Main Building

Date : Mondays & Thursdays, 7.00-10.00 p.m., commencing April 15, 1996

16 meetings plus tutorials

Fee: \$5,800.00

8459. Level 1 Free Composition

Tutor : Daniel C.H. Ng, B.A.(CUHK), M.Phil.(H.K.)

Venue : Room 123, University Main Building

Date : Wednesdays, 7.00-10.00 p.m., commencing April 17, 1996

8 meetings plus tutorials Fee: \$4,500.00

8460. Level 2 Keyboard Skills

Tutor : Professor Edward Ho, DMus, MMus, BAHons, LRSM, FTCL, LMusTCL, LTCL, Head of School of Music, Kingston University

Venue : Room 20, SPACE Town Centre, 9/F
Date : March 19 (1-4 p.m.), 22 (9-12 noon), 28 (6.30-9.30 p.m.), 31 (9-12 noon); April 4 (1-4 p.m.), 5 (9-12 noon), 9 (1-4 p.m.), 12 (9-12 noon); 1996

8 meetings Fee: \$7,500.00

8461. Level 2 Free Composition

Tutor : Kevin Jones, B.A.(York), M.Phil.(Aston), Ph.D.(City University, London), Reader in Music, Kingston University

Venue : SPACE Town Centre, 9/F (Room to be announced)
Date : March 19 (9-12 noon), 22 (1-4 p.m.), 26 (8-10 p.m.), 31 (1-4 p.m.); April 2 (8-10 p.m.), 4 (6.30-8.30 p.m.), 5 (1-4 p.m.), 9 (9-12 noon), 12 (1-4 p.m.); 1996

24 hours of lecture plus tutorials Fee: \$7,000.00

8462. Level 3 Music Seminar

Tutor : Kevin Jones, B.A.(York), M.Phil.(Aston), Ph.D.(City University, London), Reader in Music, Kingston University

Venue : SPACE Town Centre, 9/F (Room to be announced)
Date : March 18, 29; April 1, 8; 1996 (9.00 a.m.-12 noon & 1.00-4.00 p.m.)

8 meetings plus tutorials Fee: \$7,000.00

8463. Level 3 Performance

Tutor : Professor Edward Ho, DMus, MMus, BAHons, LRSM, FTCL, LMusTCL, LTCL, Head of School of Music, Kingston University

Venue : Recital Hall, Hong Kong City Hall
Date : March 25, 27, April 3, 10, 1996 (9.00a.m.-12 noon & 1.00-4.00 p.m.); March 21, 28, April 4, 11, 1996 (9.00a.m.-12 noon)

12 meetings (plus 4 more meetings in July/August 1996 & tutorials)

Fee: \$7,500.00

Fees

Kingston University

Initial Registration Fee (payable once only): £250

Annual Continuation Fee: £ 50
Examination Fee Per Module: £100
Exemption Fee Per Module: £ 50

The initial registration fee and examination fees are payable on registration or on enrolment. The annual continuation fee is payable a year later on registration or re-enrolment. The exemption fees are payable before a student proceeds to the next Level of study, normally four weeks prior to the start of the next Level.

For instance, a student with the Teacher's Certificate following Pathway 1 will have to pay the following:

Initial registration fee: £250
Examination fee per module: £100
(£200 for 2 modules, etc.)

Exemption fee per module: £ 50 x 5 modules = £250
Total = at least £600 in the 1st year, depending on the number of examinations to be taken.

2nd Year:

Continuation fee: £ 50
Examination fee per module: £100
Exemption fee per module: £ 50 x 4 modules = £200
Total = at least £350 in the 2nd year, depending on the number of examinations to be taken.

SPACE, University of Hong Kong

Annual Registration Fee: \$1,650

Note:

1. All the above fees are subject to review annually.
2. Tuition fees for individual courses will be charged separately.
3. For students who enrol under the courses at Level 1 for the purposes of fulfilling the requirements of Certificate in Music Language and History of SPACE, no Kingston and SPACE annual registration fees are chargeable.
4. The annual registration fee is payable to SPACE once only no matter how many courses each student will be enrolling for the year.

初級二胡班 (Basic Erh-hu)

二胡是我國傳統拉弦樂器，其音色柔美而細緻，特別適合演奏如泣如訴、哀怨淒楚的樂曲，具代表性的曲目有「二泉映月」、「江河水」、「賽馬」、「病中吟」、「三門嶼暢想曲」、等。本課程內容由淺入深，適合初學者，配合二胡基礎教程及民歌、小調加以練習，使學員能循序漸進的掌握正確的二胡演奏方法及左右手技巧，並以科學、系統的方法指引學生進行練習，有效的幫助習琴者奠定良好的演奏基礎。（備有特價二胡供應，學員可於第一課時登記購買）。（每班限收十二人）

主 講 人：王德先生（香港胡琴名家）
地 點：香港軒尼詩道461號四樓中國古箏學院

8464. 一九九六年三月七日起每星期四下午六時三十分至七時三十分
全期學費：五百四十五元（共十二講）

8465. 一九九六年三月八日起每星期五下午六時三十分至七時三十分
全期學費：五百四十五元 (共十二講)

中級二胡班 (Erh-hu: Intermediate Level)

本課程供完成初級班學員繼續進修，就演奏與技巧方面作進一步的指導。(每班限收十人)

主 講 人：王憶先生 (香港胡琴名家)
地 點：香港軒尼詩道461號四樓中國古箏學院

8466. 一九九六年六月六日起每星期四下午六時三十分至七時三十分
全期學費：四百八十五元 (共七講)

8467. 一九九六年六月七日起每星期五下午六時三十分至七時三十分
全期學費：四百八十五元 (共七講)

8468. 初級古箏班 (Guzheng: an Introduction)

古箏是中國歷史久遠的傳統樂器，音色優雅而古樸，深受中樂愛好者歡迎，本課程特備一批古箏以供學員上課使用。課程內容包括：古箏演奏的基本指法及左右手的運用，並配合彈奏一些耳熟能詳的民歌、小曲及獨奏加以練習，使各學員能由淺入深、循序漸進較好的掌握古箏演奏的基本方法及技巧。(備有教材供學員購買)。(限收十人)

主 講 人：郭慧詩小姐 (香港著名古箏演奏家)
地 點：香港軒尼詩道461號四樓中國古箏學院
時 間：一九九六年三月五日起每星期二下午七時至八時
全期學費：六百六十五元 (共十二講)

8469. 中級古箏班 (Guzheng: Intermediate Level)

本課程供完成初級班學員繼續進修，就演奏與技巧方面作進一步的指導。(限收八人)

主 講 人：郭慧詩小姐 (香港著名古箏演奏家)
地 點：香港軒尼詩道461號四樓中國古箏學院
時 間：一九九六年五月廿八日起每星期二下午七時至八時
全期學費：五百九十元 (共七講)

8470. 中國民歌 (Chinese Folk Songs)

中國幅員廣大，有近三十省和自治區等，故民族語言和地方方言繁複，因此民歌特別豐富。

本課程將每課選唱各省或地區之民歌一首。除了漢族的民歌外，特別介紹塔塔爾族、哈薩克族、侗族、藏族等其他民族的優秀民歌，並講授該地之民族簡況和風土人情，民歌特點，演唱特色和風格。此外，講解歌唱發聲法常識，提高學員的演唱能力和興趣，發掘人材，普及中國民歌。每個學員均有機會被個別指導和個人聲音鑑別。粵語講學，普通話演唱。(限收十八人)

主 講 人：董華強先生 B.A.(Wuhan)
地 點：市區中心10室 (信德中心西翼九樓)
時 間：一九九六年三月十一日起每星期一下午五時四十分至六時五十五分
全期學費：三百八十五元 (共十四講)

8471. 聲樂初階 (Introduction to Vocal Singing)

聲樂的訓練，著重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧，參加者最宜先具基本的音樂知識。(限收二十六人)

主 講 人：張汝鈞先生
地 點：市區中心10室 (信德中心西翼九樓)
時 間：一九九六年二月廿九日起每星期四下午五時四十五分至七時
全期學費：四百六十五元 (共十六講)

8472. 中級聲樂 (Intermediate Vocal Singing)

聲樂的訓練，著重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧，參加者最宜先選修本學院之「聲樂初階」，初級班學員須於上課前十四天報名，始獲優先考慮機會。(限收十八人)

主 講 人：張汝鈞先生
地 點：市區中心10室 (信德中心西翼九樓)
時 間：一九九六年二月廿九日起每星期四下午七時十分至八時廿五分
全期學費：三百八十五元 (共十講)

8473 高級聲樂 (Vocal Singing: Advanced Level)

講授範圍將包括基本音樂發聲法、樂曲介紹、歌曲處理、演唱風格及吐辭等，講授時將輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧。會修讀本學院之「中級聲樂」者將獲優先取錄，但須於上課前十四天報名。(限收十四人)

主 講 人：張汝鈞先生
地 點：市區中心10室 (信德中心西翼九樓)
時 間：一九九六年五月十六日起每星期四下午七時十分至八時廿五分
全期學費：三百八十五元 (共七講)

B.Sc. (Hons) Nursing Studies

The programme

This is a part-time honours degree programme jointly offered by the *Faculty of Medicine and the School of Professional and Continuing Education of the University of Hong Kong*. The programme is specially designed for serving registered nurses with a view to developing their professional competencies and enhancing their capabilities as professional members in a health care system. The programme will extend over not less than three years (two years for those with exemptions as detailed below).

Who can apply?

To be eligible for admission to this programme, an applicant shall

- comply with the University General Regulations;
- be registered as a Nurse with the Nursing Board of Hong Kong or hold recognised equivalent qualifications; and
- have completed a minimum of two years' experience as a registered nurse.

Applicants may be required to take a qualifying test of language ability and nursing knowledge.

The curriculum

The programme will be taught over three years, consisting of three modules each year, as follows:

Year I (Part I)

Nursing Skills (Communication and Counselling)
Biological Science
Behavioural Science

Year II (Part II)

Nursing Research (Methods, Statistics & Application)
Health Care Issues (Health Assessment, Health Promotion, Maintenance and Rehabilitation)
Professional Issues (Patient Advocacy, Management & Education)

Year III (Part III)

Nursing Theories (Concepts, Theories & Models)
Advanced Practice (Clinical Nursing Project)
Nursing Research Project

Students admitted to the programme will be required to attend lectures/tutorials for two sessions per week. Each session is of five hours duration (from 4:00 p.m. to 9:00 p.m.).

Venue

Classes will be held at the underground lecture theatre at Queen Mary Hospital and the Nursing School of Queen Mary Hospital.

Assessment

With the exception of the Nursing Research Project and Advanced Practice, assessment of the modules will normally be based on written examinations and continuous assessment in the form of written assignments and/or practical exercises.

For the Nursing Research Project, students will be required to submit a dissertation of no more than 12,000 words by the end of the academic year. The assessment of Advanced Practice will be based on coursework assignments and seminar presentations. Examinations will normally be held in May each year.

The degree

This is an honours degree programme. Students who successfully complete the programme will be awarded a Bachelor's degree in Nursing Studies [B.Sc. (Nursing Studies)] in one of the following five divisions: first class honours, second class honours division one, second class honours division two, third class honours and pass. The standards attained in all the examinations, in coursework and in the nursing research project will be taken into account in determining each student's division.

Exemption

Applicants who hold a post-registration Diploma in Nursing or equivalent qualification from a recognised tertiary institution may be exempted from some or all of the subjects in Part I of the Nursing degree programme if they are deemed to have already covered the academic requirements of these subjects. No exemptions will be granted in Part II or Part III of the programme.

Fee

The first year composition fee for 96/97 academic year is \$32,000, subject to revision.

Application

The course in the 96/97 academic year will be commenced in September 1996. The application for admission to the course in 1996/97 academic year will be announced later.

Health Education and Health Promotion for Nurses

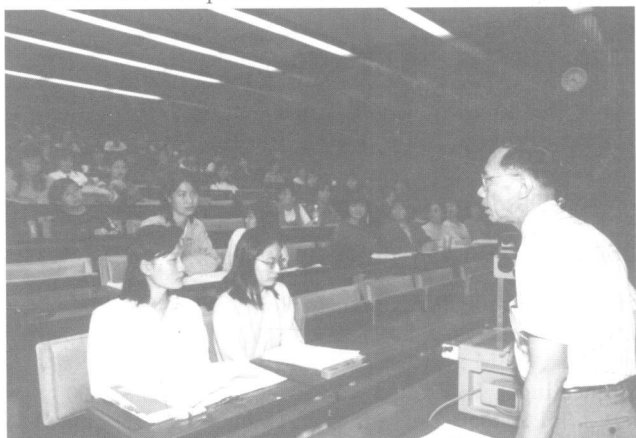
General Aims

In view of changes in social environment, health care policy, disease patterns and the relative failure of curative medicine to significantly reduce morbidity and mortality rate, it is mandatory to put more emphasis on preventive measures. Health education and health promotion are components of this preventive approach. The course aims to enable participants to acquire knowledge and skills in the principles of health education and health promotion, so they can work more effectively as educators in various situations including clinical, school and community settings.

Objectives

Following successful completion of this course, participants will be able to:

1. discuss the basic concept of health education and promotion and its application to nursing.
2. identify the major determinants that affect health status.
3. compare and contrast various approaches to health promotion.
4. analyze described methods of communication and their contribution to health promotion.
5. critically discuss the teaching role of nurses in health education and promotion.



Mr. Moses Tse teaching the BSc (Hons) in Nursing 1st year class held at Queen Mary Hospital.

6. apply strategies and methods to health promotion.
7. evaluate health education or promotion programme.

Application

Details of course arrangement will be announced later. Those interested in obtaining the leaflet and the application form, please send a \$1.2 stamp-addressed envelope to Miss Esther Ko, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.

Fee : \$2,500

English supplemented with Cantonese

Communication Skills in Written English for Nurses

General Aims

The amount of written workload required of nurses is increasing, whether it be short memos or long reports in English. There is a need for nurses to improve their English writing skills if they are to carry out some of their work requirements more efficiently and effectively. The course aims to help participants especially newly registered nurses, in techniques of writing English with relevance to the nursing environment. A large part of the tasks are related to clinical situation in hospitals and health care institutions. The course material is stimulating and realistic. In addition to lectures, the course will also adopt a workshop approach for students to collaborate and work together. There will be plenty of opportunities in class to integrate language points with guided writing tasks. Class feedback will highlight common errors and show participants how to correct them.

Objectives

Effective writing in English requires many years of learning and practising. The course is part of a long-term and on going process of improving one's skills in this respect. On completion of this course, participants will be able to:

1. better organize and structure compositions;
2. improve on writing techniques;
3. improve on clarity of expression;
4. use the appropriate tone and formality;
5. improve on grammatical accuracy;
6. build up medical terminology and vocabulary;
7. write with confidence and competence.

Application

Details of course arrangement will be announced later. Those interested in obtaining the leaflet and the application form, please send a \$1.2 stamp-addressed envelope to Miss Esther Ko, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.

Fee : \$2,200

ORIENTAL LANGUAGES

Lecturer in charge: Owen H.H. Wong

Telephone: 2859 2787

Courses advertised in English or Chinese will be taught through the same medium. Hence Cantonese and Mandarin courses advertised in English are intended for non-Chinese speakers.

MANDARIN

Intensive Introductory Mandarin

This is an experimental course for non-Chinese speaking people who wish to learn to speak Mandarin in a relatively short period of time. The emphasis will be on the more practical aspects of the language, stressing daily usages. Participants should be prepared to engage in drilling sessions which can be demanding.

Textbook: Sarah Lu Tsou: Teach Yourself Living Mandarin, Volume I (with tapes)(Longman) (Available at: Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel: 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

8516. Ms Ming Chen, B.A. (Kansas)

Place : Room 122, University Main Bldg., HKU
Date : Tuesdays, 7.15-9.30p.m., starting March 5, 1996

20 meetings Fee: \$2,000

8517. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 122, University Main Bldg., HKU
Date : Wednesdays, 7.15-9.45p.m., starting March 6, 1996

18 meetings Fee: \$2,000

8518. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 102, James Hsioung Lee Science Bldg, HKU
Date : Wednesdays, 7.15-9.30p.m., starting March 6, 1996

20 meetings Fee: \$2,000

8519. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 206, Run Run Shaw Bldg., HKU
Date : Fridays, 8.00-10.00p.m., starting March 1, 1996

22 meetings Fee: \$2,000

8520. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 28, SPACE Town Centre, 9/F
Date : Mondays and Thursdays, 8.15-9.30a.m. (Morning), starting March 4, 1996

36 meetings Fee: \$2,000

8521. Joseph Kung, B.A.(New York)

Place : Room 29, SPACE Town Centre, 9/F
Date : Mondays, 5.30-7.30p.m., starting March 4, 1996

22 meetings Fee: \$2,000

8522. Joseph Kung, B.A. (New York)

Place : Room 29, SPACE Town Centre, 9/F
Date : Wednesdays, 5.30-7.30p.m., starting March 6, 1996

22 meetings Fee: \$2,000

8523. Ms Judy Feng-ning Ashton, B.A. (Providence College), formerly language instructor, School of Oriental & African Studies, University of London

Place : Room 24, SPACE Town Centre, 9/F
Date : Thursdays, 2.30-5.00p.m., starting March 7, 1996

18 meetings Fee: \$2,000

8524. Ms Ming Chen, B.A. (Kansas)

Place : Room 18, SPACE Town Centre, 9/F
Date : Thursdays, 5.30-8.00p.m., starting March 7, 1996

18 meetings Fee: \$2,000

8525. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 29, SPACE Town Centre, 9/F
Date : Fridays, 5.30-7.30p.m., starting March 8, 1996

22 meetings Fee: \$2,000

8526. Ms Xiao Yan Liu, M.A. (Warrick)

Place : Room 7, SPACE North Point Study Centre
Date : Mondays, 7.40-9.55p.m., starting March 4, 1996

20 meetings Fee: \$2,000

8527. Ms Xiao Yan Liu, M.A. (Warrick)

Place : Room 7, SPACE North Point Study Centre
Date : Mondays and Thursdays, 6.20-7.35p.m., starting March 4, 1996

36 meetings Fee: \$2,000

Intermediate Mandarin

This course is intended for students who have completed Introductory Mandarin or who can prove that they have done 50 hours of Mandarin in the past. Some idiomatic expressions will be introduced and students will be taught to read simple passages.

Textbook: Sarah Lu Tsou, Teach Yourself Living Mandarin, Volume I (with tapes)(Longman) and supplementary. (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

8528. Mrs Sarah Lu Tsou, M.A.(San Diego State)/
Mrs Miranda Wong

Place : Room 106, James Hsioung Lee Science Bldg., HKU
Date : Wednesdays, 7.15-9.45p.m., starting March 13, 1996

18 meetings Fee: 2,150

8529. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 106, James Hsioung Lee Science Bldg., HKU
Date : Thursdays, 7.15-9.45p.m., starting March 14, 1996

18 meetings Fee: 2,150

8530. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 28, SPACE Town Centre, 9/F
Date : Mondays, 9.30-11.45a.m. (Morning), starting March 4, 1996

20 meetings Fee: 2,150

8531. Ms Judy Feng-ning Ashton, B.A. (Providence College), formerly language instructor, School of Oriental & African Studies, University of London

Place : Room 102, SPACE Town Centre, 10/F
Date : Tuesdays, 2.00-4.15p.m., starting March 5, 1996

20 meetings Fee: \$2,150

8532. Ms Xiao Yan Liu, M.A. (Warrick)

Place : Room 7, SPACE North Point Study Centre
Date : Thursdays, 7.40-9.55p.m., starting March 7, 1996

20 meetings Fee: \$2,150

8533. Certificate Course in Mandarin

Participation is limited to students who have completed Mandarin courses of at least one hundred hours duration in the past. The emphasis here will be on pronunciation and fluency. Also, students should be able to read simple passages by the completion of the course. Students will be awarded a SPACE Certificate in Mandarin provided that they pass the final examination, and have attended at least 75% of the meetings.

Tutor : Ms Jenny Sze, B.A. (Tientsin)

Place : Room 18, SPACE Town Centre, 9/F
Date : Mondays, 7.30-9.45p.m., starting March 11, 1996

40 meetings Fee: \$4,550

(Summer Vacation : July 22, 1996 - August 19, 1996)

Remarks : Teaching materials will be provided in the class by the tutor)

CANTONESE

Cantonese I

The main emphasis will be on basic grammar in spoken Cantonese and ample opportunity will be given for practising pronunciation and short sentence construction orally.

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

8534. Mrs Caroline Law, B.A. (U.C.)

Place : Room 206, Run Run Shaw Bldg., HKU
Date : Mondays, 7.15-9.45p.m., starting March 4, 1996

20 meetings Fee: \$2,000

8535. Miss Tammy Cheung, B.F.A. (Concordia U.)

Place : Room 104, Runme Shaw Bldg., HKU
Date : Tuesdays, 8.00-10.00p.m., starting April 9, 1996

25 meetings Fee: \$2,000

8536. P.K. Ho, B.A. (C.U.H.K.)

Place : LG110, K.K. Leung Bldg., HKU
Date : Wednesdays, 7.15-9.45p.m., starting March 6, 1996

20 meetings Fee: \$2,000

8537. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, 10/F
Date : Tuesdays and Fridays, 2.00-3.30p.m., starting March 5, 1996

33 meetings Fee: \$2,000

8538. Mrs Caroline Law, B.A. (U.C.)

Place : Room 29, SPACE Town Centre, 9/F
Date : Tuesdays, 5.15-7.30p.m., starting March 12, 1996

22 meetings Fee: \$2,000

8539. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, 10/F
Date : Fridays, 10.15a.m.-12.30p.m., starting March 8, 1996

22 meetings Fee: \$2,000

8540. K.K. Lee, B.A. (C.U.H.K.)

Place : Room 18, SPACE Town Centre, 9/F
Date : Fridays, 5.30-7.45p.m., starting March 1, 1996

22 meetings Fee: \$2,000

8541. Miss Irene Ng, M.A. (U.E.)

Place : Room 37, St. Mary's Canossian College, 162,
Austin Road, Kowloon (Entrance at the junction of
Kimberley Road and Austin Avenue)
Date : Thursdays, 6.15-8.45p.m., starting March 7, 1996

20 meetings Fee: \$2,000

Cantonese II

The course, intended for students who have completed Cantonese I or who can prove that they have had equivalent training in Cantonese, will concentrate on oral expressions and idioms.

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

8542. Keith Tong, M.A. (Reading)

Place : Room 18, SPACE Town Centre, 9/F
Date : Tuesdays, 5.30-7.00p.m., starting March 12, 1996

20 meetings Fee: \$2,150

8543. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 18, SPACE Town Centre, 9/F
Date : Tuesdays, 7.00-8.30p.m., starting March 19, 1996

20 meetings Fee: \$2,150

8544. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, 10/F
Date : Thursdays, 2.00-4.00p.m., starting March 7, 1996

15 meetings Fee: \$2,150

8545. Miss Marie Lam, B.A. (C.U.H.K.)

Place : Room 29, SPACE Town Centre, 9/F
Date : Thursdays, 6.00-7.30p.m., starting March 7, 1996

20 meetings Fee: \$2,150

Cantonese III

Students who have attended Cantonese I and II will find this course extremely useful. The syllabus covers more grammar, useful colloquial expressions, idioms and proverbs in daily use. Students who are doing Cantonese II or who can prove that they have done sufficient Cantonese elsewhere are also welcome to join.

Textbook: Parker Po-fei Huang and Gerald P. Kok, Speak Cantonese Book II (Yale University Press)(Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel : 2366 8001)

8546. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 18, SPACE Town Centre, 9/F
Date : Tuesdays, 8.30-10.00p.m., starting March 19, 1996

20 meetings Fee: \$2,150

CHINESE CHARACTERS

The study of Characters will include etymology of characters, vocabulary and classical reference of idioms. Special effort will be made to give students practice in reading characters.

Priority will be given to students who have completed Cantonese I and II, but those who are doing Cantonese II or who can prove that they have adequate knowledge of Cantonese are also welcome to join.

Textbook: John DeFrancis, Beginning Chinese Reader, Part 1 (Yale University Press). (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel : 2366 8001)

8547. Chinese Characters I

Tutor : Mrs Caroline Law, B.A. (U.C.)

Place : Room 25, SPACE Town Centre, 9/F
Date : Wednesdays, 2.00-4.00p.m., starting March 13, 1996

15 meetings Fee: \$2,150

8548. Chinese Characters I

Tutor : Mrs Caroline Law, B.A. (U.C.)

Place : Room 18, SPACE Town Centre, 9/F
Date : Fridays, 7.50-9.35p.m., starting March 8, 1996

17 meetings Fee: \$2,150

JAPANESE

8549. Introductory Japanese

Mainly designed for non-Chinese speaking people who wish to acquire the basis of spoken Japanese in a relatively short period of time. This course, comprehensive and condensed in nature, aims at providing beginners with a firm foundation in colloquial Japanese and in basic grammar. Ample opportunity will be given for practising pronunciation and short sentence construction orally.

Textbook: Japanese for Beginners (Gakken Co. Ltd) (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel: 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

Tutor : Ms Doris Tse, B.Sc. (CUHK)

Place : Room 106, James Hsioung Lee Science Bldg., HKU
Date : Mondays, 7.15-9.30p.m., starting March 4, 1996

20 meetings

Fee: \$2,150

8550. Intermediate Japanese

Mainly designed for non-Chinese speaking people who have learned Japanese for over 50 hours, this course provides further training in the Japanese language, with more emphasis on grammar, sentence construction and more complicated colloquial Japanese.

Textbook: Japanese for Beginners (Gakken Co., Ltd) (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel: 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

Tutor : Ms Doris Tse, B.Sc. (CUHK)

Place : LG105, K.K. Leung Bldg., HKU
Date : Thursdays, 8.00p.m.-9.30p.m., starting March 14, 1996

22 meetings

Fee: \$1,850

日語證書班 (Certificate Course in Japanese)

宗旨：為符合香港環境所需，本學院特開設一項日語證書課程，給予從事工商、文教等各業人士一個進修日本語文的機會，通過一項有系統的訓練，得以了解另一種文化，從而提高他們的工作條件。

課程概括：本課程分為「基本日語」和「高級日語」兩階段，每階段為期一年。（於春季開課之「基本日語」，則為期六至八個月，方便學員於九月升讀高班）。

基本日語：課程主要著重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，更著重實用日語會

話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日本報刊。

高級日語：課程著重較高程度之語言運用，文字寫作及閱讀；較艱深文句之分析，以期學員能充分操縱此種語文。

主講人：「基本日語」由曾經留學日本之華人導師主持，彼等均有多年教授日語經驗，並曾在各大學校任教；「高級日語」由精通中國語文之日語講師主持，故在學習過程中，學員均不會在聽講時有語言上的困難。

入學資格：基本日語：適合初學者及年滿十八歲皆可報名。
高級日語：曾修讀日語約九十小時或以上者及本學院之「基本日語」結業學員可獲優先取錄。

報名手續：填妥報名表格，連同學費交回本學院。本期開設「基本日語」四十一班，「高級日語」十二班，為提高被取錄機會，申請者須將其第二及第三選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。學員一經被取錄，不得轉班或退還學費。

結業考試

基本日語：由各班導師個別安排。

高級日語：一九九六年八月廿一日下午七時在香港大學內或香港大學專業進修學院市區中心（信德中心西翼九樓）舉行。

結業證書：本學院只頒發日語證書予「高級日語」畢業學員，惟學員須符合下列三項條件：

- (1) 在每階段之上課次數達五分之四；
- (2) 在學習過程中，充分完成所有習作；
- (3) 必須考試合格。

附註：「高級日語」春季不招生。

基本日語 (Basic Japanese)

學費：全年港幣一仟五百三十元正 (HK\$1,530)

課本：常用初級日語（香港大學專業進修學院編），附錄音帶。學員可到以下總經銷商購買課本：（三聯書店：香港中環域多利皇后街九號地下，電話：25250102-7及中華書局：九龍彌敦道四百五十號地下，電話：23857238）

8551. 謝潔欣小姐主講（共三十講）

地點：香港太古城地利亞修女紀念中學230室（中學部太豐道入口）

時間：一九九六年一月十七日起每星期三下午六時卅分至九時卅分

8552. 何嘉輝先生主講（共三十二講）

地點：香港太古城地利亞修女紀念中學516室（中學部太豐道入口）

時間：一九九六年一月廿日起每星期六下午二時十五分至四時四十五分

8553. 陳鳳儀小姐主講（共三十六講）

地點：香港太古城地利亞修女紀念中學522室（中學部太豐道入口）

時間：一九九六年三月四日起每星期一及星期三下午六時卅分至九時正

8554. 梁芳韻小姐主講 (共三十六講)
 地點：香港太古城地利亞修女紀念中學522室(中學部太豐道入口)
 時間：一九九六年三月五日起每星期二及星期五下午六時卅分至九時正

8555. 鄧國權先生主講 (共三十二講)
 地點：九龍美孚地利亞預科夜校(女校大樓)二樓124室(美孚站影都戲院出口吉利徑)
 時間：一九九六年一月十七日起每星期三下午六時卅分至九時正

8556. 李家寶小姐主講 (共三十二講)
 地點：九龍美孚地利亞預科夜校(女校大樓)二樓124室(美孚站影都戲院出口吉利徑)
 時間：一九九六年一月廿二日起每星期六下午二時十五分至四時四十五分

8557. 盧偉得先生主講 (共三十六講)
 地點：九龍美孚地利亞預科夜校(女校大樓)二樓124室(美孚站影都戲院出口吉利徑)
 時間：一九九六年三月四日起每星期一及星期四下午六時卅分至九時正

日語深造班課程 (Follow-up Japanese Courses)

本學院開辦下列各項日語深造課程，如會話，文法及商業日語等，主要給予高級班學員結業後繼續進修，外界人士曾修讀日文二百小時以上者亦可參加。每班均有限額，以便各學員得以小組研討方式學習日文寫作與會話。每人均可同時報讀下列課程，名額有限，請盡快報名。

高級日語會話 (Advanced Japanese Conversation)

8558. 林秀華先生主講 (共二十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
 時間：一九九六年三月十二日起每星期二下午六時四十五分至八時四十五分
 全期學費：九百六十五元 (HK\$965)

8559. 佐賀山順子小姐主講 (共二十講)
 地點：香港大學邵逸夫樓206室
 時間：一九九六年三月二十日起每星期三下午八時至十時正
 全期學費：九百六十五元 (HK\$965)

8560. 日語文法輔導課程 (Japanese Grammar)

此課程為已修畢高級日語學員而設，內容論及各學員在過去兩年間極常碰到而又較難理解的幾個文法重點，其中包括：(一) 日語助詞的用法；(二) 動詞分類法，從而介紹動詞的時與態；(三) 敬語的使用意識。

每講均用常見的誤用例作為分析的基礎，務使學員能對文法基礎有進一步的理解，並能作更正確的使用。

此課程將依「日本國際交流基金」所編的「文法 I - 助詞〇諸問題」內容作教學大綱。

主講人：黃健雄先生 (共四講)
 地點：市區中心12室(信德中心西翼九樓)
 時間：一九九六年三月九日、三月廿三日、四月十三日及四月廿日。星期六下午二時十五分至六時十五分
 全期學費：五百三十五元 (HK\$535)

商業日語 (Business Japanese)

本課程專為有日文基礎之學員而設，內容包括商業應酬用語；出入口貿易、推銷、保險、財經、運輸、旅遊等行業之專用語；及商業函件之寫作，每一課的內容將包括各語句、詞匯、課文、語法、會話及練習。

申請人須具已進修日語二百小時左右之程度，或曾修畢本學院主辦之高級日語。

8561. 林秀華先生(前南京師範大學日語講師)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
 時間：一九九六年三月七日起每星期四下午六時卅分至八時四十五分
 全期學費：一仟一百元正 (HK\$1,100) (共二十講)

8562. 林秀華先生(前南京師範大學日語講師)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
 時間：一九九六年三月八日起每星期五下午六時卅分至八時四十五分
 全期學費：一仟一百元正 (HK\$1,100) (共二十講)

普通話 (國語) (Putonghua)

本學院的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本學院特別就各界的需求重編教材，使普通話的教學更趨系統化。

普通話合格證明只頒發給高級普通話班畢業學員。

為提高被取錄機會，申請者須將其第二及第三選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。學員一經被取錄，不得轉班或退還學費。

基本普通話 (Basic Putonghua)

整個課程為期一學年(於春季開課之課程，則為期六至八個月，方便學員於九月升讀高班)。內容有國語注音符號(包括注音字母及中國現行標準拼音法)，國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各文章的選讀。每班共計八十至八十三小時，本課程是以普通話講授。

全期學費：一仟四百元正 (HK\$1,400)

課本：普通話教程(上冊)，(香港大學專業進修學院編)，附錄音帶。學員可到以下地點購買課本：
 (三聯書店，香港中環域多利皇后街九號地下，電話：25250102-7及中華書局，九龍彌敦道四百五十號地下，電話：23857238)

8563. 趙莉女士主講 (共廿八講)
 地點：香港太古城地利亞修女紀念中學517室(中學部太豐道入口)
 時間：一九九六年一月廿日起每星期六下午二時卅分至五時卅分

8564. 蔡艷霞女士主講 (共三十二講)
 地點：香港太古城地利亞修女紀念中學523室(中學部太豐道入口)
 時間：一九九六年三月四日起每星期一及星期三下午六時四十五分至九時十五分

8565. 蔡艷霞女士主講 (共三十二講)
 地點：香港太古城地利亞修女紀念中學523室(中學部太豐道入口)
 時間：一九九六年三月五日起每星期二及星期五下午六時四十五分至九時十五分

8566. 劉仁謀先生主講 (共三十二講)
 地點：九龍美孚地利亞預科夜校(女校大樓)二樓129室(美孚站影都戲院出口吉利徑)
 時間：一九九六年一月十七日起每星期三下午六時卅分至九時正

8567. 劉仁謀先生主講 (共三十二講)
 地點：九龍美孚地利亞預科夜校(女校大樓)二樓129室(美孚站影都戲院出口吉利徑)
 時間：一九九六年一月廿日起每星期六下午二時卅分至五時正

8568. 鮑茂振先生主講 (共三十二講)
 地點：九龍美孚地利亞預科夜校(女校大樓)二樓129室(美孚站影都戲院出口吉利徑)
 時間：一九九六年三月四日起每星期一及星期四下午六時四十五分至九時十五分

8569. 高玲小姐主講 (共三十二講)
 地點：九龍美孚地利亞預科夜校(女校大樓)二樓124室(美孚站影都戲院出口吉利徑)
 時間：一九九六年三月五日起每星期二及星期五下午六時四十五分至九時十五分

8570. 吳寶裕先生主講 (共三十二講)
 地點：九龍美孚地利亞預科夜校(女校大樓)二樓129室(美孚站影都戲院出口吉利徑)
 時間：一九九六年三月五日起每星期二及星期五下午六時四十五分至九時十五分

8571. 普通話教學法 (Teaching Putonghua)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課程講授技巧及課堂實習講授。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明。

入學資格：申請人必須具備中學/大專或同等學歷證明，能操流利普通話，對漢語拼音方法有認識，有意投入普通話教學工作。(在職普通話教師持學校推薦書者優先取錄)

報名手續：申請人必須於一九九六年二月三日前將(一)申請表格，(二)劃線支票(抬頭寫『香港大學』)及(三)學歷證件副本，寄回香港大學專業進修學院。報讀本課程之學員，經老師甄選後，將發出通知書接受入學。未獲取錄者，不得異議，並將退還全部學費。

主講人：張文娟女士及張丹女士
 講授語言：普通話
 地點：市區中心101室(信德中心西翼十樓)
 時間：一九九六年三月十一日起每星期一下午四時至六時
 全期學費：一仟零八十元(HK\$1,080.00)(共二十講)
 人數：限收二十五人

教師可獲教育署退還全部學費。詳參第vi頁。(只限課程編號8571)

8572. 對外漢語教學研習班 (Teaching Chinese as a Second Language)

本身能操流利普通話，兼懂英文，而有意從事本科教學工作，可籍本課程研習如何有效利用現代教育科技，編寫教材，製造教具，靈活運用教學法，以達成預期教學目標。研習要點包括：學校與家中常遇難題；對外漢語教學概況；實用教育科技，教科書之評鑑與教材編寫；外語教學法與記憶術；教具製作與使用；試教，實習與教學過程之掌握；聲音保健，學習效果之評量與回饋。

主講人：盧毓文女士 (Mrs Sarah Lu Tsou)
 教授語言：英文與普通話
 地點：市區中心11室(信德中心西翼九樓)
 時間：一九九六年三月十二日起每星期二上午十時二十分至十二時五十分
 全期學費：一仟六百五十元(HK\$1,650)(共十四講)
 人數：限收十二人



"Chinese Culture and Literature are a must for native Chinese", says Dr. Owen Wong

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone: 2859 2788
Telephone: 2859 2792

8621. Chinese Painting: Appreciation and Techniques

For Westerners with an interest in Chinese art, the main concepts of Chinese painting, as well as brush, ink and colour techniques will be introduced. Apart from the appreciation of the works of the ancient masters, instruction and demonstration of Chinese paintings of landscape, figure, fish, beasts peacock, insects, plumflowers, orchid, bamboo, chrysanthemum, other types of flowers and birds will also be covered. *Enrolment is limited to 15*

Tutor : LO Kam-kau, James, B.A. (Lingnan),
Committee member of the Hong Kong
Archaeology Society

Venue : Room 18, SPACE Town Centre, 9/F

Date : Saturdays, 2:15pm - 3:45pm, starting February 24,
1996

10 meetings

Fee : \$600

8622. Hong Kong : The Sexagenary Cycle Before 1997

It is a truism that Hong Kong has always been surviving in the shadow of China, and China has always been making use of Hong Kong as a conduit to the developed world.

In less than 40 years after the incorporation of the New Territories as the third and final complement to the Crown Colony, Hong Kong's fate became more than ever closely knit into the upheavals of China, military or political.

The Japanese had come and gone; whereas the Great Proletariat Cultural Revolution had spread and ebbed. Sovereignty and territorial integrity rank high on China's policy, in line with its rise among nations. It is imperative to re-map Hong Kong into China without losing it as a time-honoured conduit to the developed world.

This course is divided into two parts. The former is to examine Hong Kong in general from 1937 through 1967 to 1982, covering 45 years. The latter, to be conducted in the coming term, will account for the major events from 1982, through the present to 1997.

Tutor : Kwan Lai-hung, Ph.D(Lond.)

Venue : Room 10, SPACE Town Centre, 9/F

Date : Tuesdays, 6:15pm - 7:45pm, commencing May 21,
1996

7 meetings

Fee : \$315

8623. Chinese Geomancy and Superstition

Geomancy is a unique subject in Chinese metaphysics concerning the influences of environmental forces on human life. Its growing popularity in recent years also brings considerable misconceptions and misunderstandings about the subject. This series of lectures provides a clear overview of the meanings and contents of the art to unravel the mystery, and points to the right direction for practical usage of the knowledge. Topics include: theoretical framework of the Yin and Yang and the five elements; the Eight Houses school and the Flying Star School; application methods for assessing Yang Houses; practical examples and case studies on major buildings in Hong Kong; and Geomancy in the office and at home. *Enrolment is limited to 30*

Tutor : Mr Raymond H.L. Lo, B.Soc.(H.K.)

Venue : Room 16, SPACE Town Centre, 9/F

Date : Mondays, 6:35pm - 8:20pm, commencing
February 26, 1996

6 meetings

Fee : \$425

8624. Chinese Concept of Destiny

The Four Pillars of Destiny is a traditional method of forecasting human fortune employed by the Chinese for thousands of years and its influence can be found in all walks of Chinese life. The study of this subject not only provides a fascinating forecasting technique but also enables students to gain deep insight into the philosophical background of the Chinese concept of destiny. Lectures will also cover the basic skill in destiny analysis to enhance understanding of individual potentials and directions in life. *Enrolment is limited to 30*

Tutor : Mr Raymond H.L. Lo, B.Soc.(H.K.)

Venue : Room 16, SPACE Town Centre, 9/F

Date : Mondays, 6:35pm - 8:20pm, commencing April 22,
1996

6 meetings

Fee : \$425

8625. 文學創作研習班 (Creative Writing in Modern Chinese Literature)

在文學的範疇裡，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體會「文章千古事，得失寸心知」的妙諦。

本課程主要是向文學愛好者和文學教師提供。講授內容除一般文學理論外，並將選讀現代中國文學名家作品，藉透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部

份將以創作為主。學員除了有機會練習寫詩和小說等各種文學類別外，還得嘗試一項大型創作，內容自定，於課程完結前完成。優秀作品將會被推薦給本港的文藝副刊登載，並收入本班作品集。

本課程目的除提高學員的欣賞和創作能力外，並為大家提供一個集體學習的環境，希望透過不斷的訓練和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。

(限收十八人)

主 講 人：吳萱人先生 (編輯, 出版人)

地 點：市區中心 1 6 室 (信德中心西翼九樓)

時 間：一九九六年三月廿五日起每星期一下午八時二十分至九時五十分

全期學費：三百七十元 (共十講)

8626. 堪輿學與社會風俗 (Geomancy and Social Customs)

中國堪輿學是一種社會宗教學，與中國社會風俗有極深遠之關係。它與國有之祭祀、禮法、曆律、民族活動、村族鄉例有密切之淵源，尤其是古代中國之傳統風俗，有濃厚之社會特色和民族宗教精神，而堪輿學是一種相地術，包括宮廷建築、宅相、墓相，從科學態度論：它是具有天文、地理、水利及環境保護、美化及建築心理學。而現代中國社會仍保留它那種神入民間不可淹沒之社會實用價值。本課以現代社會風俗 探究堪輿學之真理。本課程有十講，主題包括：(一) 古代明堂論；(二) 宮廷及陵墓之相地術；(三) 鄉村風俗與堪輿；(四) 現代宅相之吉凶；(五) 祭祀與神位；(六) 羅盤原理之變化；(七) 海外華人社會與堪輿；(八) 名人與堪輿；(九) 國運與堪輿；(十) 討論及實地考察。

主 講 人：袁匡任先生 Dip.Ed.(C.U.H.K.),M.A.

地 點：香港太古城地利亞修女紀念中學 4 1 6 室 (中學部太豐路入口)

時 間：一九九六年三月七日起每星期四下午七時三十分至九時三十分

全期學費：四百三十元 (共十講)

8627. 堪輿學之應用與價值 (The Study of Geomancy)

中國堪輿學是一門高深之民族宗教哲學，它之起源、演變與中國歷史、政制、社會背景有著血肉不分離之關係。它能一直在民間流傳，定有其社會價值與影響。尤其對國有之祭祀、曆法、宗族、風土習尚、建祠立村、民族活動等有極深遠之影響外，它與古代農業社會之天文、地理、水利建築等有密切之關係。

本課程以現代社會生活為證，探究其源流與價值觀，主題包括 (一) 古代氣候學與農耕氣詳；(二) 堪輿與天文；(三) 堪輿與古代地理；(四) 堪輿與建築；(五) 中西預言學之異同；(六) 堪輿之因果論；(七) 墓葬文化之宗教價值；(八) 自然生態與環境保護之科學精神；(九) 建祠立村之原則與方法；(十) 陰宅之吉凶；(十一) 陽居之吉凶；(十二) 祭祀與神位；(十三) 對風俗之影響；(十四) 歷史考古價值；(十五) 堪輿學與華人社會之組織；(十六) 羅盤之變化與應用；(十七) 總結及討論；(十八) 實地考察。

主 講 人：袁匡任先生 Dip.Ed.(C.U.H.K.),M.A.

地 點：香港太古城地利亞修女紀念中學 4 1 6 室 (中學部太豐路入口)

時 間：一九九六年五月廿三日起每星期四下午七時三十分至九時三十分

全期學費：四百三十元 (共十講)

8628. 佛學要義 (Outline of Buddhist Philosophy)

本課程將以下列內容，對佛家思想作深入探討：(一) 眾生之「皆有佛性」義；(二) 有宗之五種姓義；(三) 佛家之「我」解說；(四) 對「色即是空」的探討；(五) 大乘三系之探討；(六) 「應無所住而生其心」的內涵。

主 講 人：釋淨達法師

地 點：市區中心 1 0 室 (信德中心西翼九樓)

時 間：一九九六年三月十三日起每星期三下午六時十五分至七時四十五分

全期學費：三百五十元 (共十二講)

8629. 佛經專書導讀(Special Buddhist Text)

金光明經空品摘要：空理是佛法根本特質。以「無所得」蕩情掃執為其作用；以「有空義故一切法得成」建立積極人生價值為其目標。
(限收廿二人)

主 講 人：釋淨達法師

地 點：市區中心 1 8 室 (信德中心西翼九樓)

時 間：一九九五年三月十三日起每星期三下午八時十五分至九時三十分

全期學費：三百五十元 (共十一講)

8630. 易經〈三才學〉在創業及成功學上之應用 (I'Ching Wholistic Study of "The Trend, The Environment, The Person" —An Unique Formula of Enterprenuer & Success.

「天時，地利，人和」中國古稱「三才」。我國歷代曾出過很多能通「三才」、扶主助己創業的風雲人物。諸如：西周姜子牙、明朝劉伯溫；三國諸葛亮、西漢張良等。

本課程乃分析這套「中國絕學」如何巧妙地應用在今天創業者或成功追求者的身上。

但一正所謂：「天時不如地利、地利不如人和」，故本課程乃甚著重我國古人「人和」學的智慧、技巧教授。講者會在課堂和實習把中國七千多年來、大凡成功者背後的成功秘密，創舉地歸納成若干「成功公式」，助你創業、成功或管理自己，讓你創出生命的奇蹟。

主 講 人：伍懷璞先生

地 點：市區中心 1 6 室 (信德中心西翼九樓)

時 間：一九九六年五月二日起每星期四下午六時至八時

全期學費：二百八十五元 (共六講)

8631. <易經三十六計之商用>：人和學（一） (The 26 I'Ching – strategies and their Commercial Application)

本課程是「易經<三才學>在創業及成功學上的應用」之延續課程。有興趣者宜完成以上課程才進修此課程為佳。

易經<三才學>之「人和學」中，講者首推「三十六計」。三十六計是我國兵家重要兵法之一，它是我國古人計謀智慧之大成，其基礎理論是出自周易陰陽原理。講者在課堂裡會用<易經>的卦辭、爻辭、大小象等演譯其兵法的剛柔、虛實、攻守、賓主、進退……等關係。課程安排為速成：「易經入門」；易經的源流、術語、結構、十翼……等及太極、阿圖、洛書之解說，並先以乾卦詳解易理的精髓。「三十六計」：以研討形式易解其中六計，餘卅計則撮述其精要。

主 講 人：伍懷璞先生

地 點：市區中心16室（信德中心西翼九樓）

時 間：一九九六年六月十三日起每星期四下午六時至八時
全期學費：二百八十五元（共六講）

8632. 中西哲學之人生觀 (Philosophy of Life in the East & the West)

本課程以取精用宏、深入淺出及趣味方式啓發學員領悟人生。選講範圍：（一）西洋為何會出現哲學這門特殊學問（啓迪學員自創新學問）（二）西哲如何判別天才之錯與庸人之錯（三）西哲人及神話藝術論「人」（四）何謂：人、人生、人生觀、人死觀（附論自殺）及宇宙觀（五）西哲之終極關懷：論世界末日及人之死後（六）人生之謎：人生意義及目的，如何能今生無悔、無憾（七）人生三階：青年、中年及老年之正負價值（八）何種人生可貫通天（神或超自然）、地（自然）、人（社會）、我（自我）（九）現代西哲兩大主流及理性與非理性如何安頓知識、人生及宇宙等大問題（十）愛恩斯坦及羅素論「上帝」及善惡因果報應（十一）警惕易犯之錯：為何快樂幸福（十二）十二種以上之人生觀供選擇（十三）中西哲學鑑定認可之「三個我」、「三不朽」、「六項需求」、「四件人生大事」、「四大修養境界」（十四）西方名哲選講：蘇、柏、亞、叔本華、尼采、康德、存在主義、實用主義及獲諾貝爾獎之哲思簡釋等（任選六項）。

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)

地 點：市區中心10室（德信中心西翼九樓）

時 間：一九九六年三月四日起每星期一、三、五下午七時至八時十五分

全期學費：三百二十元（共十二講）

8633. 認識中國哲學 (Understanding Chinese Philosophy)

中哲博大精深，其實效價值及能對西方文化病痛之矯治功能早已引起全球學者重視。本課程對愛哲理、文藝、修養及啓迪人生智慧有助。揭庸俗低級角度對中哲之誤解，寓高深於趣味：（甲）周易、孔子、孟子、荀子、老莊、墨子、惠施、公孫龍子、韓非子、董仲舒、陰陽五行、魏晉玄學、宋明理學、朱陸異同、王陽明及王船山等。（任選十項）（乙）專題：（一）中國為何會出現哲學這門學問？（啓迪學員自創新學問）（二）中哲特色及各時期思想比較（三）中哲之宗教、民主及科學觀（四）儒釋道三教及九流之修養及處世法（五）中哲為何有「道

成肉身」（六）中哲之道德形而上學為何受重視（七）「孝道」哲學新解：析忠孝、孝慈、義利、忠奸及不同道德之衝突兩難之倫理問題（八）做「聖人」之簡易公式（破高不可攀之說）（九）中國文化及哲學之現代化；中西哲比較，中哲價值何處超越西哲？

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)

地 點：市區中心10室（德信中心西翼九樓）

時 間：一九九六年三月四日起每星期一、三、五下午八時三十分至十時

全期學費：三百二十元（共十二講）

8634. 命運，愛情與性教育之心理哲學 (The Psychology & Philosophy of Fate, Love and Sex)

內容：（一）愛情與命運及緣份之縱橫關係，如何以人力扭轉惡運成就美滿愛情？（二）討論：愛情的等級；愛只有真假並無對錯？「幸福的愛」是佔有？奉獻？曾經擁有？天長地久？分期完成？名人婚愛之實例研討。（三）「愛」的教育與「性」的教育：生理與心理；動物性與人性；個人與社會；事實與價值；理性與非理性；科學人文；自然與文明；橫的移植與縱的承繼。

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)

上課地點：香港元朗石崗林錦公路香港大學嘉道理農業研究所
時 間：一九九六年三月二日（星期六）下午三時至三月三日（星期日）下午五時

集合時間：三月二日下午三時於

及地點 九龍窩打老道「豪華酒樓」門前（培正中學附近）

住 宿：香港大學嘉道理農業研究所宿舍，七人冷氣房（請自備手提電筒）

全期費用：三百二十元（包括學費、食宿及交通費）

名 額：四十人（先到先得）（二十人以下取消）

截止報名日期：一九九六年二月十日

8635. 中國古陶瓷鑑賞 (Appreciation of Chinese Ceramics & Porcelain)

內容簡介：從新石器時後期到現在中國陶瓷器，以幻燈片、圖片、實物等作研說，以引起學者對內容的研究興趣，作為美術、歷史、中國文學、宗教、哲學的輔助研究。

主 講 人：何秉聰先生

地 點：市區中心10室（信德中心西翼）

時 間：一九九六年二月廿七日起每星期二下午六時十五分至七時四十五分

全期學費：三百六十五元（共十二講）

中國傳統陶塑 (Imitational Chinese Ceramics)

根據中國傳統藝術作風，加入現代技術，作出中國藝術陶瓷的仿製，從而加入陶塑者意見，使成為其創新形象的中國藝術陶藝作品。

課程包括：命題輔導，陶塑技法，製模及印模、配釉與塗油、燒窯實習、名作欣賞等。（限收二十人）

8636. 何秉聰先生主講
 地點：新界沙田火炭坳背灣街 33-35 號世紀工業中心 11 樓 G 室
 時間：一九九六年三月三日起每星期日 上午十時至十二時
 全期學費：三百八十五元（共九講）

8637. 何秉聰先生主講
 地點：新界沙田火炭坳背灣街 33-35 號世紀工業中心 11 樓 G 室
 時間：一九九六年五月五日起每星期日 上午十時至十二時
 全期學費：三百八十五元（共九講）

8638. 書法基礎班 (Basic Chinese Calligraphy)

本課程從最基本開始，著重向學員教授如何執筆、運筆，和介紹各種不同字體，務求學員先有概括認識，從而選擇自己所喜愛的書體學習，課堂上將有示範和指導臨摹，因此學員必須在課堂練習和交作業，課程會以個別形式教授。

(限收二十五人)

主講人：林雲女士
 地點：市區中心 25 室（信德中心西翼九樓）
 時間：一九九六年三月五日起每星期二 上午九時卅分至十一時卅分
 全期學費：五百元（共十講）

8639. 篆書入門 (Seal Script Calligraphy)

本課程適合有書法基礎之人士參加，輔導學員從實習中掌握寫篆書之方法，從而領會篆字和別種字體在書寫技巧方面的分別。此外，本課程並扼要介紹篆書在文字演變和書法史上之地位，以及在篆刻方面之應用，對初學篆刻者尤有幫助。

(限收二十人)

主講人：林雲女士
 地點：市區中心 25 室（信德中心西翼九樓）
 時間：一九九六年五月十四日起每星期二 上午九時卅分至十一時卅分
 全期學費：五百元（共十講）

8640. 書法研習班 (Seminar in Chinese Calligraphy)

本課程專為有書法基礎的學員而設，進一步研討書法的運筆、字形的設計、與各體的書法，學員將有個別指導與學習批改的機會。

(限收二十五人)

主講人：林雲女士
 地點：香港大學專業進修學院市區中心 25 室（信德中心西翼九樓）
 時間：一九九六年三月六日起每星期三 上午九時卅分至十一時卅分
 全期學費：五百元（共十講）

8641. 行書 (Running Script)

本課程介紹行書的源流及演變，並指導學員從實習中領略書寫行書的方法。從王羲之，趙孟頫之行書入手，藉以鞏固用筆和結字的基礎，並使學員在日敘書寫方面得以改善。繼而學習黃山谷的行書，在已有的基礎上求變化及突破。(限收二十人)

主講人：林雲女士
 地點：市區中心 25 室（信德中心西翼九樓）
 時間：一九九六年五月十五日起每星期三 上午九時卅分至十一時卅分
 全期學費：五百元（共十講）

8642. 山水寫意畫 (Impressionist Landscape Painting)

水墨寫意畫是中國畫的另一主流，主要的特點是在墨色方面見勝，尤其是在宣紙上的技巧。本課程將會著重介紹如何控制水份和運用毛筆，因此學員必須在課堂上實習和交作業。

(限收二十五人)

主講人：林雲女士
 地點：市區中心 25 室（信德中心西翼九樓）
 時間：一九九六年三月四日起每星期一 上午九時卅分至十一時卅分
 全期學費：五百元（共十講）

8643. 寫在絹上的山水畫 (Landscape Paintings on Silk)

中國畫除用宣紙寫以外還有用作絹作材料。紙和絹質地不一樣，因而寫法便有所不同，絹不吸水。而宣紙吸水。南宋以前人多用絹，所以絹畫在中國畫史上也佔有一重要地位。如何用作畫之材料，本課程將會為學員教授及示範。(限收二十人)

主講人：林雲女士
 地點：市區中心 25 室（信德中心西翼九樓）
 時間：一九九六年五月二十日起每星期一 上午九時卅分至十一時卅分
 全期學費：五百元（共十講）

8644. 中國畫基本技法 (Basic Techniques in Chinese Painting)

本課程適合初學人仕及對中國畫有興趣者選讀。內容包括有：
 (一) 山水畫名家簡史介紹；
 (二) 如何選用宣紙及毛筆；
 (三) 分段指導及示範基本筆法，如樹木、山石、泉水煙雲、人物屋宇、船舶、橋樑。學員須在課堂上實習一些簡單習作。

本課程最後更著介紹傳統畫之特色和優點，並引石濤及龔賢之畫法例，引導學員從中領略中國畫之精粹。(限收二十五人)

主講人：林雲女士
 地點：市區中心 25 室（信德中心西翼九樓）
 時間：一九九六年三月七日起每星期四 上午九時卅分至十一時卅分
 全期學費：五百元（共十講）

8645. 中國畫構圖及著色 (Composition and Colouring in Chinese Painting)

本課程適合曾習中國畫基本技法或對中國畫有初步認識之學員參加，內容分構圖、著色兩部分。

構圖方面會講解分析：(一)呼應；(二)虛實；(三)顧盼；(四)賓主；(五)疏密；(六)聚散；(七)題款等，使學員能明瞭如何在畫面上「經營位置」以至完成一幅作品。

著色方面有：(一)顏料之認識；(二)顏色與墨色之配合；(三)季詳和色調之關係；(四)如何配色；(五)水光和煙雲之渲染等。

課堂上會介紹一名家代表作，使學員更進一步明瞭其中要訣，及提高學習趣味。(限收二十人)

主 講 人：林雲女士

地 點：市區中心25室(信德中心西翼九樓)

時 間：一九九六年五月廿三日起每星期四上午九時卅分至十一時卅分

全期學費：五百元 (共十講)

8646. 東方紙黏土與四季花鳥 (Oriental Paper Clay and Flowers & Birds in Four Seasons)

紙黏土是由陶瓷藝術演變而成黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。由淺入紳，內容授以紅蘿白、山竹、月季花、心口針、水仙、壁畫、荷花錦鯉、秋菊、筆座、小雞、梅花、麻雀、樹石等。作品經風乾後，可塗上顏色及光油。臨堂示範及實習，製作過程輕鬆有趣，初學及有興趣人仕均可參加。(限收二十人)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)

時 間：一九九六年三月五日起每星期二下午六時三十分至八時三十分

全期學費：四百二十五元 (共十講)

8647. 東方紙黏土與四季花鳥創作 (Oriental Paper Clay & Flowers & Birds in Four Seasons: An Advanced Course)

本課程是東方紙黏土與四季花鳥的延續，內容加強，有草菇、白菜、康乃馨、小鴨、假石山、跳舞蘭、心口針、扇形掛畫、花籃、白天鵝、燈座等。此外，學員更可自由創作，並配上逼真的色彩，每堂均有示範及實習，使學員對東方紙黏土與四季花鳥，加紳發揮創作潛能。初學及有興趣人仕均可參加。(限收十八人)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)

時 間：一九九六年五月十四日起每星期二下午六時三十分至八時三十分

全期學費：四百元 (共八講)

8648. 東方紙黏土設計 (Oriental Paper Clay: The Design)

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極

高，形態逼真。內容授以風景(山水)、扇形掛畫、新鮮石榴、小巧雨傘、心口針、漂亮的帽子、鮮艷花卉、飾物、雀鳥、假石山、動物等等。作品經風乾後，可塗上逼真顏色及光油、臨堂實習及示範，製作過程輕鬆有趣，初學及有興趣人仕均可參加。(限收二十人)

主 講 人：鄧昶立先生

地 點：香港太古城地利亞修女紀念中學415室(中學部太豐路入口)

時 間：一九九六年三月七日起每星期四下午六時三十分至八時三十分

全期學費：四百二十五元 (共十講)

8649. 紙黏土人物創作 (Figures in Paper Clay)

本課程是東方紙黏土設計延續，內容豐富，授以各款基本公仔、平面人物，坐立式及直立式之立體人物，造形優美，神態活現，栩栩如生。此外更看重設色、技巧及製作概念，更可自由創作。每講均有實習及示範，使學員對紙黏土人物創作，加紳發揮潛能。初學及有興趣人仕均可參加。(限收十八人)

主 講 人：鄧昶立先生

地 點：香港太古城地利亞修女紀念中學415室(中學部太豐路入口)

時 間：一九九六年五月廿三日起每星期四下午六時三十分至八時三十分

全期學費：四百元 (共八講)

8650. 花鳥與山水畫技法 (Techniques of Chinese Paintings: Flowers, Birds & Landscape)

花鳥與山水畫有很緊密的連繫，樹石對花鳥來說，有如牡丹綠葉相得益彰，增加畫面的變化及美觀。講授對運筆、用墨、用紙(生熟紙)絹，設色(赭墨、淺絳、青綠、金碧輝煌)技法，並加畫史、畫理、寫生等。課程以梅、蘭、菊、竹，四時花卉、昆蟲、鳥類、金魚、蝦、蟹、水草、蔬果等。而山水以鹿角、蟹爪、點葉、夾葉、松、柳、梧桐、芭蕉等樹法、山石、長短披麻皴、斧壁皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲法、染雲、瀑布、波濤等。課程由淺入深，輔助學員領會花鳥與山水畫的結合精華，每講臨場示範、實習、欣賞及派發畫稿，歡迎有興趣人士及曾修讀花鳥與山水畫課程的同學參加。(限收二十五人)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)

時 間：一九九六年三月八日起每星期五下午六時卅分至八時

全期學費：三百九十元 (共十講)

8651. 花鳥山水畫構圖 (Composition of Chinese Paintings: Flowers, Birds & Landscape)

本課程是花鳥與山水畫技法的延續，為相等程度及有興趣人士而設，加強內容，以學員進度而作出技法及構圖，紳入教授。內容以山水三遠法(平遠、紳遠、高遠)等。而花鳥以賓主、呼應、顧盼、虛實、緊散、疏密等構圖法。題材以紫籐、秋海

棠、桃花、玫瑰、水仙、荷花、小雞、麻雀等，配以四時樹、石鳥、著重造型、意境等。設色有白描、水墨、勾勒（工筆）、沒骨（寫意）、淡彩、粉彩、重彩為主。能使學員在短期內完成作品，發揮花鳥山水畫進一步的長處，令至學員達到創作的階段。每講均有示範、臨堂實習及派發畫稿。歡迎會修讀花鳥與山水畫同學參加。（限收二十人）

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室
（金巴利道入口）

時 間：一九九六年五月廿四日起每星期五下午六時卅分至八時

全期學費：三百八十元（共七講）

中國山水畫 (Chinese Landscape Painting)

分階段以理論及示範同時施教，由淺入紳，使學員明白山水畫樹石及構圖要訣，基本皴法及種類，對畫面皴法之統一，點苔之要義及作用，用筆及用墨之要點及變化，控制水分，粗筆及幼筆之作用，畫面之紳淺遠近，透視比例，最後能達至墨韻之要義，並兼教繪雲海及瀑布之畫法及山水畫之設色技巧，如何將真實風景經過美化後套入中國畫法，構成一幅圖畫，並講解兼示範各種畫法應避忌之處，逐一指出，使初學山水畫之學員於短期內亦能自繪簡單之山水畫，作日後紳入研究之初階。

（每班限收二十五人）

8652. 吳祖蔭先生主講

地 點：市區中心13室（信德中心西翼九樓）

時 間：一九九六年三月八日起每星期五下午六時三十分至八時

全期學費：四百元（共十講）

8653. 吳祖蔭先生主講

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室
（金巴利道入口）

時 間：一九九六年三月四日起每星期一下午六時三十分至八時三十分

全期學費：四百元（共八講）

中國山水畫技法 (Method of Chinese Landscape Painting)

本課程專供修業完畢初級山水國畫班之學員深入山水國畫之技法研究，除簡略重溫習基本畫法外，更進一步研究山水國畫之技法和構圖，皴擦、運筆、用墨、染墨、染色、乾筆之蒼茫，濕筆之潤厚及乾濕筆之並用，點線之美化等技巧及其效果，並示範如何達氣韻生動及氣勢磅礴之境界，更進一步研究瀑布及雲海之繪寫過程及技巧，亦根據學員之成績調詳課程漸進入較高紳之技法研討，更為愛好繪寫雲海及瀑布之學員作紳入之講解及研究，理論與即席示範兼施。（每班限收二十人）

8654. 吳祖蔭先生主講

地 點：市區中心13室（信德中心西翼九樓）

時 間：一九九六年五月廿四日起每星期五下午六時三十分至八時

全期學費：四百元（共九講）

8655. 吳祖蔭先生主講

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室
（金巴利道入口）

時 間：一九九六年五月六日起每星期一下午六時三十分至八時三十分

全期學費：四百元（共八講）

8656. 篆刻與印章 (Seal Engraving)

學習刻印，務使學印者在短期之內領悟刻印的方法，刻印的樂趣，盡量著重實踐，手法和刀法等技巧，使學印者對刻印的基本概念，有全面的認識；包括自製刻刀方法與自製印章錦匣等等。使學者認識到刻印會豐富人生，賞印亦是一種生活情趣。

（限收三十人）

主 講 人：盧人俊先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室
（金巴利道入口）

時 間：一九九六年三月七日起每星期四下午六時十五分至七時四十五分

全期學費：三百九十元（共十二講）

8657. 篆刻技巧與印石 (The Art of Seal Engraving)

篆刻乃由文學、美術及雕刻三者結合而成的一種藝術，本課程對理論、篆刻技巧、印石種類等詳為講解，示範，印石實物介紹和說明。全期課程均以實踐為主，務使學印者在短期之內，紳切領略篆刻方法，體驗自刻印章的樂趣。

主 講 人：盧人俊先生

地 點：市區中心10室（信德中心西翼九樓）

時 間：一九九六年三月九日起每星期六下午四時十五分至五時四十五分

全期學費：三百九十元（共十二講）

篆刻深造班 (Advanced Seal Engraving)

紳造班專為已完成篆刻初級班人士或有篆刻基礎和興趣繼續紳造者而設。此紳造班課程全面以篆刻示範，治印技巧。學員作業，導師改印，教與學均以實踐為主。復以刀法、手法、佈白等等為輔。務令學員刻印盡量領略方寸之間的篆刻藝術，讓學印者多嘗治印的樂趣。（每班限收二十五人）

8658. 盧人俊先生主講

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室
（金巴利道入口）

時 間：一九九六年六月六日起每星期四下午六時十五分至七時四十五分

全期學費：二百八十五元（共八講）

8659. 盧人俊先生主講

地 點：市區中心10室（信德中心西翼九樓）

時 間：一九九六年六月廿二日起每星期六下午四時十五分至五時四十五分

全期學費：二百八十五元（共八講）

Lecturer in charge : Sarah S.C. Hui

Telephone: 2859 2793
2964 0450

Master's Degree in Clinical Pharmacy

The Master of Clinical Pharmacy degree is awarded by University of Otago, New Zealand in conjunction with the School of Professional and Continuing Education (SPACE). This is a professional/academic qualification which provides pharmacists with advanced training in several aspects of pharmacy. The course consists of 7 papers and a dissertation. 2 papers will be taught by the School and 5 papers will be taught by Otago Staff through teleconferencing tuition. Students will be provided with the printed course materials and self-assessment exercises. On successful completion of the 2 papers taught by the School, candidates will be awarded a SPACE Postgraduate Certificate in Pharmacology and Pharmacy Administration. Duration of the course is 2.5 years and begins, biennially, in September. The next intake will be March/April 1996.



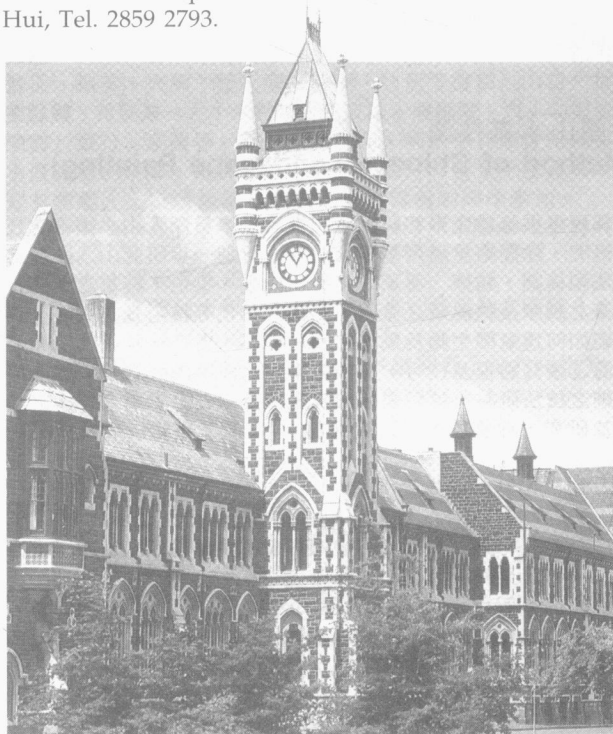
Dr. Sarah Hui, ready to provide advice on your academic development

Bachelor's Degree in Pharmacy

Lecturers in charge : Sarah S.C. Hui
K.C. Tan-Un

Since September, 1992 the School has launched a Bachelor's degree programme in Pharmacy (B.Pharm.) in association with the University of Otago, in addition to the M.Pharm. degree. The course aims to provide professional training in Pharmacy for practising dispensers, matriculants, graduates and others who intend to seek a career in pharmacy and the pharmaceutical field. The joint B.Pharm. study programme consists of: (1) two years of part-time study in Hong Kong (Part I); (2) two years of full-time study at Otago which leads to the B.Pharm. degree. Candidates who successfully pass all subjects in Hong Kong (Part I) will be awarded a Diploma in Pharmaceutical Sciences by SPACE. They will then be eligible for admission, ad eundem staturum, with exemptions granted for the equivalent of years 1 and 2 of the B.Pharm. course at Otago. The Otago course is a four year full-time degree. Students admitted will be on the basis of having qualifications or experience which will exempt them from the Otago year 1 while the SPACE 2-year part-time Diploma will be the equivalent of the Otago year 2. The Diploma course will have a biennial intake and no more than 20 students will be admitted to Otago in any one year. The next intake will be April/May 1996.

Please write in for details enclosing a stamped self-addressed envelope or contact course coordinator Dr. Sarah Hui, Tel. 2859 2793.



University of Otago

8731. 中國文化要義 (The Essentials of Chinese Culture)

本課程為輔助中學高級補充程度「中國語文及文化科」教師教授中國文化部分之課程而設，旨在從學術與教育結合之角度，增加有關教師對中國文化之了解和興趣，從而提高其教學質素和熱誠。

本課程內容分為兩大部分：一、中國文化概述，包括文化之涵義、中國文化之特質、中西文化之比較及著名學者之文化理論介紹等。二、中國文化名篇導讀，包括分析和評論課程規定之六篇文章，即唐君毅、章政通、殷海光諸先生之文章，另外，亦將它們與其他文化名篇，如梁漱溟、錢穆、牟宗三、徐復觀等人之相關文章作出比較，好讓有關教師對當中問題有全面而深刻的把握。

本課程同時歡迎任何對中國文化問題有興趣之社會人士修讀。

主 講 人：劉桂標先生 B.A.(HKSC), M.Phil.(C.U.H.K.)
地 點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時 間：一九九六年三月二日起每星期六下午二時十五分至三時四十五分
全期學費：六百元（共十六講）

教師可獲教育署退還半費。詳參第ix頁。

8732. 社會倫理學進修課程 (Social Ethics for Teachers)

本課程針對高級補充程度科目「倫理及宗教科」之內容而設計，適合該科目老師及其他有興趣人士修讀。課程內容包括：

- 一) 道德思考（一講）——道德思考中所包括的考慮；道德難題；道德衝突。
- 二) 人的概念（一講）——不同的人的概念；整全的人的概念。
- 三) 個人權利（兩講）——權利的含義；保護個人權利的理據；個人權利與公眾利益之間的取捨。
- 四) 與生死有關的道德問題（六講）——人工生殖；墮胎；自殺；安樂死。
- 五) 與性有關的道德問題（三講）——同性戀；婚前性行為；有性無愛。
- 六) 社會公義（兩講）——對自由的保障；機會平等；財富分配。
- 七) 工作與閒暇（一講）——工業化的衝擊；不同思想派別對工作和閒暇的價值的不同看法；工作及閒暇在人生中的價值。

主 講 人：文思慧博士（中文大學教育學院講師）
方子華先生（嶺南學院通識教育學部助理講師）
史文鴻博士（嶺南學院通識教育學部講師）
余錦波先生（嶺南學院通識教育學部講師）
李敬恆先生（中文大學哲學系助教）
陳浩文博士（城市大學社會及公共行政系助理教授）

地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）

時 間：一九九六年三月九日起每星期六下午二時十五分至三時四十五分

全期學費：六百元（共十六講）

教師可獲教育署退還半費。詳參第ix頁。

8733. 思考方法導論 (Introduction to General Methodology)

本課程的內容包括：（一）邏輯思考方法；（二）科學思考方法；（三）語理分析思考方法；（四）常見的謬誤剖析。本課程的特點，是除了一般教授外，還通過課上討論及習題解答等多樣方式來傳達思考方法之精髓，深入淺出，循序漸進，能令學員在短期內形成獨立的思考能力，經常作出合理有效的思考。

主 講 人：梁光耀先生 B.A.(C.U.H.K.), M.Phil.(C.U.H.K.)
地 點：香港大學專業進修學院市區中心28室（信德中心西翼九樓）
時 間：一九九六年四月十一日起每星期四下午六時至七時四十分
全期學費：五百一十元（共十二講）

8734. 哲學導論 (Introduction to Philosophy)

現代人所面對的，是一個思想混亂、價值失落的世界。由於各種學說和主張到處出現，令人頭昏目眩，迷失了自我。一個人如果不想被別人牽著鼻子走，唯一的方法就是弄清自己的頭腦、堅定自己的意志，而這些工作正是哲學的主要任務。本課程屬哲學的入門課，以問題為中心，綜述哲學的三大部門——形而上學、道德哲學及知識論的概貌，並簡述中、印、西哲學之特質及異同，俾使學員能對哲學有較全面之了解，適合喜歡反省人生的現代人修讀。

主 講 人：劉桂標先生 B.A.(HKSC), M.Phil.(C.U.H.K.)
地 點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時 間：一九九六年三月九日起每星期六下午四時至五時三十分
全期學費：五百二十五元（共十四講）

8736. 藝術哲學 (Philosophy of Art)

很多人以為，藝術是屬於感性領域。對藝術來說，所謂理性的分析，根本用不著。情形真是這樣的嗎？實際的情況是，藝術作品的地位得以確立和展示於人前，背後都得到不少藝術理論的支持。

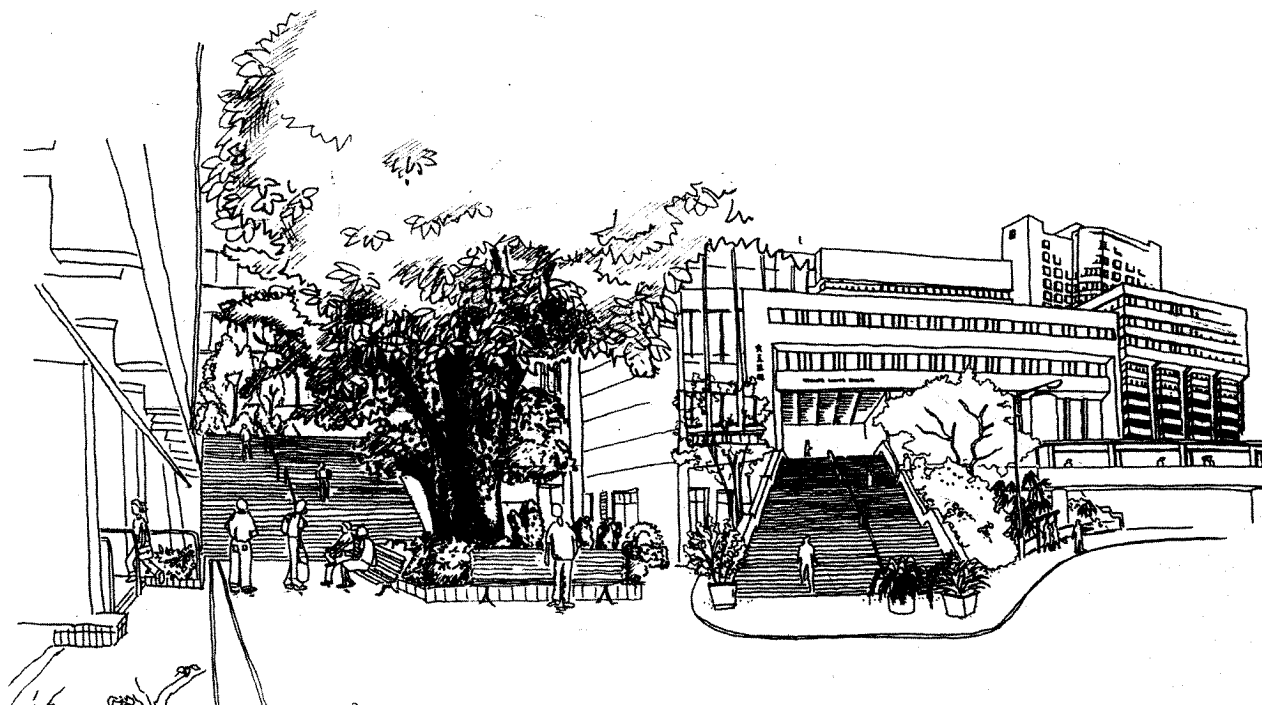
本課程旨在介紹這些不同的藝術理論，並對此作出批評。內容包括藝術的定義，藝術的批評，藝術的評價，藝術的功能以及藝術的死亡等問題。

主 講 人：梁光耀先生 B.A.(C.U.H.K.), M.Phil.(C.U.H.K.)

地 點：香港大學專業進修學院市區中心28室（信德中心西翼九樓）

時 間：一九九六年四月十一日起每星期四下午八時至九時三十分

全期學費：四百三十五元（共八講）



A sketch of the University Campus drawn up by Joyce Wong (left) and Lisa (right)

8741. 香港薪俸稅簡介 (A Short Guide to Hong Kong Salaries Tax)

本課程以普及法律知識為目的，專為一般市民而設，以深入淺出的方法和日常的語言，使學員明瞭香港薪俸稅的計算方法，從而使用正確而合法的手段來達到繳納最低稅款的目的。

內容包括：「入息」的定義，應課入息的計算方法、各項免稅額的介紹，特別津貼，如房屋津貼，子女教育津貼的課稅方法，海外工作收入與應課入息的關係，扣除支出及費用的原則，以及採取個人入息課稅的策略。

主 講 人：何冠驥先生 B.A.(C.U.H.K.), A.M., Ph.D(III), LL.B.(Lond)
地 點：市區中心 10 室（信德中心西翼九樓）
時 間：一九九六年二月廿四日起每星期六下午二時至四時
全期學費：壹百元（共二講）

8742. 近代中國的政經發展 (The Political Economy Development of Modern China)

本課程主要探討中國大陸從 1978 年起的改革與現代化。政治發展和經濟發展往往是息息相關，不可分割，故重點將會討論這兩者的互動關係。內容包括：中國政府體制，中央與地方政府關係，政企關係，經濟政策，意識形態的轉變，權力和精英政治，外交策略，以及中共面對的問題和前景。

本課程旨在使學員了解近代中國大陸政治經濟發展，培養獨立思考及分析能力。課程適合初學者，對中國政治經濟有基本認識人士更佳。

主 講 人：鄭志行先生 M.Phil(C.U.H.K.)
地 點：市區中心 10 室（信德中心西翼九樓）
時 間：一九九六年三月六日起每星期三下午八時至九時三十分
全期學費：四百四十元（共十一講）

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。



You are welcome to visit our Enrolment Counters for enquiries and registration.



Busy part-time students rushing for classes in the evening at Town Centre



North Point Study Centre

8751. Introduction to Dream Analysis

The purpose of this course is to introduce the basic theories and skills of dream analysis and the therapeutic approaches and techniques in dreamwork.

Topics to be covered include: Historical perspective and most current relevant literature of sleep and dreaming; Freud's, Jung's, Perls' Gestalt & Faraday's theories of dreamwork; Modern model of dreamwork; Principles of symbolic interpretation; Dream language; Advice for counsellors when working with parents of children who have night terrors; Structuring group feedback; Dreamwork techniques for working in groups; Skills in remembering and recording dreams; Dreams in psychotherapy; and Dreams in the Bible.

The course will be appropriate for school guidance teachers, mental health professionals, physicians, nurses, counsellors, and any other helping professionals.

Enrolment is limited to 20

Tutor : C.W. Lo, Ph.D.(Clin.Psy.)(Pacific Southern)

Venue : Room 1302A/B, K.K. Leung Building, HKU

Date : Thursdays, 8.00-9.30 p.m., commencing March 7, 1996

10 meetings

Fee : \$610

Medium of Instruction: Cantonese supplemented with English

8752. Personal Growth Group

Personal Growth Group is an experiential approach to learning. It involves the assumption that each person has the potential of knowing himself/herself, to be able in life situations to make the choices that will best enhance growth and meaning. This workshop is oriented towards the group process that is equally applicable at home and in the workplace.

The aims of the group are: (a) increasing self awareness and sensitivity, (b) identifying and transforming emotional blocks with self and with others into positive energy, (c) developing the skills required to relate to others in a life-promoting, work-enhancing, meaningful fashion, and (d) discovering and appreciating the uniqueness of self. Regular attendance is mandatory.

Enrolment is limited to 24

Tutor : Mrs. Grace Cheung, B.Soc.Sc. (C.U.H.K.)

Venue : Catholic Institute of Religion and Society, 130 Waterloo Road, Kowloon. (Maryknoll Convent School - Primary Section)

Date : 9.00 a.m.-1.00 p.m. and 2.00-6.00 p.m.,
April 19, 20, 21 and 22, 1996

4 meetings

Fee : \$1,050

Medium of Instruction : Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8753. Religious Faith and Society

Religious faith is found in all societies. Throughout history and both in the East and the West, people in the streets, philosophers, theologians and politicians have wondered about religious faith. Beginning from a description of the beliefs common in Hong Kong, the course aims at a critical analysis of some of their probings, in order to explore the possibilities of establishing a common language where adherents and opponents can meet.

The course topics include: Descriptions of religious movements and experiences of worshippers in Hong Kong streets, temples and churches; Growth and development of individual religious beliefs; The social construction of the world; Religious beliefs and social structures; Religious tolerance and its limits; Religious intolerance and warfare; Certainty and doubt in religious beliefs.

Enrolment is limited to 25

Tutor : Erik Kvan, D.Soc.Sc.h.c.(H.K.), M.B.E., formerly Senior Lecturer and Head, Department of Psychology, HKU, and Guest Lecturer

Venue : Room 14, SPACE Town Centre, 9/F

Date : Fridays, 6.00 - 7.30 p.m., commencing April 12, 1996

8 meetings

Fee : \$400

8754. Brief Strategic Psychotherapy

Brief Strategic Psychotherapy (BST) is a unique way of thinking about and doing psychotherapy in a short duration of time. Participants will not only learn about the techniques of BST, but a way of thinking about and solving people's dilemmas within a short period of time. The contents of this course will include some characteristics common to various strategic models and three predominant approaches (the behavioural, the psychodynamic and the gestalt) which are selected to apply in clinical and school settings. Several clinical treatment cases will be presented to illustrate some of the principles of BST; ie. eating disorders (Anorexia & Bulimia) of girls; anxiety disorders (Obsessive-Compulsive) of boys; problems of impotence in couples; and psychosomatic problem of woman etc.

Class format is a combination of lectures, case studies, group discussions, role-plays, micro-skills demonstrations and use of video tapes of Jay Haley & his followers.

The course will be appropriate for mental health professionals, social workers, physicians, nurses, psychological counsellors, school counsellors, and other helping professionals.

Enrolment is limited to 20

Tutor : C.W. Lo, Ph.D. (Clin.Psy.)(Pacific Southern)

Venue : Room 14, SPACE Town Centre, 9/F

Date : Saturdays, 2.30-5.30 p.m., commencing April 13, 1996

6 meetings

Fee : \$610

Medium of Instruction: Cantonese supplemented with English

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8755. 性格的透視與發展 (Understanding and Developing Personality)

每個人的思想、情緒、行爲、人際關係等各方面都很受他的性格所影響。這課程是特別爲那些希望更加認識自己及別人的性格的人士而設，目的是促進參加者及其關心的對象的心理健康和性格發展。

本課程內容包括：(一) 性格心理學的基本理論；(二) 性格的發展和形成因素；(三) 家庭和童年經歷對性格的影響；(四) 從人際關係的層面中去了解性格；(五) 如何針對性格中的長處和短處發展自己和別人的性格。上課形式以體驗性學習爲主，並有小組討論，角色扮演及性格測驗等。爲確保學習的連貫參加者定需上足十三課。參加者應具有中五或以上程度。

(限收二十五人)

主 講 人：劉錦麟先生 (臨床心理學碩士)

地 點：市區中心14室 (信德中心西翼九樓)

時 間：一九九六年三月四日起每星期一下午八時至九時四十五分

全期學費：六百七十元 (共十三講)

教師可獲教育署退還半費。詳參第ix頁。

8756. 精神健康與異常心理學導論 (Introduction to Mental Health and Abnormal Psychology)

本課程是爲對精神健康有興趣的人士而設，旨在提供學員對精神健康有一概括的了解，同時認識一些處理問題及促進精神健康的方法。內容主要討論何謂異常心理，並分析常見的異常心理行爲、其成因及處理方法。範圍包括「正常」和「異常」的概念，兒童及青少年的心理發展及問題，成年人的心理發展，日常生活的壓力，精神病，性心理及異常性行爲，藥物濫用，暴力及自毀行爲，和維持心理健康的要素等等。

本課程共分十八講，形式主要包括講座，個案分析和小組討論，授課以中文爲主輔以英語，參加者應具有中五或以上程度。

(限收四十五人)

主 講 人：鄭健榮先生 (臨床心理學碩士) 及客座講師

地 點：市區中心14室 (信德中心西翼九樓)

時 間：一九九六年三月五日起每星期二下午七時五十分至九時五十分

全期學費：九百九十元 (共十八講)

教師可獲教育署退還半費。詳參第ix頁。

8757. Certificate Course in the Theory and Practice of Employee Counselling

The workforce in Hong Kong is facing a rapidly changing society and business environment. Recently, a comparative research revealed that Hong Kong was the most stressful city in the world. Stress has become a common response when Hong Kong people are challenged by the 1997 transition, business reorganization, downsizing, recession, high housing costs, inflation, increasing divorce and juvenile delinquency rates, and so on. Line managers and human resources professionals nowadays need to help their staff cope with these stress.

Moreover, supervisors may have encountered employees whose work performance were directly or indirectly affected by their personal or work-related problems. These staff problems, if not handled promptly and appropriately, could result in serious consequences, e.g. poor morale, tension, decrease in productivity, high staff turnover, work accidents, medical claims, and man-hour loss.

Course Aims and Objectives

This course is designed to train human resources professionals, supervisors, and managers in (1) the basic knowledge in psychology in business, mental health, counselling approaches, and stress management; (2) the practical skills in employee counselling and stress management; (3) the use of referral to other professionals. At the end of this course, the trainees will learn the basics in assessment and treatment approaches in some common personal or work-related problems among employees in Hong Kong. The trainees will also have opportunities to interact with professional counsellors, clinical psychologists, psychiatrists, and, most importantly, business professionals from different industries and companies for theoretical exchange and practical learning.

Course Content

The first part of this course will focus on the theoretical components of employee counselling. The second part will cover the various common counselling situations at the workplace today. Topics to be covered will include: (1) Psychology in Business; (2) Human Need and Motivation; (3) Personality Development; (4) Attitude, Cognition, and Behaviour; (5) The Process of Change: People and Environ-

ment; (6) The Initial Interview: Need Assessment; (7) Problem Translation; (8) Goal Setting for Counselling; (9) Cognitive-Behavioral Intervention Strategies; (10) Solution-focused Intervention Strategies; (11) Career Development Counselling; (12) Performance Management Counselling; (13) Employee Relations Counselling; Conflict Management (14) Sexual Harassment: Investigation and Case Management; (15) Reorganization and Downsizing: Outplacement Counselling; (16) Relocation Counselling: Preparation, Adjustment, and Integration; (17) Stress Management Training: Developing a "Healthy WorkStyle"; (18) Managing Drug Abuse and Alcoholism at the Workplace; (19) Managing Mental Health Problems at the Workplace; (20) How to make Referrals to Professional Help.

This course will focus on skills development and practical learning. The trainees are expected to read the theoretical material before the class. Classroom activities will be designed to facilitate the trainees' understanding and application of the theories. Extensive time will be used for behavioral rehearsal, role-play, case studies, and small group exercises. Therefore, active participation in those activities will be essential for fruitful learning. Trainees are also required to attend 3 full-day workshops and a residential training camp. Details of the workshops will be announced in class.

Assessment and Awards

The assessment of the trainees will be based on (1) their participation and performance in classroom activities, (2) their attendance (at least 80% attendance rate is required), (3) their applications of theories and skills taught in this course to their work settings through assignments and case presentations, and (4) a final examination at the end of the course. Successful candidates will be awarded a certificate by the School of Professional and Continuing Education, University of Hong Kong.

Enrolment is limited to 25

Tutors : Eric Kung, B.Commerce (McMaster),
M.S.W.(H.K.)(Course Director)
Tsoi Ting Kwok, Peter, M.B., B.S.(H.K.),
M.R.C.Psych.(U.K.) and
Guest Lecturers

Fee : \$8,800 (including residential camp fees)

Medium of Instruction: Cantonese supplemented with English

Admission Requirements

This course is suitable for human resources professionals, supervisors, and managers in the commercial fields as well as in the public sector. The applicants should be in supervisory positions or working in human resources departments where the skills of employee counselling and stress management are essential for competent performance of their personnel management duties. Closing date for applications: February 28, 1996.

Course Duration: Over 110 contact hours

Lectures: Wednesdays, 6.30-9.30 p.m., March 20 - June 26, 1996 and September 18 - November 27, 1996
Intensive Full-Day Training Workshops:
2 Saturdays in April, 9.30 a.m. - 5.30 p.m.
Residential Camp on Sensitivity Training:
3 days in May, Friday, 7.30 p.m.- Sunday 5.30 p.m.
Full-Day Workshop on Stress Management:
a Saturday in October, 9.30 a.m. - 5.30 p.m.

Final Examination: December 11, 1996

Place of Meeting: Room 28, SPACE Town Centre, 9/F

[This course is jointly sponsored by the Human Dynamic Consultants.]

68. Certificate in Discipline Teachers Training

This course is sponsored by the Education Department for secondary school discipline teachers. It is due to begin in late February 1996 and will be completed in early July, 1996. The objective of the course is to equip the discipline teachers with the knowledge and skills in school discipline work so that they can perform their duties more effectively. The course will put emphasis on the integration of relevant theories with practical issues in school discipline work in local secondary schools.

Curriculum

The course will cover the following 6 areas:

- I. Working as a Discipline Teacher
 - (1) The role and function of the discipline teacher
 - (2) Work objectives and school mission
 - (3) School rules and regulations
 - (4) Effective reward and punishment
 - (5) Consistency amongst teachers on behavioural standards
 - (6) Complaints from teachers, students and parents
 - (7) Management of work-related stress
- II. Working with Students
 - (1) Adolescent psychology with particular emphases on deviant and disruptive behaviour, development of self-concept, moral judgement and self-control
 - (2) Problems at school - bullying, vandalism, triads, stealing, truancy, drug-abuse and run-away
 - (3) Communication and interviewing skills
 - (4) Approaches to assessment and management of behaviour difficulties
 - (5) Intervention methods:
 - (a) The cognitive approach
 - (b) Social skills training
 - (c) The behavioural approach
 - (d) Crisis intervention

- (6) Classroom management
- (7) Prevention and positive discipline work

III. Working with Parents

- (1) Communicating and interviewing parents
- (2) Helping parents develop positive attitudes and basic skills in disciplining their children
- (3) Positive communication between parents and the school

IV. Working with other Personnel in the School

- (1) School discipline - the whole school approach
- (2) Team building
- (3) Collaboration with the school administrative team, guidance team, the school social worker and the psychologist
- (4) Staff development

V. Working with Agencies in the Community

- (1) The Education Department
- (2) The Police Department
- (3) The Social Welfare Department
- (4) Other helping agencies in the community

VI. Other Relevant Topics

- (1) Legal aspects of discipline work
- (2) Peer tutoring

Teaching Format

- Lectures
- Case Studies
- Case Conference
- Role Plays
- Skills Workshops
- Group Discussions
- Panel Discussions
- Project Work

Participants are expected to undertake a reasonable amount of reading as directed by the teachers.

Award

To qualify for the award of the certificate, a participant must attend no less than 80% of the meetings and complete the written assignments satisfactorily.

Time of Meetings

Tuesdays, 6.30 - 9.30 p.m.
Saturdays, 2.00 - 5.00 p.m.

Duration of the Course

February 27 to July 6, 1996

Places of Meeting

Tuesdays, Room 1302A/B, K.K. Leung Building, The University of Hong Kong, Pokfulam Road, Hong Kong
Saturdays, Room 9, SPACE Shek Kip Mei Study Centre

Admission

This course is open to all secondary school discipline teachers.
Enrolment is limited to 40

Deadline for Application

January 5, 1996

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 2859 1937. (All correspondence should be addressed to School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.)

This course will be conducted in Cantonese.



Student Participation in Class

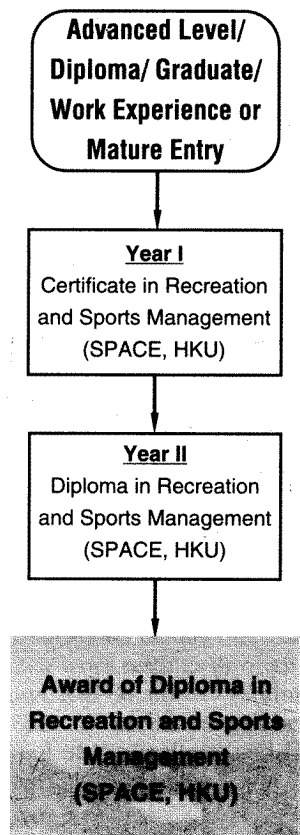
RECREATION AND SPORTS MANAGEMENT

Teaching Consultant - Elizabeth Dendle

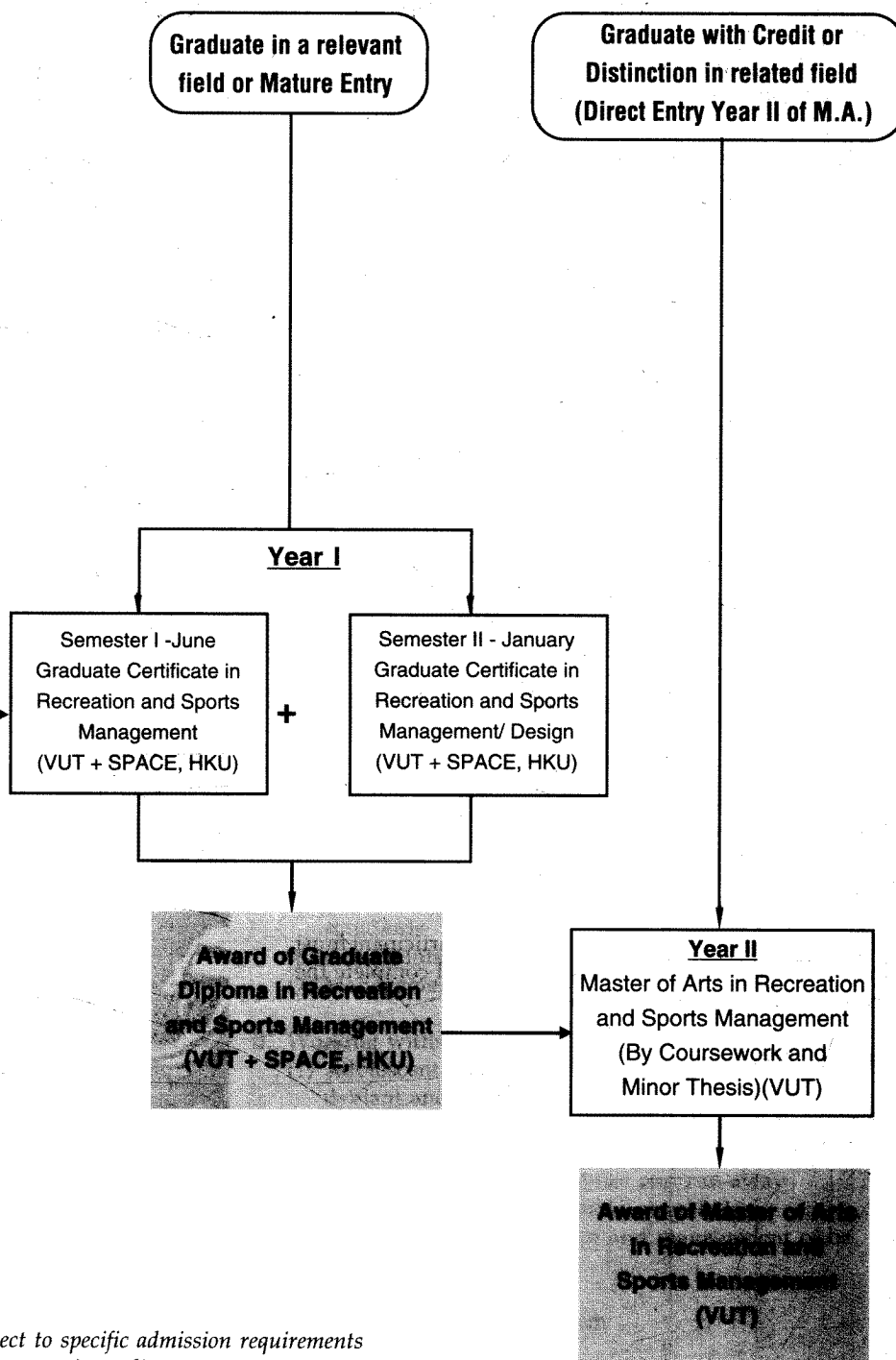
Telephone: 2857 1198

BUILD A CAREER IN RECREATION AND SPORTS MANAGEMENT (Entry requirements and progression)

UNDERGRADUATE ENTRY



GRADUATE ENTRY



Note:

1. Entry into programmes will be subject to specific admission requirements
2. V.U.T. - Victoria University, Melbourne, Australia

VICTORIA UNIVERSITY (Melbourne, Australia)

Master of Arts/Doctor of Philosophy (PhD) Degrees and Graduate Certificates/ Graduate Diploma in Recreation and Sports Management

INTRODUCTION

The University of Hong Kong, School of Professional and Continuing Education (SPACE) in conjunction with Victoria University of Technology (V.U.T.) are offering joint Graduate Certificates and a Graduate Diploma program in the area of Recreation and Sports Management with tuition provided in Hong Kong. This Graduate program is aimed at persons who have completed an undergraduate degree in a relevant field, however mature age applicants who demonstrate extensive industrial experience may be considered. On satisfactory completion of the Graduate Diploma students will be eligible to apply for entry to the Master of Arts Degree course in Recreation and Sports Management awarded by V.U.T. Specific admission requirements may apply.

COURSE STRUCTURE

The structure of the Master of Arts / Graduate Diploma / Graduate Certificates in Recreation and Sports Management, offered full-time or part-time, allows for multiple options of entry and exit according to professional and personal study needs. The course contains both discrete and sequential modules, and is structured in such a way that students undertaking the Master of Arts (by Course Work and Minor Thesis) will first complete the Graduate Certificate in Recreation and Sports Management, and the Graduate Certificate in Recreation and Sports Management / Design. Together these two qualifications will constitute the Graduate Diploma in Recreation and Sports Management and will require two semesters of study. The second year will include Directed Study, Graduate Seminar and Minor Thesis or Syndicate Research Project, on an approved aspect of Recreation or Sports Management, to complete the sequence of studies leading to the Master of Arts. For persons who have completed a Master degree, the Department of Physical Education and Recreation, V.U.T., offer opportunities to undertake self directed research programs in Hong Kong leading to a Ph.D. degree awarded by Victoria University.

COURSE CONTENT AND PROFILE

It should be noted that this is an extremely intensive course and students need to attend classes for an average 9 hours per week.

Graduate Diploma in Recreation and Sports Management (HGSM)

Semester I

Graduate Certificate in Recreation and Sports Management (HTSM): (156 hours - commencing in June 1996)

Subjects Offered:

Recreation / Sport Management Perspectives
Planning and Policy Development in Recreation / Sport
Personnel Strategies in Recreation/ Sport
Employee Relations Strategies
Recreation / Sport Marketing and Financial Management

Semester II

Graduate Certificate in Recreation and Sports Management / Design (HTRS): (156 hours - commencing in January 1997)

Subjects Offered:

Professional Practicum
Facility Management and Design
Programme Administration and Delivery
Recreation / Sport Research and Investigation

Master of Arts in Recreation and Sports Management (By Course Work and Minor Thesis) (HMMSM)

Semester I

Directed Study : 13 weeks x 8 hours
Graduate Seminar : 13 weeks x 3 hours

Semester II

Minor Thesis or : 13 weeks x 19 hours
Syndicate Research (or part time equivalent)

Doctor of Philosophy (Ph.D.) in Recreation and Sports Management

Principal Supervision will be provided by V.U.T. for Ph.D. research programs to be undertaken in Hong Kong in areas of specialisation such as:

Recreation and Sports Management	Leisure Studies
Sports Psychology	Outdoor Recreation Resources
Recreation and the Aged	Outdoor Education
Philosophy of Sport	Recreation and the Disabled

The normal expected duration of a Ph.D. program is 2-3 years full-time or part-time equivalent.

COURSE PROGRESSION

The course is designed to optimise the employment opportunities of graduates and to ensure the ongoing development and acquisition of professional skills, attitudes and knowledge in a variety of recreation and sport settings in private or public organisations.

LOCATION

All classes will be held in the evening (6.45 - 9.45 p.m.) at SPACE Town Centre, Shun Tak Centre or The University of Hong Kong, Pokfulam Campus.

TIMETABLE

The Graduate Certificate in Recreation and Sports Management will commence in June 1996. The M.A. programme will commence in July 1996 and 1997.

FURTHER INFORMATION AND APPLICATION

Further information and application forms are available by writing to Miss K. Y. Lee, Room 1405, 14/F., SPACE Town Centre, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong before March 31, 1996. Fax: 2546 0295.

COURSE COST

The course fee for each Graduate Certificate is HK\$22,000. The course fee for the Master of Arts Program is HK\$25,000. Fees should be paid once the student has received an offer of a place on the course. All fees are reviewed on an annual basis.

CERTIFICATE / DIPLOMA IN RECREATION AND SPORTS MANAGEMENT

INTRODUCTION

The School of Professional and Continuing Education offers a new Certificate / Diploma program in Recreation and Sports Management developed for persons currently working in sports administration or those who wish to pursue a career in the management of leisure services. The course is built on a modular system with each subject area designed to introduce participants to the range of skills and practices normally required in a management situation. Upon completion of the relevant program students will be awarded a Certificate and / or a Diploma in Recreation and Sports Management issued by SPACE.

COURSE DURATION

A two year part-time program commencing in April 1996. During the first year students undertake the Certificate in Recreation and Sports Management and after successful completion of two years study the Diploma in Recreation and Sports Management is awarded.

COURSE STRUCTURE AND PROFILE

The course is based upon two Levels of study, Level I and II. Each comprises 6 modules with each module requiring 20 hours of lectures extending over ten sessions. Classes will take place on two evenings per week. The program includes teaching and assessment in the following subject areas:

Level I:

- Principles of Management
- Recreation and Sport Administration in Practice
- Basic Accounting and Control
- Fundamentals of Marketing

Office Administration

Programming and Promotion in Recreation and Sport

Award of the Certificate in Recreation and Sports Management

Level II:

- Human Resources Management
- Recreation, Sport and the Law
- Strategic Management
- Management Skills in Recreation and Sport
- Financial Management
- Marketing of Recreation and Sport

On successful completion of two Levels of study a candidate will be eligible for award of the Diploma in Recreation and Sports Management.

ENTRY REQUIREMENTS

Applicants should have the following

- Either two passes at Advanced Level and three passes at ordinary level or equivalent;
- Or an undergraduate degree;
- Or a diploma from a recognised post-secondary institution;
- Or mature age applicants with relevant industrial experience;
- Or candidates with extensive administrative experience in Recreation and Sport.

Proficiency in English is essential.

TEACHING AND ASSESSMENT

Students accepted on this course will generally be working professionals who will be expected to bring their own experiences to the classroom and share them with fellow students. All classes will be conducted by qualified academic and professional staff with relevant experience. The Certificate and Diploma will be assessed on the basis of minor and major assignments, and examination for each module.

FURTHER INFORMATION AND APPLICATION

Students should apply for the Certificate / Diploma in Recreation and Sports Management programme by writing to Miss K. Y. Lee, Room 1405, 14/F., SPACE Town Centre, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong before March 8, 1996. FAX: 25460295

COURSE FEE

The fee for each year of study in the Diploma in Recreation and Sports Management is HK\$12,500 payable in two installments.

SCIENCE & MATHEMATICS

Lecturer in charge: Stephen W.N. Wu

Telephone: 2859 2417

Certificate Course in Biomedical Electronics

This 2-year part-time certificate course is designed to give some fundamental biological background and instrumentation principles to employees in the field of biochemical electronics and those who intend to pursue a career in biomedical instrumentation, so that they can have an appreciation of the origin of physiological signals and the electronics design of instruments. Thus candidates after completing the course can communicate more effectively with end-users and render better consumer services. Instrumentation in the areas of research and laboratory analysis, clinical and para-clinical diagnosis, surgery, patient care and monitoring will be covered. Closing date for applications: August 15, 1996.

For further details and for special enrolment forms, please contact Mr. Tommy Tsang, School of Professional and Continuing Education, University of Hong Kong. (Tel. 2859 2417).

8761. An Introduction to Gene Therapy

With rapid advancement in molecular and cell biology in the past 2 decades, we are entering a revolutionary era of using DNA in the treatment of many human disorders on a genetic basis. This encompasses a wide spectrum of diseases like hereditary, infectious, malignant and degenerative disorders, many of which show poor responses to conventional treatments and are often labelled as "incurable". Correction of the underlying genetic defects of many of these diseases may ultimately provide a cure for them and clinical trials of gene therapy are currently underway in specialized centres in some developed countries. This course aims to provide a general concept of gene therapy and highlight some of its potential applications in modern day molecular medicine. Participants are preferred to have some background knowledge of biochemistry or molecular biology.

Tutor : S.Y.W. Shiu, M.B.,B.S.(H.K.), D.Phil.(Oxon)

Venue : Room 23, SPACE Town Centre, 9/F

Date : Fridays, 8.00-9.30 p.m., commencing April 12, 1996

4 meetings

Fee : \$230

8762. Getting to Know Some Important Rheumatic Diseases

Rheumatology is a special branch of internal medicine which deals with diseases of joints and connective tissues. It embraces a wide spectrum of diseases ranging from the common soft tissue rheumatism syndrome to the less common but potentially life-threatening connective tissue

disorders such as systemic lupus erythematosus. The management of rheumatic diseases involves a team approach. It relies on cognitive skills, a long term relationship with a patient who has a chronic disease, a commitment to educate patients about their disease, and the ability to coordinate a team of professionals that may include nurses, physical and occupational therapists, social workers, and orthopaedic surgeons among others. The course seeks to increase the awareness of some important rheumatic diseases as a serious health problem and to dispel the belief that little can be done to help people with rheumatic disorders. Disability as an outcome of rheumatic disease can have profound economic and social costs, and disability from these diseases can be prevented. Topics include discussion on clinical manifestations and management of 4 important rheumatic disorders viz. rheumatoid arthritis, systemic lupus erythematosus, ankylosing spondylitis and gout. The course is especially suitable to paramedical personnel who are involved in the caring of these patients. It would also be helpful to the patients themselves and their relatives. The general public would also find this course interesting. Lectures will be conducted in Cantonese.

Tutor : R.W.S. Wong, M.B.,B.S.(H.K.), M.R.C.P.(U.K.)

Venue : Room 11, SPACE Town Centre, 9/F

Date : Mondays, 8.00-9.30 p.m., commencing March 4, 1996

4 meetings

Fee : \$250

8763. Understanding the Molecular Basis of Some Common Cancers in Hong Kong

This course is designed to give an overview of the recent advances in the understanding of the pathogenesis of some common cancers detected in Hong Kong. The course begins with a brief introduction of the common cancers seen in Hong Kong. This will be followed by discussions of the factors like virus, radiation, etc. that are believed to be important in the pathogenesis and development of tumours. The molecular basis of the changes detected in cancers would be discussed in detail. The course is suitable for those who are interested to gain an elementary knowledge in the subject although it is highly recommended for those who have some medical background (e.g. nurses and laboratory technicians). Lectures will be conducted in Cantonese and supplemented with English.

Tutor : K.Y. Lam, M.B.,B.S., F.R.C.P.A.

Venue : Room 23, SPACE Town Centre, 9/F

Date : Fridays, 6.30-8.00 p.m., commencing March 1, 1996

5 meetings

Fee : \$320

8764. Nutrition For Health

This course intends to give an insight into general nutrition and dietary management of the more common diseases in Hong Kong. Topics will include: food science, healthy eating, vegetarianism, weight reduction, diabetes mellitus, hypercholesterolaemia, cancer, gout, renal and liver diseases etc. The course is suitable for health care professionals, social workers, teachers or for those who have an interest in the above topics. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : Georgina Y.Y. Ho, B.Sc., M.Nutr.Diet.(Sydney)

Venue : Room 23, SPACE Town Centre, 9/F

Date : Fridays, 6.30-8.00 p.m., commencing April 12, 1996

8 meetings

Fee : \$480

8765. 體重調節基本法 (Weight Management)

很多人對個人體重十分重視，甚至不惜花費大量時間與金錢來保持體態的健康，但如果不得其法，結果可能適得其反。

本課程將討論各類常見的保持體態方法，分析其特性、優點和缺點，並說明均衡的飲食對體重調節的重要性。本課程將以粵語授課。

主 講 人：梁胡敏慈女士 B.Sc.(H.Econ.)(W.Ont.), Postgrad. Dip. Dietetics(Leeds Poly.), S.R.D.(U.K.)

地 點：市區中心11室（信德中心西翼九樓）

時 間：一九九六年六月七日起每星期五下午六時三十分至八時

全期學費：一百八十元（共三講）

8766. 產前產後的飲食健康 (Pre-natal and Post-natal Nutritional Requirements)

胎兒的營養來源就是母親的日常飲食，而在懷孕過程中孕婦所須面對的健康問題如：嘔吐、禁忌、便秘、高血壓、水腫、高血糖等等，亦對其飲食構成不少麻煩。

本課程將以輕鬆的型式，以營養的角度來探討胎兒的成長和需要、準媽媽的身體變化和不適、產後傷口的癒合及哺乳期的需要、還有如何控制體重等等，歡迎準父母或任何有興趣的人士參加。

主 講 人：梁胡敏慈女士 B.Sc.(H.Econ.)(W.Ont.), Postgrad. Dip. Dietetics(Leeds Poly.), S.R.D.(U.K.)

地 點：市區中心11室（信德中心西翼九樓）

時 間：一九九六年六月三日起每星期一下午六時三十分至八時

全期學費：一百八十元（共三講）

8768. Principles and Applications of Magnetic Resonance Imaging

Magnetic resonance (MR) technique has been developed for the analysis of organic and biochemical substances and adapted as a useful imaging modality for clinical diagnosis. Unlike other radiographic investigations, patients undergoing MR imaging are not exposed to radiation which may have detrimental side effects. This course aims to introduce the basic principles and applications of MR imaging. Topics include: basic principles of magnetic resonance; basic pulse sequences; its application in diagnostic imaging; MR angiography; fast MR imaging; safety recommendations and future trends of MR imaging. This course is expected to be useful to technologists, radiologists, nurses and those with an interest in clinical diagnostic technology.

Tutors : Jimmy Chan, M.Sc.(Lond.) and other specialists

Venue : Room 11, SPACE Town Centre, 9/F

Date : Mondays, 8.00-9.30 p.m., commencing April 15, 1996

4 meetings

Fee : \$250

8769. Lasers in Medicine

Lasers are now widely used in many fields especially in clinical medicine. This course will give a concise introduction to the physical aspects of laser, its safety considerations and its applications in medicine with emphasis in the specialities of ophthalmology, dermatology, urology and internal medicine. The working principles behind the use of different types of lasers in different disease entities and their results will be discussed. Topics include: principles and properties of laser; basic component parts of a laser equipment; safety issues; clinical applications of laser in: retinal detachment, macular degeneration, diabetic retinopathy, cataract, glaucoma, reducing myopia and astigmatism; cutaneous haemangioma, Port-wine stain, Nevus of Ota, freckles and removal of tattoo; lithotripsy; tumour therapy; endoscopic laser therapy for gastrointestinal bleeding and tumour.

Tutors : P.C. Chow, M.B.B.S. (H.K.), D.O. (Ireland), F.R.C.S. (Edin.), F.R.C.O.(U.K.), F.H.K.A.M. (Ophthalmology).

C.F. Lai, M.B.,B.S. (H.K.), Dip. Ven., Dip. Derm. (Lond.), M.R.C.P. (U.K.)

M.M.T. Ng, M.B.B.S. (H.K.), M.R.C.P. (U.K.)

B.T.H. Wong, M.B.,B.S. (H.K.), F.R.C.S. (Glas.), Dip. Urol. (Lond.), F.C.S.H.K., F.H.K.A.M. (Surgery)

Venue : Room 23, SPACE Town Centre, 9/F

Date : Fridays, 8.00-9.30 p.m., commencing March 1, 1996

5 meetings

Fee : \$320

8770. The Science of Project Management

This course should be suitable for aspiring professionals who wish to acquire the science of project management to assist them in achieving personal and business objectives. Microsoft Project software will be presented as a tool for project planning, communicating and managing your projects. By the end of the course, participants will be able to explain the process of project management, identify the important activities at each stage of the process and appreciate how Microsoft Project can be used as a tool for the management of projects. Topics include: an introduction to project management; project objectives; tasks and their relationship in projects; resource allocation in projects; how to generate and evaluate your project schedule; how to create your project plan; tracking and controlling project progress; managing multiple projects; and closing projects.

Tutor : D.H. Do, B.Sc. (Hons.)(Bath), M.Sc. (Essex), M.B.A. (O.U., U.K.)

Venue : Room 11, SPACE Town Centre, 9/F

Date : Mondays, 6.00-8.00 p.m., commencing March 4, 1996

6 meetings

Fee : \$530

8771. The Science of Presentation

This course is suitable for practicing engineers, technical professionals, and others who aspire to management level. As a manager, you need to communicate effectively with your superiors, peers and sub-ordinates and presentation is a formal method often used by one person to communicate with many people. In many cases, your first presentation is the one that make or break your management career. Doing your first presentation without prior practice can leave you at risks.

In this course, you will be presented with the science of presentation. You will learn what are the steps in presentation from preparation to opening, delivering and closing. Each participant will be given the opportunity to make his or her presentation in front of an audience. As a bonus you will learn how to use Microsoft Power Point to enhance the effectiveness of your presentation. So by the end of the sixth meeting you should find that your next formal presentation is an occasion to enjoy.

Tutor : D.H. Do, B.Sc.(Hons.)(Bath), M.Sc.(Essex), M.B.A.(O.U., U.K.)

Venue : Room 11, SPACE Town Centre, 9/F

Date : Mondays, 6.00-8.00 p.m., commencing April 22, 1996

6 meetings

Fee : \$530

8772. Quantitative Analysis I

This course is designed to give an introduction of the basic concepts of probabilities, statistics and their applications. It is suitable for researchers in science, social science and business. Candidates preparing for professional examinations in accounting should also find this course relevant. Topics to be discussed include: elementary probability; probability distributions including the binomial, Poisson and Normal; sampling distributions including the Normal, t-, chi-square and F distributions; confidence interval and hypothesis testing; regression analysis and correlation. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : Alex Li, B.Sc.(H.K. Baptist)

Venue : Room 102, James Hsioung Lee Science Building, HKU

Date : Thursdays, 6.20-7.50 p.m., commencing February 29, 1996

11 meetings

Fee : \$700

8773. Quantitative Analysis II

This course is a supplement to Quantitative Analysis I. Topics to be discussed include: linear programming; transportation and assignment problems; inventory planning and control; network analysis and PERT; queueing theory; and simulation. Participants with a background of the concepts on probabilities are preferred. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : Alex Li, B.Sc.(H.K. Baptist)

Venue : Room 102, James Hsioung Lee Science Building, HKU

Date : Thursdays, 8.00-9.30 p.m., commencing February 29, 1996

11 meetings

Fee : \$700

8774. GMAT Mathematics and Logic

This is a course designed for those who intend to take the official Graduate Management Admission Test. Two types of GMAT questions will form the subject for discussion: 1. Problem Solving; 2. Data Sufficiency. The course provides revision lectures and practice tests, aiming at improving participants' basic mathematical skills and ability to reason quantitatively. Tactics for solving different question types will also be discussed. The course will be conducted in Cantonese and supplemented with English.

Tutor : Y.L. Lau, B.Sc., Ph.D. (H.K.)

Venue : Room G4, James Hsioung Lee Science Bldg., HKU

Date : Mondays, 6.30-8.00 p.m., commencing March 4, 1996

6 meetings

Fee : \$380

8775. 天文學入門(Introduction to Astronomy)

天文學可說是一門古老，但亦是最尖端的科學之一。近年由於太空科技的急速發展，很多宇宙的奧秘亦逐漸被揭開。

鑑於自香港太空館於多年前成立以來，香港市民對天上的日、月、星辰漸感興趣，本課程藉此向愛好天文學的人士提供一個較系統性的系列專題講座。

內容包括：天文學的發展歷程、太陽、月球、行星世界、恆星、星雲、星團、銀河系等的概括認識。此外，還會對恆星演化、黑洞、外太空生命、宇宙起源等有趣問題加以探討。同時亦會介紹如何認識星空及使用望遠鏡觀察等實用技術。如天氣情況許可，還會安排一次實地觀星活動。

主 講 人：黃衍蕃先生

地 點：香港大學邵仁枚樓101室

時 間：一九九六年二月二十九日起每星期四下午八時至九時三十分

全期學費：四百八十元（共八講）

8776. 星空觀測入門 (Introduction to Celestial Observation)

宇宙的奇景異象，引人入勝。不過對初入門的天文愛好者來說，星海中的一切似乎高不可測，難於捉摸。本課程將從最簡單的星座認識開始，介紹西方的星空神話傳說，中西星空觀念之異同，星圖的種類與使用，望遠鏡的選擇與應用，肉眼及望遠鏡中可見的各種天象奇景，四季的星空巡禮及未來廿年的天象先睹等。參加者將會掌握觀星的技術及懂得安排自己星海漫遊的旅程。如天氣情況許可，講座後將安排短暫的觀星實習，亦另會安排一次郊外觀星宿營活動（自費）。

主 講 人：黃衍蕃先生

地 點：香港大學邵仁枚樓101室

時 間：一九九六年五月二日起每星期四下午八時至九時三十分

全期學費：五百二十元（共九講）



You are sure to be the centre of the attention of SPACE's staff

8801. Introduction to Counselling

The purpose of this course is to help the student understand the therapeutic process and acquire specific counselling skills. This skill building course will utilize Gerald Egan's conceptualization of the counselling process and will briefly explore how this approach can be adapted to various theoretical models.

The course will introduce fundamental counselling concepts and procedures including: the nature and parameter of counselling, client assessment and referral, therapeutic stages and their corresponding interventions, and client transference and other client/therapist dynamics. Basic Egan counselling skills will be learned including among others: active listening, empathy, advanced accurate empathy, immediacy, and problem solving. Other specific techniques will be introduced such as using metaphors, lifelines, guided imagery, and termination rituals. Methods of avoiding counsellor burn-out and remaining personally balanced will also be addressed.

The class format will consist of lectures, discussions, role plays, and the use of video-tapes. The course is designed to benefit teachers, social workers, para-professional counsellors, and other helping professionals.

Enrolment is limited to 20

Tutor : Ms. Tammy Tam, M.Ed. in Guidance and Counselling (Bristol)

Venue : Room 105, James Hsioung Lee Science Building, HKU

Date : Mondays, 7.15-9.15 p.m., commencing March 4, 1996

12 meetings Fee : \$750

Medium of Instruction: Cantonese supplemented with English

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8802. Introduction to Group Counselling

The purpose of this course is to introduce basic group counselling skills, group dynamics theory and practice, and the application of current group counselling models to the appropriate settings.

Topics to be covered include: Basic skills of group counselling; Group structure and dynamics; Survey of group modalities; Group counselling for children and adolescents; Group counselling for adults and the elderly; Group counselling for the mentally disturbed; Group counselling

for the gifted; and Relationship-oriented group model will be stressed.

The course will be appropriate for school guidance teachers, social workers, paraprofessional counsellors, physicians, nurses, and other helping professionals.

Enrolment is limited to 20

Tutors : C.W. Lo, Ph.D. Ed.D.(Counselling & Ed. Psy.)(San Francisco) and
Guest Lecturers

Venue : Room 28, SPACE Town Centre, 9/F

Date : Fridays, 7.45-9.45 p.m., commencing March 8, 1996

12 meetings Fee : \$750

Medium of Instruction: Cantonese supplemented with English

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8803. Introduction to Art Therapy

"Freud, Jung, Plato and Aristotle are but four of the thinkers who have clearly defined the value of arts in human growth and development." Aristotle is said to have prescribed the arts (painting, music, drama) and swinging in hammocks in places of beauty for mentally and emotionally disturbed people.

This course aims to give a comprehensive introduction to Art Therapy. It is anticipated that participants, through exploring a variety of art materials, and emerging themes will learn to trust the creative process and begin to understand the gentle healing power of art as therapy. This may be achieved through a commitment to and interaction with the group of up to 12 participants, within a therapeutic environment, using art as a tool for communication. Lectures by professionals from related disciplines, a video and colour slides of images will form part of this introduction.

Enrolment is limited to 12

Tutors : Ms. Judith Moss, Postgraduate Diploma in Art Therapy (Manchester) and Guest Lecturers

Venue : Room 26, SPACE Town Centre, 9/F

Date : Fridays, 8.00-10.00 p.m., commencing March 1, 1996

10 meetings Fee : \$950 (including art material fee)

8804. Introduction to Music Therapy

Music has long been used as a therapeutic tool since the ancient time. The concept of music in therapy has evolved from mystical healing, exorcism to a scientific application of using music to affect human emotion and behavior.

Class format consists of lectures, discussions and practice sessions. The course aims to give a general orientation of music therapy to the interested parties. Topics will include the history of music therapy, current models in music therapy, guided imagery with music, Orff music therapy and auditory integration therapy. Practice sessions will be arranged in selected areas such as guided imagery with music, the Orff's technique and music adaptation for the handicapped. Students are not expected to be familiar with music knowledge when they apply for admission.

Enrolment is limited to 20

Tutor : Paul Pang Ka Wa, B.Mus.(Florida State),
Dip.Ed.(Music)(CUHK), Registered
Music Therapist (NAMT)

Venue : Pang's Music Therapy and Development Centre,
5/F, Fung Woo Building, 279 Des Voeux Road
Central, Sheung Wan, Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing March 4,
1996

10 meetings

Fee : \$600

Medium of Instruction: Cantonese supplemented with
English

*Fee Refund : Teachers may apply for a half fee refund for this
course. See page ix.*

8806. Application of Self and Communication in Youth Counselling

This course comprises lectures, small group discussions and sensitivity training workshops which are designed primarily to help participants to learn more about themselves and to apply such learning to effective communication and counselling. Topics to be covered include: introduction to experiential learning, introduction to the basics of communication and self-understanding, sensitivity training and self-awareness; the process of communication and factors affecting communication, communication skills and their application to counselling.

The course is specially designed for para-counsellors, school teachers, social workers and other helping professionals who work with adolescents. Preference will be given to those applicants with tertiary education and experience in counselling.

Two residential workshops will be held on March 9 & 10 and April 27 & 28, 1996. The whole course altogether will provide 56 hours of teaching in counselling.

Enrolment is limited to 20

Tutor : Helios K.C. Lau, M.Soc.Sc.(Clinical Psychology).

Venue : Room 1302A/B, K.K. Leung Building, HKU
Date : Mondays, 7.00-9.30 p.m., commencing March 4,
1996

8 meetings & 2 workshops

Fee : \$2,700 (including residential workshop fees)

Medium of Instruction : Cantonese

Closing date for applications: February 17, 1996.

*Fee Refund : Teachers may apply for a half fee refund for this
course. See page ix.*

8807. Introduction to Cognitive-Behavioural Therapy

Cognitive-behavioural therapy (CBT) is an approach which focuses on both cognitions and behaviours in treating problems. It can be utilized with individuals, couples, families, and groups. The purpose of this course is to introduce the basic principles of CBT and the application of these concepts to the treatment of specific problems. Topics to be covered in this course include: the historical and theoretical development of CBT; basic principles of CBT; the use of CBT in treating individuals, couples, families, and groups; and the application of CBT in the treatment of anxiety, phobic disorders, depression, somatic problems, and eating disorders.

Class format consists of lectures, discussions, case studies, role plays, skills demonstrations, and videos.

The course is appropriate for social workers, paraprofessional counsellors, teachers, physicians, nurses, and other helping professionals.

Enrolment is limited to 25

Tutor : C.W. Lo, Ph.D. (Clin. Psy.)(Pacific Southern)

Venue : Room 28, SPACE Town Centre, 9/F
Date : Fridays, 6.10-7.40 p.m., commencing March 8, 1996

10 meetings

Fee : \$480

*Fee Refund : Teachers may apply for a half fee refund for this
course. See page ix.*

8808. Introduction to Reality Therapy

Reality therapy is an essentially didactic approach that stresses on problem solving, responsibility, and the need to cope with the demands of a person's reality. It is a short-term treatment that has been widely used in schools, institutions, and correctional settings. The content of this course will include William Glasser's Control Theory; Pain and Pleasure Theory; and the practice of Reality Therapy in appropriate settings. The course will also emphasize the

use of information to evaluate and understand the client's characteristics, and thereby enhancing him/her to make sound behavioural changes.

Class format is a combination of lectures, vignettes, case studies, role-plays, micro-skills demonstration and use of video-tapes.

The course is planned for social workers, counsellors, guidance teachers, nurses, mental health professionals, and correctional officers for understanding and managing conduct disorders, impulsive-aggressive behaviour, and other undesirable behaviour. Considerable emphasis will be given to enhancing the competency of the participants' individual and group work.

Enrolment is limited to 25

Tutor : C.W.Lo. Ph.D. (Clin.Psy.)(Pacific Southern)

Venue : Room 14, SPACE Town Centre, 9/F

Date : Saturdays, 2.30-5.30 p.m., commencing May 25, 1996

6 meetings

Fee : \$610

Medium of Instruction: Cantonese supplemented with English

Fee Refund : Teachers may apply for a half fee refund for this course. See page ix.

8809. Family Therapy and Its Application to Children's Emotional and Behavioural Problems

Family therapy is an approach which treats the struggles of the individual, not in isolation, but in the context of the family environment. As the well-being of children is closely linked with the functioning of the family as a whole, family therapy has been widely recognized for its relevance to the treatment of problems in children.

This course attempts to provide a theoretical framework in Structural and Strategic family therapy, with specific application to emotional and behavioural problems of children. Concepts to be covered include general systems theory, basic assumptions, nature of pathology, assessment of family structure and formulation of hypothesis, goals of therapy and intervention strategies.

The format is a combination of lectures, study of local cases and case examples from the world-known Philadelphia Child Guidance Centre, role plays and/or simulated live-supervision, or demonstrations if appropriate cases are available. This course serves as an excellent foundation and preparation for further clinical practice and supervision. Participants must be helping professionals such as social workers, psychologists and counsellors.

Enrolment is limited to 30

Tutor : Ms. Esther Lau, M.S.(Wisconsin-Madison),
C.Psych. (Alberta)

Venue : Room 14, SPACE Town Centre, 9/F

Date : Tuesdays, 6.00-7.50 p.m., commencing March 5, 1996

8 meetings

Fee : \$600

Medium of Instruction: Cantonese supplemented with English

8810. Introduction to Marital Therapy

Marital therapy is a kind of psychotherapy designed to psychologically modify the interaction and communication patterns of husband and wife who are in conflict with each other owing to social, emotional, sexual, economic factors. Jay Haley's strategic therapy and Minuchin's structural approaches will be introduced. The view of normal and dysfunction marital relation and maladaptive symptoms will also be explored. By the end of the course, participants will be able to understand and practise individual therapy of marital partners, conjoint marital therapy, four-way session therapy, marital group therapy, and combined therapy.

Class format is a combination of lectures, vignettes, case studies, role-plays, case-management skills, micro-skills demonstration and the use of video-tapes.

The course is planned for social workers, counsellors, nurses, physicians, allied health professionals, lawyers, church workers, pastors, or any helping professionals who are interested in resolving marital conflicts.

Enrolment is limited to 20

Tutor : C.W. Lo, Ed.D. (Counselling & Ed. Psy.)(San Francisco)

Venue : Room 1302A/B, K.K. Leung Building, HKU

Date : Thursdays, 6.20-7.50 p.m., commencing March 7, 1996

10 meetings

Fee : \$610

Medium of Instruction: Cantonese supplemented with English

8811. Understanding and Managing Handicap

Over the last thirty years more handicapped persons are becoming noticeable in society. More people survive the accidents which surround birth or occur later in life. This is due to improved medical care, which also results in a longer life but a fragile one. On the other hand, the use of many machines in homes and workshops, or the busy traffic in the streets, result in more accidents. All these changes have forced upon society an ever increasing responsibility for the handicapped persons.

This short course will focus on gaining an understanding of how this social responsibility is affecting everybody, both the handicapped and the non-handicapped.

The issues discussed will include: Handicap as physical, mental and social facts; Similarities and differences between forms of handicap; Management and Self-Management; Rehabilitation and after. *Enrolment is limited to 25*

Tutor : Erik Kvan, D.Soc.Sc.h.c.(H.K.), M.B.E., formerly Senior Lecturer and Head, Department of Psychology, HKU and Chairman, The Spastics Association of Hong Kong

Venue : Room 14, SPACE Town Centre, 9/F
Date : Fridays, 6.00-7.30 p.m., commencing March 8, 1996

4 meetings Fee : \$200

8812. Introduction to Sociology: Part II

The aim of this course is to provide participants with an opportunity of scrutinizing social phenomena and social processes from the theoretical perspectives they have previously acquired. Topics to be discussed will include immigration and race relations, obedience to authority, the mass media, religion, social policy, theories of development and trends in sociology.

The thrust of this course will primarily centre around analysis, application and research. In practical terms, participants will be provided with assistance in conducting research project(s) of their own choice--which is an integral part of the H.K.U. A-Level examination papers. Furthermore, students will be expected to develop their techniques/ styles in answering long essay questions. There will also be a thorough study of questions set in previous examinations.

In essence, this foundation course in sociology is designed to facilitate private candidates who will be sitting for the above public examinations. Technically, it is an extension of the one offered in the Autumn Term. However, private candidates who have previously studied sociology may also apply. *Enrolment is limited to 30*

Tutor : Michael James Burton, M.Phil. (H.K.)

Venue : Room 209, Run Run Shaw Building, HKU
Date : Fridays, 8.05-10.00 p.m., commencing February 9, 1996

12 meetings Fee : \$600

8813. 了解及克服抑鬱症 (Understanding and Helping Depressed People)

抑鬱症在大城市中頗為普遍，流行率 (point prevalence) 約為2%至9%，患者大部份都不會接受專業治療，而是靠自己去應付。「知己知彼，百戰百勝」，要克服抑鬱症，先要更清楚了解它，本課程旨在全面介紹抑鬱症的生理、心理及環境的因素，抗抑鬱藥的應用與限制，與自殺的關係，心理治療的方法 (Cognitive Behaviour Approach)，和做「快樂人」的要素。另一重點是要使參加者能夠區分「重性抑鬱症」和一般抑鬱狀況的分別，從而知道有些時候是超越自我應付能力，而需要尋求專業治療。本課程歡迎任何有興趣人士參加。 (限收二十五人)

主 講 人：吳兆文先生 (精神科社會工作者), C.Q.S.W.(U.K.),
M.Sc. in Psychiatric Social Work (Manchester).

地 點：市區中心14室 (信德中心西翼九樓)
時 間：一九九六年五月三日起每星期五下午七時三十分至九時三十分
全期學費：五百元 (共八講)
講授語言：粵語 (輔以英語)

教師可獲教育署退還半費。詳參第ix頁。

8814. 兒童文藝教育課程 (一) (Introduction to Children's Art Education I)

本課程專為家長及關心兒童文藝教育的人士而設，旨在對兒童文藝教育提供一個全面性的認知，使學員能夠指導兒童，正確地和有效地接觸兒童文藝，從中獲得樂趣和一些基礎知識。課程將會包括兒童舞蹈、戲劇、兒童畫、合唱及填寫兒童歌詞的技巧等五方面。 (限收三十人)

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士
地 點：市區中心14室 (信德中心西翼九樓)
時 間：一九九六年三月四日起每星期一下午六時至八時
全期學費：三百一十元 (共五講)

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第ix頁。

8815. 兒童文藝教育課程 (二) (Introduction to Children's Art Education II)

本課程專為家長及關心兒童文藝教育的人士而設，旨在對兒童文藝教育提供一個全面性的認知，使學員能夠指導兒童，正確地和有效地接觸兒童文藝，從中獲得樂趣和一些基礎知識。課程將會包括兒童插花藝術、閱讀技巧、圖書製作和欣賞、朗誦技巧及活動英文教學法等五方面。 (限收三十人)

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士
地 點：市區中心14室 (信德中心西翼九樓)
時 間：一九九六年四月十五日起每星期一下午六時至八時
全期學費：三百一十元 (共五講)

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第ix頁。

8816. 認識及協助兒童語言之發展 (Introduction to Language Development in Children)

語言不單是表達思想和溝通的工具，它在兒童的認知，情緒及社交發展均扮演重要的角色，若在語言發展重要期間予兒童適當的語言刺激，便可促進他們在語言及各方面的發展。

本課程歡迎家長、醫生、護士、幼兒工作員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適的語言刺激幫助兒童語言理解、表達、及發音能力發展。此課程除講授外，亦輔以研討、分組活動等方式。(限收二十五人)

主 講 人：賴秀瓊小姐 (言語治療師)
地 點：市區中心29室 (信德中心西翼九樓)
時 間：一九九六年三月四日起每星期一下午七時四十分至九時四十分
全期學費：三百六十元 (共五講)

教師可獲教育署退還半費。詳參第ix頁。

8817. 如何建立及提高特殊兒童的溝通能力 (Developing Communication Skills in Children with Special Needs)

本課程目的在使家長、或經常接觸特殊兒童之醫生、護士、幼兒工作員、教師等對特殊兒童之語言能力有基本之認識，從而在生活上、工作上協助提升該等兒童之溝通能力。內容包括：溝通之定義及組成成分、溝通障礙及言語治療之認識、各類特殊兒童之語言特徵及教導技巧等。上課形式以講授、研討、角色扮演等為主，學員須積極參予討論及小組練習。(限收二十人。學員必須對正常語言發展已有清楚之認識。)

主 講 人：賴秀瓊小姐 (言語治療師)
地 點：市區中心29室 (信德中心西翼九樓)
時 間：一九九六年四月十五日起每星期一下午七時四十分至九時四十分
全期學費：四百五十元 (共六講)

教師可獲教育署退還半費。詳參第ix頁。

8818. 兒童成長問題專探 (Exploration in Child Development Issues)

本課程以探討兒童在成長中的三個主要方面——學習、性心理、情緒及行為為主，並會介紹處理這些問題之適當及有效方法。兒童學習方面包括：(一)討論兒童一般的學習問題及其表現出的徵狀——如逃學、欠交功課，成績低落，不專心等；(二)如何幫助兒童面對學習問題？如何培養兒童學習興趣及能力。

性心理方面會介紹：(一)兒童的性心理發展及他們所面對的一般有關「性」的問題；(二)如何與兒童談性？(三)如何幫助/教導兒童預防性侵犯。

情緒及行為方面包括：(一)兒童究竟是否會有焦慮，悲傷等的情緒？兒童是否有權發脾氣，發洩憂傷及憤怒的情緒？兒童有偷竊，說謊，食慾不振或甚至攻擊性行為是否不正常呢？親子關係等如何影響兒童的情緒及行為發展？(二)面對兒童的一般

情緒或行為問題如抑鬱，憤怒，偷竊，說謊，甚至攻擊他人等的時候，究竟用甚麼方法來處理呢？——斥責，體罰，嚴厲禁止，不加理會或其他方法？

主 講 人：社會工作者
地 點：市區中心14室 (德中心西翼九樓)
時 間：一九九六年三月二日，九日，二十三日及三十日星期六下午二時三十分至五時三十分
全期學費：二百八十元

[本課程與防止虐待兒童會合辦]

教師可獲教育署退還半費。詳參第ix頁。

8819. 了解及處理學生偏差行為 (Understanding and Handling Deviant Students in School)

本課程是為高中和小學教師 (特別是訓導及輔導組老師) 及青少年社會工作者而設，旨在從多方面去理解學生偏差行為之界定、成因及預防性和補救性處理方法。

本課程的內容包括：(一)偏差行為的釐定過程；(二)具偏差行為學生之特性；(三)偏差行為的成因及形成過程；(四)賞罰制度的功能及誤用；(五)預防性及補救性處理方法。

上課形式，除一般講授外，還包括個案討論、小組討論及角色扮演。(限收四十人)

主 講 人：周瑞新先生 (社會工作學士、犯罪學碩士)
地 點：市區中心21室 (信德中心西翼九樓)
時 間：一九九六年三月六日起每星期三下午六時至七時四十五分
全期學費：五百五十元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

8820. 自我認識與人際關係 (Self Understanding and Interpersonal Relations)

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理測驗、短講及個案研究等形式進行，學員須主動參與，互相分享及交流經驗。內容大致包括自我了解的模式；溝通的原則和技巧；聆聽、自我表白和回應的概念；信任；表達的能力和技巧；合作與競爭；人際間的衝突；工作關係等。(限收二十六人)

主 講 人：黎國雄先生 (社會科學碩士)
地 點：香港皇后大道西335-339號崑崙保商業大廈4字樓403-5室 (鄰社服務中心)
時 間：一九九六年三月十二日起每星期二下午七時三十分至九時
全期學費：五百三十元 (共十講)

8821. 女性心理健康 (Women and Mental Health)

現代不同年齡的女性面對各種各樣的壓力和挑戰：個人獨立成長、家庭婚姻問題、兩性關係、子女管教、年老體弱等。面對這些困難，心理承受不少壓力，久而久之，身心疲乏，心理精神健康產生了危機。

本課程是為對女性精神健康有興趣人士而設，旨在引起各界人士對女性獨特的心理困難的關注，明白如何處理這些病患，建立健康的女性自我形象，和促進女性心理精神健康。

課程內容包括：(一) 女性生理發展與心理成長、性發展與性需要；(二) 吸毒酗酒、減肥、厭食症、青少年期性問題、抑鬱症、產後抑鬱症、經前緊張焦慮、婦產科問題引致的精神困擾；(三) 婚姻家庭引致的情緒問題；(四) 中年危機；(五) 年老婦女面對的挑戰。

上課形式以講座討論為主，輔以個案分析，自我測驗。
(限收三十人)

主講人：梁若芊小姐(臨床心理學碩士)及簡重盛醫生(精神科醫生)

地點：香港大學圖書館大樓七號課室

時間：一九九六年三月十一日起每星期一下午八時零五分至十時

全期學費：七百元 (共十講)

8822. 成長路上的歧途－青少年犯罪問題初探 (Exploration in Juvenile Delinquency Issues)

本課程特為對青少年問題有興趣的人士而設計，其中包括社工、教師及家長，內容重點在於探討青少年犯罪的成因及現時各種懲教服務的成效，範圍大致包括：(一) 青少年成長的困擾；(二) 青少年犯罪現況剖析；(三) 導致青少年犯罪傾向的個人、家庭、學校、朋輩、社會及環境因素；(四) 各懲教工作的理念及成效評估。導師在課程中將盡量引述本地的研究資料，而在探討不同理論學說時會採用引發性的導修方式，以免令學員單在鑽研枯燥的理論而忽略靈活思考和運用所學以擴闊視野。

主講人：黎國雄先生(社會工作學學士，犯罪學碩士)

地點：香港大學邵逸夫樓208室

時間：一九九六年三月八日起每星期五下午七時至九時

全期學費：五百元 (共八講)

講授語言：粵語(輔以英語)

學前教育服務機構行政管理證書課程 (Certificate in the Administration and Management of Preschool Education Institutions)

課程主旨：本課程專為擔任幼兒中心及幼稚園督導工作之人士而設，目的在為學員提供一套有效的管理方法，以改善學前教育服務機構之行政管理，進而改善服務的質素。本課程已舉辦了十一屆，著重理論和實踐；除一般理論講授外，並透過小組研習及「計劃習作」(Project Work)，使學員更有效地掌握一套較有系統和可行的管理方法，應用於學前教育服務機構日常的管理工作上。

課程內容：主要包括：(一) 管理理論；(二) 目標與年度計劃製訂；(三) 設計課程之小組方法；(四) 員工挑選與僱用過程；(五) 職員培訓與發展；(六) 員工督導之形式、方法與安排；(七) 員工評核方法；(八) 領導之風格與技巧；(九) 解決員工衝突之方法；(十) 財政預算與控制；(十一) 課程評估；(十二) 大型活動之策劃方法；(十三) 處理問題員工之技巧；(十四) 如何主持會議；(十五) 園內外活動場所設計、辦公室管理及檔案系統之建立等。此外，學員將被編配到研習小組進行「計劃習作」，每一小組由一位導師負責指導。

主講人：梁偉康先生 B.S.Sc.(CUHK), M.S.Sc.(HK), PQSW.,
D.T.M.
黃玉明先生 B.S.Sc.(CUHK), M.S.W.(CUHK) 及
客座講師

全期學費：三千二百元

8823.

地點：香港大學專業進修學院石硤尾教學中心LT1室

時間：一九九六年三月十九日至七月九日及九月三日
至十二月十日每星期二下午六時三十分至九時三十分

8824.

地點：香港大學專業進修學院石硤尾教學中心LT8室

時間：一九九六年三月二十二日至七月十二日及九月六日
至十二月十三日每星期五下午六時三十分至九時三十分

入學資格：(一) 中學會考合格及擁有幼兒服務文憑或幼稚園教師文憑之在職幼兒中心或幼稚園主任或副主任，或(二) 曾在幼兒中心或幼稚園任教七年或以上教師。

畢業證書：課程結束後，學員若能符合下列條件者，將獲頒發證書：

(一) 上堂出席率不少過八成；

(二) 完成課程習作及「小組計劃習作」，並獲得六十分合格分數及

(三) 考試合格。

報名手續：申請者須於二月十五日前，將(一) 申請表格(二) 三千二百元支票及(三) 學歷證件副本寄回香港大學專業進修學院(學前教育服務機構行政管理證書課程)主任收。各申請人並應於申請表格上寫上幼兒中心或幼稚園名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。(每班限收三十五人)

教師可獲教育署退還半費。詳參第ix頁。

TRANSLATION

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone : 2859 2788
2859 2792

Diploma In Translation

Introduction:

In response to the increasing demand for persons possessing techniques of translation between English and Chinese in Hong Kong, the School of Professional and Continuing Education first launched a Certificate Course in Translation in Autumn 1988. The purpose of this course was to provide a comprehensive curriculum which would form a solid basis for those wishing to choose professional translation as their long-term career. Subsequently, the Certificate Course has been repeated several times and a Certificate Course in Translation (Advanced) was offered in Autumn 1991 to provide a channel for further studies for the holders of the Certificate in Translation.

The Diploma programme will build on the existing Certificate and Certificate (Advanced) courses. In accordance with that, the Diploma programme will be divided into three parts with a total of 315 contact hours. The ultimate aim of the programme is to provide students with a systematic training so that they would acquire the high proficiency of translation required of a professional translator. While maintaining a high academic standard, the Diploma programme will put great emphasis on practice in translation.

Course Directors:

Koon-ki T. Ho, B.A. (C.U.H.K.), A.M., Ph.D.(Illinois),
LL.B.(Lond.)

Elaine Tsoi, B.Soc.Sc.(H.K.), M.A.(C.U.H.K.)

Teaching Medium:

The medium of instruction will be either English, Cantonese or Mandarin, depending on the preference of individual lecturers.

Teaching Staff:

Daniel K.W. Au, B.A.(H.K.), M.A.(C.U.H.K.)

Elsie K.Y. Chan, HDTI(CPHK), M.A.(C.U.H.K.)

Chang Nam-fung, B.A., M.Phil.(H.K.)

Chong Yau-yuk, B.A., M.Phil.(H.K.)

Koon-Ki T. Ho, B.A.(C.U.H.K.), A.M., Ph.D.(Illinois),
LL.B.(Lond.)

Ho Wai-kit, Dip.(Zhongshan), M.A.(C.U.H.K.), FHKTS

Leung Lai-chu, M.A.(CPHK)

David C.S. Li, B.A.(C.U.H.K.), Licence Maitrise (de

Franche-comte' a Beasan on), Ph.D.(Cologne)

Luk Man-shun, HDTI(CPHK), M.A.(C.U.H.K.)

Mak Wai-ho, B.Soc.Sc.(C.U.H.K.), M.A. (Birmingham),
M.A.(CPHK)

Joseph H.K. Poon, B.A., M.Phil.(H.K.)

K.K. Sin, B.A., M.A.(C.U.H.K.), Ph.D.(S.Illinois)

Sun Yifeng, B.A.(Nanjing), M.Litt(Cantab.)
Elaine Tsoi, B.Soc.Sc.(H.K.), M.A.(C.U.H.K.)
and guest lecturers.

Curriculum:

The Diploma in Translation will be presented in three parts. Students may leave the programme on completion of any part and receive an appropriate exit qualification. In each part, students are required to study six units. The maximum period to finish the entire programme is five years.

Part I: Certificate in Translation

All units in this part are compulsory. Students who successfully complete all the following six units may be awarded a Certificate in Translation and they may cease study at this stage.

- Basic Concepts and Techniques in Translation
- Translation and Contrastive Studies
- Cross-cultural Translation
- Translation from English into Chinese I
- Translation from Chinese into English I
- Interpretation I

Each unit will usually have 7 meetings of two and a half hours, and there will be a final written examination at the end of this part. (Total contact hours: 105 hours)

Part II: Higher Certificate in Translation

Prerequisite:

Students admitted to this part **must** have satisfactorily completed Part I.

This comprises nine units divided into two groups: Group I consists of three compulsory units. Group II consists of six elective units from which the students are required to study only three for the purposes of satisfying the requirements of this part. On successful completion of these six units, students will receive a Higher Certificate in Translation and may leave the programme at this stage.

Group I: Compulsory units

- Translation from English into Chinese II
- Translation from Chinese into English II
- Interpretation II

Group II: Elective units

- Commercial Translation
- Translation in the Media
- Translation for Government and Public Administration
- Literary Translation
- Legal Translation
- Technical Translation

Each unit will usually have 7 meetings of two and a half hours, and there will be a final written examination to conclude this part. The availability of elective units depends on the actual number of enrolment and the availability of teaching staff. The School reserves the right to offer any three units without prior announcement in the Prospectus or notice to the students enrolled. (Total contact hours: 105 hours)

Part III: Diploma in Translation

Prerequisites:

Student admitted to this part must have satisfactorily completed Parts I & II.

The six units in Group II of Part II and four additional units in Part III comprise the final part of the programme. Students have to study any 2 elective units not yet taken in Part II, Group II and three other compulsory units to complete the entire Diploma course.

Compulsory units

- Critical Reading of Select Translated Texts
- Either Simultaneous Interpretation
- or Recent Developments in Translation
- Translation Project

Elective units

as per in Group II, Part II.

Except for the Translation Project, all the other units will usually have 7 meetings of two and a half hours, and there will be an examination at the end of the courses. As in the case of Part II, the School shall offer the elective units subject to the availability of teaching staff. The School, however, shall ensure that no units offered in the Higher Certificate will be repeated. For the Translation Project, students are required to translate from Chinese into English, or vice versa, a piece of work of considerable length, chosen by themselves and subject to the approval of the relevant instructors. Supervision and study will be the equivalent of 35 hours. This must be completed within three months after the final examination. (Total contact hours: 105 hours)

Courses offered this term:

Course No. 8902 - Diploma in Translation

(N.B. : Simultaneous Interpretation will not be offered this term.)

Admission:

- I. Applicants should possess the Higher Certificate in Translation awarded by the School or Certificate in Translation (Advanced) awarded by the School's predecessor, i.e. Department of Extra-Mural Studies.

- II. Students currently studying the Higher Certificate course are also encouraged to apply.

Award of Diploma:

The Diploma in Translation will be awarded provided that students (1) pass the written examination; (2) attend at least 80% of the meetings, (3) complete all course assignments:

Duration of Studies:

Course No. 8902 : Diploma in Translation

Two evenings of two and a half hours each week* for 14 weeks for lectures and 3 months for the completion of the project.

*see the Dates of Commencement.

Course Fees:

Course No. 8902 - Diploma in Translation

- I. The tuition fee is **HK\$5,650** and must be paid upon receipt of official notice of admission.
- II. For those who have not paid the initial registration fee, a continuing fee of **\$160** is also payable. Any fee paid are not refundable or transferable.

Application Procedures:

Course No. 8902 - Diploma in Translation

Special application forms should be used. Completed application forms should be accompanied by the photostat copy of Higher Certificate in Translation. Closing date is **February 26, 1996**. *Enrolment is limited to 35.*

Dates of Commencement:

Tuesday, March 12, 1996

Time and Place:

Lectures: Tuesdays, 7:00pm - 9:30pm
Room 16, SPACE Town Centre, 9/F;

Fridays, 7:00pm - 9:30pm
Room 10, SPACE Town Centre, 9/F.

8903. 英漢翻譯初階 (Translation: From English to Chinese)

由於中文取得和英文同等的法律地位，加上近年來香港與中國的商業及其他活動轉趨頻密，翻譯人材供不應求，本課程將講授翻譯的基本理論，漢英語法的比較，翻譯的標準、原則與技巧，特別著重各種實例的解釋。 (限收二十五人)

主 講 人：倫伯豪先生 B.A.(Lond), M.A.(C.U.H.K.), M.I.L.
地 點：市區中心 2 1 室 (信德中心西翼九樓)
時 間：一九九六年四月九日起每星期二下午八時至
九時四十五分
全期學費：四百八十元 (共十二講)

8904. 實用翻譯 (Practical Translation)

翻譯是一種工具，作為一個東西文化交匯與世界工商金融中心的香港，這種工具更顯得重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時事、會議程序及紀錄、議案、商業信札、演講辭、科技用字、及公事文件的翻譯。 (限收二十五人)

主 講 人：余懿迪生 (前德臣西報編輯)
地 點：香港大學厲樹雄科學館 G 1 室
時 間：一九九六年三月十三日起每星期三下午七時十五分
至八時四十五分
全期學費：三百八十元 (共十二講)

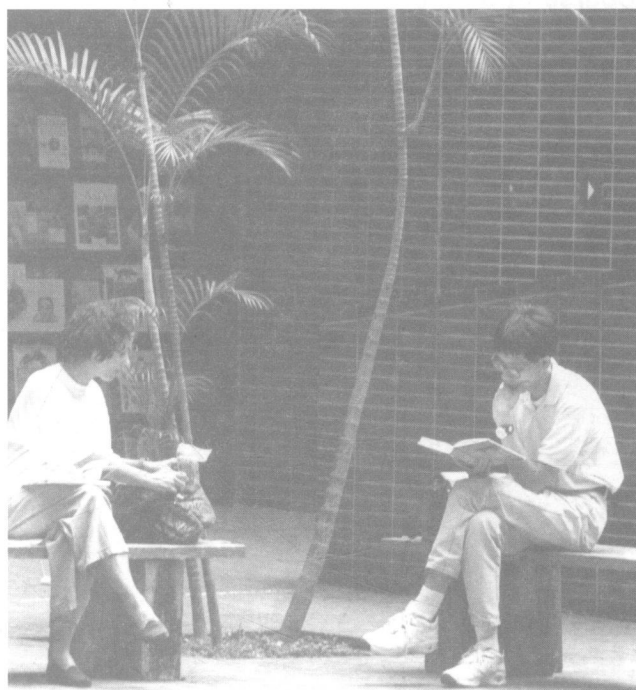
8905. 商業翻譯 (Business Translation)

本課程適合有志從事商業之人士及各行業之文書人員。內容以商業上各類文件、函札之中英文對譯實務為主，包括來往公函、提議案、計劃書、報告、契約、協議書、訂單、通告、議程表、會議錄、推薦及介紹文字、應酬柬帖等等。

主 講 人：余啓興先生 B.A.(H.K.)
地 點：市區中心 1 6 室 (信德中心西翼九樓)
時 間：一九九六年六月十日起每星期一一下午八時廿分至
九時五十分
全期學費：三百八十元 (共十講)

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。



Relaxing on campus during a break

Master of Housing Management

The Course

The Master of Housing Management course is an interdisciplinary programme designed not only to upgrade the training and skills of public and private sector professionals already working in the housing field but also to provide a firm intellectual foundation for those wishing to specialize in the housing area at postgraduate level.

Course Structure

The programme extends over two and a half academic years of part-time study. Each year of the programme comprises four taught courses, a seminar series and field trips. Each course extends over one semester of study (i.e. 12 weeks). The last six months of the programme are engaged with the production of a dissertation. Lectures are mostly held on weekday evenings and Saturdays and are generally of two hours' duration.

During the first year of study students are required to take the following compulsory courses:

- Theories of Urban Development
- Quantitative Methods
- Management Theories and Techniques in Housing
- Sociology of Housing
- Seminar on Housing Policy and Management I

During the second year of study students are required to take the following compulsory courses:

- Housing Economics
- Comparative Housing Policy and Management
- Seminar on Housing Policy and Management II

Students are also required to take two optional courses from a list of those on offer. This list may vary from year to year.

Who can apply

Applicants must be holders of

- (i) a Bachelor's degree with honours of this University; or
- (ii) a qualification of equivalent standard of this University or another university or comparable institution accepted for this purpose; or
- (iii) a Certificate in Housing Management or a Diploma in Housing Management awarded by the School of Professional and Continuing Education (formerly known as the Department of Extra-Mural Studies) and have at

least five years of work experience in the housing field; or

- (iv) the MCIH professional designation and have at least five years of work experience in the housing field (at least two years of which must be post-qualification).

Applicants seeking entry under provisions (iii) and (iv) above, if selected by the Admission Committee, will not be offered admission until they have satisfied the examiners in a qualifying examination to test their academic ability to follow the courses of study prescribed.

Application Procedures

Applications for the 1996/97 intake close in March, 1996. Please write in for further information enclosing a pre-stamped (\$2.50) and self-addressed envelope (17cm x 24cm).

Diploma in Housing Management

The course aims to provide a professional qualification in Housing Management for people already working in the field. It is intended to provide a firm grounding in the theory and practice of housing management. This course is recognised by the Chartered Institute of Housing in the U.K. for Corporate Membership (MCIH). The MCIH itself has degree equivalent status. MCIH is fully recognised for the purposes of career advancement and promotion by the Hong Kong Government.

The course runs over three academic years. Each year will cover five papers ranging from housing studies, through management studies, building studies and legal studies to social studies. Students will be assessed by coursework and examination at the end of each year.

A Diploma in Housing Management issued by the School of Professional and Continuing Education, the University of Hong Kong, will be awarded to a candidate on passing the Final Examination, on satisfactory fulfilment of the Practical Experience Requirement and on producing evidence of having had at least three years' approved experience in the housing field.

Applicants must be matriculants or mature age students with five years of working experience in housing and an acceptable general education background. They must also be sponsored by their employers as some of the lectures are held during office hours. Candidates must submit their application up to 9 months in advance as, on passing the Entrance Test, candidates are required to take and pass a Pre-course on "Communication" before being admitted to

the Diploma Course. As places are limited, selection will be based on academic merits. Successful candidates are required to join the Chartered Institute of Housing as student members for the duration of the Diploma course.

The next Pre-course will be held in February/March, 1996. Application deadline for admission to the Pre-course will be on January 13, 1996. Admission to the Diploma course in September 1996 will be based on successful completion of the Pre-course.

Please write in for further information enclosing a stamped (\$3.00) self-addressed envelope (34cm x 24cm).

8961. 城市規劃與香港的發展(Town Planning and The Development of Hong Kong)

由於香港都市及新市鎮迅速發展，而土地利用規劃直接影響一個都市或地方的生活環境，所以城市規劃已漸受市民重視。

這課程旨在介紹都市規劃的概念、理論及實踐。本課程內容包括規劃理論，規劃大綱，區域規劃的實踐及發展管制，新市鎮的規劃及城市規劃條例的演變等。

主 講 人：香港都市規劃師學會

講授語言：粵語（輔以英語）

地 點：香港大學厲樹雄科學館102室

時 間：一九九六年二月二十九日起每星期四下午七時三十分至九正

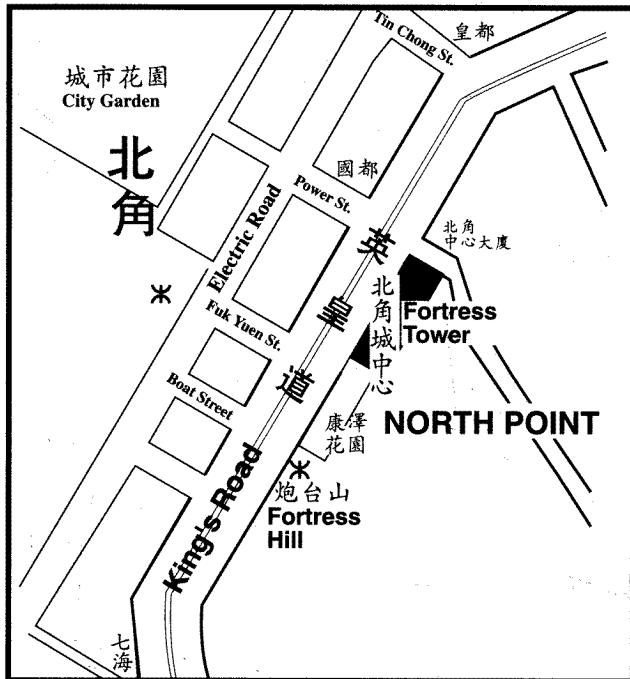
全期學費：四百一十元正（共十講）



Model prepared by Students of the Department of Architecture – admired by the team of Urban Studies Academic Staff (from right to left – Dr. T.M. Kwong, Ms. Lina Ma, Ms Emily Li and Mr. Cheung Wai-lam)

Centre Location Maps 主要上課地點示意圖

ENROLMENT AND STUDY CENTRES 報名及上課中心



SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)

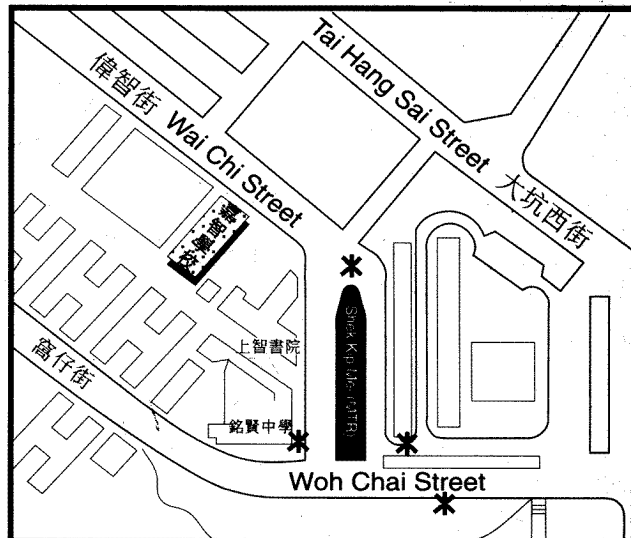
香港大學專業進修學院北角教學中心，香港北角英皇道250號北角城中心14字樓（炮台山地鐵站出口）

Student Card for Evening Access

Students attending classes at the North Point Study Centre will have to show a student card for evening access. Details of how to obtain such cards will be issued to those students registering for courses taught at North Point.

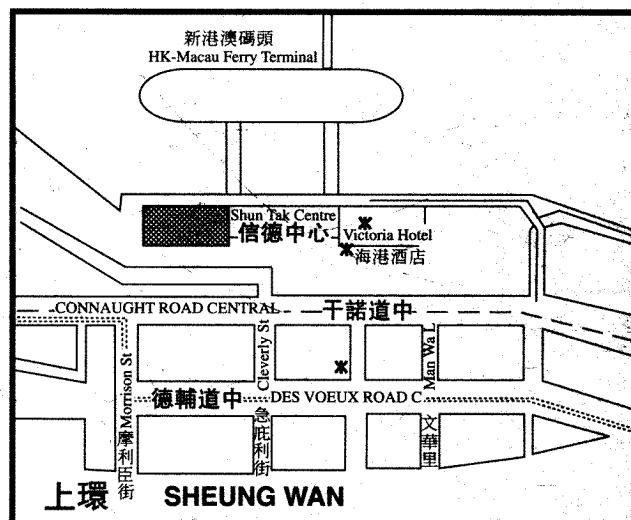
學員証

本院學員在晚間將被要求出示本院學員証才能進入北角教學中心上課。申請學員証之手續，本院將通知所有在北角教學中心晚間上課的學員。



SPACE Shek Kip Mei Study Centre [Ka Chi School, 5 Wai Chi Street 3/F., Shek Kip Mei, Kln.](Shek Kip Mei MTR Station)

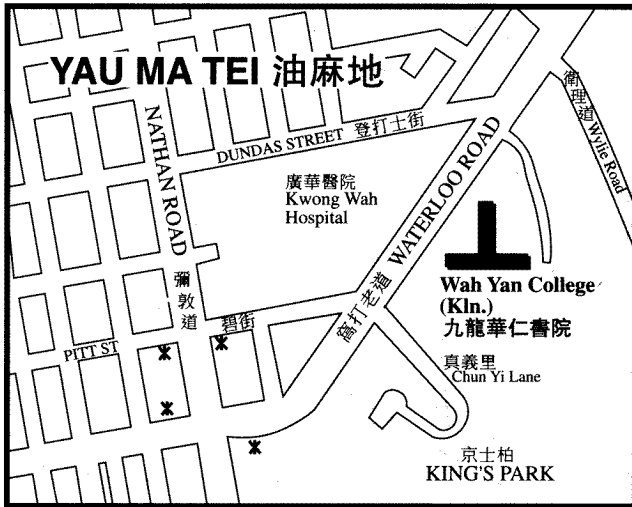
香港大學專業進修學院石硤尾教學中心（嘉智學校，九龍石硤尾偉智街五號四樓（石硤尾地鐵站偉智街出口））



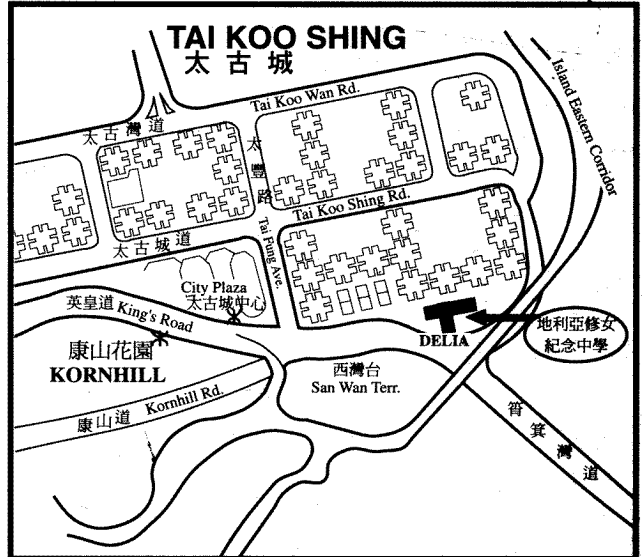
SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 10/F., 14/F. and 15/F., 200 Connaught Road Central, Hong Kong

香港大學專業進修學院市區中心，香港干諾道中二百號信德中心西翼9、10、14及15字樓（由2字樓商場電梯上）

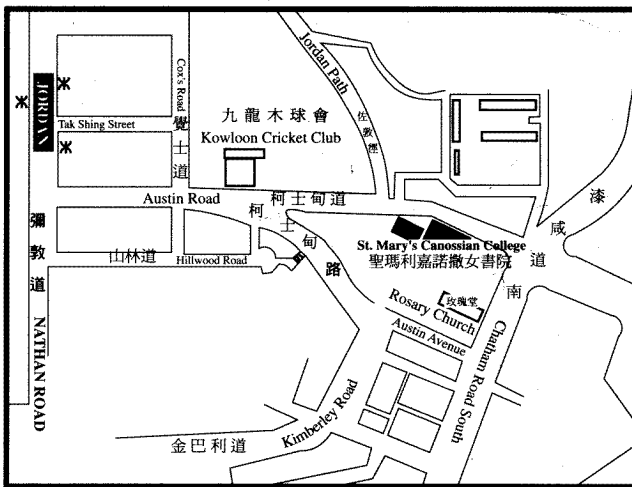
STUDY CENTRES 上課中心



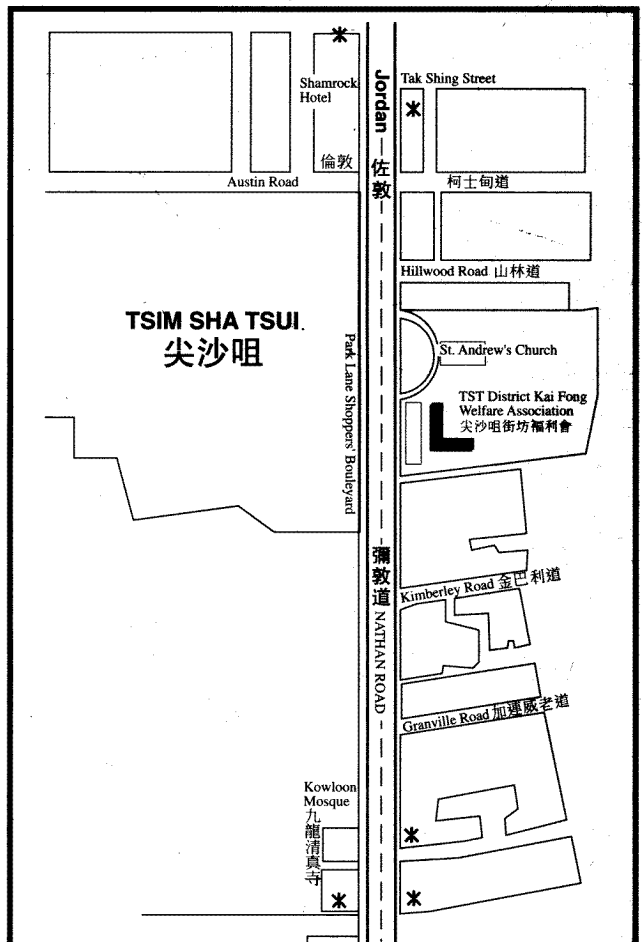
Wah Yan College, 56 Waterloo Road, Kowloon
 九龍華仁書院九龍窩打老道56號 (油麻地地鐵站)



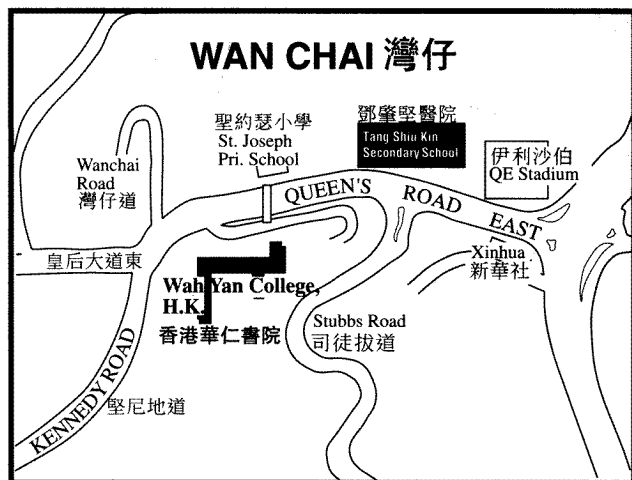
Delia Memorial School, Tai Koo Shing, Hong Kong 香港太古城地亞修女紀念中學 (由中學部太豐路入口)



St. Mary's Canossian College, 162, Austin Road, Kowloon
 (Entrance at the junction of Kimberley Road and Austin Avenue)
 聖瑪利嘉諾撒女書院九龍柯士甸道162號 (由金巴利道入口)



SPACE Tsim Sha Tsui Study Centre [TST District Kai Fong Welfare Association, 136A Nathan Road, Kowloon] 香港大學專業進修學院尖沙咀教學中心 (尖沙咀街坊福利會九龍彌敦道136-A)



Wah Yan College, 281 Queen's Road East, Hong Kong
 香港華仁書院香港皇后大道東281號
Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong
 香港鄧肇堅中學, 愛群道九號

Teaching Venues

The short form and full addresses of major teaching centres named in this prospectus are as follows:-

Short Addresses Form	Full Addresses Form
市區中心 (信德中心西翼九樓)	香港大學專業進修學院市區中心, 香港干諾道中二百號信德中心西翼九字樓 (由 2 字樓商場電梯上)
香港大學專業進修學院北角教學中心	香港大學專業進修學院北角教學中心, 香港北角英皇道 250 號北角城中心 14 字樓 (炮台山地鐵站)
香港大學專業進修學院石硤尾教學中心	香港大學專業進修學院石硤尾教學中心 (嘉智學校, 九龍石硤尾偉智街五號。〔石硤尾地鐵站偉智街出口〕)
SPACE Town Centre, 9/F	SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong
SPACE Town Centre, 15/F	SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., 200 Connaught Road Central, H.K.
SPACE Town Centre, 10/F	SPACE Town Centre, Suite 1004-5, Shun Tak Centre, West Tower, 10/F., 200 Connaught Road Central, H.K.
SPACE North Point Study Centre	SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]
SPACE Shek Kip Mei Study Centre	SPACE Shek Kip Mei Study Centre (Ka Chi School, 5 Wai Chi Street, 3/F., Shek Kip Mei, Kowloon.)
TST District Kai Fong Welfare Asso.	Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon

In order to receive the next issue of this Prospectus, please turn to page 107.

如欲收到下期課程手冊, 請翻閱第 107 頁。

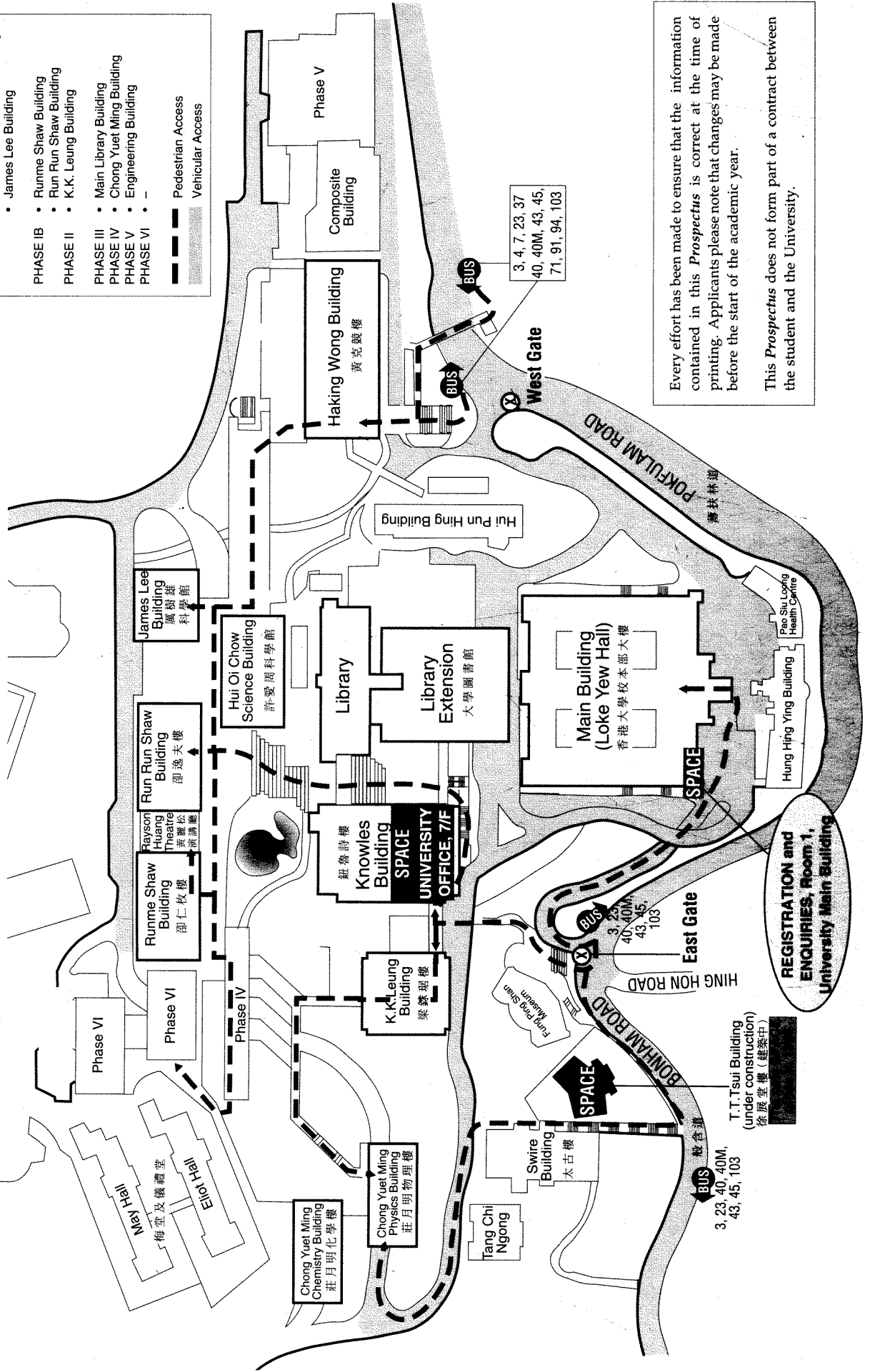
秋季課程手冊
Autumn Prospectus 96



UNIVERSITY OF HONG KONG GENERAL LAYOUT

School of Professional and Continuing Education

- PHASE IA
 - Composite Building
 - Haking Wong Building
 - Hui Oi Chow Science Building
 - James Lee Building
 - PHASE IB
 - Runme Shaw Building
 - Run Run Shaw Building
 - K.K. Leung Building
 - PHASE II
 - Main Library Building
 - Chong Yuet Ming Building
 - Engineering Building
 - PHASE III
 - Main Library Building
 - Chong Yuet Ming Building
 - Engineering Building
 - PHASE IV
 - Main Library Building
 - Chong Yuet Ming Building
 - Engineering Building
 - PHASE V
 - Main Library Building
 - Chong Yuet Ming Building
 - Engineering Building
 - PHASE VI
 - Main Library Building
 - Chong Yuet Ming Building
 - Engineering Building
- Pedestrian Access
 - Vehicular Access



Every effort has been made to ensure that the information contained in this *Prospectus* is correct at the time of printing. Applicants please note that changes may be made before the start of the academic year.

This *Prospectus* does not form part of a contract between the student and the University.

HEAD OFFICE

7/F., Knowles Building
The University of Hong Kong
Pokfulam Road
Hong Kong
Tel: (852) 2859 2791
Fax: (852) 2559 7528

ENROLMENT ENQUIRY COUNTERS

SPACE CAMPUS OFFICE
Room 1, University Main Building
G/F., Pokfulam Road
Hong Kong
Tel: (852) 2859 2791
Fax: (852) 2559 7528

TOWN CENTRE
9/F., West Tower
Shun Tak Centre
200 Connaught Road Central
Hong Kong
Tel: (852) 2547 2225
Fax: (852) 2559 7545

NORTH POINT CENTRE
14/F., Fortress Tower
King's Road
North Point
Hong Kong (Fortress Hill MTR Station)
Tel: (852) 2570 9266
Fax: (852) 2508 9349

OTHER CENTRES

TOWN CENTRE
(Law, Construction Mgt., Sports
& Recreation Mgt. Areas)
Room 1405, 14/F., West Tower
Shun Tak Centre
200 Connaught Road Central,
Hong Kong
Tel: (852) 2857 1198
Fax: (852) 2546 0295

TOWN CENTRE
(Business Area)
(Valid up to February 1996)
Room 1504-5, 15/F., West Tower
Shun Tak Centre
200 Connaught Road Central
Hong Kong
Tel: (852) 2858 4515
Fax: (852) 2858 4750

SHEK KIP MEI STUDY CENTRE
3/F., Ka Chi School
5 Wai Chi Street
Shek Kip Mei
Kowloon
Tel: (852) 2777 9995
Fax: (852) 2777 9599

SPACE School of
Professional
And
Continuing
香港大學專業進修學院 Education

Full-time
Commitment

to

Part-time
Education



THE UNIVERSITY
OF HONG KONG
香港大學