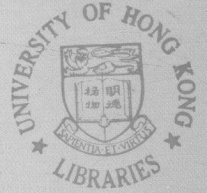


AUTUMN PROSPECTUS 1997

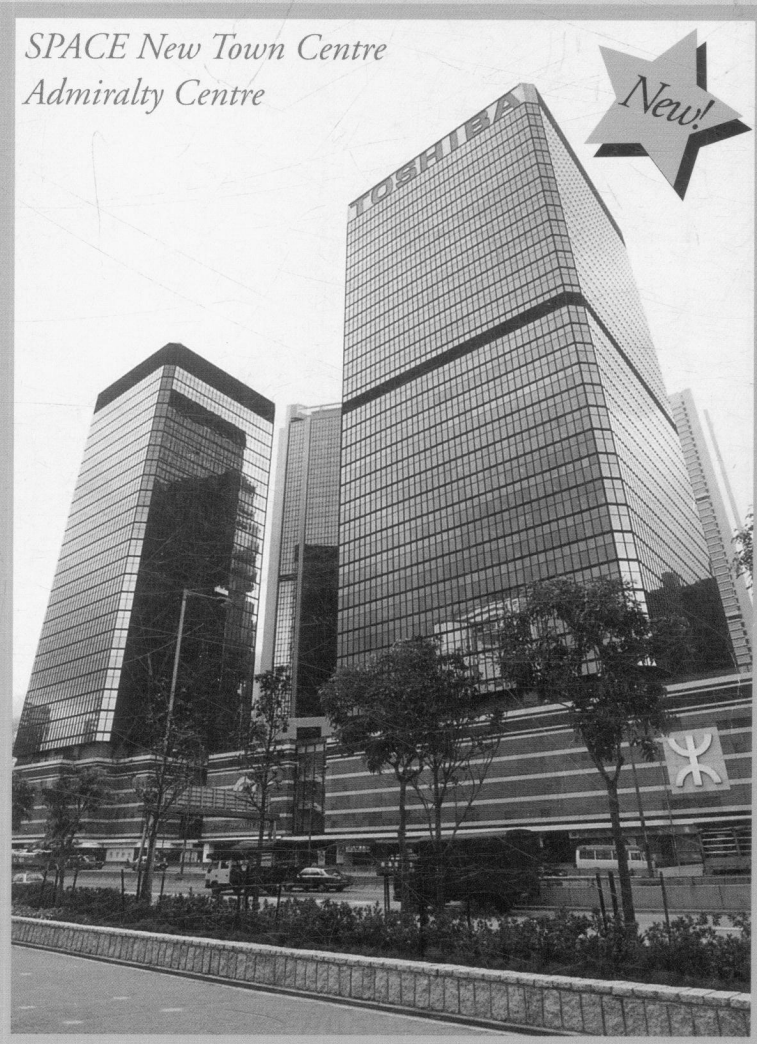


The University of Hong Kong



05 AUG 1997

SPACE New Town Centre
Admiralty Centre



For Favour of
POSTING or CIRCULATION
with the compliments
of the
Director of SPACE/HKU

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

秋季課程

Full-time Commitment to Part-time Education

TELEPHONE ENQUIRIES 詢問電話

General Enquiries: 2975 5680 or 2547 2225 or 2570 9266

(Fax: 2559 7528) [unless otherwise stated]

Web Site: <http://hkusuc.hku.hk/space/>

Hotline: 2559 9771 (w.e.f. October 1997)

Accounting	2858 4515 (Fax: 2858 4750)
Administrative Management (Institute of Administrative Management Programme)	2858 4515 (Fax: 2858 4750)
Adult Education & Training, Human Resources Management	2975 5686 or 2975 5690 (Fax: 2858 3404)
Art & Design	2547 2225 (Fax: 2559 7545)
Biomedical & Health Sciences	2975 5683 or 2975 5723 (Fax: 2546 0295)
Biomedical & Life Sciences	2975 5697 (Fax: 2858 3404)
Computer Science	2975 5645-7 or 2975 5618 (Fax: 2975 4953)
Construction Management / Property Development / Surveying	2975 5717 (Fax: 2546 0295) 2975 5624 (Fax: 2559 7528)
Criminal Justice & Public Order	2975 5685 or 2975 5691 (Fax: 2858 3404)
Economics, Management, Banking & Finance	2975 5662 or 2975 5669 (Fax: 2858 8472)
Education	2975 5686 (Fax: 2858 3404)
Engineering	2975 5619 (Fax: 2975 4953)
English Studies	25472225 / 2975 5689 (Fax: 2559 7545 / 2858 3404)
European Languages	2547 2225 (Fax: 2559 7545)
Geography & Geology	2975 5660 (Fax: 2858 8472)
Health Care & Nursing Studies	2975 5687 or 2975 5688 (Fax: 2858 3404)
History & Archaeology	2975 5682 (Fax: 2858 8472)
Housing Management	2975 5668 (Fax: 2858 8472)
Journalism & Communication	2975 5696 (Fax: 2858 3404)
Law	2975 5721 (Fax: 2546 0295)
Librarianship	2975 5619 (Fax: 2975 4953)
Life Sciences (Applied Medical Sciences)	2975 5697 (Fax: 2858 3404)
Marketing	2858 4515 (Fax: 2858 4750)
Medical Laboratory Science	2975 5698 (Fax: 2858 3404)
Music	2975 5696 (Fax: 2858 3404)
Nutritional Science & Dietetics	2975 5698 (Fax: 2858 3404)
Oriental Languages	2975 5692 (Fax: 2858 3404)
Oriental Studies	2975 5682 (Fax: 2858 3404)
Pharmacy	2975 5723 (Fax: 2546 0295)
Philosophy	2975 5691 (Fax: 2858 3404)
Political Science	2975 5682 (Fax: 2858 3404)
Psychology	2975 5655 (Fax: 2858 8472)
Real Estate Studies	2858 4515 (Fax: 2858 4750)
Recreation & Sports Management	2975 5726 (Fax: 2546 0295)
Science & Mathematics	2975 5683 (Fax: 2858 3404)
Social Work & Sociology	2975 5657 (Fax: 2858 8472)
Theatre Studies	2975 5689 (Fax: 2858 3404)
Traditional Chinese Medicine	2975 5723 or 2975 5724 (Fax: 2546 0295)
Translation	2975 5682 (Fax: 2858 3404)
Transport Management	2975 5660 (Fax: 2858 8472)
Urban Studies	2975 5660 or 2975 5668 (Fax: 2858 8472)

London University:

2559 7628

Student Registration

(Fax: 2559 4666)

MESSAGE FROM THE ACTING DIRECTOR

I am delighted to introduce the School's Prospectus for the 1997 Autumn Term which includes new developments at the start of the post 1997 era following the return of Hong Kong to Chinese sovereignty.

I am also very happy to announce the appointment of Professor Enoch C.M. Young as Director of the School. He will soon take up the post in the near future. Professor Young, is presently the Vice-President for Institutional Advancement at the City University of Hong Kong. He has over 30 years of experience in the tertiary education sector. He has a long standing association with the University of Hong Kong which dates from 1958, when he started his undergraduate studies, until 1987, when he left to join the then City Polytechnic as its founding Head of the Department of Applied Science. This twenty nine year period was broken only during the years 1963-68 when he was in the UK and Switzerland pursuing his postgraduate research studies and post-doctoral work. We are happy to have Professor Young rejoining The University of Hong Kong and to lead the largest Continuing and Professional Education provider in Hong Kong – SPACE – on the eve of the 21st century.



Professor Young Chien-ming, Enoch
Director designate

To assist the new Director in developing strategic plans for the School, the University will appoint two Deputy Directors. This will enable the School to develop strategic plans and implement new academic developments with an emphasis on the localization of awards and course contents as suggested by the School Review Report in 1995.

To provide better facilities and convenient access to the public, the School's Town Centre will move from the Shun Tak Centre to the 3/F of Admiralty Centre later this year.

The Admiralty Centre is located at one of the major hubs of transportation in Hong Kong. SPACE and the School of Business will share the whole 3/F occupying a total of 50,000sq ft. There will be 21 well-equipped classrooms of sizes from 40 to 120 seats, general offices, staff offices, a computer laboratory and a Traditional Chinese Medicine Clinic.

Professor Young recently commented on the future of continuing and professional education (CPE) at the press conference introducing him as the Director designate. He sees CPE as having the following features:-

- a life long educational process to complement the formal stage of education;
- updating students in the rapidly developing world with the necessary skills and knowledge;
- enhancing students' career mobility;
- responding rapidly to the manpower needs of the society and providing relevant courses to meet these needs.

The School is already preparing students in the directions mentioned above. I am sure, under the leadership of the new Director, that the School will continue its commitment to these objectives and that it will face the challenges of ensuring that appropriate procedures for the assurance of quality in part time education are in place. The School has responded well to changes in funding policy which now require continuing education to be largely self financing and will maintain its commitment to providing quality continuing and professional education.

A handwritten signature in black ink, appearing to read 'S.T.H. Chan', written over a horizontal line.

Professor S.T.H. Chan
Acting Director

SCHOOL MISSION STATEMENT

學院使命宣言

- 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
- 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。

Video Conference Services

The first video teleconferencing service in a Hong Kong tertiary institution has been set up in the head office of the School of Professional and Continuing Education – Room 504, T.T. Tsui Building, The University of Hong Kong. This service ventures off campus teaching, meetings with overseas partners for academic exchange, interviews, business meetings etc.

Cost of hiring the services is reasonable and affordable:-

Facility Charge : Office hours (9.00 a.m. - 5.00 p.m. on weekday; 9.30 a.m. - 12.30 p.m. on Saturday) \$1,000 per hour
Non-office hours \$1,700 per hour (Minimum charge: 1 hour, 15 minute increments thereafter)

Contact the School to discuss your requirements

Susanna Lee is in charge of bookings: Telephone: 29755744 Fax: 25597528 Email:susanna@hkuspace.hku.hk

SPACE Home Page

This gives information about the School and on all current SPACE courses in an easily accessible format. It also allows E-mail communication.

Welcome to the SPACE web site at

<http://www.hku.hk/space/>

where you can get the latest information on SPACE.

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 there are no special entry requirements. The basic procedure is:

- 1) Complete the relevant application forms enclosing the appropriate course 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) (**will move to 3/F. Admiralty Centre, 18 Harcourt Road; removal date to be announced**)
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**
3/F, T.T. Tsui Building, The University of Hong Kong Pokfulam Road, Hong Kong
Weekdays : 9.30 a.m. to 5.45 p.m.
Saturdays : 9.30 a.m. to 12.30 p.m.
Telephone : 2975 5680 (Fax: 2559 7528)

OR

- b) send a postal application to any of these Centres. However, the School would not be responsible for any loss of course fee receipt posted to the applicant.
- 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) The Director may at his discretion refuse to admit an applicant.
- 2) Where entry to a course is on a first-come, first-served basis, the acceptance of payment by SPACE indicates that the applicant has registered on the course. Applicants will not usually be given any further joining instructions, but should go to the advertised first session of the course they have registered for WITHOUT waiting to hear from SPACE.
- 3) Where entry to a course is by selection, SPACE will inform candidates whether they have been accepted or not. We will arrange to refund course fees to unsuccessful applicants.

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 informed 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 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.
- 5) Students are required to bring along their course fee receipts when attending classes. Admission to classes will not be allowed without a valid receipt which corresponds to the identity of the student. If necessary, students may be required to produce their Hong Kong Identity Cards to prove their identity.

STUDENT CARD (Town Centre and North Point Study Centre)

Students at the North Point Centre need a student card for access after office hours. Students at the Town Centre need a student card for access on Saturday nights and all day Sundays. They will be informed how to get this card when they enroll. Students studying in other centres may be required to carry a student identity card for admission to specific classes.

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 / COURSE FEE RECEIPT

- 1) For courses without formal academic awards, students would receive a Statement of Attendance upon fulfilment of the attendance requirement within three months of the completion of the course.
- 2) Application for a Transcript, a replacement copy of a Statement of Attendance or a replacement copy of the course fee receipt will be at a fee of \$30 per copy. Applicants should send a self-addressed envelope with appropriate postal stamps and a \$30 processing fee for each copy. Please pay by crossed cheque made payable to "The University of Hong Kong". Replacement copy of the course fee receipt will normally be issued at the end of the course and cannot be used for the purpose of admission to classes.

DISCIPLINARY POLICY

- 1) The Director may exclude a student from class if his behaviour disturbs the class or if he does not follow instruction in class or as laid down by the School.
- 2) Eating, drinking and smoking are not allowed in class and within the School Centres.
- 3) The Director has the authority for School disciplinary policies relating to such matters as examinations, plagiarism. These follow University practice and may be provided to students on request.

GENERAL INFORMATION

- 1) Fees are not refundable except under exceptional circumstances and as statutorily provided.
- 2) Fees and places on courses cannot be transferred to other applicants.
- 3) Successful applicants are only accepted onto the course they applied for. They cannot decide to attend a different course without prior approval from SPACE. A processing fee of \$120 will be levied if the approval is granted.

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，（詳情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），
（將搬往夏慤道18號海富中心三樓。
搬遷日期將另行通告）。
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徐展堂樓三樓304室（太古樓側）。
電話：29755680
（圖文傳真：25597528）
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。

（乙）：或以郵寄以上各中心。

（二）請勿以現金付款（尤其是以郵寄方式）。本院對因郵遞失誤而遺失的學費收據，蓋不負責。

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）學院院長有權決定是否接受任何入學的申請。
- （二）如所報讀學科是以「先到先得」方式取錄學生，當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。學員請依本手冊的時間地點上課。
- （三）如所報讀學課須經甄選程序（如面試或筆試），本院會通知取錄結果並為落選申請人安排退回學費。

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，農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。
- （五）學員請於上課時，帶備學費收據。如有效收據上所列學員名字與上課者不同，上課者將會被請離課室。（如有需要，學員將須出示身份證以證明其身份）。

學員証（在市區中心及北角教學中心上課者適用）

學員在非辦公時間進入北角教學中心上課及在週末晚及週日進入市區中心上課，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。

聽講證或成績證書或學費收據

- （一）非證書課程完成三個月內，如學員附合上課要求，聽講證書將郵寄給學員。
- （二）如學員欲申請補發聽講證書，成績證書或學費收據，須先繳交手續費\$30（每張），並附上貼足郵票的回郵信封。繳交手續費，請用劃線支票，書名「香港大學」。學員收據證明書會在學期末寄出。補發學費收據，一般會在學期末寄出。此補發收據並不作為證明學生身份作上課之用。

校規

- （一）如學員擾亂上課秩序或不遵守院方規則，院長有權命令學員離校。
- （二）課室及學院中心內不准吃喝吸煙。
- （三）院長有權就考試，抄襲事宜作出校規指引。本院校規以大學校規為標準，學員可向本院查詢。

其他資料

- （一）除特殊情況及法例規定外，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。如因特殊情況經學院批准，學員須繳交手續費一百二十元。
- （四）如本文與英文版不同，以英文版為準。

STAFF LIST

DIRECTOR 院長 (Effective date to be announced)

Professor Enoch C.M. Young 楊健明, B.Sc.(Special) *H.K.*, Ph.D. *Brist.*, M.Inst.P., F.R.A.S.

ACTING DIRECTOR 署理院長

Professor S.T.H. Chan 陳廷漢, B.Sc.(Special), Ph.D. *H.K.*, F.Z.S., C.Biol., F.I.Biol. (Pro-Vice Chancellor)

PROFESSOR 教授

Professor Sarah S.C. Hui 許少珍, B.Sc.(Hons.), Ph.D. *Bradford*, C.Biol., M.I.Biol. (Acting Deputy Director)

SENIOR LECTURERS / ASSOCIATE PROFESSORS 高級專任講師 / 副教授

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

LECTURERS / ASSISTANT PROFESSORS / ASSOCIATE PROFESSORS 專任講師 / 助理教授 / 副教授

- 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.
 - 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.* P.C.LL.*H.K.*, Barrister of the Supreme Court of Hong Kong
 - 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*, F.C.U.P.E.M.
 - 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., FHKSA
 - 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
 - J. Sodusta 舒婕素, B.S.Ed. M.A. *San Carlos*, Ph.D. *UCLA*
 - 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*
 - * Gemma K.C. Wong 黃羅錦注, RN(M), B.Soc.Sc. *Wolverhampton*, M.Phil. *H.K.*
 - Stephen W.N. Wu 胡永年, B.Sc., Ph.D. *H.K.*
- Associate Professors 副教授

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* Part-time

+ temporary

UNIVERSITY OF LONDON UNIT

Diploma, Degree and Postgraduate Programmes for External Students

Why Study for a University of London Qualification?

Like the University of Hong Kong, the University of London is committed to academic excellence and their academic awards are highly regarded by employers, professionals and academics throughout the world. The University has in place vigorous quality assurance mechanisms. 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
- The degrees and introductory study materials developed by academic staff of the University
- No admission quota
- Self-study 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
- Exemptions from related professional examinations available to graduates of the External Programme

Currently there are around 8,000 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
BSc Accounting & Finance	BSc Economics & Management
BSc Information Systems & Management	
BA & Diploma in English	BA Spanish and Latin American Studies
BA Italian	BA Joint Languages Degree (French & German; French & Italian; or German & Italian)
BA French	
BA German	
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 Computing and Information Systems	Diploma in Economics
BSc in Computing and Information Systems	

Postgraduate

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

Entry Requirements

Diploma programmes

Diploma in Economics – Form 5 level with passes at grade 'C' or above in 'O' level Mathematics
Diploma in Computing & Information Systems – Passes at grade 'C' or above in 4 'O' level subjects including Mathematics & English

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:-

<u>Areas</u>	<u>CER</u>
Economics, Management, Management with Law, Accounting and Finance Economics & Management, Information Systems & Management	Grade 'C' or above in 'O' level Maths plus a pass in an acceptable English proficiency test
Computing and Information Systems	A pass in 'A' or 'AS' level Maths subject
French, Italian	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
English, German	A pass in respective 'A' level language subject

Postgraduate programmes

Usually a Second Class 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 below.

Tuition at SPACE

SPACE offers tuition in many of the above subjects. Access programmes for Law, Management with Law, Economics, Management, Accounting & Finance, Economics & Management and Computing and Information Systems 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:
University of London Unit, SPACE Town Centre, Room 1004-5, 10/F, Shun Tak Centre, West Tower,
200 Connaught Road Central, Hong Kong. (Tel. No. 2559 7628; Fax No. 2559 4666)(will move to 3/F Admiralty Centre,
18 Harcourt Road; removal date to be announced)
Registration Time: Monday - Friday: 9:00 a.m. - 5:00 p.m.; Saturday: 9:30 a.m. - 12:30 p.m.
Please mark the programme(s) you are interested in on the envelope.
- (2) Application and registration deadlines for students who wish to sit examinations in 1998 are September 17 and November 30, 1997 respectively. Application deadline for the first intake of the MSc in Financial Management and Diploma in Financial Policy programmes in 1997 is September 29.
- (3) For the Diploma in Economics (See page 95), Diploma in Computing & Information Systems (See page 53) and BSc in Computing and Information Systems (See page 48), 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.

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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:

1. 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).
2. 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：

1. 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）。
2. 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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REMOVAL NOTICE

To provide better equipped facilities and convenient access, the Town Centre (9/F, 10/F Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong) will move to the following new address during Autumn 1997

3/F., Admiralty Centre
18 Harcourt Road,
Hong Kong
(on the top of the Admiralty MTR Station)

The actual date of removal will be widely announced once it is confirmed.

Courses with the teaching venue located in Town Centre will be held in Shun Tak at the commencement of the course and be relocated to the Admiralty Centre on removal.

新市區中心

本院位於信德中心西翼九樓及十樓的市區中心將於秋季搬往金鐘地鐵站上蓋海富中心三樓。新市區中心交通方便，設施完備。

本手冊內刊登的上課地點——市區中心，是指搬遷前的信德中心及搬遷後的海富中心。

搬遷日期將通告各界。



NEW SPACE TOWN CENTRE, 3/F., Admiralty Centre, 18 Harcourt Road, H.K.

New Interdisciplinary Courses for Autumn 1997

Lecturer in charge: J. Sodusta

Tel: 2975 5686

1639. Certificate in Equal Opportunities

SPACE offers a one-year part-time Certificate programme in Equal Opportunities, a field of inquiry which addresses equal opportunities issues including gender, disability, age, social class, race, ethnic origin, sexual orientation and language. The Certificate programme aims to:

- increase student's awareness, knowledge and understanding of the key concepts, issues and approaches concerning Equal Opportunities;
- provide an opportunity for students to reflect on, explain and document, and establish changes in their attitudes, beliefs and behaviour about issues on equal opportunities;
- familiarise students with techniques and practices relevant to enhancing equal opportunities in the workplace and organizations; and
- familiarise students with discrimination ordinances required to pursue equal opportunities studies.

The programme is designed primarily to meet the requirements of management practitioners from a diverse range of work environments such as business, government departments, education, social and legal services, charities and voluntary associations to gain knowledge and understanding of the issues and policies of equal opportunities.

It is also designed for personnel staff involved in practical issues such as recruitment, promotion and equality of service delivery. The programme would be useful for students of this category because it does not only offer practical insights and procedures but also theoretical grounding.

This course also provides a route of entry into the Diploma in Equal Opportunities which will be offered two years after this Certificate programme. Students who perform well academically in the Certificate level may be able to proceed to the Diploma programme.

Course Content

The course has three modules, each of 8 weeks, which lasts for six working months.

Module 1: Introduction to Equal Opportunities

- The meaning of "equal opportunities"
- The nature and extent of inequality
- Theories of inequality
- Approaches to Equal Opportunities
- The value of equal opportunities and equality
- Presentation skills, group work assignment and individual assignment

Module 2: Issues of Equal Opportunities

- In-depth focus of some Equal Opportunities issues. Concepts to analyze, case studies and discussions
- Document analysis of equal opportunities issues on content, language, and presentation
- Sources of documents and external readership
- Analysis of one-policy case study on gender and equal opportunity
- Document analysis of any of the following equal opportunities issues: disability, social class; ethnic origin; sexual orientation; religion; language.
- Group assignment. Students may choose one Equal Opportunities issue as a focus before the start of Module 2.
- Presentation of group assignment.

Module 3 : Institutional Context and Practices of Equal Opportunities

Students may choose one Equal Opportunities issue and locate this within one institution of his/her choice.

- Education and gender/disability/age, etc.
- Management and gender/disability/age, etc.
- Employment and gender/disability/age, etc.
- Structures supporting Equal Opportunities
- Hong Kong's Codes of Practice on Employment under the Sex and Disability Discrimination Ordinances
- Presentation of individual project.

Assessment

The Certificate programme is assessed by the following:

- Group work assignment (2 assignments, 20%)
- Individual assignment (1 assignment, 20%)
- Individual project essay (1 project, 50%)
- Participation and attendance (10%)

Assignments and projects may be delivered in written and verbal forms.

Entry Requirements

- The Certificate programme does not require any formal qualifications but the student should be able to demonstrate the ability to benefit from the course.
- The applicant should be proficient in English.
- Deadline for submission of application: October 10, 1997

Course Co-ordinator

Ms Anita Lee, Cert.(Sorbonne-Paris), B.Bos.Sc.(HK Baptist U)

Venue : To be advised (Admiralty Centre)

Date : Thursdays, 6.30-9.30 p.m., commencing October 30, 1997

24 meetings

Fee: \$9,000

1640. Certificate in Contemporary Chinese Studies

With the reversion of Hong Kong to Chinese sovereignty on 1 July 1997, a change in socio-economic and political culture in the territory is expected. There will be a shift in labour market demands, new education and training opportunities and different political and strategic realities. Therefore, it is opportune for SPACE to offer programmes of learning about the present China.

Therefore, SPACE offers a one-year part-time Certificate programme on Contemporary China. This is a multi-disciplinary programme which offers courses including the one country two systems policy and the Chinese law; education, society and culture; and international relations. It is offered with the involvement of Beijing University.

Course Content

The course consists of ten modules and one introduction which include different modes of teaching, namely, lectures, panel discussions, workshops, seminars and tutorials. China experts and guest lecturers will be invited to speak in the sessions.

Introduction

The programme will be introduced by a lecturer on the writing of the individual project essay. The topics will include plagiarism, referencing, research methods and techniques of writing essays.

Module 1 : Political Reform and Open Policy in the Deng Xiaoping Era

- Overview of China's political reform and open policy under Deng Xiaoping
- How the Dengist policies mould today's China
- The power players in Deng's time, what were their roles, and where are they now?

Module 2: Society, Culture and Family

- Overview of Chinese contemporary social and cultural life.
- Developments in marriage and the family
- Position of women and men in society
- Impact of multi-media technology on social life

Module 3: Government and Public Administration

- Current issues on today's government and public administration
- Government structures and policies (authoritative and market-exchange approach)
- Structural and individual concepts of corruption and clean government

Module 4 : The Political Economy of China (Under Deng Xiaoping)

- Free market economy with Chinese characteristics
- China's reunification with Hong Kong, political implications of reunification
- External trade and Most Favoured Nations status
- Economic reforms in the urban and rural sectors

Module 5: China's Special Economic Zones

- Government policy on the Special Economic Zones

- Foreign investment, capital requirements
- Management practices, cultural information
- Human resources and employment
- Various enterprises and regulations for foreign investors

Module 6 : One Country Two Systems and the Chinese Law

- One Country Two Systems policy and the Chinese Law
- Chinese economic laws particularly on China's economic contract doctrine, dispute resolution and institutions and methods of contract supervision

Module 7: Education, Training and Vocational Studies

- Role of the government and private sector in education
- Curriculum development
- Developments in continuing and vocational education
- Training initiatives in public and private sectors
- Mechanisms for quality assurance.

Module 8: Science, Technology and Environment

- Developments in science, technology and environment (including energy and the Three Gorges Dam)
- People's attitudes toward science and technology, toward the environment and what kind of benefits and risks they see in them?

Module 9: China and the Asia Pacific

- Overview of Sino-US, Sino-Japanese, Sino-Southeast Asian Relations particularly China's approach to the problems of the two Koreas and the South China Seas
- China's defense and foreign-policy objectives in global terms

Module 10: Individual Project Presentation

- Develop presentation skills of students to enhance quality of individual project presentation (lectures, discussions and hands-on training on speaking, verbal and non-verbal communication skills and the use of multi-media technology)
- Presentation of student's individual project which has to be assessed

Assessment

- 1) Individual project essay (60%)
- 2) Group work assignment (20%)
- 3) Presentation skills (10%)
- 4) Participation and attendance (10%)

Medium of Instruction

English will be the medium of instruction. For guest lecturers using Putonghua, translation will be provided.

Entry requirements

- 1) The Certificate programme does not require any formal qualifications but the student should be able to demonstrate the ability to benefit from the course.
- 2) The applicant should be proficient in English.
- 3) Deadline for submission of application: October 10, 1997

Course Co-ordinator: May Cheng, Ph.D.(HKU)

Venue : To be advised (Admiralty Centre)

Date : Fridays, 6.30-9.30 p.m., commencing October 31, 1997

24 meetings

Fee: \$9,500

New Developments for Autumn 1997

Graduate Diploma in Museum Studies of the University of Sydney

*For details please contact Mr F.T. Chan;
phone: 2975 5618
fax: 2975 4953
E-mail: ftchan@hkuspace.hku.hk*

Bachelor of Accounting

To be offered in January 1998

Lecturer in charge: Mr. K.Y. Fong

This degree course is under active development and planning with the School of Business. It is hoped that it will be introduced in January 1998. The design of the course will take into account the new professional requirements of the HKSA.

Diploma in Management Studies

Lecturer in charge: Ms. Jennifer Ng

This new course is available with effect from September 1, 1997. The Diploma course will be awarded by SPACE, the University of Hong Kong. This programme is a collaborative venture between SPACE, Poon Kam Kai Institute of Management and the School of Business of the University of Hong Kong. Details are available on page 97.

中醫藥一九九七年九月推出新課程

課程總監：許少珍教授

中醫全科大專文憑
中藥經營管理學專業文憑
課程資料請參閱217頁及219頁

New Distance Learning Courses

w.e.f September 1997

- (a) M.Sc. in Construction Information Technology with the University of Salford;
- (b) M.Sc. in Facilities Management with the University of Greenwich;
- (c) M.Sc. in Occupational Safety and Health with the University of Greenwich.

*For details please contact Ms Melinda Sturges;
phone: 2975 5717 fax: 2546 0295*

Certificate in Equal Opportunities

w.e.f October 1997

Lecturer in charge: Dr. J. Sodusta

This is a one-year part-time certificate programme. *Details are on page xviii.*

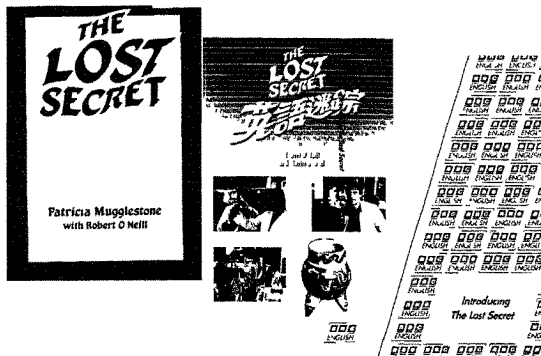
Certificate in Contemporary Chinese Studies

w.e.f October 1997

Lecturer in charge: Dr. J. Sodusta

This is a one-year part-time certificate programme. *Details are on page xix.*

The Lost Secret Self-Study Pack



英語迷踪 自學教材

HK\$ 450.00

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。

這套自學英語的教材包括了：

- 兩盒錄影帶
片長：140分鐘。是由11節故事片段組成的神秘刺激影片。
- 教科書和學習指南
教科書內每課將包含一節閱讀文章，卡通故事，閱讀理解習作，語法練習及問題答案和提示。書中的語法和字彙均有中文解釋，而且還有雙語說明幫助理解。
- 作業簿
連同答案的作業簿為學員提供更多英語書寫和語法練習的機會。

在編輯這套教材時，我們特別加多了溫習及練習部份。學員在學習時可按自己的需要及時間自行決定做多少。有興趣人士，請盡早預定。

如有查詢，請致電卜克先生或徐小姐 (2547 2225)

(訂購表格在後頁。)

The Lost Secret is an exciting new video language course produced by the BBC, London.

This self-study pack has been specially developed by HKU Press and the School of Professional and Continuing Education for Chinese-speaking adults in Hong Kong who want to learn English.

It is suitable for people at beginner's level or for those who need to revise their grammar and improve their pronunciation and vocabulary of English.

The self-study pack contains:

- 2 videos :** Total length: 140 minutes.
An exciting mystery story dramatised in 11 episodes.

Student's book and study guide :

Bilingual instruction on how to learn from *The Lost Secret*. The teaching material contains reading passages, cartoons, comprehension exercises, grammar practice and a full answer key. The grammar notes and vocabulary are all bilingual with special help for Chinese learners of English.

- Workbook:** Further writing and grammar practice with full answer key.

In developing the self-study pack, we have taken great care to see that the learner always understands how to study. There is plenty of revision and practice, and you can study at your own pace and check your own answers. Send your order now.

For enquiries : Please call Mr. Richard Booker or
Ms. Vienna Chui (2547 2225)

(Order form overleaf.)



ORDER FORM 訂購表格

Send your order to:

SPACE Town Centre
Shun Tak Centre, West Tower, 9/F
200, Connaught Road Central, HONG KONG
(Attn: Mr Richard Booker Tel 2547 2225)

Course No. 課程資料編號 8980 Course package title 課程資料名稱 The Lost Secret Self-Study Pack
Fee enclosed 附費 _____ Cash/Cheque No. 現金/支票號碼 _____

Each applicant should use a separate form and cheque for each course package. 每項課程資料請用訂購表格及支票各一張
Please complete in BLOCK LETTERS. 請填妥表格。〔為方便電腦輸入資料，請用正楷英文填寫〕

Name: 姓名: _____
* Mr. 先生: 1 _____
Mrs. 夫人: 2 Full name in English, surname first 英文姓名(姓氏先行, 名字隨後) _____
Miss 小姐: 3 _____

Chinese 中文 _____ HK ID / Passport No. 身份證/護照號碼 _____ ()

Correspondence Address 通訊處 _____

_____ * H.K.香港 1
_____ Kln.九龍 2
_____ District 地區 (e.g. Wanchai, Kwun Tong etc.) N.T.新界 3

Telephone Nos. 電話: Home 住宅 _____ Office 辦事處 _____

Please send me _____ pack/packs of *The Lost Secret Self-Study Pack* (with two all-English videos, one bilingual student's book and one all-English workbook) at HK\$450.00 per pack, plus local postage and packing charges of HK\$45.00 per pack.

I enclose a cheque for HK\$ _____ made payable to the University of Hong Kong.

OR

I wish to pay cash for _____ pack(s) at the SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong and waive my postage and packing charges.

本人想訂閱 _____ 套英語迷踪 (包括兩盒錄影帶、一本雙語教科書和一本全英語作業簿)，並付上支票總數: _____ (每套售價: HK\$450.00; 每套郵費: HK\$45.00)。

或

本人想現金購買 _____ 套英語迷踪 (包括兩盒錄影帶、一本雙語教科書和一本全英語作業簿): _____ (每套售價: HK\$450.00)。本人會親自前往: 香港干諾道中二百號信德中心西翼9字樓, 香港大學專業進修學院市區中心領取。

Date 日期 _____

Signature 簽字 _____

§ Received the sum imprinted
機印所示金額收訖 →

* Delete as appropriate 請劃去不適用者

§ Received the sum imprinted
機印所示金額收訖 →

Name 姓名
Full Postal Address 地址

← Please also complete this part
請填妥本欄

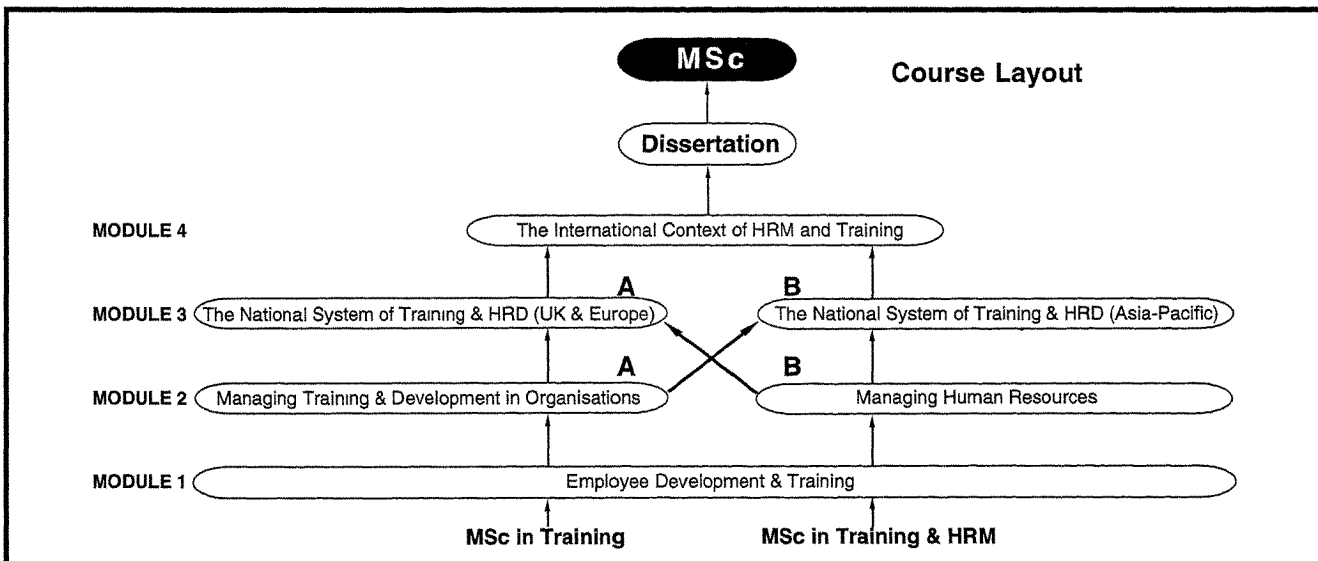
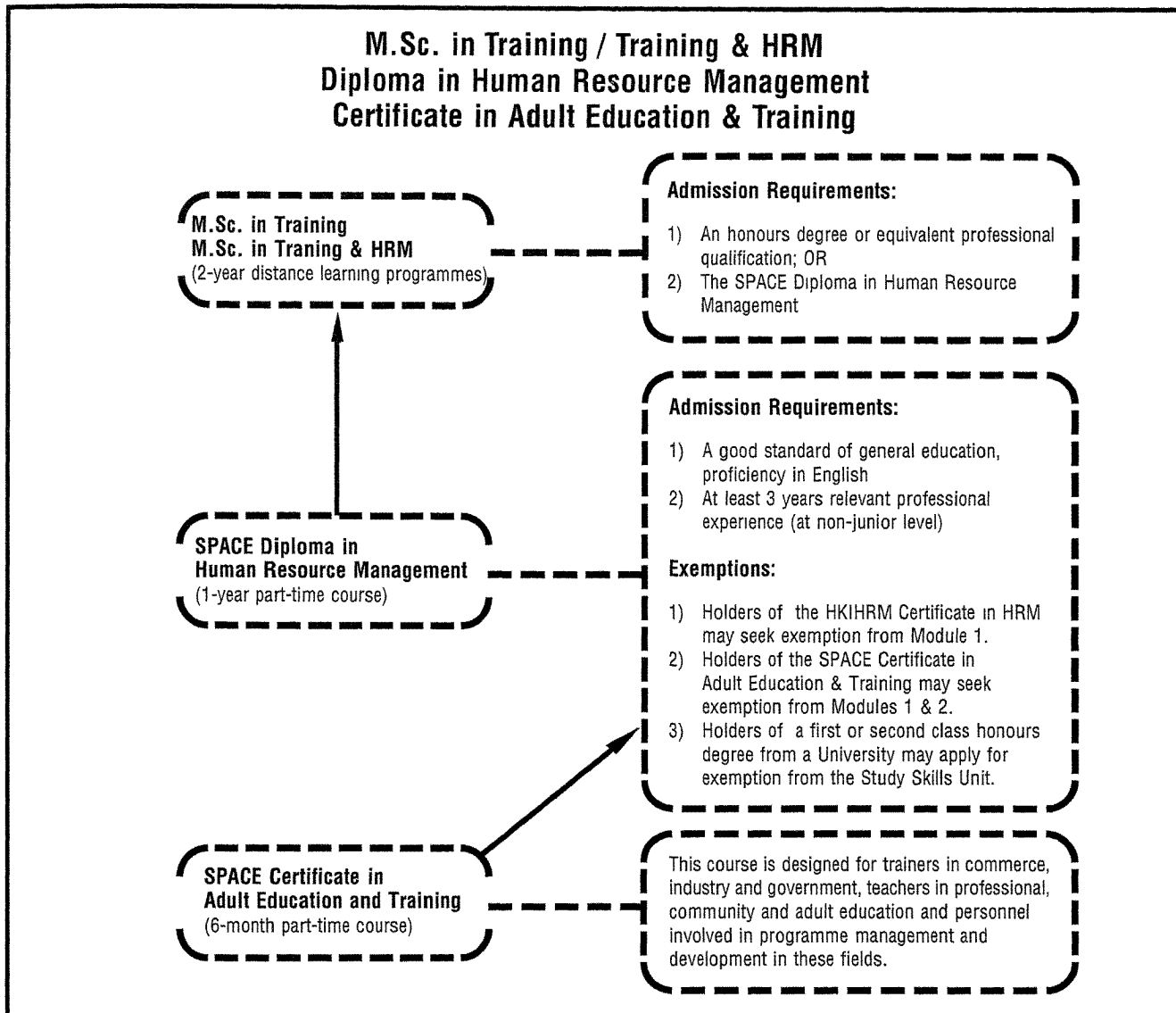
Note: This application acknowledgment is not complete without validation by official printing machine entry of the details at § above at the University or Town Centre Office of the School of Professional and Continuing Education, The University of Hong Kong.

注意: 本收據未經本學院或學院市區中心辦事處收銀機在 § 欄內印出金額、日期等, 即未生效。

ADULT EDUCATION AND TRAINING

Lecturers in charge : Peter Kennedy
Jesucita Sodusta

Telephone : 2975 5691, 2975 5690
2975 5685, 2975 5686



8061. MSc in Training / HRM

The University of Leicester provides two internationally-recognised qualifications for professionals involved in training and related areas of human resource management. Developed by the Centre for Labour Market Studies at the University of Leicester, the MSc in Training and the MSc in Training & HRM work to high academic standards. They both provide a comprehensive understanding of the role of training at the individual, enterprise, national and international levels, and equip students with professional knowledge and skills relevant to the management of training and development.

Both MSc programmes are two-year courses 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 bi-annually. Students are encouraged, but not obliged, to attend seminars and tutorials held in Hong Kong.

Why two courses ?

The MSc in Training & Human Resource Management version discusses training from an Industrial Relations perspective. Students who want an explicit HRM component in their studies and degree title may choose this option. The MSc in Training considers training from an Organisational Perspective. Except for module 2, all the other modules are identical. Applicants will have to decide which course they wish to take when submitting an application form.

Four modules are taken:

Module 1 – Employee Development & Training

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.

Module 2a – Managing Training and Development: (MSc in Training only)

This module is designed for students who want to specialise in training and 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 cultural aspects of HRM); policy implications (including total quality management, employee participation and appraisals); evaluation and training.

Module 2b – Managing Human Resources: (MSc in Training & HRM only)

This module is offered to students who want to develop a combined expertise in both the Training and the HRM areas. The four units in this module cover among other topics: organisational theory and culture, the theory and practice of Human Resource Management (including strategic HRM, HRM and labour management), the concept of Total Quality Management, employee resourcing and HRM and Employee Development.

Module 3 – The National System of Training:

This module provides an overview of vocational education and training at the national and Asia - Pacific level. Five units cover theories of education and training systems, the emergence of the Asia-Pacific region – implications for the education and training, and a comparative analysis of Asian education and training systems.

Module 4 – 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.

Assessment

Students must complete an assignment of between 3,000 and 6,000 words on each module. The four modules are normally completed within eighteen months of starting the course. In addition students must submit a dissertation.

Dissertation

Course members who successfully complete the four module assignments to the required standard may proceed to write a dissertation of between 12,000 and 20,000 words. Course members are encouraged to use their own experience when deciding topics for their dissertation. Students will receive supervision from a member of the tutorial staff at the Centre for Labour Market Studies.

Local support

The School of Professional and Continuing Education (SPACE) will provide various types of local support. SPACE will arrange tutorials and visits from Leicester and also assist in the formation of self-help study groups. Students will have access to various SPACE study centres, Hong Kong University Main Library and specialist libraries within the University. SPACE will also try to provide help with any practical problems students might experience during the course.

Enrolment

Applicants for both qualifications should normally have an honours degree or equivalent professional qualification. Holders of the Leicester University Diploma in Training and Development, or of the SPACE Diploma in HRM, may also apply. Applicants with other professional qualifications and extensive professional experience may also be considered.

Course fee: £5,200, payable in two instalments.

Full details of the courses are given in the prospectus, issued by the Centre for Labour Market Studies. If you wish to apply, please enclose a \$3.50 stamped self-addressed envelope (size 9"x12") to:

The Director (Attention: Ms Emily Chin),
 School of Professional and Continuing Education,
 University of Hong Kong,
 Pokfulam Road, Hong Kong
 (Tel: 2975 5691; fax: 2858 3404).

Deadline for applications: **31 August 1997.**

The course commences in October 1997, and if your application is accepted, the first instalment of your course fees (£2,900) must be paid within two weeks of that date. The second payment (£2,300) would be paid before commencing in Module 3.

62. SPACE Diploma in Human Resource Management

INTRODUCTION

This one-year, part-time Diploma course will provide experienced HRM practitioners who do not hold a first degree in Human Resource Management with a solid foundation in the field. The course will provide students with an opportunity to learn about recent developments in HRM practice as well as theoretical issues. The Diploma is also designed to prepare students for entry to study at master's level. Holders of the SPACE Diploma in Human Resource Management will be eligible to apply for entry to the University of Leicester M.Sc. in Training/Training & HRM. Students successfully completing the Diploma course can also apply to become members of Hong Kong Institute of Human Resource Management.

SPACE offers this Diploma programme in association with the Centre for Labour Market Studies (CLMS), the University of Leicester and the Hong Kong Institute for Human Resource Management (IHRM).

PROGRAMME STRUCTURE

The programme comprises four HRM modules and a study skills component. Students will receive materials for all four modules. Additional lecture notes and handouts will be distributed throughout the course. There will also be group tutorials, lectures and practical sessions. These three-hour sessions will be held on Saturday afternoons.

Module 1 Human Resource Management

This module gives a general introduction to the concept of Human Resource Management. Topics include: assessing skills, perspectives on personality development, organisational structures and variations in organisational culture.

Module 2 HRM - Employee Resources Management

This module looks at HRM within organisations. Topics include: methods for the recruitment and selection of new employees, formulating contracts and assessing the performance of employees.

Module 3 HRM - Employee Relations

This module devotes special attention to employee relations in Hong Kong and compares these with other countries. Topics include: theories of collective organisations, management styles and labour relations, regulation of labour relations, labour law and work safety regulations.

Module 4 Training within the organisation

This module integrates topics covered in previous modules and suggests how theoretical perspectives can be merged with practical experiences. In addition, the following topics will be covered: the role and responsibility of the training manager, techniques to improve HR-management, the learning organisation concept and competence-based programmes.

- **Lectures**
 Students will be given two lectures per module in this course (eight lectures in total). Lecturers have been selected to provide the best available expertise in the various areas.
- **Group Tutorials**
 Group tutorials will provide students with an opportunity to give presentations and meet in smaller groups (max. 25 students per group). Each group will be led by a person having both practical and theoretical expertise in the human resource field. Each module will be followed by two tutorials (eight tutorials in total).
- **Practical Presentations**
 Leading HRM practitioners working in Hong Kong will share their personal experiences of the practice of HRM.

There will be five presentations in all. These sessions will be arranged in co-operation with the Hong Kong Institute of Human Resource Management.

• **Study Skills**

The aim of this module is to introduce students to the requirements of academic writing and to presentation skills. Topics to be covered include: an introduction to research methods such as interviews, surveys and field studies, plagiarism and how to avoid it, the proper use of references and citations, the use of libraries, archives, databases and Internet resources, presenting arguments and drawing conclusions and the differences between quantitative and qualitative research techniques.

ATTENDANCE

The minimum attendance requirement is 75% of the lectures, tutorials and practical sessions.

ASSESSMENT

Students will be awarded the Diploma if they:

- complete satisfactorily the required course assignments;
- pass a three-hour examination.

EXEMPTIONS

Students may apply for exemptions from various units:

- Students holding a Certificate in Human Resource Management issued by the IHRM may seek exemption from Module 1.
- Students holding the SPACE Certificate in Adult Education and Training may apply for exemption from Modules 1 and 2.
- Students holding a First or Second class honours degree from a University who are able to present proof of a high level of writing and presentation skills, may apply for exemption from the Study Skills Unit.

Students will not receive exemption from more than two modules.

APPLICATION AND ADMISSION

Applicants should be over 21, have received a good standard of general education, be proficient in English and have at least three years relevant professional experience (at non-junior level).

Applicants with less working experience who have pursued relevant, full-time, professional study may apply to have this counted as part of their professional experience. Applicants with a general education below the required standard may be asked to produce supporting evidence of their ability to undertake studies at this level. Some applicants may be asked to sit an English proficiency test.

Complete and return the special application form for the Diploma in Human Resource Management by mail to:

The Director (Attention: Ms Betty Kwong)
School of Professional and Continuing Education
9/F T.T. Tsui Bldg., University of Hong Kong,
Pokfulam Road, Hong Kong.

(Telephone: 29755690 Fax: 28583404)

There is a HK\$50 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.

Photocopies of relevant certificates should be attached to the application form.

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

Fees:

The fee for the programme is HK\$18,000.

This includes:

1. study materials
2. lectures
3. tutorials
4. practical sessions
5. study skills
6. marking of course assignments
7. examination
8. a Reader's Ticket for the University Main Library

The closing date for application is 8th September 1997.

Venue : To be announced

Date : Saturdays 2.00-5.00p.m.

Starting : 4th October 1997

79. Diploma in Basic Research Skills

This programme primarily aims at promoting the development of basic research skills and competencies for adult students in fulfilling sound research assignments and in using the processes of research in business and other professions. Research is a powerful tool for problem solving and is a relevant field of study for anyone interested in acquiring a foundation in personal and professional competency. Basic research skills equip students with problem-solving abilities for survival into the next millenium. Since these skills are highly transferrable, students will be able to adapt them to their present work and future vocations. Research skills can also help participants to improve learning and gain confidence.

The programme aims to:

- a) combine basic knowledge and practical skills in research;

- b) provide a broad perspective on research while enhancing the understanding of the basic research process which includes research design, data collection, and report writing.

This course is designed for adult students in any discipline to undertake course in research without necessarily requiring them to become professional researchers. It also benefits those who wish to acquire a recognised award or an additional qualification in research to their primary degree. And, because it provides a thorough grounding in research, the programme will be useful for students who do not have the necessary qualifications but are intending to get admission into degree programmes with open access.

The programme will be delivered in collaboration with the Faculty of Social Sciences of the University of Hong Kong, which has institutional expertise to run courses on research.

The Diploma in Basic Research Skills is to be awarded by SPACE.

Programme Structure

The Diploma is a one year part-time programme. The course contents are to be delivered in nine modules in combination with exercises, study skills and research project. The total number of teaching and tutorial contact hours is 120. The mode of teaching includes face-to-face contact and distance learning, with the prospect of providing a full distance learning package after two years of piloting the programme.

The programme structure is flexible and is designed to meet the needs of students seeking the following different qualifications:

- a) If the student elects to study a few Modules to meet a Study Skills requirement, an **Attendance Report in Basic Research Skills** will be issued.
- b) If the student elects to study for a **Certificate in Basic Research Skills**, successful completion of nine modules and one written examination will be required.
- c) The successful completion of nine modules, one written research project and one written examination will lead to the award of the **Diploma in Basic Research Skills**.

Course Content

Module 1 Basic philosophy of research

Unit 1 What is research? Why is research important? Philosophical issues in research. Validity and reliability. Ethical responsibility of the researcher. Uses of research. Types of research. What is a theory? Differences between methodology, method and technique.

Module 2 How to begin the research project

Unit 1 Finding the topic. What influences the choice of a topic? Shaping and refining the topic. Review of literature. Tips on how to get started on a literature search.

Unit 2 How to formulate a working hypothesis. How to write and revise the preliminary outline. Problems in constructing the outline. Preparing a preliminary and final bibliography. Importance of notecards and dictionary. Using the library.

Module 3 Designing the research

Unit 1 What is a research design? What are the uses of research design? Types of research design: survey design, experiment, case study, action research, ethnographic design.

Unit 2 Choosing a research design. What influence the choice of research design? Steps in designing a research project. Importance of resource planning. Data, time, personnel, and money as resources.

Module 4 Quantitative design

Unit 1 Data gathering methods (survey, experiment, official statistics). Operationalizing concepts and indicators. Hypothesis. Sampling. Response rate.

Unit 2 Data analysis (central tendencies, standard deviation, multivariate analysis). Advantages and disadvantages of quantitative methods.

Unit 3 Study Skills.

Module 5 Qualitative design

Unit 1 Data gathering methods (participation, observation, in-depth interview, oral history, audio-visual records). Types of observation: exterior physical signs, expressive movement, physical location, language behaviour, etc.

Unit 2 Data analysis (organizing the data, generating categories, content analysis, thematic analysis, semiotic analysis). Computer-aided qualitative data analysis. Triangulation. Advantages and disadvantages of qualitative methods.

Unit 3 Study Skills.

Module 6 Thesis, referencing and plagiarism

Unit 1 What is a thesis? The thesis format, style and content. Selecting a title. Ways of organizing thesis content. What is referencing? Where and how to make acknowledgements. Standard forms for work citation. How to document visuals such as illustrations, maps, charts, graphs and tables. What is plagiarism? How to avoid plagiarism. Serious consequences of plagiarism.

Module 7 Problems of research writing

- Unit 1 Challenges of writing a research paper. Skills needed in writing (facility for expression in English, typing, word processing, drawing, graphics). Financing the project.
- Unit 2 How to organize data. Problems in using secondary data. How to reduce the gap between research design and problems. Rationale for the choice of a method.

Module 8 Research writing (I)

- Unit 1 How to get started in writing. Knowing the objective. Writing the opening. Importance of tone, nonsexist language, voice, verb tense, agreement of subject and verb, punctuations and quotations.
- Unit 2 Procedures for writing the conclusion. Dos and don'ts in writing research reports.
- Unit 3 Study skills.

Module 9 Research writing (II)

- Unit 1 Writing the first draft. Revising, punctuation, spelling, grammar, long sentences, long paragraphs.
- Unit 2 Referencing: parenthetical, endnotes, footnotes, bibliography. Finalizing the research report.
- Unit 3 Study skills.

Credit

Students who have completed part or all of the previous course of study at tertiary level or has professional experience relevant to the course may be given credit for this previous study or experience provided the programme committee approves such credit.

The total number of units that maybe credited to a student for previous study must not exceed 1 Module.

Eligibility

Applicants should:

- 1) have post-secondary qualifications; and/or
- 2) have passed the Hong Kong Advanced Level Examination.

Assessment

Assessment will be based on one written research project and one written examination. Continuous assessment is given in the form of exercises.

Course Director

Dr. John Bacon-Shone, BSc Durh; MSc Lond; PhD Birm
Director, Social Sciences Research Centre
The University of Hong Kong

Course Fee: \$14,000

Applications should be addressed to:

Director
(Attn: Ms Emily Chin)
School of Professional and Continuing Education
The University of Hong Kong
Pokfulam Road
Hong Kong

Places are limited, and early application is strongly advised.

Venue : University Campus
Date : Mondays, commencing 22 September 1997,
6.30-9.30 p.m.

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.

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

Applicants should complete and return the standard SPACE enrolment forms, together with a letter briefly outlining their experience in adult education or training and how they think they will benefit from the course. The closing date for application is **20 September 1997**.

Enrolment is limited to 30

Lecturer in-charge: J. Sodusta, B.S.Ed., M.A.(San Carlos), Ph.D.(UCLA)

Venue : Room 13, 9/F, SPACE Town Centre

Date : Wednesdays, 6.30-9.30 p.m., commencing October 8, 1997

22 meetings

Fee : \$6,750

78. 耀目新女性：傳媒建構的女性形象 (Women Gazing: The Female Image in the Media)

戲裏戲外都是戲。蘆芳芳的個人經歷如何影響觀眾看她所演的女性角色：六十年代的新潮飛女、九十年代的女人四十、舞台上男裝的冷劍心。一眾師奶殺手擔綱演出的肥皂劇〈壹號皇庭V〉裏，為何要加入一個似攀還直的女律師阿Cat角色？麥當娜(Madonna)由雞仔聲的美國Maternal Girl形象，如何轉變至別人國家(阿根廷)的國母、權傾一時的貝隆夫人？還有，還有不能不討論的一代尤物瑪麗蓮夢露(Marilyn Monroe)。

隨著現代文化發展，傳媒監察已吸納女性主義觀點。在西方，女性主義(feminism)作為一種運動，已經歷了好幾個階段。透過女性主義觀點的時下趨勢，照看傳媒，別有一番趣味。

本課程將會簡介女性主義評論的歷史發展，並介紹著名的女性主義評論員，引用後現代女性主義，研究傳媒表現的女性形象，及觀眾如何看女性角色。除了眾所接受的『男性的凝視』(the male gaze)理論外，有沒有女性的凝視呢？討論將兼顧理論及本地文化實例，引用精神分析學(psychoanalysis)和解構主義(deconstruction)，例子取材於電影、電視節目、電視廣告及印刷廣告。娛樂界知名人物亦是討論的題材。(限收三十人)

主 講 人：李至君(Anita Lee)小姐，資深傳媒工作者，Cert. (Sorbonne-Paris), B.Soc.Sc.(HK Baptist U)

授課語言：粵語輔以英語

地 點：市區中心17室(信德中心西翼九樓)

時 間：一九九七年九月二十二日起逢星期一下午八時至九時三十分

全期學費：七百元(共八講)

1648. Electronic Corporate Communications

This is a two-day, intensive practical course on presenting ideas effectively using electronic media (television and Internet). The course takes a problem-based approach in which participants work together in small syndicates under the guidance of experienced professional communicators, to prepare, present and refine realistic business communication projects. The projects are brought to the course by the participants. The weekend includes a series of practical workshops on writing skills, computer presentation, video production and television interview techniques.

Day 1: Preparing the proposal

Begins with a presentation on the possibilities for using electronic media for corporate communication: Internet, intranets, video newsletters, boardroom presentations, interactive displays, etc. Participants then form syndicates to develop a presentation using textual, computer graphic and video tools. A series of practical workshops will be provided in project planning and basic production skills. At the end of Day 1 the syndicate presentations will be videotaped and analysed in detail.

Workshops: clarifying ideas and writing presentations and press releases; basic electronic page design (using Powerpoint and HTML); project planning: time lines, storyboards, outsourcing, etc.; and techniques for single camera video production.

Day 2: Selling the idea

Now that you have convinced your colleagues, you will need to gain public support and raise money. Day 2 deals with issues of professional communication. It begins with a presentation on corporate communications using advertising, television and the World Wide Web. Syndicates will then develop a set of business-oriented WWW pages including text, graphics and compressed video; and will gain experience in presenting (and defending) their ideas in the electronic media.

Workshops: developing a World Wide Web page (text, hyperlinks, graphics, animation, Quicktime video, Quicktime VR, etc.); commissioning and supervising a corporate video; and being interviewed on television (news, current affairs, business programs).

The workshop facilities of the University of Hong Kong's Centre for Media Resources and Centre for the Advancement of University Teaching include a broadcast-standard TV studio, computer laboratory and multimedia classroom with video feedback.

Enrolment is limited to 20

Tutors : Ian Hart, Director of the Centre for Media Resources, HKU, is a specialist in multimedia communication and has taught courses for senior public servants, business professionals and the armed forces in Australia and Asia.

Philip Robertson, Television Producer, is a professional communicator with over 20 years experience in corporate and documentary video in Australia, South East Asia and China.

Alan Knight, Senior Lecturer in Journalism at the University of Technology, Sydney and Fellow in the Centre for Asian Studies, HKU, is a specialist in Asian media communications with wide experience in teaching corporate communications course in Australia and Hong Kong.

Venue : Room 302, Run Run Shaw Building, HKU

Date : Saturday and Sunday, 9.00 a.m. - 1.00 p.m. & 2.00-5.00 p.m. on September 20 & 21, 1997

2 meetings

Fee : \$1,895

1649. Workshop on How to Develop Skills for a Happier Life – The Science of Being

This innovative course, highly commended by students in a facilitators' class in HKU-SPACE and a group of caregivers in the territory, is a challenging human development experience in which participants will: 1) learn skills that will allow them, regardless of situations, to "design" their lives, their relationships with family members and friends, their jobs, and even the kind of society they want to have; and 2) enhance their abilities to analyze complex and problematic situations, and learn to develop appropriate if not alternative solutions.

This course is suitable for students who are interested in creating a better life for themselves and for those whose lives they touch.

Enrolment is limited to 20

Tutor : James Chu, M.Sc.(UCLA)

Venue : To be advised

Date : Saturday and Sunday, 9.00 a.m. - 12.00 noon & 1.00-4.00 p.m. on September 20 & 21, 1997

2 meetings

Fee : \$950



SPACE micro-teaching room with video feedback in the Tsui Tsin Tong Building, the University of Hong Kong

We are planning to offer two NEW Diploma Courses. For details, please see our *Spring Prospectus* in early January 1998.

本院計劃於一九九八年春季開辦兩個新的文憑課程，請於明年一月初參閱春季課程手冊。

- Diploma in Interior Design
(室內設計文憑課程)
- Diploma in Chinese Calligraphy
(中國書法文憑課程)

Diploma Courses 文憑課程

80. DIPLOMA in GRAPHIC COMMUNICATION

OBJECTIVES

As a profession, graphic design has existed for about four decades in Hong Kong. Our thriving economy has created a growing demand for designers in the communications industry. However, while some graphic designers have an academic background in design, there are many who do not have a formal education in the discipline. Lacking a solid foundation in design theory, designers who may be technically competent are likely to reach a career plateau before too long. This Diploma Course is designed for those who wish to enter the design field as well as practising designers who need to strengthen their conceptual ability and creative thinking in order to advance further in the field.

The key ingredients of effective visual communication are proficiency in design theory, creative thinking and visualization skills. Recognising this, our Diploma Course aims to:

- equip students with the necessary knowledge of DESIGN PRINCIPLES that will enable them to convey messages in the most effective way;
- train students to develop their CONCEPTUAL AND TECHNICAL SKILLS in solving design problems;
- introduce the latest trends in DIGITAL COMMUNICATION;
- help students prepare a GRADUATE PORTFOLIO to enhance their competitiveness in the job market.

COURSE STRUCTURE

There are three modules in the course: Foundation, Graphic Design and Advertising, and Independent Study. The course is provisionally scheduled to take place on Wednesdays (8 pm to 10 pm) and Saturdays (2.30 pm to 6.30 pm) starting 8 October 1997. The course has approximately 270 contact hours and will last for one year.

Details will be provided upon request. Please see "Application Procedure".

COURSE PERSONNEL

Qualified teachers from relevant positions in advertising, communications, photography etc will teach the various units of the three modules. The Tutor-in-charge will oversee the whole programme.

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

Coordinator : Amy Y.M. Chow, B.F.A., M.F.A. (San
Francisco)

ENTRY REQUIREMENTS

- Applicants must be computer literate and have access to a computer and a colour printer.
- Applicants must have a basic knowledge of two types of software: 1) Adobe Illustrator or Aldus Freehand; 2) Aldus Pagemaker or QuarkXpress.

Priority will be given to graduates of the SPACE Certificate Courses in Graphic Design / Computer Art and Design.

MEDIUM OF INSTRUCTION

The main language of instruction will be Cantonese. However, students should also have a good command of English, as most of the handouts and much of the design terminology used will be in English.

FEES

- The tuition fee for the whole course is HK\$22,500, which students have to pay in two instalments: \$13,500 when they enrol in August or September 1997, and \$9,000 in February 1998.
- There will also be a fee for computer printouts, though this has not yet been finalised.

APPLICATION PROCEDURE

For details, please send a stamped self-addressed envelope to Ms Ivy Yu at the following address by 6 September 1997:

Art & Design, HKU-SPACE
9/F, West Tower, Shun Tak Centre
200 Connaught Road Central, Hong Kong

Certificate Courses 證書課程

84. Certificate in Advanced Studies in Art (Presented in Collaboration with University College Chester)

OBJECTIVES

Jointly presented by SPACE and University College Chester (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 University College Chester for modules in their Advanced Diploma in Education and Master of Education programmes.

COURSE STRUCTURE

PART ONE - in Hong Kong (September 1997 to June 1998)



Packaging Design by Miss Amy Chow

1. Practical

Participants must take one of the following courses offered at SPACE in Autumn '97 or Spring '98:

- Basic Drawing (#90 or #92 or #1664)
- Intermediate Drawing (#93)
- Figure Drawing (#94)
- Intermediate Figure Drawing (#95)
- Basic Painting (#96)
- Intermediate Painting (#97)
- Basic Watercolour Painting (#99)
- Intermediate Watercolour Painting (#100)

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.

Although participants are required to take only one studio course for Part One, they are encouraged to take additional practical courses at SPACE if they can afford the time and course fee. (Participants will not be graded in additional courses.)

2. Art History

Participants must take *Introduction to the History of Western Art II*, which will be offered in Spring '98. (However, students are advised to take *Introduction to the History of Western Art I* (#145 or #146) as well if they have not taken an art history course of this period. A solid background in the history of Western art will help their experience in museum visits in Part Two of the programme.)

PART TWO - in Europe (Four weeks in July 1998; exact dates to be announced)

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

1. Practical

In this module, the emphasis is on the value and enjoyment of the creative process rather than the finished art product and the learning of new techniques. Participants will work under the guidance of staff from University College Chester who are all successful practising artists in their own right. They will explore the nature of the creative process by means of group and individual projects.

2. Lectures

Lectures on art education and critical/contextual studies will provide participants with a cultural and historical context for their own practical activity.

3. 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).

During the four week period the taught party normally involves contact with staff of between 10 and 20 hours, although this module assumes at least 120 hours of study on the part of the student.

COURSE PERSONNEL

HKU - SPACE

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

Tutors : Aser But, M.Sc.(Bank St.)
Anna Havemann, B.A.(Hunter), M.A.(N.Y.)
Carmen Lee, B.A.(H.K.), M.Litt.(Oxon.)
Lo Yat-lun, B.A.(Hons.)(Goldsmiths'),
M.F.A.(Hunter)
Peter Mak, B.A.(Valley City), M.F.A.(Arizona)

University College Chester

Course Co-ordinators :

Maxine Bristow, B.A., M.A.(Manchester)
Val Kosh, Cert.Ed., M.Ed.(Liverpool)

Tutors : John Renshaw, B.A., D.A.(Manc.)
Robert Jones, B.A., M.A.(Slade)
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 issued jointly by SPACE and University College Chester provided that they:

- attend at least 80% of all the classes in each course at SPACE and attend the whole summer programme at University College Chester;
- complete and obtain passing grades in all assignments set by tutors of SPACE and University College Chester.

ENTRY REQUIREMENTS

- Applicants should have some basic knowledge of art and be reasonably proficient in the English language.
- Applicants will be invited to attend an interview and may be advised to take a course in English with SPACE.
- More importantly, they should have the initiative to explore the creative process and be able to work independently.

EXPENSES

Tuition fee :

HK\$15,000 which covers all the course work required at SPACE and University College Chester.

Board & lodgings:

Participants will stay at University College Chester during Part Two of the programme. The housing fee is approximately HK\$2,500. There are cafeteria facilities on campus during work hours from Monday to Friday, while the student accommodation has self catering facilities.

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 U.K. and France.

APPLICATION PROCEDURE

- Applicants should complete a special application form and submit it to SPACE with a cheque for HK\$15,000 payable to "University of Hong Kong". Application forms can be obtained from our enrolment centres (addresses on page iii).
- As some of the required courses start in early September 1997, applicants are advised to apply by late August.
- Unsuccessful applicants will be informed accordingly and their fees refunded.

Enrolment is limited to 18

85. Certificate in Foundation Art and Design

OBJECTIVES

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 (#90 or #92 or #1664)
2. Basic Painting (#96)
3. Introduction to the History of Western Art I (#145 or #146)
or Introduction to the History of Western Art II (*To be offered in Spring '98*)

Electives (Any 3 courses from the following):

- Figure Drawing (#94)
- Basic Watercolour Painting (#99)
- Basic Computer Graphics (#119 - #124, #162)
- Introduction to Two-dimensional Design (#130) (*Conducted in Cantonese only*)
- Introduction to Interior Design (#136) (*Conducted in Cantonese only*)
- Basic Photography (#140) or Introduction to Photography (*To be offered*)

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 respective course descriptions in this 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 that they:

- attend at least 80% 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\$4,500 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 SPACE with a cheque for HK\$4,500 payable to "University of Hong Kong". Application forms can be obtained from our enrolment centres (addresses on page iii).

電腦美術設計證書課程 (Certificate in Computer Graphics)

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基礎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，務求學員能不受機種限制，靈活地使用電腦於日常設計工作上，或以電腦為創作工具。

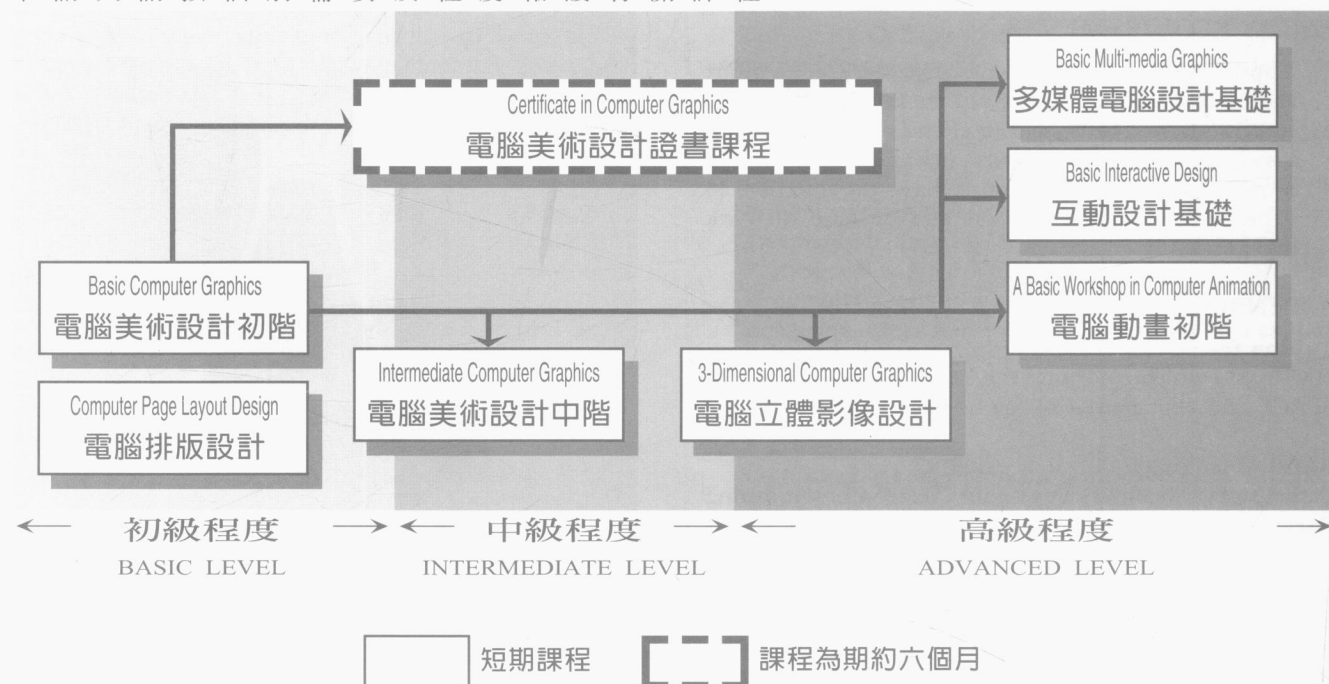
課程大綱

本課程為期六個月（共一百小時），採用講課及堂上練習工作坊形式，並安排參觀活動，加上家課及作業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。學員每週必須完成指定的習作。課程包括以下五個單元：

- 電腦基礎技術 (Computer Fundamentals)
本單元深入講授FreeHand, PageMaker及Photoshop等常用軟件的使用方法及完成有關之基本平面設計及圖片修描練習。
- 美術及設計理論 (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、商標及報紙廣告設計等。
- 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。

電腦美術設計課程進程表 COMPUTER GRAPHICS COURSE PROGRESSION CHART

申請人請按個別需要及程度報讀有關課程。



- 應用美術設計 (Applied Art & Design)
學員可選擇美術設計範疇內其中一些項目嘗試創作，例如插圖、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。
- 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

FreeHand, PageMaker, Photoshop, Illustrator, QuarkXpress, Painter, Dimensions及 Gallery Effect等。

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，方可申請。如申請人未達此水平，校方可能建議該生在課程初期同時修讀一個短期課程。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八十或以上；
- (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

申請人請於一九九七年十一月一日前填妥報名表格，將表格連同\$9,900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9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。（注意：報名日期的先後可能影響申請人獲取錄機會。）

（每班限收十二人，一人一機操作）

主 講 人：畢子融先生 M.Sc.(Bank St.) (課程統籌)
陳耀堂先生 H.Dip.(H.K.Poly.), B.F.A.(Wisconsin)
潘嘉良先生 B.A.(Hons.)(East London)
趙國良先生
客席導師
及電腦技術員

地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心（由船街入）

全期學費：九千九百元（共五十講）
（學員須於第一講額外繳交按金500元及材料費約600元，按金將於最後一講退還。）

- 86.** 一九九七年十一月十七日起每星期一、三下午六時三十分至八時三十分
- 87.** 一九九七年十一月十七日起每星期一、三下午八時三十分至十時三十分
- 88.** 一九九七年十一月二十二日起每星期六下午二時至四時及四時至六時

83. 中國山水畫證書課程 (Certificate in Chinese Landscape Painting)

課程宗旨

中國繪畫有悠長的歷史，歷代不同宗派及畫家都為學畫者提供無窮的學習價值，國畫現代化更激化中國畫家對傳統美學價值的檢討。課程的目的乃提供一個學與術並重的課程，引導學員認識繪畫的傳統與畫理同時，亦追尋近代中國畫的改變，和西方藝術思潮對中國畫的影響。

課程大綱

本課程就「傳統與現代」這兩大課題而設計一個有系統而富學術性的課程，從傳統作起點走入現代繪畫的探索。課程側重思想的訓練，務使學員掌握中國繪畫的基本技巧後便走入實驗階段，從而尋找個人的創作路向。

為配合課程之需要，將採用多導師制來增加學習興趣，使學員知各家所長，打破門戶之見。在課外習作和戶外寫生之外，更加插畫畫理論、畫家探訪、和畫展導賞等來提高學員的欣賞能力。

入學資格

申請人必須對中國書畫或西洋美術有基本認識。

證書頒發

符合下列要求之學員，可獲本院頒發證書：

- (一) 出席率達百分之八十或以上；
- (二) 於指定時間內完成所有作業；
- (三) 獲全部導師同意其作業成績及格。

報名手續

申請人請於一九九七年九月十三日前填妥報名表格，將表格連同\$8,200的劃線支票（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9樓，香港大學專業進修學院。申請人須攜帶書畫作品前來面試，日期另行通知。未被取錄者將獲退還學費。
(限收二十四人)

主 講 人：徐子雄先生 (香港視藝評論協會主席) (課程統籌)

關應良先生 Cert.(Northcote)

何才安先生

及客席導師

地 點：市區中心16室（信德中心西翼九樓）

時 間：一九九七年九月二十七日起每星期六下午二時三十分至四時三十分（理論部分為時兩小時）或下午二時三十分至五時三十分（實習部分為時三小時）

全期學費：八千二百元（共一百小時）

Fine Art (Western) 西洋藝術

基本素描 (Basic Drawing)

素描是藝術創作中重要的思想過程，導師會指導學員利用素描去記錄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。
(每班限收十八人)

90.

主 講 人：畢子融先生 M.Sc.(Bank St.)
地 點：市區中心26室 (信德中心西翼九樓)
時 間：一九九七年九月八日起每星期一一下午八時至十時
全期學費：八百八十元 (共十二講)

教師可獲教育署退還半費。詳參第ix頁。(祇適用於課程編號90)

1664.

主 講 人：盧壹麟先生 B.A.(Hons.)(Goldsmiths, M.F.A.
(Hunter)
地 點：市區中心26室 (信德中心西翼九樓)
時 間：一九九七年十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：八百八十元 (共十二講)

91. 彩色素描 (Colour Pencil Drawing)

本課程為「基本素描」之延續，適合具備素描基礎人士修讀。

內容包括：(一)木顏色筆基本技法；(二)單一顏色的寫法；(三)冷暖色的用法；(四)明暗調子寫法；(五)如何強調線的用法；(六)構圖與透視；(七)靜物畫法。課程包括一項戶外寫生活動，於星期六、日或公眾假期舉行。
(限收十八人)

主 講 人：畢子融先生 M.Sc.(Bank St.)
地 點：市區中心26室 (信德中心西翼九樓)
時 間：一九九七年十一月二十四日起每星期一一下午八時至十時 (一九九七年十二月二十二日及二十九日無須上課)
全期學費：七百三十元 (共八講)

教師可獲教育署退還半費。詳參第ix頁。

155. 素描及繪畫工作坊 (Drawing & Painting Workshop)

這是一個素描、速寫及繪畫的綜合訓練，著重技巧、觀察力、思考力、表達力及欣賞力的培訓，以工作坊形式進行。繪畫理論部分在課室內舉行，包括欣賞和討論名家作品。實習部分在戶外進行，三位導師會分別指導學員以水彩、塑膠彩及水溶木顏色筆等媒介描繪靜物及景物。
(限收二十人)

主 講 人：徐子雄先生 (香港視藝評論協會主席)
王季麟先生 B.A.(Waterloo), B.F.A.(Manitoba),
M.A.(North Dakota)

張若瑟先生

地 點：市區中心26室 (信德中心西翼九樓)
時 間：一九九七年九月十四日起每星期日日上午十時至中午十二時

全期學費：一千三百五十元 (共十五講)

92. Basic Drawing

This course is designed for people who have some experience and 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. (Model fee included) *Enrolment is limited to 18*

Tutor : Lo Yat Lun, B.A.(Hons.)(Goldsmiths'),
M.F.A.(Hunter)

Venue : Room 26, 9/F, SPACE Town Centre
Date : Mondays, 5.50-7.50 p.m., commencing September 8, 1997

12 meetings

Fee : \$950

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

93. 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. (Model fee included)

(Please note: No class will be held on December 22 and 29, 1997; Two outdoor drawing sessions will take place on weekends.) *Enrolment is limited to 15*

Tutor : Lo Yat Lun, B.A.(Hons.)(Goldsmiths'),
M.F.A.(Hunter)

Venue : Room 26, 9/F, SPACE Town Centre
Date : Mondays, 5.50-7.50 p.m., commencing November 24, 1997

10 meetings Fee : \$970

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

94. 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 various gesture and contour drawings, leading to detailed and finished work. A variety of media, including pencil, conte crayon, charcoal and pastel will be used. Reference to artists' works will be made. (Model fee included)

Enrolment is limited to 18

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

Venue : Room 26, 9/F, SPACE Town Centre
Date : Wednesdays, 8.00-10.00 p.m., commencing September 3, 1997

12 meetings Fee : \$1,350

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

95. 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 personal expression through drawing of the human figure. 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. (Model fee included)

(Please note that no class will be held on December 24 and 31, 1997 and January 28, 1998.) *Enrolment is limited to 15*

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

Venue : Room 26, 9/F, SPACE Town Centre
Date : Wednesdays, 8.00-10.00 p.m., commencing December 10, 1997

10 meetings Fee : \$1,400

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

96. 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. (Model fee included)

(Please note that no class will be held on September 16, 1997.) *Enrolment is limited to 18*

Tutor : Lo Yat Lun, B.A.(Hons.)(Goldsmiths'),
M.F.A.(Hunter)

Venue : Room 26, 9/F, SPACE Town Centre
Date : Tuesdays, 7.00-9.00 p.m., commencing September 9, 1997

12 meetings Fee : \$920

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

97. 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

At all times the tutor will help students to develop their own portfolio. (Model fee included)

(Please note: No class will be held on December 30, 1997; Two outdoor painting sessions will take place on weekends.) *Enrolment is limited to 15*

Tutor : Lo Yat Lun, B.A.(Hons.)(Goldsmiths'),
M.F.A.(Hunter)

Venue : Room 26, 9/F, SPACE Town Centre
Date : Tuesdays, 7.00-10.00 p.m., commencing December 2, 1997

10 meetings Fee : \$1,500

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

99. 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. There will be an outdoor painting session (usually on a Saturday afternoon) toward the end of the course. Students should note that previous drawing experience is a distinct advantage. Weekly home assignments will be given. (Model fee included)

Enrolment is limited to 20

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

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

Date : Wednesdays, 5.50-7.50 p.m., commencing
September 3, 1997

12 meetings

Fee : \$920

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



'Buckets of Colour' – Watercolour Painting by Mr. Peter Mak

100. 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. Emphasis will be on the pursuit and completion of students' own series of paintings and in-class critiques will be conducted on a regular basis. (Model fee included)

(Please note that no class will be held on December 24 and 31, 1997 and January 28, 1998.) *Enrolment is limited to 20*

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

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

Date : Wednesdays, 5.50-7.50 p.m., commencing
December 3, 1997

10 meetings

Fee : \$960

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

156. Watercolour Painting for Beginners

This course covers the basic materials and techniques in watercolour painting. Discussions of form, composition, perspective and colour will help students explore this expressive medium. Students will work from still life and landscapes. Methods of framing and presentation of the completed work will also be discussed.

Enrolment is limited to 20

Tutor : Stephen Thomas, Dip. Member of S.I.A.D.

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

Date : Sundays, 10.00 a.m.-12.00 noon, commencing
September 21, 1997

12 meetings

Fee : \$880

104. 版畫工作坊 (一) (Print-making Workshop I)

本課程介紹各類版畫的製作及印刷程序，包括凸版（油印和水印木刻、膠版和紙版）、凹版（銅版、鋅版）和石版。導師將透過幻燈片介紹名家作品及指導學員運用版畫機及其他器材印刷出自己喜愛的賀卡、藏書票、海報和插圖等。

學員須於第一講另繳材料費200元（材料包括油墨、版材及其他化學用品）。版畫紙則由學員自購或由導師代購。

(限收十五人)

主 講 人：吳清華女士 B.A.(Guangzhou Academy of Fine Art)

地點：香港中環擺花街52-60號新豐樓一樓D座清華石版畫坊
時間：一九九七年九月二十四日起每星期三及四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，六星期完成）

105. 版畫工作坊（二） (Print-making Workshop II)

本課程為「版畫工作坊（一）」之延續。導師會指導學員改善製作技巧，學員可選擇專注於一或兩種版畫製作。

學員須於第一講另繳材料費200元（材料包括油墨、版材及其他化學用品）。版畫紙則由學員自購或由導師代購。
(限收十五人)

主 講 人：吳清華女士 B.A.(Guangzhou Academy of Fine Art)
地 點：香港中環擺花街52-60號新豐樓一樓D座清華石版畫坊
時 間：一九九七年十一月十二日起每星期三及四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，六星期完成）

157. 基礎陶藝工作坊 (Basic Ceramics Workshop)

本課程專為初學陶藝者而設，內容包括基本陶藝知識、菊花紋搓泥法、手捏法、泥條盤築法、築泥板法、手塑法及壓模法。學員可利用以上各種成形法製作一些實用或裝飾性作品，作品最後會用素燒或釉燒法完成。
(限收十五人)

主 講 人：盧珮珊女士 Cert.(Sir Robert Black)
地 點：賽馬會體藝中學二樓陶泥室（沙田火炭樂景街5-7號，火炭火車站旁）
時 間：一九九七年十月九日起每星期四下午七時至九時
全期學費：九百元（包括燒窯費）（共八講）
學員須於第一講另繳材料費約400元（材料包括陶泥、釉藥及石膏粉）

Fine Art (Oriental) 中國藝術

106. 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；（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，於星期六、日或公眾假日舉行。
(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：一九九七年十一月十七日起每星期一下午五時五十分至七時五十分（一九九七年十二月二十二日無須上課）
全期學費：九百八十元（共十二講）

教師可獲教育署退還半費。詳參第ix頁。

108. 山水畫研習班 (Intermediate Chinese Landscape Painting)

本課程為「基本山水畫」之延續，讓具備山水畫基礎人士以較自由的學習模式，對山水畫作更深廣的研習。導師會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。課程包括兩次戶外寫生活動，於星期六、日或公眾假期舉行。
(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）
時 間：一九九七年十二月九日起每星期二下午五時五十分至七時五十分
全期學費：九百八十元（共十二講）

教師可獲教育署退還半費。詳參第ix頁。

158. 寫意花鳥畫初階 (A Basic Course in Chinese Painting of Birds and Flowers)

花鳥畫是國畫中重要之獨立畫科，而寫意花鳥畫是其諸多技法中的一種。本課程為初學者而設，講授寫意花鳥畫的特點、筆法、墨法、色彩、章法、形象塑造等基本常識。通過觀摩堂上示範、練習和個別輔導，學員自能對寫意花鳥畫有所認識，並能掌握線條、墨和色彩的變化和應用，習畫簡單構圖的作品。
(限收二十人)

主 講 人：鍾育淳先生（浙江美術學院）
地 點：市區中心25室（信德中心西翼九樓）
時 間：一九九七年九月二十一日起每星期日下午二時三十分至四時三十分
全期學費：八百八十元（共十二講）

110. 速寫澹彩 (The Use of Watercolour on Sketches)

本課程著重寫生及水彩著色方法，四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，並將安排一或兩次遠足離島作整日遊及寫生（參加本港遠足團之節目），費用由學員自付。寫生後學員可於下一課堂中在繪速寫上添上水彩。
(限收二十人)

主 講 人：徐子雄先生（香港視藝評論協會主席）
地 點：市區中心26室（信德中心西翼九樓）
時 間：一九九七年九月二十一日起每星期日下午二時三十分至四時三十分
全期學費：八百八十元（共十二講）

教師可獲教育署退還半費。詳參第ix頁。

111. 硬筆中文書法 (Chinese Penmanship Workshop)

書寫工具種類繁多，其中以墨水筆和原子筆最為普遍使用。本課程以這兩種筆為主要書寫工具，討論楷書和行草書的書寫理法，並簡略介紹其他硬筆種類，和示範它們在各類紙張上所產生的效果。
(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：一九九七年九月八日起每星期一下午五時五十分至七時五十分
全期學費：七百三十元（共十講）

教師可獲教育署退還半費。詳參第ix頁。

112. 書道研習 (Chinese Calligraphy Workshop)

本課程以篆、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25室（信德中心西翼九樓）
時 間：一九九七年九月九日起每星期二下午五時五十分至七時五十分（一九九七年九月十六日無須上課）
全期學費：八百八十元（共十二講）

教師可獲教育署退還半費。詳參第ix頁。



翟仕堯導師草書作品「聽雨」

113. 中國書法系列：楷行草書（一） (Chinese Calligraphy Series: Standard, Running & Cursive Script I)

楷書和行書乃關係密切的兩種書體，亦為草書之基礎。本課程集中討論楷行書，由執筆、運筆、線條及構字開始，加上示範和講解臨帖要旨，幫助學員掌握楷行書之基本書寫原則。此外，導師亦會簡略講述整體書法之行氣與章法的處理要領，為進而學習行草書打下基礎。
(限收二十四人)

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：一九九七年九月五日起每星期五下午五時五十分至七時五十分
全期學費：七百三十元（共十講）

教師可獲教育署退還半費。詳參第ix頁。

114. 中國書法系列：楷行草書（二） (Chinese Calligraphy Series: Standard, Running & Cursive Script II)

中國傳統書法中，行草書為最生動及受人喜愛之書體。本課程在楷行書基礎上教授草書的基本運筆原理及構字要則，輔導學員掌握行筆之節奏及線條。在課程的後半部，導師會詳解和示範行氣、章法及款識，讓學員逐步建立整體概念，並嘗試創作。

本課程適合已修畢《中國書法系列：楷行草書（一）》之學員及對行草書有興趣者。
(限收二十四人)

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：一九九七年十一月二十一日起每星期五下午五時五十分至七時五十分
全期學費：七百三十元（共十講）

教師可獲教育署退還半費。詳參第ix頁。

115. 中國書法系列：篆隸書（一） (Chinese Calligraphy Series: Seal Script & Clerical Style I)

篆書和隸書是兩種淵源相接的古代書體，秦代小篆優美，而漢代隸書典雅。導師會講解這兩種書體的字形結構和臨帖之要旨，並示範基本運筆和糾正初學者常犯的錯誤。在課程後期，導師會介紹整體章法之概念，讓學員嘗試創作。
(限收二十四人)

主 講 人：葉民任先生
地 點：香港大學專業進修學院北角教學中心7室
時 間：一九九七年九月十日起每星期三下午五時五十分至七時五十分
全期學費：七百三十元（共十講）

教師可獲教育署退還半費。詳參第ix頁。

116. 中國書法系列：篆隸書（二） (Chinese Calligraphy Series: Seal Script & Clerical Style II)

雄渾古樸之大篆，比秀美之小篆多變和生動，而率意輕鬆之簡書亦比端莊之漢隸靈活可愛。本課程將以古代大篆與清代的書法作比較研習，指導學員掌握大篆之書寫要領，並靈活地應用，經臨摹進而嘗試創作。此外，亦以漢碑為基礎，討論木簡書法，輔導學員正確了解二者之關係；加上對章法、款識和鈐印的認識，學員漸會掌握創作一件完整作品的方法。

本課程適合修畢《中國書法系列：篆隸書（一）》之學員及對篆隸書有興趣者。
(限收二十四人)

主 講 人：葉民任先生
地 點：香港大學專業進修學院北角教學中心7室
時 間：一九九七年十二月三日起每星期三下午五時五十分至七時五十分（一九九七年十二月二十四日及三十一日無須上課）
全期學費：七百三十元（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

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

設計就是有效地把意念形象化。解決設計難題的第一步，就是去訂定設計目標和發掘「意念」，然後經過搜集和分析資料，就可以將意念應用在設計工作上。這課程將集中討論這個設計過程(concept development)，然後透過習作（如商標、刊物和包裝設計）去學習平面設計原理。
(限收二十四人)

主 講 人：周婉美女士 B.F.A., M.F.A.(San Francisco)
地 點：市區中心26室（信德中心西翼九樓）
時 間：一九九七年十月九日起每星期四下午八時至十時
全期學費：九百七十元（共十二講）

131. 廣告創作意念 (Creative Advertising Techniques)

何謂「廣告創意」？如何不用苦候靈感到來也能創作精彩的廣告？原來有創意的廣告裏的主題、內容、影像以及語言，全都是有規律可尋的。導師將從多個角度探討廣告的基本元素和構思過程，再透過廣告樣本分析和課堂練習，幫助學員掌握印刷廣告(Print Advertisements)和電視廣告(TV Commercials)的創作技巧。（本課程純粹討論創作意念，期望學習廣告市場策略或實際製作的人士不適合報讀。）
(限收二十四人)

主 講 人：鄧彥龍先生 B.A.(H.K.Poly.)
地 點：市區中心28室（信德中心西翼九樓）
時 間：一九九七年九月十九日起每星期五下午八時至十時
全期學費：七百八十元（共八講）

134. 中國近代建築面面觀 (A Survey of Modern Architecture in China)

中國建築歷史上的一個重要轉折點，是十九世紀中葉以後西洋建築的傳入，它改變了中國建築發展的軌道，為上海、天津等大都市塑造了新的面貌。

導師將通過實例，分析中國近代建築的發展過程和其美學意義，使學員了解中國近代建築藝術和城市建設史，並有助學員理解當今建築文化的發展。課程包括一次周日上午的戶外活動，參觀市區建築物。
(限收二十人)

主 講 人：方元博士 B.Arch, M.Arch.(Tianjin), Ph.D.
(Edinburgh), A.S.C., C.S.S.T., R.I.A.S.
地 點：香港大學專業進修學院北角教學中心7室
時 間：一九九七年九月二十日起每星期六下午四時四十五分至六時十五分
全期學費：七百三十元（共十講）
講授語言：普通話輔以英語

135. 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「共同語言」。本課程為學員介紹建築及透視繪圖的基本知識，務使學員具有足夠能力繪畫簡單和有效的圖則。課程以實習為主，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：何銘斌先生 B.A.Int.Des.(Hons.)(H.K.Poly.U.),
Diploma Member of the C.S.D.
地 點：市區中心25室（信德中心西翼九樓）
時 間：一九九七年九月五日起每星期五下午八時至十時
全期學費：九百七十元（共十二講）

136. 室內設計初階 (Introduction to Interior Design)

近年來城市規劃及居住環境日益受到重視，大眾的生活水平日漸提高，室內設計亦隨之顯得更為重要。本課程為學員介紹現代室內設計的基礎理論和實際應用。內容包括：現代室內設計的定義、室內基本測量法、空間之剖析和人體工學、空間內照明、建材和色彩的運用等。每星期學員須完成課外練習。
(限收三十人)

主 講 人：何銘斌先生 B.A.Int.Des.(Hons.)(H.K.Poly.U.),
Diploma Member of the C.S.D.
地 點：市區中心25室（信德中心西翼九樓）
時 間：一九九七年九月九日起每星期二下午八時至十時
(一九九七年九月十六日無須上課)
全期學費：九百七十元（共十二講）

160. 室內設計繪圖及表達技巧 (Visualization and Presentation Skills for Interior Designers)

繪圖技巧乃室內設計師必須具備的條件之一。能把構思精確地圖像化，不但有助與顧客和其他設計工作人員溝通，亦有助自己檢視及進一步發展設計構思。導師將會介紹：(一) 意念構思的基本步驟和常遇到的障礙；(二) 繪畫表達技巧(graphic presentation technique)；及(三) 語言表達技巧(oral presentation technique)。務求學員在完成課程後能掌握一套有效的構思方法及表達技巧。
(限收二十四人)

主 講 人：徐敏聰先生 B.A.(H.K.Poly.), M.C.S.D.
地 點：市區中心25室(信德中心西翼九樓)
時 間：一九九七年十二月九日起每星期二下午八時至十時
全期學費：七百元(共八講)

161. 室內設計實務 (Interior Design in Practice)

一項室內設計計劃，由構思至完成，其間設計師需要採用一套有效的管理計劃，以求工程可在最短的時間內順利完成，並且達到令人滿意的效果。

本課程會討論室內設計的基本工序管理問題，包括：(一) 擬定合約內容；(二) 計劃設計程序；(三) 小組工作和溝通；(四) 時間管理和檔案整理等。俾學員認識如何有效率地統籌工作和與業內人士合作。
(限收二十四人)

主 講 人：徐敏聰先生 B.A.(H.K.Poly.), M.C.S.D.
地 點：市區中心26室(信德中心西翼九樓)
時 間：一九九七年九月四日起每星期四下午八時至十時
全期學費：三百五十元(共四講)

138. 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：黃猶鴻先生 B.A.(H.K.Poly.), Diploma Member of the C.S.D.
地 點：香港大學專業進修學院北角教學中心7室
時 間：一九九七年十一月二十二日起每星期六下午二時三十分至四時三十分
全期學費：八百二十元(共十講)

Computer Graphics 電腦美術設計

電腦美術設計初階 (Basic 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。課程範圍包括：(一) 介紹電腦機種及磁碟用法；(二) 平面設計原理；(三) 介紹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、版面構圖基礎；(四) 通過圖案設計、書版設計、名片卡或賀卡設計等習作而認識電腦繪圖技巧；(五) 介紹兩大通用軟件FreeHand及PageMaker。學員可同時學習IBM-compatible及Macintosh兩大電腦系統之運作及相關之軟件。
(每班限收十二人，一人一機操作)

主 講 人：畢子融先生 M.Sc.(Bank St.) (課程統籌)
客席導師
及電腦技術員

地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心(由船街入)

全期學費：二千三百元(共十二講)
(學員須於第一講額外繳交按金500元及材料費約200元，按金將於最後一講退還。)

118. 一九九七年九月二十六日起每星期五下午四時三十分至六時三十分

119. 一九九七年九月二十三日起每星期二及四下午六時三十分至八時三十分

120. 一九九七年九月二十三日起每星期二及四下午八時三十分至十時三十分

121. 一九九七年十一月十一日起每星期二及四下午六時三十分至八時三十分

122. 一九九七年十一月十一日起每星期二及四下午八時三十分至十時三十分

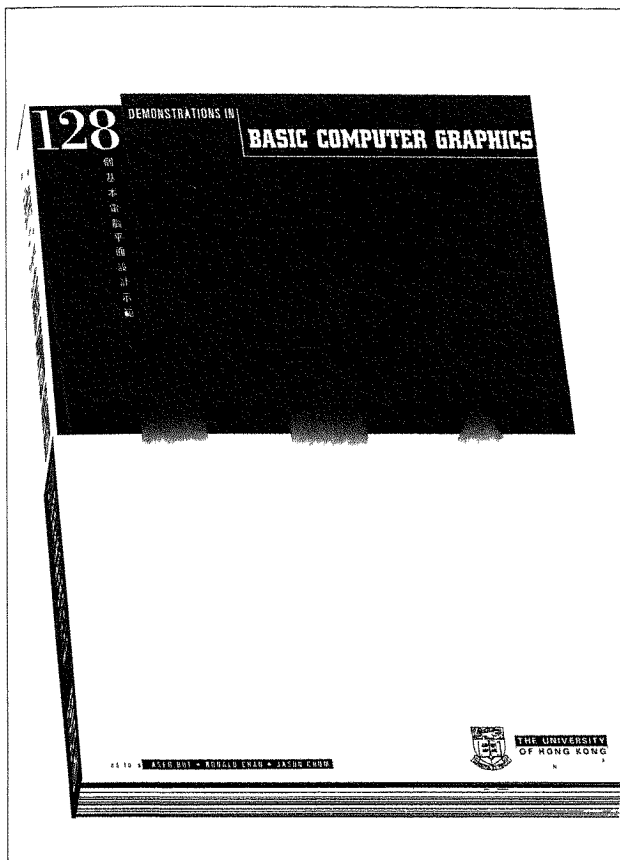
123. 一九九七年十二月二十三日起每星期二及四下午六時三十分至八時三十分

124. 一九九七年十二月二十三日起每星期二及四下午八時三十分至十時三十分

162. Basic Computer Graphics

This basic course will introduce students to the latest techniques of desktop computer graphics. By means of lectures, demonstrations and supervised practice, students will:

- be introduced to the basic operations of IBM-compatibles, Macintosh systems and DTP programs such as FreeHand and PageMaker;
- be given the opportunity to apply what they learn in simple design tasks.



《128個基本電腦平面設計示範》 128 Demonstrations in Basic Computer Graphics

- Compiled by pioneers of computer graphics education in Hong Kong.
- Step-by-step illustrations of the processes involved in computer-generated designs.
- A useful collection of visual materials for designers, design teachers, and students.
- HK\$60 each. Available at:

SPACE Town Centre

9/F, West Tower, Shun Tak Centre,
200 Connaught Road Central, Hong Kong
(Tel: 2547 2225)

SPACE North Point Study Centre

14/F, Fortress Tower, 250 King's Road, North Point,
Hong Kong (Fortress Hill MTR Station)
(Tel: 2570 9266)

Designerslink Computer Centre

Shop E, G/F, Yan King Court,
119 Queen's Road East, Wanchai, H.K.
(Tel: 2866 7502)

HK\$60

In addition to the course fee, students are required to pay:

- a refundable deposit of \$500 for the use of the equipment;
- a fee of \$200 for materials.

The refundable deposit will be returned to students at the final session. *Enrolment is limited to 12*

Tutor : Aser But, M.Sc.(Bank St.)

Venue : Designerslink Computer Centre, Shop E, G/F, Yan King Court, 119 Queen's Road East, Wanchai, Hong Kong

Date : Fridays, 8.30-10.30 p.m., commencing September 12, 1997

12 meetings

Fee : \$2,600

125. 電腦美術設計中階 (電腦影像) (Intermediate Computer Graphics: Digital Imaging)

本課程適合有電腦美術設計基礎人士修讀。導師以示範形式講授電子圖片修描軟件Photoshop的基礎用法，幫助學員提高創作水平。學員可同時學習IBM-compatible及Macintosh兩大電腦系統之運作及相關之軟件。

課程範圍包括：(一) 圈選(selection & channel operation)；(二) 工具箱使用(tool box)；(三) 色彩應用(bitmap & duotone)；(四) 退地效果(path & clipping path)；(五) 影像修改(image correction)；(六) 濾鏡處理(filters)；(七) 層面處理(layer and layer mask)；(八) 配合其他軟件使用。
(限收十二人，一人一機操作)

主 講 人：余秀芳小姐 H.C.(H.K.Poly.)
及客席導師

地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心(由船街入)

時 間：一九九七年十二月二十三日起每星期二、四下午八時三十分至十時三十分

全期學費：一千六百元 (共八講)

(學員須於第一講額外繳交按金500元及材料費約240元，按金將於最後一講退還。)

127. 電腦立體影像設計 (Three-dimensional Computer Graphics)

本課程適合平面設計師及對立體圖像設計有興趣的人士修讀，學員對Photoshop軟件有認識更佳。導師以示範形式講授3D Studio和Infini-D兩種軟件的基礎用法及指導學員繪製立體圖型。學員可同時了解IBM-compatible及Macintosh兩大電腦系統之運作及相關之軟件。

課程範圍包括：(一) 探討圖片修描效果；(二) 繪製立體模型；(三) 改變堅硬模型的形態；(四) 設計柔軟的立體模型；(五) 如何運用光源及投影，使畫面達至更真實效果。
(限收十二人，一人一機操作)

主 講 人：趙國良先生
及客席導師
地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心(由船街入)
時 間：一九九七年十一月十一日起每星期二、四下午六時三十分至八時三十分
全期學費：一千六百元 (共八講)
(學員須於第一講額外繳交按金500元及材料費約240元，按金將於最後一講退還。)

129. 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。本課程採用Director及相關之繪圖軟件，講授製作電腦動畫的基礎技巧。內容包括：(一) 編寫劇本；(二) 電腦圖文及相片的創作；(三) 電腦旁白及配樂；(四) 畫面換場配合技巧；(五) 自創動畫短片。學員須具備基本電腦操作知識。
(限收十二人，一人一機操作)

主 講 人：冼煒強先生 H.C.(H.K.Poly.)
地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心(由船街入)
時 間：一九九七年十月三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)
(學員須於第一講額外繳交按金500元，按金將於最後一講退還。)

163. 電腦排版設計 (Computer Page Layout Design)

由於個人電腦及設計軟件的普及，排版製作亦漸趨簡易。本課程為書刊設計師、刊物出版編輯及印刷技術人員而設，導師會透過示範講解電腦排版整個工序及優秀的設計。

課程範圍包括：(一) 電腦操作基本技術；(二) 介紹電腦主要排版軟件PageMaker，學員可同時學習IBM-compatible及Macintosh兩大電腦系統之運作；(三) 版頭設計；(四) 排版與色彩設計；(五) 字款選用與版面設計之關係；(六) 圖片的選用；(七) 基本印刷常識；(八) 設計作品欣賞；(九) 刊物設計實習。
(限收十二人，一人一機操作)

主 講 人：畢子融先生 M.Sc.(Bank St.) (課程統籌)
潘嘉良先生 B.A.(Hons.)(East London)
及客席導師
地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心(由船街入)
時 間：一九九七年十月十七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 (共十講)
(學員須於第一講額外繳交按金500元及材料費約200元，按金將於最後一講退還。)

164. 多媒體電腦設計基礎 (Basic Multi-media Graphics)

本課程適合有關電腦平面設計基礎人士修讀。導師會介紹電子視聽創作原理及基本製作技術。學員可認識到攝影、錄影、音響、繪圖及動畫在個人電腦上作數碼處理及應用方法。

課程範圍包括：(一) 攝影作品動態處理；(二) 錄像數碼檔案；(三) 數碼錄音；(四) 繪圖技巧；(五) 視象與音響合成處理；(六) 多媒體專題設計習作。

本課程以示範形式講授，學員會分組進行設計活動。有關之軟件為Premiere及Director。
(限收十二人，一人一機操作)

主 講 人：潘嘉良先生 B.A.(Hons.)(East London)
冼煒強先生 H.C.(H.K.Poly.)
地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心(由船街入)
時 間：一九九七年十月十七日起每星期五下午八時三十分至十時三十分
全期學費：二千四百元 (共十二講)
(學員須於第一講額外繳交按金500元，按金將於最後一講退還。)

165. 互動設計基礎 (Basic Interactive Design)

商業平面設計(graphic design)隨著電腦科技普及,已由靜態的視覺設計演變為動態的畫面或畫面互動之間組合設計。本課程針對互動設計而編寫,介紹畫面互動基本概念及有關之電腦技術。在課程內學員可利用個人電腦製作出互動設計畫面之電子出版物或電子書籍。學員對電腦平面設計及Photoshop軟件有認識為佳。

課程範圍包括:(一)介面互動設計概念;(二)設計畫面之準則;(三)製作及編寫流程;(四)電子檔案之視覺效果;(五)結合檔案技巧;(六)語言及時間控制;(七)專題設計習作。

本課程以示範形式講授,學員會分組進行設計活動。有關之軟件為Authorware及Director。(限收十二人,一人一機操作)

主 講 人: 趙國良先生
及客席導師

地 點: 香港灣仔皇后大道東119號欣景閣地下B店設計連電腦中心(由船街入)

時 間: 一九九七年十二月十五日起每星期一下午六時三十分至八時三十分

全期學費: 二千元 (共十講)

(學員須於第一講額外繳交按金500元,按金將於最後一講退還。)

Photography 攝影

140. 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(於星期六、日或公眾假期舉行)。學員須自備器材及菲林。(限收二十四人)

主 講 人: 陳樹人先生 ARPS, APSHK, APSC, AFIAP,
Hon.FPJPC

地 點: 市區中心26室(信德中心西翼九樓)

時 間: 一九九七年九月五日起每星期五下午五時五十分至七時五十分

全期學費: 八百二十元(包括模特兒費)(共十講)

教師可獲教育署退還半費。詳參第ix頁。

141. 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並完成指定習作。(限收二十四人)

主 講 人: 陳樹人先生 ARPS, APSHK, APSC, AFIAP,
Hon.FPJPC

地 點: 市區中心25室(信德中心西翼九樓)

時 間: 一九九七年十二月五日起每星期五下午八時至十時

全期學費: 八百五十元(包括模特兒費)(共十講)

教師可獲教育署退還半費。詳參第ix頁。

142. 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和菲林。學期中會有兩次戶外攝影活動,在星期六、日或公眾假期舉行。(本課程的講義及部分詞彙均採用英語。)(限收十五人)

主 講 人: 周偉明先生 B.A. in Professional Photography
(Brooks)

地 點: 市區中心25室(信德中心西翼九樓)

時 間: 一九九七年九月八日起每星期一下午八時至十時

全期學費: 九百五十元(包括模特兒費)(共十講)

166. 黑房技巧與另類攝影工作坊 (Darkroom Techniques and Alternative Photography Workshop)

處身於彩色繽紛的世界裏,黑白攝影卻自有其魅力。本課程專研各種黑房技巧,帶領學員由淺入深,嘗試自行沖洗菲林,裁放照片,並接觸各類有趣的黑白沖晒技術。此外,課程更探索多種另類的攝影取向,學員可接觸彩色寶麗來菲林移印技術,高反差色盲片製作,懷舊過棕效果,創意手上色技巧,手造幻燈片及藍印技巧等,務求帶領學員衝破常規,從藝術角度去體驗攝影的無限創意。(學員可每人使用一部黑房放大機)(限收十四人)

主 講 人: 鄭美貞女士 B.Ed.(Wolverhampton)

地 點: 賽馬會體藝中學二樓攝影室(沙田火炭樂景街5-7號,火炭火車站旁)

時 間: 一九九七年十月九日起每星期四下午七時至九時
全期學費: 一千四百元(共十講)

學員須於第一講另繳材料費約200元(材料包括寶麗來菲林,色盲片,手上色及過棕顏料與其他化學藥水)。相紙則由學員自購或由導師代購。

教師可獲教育署退還半費。詳參第ix頁。

Art Appreciation 藝術欣賞

167. 水墨畫評論及鑑賞 (Critical Studies and Appraisal of Chinese Painting)

香港是一個融合中西文化、包容古今藝術的文化熔爐，然而香港長期欠缺完善的美術教育政策，令本地的藝術觀眾成長緩慢。

水墨畫是中國藝術中一個重要的科目，為了培育學員對水墨畫的欣賞和批評能力，本課程會嘗試討論繪畫美學理論、藝術定義、文化與環境心理、創作原則、繪畫元素及鑑賞方法與目的等，繼而研討當代水墨畫的發展、潮流的出現、繪畫的歷史定位及個人風格等問題。

導師將以原作或幻燈片讓學員評賞名作和了解表現技巧及理法，同時亦會介紹參考資料。課程適合藝術工作者及設計學生修讀。
(限收二十四人)

主 講 人：徐子雄先生（香港視藝評論協會主席）
魏天斐先生（香港書畫鑑賞學會會長）
地 點：市區中心26室（信德中心西翼九樓）
時 間：一九九八年一月八日起每星期四下午六時二十分至七時五十分
全期學費：五百五十元（共六講）

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

本課程分兩部分：（一）探討近代中國畫的源流和發展，由一八四零年開始直至現代；（二）分析書畫市場的動向及討論書畫真偽的辨證法。

學員將有機會欣賞大量珍貴幻燈片，增強對中國近代書畫的認識，繼而學習以圖表排列比較的方式進行鑑辨及分析。屆時亦會邀請收藏界知名人士與學員進行研討，以增強認識。
(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：香港大學專業進修學院北角教學中心7室
時 間：一九九七年九月十三日起每星期六下午二時三十分至四時三十分
全期學費：九百七十元（共十講）

145. 西洋美術史導論（一）：文藝復興至印象主義 (Introduction to the History of Western Art I: The Renaissance to Impressionism)

文藝復興時代西方藝術急劇轉變，並出現無數優秀藝術家，如達文西，米開蘭基羅及拉非爾等。不少西方藝術的傳統及觀念，亦始源於此。隨後的藝術流派如風格主義，巴羅克藝術，浪漫主義，新古典主義，寫實主義以至印象主義，雖然在思想及風格上各有不同，但仍然繼承不少文藝復興所建立的傳統。現代藝術也從這個重要傳統中產生出來。本課程將介紹由文藝復興至十九世紀末印象主義的藝術發展。
(限收三十人)

主 講 人：李筱怡女士 B.A.(H.K.), M.Litt.(Oxon.)
地 點：香港大學專業進修學院北角教學中心7室
時 間：一九九七年九月二十四日起每星期三下午八時至十時
全期學費：八百八十元（共十二講）

教師可獲教育署退還半費。詳參第ix頁。

146. Introduction to the History of Western Art I: The Renaissance to Realism

The Renaissance is universally regarded as one of the fundamental periods in the history of Western art. Subsequent periods such as Mannerism, Baroque, Neo-Classicism, Romanticism and Realism are either developments from art principles of the Renaissance or are reactions against the rules and bounds developed during this important period. In this course, we will examine the major works of art of each movement as well as important historical events which influenced the evolution of Western art. Through an in-depth study we will learn to appreciate the development of Western art and its underlying theories following it up to Realism - the beginning of modern art.
Enrolment is limited to 30

Tutor : Ms. Anna Havemann, B.A.(Hunter), M.A.(N.Y.)
Venue : Room 26, 9/F, SPACE Town Centre
Date : Thursdays, 5.50-7.50 p.m., commencing September 18, 1997

12 meetings Fee : \$880

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

147. Women Artists from the Baroque to the Twentieth Century

Great women artists have existed during all periods of Western art. However, their stories have not often been told. In this course, we will examine paintings and sculpture of female artists working during the last four centuries. Through an in-depth study we will see that they have played a more active and influential role in the history of art than is usually recognised. We will also question the values of traditional art history and thereby try to explain why female artists have been overlooked for centuries. Our discussions will be guided by the reading of important feminist art historians.

Enrolment is limited to 30

Tutor : Ms. Anna Havemann, B.A.(Hunter), M.A.(N.Y.)

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

Date : Fridays, 5.50-7.50 p.m., commencing November 14, 1997

8 meetings

Fee : \$780

Miscellaneous 其他

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號電業城樓當代美容學校

148. 一九九七年九月四日起每星期四下午六時三十分至八時三十分

149. 一九九七年九月十三日起每星期六下午六時三十分至八時三十分

全期學費：八百八十元 (共十講)

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號電業城樓當代美容學校

150. 一九九七年十一月二十日起每星期四下午六時三十分至八時三十分

151. 一九九七年十一月二十二日起每星期六下午二時三十分至四時三十分

全期學費：八百四十元 (共八講)

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。本課程學習範圍根據世界舞蹈總會認可之銅章課程而編排，教授啫啫、華爾滋、慢四、牛仔、倫巴、的士高等多種舞步。(限收三十人)

主 講 人：林燕坤女士 HKJS主席，HKBDC副主席，UKDDF香港分會會長，IDO國際裁判及考試官，NATD會士，SDTA會士，UTD會士

地 點：市區中心17室(信德中心西翼九樓)

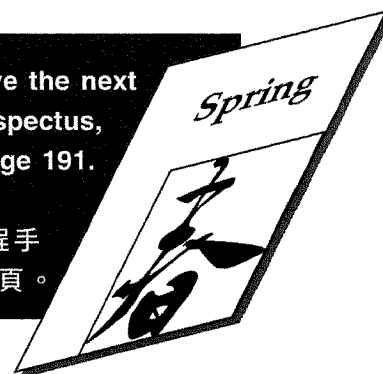
全期學費：八百八十元 (共十講)

152. 一九九七年九月六日起每星期六下午六時十五分至七時四十五分

169. 一九九七年十一月十五日起每星期六下午六時十五分至七時四十五分(一九九七年十二月二十七日無須上課)

In order to receive the next issue of this Prospectus, please turn to page 191.

如欲收到下期課程手冊，請翻閱第191頁。



BIOMEDICAL & HEALTH SCIENCES

Lecturer in charge : Sarah S.C. Hui
Tutors : T.Y. Chan
Jenny L.K. Lam

Telephone: 2975 5728
2975 5729
2975 5722

171. 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 course will start in October 1997 and the next intake will be in April/May 1998. For further details and for special enrolment forms, please contact Mr. Tommy Tsang, School of Professional and Continuing Education, University of Hong Kong. (Tel. 2975 5683).

185. 脊骨療法之腰背保健課程 (Course in Back Pain Prevention through Chiropractic Way)

本課程的目的是使學員對腰背保健有更深刻的認識。從課程中學員能掌握人體的基本知識，包括人體十大系統和腰背的結構。認識腰背痛之成因，婦女及兒童與腰背痛之關係。明瞭腰背痛的疾病，例如坐骨神經痛、骨質疏鬆、骨刺……等等，並初步懂得治療對策、運用維他命及礦物質對腰背痛的幫助。本課程為關心腰背保健人士而設。

課程內容包括：(一) 講述簡單的解剖—人體十大系統特別了解骨骼、肌腱及神經系統；(二) 講述脊骨療法(脊骨神經科)簡介及起源；(三) 腰背病痛的成因；(四) 婦女、兒童與腰痛的關係；(五) 腰背痛的疾病—坐骨神經痛、骨質疏鬆症、骨刺；(六) 懂得治療/自療之對策；(七) 腰背痛與營養的關係；初步了解/運用維他命及礦物質對腰背痛的幫助。

主 講 人：黃施博脊醫 B.S.(High Honors), D.C., C.C.S.P.
地 點：香港大學專業進修學院北角教學中心8室
時 間：一九九七年十月十五日起每星期三下午六時十五分至七時四十五分
全期學費：八百五十元 (共八講)

186. 常見婦科疾病淺釋 (Common Disorders in Gynaecology)

本課程以深入淺出的形式介紹一些婦科常見的疾病，使學員了解其成因、病狀、治療及預防方法。課程內容包括：(一) 婦科檢查及性病；(二) 避孕面面觀；(三) 經期失調；(四) 生產過程；(五) 更年期。本課程適合醫護人員，教師及一般有興趣之女士修讀。

主 講 人：蘇幹平醫生 M.B., B.S.(H.K.), D.C.H.(IRE),
M.R.C.O.G.(U.K.), F.H.K.A.M.(O&G),
F.R.A.C.O.G., F.R.A.C.G.P.(AUST.)
地 點：香港大學專業進修學院市區中心17室(信德中心西翼九樓)

時 間：一九九七年十月十七日起每星期五下午八時至九時三十分
全期學費：四百二十五元 (共五講)

187. 認識醫學新領域 (Update on New Medical Frontiers)

本課程旨在為在職的醫務、衛生、護理人員或對醫學有興趣的人士，介紹近十多年來醫學界的新事物。課程內容包括下列十個專題：(一) 人工輔導生育；(二) 愛滋病；(三) 新生嬰兒學；(四) 器官移植；(五) 骨髓移植；(六) X光診斷的新發展；(七) 性與疾病；(八) 深切治療；(九) 產前胎兒的診斷；(十) 輸血面面觀。

主 講 人：香港註冊醫生及護士
主持導師：李明真醫生 M.B., B.S.(H.K.), D.C.H.(London),
M.R.C.P.(Edin.), F.R.C.P.(Edin.),
F.H.K.A.M.(Paediatrics),
F.H.K.C.(Paed.)

地 點：香港大學專業進修學院市區中心17室(信德中心西翼九樓)
時 間：一九九七年十月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：六百九十元 (共十講)
教授語言：粵語(輔以英語)

188. 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癢，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、過滲性病毒、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、紅外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士修讀。

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),
F.R.C.P.(Edinburgh)
地 點：香港大學專業進修學院市區中心17室(信德中心西翼九樓)
時 間：一九九八年一月二日起每星期五下午八時至九時三十分
全期學費：三百六十元 (共四講)

189. 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 M.B.,B.S.(H.K.), Dip.Ophthalmology
(London, Ireland, Melbourne)

F.H.K.A.M.(Ophthalmology), F.C.Ophth.

地 點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）

時 間：一九九七年十二月十六日起每星期二下午六時十五分至七時四十五分

全期學費：四百二十五元（共五講）

190. 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：香港大學專業進修學院市區中心17室（信德中心西翼九樓）

時 間：一九九七年十一月二十一日起每星期五下午八時至九時三十分

全期學費：四百二十五元（共五講）

191. 常見疾病知多少 (Common Medical Problems)

常見的疾病，如中風、心臟病、血壓高、糖尿病、腎病、肝炎、膽石、腸胃病及癌病等，你對它們的認識有多深？

本課程旨在把一般常見的疾病常識，用深入淺出的方式，輔以先進的教學器材，剖釋疾病的成因，和最新的治療及預防方法。

主 講 人：譚國權醫生 M.B.,B.S.(H.K.), Diplomate,
American Board of Internal Medicine
(Internal Medicine & Nephrology)

地 點：市區中心17室（信德中心西翼9字樓）

時 間：一九九八年二月十三日起每星期五下午八時至九時三十分

全期學費：五百元（共七講）

中醫藥學課程剪影

本院自一九九一年，開始提供中醫藥課程，讓有興趣的同學在工餘進修。第一年所開設的課程是「基礎醫學」的證書課程。經過一番籌備工作後，第二年更開辦了「中醫進修課程」（目前已是第五屆），此後，有關的課程陸續開辦。在一九九六年，本院再開辦了針灸學的進修文憑課程。

在一九九七年九月，本院將開辦為期四年的「中醫全科大專文憑」課程及為期三年的「中藥經營管理學專業文憑」課程（詳情參閱217頁），兩者的課程編排相當具彈性，學生既可以文憑為目標部署進修計劃，亦可先修讀單項科目。

「中醫全科大專文憑」課程是本院與上海中醫藥大學協辦的，雙方已於九七年四月正式簽訂協議，上海中醫藥大學方面擔當課程顧問及考試評審，并提供部分臨床實習的教學基地，用以保證中醫教學質量與國內重點中醫藥大學相近水平。

有關「中藥經營管理學專業文憑」課程剪影與廣東藥學院簽訂協議照片在216頁。



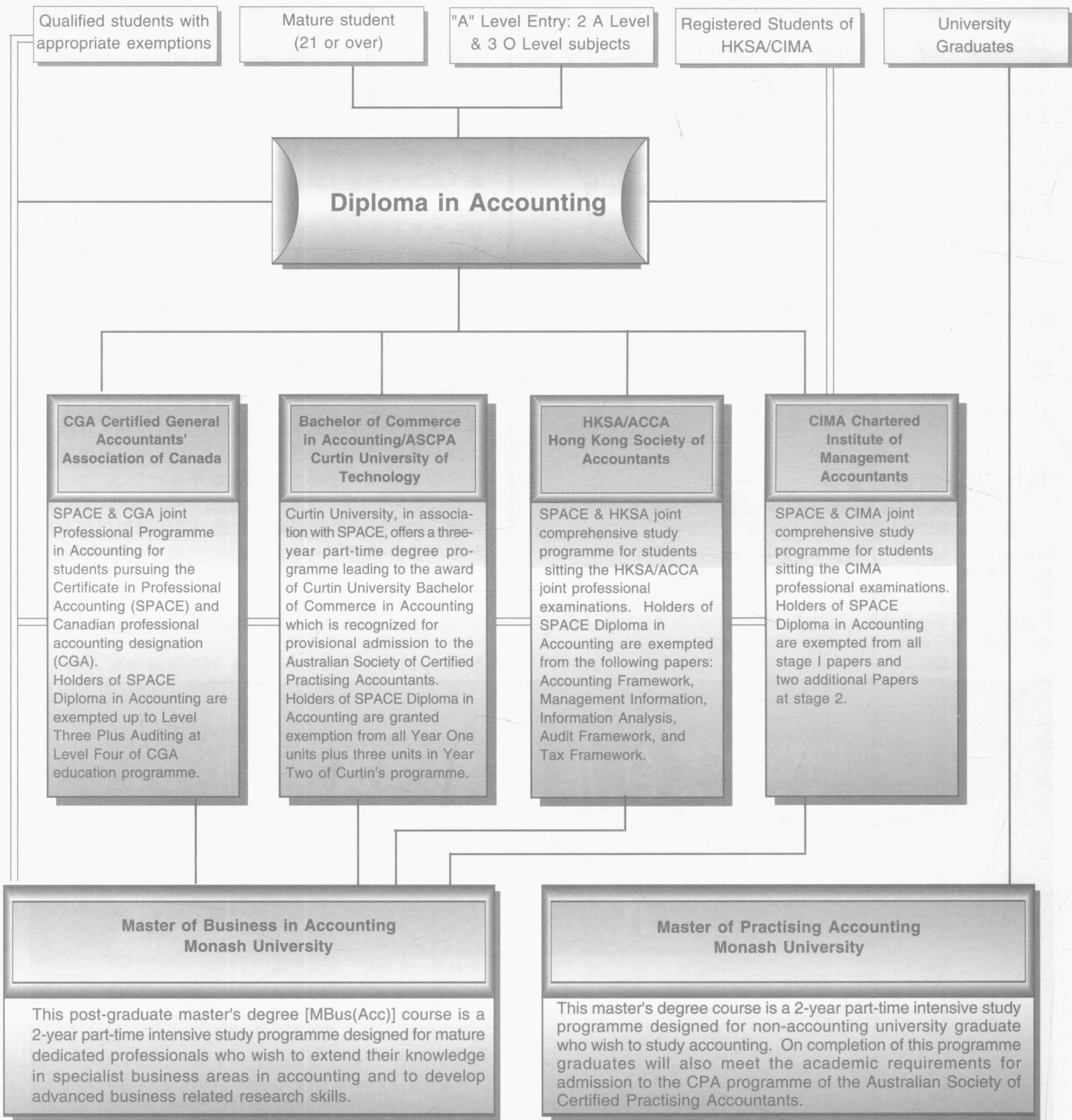
一九九七年四月香港大學與上海中醫藥大學簽訂辦學協議

BUSINESS STUDIES

Lecturers in charge: K.Y. Fong
David H.Y. Lam
S.M. Ma
Tutors: Albert W.K. Hung
Wendy M.Y. Sun
Allen M.W. Wong

Telephone: 2858 4515

EXTERNAL PROGRAMMES IN PROFESSIONAL ACCOUNTING



ACCOUNTING

Monash University Master of Business in Accounting (For Accountants)

Programme Description

This post-graduate master degree course in accounting is a two-year intensive evening/weekend lecture programme of studies. The MBus(Acc) degree will provide an opportunity for qualified students to extend their knowledge and skills in specialist business areas in business and accounting, it will also aid their understanding of contemporary issues and problems with confront accountants and financial specialists. In addition, the programme has two streams either to equip graduates with advanced business related research skills, or obtain CPA professional status.

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 such as HKSA, CIMA, ACCA and CGA

Programme of Studies

Students are required to complete successfully the following 16 units

Year 1

(Research Stream)	(CPA Stream)
ACC4040 Advanced Investment	ACC5001 CPA Core I
ACC4050 Research Projects (2 Units)	AAF5002 CPA Core II
ACC4060 Research Methods (2 Units)	AAF5004 CPA Treasury
	ACC5005 CPA Management Accounting
	AAF5006 CPA Auditing

ACC4010 Advanced Financial Accounting
ACC4020 Advanced Management Accounting
ACC4030 Advanced Finance

Year 2

ACC5200 Issues in Competitive Advantage I
ACC5401 Issues in Competitive Advantage II
ACC5150 Financial Reporting Issues
ACC5100 Advanced Strategic Management Accounting
ACC5110 Advanced Information Systems
ACC5120 Advanced Auditing and Professional Practice
ACC5130 Financial Statement Analysis
ACC5140 International Finance

Programme Delivery

This programme will be conducted on an intensive part-time and modular basis. Students are expected to complete eight units per year.

The academic year is divided into 3 terms of 4 months each. The first, second and third session commence in July, November and March respectively. Students will be provided with comprehensive course materials prepared by Monash University, lectures will be given by staff from Monash University and School of Professional and Continuing Education (SPACE), 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.

This programme is conducted in all campuses of Monash on the same delivery basis.

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 1997/98 academic year is \$1,530 Australian Dollars per unit which includes course materials, lectures/tutorials, assessment, examinations (\$1,155 Australian Dollars per unit for each CPA module).

Application Procedure

All application forms must be completed and attached together with original and one set of photo copy of all relevant academic and/or professional qualifications, to the School of Professional and Continuing Education (SPACE), University of Hong Kong, Room 1405 (Attn: Mr David H Lam, Director of Studies) (full address on page iii).

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

Monash University Master of Practising Accounting (For Non-Accountants)

Programme Description

This master degree course in accounting is a two-year intensive evening/weekend 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. This degree also leads to a professional accounting qualification.

Entry Requirement

Prospective applicants must possess the following qualifications:

- an undergraduate degree from a recognized university, or
- equivalent qualifications and/or experience recognised by Monash University.

Programme of Studies

Students are required to complete successfully the following 16 units:

Year 1

Acc 9500	Introductory Accounting and Financial Information Systems I
Fin 9020	Business Law
Acc 9510	Quantitative Methods in Accounting
Acc 9521	Introductory Accounting and Financial Information Systems II
Fin 9530	Economics
Fin 9541	Company and Commercial Law
Acc 9601	Financial Accounting I
Acc 9611	Managerial Accounting

Year 2

Acc 9621	Auditing
Acc 9631	Financial Accounting II
Acc 9641	Business Finance
Acc 9651	Taxation Law and Practice

4 elective courses in advanced accounting, advanced information system, advanced finance and other related topics from the M.Bus(Acc) Programme.

(Exemptions may be granted for equivalent qualification)

Programme Delivery

The MPA is an evening and weekend 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 July, November and March 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.

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).

Course Fee

The course fee for the 1997/98 academic year is \$1,155 Australian Dollars per unit which includes course materials, lectures/tutorials, assessment, examinations.

Application Procedure

All application forms must be completed and attached together with original and one set of photo copy of all relevant academic and/or professional qualifications to the School of Professional and Continuing Education (SPACE), University of Hong Kong, Room 1405(Attn: Mr. David H. Lam, Director of Studies). (full address on page). (Tel: 28584515)

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 education requirement of CGA-Canada and will be qualified for the Canadian professional accounting designation 'CGA' provided 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, 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 Requirement

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 Accountin 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 session 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 Road 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 8, 1997, November 7, 1997, February 6, 1998 and May 8, 1998 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
Room 1405, 14/F
Shun Tak Centre, West Tower
200 Connaught Road Central
Hong Kong
Tel: 2858 4515

Fees

The fee for 1997/98 is HK\$5,300 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. Refund 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.

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 sixteen of the seventeen 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 (Professional Practice)	314
Accounting (Public Sector)	316
Accounting (International)	317
Accounting (Managerial Issues)	323
Accounting (Ethics)	342
Applied Reasoning	200
Auditing	331
Auditing (Internal)	333
* Finance (Principles)	215
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 exempted from the units marked with an * above. These students complete 13 of the 14 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	331
Law (Corporation)	224

and 2 of

Accounting (Ethics)	342
Accounting (Professional Practice)	314
Auditing (Internal)	333
Accounting (Public Sector)	316
Accounting (International)	317
Accounting (Managerial Issues)	323
Applied Reasoning	200

Teaching Methods 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 at evenings and 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 1997 and 1998 the fee is **AUD\$1000** per unit, including all tuition fees, unit guides and enrolment.

Application Procedure

Applications will be invited from prospective students in October 1997. Classes are expected to commence in February 1998. Please write in for an application form enclosing a HK\$2.1 stamped self-addressed envelope to Curtin Programme, SPACE, HKU Town Centre, Room 1405, 14/F (full address on page iii).

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 December, 1997

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 to assist students to pass the HKSA/ACCA Joint Professional Examinations.

Students are responsible to ensure 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 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. and 6.30 to 9.30 p.m. on Saturday or 9.30a.m. to 12.30p.m. and 2.00 to 5.00 p.m. on Sunday.

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	2,3,4	1,2
Certificate Stage			6	7	5	5,8*	6,7,9
Professional Stage	11,13	14	12	9	11	9,14	10*

Lectures are tentatively set to commence in the first week of September 1997. The timetable and venue arrangement will be given to enrolled students at the time of accepting their registration.

* 2 classes will be offered

Course Fees

Foundation Stage	-	HK\$1,450.00	
Certificate Stage	-	HK\$1,700.00	per paper
Professional Stage	-	HK\$2,050.00	

The above course fees cover lectures, review session 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 an 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
Room 1405, 14/F
Shun Tak Centre, West Tower
200 Connaught Road Central
Hong Kong
2. Students Service Counter
H.K.Society of Accountants(HKSA)
13/F., Beligian 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\$1.30 stamped self-addressed envelope marked "Joint Accountancy Programme".

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 November 1997.

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 evenings and/or weekends afternoons and will commence in July/August 1997 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\$1,980 per subject in stage 2 and HK\$2,250 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
Room 1405, 14/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 Susie Woo
Tel: 2511 2003)

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) has agreed to grant 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 has agreed to grant exemptions to holders of the Diploma from all Stage 1 papers and the papers of Financial Accounting and Operational Cost Accounting at Stage 2.

Exemption 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
Business Organisation and Organisational
Behaviour

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 5 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 1997/98.

Teaching:

The first term of the 1997/1998 academic year will commence in September 1997 and end in December 1997. The second term will commence in January 1998 and end in April 1998. The summer term will commence in May 1998 and end in August 1998. 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, 1997 for the first term, December 15, 1997 for the second term and April 15, 1998 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:

A. Course Fee

For 1997/1998 academic year, the fee for Year 1 modules is **HK\$3,100** 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\$4,180** 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 purpose.*

*The fee for the Hong Kong Taxation and Business Organisation and Organisational Behaviour modules are **HK\$3,100**, but the course materials and text book will have to be purchased by the students.*

B. One-time Software Fee

Starting in September, 1995, students who enrol in any module using the CGA study materials are required to pay **HK\$1,550** (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.

There is a **HK\$150** 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.

MANAGEMENT

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 July 1997 and January 1998 to prepare students for the Institute of Administrative Management(IAM) examinations in December 1997 and June 1998 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 fourteen 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 seven 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 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:

- Managing Contemporary Issues
- Managing Financial Resources
- Managing People
- Managing Processes
- Case Study

Plus Two option modules:

- Managing Information Analysis & Presentation
- Managing Information & Technology
- Managing Facilities
- Managing Marketing

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\$1,900 per module for the Diploma Programme and HK\$2,700 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).

MARKETING

**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 (6 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:

- i) an undergraduate degree in marketing from a recognized university; or

- ii) an undergraduate degree in another discipline from a recognized university plus a Certificate/Diploma in Marketing endorsed by a recognized institution, or
- iii) 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 1997/98 academic year, the tuition fee covers the following:

- i) University of Strathclyde registration fee;
- ii) All core textbooks and study materials;
- iii) Local lectures/tutorials conducted by SPACE and SCE;
- iv) Intensive seminars led by faculty members from the University of Strathclyde;
- v) Marking of course assignments;
- vi) Examination; and
- vii) Assessment of dissertation.

The fee schedule is listed below:

Option I: Single Payment	Normal Route GBP9,000
Option II: Four Installments	GBP2,250 x 4

There is a HK\$150 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 The University of Hong Kong Room 1405, 14/F Shun Tak Centre, West Tower 200 Connaught Road Central Hong Kong Tel. No.: 2858 4515	School of Continuing Education Hong Kong Baptist University 4/F., Kai Fong Welfare Association Bldg. 136A Nathan Road Kowloon Tel. No.: 2721 1911
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Applicants should apply in person at the SPACE office and all application 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\$150 (cheque should be crossed and made payable to "The University of Hong Kong").

Diploma Programme in Marketing

Introduction:

Commencing in September 1997, 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 requirement 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 the Full Membership of HKIM.

Programme Structure:

The programme includes instruction and assessment in the following modules:

Marketing Planning and Control
Marketing Management
International Marketing
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 Marketing or related area plus no less than 3 years recognized marketing experience, OR
- 2) a Certificate in Marketing endorsed by SPACE/HKU, OR
- 3) a Certificate in Marketing endorsed by CIM, OR EQUIVALENT.

Course Fees:

For the 1997/98 academic year, the fee for each module is HK\$3,100 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 30, 1997 for the first term, December 27, 1997 for the second term and April 29, 1998 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 1997/1998 academic year, the fee for each module is **HK\$2,050** 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 30, 1997 for the first term, December 27, 1997 for the second term and April 29, 1998 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).



SPACE staff at a Conference

REAL ESTATE

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 Hong Kong Institute of Real Estate Administration (H.I.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 H.I.R.E.A. has agreed that professional diploma holders will be eligible for Associate Membership of the Institute provided that they also satisfy the managerial experience requirements as specified by the Institute.

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 (under review)

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 of a recognised post-secondary institution or an age qualification of 21 years or over for mature student entry will also satisfy the entry requirements. In addition, applicants must satisfy the English requirements in oral and written English specified by the SPACE and H.I.R.E.A.

Application Procedure

Complete and return the application form to SPACE. The closing dates for application are September 10, 1997 for the first term, November 15, 1997 for the second term and April 25, 1998 for the third 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).

Fees

For the 1997/98 academic year, the fee for each module is HK\$2,230 which includes:

- (1) Student Membership fee of the H.I.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\$90 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 year/Level of this professional diploma course. Further details can be obtained from H.I.R.E.A.

Certificate Programme in Real Estate Agency Practice

Introduction

The society's need to enhance the quality of real estate agents has finally been answered by the administration and the legislature with the passage of the Estate Agents Ordinance.

In response to the community's demand for a suitable course, The University of Hong Kong School of Professional and Continuing Education (SPACE-HKU) and the Hong Kong Real Estate Agencies Association have decided to act together to design a formal training programme that would be appropriate in level and content for in-service real estate agents. The Programme is presented under the auspices of the University of Hong Kong School of Professional and Continuing Education with supports from the Department of Real Estate and Construction of 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	48 hours
	Total 138 hours

Entry Requirements

Applicants should meet at least the following requirement:

- possession of at least two G.C.E. passes at advanced level and three passes at ordinary level, or equivalent.

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. An admission test may be required when necessary.

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. Duration of the whole programme will be approximately six 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:

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

Programme Fee

For 1997/1998 academic year, the fee level is HK\$10,600 for the entire programme.

The programme fee will cover:

- Lectures;
- Marking of course assignments;
- Examinations; and
- One supplementary examination, if required.

Application Procedure

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

- 1) the completed application forms for admission to this Certificate Programme;
- 2) photostatic copies of relevant academic documents;
- 3) employment references, if required; and

- 4) four crossed cheques for HK\$2,650 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).

Class commences in October 1997
(Closing date of application: September 15, 1997)

Class commences in January 1998
(Closing date of application: December 15, 1997)

Class commences in April 1998
(Closing date of application: March 15, 1998)

Class commences in July 1998
(Closing date of application: June 15, 1998)

For further information about this programme call 2858 4515.

房地產估價（中國）證書課程

課程簡介：

本課程由香港大學專業進修學院及華南建設學院共同開辦。

在一九九五年，華南建設學院是廣東省國家唯一的房地產估價師註冊考試前培訓輔導學院。此外，華南建設學院亦是廣州市地產估價人員協會資格考試及培訓委託單位。本次課程的教學主要由華南建設學院承擔。報名參加此課程的學員最少應具備高中學歷。

修畢本課程的學員除可獲得作為估價師的基本訓練外，還可為今後參加中國國家註冊房地產估價師考試打下基礎。本課程主要目的是要提高學員在中國房地產估價方面的知識及專業水準。

課程內容：

本課程共分四單元：

- 房地產基本制度與政策
- 房地產投資經營與管理
- 房地產估價理論與實務（一）
- 房地產估價理論與實務（二）

修讀形式：

課程以講授形式為主，教材全部採用兪什礪軒a產估價師資格考試指定輔導教材c華南建設學院將派講師來港講授。講授共80課時，共分十六天進行。

授課語言：中文。

上課地點：香港及容後公佈。

開課日期及時間：請留意各大報章廣告及本校之通告

結業證書：凡修畢本課程出席率不少於75%，並取得考試合格，將獲香港大學專業進修學院頒發房地產估價（中國）證書，及同時由華南建設學院頒發結業證書。

費用：全期學費為\$10,500.00，請以劃線支票抬頭“香港大學”繳交學費。

中國法律，金融及商貿證書課程

課程簡介

本課程由香港大學專業進修學院及上海復旦大學國際經濟法系開辦。

隨著中國貿易不斷開放及日趨多元化，隨之而至的是有關各中國貿易法律及商貿仲裁的各種發展。例如中國政府最近決定放寬外資企業，在國內經常性項目的外匯結算及買賣對中國貿易起著種種的影響。香港各大小企業從事中國貿易、業務、投資及管理的人員均希望對各種類似的問題有更深入的了解。

本課程的宗旨在提供進修機會予現時從事中國貿易、業務、投資及管理的人員。修畢本課程的學員會對中國有關商貿法律及仲裁等題目有較深入的認識及能更有效地從事中國業務。

課程內容

本課程共分為不同之獨立單元，內容以中國法律，經貿及金融理論配合實際個案。課堂理論外各學員需提交一個中國經貿專題個案研究報告。

修讀形式

課程以講授為主，教材主要由復旦大學提供。復旦大學將派具經驗學者來港講授各主要單元。本課程講授共約六十六課時，講授時間為晚上及星期六及日。另外每名學員需提交一份不少於六千字的中國經貿專題個案研究。

授課語文：中文（普通話）

開課日期及時間表：請留意各大報章廣告及本校之通告

結業證書

凡修畢本課程，出席率不少於80%，考試合格，並能提交合格的專題研究報告的學員，將獲香港大學專業進修學院頒發中國法律金融及商貿證書。

全期費用：全期學費為HK\$10,500.00，請以劃線支票抬頭“香港大學”繳交費用。

1549. 中國對外經濟貿易：政策、法律與實務 （與中山大學聯合舉辦的專業證書課程） Joint Certificate Course (with Zhongshan University) in China Trade and Investment

宗旨：本課程的目的，在於從高層次研討中國自改革、開放以來，在對外貿易和利用外資等對外經濟合作方面的成效與問題，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會晤及到各有關單位訪問，作直接溝通。從而做到理論密切結合實際，去了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100小時，用粵語講授）：

（甲）在香港上課二十次（60小時），每次一題3小時。共八週，前四週每週上課三次（星期二、四、六），後四週每週上課二次（星期四、六）。課程內容分三部份二十題。第一部份概論：（1）中國的經濟體制改革，建立社會主義市場經濟體制；（2）對外開放與中國外經貿的發展；（3）中國外經貿發展戰略。第二部份中國對外貿易：（4）《對外貿易法》與中國對外貿易的經營管理；（5）中國的關稅與配額、許可證管理；（6），（7）中國商品出口貿易；（8），（9）中國商品進口貿易；（10）中國對外技術貿易；（11）中國對外服務貿易。第三部份中國利用外資與對外經濟合作：（12）中國利用外資的指導思想與投資環境；（13）中國對國際間接投資的利用；（14）中國對國際直接投資的利用；（15）中外合資經營企業；（16）中外合作經營企業；（17）外商獨資經營企業；（18）中國的對外加工裝配；（19）中國的補償貿易與國際租賃；（20）中國利用外資的發展趨勢。

（乙）赴廣州調查、洽談一週（30小時）：

（1）聽廣東省、廣州市對外經濟貿易部門官員和企業經理報告與座談五次。（2）到廣州市經濟技術開發區和保稅區、外商投資企業（即『三資企業』）、對外加工裝配與補償貿易企業（即『三來一補』企業）以及外貿企業，參觀與洽談五次。

（丙）研討、習題與考試（10小時）。

證書：學員學習全課程並且考試合格，由香港大學專業進修學院與中山大學聯合頒發專業證書。

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：在香港大學及廣州（詳情容後公佈）

時間：一九九七年十月七日起，星期二、四下午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在香港上課。一九九七年十二月八日至十二月十四日赴廣州調查、洽談。

全期學費：六仟九百三十元（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.1551 to 1554 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.

1551. 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.

Tutor : Peter Chan, B.Com., CMA

Venue : HKU

Date : Saturdays, 2.30-5.30 p.m., commencing September 20, 1997

16 meetings Fee : \$1,750

Medium of Instruction: Cantonese supplemented with English where appropriate

1552. 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 : HKU

Date : Saturdays, 2.30-5.30 p.m., commencing September 20, 1997

12 meetings Fee : \$1,110

Medium of Instruction: Cantonese supplemented with English where appropriate

1553. 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, Main Building, HKU

Date : Saturdays, 3.30-6.00 p.m., commencing September 20, 1997

14 meetings Fee : \$1,110

Medium of Instruction: Cantonese supplemented with English where appropriate

1554. 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 LG110, K.K. Leung Building, HKU

Date : Saturdays, 2.30-5.00 p.m., commencing September 20, 1997

16 meetings Fee : \$1,210

Medium of Instruction: Cantonese supplemented with English where appropriate

1555. 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 : HKU

Date : Saturdays, 2.30-5.30 p.m., commencing September 20, 1997

15 meetings Fee : \$1,110

Medium of Instruction: Cantonese supplemented with English where appropriate

1556. 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.

Tutor : Peter Chan, B.Com., CMA

Venue : Room 12, 9/F., Town Centre

Date : Wednesdays, 6.00-7.30 p.m., commencing September 24, 1997

10 meetings Fee : \$560

Medium of Instruction: Cantonese supplemented with English where appropriate

1557. 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證。

主 講 人：區啟昌先生B.A. (York)

地 點：香港大學

時 間：一九九七年九月廿四日起每星期三下午七時十五分至九時十五分

全期學費：八百一十元（共十二講，限收四十人）

1558. 香港稅務：原理與實際應用 (Hong Kong 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一『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：市區中心11室（信德中心九樓）

時 間：一九九七年九月廿四日起每星期三下午六時十五分至七時四十五分

全期學費：七百七十元（共十五講）

由於專門術語為本，學員須具有英語知識。

1560. 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 : Room 141, Main Building, HKU

Date : Saturdays, 2.30-5.30 p.m., commencing September 20, 1997

8 meetings Fee : \$875

Medium of Instruction: Cantonese supplemented with English where appropriate

IN-HOUSE TRAINING COURSES

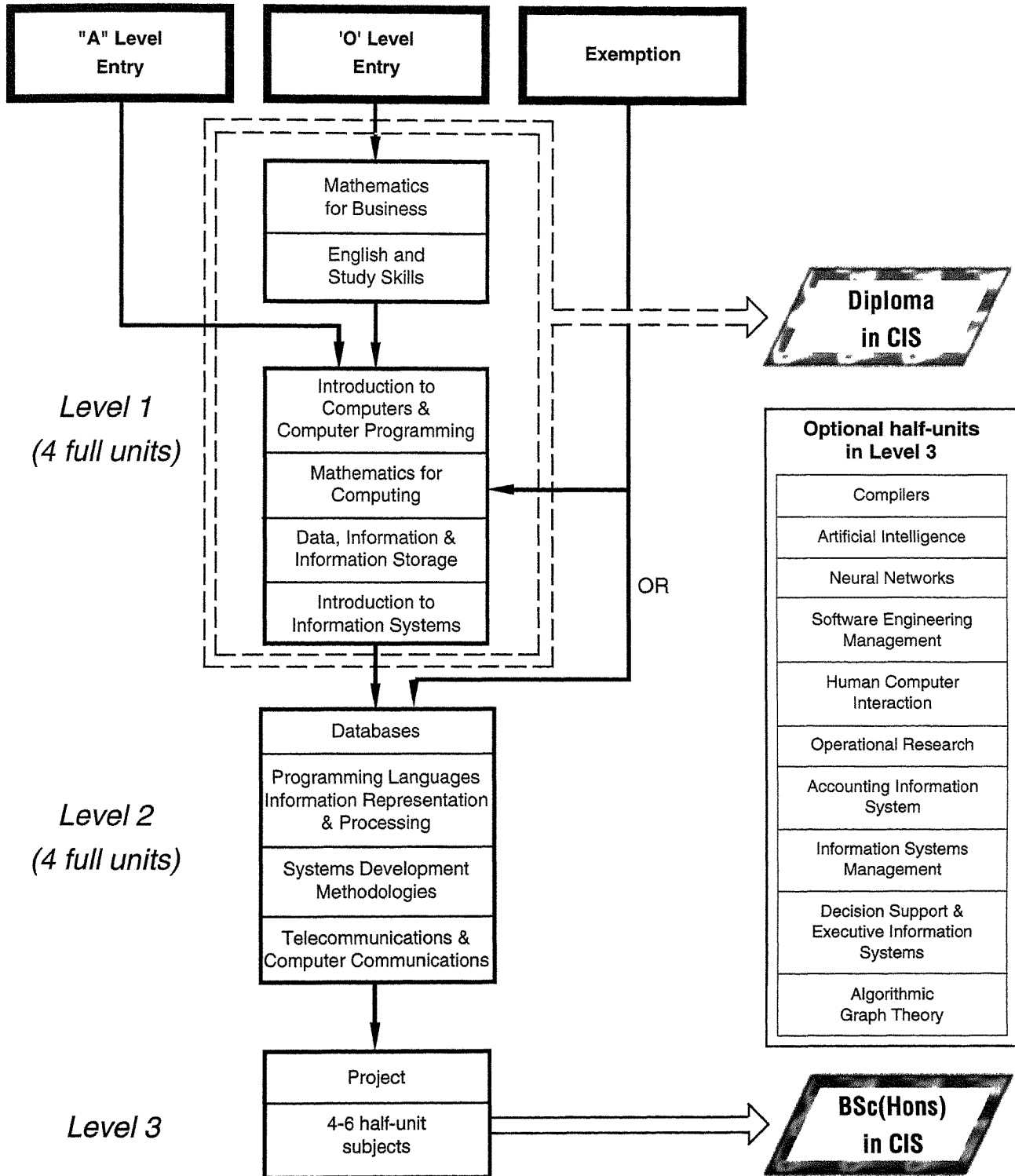
Institutes, companies, societies and government departments who are interested in arranging in-house training courses in Accountancy studies or related topics for their employees/members should contact Miss Clara Lok at 2858-4515.

COMPUTER SCIENCE

Lecturers in charge : F.T. Chan
 Bruce Cheung
 Tutor : Ruby Lee

Telephone: 2975 5618
 2975 5645 - 2975 5647

University of London Programmes for External Students Diploma in Computing and Information Systems BSc (Hons) in Computing and Information Systems



I. ACADEMIC AWARD/ PROFESSIONAL TRAINING PROGRAMMES

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

- be at least 17 years old; and
- satisfy the London University's general entrance requirements; and
- satisfy the B.Sc. (CIS) course requirements.

General Entrance Requirements:

- passes in 3 'A' Level subjects + 1 'O' Level subject, or
- 2 'A' Level subjects + 2 'AS' Level subjects, or
- 2 'A' Level subjects + 3 'O' Level subjects.

Qualifications which satisfy General Entrance Requirements:

- Higher Certificate or Higher Diploma of the City University of Hong Kong or Hong Kong Polytechnic University;
- 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;
- Diploma of the Hong Kong Vocational Training Council (3 units in acceptable subjects are passed at merit level);
- 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 :

- 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),
- Proficiency in English Language

Qualifications acceptable for entry to the B.Sc. (CIS) :

- National Computing Centre International Diploma pass with credit;
- British Computer Society Examinations Part I (please also read "Exemptions");
- Hong Kong Vocational Training Council Diploma in Computing with 3 units pass with merit.

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 (CIS 101)
- Mathematics for Computing (CIS 102)
- Data, Information, and Information Storage (CIS 104)
- Introduction to Information Systems (CIS 105)

Level 2: 4 compulsory full-units

- Databases (CIS 205)
- Programming Languages, Information Representation and Processing (CIS 206)
- Systems Development Methodologies (CIS 207)
- Telecommunications and Computer Communications (CIS 208)

Level 3: 4 - 6 half-units plus project

- Compilers (CIS 309) - 1/2 unit
- Artificial Intelligence (CIS 310) - 1/2 unit
- Neural Networks (CIS 311) - 1/2 unit
- Software Engineering Management (CIS 314) - 1/2 unit
- Human Computer Interaction (CIS 315) - 1/2 unit
- Mathematical Techniques of Operational Research (CIS 316) - 1/2 unit
- Accounting Information Systems (CIS 317) - 1/2 unit
- Information Systems Management (CIS 318) - 1/2 unit
- Decision Support and Executive Information Systems (CIS 319) - 1/2 unit
- Project (CIS 320) - 1 unit
- Algorithmic Graph Theory (CIS 321) - 1/2 unit

Examination

Examinations will be held once a year commencing in early-May. 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.

Courses offered in Year 1997/8

236. Introduction to Computers and Computer Programming (CIS 101)

Use of the computer; introduction to computers; algorithms and programming languages; elements of Pascal; advanced data types; program design by stepwise refinements, procedures and functions. Binary representations, data storage; hardware; computer operation and architecture; operating systems. Algorithms. File storage. Theory of computation. History of computing.

Lecture meetings: Tuesdays, 7.00 - 10.00 p.m. starting from September, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

237. Mathematics for Computing (CIS 102)

Number systems; sets and subsets; set algebra; symbolic logic and logic gates; sequences; summations; elementary counting principles; finite probability; relations and functions; matrix algebra; systems of linear equations and Gauss-Jordan reduction; introduction to the theory of graphs and digraphs; introduction to data analysis.

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting from September, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

238. Principles of Business Computing and the Nature of Business Systems (CIS 103)*

The business environment and the nature of everyday business applications. An introduction to COBOL and a modern fourth generation language, FOCUS; an introduction to structured systems analysis and design; an introduction to organisational design.

Programming methodology and use of Jackson Structured Programming techniques, to include: creating data structures and process structures; adding conditions and

operations; resolving structure clashes; producing schematic logic; backtracking; program inversion and producing code.

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

* CIS 103 is being phased out. New students are going to take CIS 105 instead of CIS 103.

239. Data, Information and Information Storage (CIS 104)

Introduction to information systems concepts; information security and control; data modelling; relational algebra; codes; data representation; knowledge representation and manipulation; data capture, data input and form design; introduction to Object Orientation.

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting from January, 1998 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

234. Introduction to Information Systems (CIS 105)**

Introduction to information systems; business environments, business challenges and the need for information systems; uses and impact of information systems; kinds of information systems; underlying technologies needed in information systems; introduction to the management of information systems.

Lecture meetings: Tuesdays, 7.00 - 10.00 p.m. starting from January, 1998 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

** CIS 105 is the course replacing CIS 103.

240. Databases (CIS 205)

Files and databases; requirements of database systems; database integrity; database retrieval; hashing, indexing; B-trees, B+ trees.

History of database development; from single files and programs to integrated systems. Logical database analysis and design: entity/relationship analysis; the relational model; functional dependency, normalisation and normal forms; null values. Maintenance of security, integrity and consistency in the database. User views. Queries and query languages: relational algebra and relational calculus; user-friendly front ends for data manipulation and querying;

query optimisation. Distributed databases. Alternatives to the relational model. Current and future developments: knowledge bases; co-operative databases; natural language front ends; storage and presentation of graphic and aural data.

Lecture meetings: Mondays, 7.00 - 10.00 p.m. starting from January, 1998 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

241. Programming Languages, Information Representation and Processing (CIS 206)

Advanced Pascal physical data types and programming techniques. Abstract data types; lists, trees and graphs. Algorithms: searching and sorting; breadth-first and depth-first searches; complexity analysis and complexity classes; intractability and NP-completeness.

Implementation methods: iteration and recursion; divide-and-conquer methods; backtracking; minimaxing. Time and space constraints on programs and methods for dealing with them.

A consideration of four different programming languages: Pascal, C, PROLOG, and Standard ML will be given. Their paradigms, areas of application, and development will be discussed, together with their differences and individual characteristics.

Lecture meetings: Wednesdays, 7.00 - 10.00 p.m. starting from January, 1998 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

242. Systems Development Methodologies (CIS 207)

Overview of systems development methodologies; structured systems analysis; functional modelling; data analysis; behaviour and event modelling; Computer Assisted Software Engineering (CASE); prototyping and evolutionary development; object-oriented analysis and design.

Lecture meetings: Mondays, 7.00 - 10.00 p.m. starting from September, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

243. Telecommunications and Computer Communications (CIS 208)

The basic building blocks in Computer Communications; public telecommunications services; network security; network topologies: Local Area Networks (LAN); Wide Area Networks (WAN) and Value Added Networks (VAN); wireless data transmission. Metropolitan Area Networks (MAN) and Fibre Distributed Data Interface (FDDI); Open Systems Interconnection (OSI); distributed systems; using data communications for competitive advantage; network design and management.

Lecture meetings: Wednesdays, 7.00 - 10.00 p.m. starting from September, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

244. Compilers (CIS 309)

The integral parts of a compiler, language definition and the generation of a compiler. The lexical analyzer: regular expression, transition diagrams, deterministic and non-deterministic finite automata. Maintenance of symbol tables. The syntax analyzer: grammars, ambiguity, methods of parsing: bottom-up, top-down. Shift-reduce parsers, precedence parsers, LR parsers. Intermediate code generation and code "optimization". Machine code generation and allocation of run time storage.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions: about 6 hours as scheduled

245. Artificial Intelligence (CIS 310)

Knowledge representation, propositional and predicate calculus; problem solving; state-space search; breadth-first and depth-first search; planning; non-monotonic reasoning; natural language; expert systems; philosophy of AI; Prolog. Examples of practical applications to industry of artificial intelligence techniques.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions : about 6 hours as scheduled

246. Neural Networks (CIS 311)

A neural network is given as an alternative form of computing machine to an electronic digital computer, of radically different architecture. Its characteristics and ability to learn are described along with some of its problems and

shortcomings. The half unit includes the following topics: Fundamental concepts derived from the biological neuron. Characteristics of a single neuron, the perception and the construction of neural networks. Implementation of neural networks by hardware and software. Properties of neural networks. Learning in neural networks. Applications of neural networks.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)
 Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays
 Revision sessions: about 6 hours as scheduled

247. Software Engineering Management (CIS 314)

This half unit aims to develop understanding and skills in identifying the factors influencing software engineering costs and in applying analysis techniques to software engineering decisions. It includes the following topics. Product and process attributes, metrics and measurements. Estimation methods; effort estimation, schedule estimation, effort/staffing/schedule tradeoffs, maintenance effort estimation. Cost models (Putnam, Jensen, COCOMO). Non-parametric methods of estimation. Software sizing, project risk engineering. Software process modelling, process maturity framework systems safety. Software quality issues.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)
 Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays
 Revision sessions: about 6 hours as scheduled

248. Human Computer Interaction (CIS 315)

This half unit introduces the interdisciplinary area of Human Computer Interaction (HCI). It covers the underlying principles of psychology, computer science and ergonomics that influence theory and practice of HCI design and usage. It includes the following topics: models of human information processing, organizational structures and sociotechnic approaches to information system design; design principles for dialogue management, issues of systems useability; hypertext, natural language processing, virtual reality and multi media applications.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)
 Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays
 Revision sessions: about 6 hours as scheduled

249. Mathematical Techniques of Operational Research (CIS 316)

Modelling with linear programming; geometrical solution to problems with two decision variables; the simplex method including the two phase method of solution of problems with mixed constraints. Duality. Theory of zero sum, two person matrix games. Introduction to network algorithms including minimum connector problem; shortest and longest path algorithms and critical path analysis.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)
 Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays
 Revision sessions : about 6 hours as scheduled

250. Accounting Information Systems (CIS 317)

This half unit describes the accounting process and the nature of Accounting Information Systems (AIS). It addresses the following subject areas: the measurement of business reality; the role of AIS in planning and control; product costing, project costing and performance measurement. It covers computer support for all of these areas and also provides an overall conceptual framework for AIS.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)
 Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays
 Revision sessions : about 6 hours as scheduled

251. Information Systems Management (CIS 318)

An introduction to the various facets of Information System Management to help students understand the importance of non-technical issues. The importance of close integration between business and IS planning will be stressed. The following topics are included: information security and safety critical systems; data protection legislation; Computer Misuse Act and other relevant legislation. Ethical and professional issues. Strategic planning of IS; evaluation of IS investments.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)
 Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays
 Revision sessions : about 6 hours as scheduled

252. Decision Support and Executive Information Systems (CIS 319)

This half unit aims to study the nature of business decision making in the context of the support that can now be provided by information technology. The following topics are included: the nature of decision making, the use of information by the executive decision maker, the concept of decision support, models of Decision Support Systems; review of classes of software: text-orientated (WP, outlining, Hypertext etc.), data-orientated (spreadsheets, data managers, financial management, quantitative analysis), graphics-orientated (desk-top publishing, business graphics, presentation managers), other products (eg. Expert System Shells, Executive Information Systems (EIS), etc.); study of one product and/or case study from each of the above classes; aims and purposes of EIS, design framework and methodology, case studies of actual systems.

- Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)
- Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays
- Revision sessions : about 6 hours as scheduled

253. Project (CIS 320)

Each student is required to undertake an individual project under the supervision of a member of staff of an Recognised institution. Project work should occupy the student for about one day a week over a five month period.

Project topics will be suggested by the local supervisor and agreed with the University. Projects where possible should involve the development of solution to real world problems and therefore may be done in conjunction with an industrial or commercial organisation. In this way projects can be related closely to local needs.

235. Algorithmic Graph Theory (CIS 321)

Introduction to the theory of graphs and graph algorithms. Trees, maximal weight spanning trees, shortest path spanning trees. Connectivity, Menger's theorem, network flows. Matchings, the optimal assignment problem. Eulertours, the Chinese Postman problem. Hamilton cycles, the Travelling Salesman problem.

- Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)
- Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays
- Revision sessions: about 6 hours as scheduled

Teaching Venue

University of Hong Kong or other study centres to be announced nearer the time.

Fee	97/98
Course fee to SPACE	HK\$ 6,900 for one unit subject HK\$ 3,750 for half unit subject HK\$ 9,600 for Project
Application fee to University of London	£37 (on or before 31.8.97)
Registration fee to University of London	£369 (on or before 31.8.97)

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 admission to 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, 1997.

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

- 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.
- 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.
- Students who have the qualifications listed below will be given automatic exemption from the units indicated:
 - British Computer Society part I : all level 1 units (CIS 101 - 104).
 - 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 - 4).
- (e) Hong Kong Polytechnic : Higher Diploma in Information Systems -all level 1 units (CIS 101 - 104); Higher Diploma in Systems Analysis - CIS 101, 103, 104; Higher Diploma in Software Engineering - CIS 101, 103, 104.
- (f) City University of Hong Kong : Higher Diploma in Computer Studies - all Level 1 courses (CIS 101 - 104).

4. 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. | (2) University Office,
3/F.,
T.T. Tsui Building,
Pokfulam Road,
Hong Kong. |
| (Tel: 2559 7628) | (Tel:29755645-8/2975 5651) |

University of London Diploma in Computing and Information Systems for External Students

Introduction

The Diploma in Computing and Information Systems, which is being introduced in 1996, has been developed both as a qualification in its own right and as an entry route into the B.Sc. Computing & Information Systems for students without traditional 'A' level qualifications. The Diploma may also appeal to students who do meet the entrance requirements for the degree but who wish to study for an interim award.

Students who successfully complete the Diploma will be granted exemption from the University's general entrance requirements and the course requirements for the B.Sc. in Computing & Information Systems for External students. They will also be credited with the four Level 1 units of the B.Sc. Computing & Information Systems.

The School of Professional and Continuing Education (SPACE) is the provisionally recognized institution in Hong Kong to offer courses leading to the Diploma in Computing and Information Systems of the University of London. To be eligible to register for the Diploma, students are required to attend instructional courses at SPACE.

Entrance Requirements

To be eligible for admission, applicants should

- be aged 18 or over on 1 September of the year they register with the University for the Diploma, and
- have passed a minimum of four subjects at Grade C or above at GCSE/GCE O level or an equivalent examination acceptable to the University. The subjects must include Mathematics and also English Language unless, within the last five years, the student has passed, at the required standard, a test of proficiency in English that is recognised by the University of London.

Besides, University of London will also accept qualifications that are listed below as satisfying the General Entrance Requirement :-

- Higher Certificate or Higher Diploma of the City University of Hong Kong or Hong Kong Polytechnic University;
- 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;
- Diploma of the Hong Kong Vocational Training Council (3 units in acceptable subjects are passed at merit level);
- Diploma in Business Studies of Hang Seng School of Commerce (3 approved subjects: 2 at least at B and 1 at C).

Application with uncertain entrance qualifications will be referred to a Special Admission Panel of the University of London for consideration.

Course Structure and Content

With the addition of unit "CIS001 Mathematics for business" and the "Study skills in English" elements, the Diploma comprises the same units as Level 1 of the B.Sc. degree. The standard of examination for the Diploma is the same as that required for the degree, except for CIS001 which is a foundation level subject.

The Diploma is studied over a minimum period of two years and a maximum period of five years registration.

To qualify for the award of the Diploma students are required to pass the Diploma examination which comprises the following five units :-

- CIS001 Mathematics for Business
- CIS101 Introduction to Computers and Computer Programming
- CIS102 Mathematics for Computing
- CIS104 Data, Information and Information Storage
- CIS105 Introduction to Information Systems

PLUS

All students are required to follow first year courses in "Study skills in English".

Note : Although "Study skills in English" is not examined by the University, evidence of satisfactory completion of this course must be presented before a student may take any examination for the Diploma.

Examination

Examinations will be held once a year commencing in early-May. 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. "Study skills in English" is not examined by University of London.

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.

Courses offered in Year 1997/1998

254. Study Skills in English

The work should concentrate, at the higher levels, on technical and IT usage, to include :

- accuracy and conciseness in technical English
- structure, format, etc. for technical reports and theses
- comparing and contrasting other aspects of short reports (such as for assignments) and long dissertations (such as for projects).

Lecture meetings : Thursdays, 7:00 p.m. - 10:00 p.m., starting from January, 1998. (15 meetings)

255. Mathematics for Business (CIS 001)

Linear and quadratic equations and graphs. Functions and their applications in business and economics. Systems of linear equations: their graphical and algebraic solutions; supply and demand analysis. Matrix algebra: solving a system of linear equations using matrix methods. Linear programming using graphs. Differential calculus; use of derivative for optimising economic functions. Exponential and logarithmic functions. Integral calculus and economic applications.

Lecture meetings : Saturdays, 2:00 p.m. - 5:00 p.m., starting from January, 1998. (14 meetings)

Examination : One three-hour written paper and assessment of coursework. The coursework will consist of four, one hour unseen papers, taken at the institution under examination conditions.

236. Introduction to Computers and Computer Programming (CIS 101)

Use of the computer; introduction to computers; algorithms and programming languages; elements of Pascal; advanced data types; program design by stepwise refinements, procedures and functions. Binary representations, data storage; hardware; computer operation and architecture; operating systems. Algorithms. File storage. Theory of computation. History of computing.

Lecture meetings: Tuesdays, 7.00 - 10.00 p.m. starting from September, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

237. Mathematics for Computing (CIS 102)

Number systems; sets and subsets; set algebra; symbolic logic and logic gates; sequences; summations; elementary counting principles; finite probability; relations and functions; matrix algebra; systems of linear equations and Gauss-Jordan reduction; introduction to the theory of graphs and digraphs; introduction to data analysis.

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting from September, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

239. Data, Information and Information Storage (CIS 104)

Introduction to information systems concepts; information security and control; data modelling; relational algebra; codes; data representation; knowledge representation and manipulation; data capture, data input and form design; introduction to Object Orientation.

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting from January, 1998 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

234. Introduction to Information Systems (CIS 105)

Introduction to information systems; business environments, business challenges and the need for information systems; uses and impact of information systems; kinds of information systems; underlying technologies needed in information systems; introduction to the management of information systems.

- Lecture meetings: Tuesdays, 7.00 - 10.00 p.m. starting from January, 1998 (15 meetings)
- Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays
- Revision sessions: about 12 hours as scheduled

Teaching Venue

University of Hong Kong or other study centres to be announced nearer the time.

Fee	97/98
Course fee to SPACE	HK\$ 5,000 for CIS001 and "Study skills in English" HK\$ 6,900 for each unit of CIS Level 1
Application fee to the University of London	£37 (on or before 31.8.97)
Registration fee to the University of London	£369 (on or before 31.8.97)

Enrolment

Students who register for the Diploma 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 admission to 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 Diploma who wish to take SPACE courses starting in September are strongly advised to apply for admission before September, although the official deadline for application submission is 17 September, 1997.

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.

Application forms and further details will be available from:

(1) SPACE Town Centre, Suite 1005, 10/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong.	(2) University Office, 3/F., T.T. Tsui Building, Pokfulam Road, Hong Kong.
(Tel: 2559 7628)	(Tel: 2975 5645-8/2975 5651)

Diploma in Information Technology

1. Introduction

This Diploma course provides professional training in computing subjects related to information management. It is designed both for graduates of other disciplines whose work involves significant use of computer for data processing and information management and for computing studies teachers in secondary schools. The course provides a fundamental computing background for those wishing to pursue a career or further study in information management or related areas.

2. 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)

The normal progress schedule is as follows:

Semester I

- Jul - Nov
Foundations of Programming
- Sep - Apr
Advanced Digital Computer Programming (2 units)

Semester II

- Mar - Jun
Information Analysis and Design
- May - Aug
Database Design and Management
- Jul - Nov
Computing Topics I

3. 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.

No prior academic knowledge of computing is required

(Notes : admission of students without the required academic qualifications will be on a very selective basis. Admitted students are expected to have their own access to a PC and a modem outside the scheduled tutorial/workshop sessions.)

4. Study Schedule and Fee

The course will commence in July. The duration of study will normally be 18 months (July to December of the following year).

Most of time, 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 Saturdays). 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 June and the other in March/April. The total fee for the 97/98 programme is HK\$40,000. (first instalment: HK\$18,500, second instalment: HK\$21,500)

5. 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.

6. 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.

7. Access to Further Studies and Australian Computer Society Accreditation

Those who successfully complete the SPACE Diploma in Information Technology course will be admitted to the Graduate Diploma of Applied Science (Information Technology) 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 (Computing Topics 2, Information Systems Implementation). The fee for these two final subjects in 1997/98 is

HK\$5,500 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).

8. Application

The next intake will commence in July 1998. Applications will be invited in May 1998.

For enquiry: Miss Alice Wong / Mr. F.T. Chan
Telephone: 2975 5618 / 2975 5651

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.

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) obtain an "Application for CIT Certificate" form obtainable from the School,
- (ii) complete and return the form to the School, preferable before the course ends, or in any case, within two months of the completion of the course,
- (iii) submit the application fee and a \$1.3 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.

Available Modules and Related Courses

SPACE has offered courses for the following CIT modules:

A) 001 Computer Literacy

SPACE courses designated as CIT module in Computer Literacy are:

- Practical Computer Application Course for Teachers - Windows Applications (Course 266, 267 on page 61)
- Microcomputer Literacy (Courses 268, 269 on page 61)
- Certificate Course in Business Computing Using Microcomputer (Courses 260, 261 on page 58)

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.

B) 101 Word Processing

SPACE courses designated as CIT module in Word Processing:

- Microsoft Word for Windows 95 (Course 281 on page 62)
- Certificate Course in Business Computing using Microcomputer (Courses 260, 261 on page 58)

Students of **any** of the above SPACE courses can apply for the CIT Certificate in Word Processing 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.

C) 102 Spreadsheets

SPACE courses designated as CIT module in Spreadsheets:

- Introduction to EXCEL (Courses 290 on page 64)
- Certificate Course in Business Computing using Microcomputer (Courses 260, 261 on page 58)

Students of the above SPACE courses can apply for the CIT Certificate in Spreadsheets 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.

D) 103 Databases

SPACE courses designated as CIT module in Databases:

- Introduction to dBASE IV (Course 293 on page 65)
- Introduction to Microsoft Access 95 (Course 286 on page 63)
- Database Management using FoxPro 2.6 for Windows (Course 291 on page 64)
- Certificate Course in Business Computing using Microcomputer (Courses 260, 261 on page 58)

Students of **any** of the above SPACE courses can apply for the CIT Certificate in Databases 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.

E) 105 Programming

SPACE courses designated as CIT module in Programming:

- Introduction to C (available in Spring Session)
- Advanced Programming Using C (Courses 300 on page 66)
- Programming in dBase IV (Course 295 on page 65)
- Database Programming using FoxPro 2.6 for Windows (Courses 292 on page 64)

Students of **any** of the above SPACE courses can apply for the CIT Certificate in Programming 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.

F) 117 Chinese Word Processing

SPACE course to be designed as CIT module in Chinese Word Processing:

- Certificate Course in Chinese Computing (Courses 258, 259, 347 on page 58)

Students of any of the above SPACE courses can apply for the CIT Certificate in Programming 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.

II. SPACE CERTIFICATE COURSES

中文電腦證書課程 (Certificate Course in Chinese Computing)(CIT 117)

本課程主要講述倉頡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)；(七) 介紹其他輸入法，如簡易及詞庫輸入法等)；(八) 中文WINDOWS系統操作入門(基本操作，核心程式，文書處理)；(九) 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，學員可有系統地全面掌握中文電腦的知識，每分鐘平均應最少可輸入15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)
關炳鑾先生(伍山中心電腦培訓中心主任)
香港生產力促進局之導師

258. (限收十四人)

講授課程：一九九七年九月十五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：一九九七年九月十八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。(十一課講授及十二課實習，另加十二小時試前實習時間)

259. (限收十八人)

講授課程：一九九七年九月十五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：一九九七年九月十九日起逢星期五下午六時至九時三十分，香港皇后大道中283號聯威商業中心3字樓A室(十一課講授及十二課實習，另加十二小時試前實習時間)

347. (限收十八人)

講授課程：一九九七年九月十五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：一九九七年九月二十日起逢星期六下午二時至五時三十分，香港皇后大道中283號聯威商業中心3字樓A室(十一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：四千五百元(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、廣告以及其他有興趣學習中文電腦之人士參加。學員須懂常用中文字及略懂英文打字。

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 Business Computing using Microcomputer

With the rapid advancement of microcomputers in terms of processing power and user-friendly software, nowadays routine business operations are mainly performed using microcomputer applications. No matter which business area and which job position you are in, you cannot escape from encountering various sorts of microcomputer applications - from business correspondence to financial reports, from business presentations to global information access. So, a personnel in the business sector should be capable of mastering common microcomputer applications. The knowledge and skills discuss in this course will enhance your career success.

This course is designed to meet the need of equipping business personnel with an appropriate and adequate exposure to the popular and advanced microcomputer applications. Areas of interest and the software to be covered in the course include:-

Operating system - Window & Chinese Window
Word processing - WinWord
Spreadsheet - Excel
Presentation - Power Point
Database - Access
Window programming - Visual Basic
Network - Internet resource browsers

Prior computer knowledge is an advantage but not a prerequisite. The course comprises lectures and workshops and participants can benefit from both fundamental knowledge and practical exercises (one machine per attendant).

Enrolment is limited to 28

Tutor-in-charge: S.Y. Leung, B.Sc., M.Phil., M.B.A.(H.K.),
C.Eng., M.B.C.S., M.H.K.I.E.

Venue : Room G3, James Hsioung Lee Science Bldg., HKU
(Workshop) Room 135, Old Library Building, HKU

260. Mondays, 7.00-9.00 p.m., commencing September 15, 1997
(Workshop) Thursdays, 6.00-8.00 p.m., September 25, 1997

261. Mondays, 7.00-9.00 p.m., commencing September 15, 1997
(Workshop) Thursdays, 8.00-10.00 p.m., September 25, 1997

25 meetings & 26 workshops Fee : \$5,800

Applicants should have completed secondary education or above.

Medium of Instruction: Cantonese, supplemented with English terminologies

Assessment: An examination will be conducted at the end of the course. The award of a SPACE certificate is conditional on the candidate passing the examination, completing the set assignments/projects satisfactorily and attending at least 75% of the lectures and computer workshops.

Certificate Course in Advanced Microcomputer Applications

The objective of this course is to widen and deepen participants' knowledge in microcomputer applications. The course covers a wide range of topics which include the most popular software packages and state-of-the-art technology. It is intended to assist participants to master the advanced techniques and features of microcomputers. Ample practical sessions and group project will be provided in order to strengthen the skills and knowledge of the participants. In addition to interested hobbyist, this course is also beneficial to both middle management and technical supervision personnels in all offices equipped with microcomputers. The effectiveness of their office will be greatly enhanced through effective application of their acquired knowledge in the course.

Syllabus:

Powerful Office Automation Software: introduction to office productivity software such as Microsoft Office 4.0 or WinSec or Lotus Notes. Facsimile software - Winfax, Scheduler; Voice Mail and E-Mail; Image Document Management System IDMS. etc.

Popular Windows Graphical applications: Software such as WinWord, Excel, Access, Presentation tools, DeskTop Publishing using Corel Draw etc.

Networking technologies: Wide Area Network (Internet), Local Area Network (Netware 4.0) and World Wide Web.

Chinese Computing: use Chinese Windows, Chinese word processing softwares e.g. Chinese Word, Chinese WordPerfect, pen-computing input technology, notepen etc.

Client/Server computing technology: fundamental concepts, application in business and advantages.

Multimedia computing applications: basic components of MPC; use of CD-ROM, Sound and Video Card; Multimedia demonstrations; applied areas such as DeskTop Video Teleconference.

Object-Oriented Analysis, Object-Oriented Design and Object-Oriented Database.

Other latest development in Microcomputers: 64 Bits CPUs; High performance bus architecture; PCMCIA card and Expert Systems. *Enrolment is limited to 28*

Tutor-in-charge: S.Y. Leung, B.Sc., M.Phil., M.B.A.(H.K.), C.Eng., M.B.C.S., M.H.K.I.E.

Venue : Room G3, James Hsioung Lee Science Bldg., HKU
(Workshop) Room 135, Old Library Building, HKU

262. Thursdays, 6.30-9.00 p.m., commencing October 16, 1997
(Workshop) Mondays, 6.00-8.00 p.m., October 27, 1997

263. Thursdays, 6.30-9.00 p.m., commencing October 16, 1997
(Workshop) Mondays, 8.00-10.00 p.m., October 27, 1997

24 meetings & 27 workshops Fee : \$5,800

Medium of Instruction: Cantonese, supplemented with English terminologies

Minimum Entry Qualifications: Applicants should have at least completed secondary education and attended the Certificate Course in Business Computing using Microcomputer or equivalent courses.

Assessment: An examination will be conducted at the end of the course. The award of a School certificate is conditional on the candidate passing the examination; completing the set assignments/projects satisfactorily and attending at least 75% of the lectures and computer workshops.

Students are expected to do a certain amount of work in their own time.

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 fees will only be collected from those successful applicants after the selection processes. Enrolment for each course is limited to 28 students. Closing date for applications: September 30, 1997.

Certificate Course in Advanced Digital Computer Programming

This course aims to teach the essentials of windows application development, data structures, file structures, and advanced programming techniques. This is one of the five subjects making up the Diploma in Information Technology. Preference will be given to applicants who are programmers or potential programmers. Those who are able to enclose supporting documents to this effect are advised to do so.

Syllabus: Windows application development: graphical user interface (GUI) concepts, GUI application development, object-oriented programming concepts, client-server application development. Data structures and advanced programming techniques: linked lists, stacks, queues, trees, graphs, searching and sorting algorithms, Pascal programming, C programming. File structures: sequential, indexed, and direct.

Tutor : S. Tong, H.Dip. (H.K.), MSc (H.K.), M.B.C.S., M.H.K.C.S., M.H.K.I.E.

Venue : Room LG101, K.K. Leung Building, HKU
(Workshop) Room 708, T.T. Tsui Building, HKU

264. Fridays, 6.30-9.00 p.m., commencing September 12, 1997
(Workshop) Wednesdays, 6.00-8.00 p.m., September 24, 1997

265. Fridays, 6.30-9.00 p.m., commencing September 12, 1997
(Workshop) Wednesdays, 8.00-10.00 p.m., September 24, 1997

28 meetings & 22 workshops Fee : \$6,800

Entry Qualifications: Applicants should have programming experience. Preference will be given to those who completed successfully a Certificate Course in Digital Computer Programming offered by the School or equivalent courses.

Assessment:

the Certificate in Advanced Digital Computer Programming will be awarded to a student who has fulfilled the following requirements:

- 1) Attended at least 75% of the lectures and workshops
- 2) Completed course work to the satisfaction of the tutors
- 3) Passed the two written examinations

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: August 30, 1997.

348. 微型電腦及網絡管理證書課程 (Certificate Course in PC & Network Management)

課程宗旨：

中小型企業進行電腦化，必須有熟習電腦的管理專員，負責選購和安裝適當的硬件和軟件，提供技術支援及培訓，協助企業中文電腦化和連接資訊高速路，配合本港的資訊發展。本課程專為培訓此類管理專員而設，教授最新中文軟件之應用；認識市面硬件之種類以作出適當之配搭；測試和清除硬件故障及電腦病毒；認識新一代電腦語言；管理新一代微電腦之網絡系統及軟硬件設備；連接全球資訊高速公路；收取最新訊息及傳遞電子郵件等。為改革辦公室進入資訊年代及中文化提供全面培訓。完成此課程並取得合格成績者，得由本院頒發修業證書。

課程大綱：

1. 認識微電腦發展趨勢
2. 電腦故障檢測與預防
3. 電腦系統configuration及MS-DOS深入運用
4. 中文視窗操作系統Windows 95升級操作
5. 倉頡中文輸入法
6. 中文文書處理及Word 7.0功能深入運用
7. 中文試算表及Excel 7.0功能深入運用
8. Power Point圖文展示系統
9. 中文資料庫管理及Access 7.0特殊功能運用
10. Office 7.0文件夾BINDER運用
11. Visual BASIC程式編寫
12. 電腦網絡系統應用及基本管理
13. 網絡系統NOVELLSERVER管理
14. 網絡系統NT-SERVER管理
15. 電腦通訊與Internet應用

結業證書：課程結束後，符合下列三項條件之學員，可獲本院頒發證書：

- (一) 出席率達百分之七十五或以上；
- (二) 於指定時間內完成所有作業；及
- (三) 畢業考試成績合格

(限收二十四人)

主 講 人：Mr. LEE Sui Yip, M.Sc.(CUHK), B.Sc.(HKU)
Mr. TAM Yuk cheong, B.Eng.Elec.(HKU)
Mr. Taky CHEUNG, B.A.(FHSU)
Mr. CHAN Chi Yan, B.Eng.(Hons)Elec.(HKUST)
Mr. Andy WONG, B.Sc.(Toronto)

入學資格：學員需具中五或同等學歷；及修畢本院Certificate Course in Business Computing Using Microcomputer課程或有兩年以上實際操作電腦及一般應用軟件經驗。

地 點：弘智電腦學會，香港灣仔譚臣道114號廣亞大廈四樓

時 間：一九九七年十一月九日起每星期日上午九時三十分至十二時

全期學費：HK\$6,800 (共三十二講)

III. INTRODUCTORY COURSES

教師實用電腦綜合課程 – 視窗應用 (Practical Computer Application Course for Teachers – Windows Applications)(CIT 001)

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。(限收十六人)

主 講 人：Jane Lau, B.Sc(Hons)(PolyU), Grad.Dip.(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)

266. 一九九七年十月三日起逢星期五下午七時至九時三十分

267. 一九九七年十一月六日起逢星期四下午七時至九時三十分

全期學費：三千一百元正(共十二講)

教師可獲教育署退還半費。詳參第ix頁。

Microcomputer Literacy (CIT 001)

Course Aims :

This course is specially designed for computer beginners. It covers the basic computer concepts and terminologies with daily life examples. The course will help beginners to pick up computer skills in an easy and fast manner. After completing this course, participants will be able to understand what constitutes a computer system; use a wide range of common computer applications; work on typical operating systems such as DOS or windows 95; safely use computer hardware; aware of the trends of software and hardware standards, follow the instructions of computer manuals.

Contents :

- common computer terms;
- operating Personal Computers and their basic components;

- introduction to Operating Systems, illustrated by DOS and Windows 95 and their basic commands; file operations; memory management etc.
- brief introduction and demonstration of a variety of application software such as word processing, spreadsheet and database packages;
- discussion on common computer applications.

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

268. (Workshop) Room 2, SPACE North Point Study Centre
(Workshop) Tuesdays, 6.30 - 9.30 p.m.,
commencing December 9, 1997

269. (Workshop) Room 4, TST District Kai Fong Welfare Association
(Workshop) Fridays, 6.30 - 9.30 p.m., commencing
November 7, 1997

4 workshops

Fee : \$1,200

Medium of Instruction: Cantonese supplemented with
English terminologies for
Courses 268
English for Course 269

Remarks : a) Courses 268 is limited to 20.
b) Courses 269 is limited to 15.

272. 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)

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

Date : (Workshop) Wednesdays, 7.00 - 10.00 p.m.,
commencing November 5, 1997

4 workshops

Fee : \$1,400

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

274. Introduction to Microsoft Windows 95

Windows environment is a popular Graphical User Interface for many software applications. More and more people will switch to Windows 95 environment. As a result, there is a serious growing interest in understanding the basic concepts, features and benefits of Windows 95. This introductory course provides a guide to participants in the basic structure of windows and the skills needed to master Windows 95.

Topics include: Windows fundamentals; Mouse techniques; Taskbar, program shortcuts, right-click menus; Windows Accessories; Integrating objects between different Windows applications; Installing printer and other peripherals using Plug and Play; and expert tips on how to use Windows 95 in the most efficient way. *Enrolment is limited to 40*

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

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Tuesdays, 6.30-9.30 p.m., commencing September 9, 1997

3 workshops Fee : \$1,000

276. 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 in software development. 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 25*

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

Venue : (Workshop) Room 136, Old Library Building, HKU
Date : (Workshop) Thursdays, 6.30-9.30 p.m., commencing November 6, 1997

7 workshops Fee : \$2,300

Participants are expected to have some basic concepts about computers.

278. Understanding and Repairing your PC

This course is suitable for 486 & Pentium PC users who already have basic operational knowledge and wish to expand into hardware architecture & standardization. It

aims to help participants to develop PC hardware trouble-shooting and upgrading techniques.

Topics include: Introduction to PC hardware components architecture such as CPU & motherboard, harddisk, graphics display card, printer, sound card, CDROM, and other multimedia devices. Maintaining the Windows 3.1 & 95 Operating Systems. Basic hardware trouble-shooting and upgrading techniques, Virus checking and cleaning. *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., Senior Computer Officer, University of Hong Kong.

Venue : HKU
Date : Mondays, 7.00-9.30 p.m., commencing September 15, 1997

9 meetings Fee : \$1,000

Medium of Instruction: Cantonese, supplemented with English terminologies

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

IV. APPLICATION SOFTWARE

281. Microsoft Word for Windows 95 (CIT 101)

Microsoft Word is a window-based wordprocessing software. This course 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 40*

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

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Fridays, 6.30-9.30 p.m., commencing September 19, 1997

5 workshops Fee : \$1,550

Prerequisite: Participants are expected to have basic concepts and experience in Windows operations.

283. 中文WINDOWS 95與WORD 7.0文書處理 (Chinese Word Processing Using Win-95 and Word 7.0)

本課程教授中文視窗系統WINDOWS95操作，及在其環境下應用中文版WORD7.0文書處理。內容包括：視窗系統主項功能應用、中文輸入法運用倉頡及速成、各款TrueType中文字形安裝、廣告大字製作。文書處理功能包括：中英文字編輯及排版、文字與插圖合并排版、每頁加上頁頭及頁尾標籤、中文表格製作、檔案處理、郵遞標籤列印及一般編印技巧等。

本課程特別適合一些行業須經常製作高質素中文稿件。各學員均以每人一機上課。
(限收二十四人)

入學資格：須有基本電腦操作認識。

主講人：章志德先生，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：一九九七年九月十九日起逢星期五下午六時至八時

全期學費：一千二百元正 (共六講)

284. 中文MSWord實習班初階 (Introduction to Chinese MS Word for Windows)

MSWord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。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。

課程大綱：檔案處理及編輯功能；列印格式設定及操作；中文表格；拼字及文法檢查；字元段落格式設定；框線及網底製作；頁首頁尾設定；郵遞標籤製作及合併列印；圖片加插及排版；倉頡速成輸入法。
(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2室

時間：一九九七年十月四日起逢星期六下午二時至五時

全期學費：一仟六百元正 (共五講)

285. 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 18*

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.H.K.I.E., Senior Computer Officer, HKU

Venue : (Workshop) Room 808, K.K. Leung Building, HKU

Date : (Workshop) Wednesdays, 6.30-9.30 p.m., commencing October 8, 1997

7 workshops

Fee : \$1,700

Entry requirements: Participants are required to have knowledge and experience of DOS and a high level programming language, such as Basic, COBOL, Pascal or C.

286. Introduction to Microsoft Access 95 (CIT 103)

Microsoft Access is an 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 Report Wizard, storing, adding graph into database and report, creating and printing mailing labels, writing and running Macros. *Enrolment is limited to 40*

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

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

Date : (Workshop) Mondays, 6.30-9.30 p.m., commencing September 15, 1997

5 workshops

Fee : \$1,550

Prerequisite: Participants are expected to have basic concepts and experience in Windows operations.

288. 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 and pcAnywhere, direct sending fax of document from PC (Winfax Pro).

Enrolment is limited to 20

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

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

Date : (Workshop) Thursdays, 6.30-9.30 p.m.,
commencing October 9, 1997

3 workshops Fee : \$1,000

Participants are expected to have some experience in PC and DOS.

290. Introduction to Excel (CIT 102)

This course provides an introduction to a sophisticated Windows spreadsheet package with hands-on practical exercises for common business 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 make human effort for complicated presentation work easy. The intuitive Windows graphical environment also simplifies daily operations.

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 20

Tutor : C.T. Hung, B.Sc., M.Phil.(H.K.)

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

Date : (Workshop) Mondays, 6.30-9.30 p.m., commencing
September 22, 1997

7 workshops Fee : \$2,200

Prerequisite: No prior computer knowledge is required, but some experience in using computer/PC will be an advantage.

291. Database Management using FoxPro 2.6 for Windows (CIT 103)

Foxpro is a fast relational database management system in the Windows environment. It provides superb productivity, speed and power. So, it is increasingly used by a 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.,
commencing November 6, 1997

6 workshops Fee : \$1,600

Participants are not required to have prior computer knowledge.

292. 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 an 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., commencing
November 17, 1997

8 workshops Fee : \$2,200

Prerequisite: Participants are expected to have basic database concepts and be familiar with Windows operations.

293. 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) Tuesdays, 6.30 - 9.30 p.m., commencing October 7, 1997

7 workshops Fee : \$1,780

No prior computer knowledge is required for this course.

294. 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 : 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., commencing December 12, 1997

5 workshops Fee : \$1,400

Prerequisite: Participants are expected to have basic knowledge of dBASE III+ or dBASE IV.

295. Programming in dBASE IV (CIT 105)

This is a follow-up course to "Introduction to dBASE IV". Those who have knowledge on dBASE may also apply.

The course aims to provide participants with the structured programming techniques 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 18

Tutor : K.W. Lam, B.Sc. (Computer Studies) City U.

Venue : (Workshop) Room 808, K.K. Leung Building, HKU

Date : (Workshop) Mondays, 6.30-9.30 p.m., commencing September 15, 1997

10 workshops Fee : \$2,300

Students are required to have basic knowledge of dBASE III+.

296. Business Graphical Presentation

Microsoft PowerPoint is a graphical presentation package on the Windows platform. It is specially designed for business executive or presenter to produce professional and fascinating presentations. The purposes of this course are 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, graph in slide, printing slides, linking information with other applications using OLE, running and timing slide show using PowerPoint Viewer.

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., commencing January 19, 1998

3 workshops Fee : \$1,050

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 officers and product demonstrators who want to improve their presentation skills.

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 20

Tutors : Reggie Wong, B.Sc.(Hull), Consultant - AVIT Solutions Ltd.
Eric Liang, B.Eng.(Hull), Producer (Design & Production) - AVIT Solutions Ltd.

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

297. (Workshop) Fridays, 6.30 - 9.30 p.m., commencing January 9, 1998

298. (Workshop) Wednesday and Thursday, 9.30 a.m. - 5.00 p.m., October 22 & 23, 1997

Fee : \$2,100

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 : Course 297 has 4 workshops.
Course 298 has 2 workshops.

299. 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 Leger, Accounts Receivable, and Accounts Payable.

Participants upon completion will manage to computerise their accounting operation through journalising, auto-posting, balancing, aging reminder mailing, analysing and reporting.

Enrolment is limited to 24

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) Fridays, 8.10-10.10 p.m., commencing September 19, 1997

6 workshops

Fee : \$1,200

Medium of Instruction: Cantonese supplemented with English terminologies

Participants are expected to have knowledge in accounting and some DOS operation experience.

V. PROGRAMMING LANGUAGES

300. Advanced Programming Using C (CIT 105)

This course provides participants with a thorough coverage of the programming language C, with particular emphasis on good programming style and techniques. The power, expressiveness, and versatility of the language will be demonstrated with examples taken from various application domains.

Syllabus: Introduction and a quick overview of C; an introduction to the C development environment on PC; the ANSI standard; simple I/O; basic data types, operators and expressions; control constructs; functions and program structures; advanced data types; advanced I/O, operating system interfaces; applied data structures and algorithms; programming style and techniques; structured programming issues; efficiency considerations; and real life applications and examples.

Enrolment is limited to 20

Tutor : C.K. Lee, B.Eng. (CUHK), M.Phil (HKUST)

Venue : HKU
(Workshop) Room 201, Run Run Shaw Building,
HKU

Date : Thursdays, 7.00-9.30 p.m., commencing October 9,
1997
(Workshop) Mondays, 6.00-10.00 p.m.,
commencing October 20, 1997

8 meetings & 6 workshops Fee : \$2,700

This course assumes no prior knowledge of C but applicants should know at least one programming language (Please indicate in your application).

333. 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, advantages of C++ and OOP, use of object classes, use of inheritance for program re-use, user defined operators, encapsulation, polymorphism, application examples.

Enrolment is limited to 15

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

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

Date : (Workshop) Tuesdays, 7.00-10.00 p.m.,
commencing November 25, 1997

4 workshops Fee : \$950

VI. COMPUTER NETWORKING/ DATA COMMUNICATION

301. Elements of Computer Networking

This course is intended to give the participants a general and clear picture of computer networking technology. Basic concepts of various aspects related to computer networks will be addressed. Practical considerations of the popular PC networks and their connectivities with mini/mainframe computers will be highlighted.

Syllabus: Introduction to network technology and architecture; ISO/OSI 7-layer model, theoretical basis for data communications; data link control; network topology; switched and broadcast communication networks; network routing; local area networks (LAN) including Ethernet, Token ring and Token bus; internetworking devices; bridge, router and gateway; inter-LAN connections; PC LAN connectivities to mini/mainframes; computer communication architectures and protocols; the OSI model; the DoD TCP/IP model; network access protocols: X.25, PAD, X.21, ISDN and LLC; principles of internetworking; reliable end-to-end transport protocols; session protocol; presentation and application protocols; network management; practical considerations; applications and examples.

Demonstration and practice on Novell LAN operation and PC to Host connectivity with TCP/IP will be provided.

Tutor : K.W. Chiu, B.Sc.(Computer Studies)(H.K.),
M.Sc.(Comp)(HKUST), M.A.C.M.,
M.I.E.E.E.

Venue : Room 2, SPACE North Point Study Centre
Date : Fridays, 6.45-9.15 p.m., commencing November
28, 1997

10 meetings Fee : \$1,200

Prerequisite: Basic knowledge of computer principles and some experience with computer applications.

302. Introduction to Local Area Networks with Microcomputers

This course is intended for users who wish to attain some concepts and practical knowledge of 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. 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); 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.Sc.(Comp)(HKUST), M.A.C.M.,
M.I.E.E.E.

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

Date : (Workshop) Tuesdays, 6.45 - 9.15 p.m., commencing September 23, 1997

10 workshops

Fee : \$2,000

Entrance Requirements : 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.

304. Administration of Local Area Networks

This course provides participants with the practical knowledge and skills of installing and administering Local Area Networks (LAN). Future trends in the technical development will also be highlighted. It is useful of those persons who need to design, set up and manage LANs. 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; 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; Win 95 networking; peer to peer network, NT server and client/server approach; 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.M., M.B.C.S.,
M.H.K.I.E., Senior Computer Officer,
HKU

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

Date : (Workshop) Fridays, 6.30-9.00 p.m., commencing September 19, 1997

8 workshops

Fee : \$2,250

Medium of Instruction: Cantonese, supplemented with English terminologies

Entrance Requirement: Participants should have some exposure to local area network environment.

356. Growing Business through Telecommunication

Telecommunication is inevitably an essential tool to facilitate business operation. Dissemination of messages and information in the timely manner is most important for making business decision. This course is designed for Management, Sales and Marketing executives. Participants

would appreciate the principles and the cost & benefit of various telecom operations, be able to optimize the cost, increase the productivity and improve the efficiency of business operation. The expansion of sales channels and improvement to customer service are also made possible through the use of telecommunication.

Syllabus:

Scope of telecommunication, telecom equipment, the Regulatory Regime, PSTN & ISDN, Cellular and PCS, economics of Call Back Service, efficiency of Cabling Network, Voice Data Integration, Video Conferencing, Caller Number Display, Interactive Voice Response Systems, Internet and E-Mail, the management of Call Centre, Outbound Tele-marketing, Cashless Society, privacy & security and Man-machine Interface.

Tutor : Ernest Lee, B.Sc.(Eng), HKU, M.H.K.C.S.

Venue : HKU

Date : Thursdays, 6.30-9.30 p.m., commencing October 16, 1997

5 meetings

Fee : \$800

VII. INTERNET AND WORLD WIDE WEB (WWW)

306. Business on Internet

There are many millions of people around the world who have some type of Internet connection. 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 emphasizes 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. 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 customer/technical support, receiving feedback from clients, Internet Service Providers (ISP) in Hong Kong; Security and legal issues. *Enrolment is limited to 40*

Tutor : Nick H.Y. Chi, B.Sc.(Hons), M.Sc.

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

Date : (Workshop) Fridays, 7.00 - 9.00 p.m., commencing
November 21, 1997

6 workshops

Fee : \$840

Workshop on Basics of Business Using Internet

Doing business in the 21st Century, you can't stay with the conventional way of communications. The Internet represents the single biggest connection of mainframe computers around the world. Over 32 million people are connected to each other in more than 80 countries and over 1 million new customers are joining the Internet every month. Isn't it time you put your company onto the Internet?

This course provides comprehensive knowledge and hands-on experience with Internet application and services.

Topics include: Installation and configuration of Internet access software such as Trumpet winsock, Eudora E-mail reader, Telnet, FTP, Gopher, News reader and World Wide Web browser; gathering information relevant to your business via Internet; establishing advertisement and contacting customers and suppliers via the Internet; accessing public FTP servers for obtaining freeware and shareware; remote networking and enable file sharing through Internet; maintenance of your value-added electronic mailbox; locating information on newsgroup, subscribing to mailing list, and introduction to WWW homepages.

Enrolment is limited to 22

Tutor : Malcolm Y.C. Tam, B.Eng. Elec.(HKU), HKISP
(Spider Net) Founder

Venue : (Workshop) Whiz Club Ltd., 4/F, Kwong Ah Bldg.,
114 Thomson Road, Wanchai, Hong Kong

308. (Workshop) Saturdays, 9.30 a.m.-1.30 p.m. & 2.30-4.30 p.m., September 13, 1997

309. (Workshop) Wednesday and Thursday, 6.30-9.30 p.m., September 10 & 11, 1997

Fee : \$900

Prerequisite: Participants should have knowledge of operating at Windows environment.

Remarks : Course 308 has 1 workshop
Course 309 has 2 workshops

Internet Web Page Design and Setup Workshop

The World Wide Web (WWW) likes a big hypermedia book of the Internet. You can flip through the book, follow its references (in the form of link points to different pages), and even write notes in the margins (with features such as filling-out forms). You would get lost in such a huge book if you navigate through by the theory of muckin. In this universal database, you can find tons of information like international news, stock quotes, virtual tourism, products update, home shopping, movie preview and many more to come. Indeed behind all the information of the huge book, there is a lot of publishers, each making their own masterpieces into the World Wide Web by using HyperText Markup Language (HTML).

This course introduces the skills and techniques of designing and setting Web pages. Hands-on practice will be provided.

Topics include: Introduction to World Wide Web, understanding World Wide Web browsers and their accessories, smart web surfing techniques; introduction to HTML, how to write and publish you homepage on Internet, enhance webpage publishing by invoking image and sound effects, creating Chinese homepage, advanced HTML features such as form filling, table and background texture.

Enrolment is limited to 10

Tutor : Malcolm Y.C. Tam, B.Eng. Elec.(HKU), HKISP
(Spider Net) Founder

Venue : (Workshop) Whiz Club Ltd., 4/F, Kwong Ah Bldg.,
114 Thomson Road, Wanchai, Hong Kong

310. (Workshop) Fridays, 9.30 a.m.-1.30 p.m. & 2.30-4.30 p.m., September 12, 1997

349. (Workshop) Thursday and Saturday, 6.30-9.30 p.m., September 18 & 20, 1997

Fee : \$900

Prerequisite: Participants should have knowledge of using Internet.

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

Remarks : Course 310 has 1 workshop
Course 349 has 2 workshops

311. Interactive Age of Internet

Internet nowadays is definitely a hot-pick issue throughout the world. Email, Newsgroup, FTP and WWW are those terms you should be familiar, otherwise you are lag behind very much from the timeline of this technology-advanced world. Being an Internet citizen of the virtual community,

do you know the real power of the Net? The prototype of interactive tools over the Internet are emerging rapidly. Over Internet, having a video conference with your business partner on contract negotiation, buying a 3000 square feet house at California with detail Virtual Reality(VR) walk-through, and playing interactive flight simulation game with your friend in Africa are no longer tales of the wonderland, but just around the corner.

The course introduces how you can gather interactive multimedia resources from Internet. Hands-on practice will be provided.

Topics include: Installation and setup of Internet software; listen to world wide radio/TV stations by using Real-Audio player; Internet telephone conversation in point-to-point and point-to-multipoint mode; collaborative video conferencing by using CUSeeMe and VDOPhone; make friends in the cyber world through an interactive 3D virtual community in Alpha World and Palace; the power of VRML (Virtual Reality Markup Language), and the core engines of interactive webpages - HotJava, Javascript and Active X.

Enrolment is limited to 10

Tutor : Malcolm Y.C. Tam, B.Eng. Elec(HKU), HKISP (Spider Net) Founder

Venue : (Workshop) Whiz Club Ltd., 4/F, Kwong Ah Bldg., 114 Thomson Road, Wanchai, Hong Kong

Date : (Workshop) Tuesdays, 9.30 a.m.-1.30 p.m. & 2.30-4.30 p.m., September 16, 1997

1 workshop Fee : \$900

Prerequisite: Participants should have knowledge of using Internet.

Internet Workshop

This course is designed for persons who are new to Internet. From the course, they could learn the basic knowledge of Internet, how to get connected, and the operations of the common Internet tools such as email, WWW, newsgroup and FTP.

Course Outline:

History & terminologies of Internet, Internet applications, how to get connect with Internet, Eelectronic Mail - News Group, World Wide Web (WWW), accessing WWW, hypertext, using bookmarks and WWW search engines, File Transfer Protocol (FTP), transfer files, and Internet Search Engine.

Enrolment is limited to 40

Tutors : Reggie Wong, B.Sc.(Hull), Consultant - AVIT Solutions Ltd.

Eric Liang, B.Eng.(Hull), Producer (Design & Production) - AVIT Solutions Ltd.

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

312. (Workshop) Saturdays, 9.00 a.m.-1.00 p.m., September 27, 1997

313. (Workshop) Fridays, 7.00-9.00 p.m., commencing November 7, 1997

Fee : \$630

Prerequisite: Basic Windows operation experience is required.

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

Remarks : Course 312 has 1 workshop
Course 313 has 2 workshops

Building a Successful Corporate Internet Strategy

Internet is becoming increasingly relevant to daily personal and business discourse. This course will help the management & business personnel confidently plan, develop, implement and manage a corporate-wide Internet strategy.

Topics Outline:

Develop strategic objectives: your internet business goal; budgeting: setup & on-going maintenance cost of an internet project; people: expertise and human resource required to run a web site; latest tools & technologies available; usability test: find out how friendly your web site really is; measuring success; case study & discussion.

Enrolment is limited to 40

Tutors : Reggie Wong, B.Sc.(Hull), Consultant - AVIT Solutions Ltd.

Eric Liang, B.Eng.(Hull), Producer (Design & Production) - AVIT Solutions Ltd.

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

314. (Workshop) Fridays, 9.30 a.m.-12.30 p.m. & 2.00-5.00 p.m., October 24, 1997

315. (Workshop) Thursdays, 6.30-9.30 p.m., commencing September 4, 1997

Fee : \$840

Prerequisite: Basic Windows and Internet browsing experience are preferred.

Remarks : Course 314 has 1 workshop
Course 315 has 2 workshops

316. Exploring Internet

This course intends to enumerate the rich information services such as World-Wide Web, USENET News, Mailing list, etc., available on the Internet in non-technical terms. It also describes how we can make best use of them in finance, management, marketing, direct-selling, research, and recreation. This course dissects into culture, customs (Netiquette) and security aspects of the Internet. A brief introduction to Java applications will be given.

Topics include: History of the Internet, information services of the Internet, World Wide Web, FTP, Gopherspace, Internet Robots, World Chats, Internet Search Engines, Internet Phones, VDOphone, E-Shops, Cybercash, CGI programs, Java, applications of Intranets, Netiquette, Pretty Good Privacy (PGP). *Enrolment is limited to 40*

Tutor : Carl Y.P. Yau, B.Sc., M.Phil. (H.K.)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Mondays, 6.30-9.00 p.m., commencing October 20, 1997

3 workshops Fee : \$840

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

317. Advanced Internet and Web Development

With the rapid development of the Internet and the Web, high quality and professional websites are in great demand. This course provides a comprehensive training to webmasters, a new profession to develop and maintain websites.

This course explains the key mechanisms of the Internet such as TCP/IP and portocol stacks, Internet services and web contents programming using HTML authoring, Java programming, Perl and CGI scripting, network socket programming, and Windows sock programming. Security tools such as Pretty Good Privacy (PGP), Secure Socket Layer (SSL), and Secure HTTP are also discussed.

Topics includes: TCP/IP protocols, Internet architecture, Request For Comments (RFCs) documents, HTML 3.2 authoring, Java, Perl and CGI scripts, plugins, MS Active X, Berkeley Socket Programming, Socket Programming in Windows, Security tools: PGP, SSL, SHTTP.

Enrolment is limited to 40

Tutor : Carl Y.P. Yau, B.Sc., M.Phil. (H.K.)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Tuesdays, 6.30-9.00 p.m., commencing November 25, 1997

12 workshops Fee : \$2,600

Prerequisite: Applicants should have basic knowledge of Internet and C Programming.

350. An Introduction to Internet for Teachers

Do you want to enrich your teaching with Internet resources but do not know much about how to access them? Do you know little about computers but want to become a reasonably competent Internet user? If yes, then this course will be useful to you. With the advent of World Wide Web, the Internet resources are becoming more accessible to the general public. However, many Internet courses are not so much geared to the teaching profession. This course is designed by a practising educational professional to help teachers who are new to the Internet resources. It encompasses a brief overview of the Internet, the World Wide Web, Netscape, and the design of simple home pages. Last but not the least, it includes an introduction to the Internet resources related to education. After completion, the participants should be able to navigate the Internet and design simple home pages, in addition to having an overview of the Internet. Hands-on experience will be provided.

Syllabus: overview of the Internet, World Wide Web, use of the Netscape, design of simple home pages, Internet resources related to education, and some Internet tools.

Enrolment is limited to 40

Tutor : K.S. Chan, B.Sc., M.Ed. (Science Education)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Tuesdays, 6.00-8.00p.m., commencing October 7, 1997

6 workshops Fee : \$880

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

Business Opportunities in the Cyber World

This course is designed for non-technical people who are looking for business opportunities using Internet.

The course introduces the basic concepts and the advantages of using internet. The idea of virtual stores/virtual trading and other kinds of business opportunities available in the Internet community will be covered. There will be discussions on how to set up a company with minimum investment. Participants will be introduced to the unique features provided by the World Wide Web, including on-line purchasing, inquiry services, marketing research. This course will be presented with minimum technical jargons. Participants will be given hands-on practice on using E-mail, search engines and Web surfing.

Syllabus: What is Internet? History, terminology and basic knowledge. How to get connected? Internet tools: email, WWW and FTP. Doing business in the Internet: Business opportunities; virtual stores/virtual trading business;

marketing plan on the Internet; advantages of having Web Sites. Web Sites Browsing. *Enrolment is limited to 40*

Tutor : Miss Candy Chui

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

352. (Workshop) Fridays, 9.30-12.30 p.m. & 1.30-4.30 p.m., November 7, 1997

353. (Workshop) Fridays, 6.30-9.30 p.m., commencing February 6, 1998

Fee : \$840

Remarks : Course 352 has 1 workshop
Course 353 has 2 workshops

357. Introduction to Java

Java is described as a simple, object-oriented, distributed, interpreted, robust, secure, architecture-neutral, portable, high-performance, multithreaded and dynamic programming language. Because of these exceptional features, Java has gained world-wide acceptance especially in the Internet technology. This course offers lectures and workshops to teach the theory and techniques of Java programming.

Topic includes: Java features; Java development toolkit; virtual machine concept; object-oriented programming; applet; exception handling; input and output facilities; abstract Windows toolkit; advanced graphics and image drawing; multi-threading; networking.

Enrolment is limited to 40

Tutors : Marcus C.K. Lee, B.Sc.(Eng.) (CUHK), M.Phil. (HKUST)

Thomas Y.T. Lee, B.Sc.(Eng.) (HKU), M.Sc. (CS) (HKU)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

Date : (Workshop) Mondays, 6.30-9.30 p.m., commencing January 5, 1998

10 workshops

Fee : \$2,700

VIII. COMPUTER AIDED DESIGN/ DRAFTING

318. Computer-aided Art Design and Desktop Publishing

This course discusses the concepts and techniques 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 production problems, 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 October 18, 1997

12 meetings

Fee : \$880

Medium of Instruction: Cantonese supplemented with English terminologies

351. Use of Corel Graphic Package for Teachers

Diagram drawings are common and essential tasks in preparing teaching materials. Corel graphic package is a powerful tool to help teachers accomplish these tasks with high quality output. This course provides teachers with basic skills and knowledge on using Corel graphic package (including Corel Draw, Corel Photopaints, Corel Move) to create and edit graphics, bit-map images and computer animation. Teachers can have ample opportunity to create and work on drawings/animations that are useful to their teaching.

Syllabus: Basic drawing tools; editing objects (outline, fill patterns, curvature of a curved line); arranging and combining objects with applications to produce diagrams, symbols and artworks; working with scanned images and cliparts; creating simple computer animations for schools' use; exporting drawings for other applications.

Enrolment is limited to 40

Tutors : Raymond W.H. Fong, B.Sc.(Hons), Dip.Ed.,
Adv.Dip.Ed., M.Ed. (Science Education)
Y.T. Lau, B.Sc.(Hons), Cert.Ed., P.C.C.E., M.Ed.
(Computers in Education)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Mondays, 6.00-9.00p.m., commencing
November 17, 1997

6 workshops Fee : \$1,300

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

AutoCAD Basic Drafting

This course is intended to equip participants with the fundamental concepts and operational knowledge of AutoCAD 2D drafting. Most of the 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.

Syllabus: AutoCAD fundamentals, I/O devices used by AutoCAD, AutoCAD user interactions, 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

319. (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., September 8, 10, 12, 19, 24 & 26,
1997

320. (Workshop) Wednesdays and Fridays, 6.30-9.30
p.m., October 29, 31, November 5, 7, 12 & 14, 1997

6 workshops Fee : \$2,150

Prerequisite: Applicants should have basic knowledge of microcomputer and be familiar with DOS operations.

Medium of Instruction: English for Course 320
Cantonese with English
terminologies for course 319

322. 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.

Syllabus: 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
Date : (Workshop) Wednesdays and Fridays, 6.30-9.30
p.m., November 19, 21, 26, 28, December 3 & 5,
1997

6 workshops Fee : \$2,150

Prerequisite: Applicants should have completed the 'AutoCAD Basic Drafting' or equivalent course.

324. 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.

Syllabus: 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) Wednesdays and Fridays, 6.30-9.30
p.m., October 3, 8, 15, 17 & 22, 1997

5 workshops Fee : \$1,730

Prerequisite: Applicants should have completed the 'AutoCAD Basic Drafting' or equivalent courses.

325. 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.

Syllabus: 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) Wednesdays and Fridays, 6.30-9.30 p.m., January 16, 21, 23, 28 & 30, 1998

5 workshops Fee : \$1,950

Prerequisite: Applicants should have completed 'AutoCAD Advanced Drafting', 'AutoCAD 3D', or equivalent courses.

326. 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.

Syllabus: 2D Shaper, 3D Loftter, 3D Editor, Material Editor, rendering principles and data exchange with AutoCAD.

Enrolment is limited to 25

Tutor : C.H. Wong, B.Eng.(Computer)

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Wednesdays and Fridays, 6.30-9.30 p.m., December 10, 12, 17, 19, January 2, 7, 9 & 14, 1998

8 workshops Fee : \$2,840

327. 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 courses. 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.

Syllabus: 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) Wednesdays and Fridays, 6.30-9.30 p.m., February 6, 11, 13, 18 & 20, 1998

5 workshops Fee : \$1,730

Prerequisite : Applicants should have completed "3D Studio Modeling and Rendering".

328. Microstation 2D/3D Basic Operation

This course is intended to equip participants with the fundamental concepts and operational knowledge of Microstation (Version 5). Most of the basic features will be covered.

Syllabus: Microstation fundamentals, I/O devices, user interactions, 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) Wednesdays, 6.30-9.30 p.m., commencing October 8, 1997

8 workshops Fee : \$2,600

Prerequisite: Applicants should have basic knowledge of microcomputer and be familiar with DOS operations.

354. Digital Video Production Using Personal Computer

Due to the advance in technology, the computing speed and storage capacity of personal computer are greatly improved. As a result, the production of movies using personal computers at a relative low cost becomes possible. This course discusses the concepts and procedures of using personal computer in video production. Following the production of a video tape, participants will learn the skills of the whole process.

Syllabus: Introduction to video production; basic concepts of digital video editing; capturing video clips; assembling video clips; using transitions; using Filters; creating superimpositions & titles; adding sound to the video; compiling and videotaping movies. *Enrolment is limited to 20*

Tutors : Michael C.K. Yuen, B.Sc.(CUHK), Cert.Ed. (HKU),
MACS, MHKCS.
Tyrant S.L. Tang, B.Sc.(HKU)

Venue : HKU

Date : Wednesdays, 7.00-9.00 p.m., commencing October 15, 1997

10 meetings

Fee : \$1,200

Medium of Instruction: Cantonese supplemented with English terminologies.

IX. CHINESE COMPUTING

倉頡輸入法 (Chinese Input Method)

隨著中文電腦的普及，中文輸入便成為使用中文電腦的必修課程。本課程重點介紹倉頡輸入法的有關規則，並配以操作實習，務求使學員熟悉在電腦上輸入中文。

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

331. 一九九七年九月十八日起逢星期四下午六時三十分至九時

332. 一九九七年十一月二十七日起逢星期四下午六時三十分至九時

全期學費：九百元正（共四講）

X. SEMINARS

334. Introduction to Multimedia

Multimedia has been described as one of the key technologies affecting how humans interact with computers in the future. It allows the coordinated use of multiple channels - text, graphics, audio, video - to deliver information. Although frequently discussed in a computing setting, multimedia will in fact impact us in many other ways, including education, entertainment, business. As is common in an emerging and important area, companies are introducing a multitude of multimedia products and several standards have been proposed, making it quite difficult for the layman to understand in what direction this technology is heading. In this seminar, we will examine the various hardware and software components that make multimedia computing possible. We will survey multimedia applications that exist today and that are expected to emerge in the not too distant future and discuss how this important new technology will affect our daily lives.

Enrolment is limited to 40

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Venue : Room 708, T.T. Tsui Building, HKU

Date : Thursday, 9.30 a.m.-5.00 p.m., commencing October 30, 1997

1 meeting

Fee : \$750

335. Expert Systems

Expert systems grew out of research in artificial intelligence and is a useful paradigm for certain types of software applications. This course provides an in-depth discussion of expert systems and covers the concepts and techniques used in developing expert systems. Typical uses of these systems are examined and a development environment for expert systems will be presented to illustrate how such systems can be built.

Enrolment is limited to 40

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Venue : Room 708, T.T. Tsui Building, HKU

Date : Friday, 9.30 a.m.-5.00 p.m., commencing October 31, 1997

1 meeting

Fee : \$750

336. Object Oriented Approach

The object-oriented paradigm is being increasingly adopted in the design and development of complex software projects, database management systems and other applications. This approach differs significantly from the traditional one and has been reported to improve programming productivity as well as facilitate software maintenance. This one-day seminar will cover the basics of this paradigm and introduce the fundamental concepts of the object-oriented approach, including objects, classes, hierarchies, inheritance and polymorphism. We will show how this paradigm economises on development costs by encouraging software extensibility and re-usability. No knowledge of specific programming language constructs is required, but general familiarity of high-level language concepts is assumed.

Enrolment is limited to 40

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Venue : Room 708, T.T. Tsui Building, HKU
Date : Saturday, 9.30 a.m.-5.00 p.m., commencing
November 1, 1997

1 meeting Fee : \$750

337. World Wide Web Workshop

The Internet and its World Wide Web have experienced explosive growth in recent years. Development of the Web has been compared to the invention of the printing press, radio and television, making information easily accessible to a wide audience and facilitating communication on an unprecedented scale. Companies large and small as well as individuals have established home pages on the Web. Electronic commerce is predicted to become an important means of generating revenue for many businesses. The Web has had and will continue to have a profound influence on computing and, increasingly, on our everyday life. This workshop will present the fundamentals as well as the latest developments of the World Wide Web and what its future directions might be.

Enrolment is limited to 40

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Monday, 9.30 a.m.-5.00 p.m.,
November 3, 1997

1 workshop Fee : \$850

338. Introduction to Java

Java is a new object-oriented programming language that is simple, robust and secure. The language is general purpose and Java programs are platform-independent. Hence Java is ideally suited for developing applications for the Internet, intranets and other networks. This course introduces the Java language and its programming

environment, explains why it is generating so much enthusiasm and demonstrates some of the more interesting and exciting Java applications that have been developed so far. We will also look at current and planned developments in the rapidly changing world of Java.

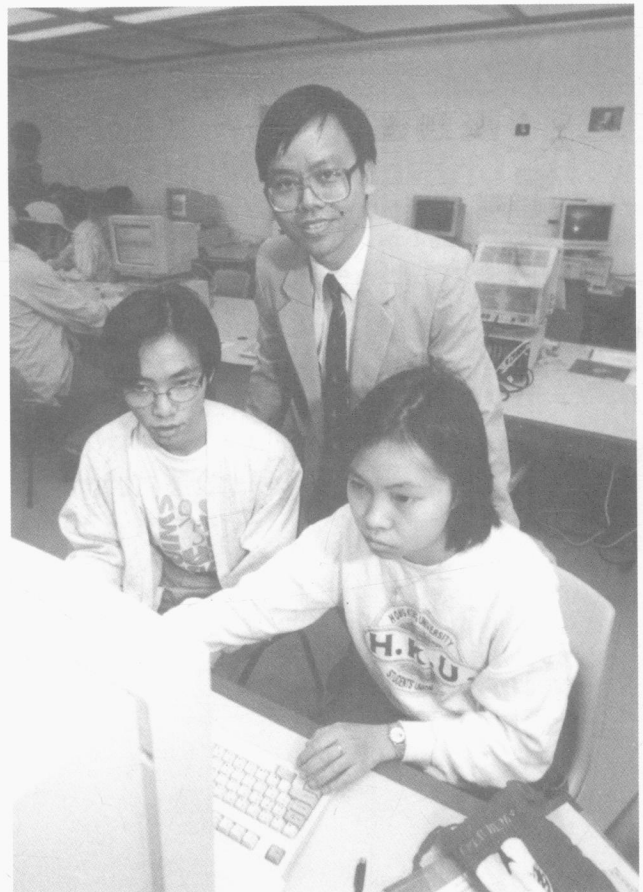
Knowledge of any specific programming language is not required, but familiarity with object-oriented concepts and the World Wide Web will be helpful in understanding the potentials of Java. *Enrolment is limited to 40*

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Tuesday, 9.30 a.m.-5.00 p.m.,
November 4, 1997

1 workshop Fee : \$850

Dr. K.P. Lee received his B.A. in Mathematics from the University of Hong Kong and Ph.D. in Computer Science from the State University of New York at Buffalo. After having taught for a number of years and worked for Bell Laboratories, he is currently a senior member of the research staff of Philips Laboratories in New York.



Associate Professor, F.T. Chan with workshop participants where hands-on experience is emphasised

CONSTRUCTION MANAGEMENT

Teaching Consultant : Melinda Sturges

Telephone : 2975 5717

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 designed to prepare students for entry to study at master's degree level and draws on the professional and work experience of the student.

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 Real Estate & Construction 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

Term I Legal Studies
Construction Project Management

Term II Economics
Project Management
Construction Management Practice

Property Development

Term I Legal Studies
Real Estate and Finance

Term II Economics
Investment & Cost Forecasting

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 Real Estate & Construction 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 Real Estate & Construction of the University of Hong Kong;
2. M.Sc. in Real Estate Development of the Department of Real Estate & Construction 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 Development and Investment - University of Greenwich, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE, H.K.U.);
6. Postgraduate Diploma in Construction Project Management - joint award of SPACE and Department of Real Estate & Construction, University of Hong Kong, part-time evening programme.

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 for the 1997 intake is \$19,000 and should be paid once the student has received an offer of a place on the course (fee to be revised for 1998 intake).

The course will commence in April 1998 and the closing date for applications is March 2, 1998.

For information concerning further course details, please see address on page 82.

POST-GRADUATE DIPLOMA IN CONSTRUCTION PROJECT MANAGEMENT

The Post-graduate Diploma is a joint award of the School of Professional and Continuing Education and the Department of Real Estate & Construction (Faculty of Architecture). It is intended for graduates and professionals with extensive work experience in the construction management or related fields.

The course is designed to update, expand and develop the knowledge of professionals working in the construction industry. It is equivalent to first year master's degree studies and will draw on the professional and work experience of the student.

The course is modular in nature and students will study four modules in two semesters extending over one full year.

COURSE DURATION

The course has been designed around one year of part-time study. Classes are held in the evening over two 14 week semesters per year.

COURSE FORMAT

The course is divided into four modules all of which are compulsory.

Term 1 - September - December
Project Management
Law and Finance

Term 11 - February - May
Construction Management
Construction Management Practice

TIMETABLE

The course will take place on two evenings per week (Monday and Wednesday, 6:30 - 9:30 p.m.) over two terms. The first meeting will take place on Monday, September 8, 1997 at the main campus of the University of Hong Kong (Date and venue details to be confirmed).

METHODS OF ASSESSMENT

The Post-graduate Diploma will be assessed on the following criteria:

Set Assignments

As part of the assessment scheme, students will be required to complete 2 set assignments for each module. These will usually be essays but they may take the form of calculation exercises.

Case Studies

The aim of this element of the course is to expose course members to case studies of organisations with management issues and problems. The cases are used to amplify and highlight material introduced in the modules. Course members are asked to analyse and report on the options and solutions to the management problems they have identified, both in written form and oral presentation.

Examinations

A formal written examination of three hours' duration will be held at the end of each module. The marks allocated for the assignments and case studies will represent 50% of the overall grade mark of each module, the remaining 50% will be based on the formal examination.

Students will be required to pass both the written assignments and the formal examination.

CAREER PROGRESSION

The School of Professional and Continuing Education has negotiated exemption with Greenwich University from up to 4 units [equivalent to one year of study] of the Greenwich University MSc in Construction Management and Economics.

The distance learning MSc programmes from Greenwich University are offered in Hong Kong by SPACE (see this section of the prospectus).

ENTRY REQUIREMENTS

To be eligible for admission a candidate should hold:

- (i) a degree or other qualification of equivalent standard, or,
- (ii) a professional qualification and membership of an appropriate professional body accepted for this purpose; e.g., A.R.I.C.S.; A.H.K.I.A.; A.R.I.B.A.; M.H.K.I.E. (currently under review). or,
- (iii) SPACE Diploma in Construction Management/ Property Development and be a mature applicant with sufficient and relevant working experience.

COURSE COST

The current course fee is HK\$29,500 (payable in 2 instalments) and should be paid once the student has received an offer of a place on the course.

COURSE APPLICATIONS

The course will commence in September 1997 and the closing date for applications is July 31, 1997. For information concerning further course details, please see the address on page 82.

UNIVERSITY OF BATH
MSc in Construction Management
by Distance Learning

Updated and revised for 1997

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', and has now been completely updated and revised for 1997. Fully integrated weekend residential schools are held in Hong Kong twice a year run by Bath University staff.

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 Component	Optional or Compulsory	Timescale for Completion
Stage 1		
Introductory pack	Compulsory	Variable
Management theory	Compulsory	3 months
Residential one	Compulsory	4 days
Construction economics	Compulsory	3 months
Stage 2		
Legal Issues for construction	Compulsory	3 months
Residential two	Compulsory	4 days
Pre-contract management	Compulsory	3 months
Human resource management and cultural issues	Compulsory	3 months
Residential three	Compulsory	4 days
Construction futures - planning and forecasting	Compulsory	3 months
Optional modules - choose two from Environmental issues Design management Project management Property development and facilities management Operational research	Optional (must complete any two chosen from list)	3 months per module
Stage 3		
Research methods	Compulsory	Variable
Dissertation workshop	Optional	2 days
DISSERTATION	Compulsory for MSc students	6 months

Workbooks, Readings, Textbooks, Audio Tapes and Video Tapes are provided

METHODS OF ASSESSMENT

The MSc is assessed by way of Assignments, 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

- You can apply to join the course at any time if you have
- (i) a first degree of a recognised university
 - (ii) professional qualifications such as MCIQB, ARICS, RIBA and MIAS
 - (iii) substantial experience in the construction industry

Entrants without formal qualifications will need to achieve the required standard in the two Stage One introductory modules (see course structure diagram) in order to register as candidates for the MSc Degree.

Non-native English speakers may additionally be required to show evidence of proficiency in the English language. As a guide, this means a score of at least 6.0 in the IELTS test (the preferred proficiency test) or over 550 in the TOEFL, together with good passes in the Test of Written English

(TWE) and/or the Test of Spoken English (TSE) also offered by TOEFL Alternative qualifications may also be considered adequate.

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 at any stage during the year and students may commence their studies on registration with the Introductory pack of materials. Main intake dates to the first modules are in May & November each year.

COURSE FEES

University Registration

All students pay a non-refundable registration fee of £250 (pounds sterling) at the start of the course.

Modules

The course is organised into eight taught Modules and students register for two modules at a time. The fee for two modules is \$20,000. This fee includes all course materials, the examination fee, assignment marking, 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. The dissertation fee is currently being revised. All fees are reviewed annually.

For information concerning further course details, please see address on page 82.

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 & 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 but decides not to proceed further will be awarded the Post-graduate Certificate. Similarly, a student who successfully completes the year 2 taught units but decides not to proceed further 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 and Property Development are eligible to apply for entry to the MSc programme.

Students who hold the SPACE/Department of Real Estate & Construction Post-graduate Diploma in Construction Project Management may apply for exemption from up to 4 of the 8 units of the full MSc.

COURSE FEES

Each course unit costs HK\$10,500 so that a student enrolling in Year 1 will pay HK\$42,000. Similarly, Year 2 will cost the same [fees to be reviewed for intakes commencing in 1998].

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 August 15, 1997 and January 9, 1998 for the September and February intakes respectively.

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 but decides not to proceed further will be awarded the Post-graduate Certificate. Similarly, a student who successfully completes the year 2 taught units but decides not to proceed further 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 Real Estate & Construction (HKU) Post-graduate Diploma in Construction Project Management may apply for exemption from up to 4 of the 8 units of the full MSc.

COURSE FEES

Each course unit costs HK\$10,500 so that a student enrolling in Year 1 will pay HK\$42,000. Similarly, Year 2 will cost the same [fees to be reviewed for intakes commencing in 1998].

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 August 15, 1997 and January 9, 1998 for the September and February intakes respectively.

Please write or fax for details of the above Construction Management/Property Development courses to:

Course Co-ordinator
Construction Management/Property Development

10/F, T.T. Tsui Building,
The University of Hong Kong, Pokfulam Road,
Hong Kong.

Tel: 2975 5717
Fax: 2546 0295

Real Estate

Enquiries : Tel: 2975 5624
Fax : 2559 7528

POSTGRADUATE CONVERSION PROGRAMMES IN SURVEYING

"POSTGRADUATE DIPLOMA IN SURVEYING (REAL ESTATE DEVELOPMENT)"

1997/98 Full Time (Course No. 8020)
1997/98 Part-Time (Course No. 8021)

"POSTGRADUATE DIPLOMA IN SURVEYING (QUANTITY SURVEYING)"

1997/98 Full Time (Course No. 8022)
1997/98 Part-Time (Course No. 8023)

INTRODUCTION

POSTGRADUATE CONVERSION PROGRAMMES leading to the awards of Postgraduate Diploma in Surveying (Real Estate Development) and Postgraduate Diploma in Surveying (Quantity Surveying).

The Postgraduate Diplomas are joint awards of the School of Professional and Continuing Education and the Department of Real Estate and Construction (Faculty of Architecture). The courses are designed to provide a postgraduate education as a foundation for entry into the surveying profession.

The Department of Real Estate and Construction (Faculty of Architecture) and SPACE have collaborated on a number of programmes in the past. The proposed conversion programmes are more suited to the collaborative approach as courses of this nature are perceived by the profession as "training" programmes. They are designed to take graduates from a non-cognate discipline through an intensive programme of training courses and it provides graduates with sufficient knowledge and techniques to be capable of operating competently as professional surveyors within the relevant discipline. Hence the term "conversion" programmes.

PROFESSIONAL EXEMPTIONS

Each award carries full exemption from the examinations of the Royal Institution of Chartered Surveyors and the Hong Kong Institute of Surveyors. They allow graduates from the two postgraduate Diplomas to enter directly to the Assessment of Professional Competence, a pre-requisite for professional recognition of the respective professional bodies. The programmes are specifically designed as postgraduate conversion pathways, directed at non-cognate degree holders who wish to attain a postgraduate qualification which provides a fully exempting award from the HKIS/RICS Quantity Surveying and General Practice Divisions.

COURSE DURATION

The course has been designed to be offered in both a 1 year (12 months) full-time mode and 2 year (24 months) part-time mode.

Classes for the full-time mode will be scheduled during weekdays and Saturday mornings. Classes for the part-time mode will be scheduled on a minimum of the **equivalent** of two half days per week. Timetable will be announced.

COURSE FORMAT

The conversion pathways consist of five elements:

- Core Taught Modules
- Elective Modules
- Studio - Development Case Studies
 - The Workshop Report
 - Professional Report

The taught modules (both core and elective) provide the essential academic underpinning of the relevant surveying disciplines. However the studio components which comprise Development Case Studies, the Workshop Report and the Professional Report are critical to both conversion pro-

grammes. Studio provides the environment/context whereby the taught modules which tend to be developed discretely are integrated and where the necessary professional skills relevant to the selected discipline in the context of Hong Kong and the PRC can be more fully developed. More than 50% of the programmes are devoted to studio. Development Case Studies and the Workshop Report in particular place a strong focus on developing the relevant professional skill base.

The general aim of all the components of studio can be summarised as:

- to inculcate students with the professional skills and practices of their chosen surveying discipline (e.g. general practice surveying or quantity surveying) within the context of the land conversion process as a whole.

COURSE STRUCTURE

The overall structure of the progression including the taught course format consists of the following:

Quantity Surveying	Real Estate Development
Pre-course Programme Construction Technology	Pre-course Programme Construction Technology
Core Taught Modules Management Theory and Construction Projects * Economics for Professionals Law and the Real Estate Industry Real Estate Economics Contract Strategies and Project Management Techniques Construction Economics Real Estate and Construction Management Practice	Core Taught Modules Urban Planning theory & practice * Economics for Professionals Law and the Real Estate Industry Land Economics Real Estate Investment and Finance Real Estate and Construction Business Management
Elective Modules * Two/Three electives to be offered from a group of courses to be reviewed annually	
Studio Development Case Studies The Workshop Report Professional Report	Studio Development Case Studies The Workshop Report Professional Report

* Normally candidates will be required to take three elective modules. However candidates without an economics background shall be required to study Economics for Professionals as a programme core module thus reducing choice of electives to two

TEACHING FORMAT

Each taught module represents 24 hours of formal contact per student. Teaching takes the form of lectures, seminars, tutorials, case studies and student presentations. There is no prescribed format for the taught component. It is left to the discretion of each tutor to decide how best to use the time available depending on the nature of the material and the size of class. Naturally a great deal of reading will be required of students to support the basic modules. **The weight of a module is not seen to be simply the time that students spend in a classroom receiving conventional teaching.**

Each studio module i.e. Development Case Studies and the Workshop Report has a weighting of 4 x a taught module and therefore represents some 96 notional hours of prescribed work although in reality students are likely to have

to spend a greater time on these activities. This reflects the emphasis placed on developing professional skills relevant to a conversion course of this nature.

The Professional Report has a notional allocation of 200 hours.

	<u>Hours</u>
Formal lecture modules 9 x 24	216 + reading and coursework
Development case studies 2 x 96 and workshop reports	192 minimum (total)
Professional Report (individual tutor)	200 minimum (total)

This structure can be conceived as comprising 408 notional hours of "tuition" plus the professional report and additional work to support the other components. This excludes the pre-course Construction Technology programme.

Full-Time Mode

The programme will extend over three semesters or a full twelve months.

Semesters one and two focus heavily on taught material with specialist skills developed through the module "Development Case Studies", which extends over the first two semesters. Semester two also sees the introduction of the "Workshop Report" which again focuses more heavily on the specialist aspects of the relevant disciplines. This is carried over into semester 3 where it will involve the workshop led by practising professionals in conjunction with members of academic staff.

The Professional Report commences during the first semester and is submitted during the first half of the third semester. The final part of the third semester is devoted solely to the Workshop Report. There is therefore a pattern of development in the conversion programmes that emphasises a shift from the taught elements to professional skills as the programme progresses.

Part-time Mode

The part-time mode of progression extends over a period of **not less than two years or six semesters** with taught components emphasised in semesters 1, 2, 4 and 5 and the specialist elements through the "Workshop Report" in semesters 5 and 6 and the module "Development Case studies" over semesters 2, 3 and 4.

The classes for the taught modules take place on an equivalent of two half-days per week for the two semesters per year.

Studio components i.e. Workshop Report and Development Case Studies will be scheduled as additional elements during the week in the evenings or at weekends but will not be scheduled on weekday sessions.

The Professional Report commences during the third semester and is submitted during the first half of the sixth semester.

ASSESSMENT

The courses are assessed by a number of methods. These include set assignments, case studies where both written and oral forms of presentation may be employed, examinations and the workshop report. The weighting between examination and coursework for a given module is prescribed by the individual tutor/lecturer although coursework should form no greater than 50% of the overall assessment as prescribed by the individual tutor/lecturer. This is with the exception of the Workshop Report and Development Case Studies which is 100% coursework assessment.

ENTRY REQUIREMENTS

To be eligible for admission, in addition to satisfying the general university entrance requirements, a candidate should hold a good honours degree or other qualification of equivalent standard.

Relevant employment experience and references are also 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. Due to the intensive nature of these programmes, it is important that course participants have the highest motivation and are capable of self-directed learning.

For students with a non-technology background, they will be required to enroll in the certificate programme in construction for property professionals (i.e. the pre-course programme: Construction Technology of the Postgraduate Diploma in Surveying). The pre-course programme is a self-learning package with tutorial support and will operate in tandem with the main conversion programmes.

COURSE APPLICATIONS

The application deadline for the programme is usually 30 June. For application form, please contact SPACE, 3/F., T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Enquiries: Tel: 2975 5624 Fax: 2559 7528. Attn: Ms. Fanny Lam).

COURSE FEE

For full-time students, the course fee is HK\$106,000 by 2 instalments. For part-time students, the course fee for each year is \$53,000 by 2 instalments. The first instalment should be paid once students have received an offer of a place on the course and in any case not later than the end of August 1997. The second instalment will be paid in early January 1998.

CRIMINAL JUSTICE & PUBLIC ORDER

Lecturer in charge : Jesucita Sodusta

Telephone: 2975 5685
2975 5691

M.A. in Public Order (University of Leicester)

The University of Leicester M.A and Postgraduate 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. This is the fifth intake since the course started in 1992.

The programme 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.

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 the following 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.

COURSE ORGANISATION

Students take six modules over two years of part-time study. Students who pass all six modules will be awarded the Postgraduate Diploma in Public Order. Those who also submit a satisfactory dissertation are awarded the M.A. in Public Order.

MODULES:

1. Politics and Order I: Western Concepts and Theories

This module explores different explanations of conflict and disorder in 'Western' societies. It examines in detail various perspectives and models of public order devel-

oped in Western political philosophy and theory, ranging from classical Western philosophy to more contemporary theories of the relationship between the individual and society, politics, economics and social order. The module pays particular attention to different views of the relationship between the state, individual and society. By the end of the module, students should have a good knowledge and understanding of social and political theories of conflict and disorder, which have been put forward by Western theorists.

2. Politics and Order II: Eastern Concepts and Theories

This module examines theories and concepts of politics, society and order as developed by traditional and contemporary scholars in Asia. Particular attention is paid to 'Eastern' theories of order and the relationship between the state, individual and society, as, for example, in Confucianism and neo-Confucianism, Legalism, Communism and various Eastern religious and political theories. Societies studied may include traditional and contemporary China, Japan and India as well as the 'Four Little Dragons', Hong Kong, South Korea, Singapore and Taiwan. The theory and practise of colonialism is also examined. By the end of the module students should have a good knowledge and understanding of ideas and explanations of politics and order put forward by various Eastern theorists.

3. Issues in Public Order

The module explores the key issues concerning public order through a series of case studies of disorder and change occurring at different 'levels' of analysis. These range from instances of local 'urban' rioting to more regional territorial disputes to major transformational disorders, for example post-communist regimes in Europe or post-colonial regimes in the developing world. By the end of this module, students will have a greater insight into the various dimensions of public order and current debates.

4. Research Methods in Criminal Justice

This module aims to provide students with comprehensive knowledge and understanding of methodological issues in criminal justice research. The module examines the nature of explanation in the social sciences and the development of hypotheses and a theoretical framework. It explores the application of different research methods, including quantitative and qualitative techniques, and considers the organisation and management of research and ethical and legal issues.

Students are encouraged to consider how different methods and approaches may be justified or criticised as well as the practicalities of conducting research. By the end of the module students should be able to design

and implement their own research project and to evaluate critically other research studies.

5. Society, Law and Order

This module explores a range of issues concerning the relationship between law, order and society. It does so by examining a series of empirical case studies which illustrate the relationship between social values and legal institutions. The course explores classical and contemporary theories of law and society, and also examines at a comparative level differences between the legal systems of the UK and USA and those of Hong Kong, China and some other Asian societies. By the end of the module students should have a well-developed appreciation of the relationships between law, order, values and ideologies in different societies.

6. Punishment & Society

This module examines criminological as well as penological theories and the history of their development in Europe and the United States. It explores the relationship between crime, punishment and social structure in 'the West' and attempts to apply these perspectives to Hong Kong, China and other Asian societies. Topics include early forms of punishment and the rise of imprisonment as well as probation and community corrections. By the end of the module students should have a thorough knowledge of the theories and justifications of different forms of punishment and a good understanding of the relationships between crime, punishment and society.

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.

ADMISSION

The next intake will be in September 1998. Further details will be available in January 1998.

COURSE DIRECTOR

Dr. R.G. Broadhurst, *B.A. Ed., Ph.D. (W.Aust.);
M.Phil. (Cantab)*

76. Diploma in Criminal Justice

This 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 Scarman 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.

DIPLOMA IN CRIMINAL JUSTICE

The programme lasts for one academic year.

Students normally attend a Lecture on one Monday evening per week, 6.30-9.30 p.m., commencing on September 22, 1997; 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

An overview of the role and functions of the police, courts, corrections, and other agencies dealing with crime and criminals.

A2: Basic Research Skills

Good criminal justice programme, like all quality programmes, is based on sound research evidence. That is why this unit is introduced. This unit aims to provide students an understanding of how good evidence whether for academic or professional purposes is produced. It includes the following topics: methods of collecting and analyzing data; principles of reliability and validity; ethical responsibility of researcher; and referencing and plagiarism.

A3: Crime and Deviance I: Theoretical Perspectives

This unit is an introduction to basic theories in criminology, and also introduces the student to the concept of 'deviance'. It looks at various theories, including functionalist theories, the 'Chicago School', anomie and strain theories, labelling theory, subcultural theories, Marxist and 'radical' criminology, biosocial approaches and the study of 'white collar' crime.

A4: Crime and Deviance II: Types of Crime

Many criminological studies have focused on specific types of crimes or offenders. This unit reviews such research, looking at, for example, homicide and assault, robbery, sexual offences, vice, and 'white collar' and organized crime.

A5: Criminal Statistics and Crime Surveys

The criminal law defines what kind of behaviour is considered by society to be criminal. But how do we know how much crime there is in society? This unit looks at the ways in which crime figures are collected and examines some of the problems associated with these methods.

Module B - Crime and the Criminal Justice System

B1: Police and Policing

An examination of how a major component of the

criminal justice system operates. Special consideration is given to sociological research into policing, including police discretion, the role of the police, public order and crime control, and informal social control and policing.

B2: Punishment and Corrections

This will survey the history of punishment, prisons and penology, and the use of imprisonment and non-custodial options.

B3: Juvenile Justice

Juvenile justice is organized in a very different fashion from 'adult justice', and the problems of juvenile delinquents are often seen to be distinct from those of adult criminals. This unit focuses on the creation of juvenile delinquency as a social problem, the nature of juvenile justice and its administration, and the specific arrangements for juvenile justice in Hong Kong.

B4: Victims in the Criminal Justice System

An examination of how, historically, the role of victims in the criminal justice system has changed. This unit also provides an overview of the current position of victims and the problems they experience in the criminal justice process.

B5: Crime Prevention Strategies

An examination of existing strategies and tactics, such as safe neighbourhood schemes, community crime prevention, community policing, and 'fight crime' committees.

Current Issues in Crime Justice

This non-modular unit offers students an opportunity to explore and discuss a number of current issues, through contributions by guest speakers and others. The precise content varies from course to course.

Study and Writing Skills Component

The Diploma programme provides the Study and Writing Skills Component to help students fulfill sound academic assignments. This Component which is an essential element of the programme involves the development of study, writing and drafting skills. Students are expected to learn the techniques of how to get started in writing and what are the dos and don'ts in writing essays and reports. Students are also expected to form their own study groups and with tutorial support are required to submit an assessed essay assignments.

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 1998.

APPLICATIONS AND ADMISSION

No formal qualifications are required for 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 their 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 (\$1.9) self-addressed envelope from:

School of Professional and Continuing Education,
(Attn: Miss Carmen Chan),
9/F, T.T. Tsui Building, The University of Hong Kong,
Pokfulam Road, Hong Kong.
(Telephone: 2975 5685, Fax: 2858 3404)

OR in person from:

SPACE Town Centre, 9/F, West Tower, Shun Tak Centre, 200 Connaught Road, Central, Hong Kong	North Point Centre, 14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong
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Places are limited, and early application is strongly advised.

Venue : To be advised

Date : Mondays, 6.15-9.30 p.m., commencing September 22, 1997
(Workshop) Wednesdays, 6.15-9.30 p.m., commencing October 8, 1997

26 meetings & 12 workshops

COURSE FEE: \$14,000

Course Director

Dr. Karen A. Joe Laidler, B.A. (Hons), M.A., Ph.D. (California)

Dr. Joe Laidler is Lecturer in the Department of Sociology at the University of Hong Kong. She is author of many journal articles and book chapters on drugs, alcohol and violence including *Unchartered Terrains: Contexts of Experience Among Women in the Illicit Drug Economy* (1997), *The Life and Times of Asian American Women Drug Users: An Ethnographic Study* (1996), and *The Dynamics of Running Away, Deinstitutionalization Policies and the Police* (1995). She has wide experience and knowledge of sociological research

on crime and delinquency, with specialism in drugs and violence. She has been Consultant to numerous projects including the National Institute on Drug Abuse Projects and is a member of numerous professional societies including the Academy of Criminal Justice Sciences, American Society of Criminology and Society for the Study of Social Problems.

THE DIPLOMA: A MASTERS DEGREE 'ACCESS' PROGRAMME

The Diploma programme is designed to provide an effective and valuable education in itself. It is also designed as an 'Access' programme to Master's degree courses in the field of Criminal Justice and Public Order.

The University of Leicester has agreed that students who complete the course successfully will be eligible for admission to the University's M.A. programmes in Public Order and Criminology.

Leicester University, founded in 1921, now has over 6,000 full-time students. The M.A. in Public Order is taught within the Scarman Centre for the Study of Public Order at Leicester University. The Centre undertakes research, teaching and professional training in public disorder, criminology, policing and related fields. The M.A. in Public Order is designed for people with a professional interest in the maintenance of public order, such as police, probation, and government officers, and for those who wish to undertake academic study in this field.

In order to receive the next issue of this Prospectus, please turn to page 191.

如欲收到下期課程手冊，請翻閱第191頁。



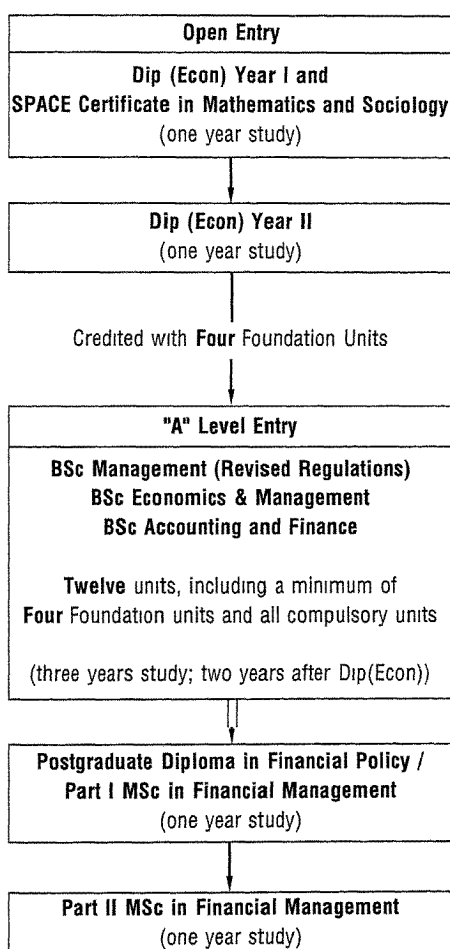
ECONOMICS, MANAGEMENT, BANKING AND FINANCE

Lecturer in charge: Jennifer G.H. Ng
Teaching Consultant: Y.K. Ho

Telephone Nos.: 2975 5659, 2975 5662
2975 5669, 2975 5670

UNIVERSITY OF LONDON PROGRAMMES FOR EXTERNAL STUDENTS

Diploma in Economics
BSc Management (Revised Regulations)
BSc Economics & Management*
BSc Accounting and Finance
Postgraduate Diploma in Financial Policy
MSc in Financial Management



* New degree to be available from September 1997

→ Denotes possibility of applying to study these courses subject to admission by University of London

UNIVERSITY OF LONDON CENTRE FOR INTERNATIONAL EDUCATION IN ECONOMICS SCHOOL OF ORIENTAL AND AFRICAN STUDIES 362. Postgraduate Diploma in Financial Policy / MSc in Financial Management for External Students

I. Introduction

SPACE offers two postgraduate distance learning programmes leading to awards by the University of London. These two programmes are studies in financial management for the awards of Postgraduate Diploma in Financial Policy and MSc in Financial Management. These distance learning programmes are designed and produced by the Centre for International Education in Economics (CIEE), School of Oriental and African Studies, University of London. SPACE will provide the local administrative support such as registration and tuition services.

Applicants may initially be registered on either the Pg. Diploma or the MSc programme, depending on their ability to meet the entrance requirements of the University of London.

The MSc degree is designed for students who have an undergraduate degree with thorough training in economics and / or finance. It may be completed in a minimum of two years and a maximum of five years.

The Pg. Diploma is designed for students who want the option of completing a shorter programme in one year. Subject to approval by the University of London, should a Pg. Diploma holder obtain a grade equivalent to the pass mark of the MSc Part I examinations she / he will be entitled to transfer to study Part II of the MSc programme. Should the student then pass part II of the MSc programme, her / his Pg. Diploma status will be superseded by the MSc award. However, should she / he not pass the MSc Part II, she / he will be awarded the Pg. Diploma Certificate earned in her / his first year of study.

II. Distance Teaching Support

These two Postgraduate programmes are specially designed for external students and are based on distance learning methods. Lectures are conducted through specially written study texts and some courses include a/v materials or

computer software. Each student will be assigned a tutor or tutors for each course. The tutors will aid and monitor students' progress by grading and commenting in considerable detail on their assignment work. Support staff from CIEE are also available to give academic assistance to individual students via e-mail and fax communication. SPACE will provide local teaching and administrative support services such as registration and handling of students' assignments.

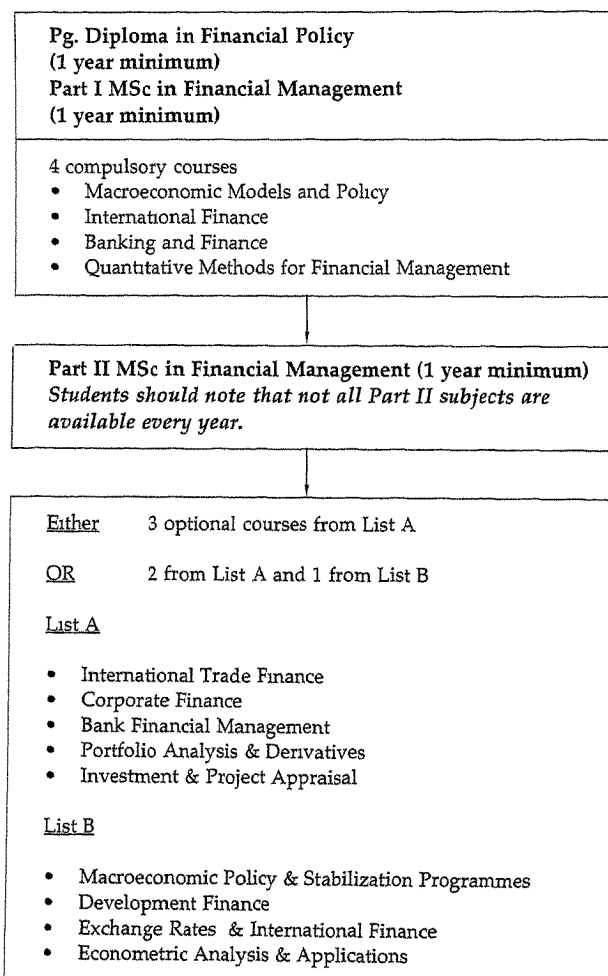
Face-to-face teaching in Hong Kong will be provided as follows:

	Pg Dip	Contact Hours		
		MSc		Total
		Pt I	Pt II	
(a) Face-to-face lectures by local tutors *	72	72	48*	120
(b) Face-to-face revision lectures by U K tutors	24	24	18*	42

* Usually held over weekends
* for 3 optional courses, to be determined later

III. Course Structure

The MSc and Pg. Diploma programmes focus on the principles and techniques needed at various levels of management in commercial banks, investment banks, fund management institutions or corporate treasurers' departments.



IV. Course Materials

The learning materials are specially designed by experts in the field of distance learning. For each course, the student will receive a student handbook and a package of study materials including the following items:

- specially written course units
 - textbooks
 - published articles
 - audio cassette exercises
 - computer software
 - video cassette lectures
- } with all courses
- } with some courses only

V. Assessment

Students' performance in each course will be assessed both by a final examination and by 'continuous assessment' of course assignments which are graded by experienced distance learning tutors from the U.K. The course assignments and the examinations respectively count for 30% and 70% of the students' final grade and both must normally be passed for successful course completion. Examinations are held in Hong Kong and world-wide Sept - Nov each year.

VI. Entrance Requirements

To be admitted either into the Pg. Diploma or MSc programmes, applicants must hold a first degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance, Business or related studies. Applicants with senior work experience and / or appropriate professional qualifications which include economics or finance may also be considered. In all cases, the selection of applicants will be made by CIEE on the merits of each case.

VII. Application Procedures and Fees

Local lectures for these programmes are expected to commence in Jan / Feb 1998. Course fees for the two year MSc programme are payable at the beginning of each study year while that for the Postgraduate Diploma is payable upon acceptance on to the course. Students studying through SPACE shall pay in accordance with the following course fee schedule and not that stated in CIEE's Prospectus. The course fees for the 1998 intake for both the MSc and the Pg. Diploma programmes are:

1998 intake

- MSc programme (2 years)

1998 Part I	GBP4,947
1999 Part II	GBP2,945
Both Parts	GBP7,892

• Pg. Diploma programme (1 year)

1998	GBP4,645
1999 (if progress to MSc Part II)	GBP3,247
Total for Pg. Diploma successfully progressing to MSc Part II	
	GBP7,892

The course fee covers the University of London registration and external examination fees, course materials, University of Hong Kong Library Card (Reader's Card only) and face-to-face teaching conducted in Hong Kong by both local lecturers and UK visiting lecturers. Students may also apply for a Borrower's Card to borrow out books from the Library upon payment of an additional fee. Please note that the same Part II course fee will be levied on all students, notwithstanding that a student may have chosen courses for which face-to-face teaching may not be made available in the year of embarking on the Part II studies. Students will also be required to pay an additional sum directly to the Hong Kong Examinations Authority in respect of the local processing examination fee.

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 batch : September 29, 1997

Closing date for second batch: October 20, 1997

Students are strongly advised to submit their applications by the first batch closing date to avoid disappointment.

Applications should be accompanied by a certificate of identification, all tertiary academic transcripts and a statement in 500 words, explaining why you wish to study the MSc or Pg. Diploma programme.

Late applications may only be considered at the discretion of the Director.

The application form and detailed information on the MSc / Postgraduate diploma programmes can be obtained by enclosing a \$2.40 stamped self-addressed 7" x 10" envelope or in person from any of the 3 enrolment centres stated in page iii.

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.)

Teaching Consultant: Ho, Y.K., B.Econ (Malaya),
F.C.I.I. (U.K.)

Tel: 2975 5669

Acceptance on to the course is at the discretion of the Centre for International Education in Economics.

University of London BSc Management (Revised Regulations), BSc Economics & Management and BSc Accounting & Finance for External Students

Introduction

SPACE offers a series of preparatory courses designed to help candidates prepare for the BSc Management (Revised Regulations), BSc Economics & Management and BSc Accounting & Finance examinations.

These preparatory courses are also useful for students taking professional examinations whose syllabuses are similar.

Course Structures

Each degree consists of a number of units which are classified as either Foundation, Intermediate or Advanced. Some units are compulsory. These units may be taken in any order provided that certain prerequisite units have been passed. Students are required to enter the examination for a total of 12 units, including a minimum of four Foundation units and all compulsory units.

BSc Management (Revised Regulations)

COMPULSORY UNITS EIGHT COMPULSORY UNITS:

Four Foundation Units:

Introduction to Economics
Introduction to Sociology
Introduction to Management
Quantitative Methods

Three Intermediate Units:

Elements of Accounting & Finance
Managerial Economics
Management: International and
Comparative Perspectives

+

EITHER One Intermediate Unit:

Organisation Theory

OR One Advanced Unit:

Analysis of Strategic Management

plus

FURTHER UNITS
FOUR FURTHER UNITS CHOSEN FROM:

Four Foundation Units: (no more than one)
Human Geography
Introduction to International Relations
Introduction to Politics
Economic History in the 20th Century

Intermediate Units:
The Law of Business Organisations
Organisation Theory (*if not already offered*)
Production and Operations Management
Marketing
Computer-Based Information Systems
Human Resource Management
Management Mathematics
Elements of Social and Applied Psychology
Management Science Methods

Advanced Units:
Analysis of Strategic Management
(if not already offered)

One Wider Option

plus

FURTHER UNITS
TWO FURTHER UNITS CHOSEN FROM:

Intermediate Units:
Elements of Econometrics and
Economic Statistics
The Law of Business Organisations
Production and Operations Management
Marketing
Computer-Based Information Systems
Human Resource Management
Principles of Banking
Management Science Methods

Advanced Units: (not already offered above)
Monetary Economics
Economics of Labour
International Economics
Economics of Industry
Public Sector Economics
Economics of Development
Financial Management
Management: International and
Comparative Perspectives
Analysis of Strategic Management
Further Mathematics for Economists

BSc Economics & Management

COMPULSORY UNITS
TEN COMPULSORY UNITS:

Four Foundation Units:
Introduction to Economics
Elements of Statistics
Introduction to Sociology
Mathematics for Economists

Five Intermediate Units:
Elements of Accounting & Finance
Organisation Theory
Macroeconomics
Introduction to Management
+

EITHER
Managerial Economics

OR
Microeconomics
+

One Advanced Unit:
Monetary Economics
Economics of Labour
International Economics
Economics of Industry
Public Sector Economics
Economics of Development
Mathematical Economics

BSc Accounting & Finance

COMPULSORY UNITS
EIGHT COMPULSORY UNITS:

Four Foundation Units:
Introduction to Economics
Elements of Accounting & Finance
Quantitative Methods
+

One from:
Economic History in the 20th Century
Human Geography
Introduction to Sociology
Introduction to International Relations
Introduction to Politics

Three Intermediate Units:
Management Accounting
Financial Management
+

EITHER
Managerial Economics
OR
Microeconomics

One Advance Unit:
Financial Reporting

plus
FURTHER UNITS
FOUR FURTHER UNITS CHOSEN FROM:

Foundation Unit:

One that has not already been chosen from:
 Economic History in the 20th Century
 Human Geography
 Introduction to Sociology
 Introduction to International Relations
 Introduction to Politics

Intermediate Units:

Money and Banking
 Principles of Banking
 The Law of Business Organisations
 Organisation Theory
 Marketing
 Computer Based Information Systems
 Macroeconomics
 Introduction to Management
 Human Resource Management
 Management Mathematics
 Finance
 Auditing

Advanced Units:

Analysis of Strategic Management

One Wider Option

- Computer Based Information Systems
- Managerial Economics
- Management Accounting
- Management Mathematics
- Organisation Theory
- Economics of Labour
- Management: International and Comparative Perspectives
- Financial Management

Lectures will normally be held on weekday evenings, Saturday afternoons, and/or Sunday mornings/afternoons.

Teaching of the Preparatory Courses

These courses will be taught by a combination of lectures and tutorials to be held in Hong Kong.

Revision lectures for some of the courses may be organised. If these revision courses are to take place, they will be taught either by LSE teaching staff, lecturers from U.K. universities/colleges or local lecturers in March/April 1998. A separate fee will be charged for each of these revision courses. A mock examination will also be held in March/April 1998 immediately before commencement of each of the revision courses which may be held.

Library Provision and Access

Students will be eligible for a reader's card for access to the Main Library of the University of Hong Kong. To obtain a borrower's card, students will be required to pay an **additional fee**.

Tuition Fees

(A) The tuition fee per **preparatory course** is **HK\$2,630**. Students who wish to take the University of London examinations must apply to register with the University of London and pay its registration and examination fees (see below).

Please note that fees paid for SPACE tuition courses are not refundable regardless of whether students have or have not been made an offer of registration for the degree by the University of London.

(B) The University of London Fees and Charges

	GBP (Sept 1, 1997 to Aug 31, 1998)
Application handling fee	38
*Initial registration fee	376
Continuing registration fee	120
<i>All students will be required to pay a continuing registration fee in the second and subsequent years.</i>	
Examination fee per unit	117
<i>* Applicable only on first registration.</i>	

Examinations

Examinations are held on one occasion each year in May/June. Students have control, within certain guidelines, over the number and choice of examinations taken each year. In any one year in which an examination is entered, a student may attempt a minimum of **two new units** and a maximum of **four new units**. However, if a student enters the examination for a combination of new units and re-sits, a minimum of **one new unit** and a maximum of **four new units** may be attempted in addition to any number of re-sits.

Students are credited with each examination they pass. The final classification of degree will be based primarily on the Intermediate and Advanced units, but Foundation units will also be taken into account.

Preparatory Courses to be offered by SPACE in 1997-98 (Sept/Oct 1997 - April/May 1998)

- Introduction to Economics
- Introduction to Sociology
- Introduction to Management
- Quantitative Methods
- Elements of Statistics
- Mathematics for Economists
- Microeconomics
- Macroeconomics
- Elements of Accounting & Finance
- Marketing
- The Law of Business Organisations

Entrance Requirements

(A) SPACE Preparatory Courses:

- No entrance requirements
- It is not necessary to be registered as an external student with the University of London to attend the preparatory courses
- Applications for the courses will be considered on a first come first served basis

(B) University of London BSc Management (Revised Regulations), BSc Economics & Management and BSc Accounting & Finance for External Students:

- To be eligible for admission to the above degree programmes, applicants are generally required to satisfy the following requirements, or their equivalent:
 - (a) Passes in two subjects at HK'A' Level + at least three further subjects including a Mathematical subject and English Language (Syllabus B) at HKCEE at not less than grade C; OR equivalent

Remarks:

- i) a pass at grades A-C in HK'A' Level Use of English is accepted as equivalent to grade C at HKCEE or GCSE/GCE'O' Level in English Language.
 - ii) the required passes need not be obtained in one sitting.
 - iii) the same subject, or overlapping subjects, can only be counted once and only at one level. Once you have applied you will be informed of any other rules concerning overlapping subjects which must be observed.
- (b) Holders of diplomas awarded by local Polytechnics and Colleges who do not fulfil the requirements in (a) above but who do have HKCEE Level passes in Mathematics and English Language (Syllabus B) at Grade C or above (or GCE 'O' level Grade C or above in these two subjects) may also be considered.
- (c) If you do not hold formal entrance qualifications there is an alternative entry route via a course held at the School of Professional and Continuing Education of the University of Hong Kong leading to **The University of London Diploma in Economics for External Students**. Holders of this Diploma will be granted credits for four Foundation units of the above three degree programmes.

Application Procedures

(A) SPACE Preparatory Courses:

1. The preparatory courses offered by SPACE are expected to commence in **September/October 1997**.

2. Those who wish to register for SPACE's tuition courses are advised to apply for the courses by Saturday, August 30, 1997.
3. Application forms and detailed information on the preparatory courses will be available in June 1997. They can be obtained by enclosing a \$2.40 stamped self-addressed 6" x 10" envelope or in person from any of the 3 enrolment centres stated in page iii.
4. Enquiries on the courses should be directed to :

Director of Studies : Ng, J.G.H., B.A. (Simon Fraser), M.Soc.Sc., P.C.Ed. (H.K.)

Teaching Consultant: Ho, Y.K., B.Econ (Malaya), F.C.I.I (U.K.)

Tel : 2975 5662

Late applications may be considered at the discretion of the Director.

(B) The University of London Registration:

1. In order to be able to sit for the University of London examinations for the degree programme, you must first register yourself with the University of London. New registrations for the University of London Programmes will be handled by the School of Professional and Continuing Education of the University of Hong Kong.

Application forms and prospectuses are available from:
SPACE Town Centre,
Suite 1005, Shun Tak Centre,
West Tower, 10/F., 200 Connaught Road Central,
Hong Kong (Tel: 2559 7628)

(Registration Time:
Monday-Friday: 9.00 a.m. - 5.00 p.m.
Saturday : 9.30 a.m. - 12.30 p.m.)

Applicants may also write in for detailed prospectuses enclosing a \$3.8 stamped self-addressed envelope. All correspondences must be marked with the words "**University of London applications**".

2. Enquiries on the University of London Registrations should be directed to: **Tel: 2559 7628**.
3. Those who wish to take the University of London examinations in May/June 1998 are advised to apply for registration with the University of London by **Saturday, July 26, 1997** although the latest official application date is September 17, 1997.
4. Students who are eligible for admission to the degree programme must complete their degree registration by **November 30, 1997**.
5. Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of

the University of London for consideration. A longer processing time is required for these applications so applicants are strongly advised to submit their applications as early as possible.

**363. University of London
Diploma in Economics for
External Students and The University of
Hong Kong SPACE Certificate in
Mathematics and Sociology
[BSc Management (Revised
Regulations) Access Programme]
[BSc Economics & Management
Access Programme]
[BSc Accounting & Finance
Access Programme]**

Introduction

The School of Professional and Continuing Education (SPACE) of the University of Hong Kong is the only recognised institution in Hong Kong to offer the captioned course to prepare students for the University of London Diploma in Economics examinations. The course is offered by way of part-time study mode and will be of two years duration. It will be of particular interest to those whose work involves them in issues concerning economic, financial, commercial and social policy.

Holders of the Diploma will be granted credits for 4 Foundation units of the University of London BSc Management (Revised Regulations), BSc Economics & Management and BSc Accounting and Finance degrees for External Students.

Course Structure

<u>First Year (Sept/Oct 97-May 98)</u>	<u>Second Year (Sept/Oct 97-May 98)</u>
Mathematics	Elements of Statistics
Introduction to Sociology	Introduction to Economics
English for Academic Purposes/ Study Skills (EAP)	English for Academic Purposes/ Study Skills (EAP)

Lectures and tutorials will normally be held on weekday evenings, Saturday afternoons and / or Sunday mornings / afternoons.

Entrance Requirements

Applicants must possess a credit pass in Mathematics in the Hong Kong Certificate of Education Examination (or equivalent). Preference will be given to those applicants who have a good command of English, a continuous work record which indicates career progression and to those who have completed a post-secondary academic course.

Course Tuition

The course will be taught by a combination of lectures and tutorials, backed up by a series of revision sessions. Revision sessions will be conducted by lecturers from LSE and other U.K. universities.

Examinations and Awards

At the end of the First Year students will take the Diploma examinations in Mathematics and Introduction to Sociology; those passing both subjects may proceed to the Second Year of the programme. Students who fail in one subject in the First Year will be credited with the subject that they have passed and may take the referred subject together with the Second Year subjects. Mock examinations will be held in March / April 1998 just prior to commencement of the revision sessions.

Note : Attendance at lectures and tutorials (including EAP) and revision sessions and completion of course work are compulsory. By the end of March 1998, a certificate of regular attendance and satisfactory completion of course work for each student submitting an entry to the examination will be sought from SPACE. In the absence of such a certificate the University of London will refuse to admit the student to the examination.

The University of Hong Kong SPACE Certificate in Mathematics and Sociology will be awarded at the end of the First Year to all students who have:

1. passed the Diploma in Economics examinations in both subjects Mathematics and Sociology;
2. attended the course satisfactorily (70% of lectures and tutorials including EAP);
3. obtained an overall pass grade in the continuous assessments of each subject.

Students who have obtained the Diploma in Economics at the end of the Second Year will be given priority for places on the University of London BSc Management (Revised Regulations), BSc Economics & Management and BSc Accounting & Finance tuition courses offered by SPACE.

International Recognition

A number of U.K. universities have agreed to consider holders of the Diploma in Economics for entry into their undergraduate second year. For details, please contact the Director of Studies.

Library Provision and Access

First Year students will be eligible for a borrower's card for access to the Main Library, University of Hong Kong. Second Year students will only be eligible for a reader's card, but may apply for a borrower's card upon payment of an additional fee.

Course Personnel

Director of Studies : Ng, J. G. H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)

Teaching Consultant: Ho, Y.K., B.Econ (Malaya), F.C.I.I.
(U.K.)

Tel: 2975 5659

Lecturers:

Introduction to Sociology : Cheng, M. M., B.Sc.,
M.H.A.(NSW), Ph.D.(H.K.)

Mathematics : Lau, Y. L., B.Sc., Ph.D.(H.K.)

Elements of Statistics : to be advised

Introduction to Economics: Ng, Y.P., B.Soc.Sc(C.U.H.K.),
Postgrad.Cert.Ed.(H.K.),
M.A.(Washington)

English for Academic Purposes/Study Skills Co-ordinators:
First Year - Bruce, N.J., M.A.(Aberd.),
M.Sc.(Edin.), Postgr.Cert.Ed.
(Aberd.), Cert.T.E.F.L.(Roy.
Soc. of Art)

Second Year - Lewkowicz, J., B.A.(Reading),
Dip.Ed.(Exeter), M.A.,
Ph.D.(Lancaster)

Application Procedures and Fees

1. The course is expected to commence in Sept/Oct. 1997. Students must register for the SPACE course before embarking on registration with the University of London.
2. All applicants must complete an application form which can be obtained in person or by enclosing a \$2.40 stamped self-addressed 7" x 10" envelope from any of the 3 enrolment centres stated in page iii:
3. Course Fees for the First Year is HK\$11,300, payable in two instalments. The first instalment for HK\$2,825 is payable upon submission of the application and will only be refunded on the condition that your application is not successful. Upon subsequent formal admission to the course and prior to commencement of lectures, you will be required to pay the second instalment for HK\$8,475.
4. Upon registration on the SPACE course, students must also pay the following **University of London** registration and examination fees :

GBP

(Sept 1, 1997 to Aug 31, 1998)

* Initial registration fee 376

Continuing registration fee 120
(All students will be required to pay a continuing registration fee in the second and subsequent years)

Examination fee for two papers 190

* Applicable only on first registration.

5. The **closing dates** for applying to the SPACE course are as follows :

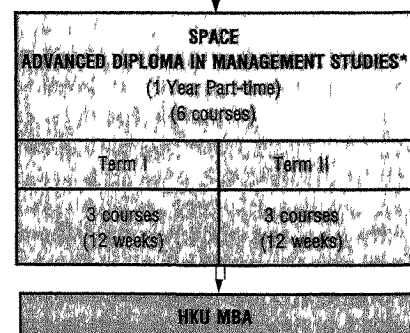
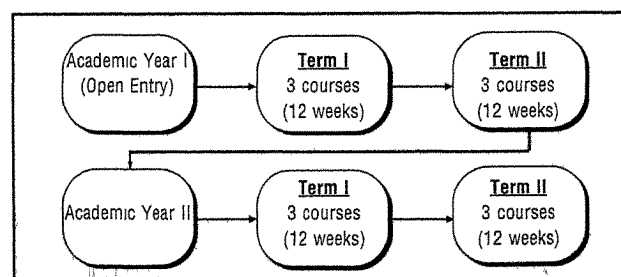
First batch : 27 June, 1997
Second batch : 16 August, 1997

(Students are strongly advised to submit their applications by the first batch closing date to avoid disappointments. Late applications may only be considered at the discretion of the Director of Studies.)

6. All registered students should complete the **University of London registration** by **17 October, 1997**.

New Course : available w.e.f. Sept 1997

**SCHOOL OF PROFESSIONAL AND CONTINUING EDUCATION
DIPLOMA IN MANAGEMENT STUDIES
(2 Year Part-time)
(12 courses)**



* to be offered in near future

⇒ denotes eligibility to apply for admission

The University of Hong Kong

SPACE Diploma in Management Studies

Introduction

The School of Professional and Continuing Education (SPACE) offers a part-time programme leading to a Diploma in Management Studies (DMS) to be awarded by SPACE, The University of Hong Kong. This programme is a collaborative venture between SPACE, Poon Kam Kai Institute of Management and the School of Business of The University of Hong Kong.

The DMS provides students with basic management skills and a solid foundation in the academic disciplines in business studies. It provides an opportunity for business executives to enhance their formal academic qualifications. Holders of the SPACE DMS will be eligible to apply for admission to the SPACE Advanced Diploma in Management Studies (ADMS) which will be offered in the near future. The ADMS aims to prepare students for post-graduate level studies. Upon attainment of the ADMS, students will be eligible to apply for entry to study the MBA programme offered by The University of Hong Kong.

Course Structure

This is a part-time programme covering 12 courses to be studied over four terms of study. It may be completed between a minimum of 2 years and a maximum of 5 years. The courses to be studied over two terms per academic year are as follows :

First Academic Year

Term I (12 weeks)

Course	DMS 1	Business Language Skills (Part I)
Course	DMS 2	Introduction to Business Computing
Course	DMS 3	Business Mathematics

Term II (12 weeks)

Course	DMS 4	Introduction to Social Psychology
Course	DMS 5	Hong Kong Business Environment
Course	DMS 6	Macroeconomics

Second Academic Year

Term I (12 weeks)

Course	DMS 7	Business Language Skills (Part II)
Course	DMS 8	Business Law of HK and PRC
Course	DMS 9	PRC Business Environment

Term II (12 weeks)

Course	DMS 10	Business Presentation Skills
Course	DMS 11	Introduction to Accounting
Course	DMS 12	Business Microeconomics

Entrance Requirements

Applicants must have 5 passes in the HKCEE or equivalent, together with at least a continuous 2 to 3 years of relevant working experience, preferably at the executive officer or managerial level. Applicants must be able to demonstrate good written and spoken proficiency in both English and Chinese. Preference will also be given to those who have completed a post-secondary academic course.

Course Tuition

Each of the 12 courses will be taught by face-to-face lectures held on weekday evenings and weekends. The 12 courses will involve a minimum of 360 contact hours of lectures. Courses DMS 1 and 7 will be taught in both the English and Chinese Languages.

Exemptions

Where appropriately qualified, students may apply for exemptions for up to a maximum of 3 courses for the whole programme. A separate fee of HK\$500 (non-refundable) per course is payable for making an application for exemptions. Applications for exemptions must be made simultaneously with applications for enrolment for each term of study. Only qualifications on which the application for exemption is based which have been gained within the three years preceding the application will be considered.

Assessments, Examinations and Awards

To obtain the Diploma award, students must satisfy the Board of Examiners both in the completion of course work assignments and examinations for each of the 12 courses. Course work assignments are conducted on a continuous basis while examinations are held at the end of each term. The assignments and written examinations for courses DMS 1 and 7 shall be conducted in both the English and Chinese Languages. All other courses shall be examined in English. Performance in the examinations and course work assignments respectively count for 60% and 40% of the student's final grade and both must normally be passed for successful course completion.

Students are allowed a maximum of two attempts at the examinations for each course. Students who fail in their first attempt in the examination(s) for any course(s) may, with the recommendation of the examiner, be allowed to proceed to the following stage of study and carry the failed course(s). Students sitting the examination for any course(s) at the second attempt may or may not be required to repeat the study programme for such course(s).

Students embarking on their first attempt at the examinations upon registration are required to sit for the examinations for 3 courses. Thereafter, at the subsequent stages of study, they shall adopt the following routes of progression:

- (I) For students who have passed all 3 courses in the preceding term; take 3 next term courses,
- (II) For students who have failed courses in the preceding term;

- i) if failed in all 3 courses, repeat all 3 courses
- ii) if failed in 2 courses, repeat in 2 failed courses, plus 1 or 2 next term courses
- iii) if failed in 1 course, repeat the failed course, plus 2 or 3 next term courses

Furthermore, all students are required to complete the programme within 5 years' of registration.

Library Facilities

Students will be eligible for a Borrower's Card for access to the Main Library of The University of Hong Kong.

Course Personnel

Course Directors

SPACE : Ng. J. G. H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Poon Kam Kai : Wong, G.Y.Y., B.Sc.(H.K.),
Institute of Management M.B.A.(Manc.), Ph.D.(Brad)
School of Business : Kira D.S., B.Sc., M.Sc.(Simon Fraser),
Ph.D.(Br.Col.)
Telephone : 2975 5659, 2975 5670

Course Fees

The programme is designed on a modular basis to facilitate flexibility for time to complete the programme and for payment of fees. The fee per course for the 1997 intake is HK\$3,000 making a total of HK\$36,000 for the whole programme. Where students are not required to repeat the study of any failed course, they are required to pay a further sum of HK\$800 per course for re-sitting the examination in each failed course. Course fees and fees for re-sitting the examination shall be paid at the commencement of each term of study and both these fees are not refundable, unless a course is being over-subscribed or cancelled.

Application Procedures

1. The programme is expected to commence in September 1997.
2. Detailed information and application forms can be obtained in person or by enclosing a \$2.40 stamped self-addressed 7" x 10" envelope from any of the 3 enrolment centres stated in page iii.
3. Applications must be accompanied by a non-refundable processing fee of HK\$200.
4. The **CLOSING DATES** for submitting an application for the 1997 intake are :

First batch : 25 July, 1997

Second batch : 22 August, 1997

(Applicants are strongly advised to submit their applications by the first batch closing date to avoid disappointments. Late applications may only be considered at the discretion of the Course Directors.)

364. SPACE Certificate Course in Supervisory Management

Tel : 2975 5658

Introduction:

This is a distance learning programme with support tutorials, developed in conjunction with the Management Development Centre of Hong Kong. The course is offered for junior supervisors and managers currently practising management without a formalized training in managerial skills in industry, commerce and government.

Course Content:

At the beginning of the course all students will be issued with five books and five videotapes, all developed in Hong Kong and written in the context of the local situation. Subjects to be covered in this course include: setting objectives, planning, control, organizing, work scheduling, time management, leadership, conducting negotiations, communications, motivation, speaking and listening, conducting meetings, letters and reports, innovation and change, decision-making, the assessment of performance and managerial roles.

Also included in the course materials will be illustrative case studies and self-assessment exercises. The videotapes (VHS format) will be issued individually and will illustrate managerial situations, problems and opportunities. Tutorials to supplement the distance learning process will take place at intervals in groups

Entrance Requirements:

No formal entry qualifications will be required but all candidates must demonstrate fluency in spoken and written English, which is the primary language of the course. Cantonese will be used in a supplementary sense in the tutorials. All applicants must also be fluent in Cantonese.

Venue : To be advised

Six Tutorials will be conducted on the following dates from 4.00-6.00 p.m.:

September 27, 1997, October 18, 1997, November 8, 1997,
November 29, 1997, December 20, 1997, January 10, 1998

Assessment: Students' progress will be assessed by coursework assignments.

Fee: \$4,785 (including all materials)

Application Procedures:

Applications must be made in the "SPACE Certificate Course in Supervisory Management" form which will be available in August 1997. The application form and detailed information can be obtained by enclosing a \$1.30 stamped self-addressed 4"X9" envelope or in person from any of the 3 enrolment centres stated in page iii.

All completed applications must be addressed to the Economics, Management, Banking and Finance Section and returned to any of the above offices not later than **September 12, 1997**.

Short Courses in Economics, Management, Banking and Finance

Tel. 2975 5658

365. Import and Export Banking

This course is 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. 522, foreign exchange concepts and calculation practice.

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.), PDipLL (Peking), A.H.K.I.B., A.C.I.B., Dip.F.S. A.H.K.F.A.

Venue : To be advised

Date : Saturdays, 2:15-5:15 p.m., commencing September 20, 1997

7 meetings

Fee : \$800

Medium of Instruction: Cantonese supplemented with English

366. 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 : Steven K. W. Lai, B.A.(C.U.H.K.)

Venue : To be advised

Date : Tuesdays, 6:45-9:45 p.m., commencing September 16, 1997

6 meetings

Fee : \$685

Medium of Instruction: Cantonese supplemented with English

367. Documentary Credits Operations

The course is intended for those who work in the import/export departments of trading or manufacturing companies as well as those bank employees who have just started their work in the I/E bills department. The course will cover the uses and operations of documentary credits (more commonly known as "L/Cs"); documents required under a documentary credit; opening, amending, and advising a credit; checking documents under a credit; payment and reimbursement of a credit; as well as the operations of "special" credits (e.g. transfer L/C, back-to-back L/C, etc).

Tutor : Henry K. H. Lai, B.Soc.Sc.(H.K.), M.B.A.(York), A.C.I.B.

Venue : To be advised

Date : Tuesdays, 7:00-10:00 p.m., commencing November 11, 1997

4 meetings

Fee : \$460

Medium of Instruction: Cantonese supplemented with English

368. Investment Banking

This course is designed for junior executives in commercial and investment banking business. Discussion topics include: nature of investment banking, how investment banks are classified, revenue-generating activities, public offering of securities, debt and equity financing, risk control, merger and acquisitions and assets management.

Tutor : Roland C. C. Lam, B.A.(York)

Venue : To be advised

Date : Wednesdays, 7:45-9:45 p.m., commencing September 24, 1997

10 meetings Fee : \$760

Medium of Instruction: Cantonese supplemented with English

369. Foreign Exchange Management and Investment

This course is intended for corporate executives, banking staff, brokers and individual investors who wish to have a good 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 : To be advised

Date : Mondays, 7:00-9:30 p.m., commencing September 15, 1997

8 meetings Fee : \$760

Medium of Instruction: Cantonese supplemented with English

370. 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; and technical analysis.

Tutor : Roland C. C. Lam, B.A.(York)

Venue : Room 3, SPACE North Point Study Centre
Date : Mondays, 6:45-9:45 p.m., commencing November 24, 1997

6 meetings Fee : \$685

Medium of Instruction: Cantonese supplemented with English

372. How to Invest in Mutual Funds

This course is designed for small investors and savers. Discussion topics include: Mutual fund and unit trust categories, equity funds, bond funds, global and regional funds, how to analyze a fund and its management, a careful look at risk and dealing with market fluctuations.

Tutor : Roland C. C. Lam, B.A.(York)

Venue : Room 3, SPACE North Point Study Centre

Date : Mondays, 6:45-9:15 p.m., commencing January 12, 1998

4 meetings Fee : \$380

Medium of Instruction: Cantonese supplemented with English

373. 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 : To be advised

Venue : To be advised

Date : Tuesdays, 6:45-8:45 p.m., commencing September 16, 1997

8 meetings Fee : \$610

Medium of Instruction: Cantonese supplemented with English

374. How to Read Financial Statements

This course is intended for the general investing public as well as for those who would need to peruse financial statements in their work. The course will focus on the introduction to regulatory and conceptual framework of accounting; contents of financial statements and components of annual reports (covering both listed and non-listed companies); foundation of financial ratios analysis; traps of financial statements; principal accounting policies; cash flow analysis and profits forecast techniques. This course will make use of case studies to address current accounting and financial issues in Hong Kong. Upon completion of this course, participants are expected to gain an understanding of basic accounting knowledge and have the ability to analyse the financial conditions of a company.

Tutor : S.Y. Wu, B.A.(H.K.P.U.), M.B.A.(Hull), A.H.K.S.A., A.C.C.A., A.C.S., A.C.I.S., C.I.S.A., M.Inst.C.M., S.I.A.(Aff.)

Venue : To be advised

Date : Saturdays, 2:30-5:30 p.m., commencing September 20, 1997

5 meetings

Fee : \$570

Medium of Instruction: Cantonese supplemented with English

375. 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 : To be advised

Date : Mondays, 7:45-9:45 p.m., commencing November 24, 1997

8 meetings

Fee : \$610

Medium of Instruction: Cantonese supplemented with English

376. Fixed Income Securities, Interest Rate Derivatives and Risk Management

This course is designed for junior traders, analysts and fixed income marketeers. Treasury accountants, systems analysts and those who are interested in the field are also welcomed to participate. Participants should have some basic knowledge of the financial markets and generic financial instruments e.g. stocks and bonds. At the end of the course, participants will be able to improve their knowledge of fixed income products as well as understand the basic concepts of interest rate risk management.

Topics covered will include a review/introduction to fixed income securities (coupon vs zero-coupon bonds, government vs corporate, domestic vs Eurobond), theory of interest rates and the term structure, interest rate risk and asset/liability management, forwards and futures and their application to hedge interest rate risk, interest rate swaps and options, concept of duration hedging and portfolio insurance, introduction to mortgage-backed securities, credit derivatives and other exotic derivatives.

Tutor : Patrick P. K. Law, B.B.A.(C.U.H.K.), M.B.A.(Chicago)

Venue : Room 3, SPACE North Point Study Centre

Date : Mondays, 7:30-9:30 p.m., commencing September 15, 1997

8 meetings

Fee : \$610

Medium of Instruction: Cantonese supplemented with English

377. 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仕參加。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仕主講

地 點：香港灣仔港灣道六至八號瑞安中心407A室

時 間：一九九七年九月十六日起每星期二下午六時三十分至八時十五分

全期學費：四百七十元 (共七講)

講授語言：粵語

378. 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仕參與。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仕主講
地 點：香港灣仔港灣道六至八號瑞安中心407A室
時 間：一九九七年十一月十八日起每星期二下午六時三十分至八時十五分
全期學費：四百元（共六講）
講授語言：粵語

415. 利率期貨簡介 – 三個月港元利率期貨 (Introduction to Interest Rate Futures – Three-Month HIBOR Futures)

利率在過去幾年所出現的變化，令投資者體會到利率波幅的變動在財務上所帶來的影響。本課程適合對利率期貨買賣，特別是三個月港元利率期貨有興趣的人仕參與。學員於完成本課程後，可進一步了解利率期貨的概念及有關應用。對於個人之理財及投資定能獲得最大益處。課程內容包括：1. 港元利率期貨的基本概念；2. 孳息曲線分析；3. 港元利率期貨的運用；4. 中央銀行的經濟政策；5. 影響利率波動的經濟因素；6. 其他交易所的利率期貨。

主 講 人：由香港期貨交易所有限公司安排業內人仕主講
地 點：香港灣仔港灣道六至八號瑞安中心401A室
時 間：一九九七年九月二十四日起每星期三下午六時三十分至八時十五分
全期學費：四百元（共六講）
講授語言：粵語

380. 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 senior professionals from the Census and Statistics Department

Venue : To be advised
Date : Tuesdays, 6:30-8:30 p.m., commencing November 18, 1997

6 meetings Fee : \$460

381. An Introduction to Business Management

This course covers the functions of the managerial process and the prevailing motivation theories together with the design of corporate structures necessary to accomplish organizational objectives. The development of managerial thoughts in their historical contexts will also be covered. Particular attention will be paid to an analysis of the three major functional disciplines - manufacturing, finance and marketing.

This course is 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 : To be advised
Date : Wednesdays, 6.30-8.00 p.m., commencing
September 24, 1997

12 meetings Fee : \$685

Medium of Instruction: Cantonese supplemented with English

382. Developing Managerial Skills

A Manager is expected to be competent in technical and professional knowledge as well as managerial skills. The first two of these areas are in large measures taken care of through 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 two different types of experiences. It covers 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. This course is designed for junior and middle level managers.

Tutors : Raysen Cheung, B.Soc.Sc(HK),
M.B.A.(Strathclyde)
Loretta Leung, BA, M.Ed.(C.U.H.K.)

Venue : To be advised
Date : Wednesdays, 7.45-9.15 p.m., commencing
September 24, 1997

12 meetings Fee : \$685

Medium of Instruction: Cantonese supplemented with English

383. 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.Sc.(Penn State), M.S.(Columbia),
M.S.(Utah State)

Venue : To be advised

Date : Tuesdays, 6.30-8.00 p.m., commencing September
23, 1997

12 meetings

Fee : \$685

384. 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.Sc.(Penn State), M.S.(Columbia),
M.S.(Utah State)

Venue : To be advised

Date : Saturdays, 2.15-3.45 p.m., commencing September
27, 1997

12 meetings

Fee : \$685

386. 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. Relevant 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 : To be advised

Date : Wednesdays, 8.00-9.30 p.m., commencing
September 24, 1997

12 meetings

Fee : \$685

Medium of Instruction: Cantonese supplemented with
English

387. 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.,
M.H.K.I.M., A.I.Mgt.

Venue : To be advised

Date : Saturdays, 2.00-3.30 p.m., commencing September
27, 1997

12 meetings

Fee : \$685

Medium of Instruction: Cantonese supplemented with
English

416. 實踐連鎖店管理 (A Practical Approach to the Management of Retail Chain Stores)

本課程之目的為提供一個實踐管理連鎖店之辦法，課程導師會提供解決連鎖店問題之真正辦法。課程有(1)分店管理：開門及關門程序；營業前之準備工作；賣場管理之軟體部份。(2)辦公室管理：貨倉／辦公室管理；零售物業之管理；零售文件管理。(3)售貨及商品管理：現金及收銀處控制；陳列之原理和技巧；促銷材料和商品陳列。(4)保安及員工管理：防火程序；安全及保安程序；員工及專櫃管理。

主 講 人：何其德先生 M.B.A.(UEA)
地 點：另行通告
時 間：一九九七年九月十八日起每星期四下午七時三十分至九時三十分
全期學費：六百八十五元 (共九講)
講授語言：粵語

388. 人力資源管理及勞資關係技巧 (Human Resource Management & Labour Relations Techniques)

本課程分兩部份，首先介紹人力資源管理之重要知識，如人力資源管理策略、工作分析、招聘面試、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力資源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、小額薪酬索償及勞資審裁處之訴訟、平等機會及香港勞工法例等，並有個案研究。

本課程特別適合現職基層人力資源管理人員或有意從事這行業的人仕修讀，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), M.Sc.(UK), MIPD(UK), MIHRM(HK)
地 點：另行通告
時 間：一九九七年九月二十三日起逢星期二下午六時三十分至九時
全期學費：七百六十元 (共八講)
講授語言：粵語

389. 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；繼而重點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益及責任，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仕修讀。

主 講 人：楊少紅小姐 B.A., Cert.PM, M.P.A. MHKIHRM
地 點：另行通告
時 間：一九九七年九月二十三日起逢星期二下午八時至九時三十分
全期學費：六百八十五元 (共十二講)
講授語言：粵語



Ms. Jennifer Ng, lecturer-in-charge

69. Certificate Course in Tertiary Educational Administration and Management

Tertiary education is changing rapidly - and so are the needs of those who administer it. Administrators in higher education in Hong Kong need to know about a wide range of issues: the traditions and philosophies of higher education internationally, within Hong Kong, and within their own institution. In addition, management systems and approaches, characteristics and problems of students, technology and financial information systems all have impact on this field.

This course is designed to help tertiary educational administrators to develop the knowledge, skills and values which will meet their needs and enhance their effectiveness in the early stages of their careers. It provides a valuable foundation for administrators who are in the early years of their employment in a tertiary institution, in all the major aspects for tertiary education, and an introduction to some of the most important skills required by administrators.

Aims and Objectives

The course aims:

1. to convey an understanding of the nature and purposes of higher education and of the contribution which administrators can make to achieving these purposes;
2. to provide some insight into the development of tertiary education in Hong Kong, and 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 the latest administrative practices, and about current policy issues affecting the work of educational administrators;
4. to provide an introduction to some of the key skills required by tertiary educational administrators and to the different areas in which these skills need to be exercised;
5. to provide an opportunity to exchange and compare experiences and problems arising in the day-to-day work of administrators;
6. to help course members to develop a professional network of contacts.

Course Content

• The Role of the Administrator in Tertiary Education

The academic civil servant and the manager of resources; the notion of a "self-government academic community";

what the "academic prerogative" means; differences between institutions in managerial styles and expectations.

• Development of Tertiary Education in Hong Kong

The history of tertiary education in Hong Kong and of its different institutions.

• The Role of the University Grants Committee

UGC policies, rules and procedures, triennia; academic planning; student numbers and manpower planning; overseas students; financial matters and capital planning; the balance between government control and institutional autonomy.

• Governance and Administration of Hong Kong Institutions

The differences between Hong Kong tertiary educational institutions, centring on themes, e.g., the English-language issue, the China factor, technological institutions, research, distance education, quality assurance, etc.

• Financial Management and Resource Allocation

Accounts, budgeting, income generation, fund-raising and the allocation of resources.

• Quality in Teaching and Research

Teaching and research and their relatedness; the assessment of quality; collegiality; the nature, extent and limits of "academic freedom".

• Administrative Skills in Tertiary Education

Committees and committee secretaryship; the management of staff; the writing of minutes and reports; managing accounts and budgets; the planning and management of SPACE.

• The Nature and Needs of Students

Origins and destinations of students in Hong Kong; characteristics and aspirations of students; student organizations - social, sporting and residence; student problems and how to deal with them; student support services, varieties of provision.

• Health and Work Safety in Tertiary Education

An introduction to health, safety and welfare at work in tertiary education, looking at typical hazards and how to tackle them.

• **Career Development for Administrators**

An introduction to the basic techniques and concepts involved in planning and managing a career as an educational administrator.

• **The Use of Computers and Information Technology in Administration**

An Introduction to computers, to Management and Executive Information Systems and to Internet Resources available to administrators.

Course Structure

1) Seminars and Workshops

Held on Thursdays weekly, 2.30-5.30 p.m., commencing on 8 January 1998, ending in July 1998.

Most sessions will be held in the SPACE Town Centre, 9/F, Room 22, Shun Tak Centre, West Tower, 200 Connaught Road, Central, Hong Kong (above Sheung Wan MTR station)/Admiralty Centre.

A major feature of the Course, however, is a series of Sessions which are held in turn at each of the Tertiary Educational Institutions. These sessions provide enriching opportunity for networking with leading figures in higher educational administrations.

2) Individual project, on which a report must be submitted and assessed.

3) Assessed coursework and reading.

Projects and Assessments

Award of the certificate will depend on:

- a) Submission of a project of 3,000 to 5,000 words. The report will be graded, and a passing grade must be obtained.
- b) Attendance at a minimum of 80 per cent of the sessions.
- c) Submission of a satisfactory report on at least one of the modules of the course.

Course Director

Michael Spooner, B.A., B.Sc. in Anthropology (Lond.).
Former Registrar of the University of Hong Kong.

Application Procedure

Applicants should complete and return the special enrolment form enclosing the appropriate course fee by crossed cheque or banker's draft made payable to "The University of Hong Kong". Applications should be addressed to:

Director (Attn: Miss Polly Kwok)
School of Professional and Continuing Education
The University of Hong Kong
Pokfulam Road
Hong Kong

by no later than 4 December 1997.

25 meetings Course Fee: \$14,600

In-Service Teacher Education Programme (INSTEP)

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 in-service courses which will help teachers to implement changes and develop solutions to the problems which they face in schools.

482. 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; interviewing students; active listening and attending behaviours; problem clarification; empathic responding; and 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 : To be advised (Shun Tak / North Point Centre / Admiralty Centre)

Date : Fridays, 6.00-9.00 p.m., commencing September 19, 1997

10 meetings Fee : \$1,265

Medium of Instruction: Cantonese supplemented with English

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

484. 語言學導論 (Introduction to Linguistics)

本課程旨在介紹語言學的基本理論和範疇，內容包括語言的特徵和定義，語言的層次和結構，語音學，音系學，構詞學，句法學，語意學，語用學，社會語言學，心理語言學等。語言學導論適合語言教育工作者，中、小學老師和對語言感興趣的人士選讀。
(限收二十五人)

主 講 人：梁長城博士，B.A.(HK), M.A.(ESL), M.A.
(Chin.Ling.), Ph.D.(Linguistics)
(Hawaii)，香港大學言語及聽覺科學系助
理教授

司徒宜儉博士，Ph.D.(Linguistics)(Ottawa)

地 點：市區中心17室(信德中心西翼九樓)

時 間：一九九七年十月九日起逢星期四下午六時至七時三十分

全期學費：八百四十元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

**485. 漢英對比分析入門
(Contrastive Analysis of Chinese and English: An Introduction)**

本課程從對比分析的角度對漢語和英語在詞匯、語法這兩方面作一初步的探討。內容包括對比語言學簡介，英語、漢語詞匯、句法分析等。本課程適合中學語文老師、語言教育工作者和對翻譯有興趣的人士選讀。
(限收二十五人)

主 講 人：梁長城博士，B.A.(HK), M.A.(ESL), M.A.
(Chin.Ling.), Ph.D.(Linguistics)
(Hawaii)，香港大學言語及聽覺科學系
助理教授

司徒宜儉博士，Ph.D.(Linguistics)(Ottawa)

地 點：市區中心17室(信德中心西翼九樓)

時 間：一九九七年十月九日起逢星期四下午七時四十五分
至九時十五分

全期學費：八百四十元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

486. 教學與用聲 (Voice Use in Teaching)

本課程是教授如何在班房中正確運用聲線。課程會涉及解剖及生理學，講解如何運用發聲練習以達到最佳效果。每位參加者都會得到一份電腦聲線分析的報告。
(限收二十五人)

主 講 人：姚文禮博士，B.App.Sc.(Lincoln), M.Phil.(HK),
Ph.D.(Queensland)，香港大學言語及聽
覺科學系助理教授

地 點：香港大學言語及聽覺科學系，菲臘親王牙科醫院5
18室，香港醫院道34號

時 間：一九九七年十月十四日起逢星期二下午六時至八時
全期學費：七百二十元 (共八講)

教師可獲教育署退還半費。詳參第ix頁。

**487. 歌唱的理論與實踐—小學音樂教學
(Voice Training in Primary Schools)**

本課程是為未曾受聲樂訓練的小學音樂教師而設。內容包括聲樂的基本知識及訓練。使參加者能協助學童培養良好的歌唱技能及發展其歌唱潛能。
(限收三十人)

主 講 人：林陳仕豐女士，A.Mus.TCL., LTCL, LRSM,
LRAM, ARCM

地 點：市區中心20室(信德中心九樓西翼)

時 間：一九九七年九月二十四日起逢星期三下午七時四十分
至九時十五分

全期學費：七百三十元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

**488. 小學音樂教學法
(Teaching Music in Primary Schools)**

本課程是為小學音樂教師和有興趣從事小學音樂教育工作，但未曾接受專業訓練的人士而設。內容包括音樂課程策劃及教學法的綜合性知識及理解，使參加者明白如何能有系統地策劃音樂課程，有創意地組織音樂活動及有效地進行評估。本課程理論與實習並重。
(限收三十五人)

主 講 人：林陳仕豐女士，A.Mus.TCL., LTCL, LRSM,
LRAM, ARCM

地 點：市區中心20室(信德中心九樓西翼)

時 間：一九九七年九月二十二日起逢星期一及星期五下午
七時至九時

全期學費：二千三百一十元 (共二十四講)

教師可獲教育署退還半費。詳參第ix頁。

489. Educational Leadership

This course explores the concept of leadership in an educational setting. It considers the role of the individual in ensuring high quality educational provision. It is of interest to any individual who has a post of responsibility in a school, course or other educational institution.

Enrolment is limited to 30

Tutor : David Mercer, M.A., M.Ed., Dip.Ed., PGCE, Ph.D.,
Assistant Professor in Curriculum
Studies, HKU.

Venue : Room 20, SPACE Town Centre, 9/F

Date : Wednesdays, 6.00-7.30 p.m., commencing
September 24, 1997

12 meetings

Fee : \$890

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

641. 品質管理 — 工具與原理 (Quality Management : Tools and Principles)

目標：

本課程旨在介紹品質管理的原理和改進品質的工具，幫助學員了解品質在商業社會競爭中的重要性及面對提高品質的挑戰。期間會討論一些成功的個案，供學員在策劃及推行品質改進時作參考。

完成課程後，學員應可：

- 明白品質管理的術語及其定義；
- 認識品質管理的基礎原理；
- 了解品質改進的架構；
- 使用品質管理的工具；和
- 增進策劃及進行品質改進的能力。

入學資格：

學員應具有兩年或以上的工作經驗

內容：

- (1) 品質革命：
包括品質管理作為商業管理概念的歷史及演進；品質管理及ISO9000的趨勢；品質的定義、術語及ISO8402的詞匯。
- (2) 品質管理的原理：
包括品質管理的要素和品質改進架構的介紹及實習。以個案如Motorola的經驗來說明。
- (3) 品質工具：
包括一批主要品質管理工具（如基本七工具、管理七工具，品質功能調度法和批標改進法等）的使用。以近期個案如香港政府房屋署來作說明。

主 講 人：蘇國良先生

地 點：香港大學 (另行通知)

時 間：一九九七年十月六日起每星期一下午六時四十五分至九時十五分

全期學費：八百元 (共六講)

講授語言：粵語 (以英語輔助)

642. 改進服務行業的品質 (Quality Improvement in the Service Industry)

目標：

本課程為提供顧客服務機構的經理人和前綫行政人員而設計，主旨在幫助學員提高品質管理的能力，改善服務及面對提高品質的挑戰。

課程除了提供品質管理的基礎概念和理論外，亦會透過成功的個案作說明。重點在於品質管理的知識，技能和技巧，為學員在推行顧客服務的品質改進作好準備。

完成課程後，學員應可：

- 明白品質管理的術語及其定義；
- 認識品質管理的基礎原理；
- 制定機構的服務改進策略；
- 增進對顧客概念的認識；
- 實行品質推廣和服務改進；和
- 改進服務的技能及技巧

入學資格：

學員應具有兩年或以上的服務行業工作經驗

內容：

- (1) 品質革命：
包括品質革命的最近趨勢；品質的定義和術語；有效率的全面品質服務管理的基礎；和顧客滿意的概念。
- (2) 品質服務的技巧：
包括品質領導基礎；顧客服務的機構策略目標；競爭性品質推廣的簡介；前綫服務的應對技能；服務支援的交往；和有效的工作隊建設。以成功個案如Yokagawa, Hewlett-Packard來說明。
- (3) 改進工具：
包括Kaizen或不斷改進的概念；推行品質的工具；和顧客滿意的量度。以個案如 AT&T Consumer Communications Services 來說明。
- (4) 卓越品質：
包括品質獎項和證書的簡介；ISO9000管理制度的基本和以品質獎項和證書作不斷改進的工具。以個案如GTE Directories Corporation 來說明。

主 講 人：蘇國良先生

地 點：香港大學 (另行通知)

時 間：一九九七年十一月廿四日起每星期一下午六時四十五分至九時十五分

全期學費：八百元 (共六講)

講授語言：粵語 (以英語輔助)

643. 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.

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.

Enrolment is limited to 25

Tutors-in-charge : Victor Lo, IMSE, HKU
Ms. Toni Gous, BSM

Venue : Room 13, 9/F, SPACE Town Centre
Date : Thursdays, 6.45 - 9.15 p.m., commencing September 25, 1997

6 meetings Fee : \$1,780

644. 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.

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".

Enrolment is limited to 25

Tutors-in-charge : Victor Lo, IMSE, HKU
Ms Toni Gous, BSM

Venue : Room 13, 9/F, SPACE Town Centre
Date : Thursdays, 6.45 - 9.15 p.m., commencing November 20, 1997

5 meetings Fee : \$1,500

646. Human Job Design

Despite the development of highly sophisticated machineries, which nevertheless has to rely on human operators, human capacities are not in pace with the advancement of technology. The cost of human errors could be high and is escalating. It is imperative to manage such risk factors in the workplace. The adoption of psychological perspectives in the understanding of "accidents" and safety is essential.

This course aims to develop a basic understanding of human psychology and to develop basic skills in human job design. In addition to lecturing, case studies, group discussions, games, exercises and role plays will be used.

Targetted participants are managers, architects, engineers, occupational health and safety officers.

Syllabus:

Organisational design, organisational diagnosis, job analysis, work design, competency, human factors, cognitive factors, psychological constraints, human-machine interface, socio-technical systems, quality and reliability, occupational health, human errors, job stress, performance, motivation and self-directed work teams.

Enrolment is limited to 30

Tutor : Miss Mary Lee, M.Org.Psy.(Queensland),
M.Soc.Sci.-Clin.Psy.(HKU),
Organizational Psychologist, Clinical Psychologist

Venue : To be confirmed.
Date : Mondays, 6.30 - 8.30 p.m., commencing October 13, 1997

12 meetings Fee : \$1,300

Medium of Instruction: Cantonese, Supplemented with English

Workshop on Calibration

INTRODUCTION

Calibration is one requirement of the ISO 9000 and ISO Guide 25 series of quality standards. With the adoption of the ISO Guide to the Expression of Uncertainty in Measurement by major organisations internationally (e.g. BIPM, IEC, IFCC, ISO, IUPAC, IUPAP, OIML), calibration laboratories and the testing community are taking steps in applying the Guide in estimating, evaluating and presenting measurement results. This 3-day intensive workshop aims to provide a practical treatment to the topics of calibration and the application of the ISO Guide to the Expression of Uncertainty in Measurement to real-life calibrations and measurements.

OBJECTIVES

To introduce the concept of calibration and traceability.

To introduce methods for the estimation and expression of uncertainty in measurement.

To discuss how measurements and calibrations should be performed and presented in reports in order to satisfy requirements of accreditation bodies (e.g. HOKLAS).

To provide hands-on experience on estimation of measurement uncertainties and optimisation of calibration procedures to improve cost-effectiveness.

TOPICS

1. Requirements of standards and accreditation bodies on calibration
 - ISO9000, ISO Guide 25, HOKLAS
2. Principles of calibration
 - accuracy, precision, tolerance, reproducibility, repeatability, traceability, uncertainty
3. Mathematical approaches for compounding uncertainties
 - limit summation, root sum squares, statistical approach, normal distribution, rectangular distribution, Student t distribution, central limit theorem
4. ISO Guide to the Expression of Uncertainty in Measurement
 - measurand, input quantities, Type A & Type B approaches, combined standard uncertainty, correlation, expanded uncertainty, coverage factor
5. Applications of ISO Guide to real-world situations
 - calibration of in-house reference equipment
 - calibration of standard thermometer
 - measuring tensile strength of material
 - determining uncertainty of measurement in chemical analysis
 - estimation of uncertainty in the measurement of radiated emissions

WHO SHOULD ATTEND

Managers and engineers of calibration laboratories will learn how they can apply the ISO Guide to the Expression of Uncertainty in Measurement in their laboratories in order to satisfy requirements of accreditation bodies (e.g. HOKLAS). Managers and engineers of testing laboratories will learn how calibration of their test equipment can be done in-house or by external calibration laboratories. Quality managers and auditors will learn how calibration should be done according to the recommendations of the above ISO Guide and quality standards.

PROGRAMME

- | | |
|---------------------|-------------------------------------------------------------------------------------|
| 1st day (Wednesday) | Lecture and tutorial
Visit Calibration Laboratory of
Electronic Services Unit |
| 2nd day (Thursday) | Lecture and tutorial |
| 3rd day (Friday) | Lecture and tutorial
Practical sessions |

Due to the arrangement of practical work, seats are limited for the workshop. Applications will be entertained strictly on a first-come first-serve basis. Early enrolments will permit specific practical examples to be prepared for attendees of the workshop and are highly recommended.

This course is jointly organized with the Electronic Services Unit, The University of Hong Kong

Fee : \$5,800 including lecture notes, tea and lunch for three days and a Statement of Attendance.

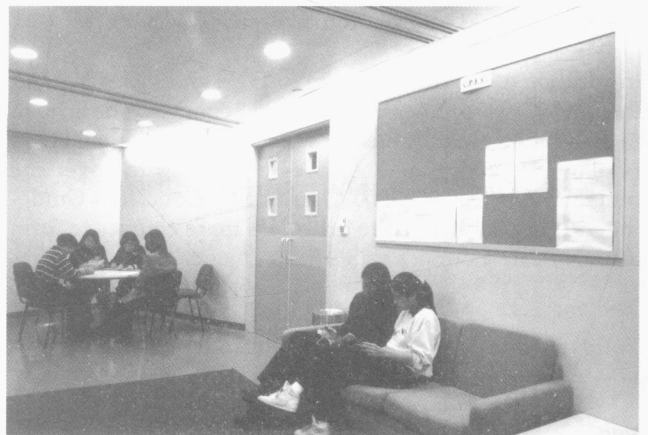
Enrolment is limited to 20

Tutors : S.H. Lau and K.Y. Tsang, Electronic Services Unit, HKU

Venue : (Workshop) Room 204C, Chow Yei Ching Building, HKU

647. (Workshop) Wednesday, Thursday and Friday, 9 a.m. - 5 p.m., October 15, 16 & 17, 1997

648. (Workshop) Wednesday, Thursday and Friday, 9 a.m. - 5 p.m., January 14, 15 & 16, 1998



Student rest area, T.T. Tsui Building

ENGLISH STUDIES

Lecturers-in-charge: Richard M. Booker
Peter Kennedy

Telephone: 2547 2225
Telephone: 2975 5681 / 2975 5689

ENGLISH LANGUAGE COURSES

General English

Course No.

492 - 504	Certificate Programme in the Use of
510 - 520	English
525 - 531	Foundation English Programme
533 - 542	"
547 - 558	"
560 - 573	Practical English Programme
1652 - 1653	"
1631	Effective Listening
1632	Critical Reading
593 - 594	Effective Writing Skills
590 - 591	Certificate Course in English Speech
583 - 588	Pronunciation and Fluency
589	English Intonation

Business English

Course No.

597 - 608	Certificate Programme in Business English
595 - 596	Business Correspondence
1658 - 1659	Business Speaking and Listening
1661 - 1662	Effective Presentations

English for Engineers

Course No.

613	Certificate Programme in English for Engineers and Industrial Designers
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English for Teachers

Course No.

614-18, 1633	Certificate Programme in English Language Teaching (Secondary)
1634	Speech Festivals: A Practical Approach for Primary School Teachers

Literature in English

Course No.

619 - 621	Certificate Programme in English
1635-1636	Literary Studies

Certificate Programme in the Use of English

The main aim of this advanced level general English programme is to help students develop greater fluency in spoken English so that they can USE English confidently and accurately in a variety of different contexts. Emphasis is put on language PRACTICE and production rather than learning ABOUT the rules of grammar in isolation. The course will not only help students to become proficient in speaking English but will also enhance their ability to understand and interpret it.

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. (A detailed syllabus is available upon request)

*The programme extends over two years. On completion of the First Year, students will sit an examination, which, if they pass sufficiently well, will qualify them to enrol in a Second Year course in the following year. On completion of the Second Year, students sit an examination that leads to the award of the **SPACE Certificate in the Use of English**. Students will be awarded the Certificate if they :*

- pass the examination;
- complete assignments set during the year satisfactorily;
- attend at least 75% of the meetings scheduled.

This certificate represents the attainment of a very satisfactory command of English and is widely recognised by many employers in Hong Kong. The tutors for the courses offered each year are drawn from a panel of university graduates and experienced teachers of English.

Entrance Requirements

Second Year

Those who have completed a First Year course sufficiently well or who possess a SPACE Certificate Programme in Business English awarded in 1997 may enrol in a SECOND Year course without any further test.

First Year

(A) Those who have completed the Foundation English Programme OR the Communicate in English course sufficiently well in 1997 may enrol in a FIRST Year course without any further test provided they apply by 19th August 1997.

(B) Applicants who do not possess the above qualifications must

- (i) have gained a Grade D in English Language in the HKCEE exam. (Syllabus B) OR a Grade B in English Language (Syllabus A) OR the equivalent in an approved examination; and
- (ii) sit the Use of English Entrance Examination.

Copies of all certificates awarded must be attached to application forms.

Entrance Examination

Applicants for the First Year must complete an entrance test application form* to register for the 45-minute Entrance Test on any of the following days:

- **SPACE Town Centre, 9/F., West Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong (MTR: Sheung Wan)**

12.45 - 1.30 p.m.	Wednesdays	13/8/97, 27/8/97
	Fridays	8/8/97, 22/8/97, 5/9/97
6.30 - 7.15 p.m.	Tuesdays	12/8/97, 2/9/97
	Thursdays	28/8/97
2.30 - 3.15 p.m.	Saturdays	9/8/97, 6/9/97
11.30 a.m.-12.15 p.m.	Sunday	24/8/97
2.30 - 3.15 p.m.	Sunday	14/9/97

- **SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, 3/F., Shek Kip Mei, Kowloon (MTR: Shek Kip Mei)**

6.30 - 7.15 p.m.	Wednesday	20/8/97
	Thursday	21/8/97
	Fridays	15/8/97, 12/9/97
2.30 - 3.15 p.m.	Saturday	23/8/97

The CLOSING DATE FOR ALL APPLICATIONS IS 12th SEPTEMBER, 1997

After the exams have been marked, successful candidates will be sent an acceptance letter. Enrolments will be on a "first-come-first-served" basis. Applicants are advised to enrol early as some courses become oversubscribed very quickly.

N.B. Applicants may apply for EITHER a Use of English OR a Business English course but not BOTH.

- There is a \$50 application fee to be submitted with the application form. This is to cover the cost of processing and marking and is non-refundable.

FIRST YEAR

A. In HONG KONG

Venue : SPACE Town Centre (MTR: Sheung Wan)

- 492. Sundays, 10.00 a.m. - 1.00 p.m., commencing October 12, 1997
- 493. Sundays, 2.00 - 5.00 p.m., commencing October 12, 1997

Venue : **SPACE North Point Study Centre (MTR: Fortress Hill)**

- 494. Sundays, 10.00 a.m. - 1.00 p.m., commencing October 12, 1997
- 495. Sundays, 2.00 - 5.00 p.m., commencing October 12, 1997

Venue : **SKH Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, Hong Kong**

- 496. Mondays, 6.30 - 9.30 p.m., commencing October 13, 1997
- 497. Tuesdays, 6.30 - 9.30 p.m., commencing October 14, 1997
- 498. Wednesdays, 6.30 - 9.30 p.m., commencing October 15, 1997

B. In KOWLOON

Venue : **Wah Yan College, 56 Waterloo Road, Kowloon (MTR: Yau Ma Tei)**

- 499. Wednesdays, 6.30 - 9.30 p.m., commencing October 15, 1997
- 500. Thursdays, 6.30 - 9.30 p.m., commencing October 16, 1997
- 501. Fridays, 6.30 - 9.30 p.m., commencing October 17, 1997

Venue : **SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)**

- 502. Mondays, 6.30 - 9.30 p.m., commencing October 13, 1997
- 503. Wednesdays, 6.30 - 9.30 p.m., commencing October 15, 1997
- 504. Thursdays, 6.30 - 9.30 p.m., commencing October 16, 1997

SECOND YEAR

A. In HONG KONG

Venue : **SPACE Town Centre, (MTR: Sheung Wan)**

- 510. Mondays, 9.00 a.m. - 12.00 noon, commencing October 13, 1997
- 511. Sundays, 10.00 a.m. - 1.00 p.m., commencing October 12, 1997
- 512. Sundays, 2.00 - 5.00 p.m., commencing October 12, 1997

Venue : **SKH Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, Hong Kong**

513. Thursdays, 6.30 - 9.30 p.m., commencing October 16, 1997
514. Fridays, 6.30 - 9.30 p.m., commencing October 17, 1997

Venue : SPACE North Point Study Centre (MTR: Fortress Hill)

515. Tuesdays, 6.30 - 9.30 p.m., commencing October 14, 1997

B. In KOWLOON

Venue : Wah Yan College, 56 Waterloo Road, Kowloon (MTR: Yau Ma Tei)

516. Thursdays, 6.30 - 9.30 p.m., commencing October 16, 1997
517. Fridays, 6.30 - 9.30 p.m., commencing October 17, 1997

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

518. Tuesdays, 6.30 - 9.30 p.m., commencing October 14, 1997
519. Wednesdays, 6.30 - 9.30 p.m., commencing October 15, 1997
520. Saturdays, 3.00 - 6.00 p.m., commencing October 18, 1997

25 meetings Fee: \$2,500

Lecturer-in-charge: Peter Kennedy Telephone: 2975 5681

Foundation English

What is it?

This is a two-year programme that will help you if you want to improve your English, but are not qualified to join the Use of English course. However, even if you do not want to go on to the Use of English course, you will also find that this programme will be of benefit to you.

The programme will give you practice in the four skills of reading, writing, listening and speaking to give you greater confidence in using English so that you can reach the level of ability necessary for you to enter a higher course. At all times, the emphasis will be on getting you to participate actively in a wide range of language activities, so that you improve by actually using your language skills.

At the end of the second year of the course, you will sit an examination for the SPACE First Certificate in English Language. If you pass with a Credit you can enrol in a first year Use of English course without having to take the entrance examination. If you pass without a Credit, you will have to sit the Use of English entrance examination if you wish to take that course.

What qualifications are needed?

If you apply for this course, you should have a grade "E" pass in English Language in the Hong Kong Certificate of Education (Syllabus B) or a similar qualification from outside Hong Kong.

However, you can also apply for the course if you do not have a grade "E" pass but have used English continuously since leaving school. If you are in this category, you may be offered a place on the course if you do well enough in an entrance test.

What is involved in entering the course?

First Year

a) Entrance Test

All applicants for the First Year must take an entrance test lasting about 45 minutes, either

- at the time of applying (at the SPACE Town Centre only)
- or
- on any of the following dates at the SPACE Town Centre, Shun Tak Centre, 9/F, West Tower, 200 Connaught Road Central, Hong Kong :

Wednesday, 13 August 1997 at 6.30 p.m.,
 Thursday, 14 August 1997 at 6.30 p.m.,
 Friday, 15 August 1997 at 6.30 p.m.,
 Sunday, 24 August 1997 at 10.00 a.m., 2.00 p.m. & 3.30 p.m.

As we will send out acceptance letters to successful applicants as soon as we can, you will have a better chance of getting into your first choice of class if you take the test as early as you can.

A non-refundable fee of \$50 will be made for taking this test. We set the test so that we can be sure that we only accept you if you are likely to benefit from the course.

If you apply to take the entrance test on one of the dates given above, you should fill out a special application form available at any of SPACE's enrolment centres.

b) Admission to the Course

You will be informed of your performance in the entrance test. You may then be offered a place on the First Year of the Foundation English programme, or you may be advised to take the Practical English course before Foundation English. If your existing level of English is already high, you may even be accepted directly into the Second Year of the programme, if there are places available.

Once you are given a letter of acceptance, you can then enrol on a "first-come, first-served" basis in the class that is most convenient for you.

Second Year

There are two ways of entry to the Second Year of the programme:

- by successful completion of the First Year;
- by a very good performance in the entry test taken by applicants for the First Year of the course.

Classes

First Year

Please note that in Autumn 1997 SPACE will move from its present Town Centre in the Shun Tak Centre to new premises in the Admiralty Centre. The exact date of the move is not yet known.

Venue : SPACE Town Centre, 9/F

525. Sundays, 9.45 a.m. - 12.45 p.m., commencing September 28, 1997
526. Sundays, 2.00 - 5.00 p.m., commencing September 28, 1997
527. Mondays, 6.15 - 9.15 p.m., commencing September 29, 1997
528. Tuesdays, 6.15 - 9.15 p.m., commencing September 30, 1997
529. Wednesdays, 9.00 a.m. - 12.00 noon, commencing October 8, 1997
(Note : This is a morning course)
530. Saturdays, 9.00 a.m. - 12.00 noon, commencing October 4, 1997
(Note : This is a morning course)

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

531. Mondays, 6.30 - 9.30 p.m., commencing September 29, 1997
533. Tuesdays, 6.30 - 9.30 p.m., commencing September 30, 1997
534. Wednesdays, 6.30 - 9.30 p.m., commencing October 8, 1997
535. Thursdays, 6.30 - 9.30 p.m., commencing October 9, 1997
536. Fridays, 6.30 - 9.30 p.m., commencing October 3, 1997

Venue : Wah Yan College, 56 Waterloo Road, Kowloon (MTR : Yau Ma Tei)

537. Wednesdays, 6.30 - 9.30 p.m., commencing October 8, 1997
538. Thursdays, 6.30 - 9.30 p.m., commencing October 9, 1997
539. Fridays, 6.30 - 9.30 p.m., commencing October 3, 1997

Venue : SPACE Shek Kip Mei Study Centre (MTR : Shek Kip Mei)

540. Tuesdays, 6.30 - 9.30 p.m., commencing September 30, 1997
541. Thursdays, 6.30 - 9.30 p.m., commencing October 9, 1997
542. Saturdays, 2.00 - 5.00 p.m., commencing October 4, 1997

Second Year

Please note that in Autumn 1997 SPACE will move from its present Town Centre in the Shun Tak Centre to new premises in the Admiralty Centre. The exact date of the move is not yet known.

Venue : SPACE Town Centre, 9/F

547. Sundays, 9.30 a.m. - 12.30 p.m., commencing September 28, 1997
548. Sundays, 2.30 - 5.30 p.m., commencing September 28, 1997
549. Tuesdays & Thursdays, 8.00 - 9.30 p.m., commencing September 30, 1997
550. Fridays, 6.15 - 9.15 p.m., commencing October 3, 1997

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

551. Mondays, 6.30 - 9.30 p.m., commencing September 29, 1997
552. Wednesdays, 6.30 - 9.30 p.m., commencing October 8, 1997
553. Fridays, 6.30 - 9.30 p.m., commencing October 3, 1997

Venue : Wah Yan College, 56 Waterloo Road, Kowloon (MTR : Yau Ma Tei)

554. Wednesdays, 6.30 - 9.30 p.m., commencing October 8, 1997

555. Thursdays, 6.30 - 9.30 p.m., commencing October 9, 1997

556. Fridays, 6.30 - 9.30 p.m., commencing October 3, 1997

Venue : SPACE Shek Kip Mei Study Centre (MTR : Shek Kip Mei)

557. Tuesdays, 6.30 - 9.30 p.m., commencing September 30, 1997

558. Saturdays, 2.00 - 5.00 p.m., commencing October 4, 1997

90 hours in total : classes held once a week have 30 sessions
classes held twice a week have 60 sessions

Fee : \$3,250 (including all materials & textbook)

Lecturer-in-charge : Richard Booker

Practical English

What is it?

This programme will help you if :

you would like to enter the Foundation English programme in due course, but are not qualified for that programme;

you are qualified to enter Foundation English, but have been unable to practise English and so need to "refresh" your knowledge of the language.

If you complete Practical English at the required standard, you will be accepted for the Foundation English programme in the following year. However, the course can also be taken on its own, without any requirement to take the Foundation English course after it.

To help you improve your existing levels of English, the four skills of reading, writing, speaking and listening will be practised at a suitable level. The course will use a textbook, but you will also receive other materials written by our teachers for Hong Kong students.

Note : This programme is not for total beginners. If you are accepted into this programme, you will need a good knowledge of grammar, but may have trouble expressing your ideas and understanding native speakers.

What is involved in entering the course?

Entrance Test

All applicants must take an entrance test lasting about 45 minutes, either

- at the time of applying (at the SPACE Town Centre only)

or

- on any of the following dates at the SPACE Town Centre, 9/F, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong :

Wednesday, 13 August 1997	at 6.30 pm.
Thursday, 14 August 1997	at 6.30 pm.
Friday, 15 August 1997	at 6.30 pm.
Sunday, 24 August 1997	at 10.00 a.m., 2.00 p.m. & 3.30 p.m.

As we will send out acceptance letters to successful applicants as soon as we can, you will have a better chance of getting into your first choice of class if you take the test as early as you can.

A **non-refundable** fee of \$50 will be made for taking this test. We set the test so that we can be sure that we only accept you if you are likely to benefit from the course.

If you apply to take the entrance test on one of the dates given above, you should fill out a **special application** form available at any of SPACE's enrolment centres.

Admission to the Course

You will be informed of your performance in the entrance test. If you have done well enough, you will be offered a place on the programme. It is also possible you may be accepted for Foundation English *if you do well enough in the test.*

If you are accepted for the course, you can then enrol on a "first-come, first-served" basis in the class that is most convenient for you.

Classes

Please note that in Autumn 1997 SPACE will move from its present Town Centre in the Shun Tak Centre to new premises in the Admiralty Centre. The exact date of the move is not yet known.

Venue : SPACE Town Centre, 9/F

560. Sundays, 10.00 a.m. - 1.00 p.m., commencing September 28, 1997

561. Sundays, 2.00 p.m. - 5.00 p.m., commencing September 28, 1997

562. Saturdays, 2.30 p.m. - 5.30 p.m., commencing October 4, 1997

Venue : SPACE North Point Study Centre (MTR : Fortress Hill)

563. Saturdays, 9.30 a.m. - 12.30 p.m., commencing October 4, 1997

564. Sundays, 10.15 a.m. - 1.15 p.m., commencing September 28, 1997

565. Sundays, 2.30 p.m. - 5.30 p.m., commencing September 28, 1997

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

566. Mondays, 6.30 - 9.30 p.m., commencing September 29, 1997

567. Tuesdays, 6.30 - 9.30 p.m., commencing September 30, 1997

568. Wednesdays, 6.30 - 9.30 p.m., commencing October 8, 1997

569. Thursdays, 6.30 - 9.30 p.m., commencing October 9, 1997

570. Fridays, 6.30 - 9.30 p.m., commencing October 3, 1997

Venue : Wah Yan College, 56 Waterloo Road, Kowloon (MTR : Yau Ma Tei)

571. Wednesdays, 6.30 - 9.30 p.m., commencing October 8, 1997

572. Thursdays, 6.30 - 9.30 p.m., commencing October 9, 1997

573. Fridays, 6.30 - 9.30 p.m., commencing October 3, 1997

Venue : SPACE Shek Kip Mei Study Centre (MTR : Shek Kip Mei)

1652. Thursdays, 6.30 - 9.30 p.m., commencing October 9, 1997

1653. Saturdays, 9.30 a.m. - 12.30 p.m., commencing October 4, 1997

30 meetings (90 hours)

Fee : \$3,350 (including all materials & 2 textbooks)

Lecturer-in-charge : Richard Booker

1631. Effective Listening

This course is intended for students who wish to practise and improve their listening skills through a range of lively communicative activities.

Listening, traditionally thought of as a "passive skill", is in fact an active process. The listener first sorts out from a stream of sound what is significant, then interprets the message taking account of such factors as the age, status

and presumed attitudes of the speaker, the degree of shared knowledge, the circumstances in which the utterance occurs, speed of speech, pauses, tone of voice, facial expression, body language etc.

Students will be exposed to a wide variety of interesting listening materials such as songs, news, interviews, drama, meetings, announcements, instructions, telephone conversations, stories etc.

The tasks have been designed to integrate listening with the other skills and to help participants develop greater confidence not just in listening comprehension but also in *interpretative listening* - in sorting out what is *meant* from what is *said*. In order to benefit from the course, applicants should have a Grade 'E' or above in the HKCEE or the equivalent in an approved exam.

Lecturer-in-charge: Peter Kennedy Telephone: 2975 5681

Venue : SPACE Town Centre

Date : Sundays, 10.00 a.m. - 1.00 p.m., commencing October 5, 1997

8 meetings

Fee: \$840

1632. Critical Reading

This is no ordinary reading course. Usually, in a "reading comprehension" class, students are asked to extract information from a text, do comprehension exercises, look at the organisation of the text and deal with unfamiliar words or structures. The texts are often on topics of general interest or job-related material such as forms or letters. In either case, the text is there to be "worked on" not questioned.

The reader is often asked to accept the text uncritically. But texts are not neutral or innocent. An advertisement, for instance, is designed to manipulate and 'position' the reader. 'Romantic fiction' makes assumptions about the attitudes and beliefs of the intended consumers of such texts.

Reading is a process of interaction between reader and text. The reader can either accept the text or question it. The main aim of this course is to help students analyse the language of the texts they read in English so as to enable them to read more critically.

The course will explore such questions as:

- How is language used in the media, advertising, politics?
- How do texts such as newspaper reports, adverts, public information leaflets etc. come to us? Who are the intended consumers ?
- How is a certain topic written about? What other ways of writing about the topic are there?
- How are texts interpreted? What factors influence text interpretations?

If you would like to improve your reading skills but are tired of the usual "reading comprehension" approach, this is the course for you!

Lecturer-in-charge: Peter Kennedy Telephone: 2975 5681

Venue : SPACE Town Centre
Date : Saturdays, 10.00 a.m. - 1.00 p.m., commencing
November 15, 1997

8 meetings Fee: \$840

Effective Writing Skills

This course will help you to recognise and correct many of the common problems that language learners face when writing in English.

The classes will be run as workshops that get you fully involved, so you will have plenty of opportunity to practise writing. All the materials used on the course have been designed specifically for the workshops, so there is no need for you to buy a textbook.

In the workshops you will be shown how to write well-structured English that is interesting, easy to understand and easy to read. You will learn the essential skills that will help you to write memos, letters, reports and other correspondence. Please note, however, that this is not a course that will concentrate purely on business writing.

In order to benefit from the course, you should have a Grade "D" pass in English Language (Syllabus B) in the HKCEE. You should submit the following with your application:

- a copy of your HKCEE certificate;
- a letter stating why you think the course will benefit you.

Enrolment will be by selection of those most likely to benefit from the course of instruction.

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School,
9 Oi Kwan Road, Hong Kong

593. Mondays, 6.30 - 9.30 p.m., commencing October 6,
1997
(Closing date for applications : September 24, 1997)

594. Mondays, 6.30 - 9.30 p.m., commencing January 5,
1998
(Closing date for applications : December 23, 1997)

10 meetings (30 hours) Fee : \$1,600

Lecturer-in-charge : Richard Booker

Certificate Course in English Speech

This is an intensive course of study in which it is intended to provide tuition in Spoken English to an advanced level for suitably qualified working adults who have a positive and urgent need to achieve a high standard of proficiency in a wide variety of social situations.

Tuition will cover in detail pronunciation, word and sentence stress, and intonation. These components will be covered thoroughly and comprehensively, and students will be required to learn relevant phonetic symbols and signs. Conversation, discussion and a wide variety of interpersonal communication will also be practised, the emphasis being on what is said and how it is said. For all sections of the course substantial practice is given and a workbook is provided that gives full details of each unit studied.

Applicants should bear in mind that this is not a general English course and grammatical and lexical competence will be assumed. Furthermore, this is not a course in rhetoric or the art of persuasive or impressive speaking and will not cover presentations, speeches or other such specialized applications. Applicants should also bear in mind that owing to the size of the class individual tuition will be impracticable, except to a very limited extent. Practice will be obtained and progress made by means of group work.

As this course is designed for Hong Kong working adults (with Chinese language background), those studying in school, college or university will not be admitted.

The syllabus comprises four components: Pronunciation; Stress; Intonation; Communication.

Award : Students will be awarded a SPACE Certificate provided they:

- pass the final examination;
- satisfactorily complete the assignments set;
- attend at least 75% of the classes.

Entrance Requirements

All applicants should

- 1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination; and
- 2) be able to produce evidence of further study at post-secondary level; and
- 3) attach copies of their certificates to their application form; and
- 4) sit the Entrance Test.

The Entrance Test will consist of a Listening Test and, for those who pass, an Interview. Listening tests will be held in the SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong, on 10th and 11th September, at 6.30 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

Applicants who perform sufficiently well in the Listening Test will be required to attend an Interview either on 18th, 19th or 20th September at the SPACE Town Centre.

Closing date for applications : September 6, 1997.

Tutor : John Bensly, M.A. (Oxon), M.A. (Reading)
Venue : SPACE Town Centre

590. Wednesdays, 6.30 - 9.30 p.m., commencing October 8, 1997

591. Thursdays, 6.30 - 9.30 p.m., commencing October 9, 1997

Enrolment is limited to 30

33 meetings

Fee: \$3,300

Lecturer-in-charge: Peter Kennedy Telephone: 2975 5689

Pronunciation & Fluency

This is a very practical course that will give you lively and realistic discussion and conversation exercises, with the following aims :

- to help you improve your English pronunciation;
- to help you become a more fluent and confident speaker of English in different situations;
- to help you increase your English vocabulary and knowledge of idioms;
- to equip you to deal with telephone conversations, especially where you are talking to a native English speaker.

The course tutors will pay very close attention to your individual pronunciation problems.

To benefit most from the course, you must be willing to take part in the full range of activities that the course will include.

Entrance Qualifications:

If you apply for this course, you should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. Copies of certificates awarded should be attached to your application form.

Applications will be accepted on a "first-come, first-served" basis.

Please note that in Autumn 1997 SPACE will move from its present Town Centre in the Shun Tak Centre to new premises in the Admiralty Centre. The exact date of the move is not yet known.

Venue : SPACE Town Centre, 9/F

583. Tuesdays, 2.30 - 5.30 p.m., commencing October 7, 1997

584. Tuesdays, 2.30 - 5.30 p.m., commencing January 6, 1998

Venue : Hong Kong University

585. Saturdays, 2.00 - 5.00 p.m., commencing October 4, 1997

586. Saturdays, 2.00 - 5.00 p.m., commencing January 10, 1998

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

587. Thursdays, 6.30 - 9.30 p.m., commencing October 9, 1997

588. Thursdays, 6.30 - 9.30 p.m., commencing January 8, 1998

10 meetings (30 hours)

Fee : \$1,600

Lecturer-in-charge : Richard Booker

589. English Intonation

This is a short introductory course in intonation in English. It will introduce participants to the main features of sentence stress, rhythm, pitch, the falling tone, the rising tone, and the uses to which these two tones can be put. Also included will be information on focus and the appropriate placing of main stress, so that students learn to indicate meaning clearly. In order to make good progress, students should be prepared to put into practice what they are learning and plenty of opportunity will be given for this. Those whose work brings them into contact with native speakers of English should find the course of particular interest, especially as they will be able to use outside the classroom what they are learning inside it. (A course outline is available upon request. Tel.: 29755689)

In order to benefit from the course, applicants should have a grade "E" pass in English Language (Syllabus B) in the HKCEE.

Tutor : John Bensly, M.A.(Oxon), M.A.(Reading)

Venue : SPACE Town Centre

Date : Tuesdays, 6.30 - 9.00 p.m., commencing November 11, 1997

6 meetings

Fee : \$525

Certificate Programme in Business English

Course Numbers : 597 to 608

What are the Aims of the Course ?

The SPACE Certificate Programme in Business English has been specially designed to help anyone who has to use English in everyday work situations. It is suitable for students from all walks of life.

This year, it is being offered in a slightly changed format to allow it to continue to meet the needs of Hong Kong students as fully as possible.

Despite the changes that have been made to the programme, its two main aims remain the same :

- To improve your ability to carry out the English language writing tasks you may be faced with at work, by helping you to express yourself clearly and concisely on paper;
- To give you greater confidence and fluency when speaking English in front of others in situations that you are likely to encounter in your work.

How is the Programme Organised ?

- It consists of three Parts, each with 30 hours of classroom instruction.
- If you wish to be awarded the SPACE Certificate in Business English, you must complete all three Parts, totalling 90 hours of classroom instruction. These Parts must be completed within two years.
- At the end of each Part you will be sent a letter that tells you whether or not you have completed it successfully. Our decision will be based on your attendance, on-course work and performance in a final examination.
- Each Part will be complete in itself, though we hope that you will complete the whole programme. However, if you do not wish to complete the full Certificate programme, you can apply to take any individual Part that you are interested in, without any requirement to apply for another Part.

What do the Parts consist of ?

The focus of the different Parts is indicated below :

- Part 1 - Modern Business Writing Skills (External)

The focus of this Part is writing. We will cover several different kinds of useful letters that you might send to a different company or organisation . A feature of this Part is that it will include two workshops in which you have to write letters based on real life situations.

- Part 2 - Modern Business Writing Skills (Internal)

The focus of this Part is writing. We will cover the skills involved in writing memos, minutes and short reports, which are all things that you might have to write within the company or organisation you work for.

- Part 3 - Modern Business Oral Skills

This Part will concentrate on developing the speaking and listening skills that are essential in a work environment.

These different Parts can be taken in any order. For instance, Part 1 does not have to be finished before Part 2.

How can you enter the Course ?

Entrance Test

All applicants must take an entrance test, which will last about 75 minutes. The test has two parts : grammar and writing.

The entrance test takes place at the following times :

A. At the SPACE Town Centre { Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong [MTR: Sheung Wan]}

- 20 August, 1997 (Wed) - 6.30 p.m.
- 21 August, 1997 (Thu) - 6.30 p.m.
- 22 August, 1997 (Fri) - 6.30 p.m.
- 14 September, 1997 (Sun) - 10.00 a.m.
- 14 September, 1997 (Sun) - 12.00 noon

B. At the SPACE North Point Study Centre {14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong [MTR: Fortress Hill]}

- 05 December, 1997 (Fri) - 6.30 p.m.

C. At the SPACE Shek Kip Mei Study Centre {Ka Chi School, 5 Wai Chi Street, 3/F., Shek Kip Mei, Kowloon [MTR: Shek Kip Mei]}

- 06 December, 1997 (Sat) - 2.30 p.m.
- 13 December, 1997 (Sat) - 2.30 p.m.

Having chosen a time and place to take the test, you must fill out an entrance test application form at any SPACE office.

Note : The **minimum** qualification that you 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 \$50 will be made to cover the cost of processing this test. The purpose of the test is to ensure that you are only accepted into the programme if it is suitable for you.

Admission to the Course

You will be informed of your performance in the entrance test, as soon as possible after the test. You can then apply for firm entry to the Part of your choice. Applications will be accepted on a "first-come, first-served" basis.

Part 1 - Modern Business Writing Skills (External)

Part 1 will focus on writing, concentrating on the skills that are essential for people who have to write to a different company or organisation. It will include :

- general principles of business writing;
- job application letters;
- letters of enquiry and replies to them;
- complaint letters;
- workshops to help you write letters that are based on real situations.

The lessons will not consist of a series of lectures that just tell you the principles of memo and letter writing. They will require you to take a full part in practical activities and so will include a lot of practice. The teachers will pay a great deal of attention to correcting and explaining the language mistakes that Hong Kong students often make.

At all times the emphasis will be on helping you to organise what you say, so that your meaning is clear and unambiguous.

Please note that in Autumn 1997 SPACE will move from its present Town Centre in the Shun Tak Centre to new premises in the Admiralty Centre. The exact date of the move is not yet known.

Venue : SPACE Town Centre, 9/F

597. Sundays, 10.00 a.m. - 1.00 p.m., commencing October 5, 1997
598. Sundays, 10.00 a.m. - 1.00 p.m., commencing January 4, 1998

Venue : SPACE Shek Kip Mei Study Centre

599. Mondays, 6.30 - 9.30 p.m., commencing September 29, 1997
600. Wednesdays, 6.30 - 9.30 p.m., commencing October 8, 1997
601. Wednesdays, 6.30 - 9.30 p.m., commencing January 7, 1998

Students will be required to buy a textbook costing about \$100.00

(10 meetings) 30 hours Fee \$1,600

Part 2 - Modern Business Writing Skills (Internal)

Part 2 will also focus on writing, though the emphasis will be on the writing that is done within a company or organisation. It will include :

- memos;
- minutes;
- short reports.

As with Part 1, the approach that our teachers take will be very practical. They will set a lot of activities that you will be expected to take a full part in. As in Part 1, they will put a lot of effort into correcting and explaining the language mistakes that Hong Kong students often make.

Venue : SPACE Town Centre, 9/F

602. Sundays, 9.45 a.m. - 12.45 p.m., commencing October 5, 1997
603. Sundays, 9.45 a.m. - 12.45 p.m., commencing January 4, 1998
604. Thursdays, 6.30 p.m. - 9.30 p.m., commencing October 9, 1997
605. Thursdays, 6.30 p.m. - 9.30 p.m., commencing January 8, 1998

Students will be required to buy a textbook costing about \$100.00

(10 meetings) 30 hours Fee \$1,600

Part 3 - Modern Business Oral Skills

Part 3 will focus on the listening and speaking skills that you may need in a modern work environment. It will include:

- telephoning;
- networking;
- taking part in and chairing meetings;
- conducting and attending interviews;
- receiving and entertaining visitors.

You will be exposed to a variety of realistic work contexts and will carry out tasks designed to improve both your listening and speaking skills. The methods used will include group work, rôle play, and simulations.

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

606. Wednesdays, 6.30 - 9.30 p.m., commencing October 8, 1997
607. Wednesdays, 6.30 - 9.30 p.m., commencing January 7, 1998

Venue : SPACE Shek Kip Mei Study Centre

608. Mondays, 6.30 - 9.30 p.m., commencing January 5, 1998

(10 meetings) 30 hours Fee \$1,600

Lecturer-in-charge : Richard Booker

Business Correspondence

This course will suit you if you 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 you 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 your writing;
- have improved your grammatical accuracy;
- have enlarged your business vocabulary.

The classes will allow you to practise the conventions and expressions used in modern business correspondence. We will cover important functions of business letters, such as requesting information, complaining, and apologising.

Entrance Qualifications:

You should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. You should attach a copy of your certificate to your application form. If you have a higher qualification you will not usually 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 : SPACE North Point Study Centre

595. Fridays, 6.30 - 9.30 pm, commencing October 3, 1997

596. Fridays, 6.30 - 9.30 pm, commencing January 9, 1998

10 meetings (30 hours) Fee \$1,700 (including textbook)

Lecturer-in-charge : Richard Booker

Business Speaking and Listening

This course will help you to develop your English listening and speaking skills in a business context.

You will be given a variety of exercises that include grammar, vocabulary and pronunciation work.

Real-life business situations will introduce you to the language used when doing things like :

- giving and understanding directions;
- meeting people for the first time;
- taking and leaving telephone messages;
- making comparisons;
- talking about business trips.

To get full benefit from the course you must be prepared to take a full part in the activities and exercises given to you.

To apply for this course, you should have a Grade "E" pass in English language in HKCEE (Syllabus B) or an equivalent qualification. You should attach a copy of your certificate to your application form.

Applications will be accepted on a "first-come, first-served" basis while places are available.

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School,
9 Oi Kwan Road, Hong Kong

1658. Tuesdays, 6.30 p.m. - 9.30 p.m., commencing
October 7, 1997

1659. Tuesdays, 6.30 p.m. - 9.30 p.m., commencing
January 13, 1998

30 hours (10 meetings) Fee : \$1,700(including textbook)

Lecturer-in-charge : Richard Booker

Effective Presentations

This practical course will benefit you if you :

- have to make presentations in English but feel uncomfortable about doing so;
- want to prepare yourself for giving presentations in the future.

Among the key presentation and language skills covered will be :

- starting and concluding a presentation;
- ways of making a transition from one part of a presentation to the next;
- useful words and phrases for linking ideas;
- describing graphs, charts and trends;
- using body language to emphasise and minimise your message;
- preparing and using visual aids;
- dealing with questions.

You will be shown examples of good and bad presentations for analysis and discussion, to help you avoid making the mistakes that many people make when giving presentations.

After practising the skills you have been taught, you will have a chance to give a final presentation on a subject of your choice to the rest of the class.

To apply for this course, you should have a Grade "D" pass in the HKCEE (Syllabus B) or an equivalent qualification. You should attach a copy of your certificate to your application form.

Applications will be accepted on a "first-come, first-served" basis while places are available.

Note: Though this course deals with the techniques of giving a good presentation, it is primarily an English language course. You should only apply for a place on this course if you want to practise and improve your English language skills.

Enrolment is limited to 12 to allow you to practise what you learn to the full.

Please note that in Autumn 1997 SPACE will move from its present Town Centre in the Shun Tak Centre to new premises in the Admiralty Centre. The exact date of the move is not yet known.

Venue : SPACE Town Centre, 9/F

1661. Sundays, 2.00 p.m. - 5.00 p.m., commencing October 5, 1997

1662. Sundays, 2.00 p.m. - 5.00 p.m., commencing January 4, 1998

10 meetings (30 hours)

Fee : \$2,400
(including a textbook)

Lecturer-in-charge : Richard Booker

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 1997 - February 1998;
Part 2 : March 1998 - June 1998.
Part 1 : October 1998 - February 1999.
- 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.

613. English for Engineers & Industrial Designers Part 1

This part of the course is designed to provide practising engineers with the opportunity of improving their spoken and written English. It will particularly benefit those who wish to take professional examinations such as the Engineer in Council Part 2, Paper 300, The Engineer in Society.

To help students communicate effectively, this part of the course will cover :

Writing Skills

- English style for engineering writing;
- principles of report writing;
- giving written instructions;
- writing technical summaries of articles in English;
- drawing conclusions from data;
- writing notices;
- examination essay writing for engineers;
- writing press releases.

Speaking Skills

- principles of persuasive speaking;
- short talks describing processes and procedures;
- social English;
- leading and taking part in discussion groups;
- giving oral instructions.

Reading Skills

- comprehension of texts taken from engineering journals.

Assessment

Assessment will be based on :

- four coursework assignments - (50%);
- an oral examination - (25%);
- a written examination - (25%).

Please note that in Autumn 1997 SPACE will move from its present Town Centre in the Shun Tak Centre to new premises in the Admiralty Centre. The exact date of the move is not yet known.

Venue : SPACE Town Centre, 9/F

Wednesdays, 6.15 - 9.15 p.m., commencing October 8, 1997.
(Closing date for applications : 23 September 1997)

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.

15 meetings (45 hours)

Fee : \$2,400

Lecturer-in-charge : Richard Booker

English for Engineers & Industrial Designers Part 2

Full details of this part of the course will be given in our Spring Prospectus. It will deal with situations likely to be encountered at work. Topics to be covered will include:

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, resignation and recommendation;
- writing performance appraisal reports (self appraisal and staff appraisal);
- writing memos containing proposals, recommendations and instructions to superiors, colleagues or subordinates.

ENGLISH FOR TEACHERS

ENGLISH FOR SECONDARY SCHOOL TEACHERS

Certificate Programme in English Language Teaching (Secondary) (Course numbers : 614, 615, 616, 617, 618, 1633)

ELT courses offered by SPACE aim to address the practical concerns of English teachers in Hong Kong and to explore 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 their careers. Having completed their initial training, they may feel the need for a "refresher" course but not be able 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 and Core B.
- The other four modules may be selected from the range of options on offer in the Autumn and Spring 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:

		Options
Autumn 97	Core A	1 - 5
Spring 98	Core B	6 - 9

• What are the Core modules ?

Core A will focus on the language content of the secondary 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 also 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 will explore a range of practical classroom techniques and teaching strategies designed to make the process of language learning more enjoyable and effective. Proper account will be 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 Refunds : Teachers may apply for a half fee refund for these courses. See Page ix.

Lecturer-in-charge: Peter Kennedy

Telephone: 2975 5689

614. LANGUAGE SYSTEMS AND THE ENGLISH SYLLABUS FOR SECONDARY SCHOOLS (FORMS 1 - 5) (CORE A)

The aims of this course are to:

1. Investigate the features of COMMUNICATIVE APPROACHES to English and analyse the implications for teaching/learning environments.
2. Enrich teachers' understanding of LANGUAGE as DISCOURSE.
3. Examine some principles of DESIGN, SELECTION AND USE of communicative materials, with particular reference to popular Hong Kong textbooks.
4. Consider effective approaches to CLASSROOM MANAGEMENT in a communicative language learning environment.

(Enrolment is limited to 30)

Tutor : Carol MacLennan, Ph.D. (HKU), M.A. (Reading), M.Phil., M.A., M.Ed., B.Ed. (Waikato)

Venue : Lecture Theatre 1, SPACE Shek Kip Mei Study Centre, [Ka Chi School], 5 Wai Chi Street, Shek Kip Mei, Kowloon. (Shek Kip Mei MTR Station)

Date : Saturdays, 9.30 a.m. - 12.00 Noon, commencing November 15, 1997

8 meetings

Fee: \$980

615. Preparing for Speech Festivals (Optional Module)

Each autumn, since 1993, this popular course has helped secondary school teachers prepare their pupils for participation in speech and drama festivals in Hong Kong.

Consideration is given to each competition class including:

- solo verse speaking
- choral verse speaking
- prose reading
- story-telling
- bible reading
- public speaking
- sight performance
- solo, duologue & group drama.

A workshop approach is adopted. Members of the group explore and try to resolve some of the problems of technique and pronunciation their students may have. The course also reviews some of the most common mistakes identified from previous speech festivals and equips teachers to help enhance their pupils' presentations. It may also serve to enrich the teachers' own understanding of the elements of spoken English.

The main tutor for this course has been actively involved in the annual speech festival for more than 20 years. Other experienced teachers will be invited to share some of the sessions. *(Enrolment is limited to 30)*

Tutor : Christine Chan, B.A., M.I.L., P.G.C.E.(HKU), L.T.C.L. (TESOL), G.S.M.D. (& guest speakers)

Venue : SPACE Town Centre

Date : Saturdays, 9.00 - 11.00 a.m., commencing September 13, 1997

8 meetings

Fee: \$735

616. Action Research in the English Language Classroom (Optional Module)

"Research? I am a teacher, I have no time for research!"

Action research enables a teacher to reflect on her/his own classroom practices. It does not entail bringing in an outsider.

Instead, the teacher takes a step back from the daily routine to consider WHAT she is doing and WHY she is doing it.

The aim is to improve the classroom situation by finding out things about your teaching, your pupils and the various processes that go on in the classroom. The course will also be useful for teachers who intend to go on to study part-time for a degree.

Participants will be introduced to the basic concepts involved in Action Research and the major techniques used. During workshop sessions they will design a small action research project and carry out (the initial) stages of their proposals.

The course will :

- introduce basic concepts and techniques
- help identify suitable research topics
- assist in the writing and critiquing of proposals
- provide a forum for discussion and feedback on preliminary topics
- facilitate the design of a project - the selection instruments, data collection procedures, data interpretation

Teachers will prepare written reports and give oral presentations on their projects.

(Enrolment is limited to 30)

Tutor : Carol MacLennan, Ph.D. (HKU), M.A. (Reading), M.Phil., M.A., M.Ed., B.Ed. (Waikato)

Venue : Lecture Theatre 1, SPACE Shek Kip Mei Study Centre, [Ka Chi School], 5 Wai Chi Street, Shek Kip Mei, Kowloon. (Shek Kip Mei MTR Station)

Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing October 4, 1997

5 meetings

Fee: \$735

617. Grammar for Teachers (Optional Module)

The aim of this course is to provide teachers of English with a detailed survey of certain aspects of the Grammar of English. The Grammar will be descriptive and designed especially to enhance the teacher's own knowledge of the language.

It will, however, also provide a source which will be valuable for the teacher's own teaching purposes. Grammar will be presented in meaningful units rather than as an inventory of forms defined by rules. The course will focus on:

- Types of Clause
- The Nominal Group – articles, adjectives, number, gender, case
- The Verbal Group – mood, aspect, voice, phrasal and prepositional verbs, complex verb phrases
- Cohesion.

Teachers will be provided with a comprehensive set of notes that have been specifically written for this course.

(Enrolment is limited to 30)

Tutor : John Bensly, M.A. (Oxon), M.A. (Reading)

Venue : SPACE Town Centre

Date : Tuesdays, 6.15 - 9.15 p.m., commencing September 30, 1997

5 meetings

Fee: \$735

618. Developing Reading Skills in English: Techniques for Teachers (Optional Module)

These classes will be practical workshop sessions. Teachers will work together to explore a variety of reading comprehension strategies and to develop reading tasks for their students. The course will also trace some of the theoretical background to reading. Topics to be covered include:

- Background - theories of reading
- What do we read (and why) an examination of text types
- How do we read?
- Mechanics of reading - dealing with unfamiliar words, making inferences, understanding complex sentences and text organization
- Skimming, scanning and speed reading techniques
- Extensive and intensive reading
- Understanding meaning
- Techniques for teaching reading
- Evaluating texts used in Hong Kong Secondary Schools

(Enrolment is limited to 30)

Tutor : Sonya Saunders, M.A. (Lancaster), B.A. (Tel Aviv), P.C.Ed. (Durham)

Venue : Lecture Theatre 3, SPACE Shek Kip Mei Study Centre, [Ka Chi School], 5 Wai Chi Street, Shek Kip Mei, Kowloon. (Shek Kip Mei MTR Station)

Date : Mondays, 6.15 - 9.15 p.m., commencing October 6, 1997

5 meetings

Fee: \$735

1633. Basic Linguistics for Language Learners (Optional Module)

The aim of this course is twofold, namely to provide the participants with:

1. a general introduction to the meaning and scope of linguistics;
2. practice in those areas of linguistics which are relevant to efficient language learning especially when using the knowledge of one language to learn another language.

Topics will include:

- PHONOLOGY - the production and reception of vowels and consonants in speech and in writing
 - intonation, stress, juncture, pitch and tone
- MORPHOLOGY - word roots and word types, the use of dictionaries, thesauri and concordances
- SYNTAX - basic phrases and sentences
 - complex and compound sentences, and their expansion and reduction
- DISCOURSE ANALYSIS - texts beyond the sentence: their structure, meaning and function
- SEMIOTICS - expressing the whole message

(Enrolment is limited to 30)

Tutor : Norman Bird, Ph.D., M.Phil., B.A. (London)

Venue : University of Hong Kong

Date : Wednesdays, 6.15 - 7.45 p.m., commencing October 8, 1997

10 meetings

Fee: \$735

ENGLISH FOR PRIMARY SCHOOL TEACHERS

1634. Speech Festivals: A Practical Approach for Primary School Teachers

The aim of this course is to give practical guidance to primary teachers who wish to prepare pupils for the Hong Kong Schools Speech Festival. Course components will include:

- Voice and Speech
- Choral Speaking
- Words and Movement
- Solo Verse Speaking

A workshop approach will be adopted which will encourage teachers to explore basic techniques in a collaborative way. The co-ordinator for this course has been actively involved in speech festivals in Hong Kong and overseas for many years. She will be assisted by other local primary school teachers who have had extensive experience in preparing children for speech festivals.

(Enrolment is limited to 30)

Tutor : Catherine O'Brien, B.Ed., A.L.S.M., A.R.I.A.M., L.T.C.L. (& guest speakers)

Venue : University of Hong Kong

Date : Thursdays, 7.00 - 9.00 p.m., commencing September 11, 1997

8 meetings

Fee: \$735

Fee Refunds : Teachers may apply for a half fee refund for these courses. See Page ix.

Lecturer-in-charge: Peter Kennedy Telephone: 2975 5689

LITERATURE IN ENGLISH

Certificate Programme in English Literary Studies (Course numbers 619, 620, 621, 1635, 1636)

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:

Autumn 97	CORE 1	Reading short fiction
Spring 98	CORE 2	Reading poetry
Autumn 98	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.

Fee Refunds : Teachers may apply for a half fee refund for these courses. See Page ix.

Lecturer-in-charge: Peter Kennedy Telephone: 2975 5689

619. 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, HKU

Venue : University of Hong Kong

Date : Fridays, 6.15 - 9.15 p.m., commencing October 17, 1997

7 meetings

Fee: \$980

620. Teaching A/S Level Film Texts (Optional Module)

This course will provide support and analytical methodology for teachers working with A/S Level English Literature groups as well as those likely to do so in the future. It is also relevant to teachers with an interest in using film texts as linguistic and aesthetic objects for other levels. The main focus will be the HKEA's prescribed film text options for the 1997/98 syllabus. Extracts will be shown but the participants will need to watch the full text independently. The weekly meetings will be used for discussion and follow-up work including reviews and critical analysis. Participants will be given a theoretical framework for decoding and discussing films in terms of genre, code and convention, image juxtaposition, cinematic grammar and narrative. Film texts include:

Political and Social Issues

- To Kill A Mockingbird (Director: Robert Mulligan)
- One Flew Over the Cuckoo's Nest (Director: Milos Forman)

Crime and Fiction

- Presumed Innocent (Director: Alan Pakula)
- In the Heat of the Night (Director: Norman Jewison)

Asian Voices in English

- The Wedding Banquet (Director: Li Ang)
- Salaam Bombay (Director: Mira Nair)

Recommended Reading: Turner, G. 1993. Film as Social Practice. London: Routledge.

(Enrolment is limited to 25)

Tutor : Mike Ingham, B.A., M.A. (Oxon.), P.G.C.E. (London), Lecturer, Hong Kong Institute of Education

Venue : SPACE Town Centre

Date : Saturdays, 10.00 a.m. - 1.00 p.m., commencing October 4, 1997

5 meetings

Fee: \$735

621. Teaching A/S Level Literature Texts (Optional Module)

This course will supplement the support provided in the A/S Level Film course and concentrate on the print-based works in the syllabus. As with the Film course, this course is relevant to both practising A/S Literature teachers and to those with a general interest in the study and teaching of literature. The HKEA prescribed texts for 1997/98 will be the main topics of discussion, so it will be necessary to have a working knowledge of at least some of these texts on commencing the course. Literary themes and devices will be analyzed and discussed both from a stylistic and a socio-historical perspective. Contemporary critical and cultural positions in response to the texts will also be negotiated. Some of the texts will also be discussed in the context of recent screen transpositions. Texts to be considered include:

Political and Social Issues

- Mark Twain Huckleberry Finn
- Anita Desai Clear Light of Day

Crime and Fiction

- Graham Greene Brighton Rock
- Dashiell Hammett The Maltese Falcon

Asian Voices in English

- Amy Tan The Joy Luck Club
- R.K. Narayan The Painter of Signs

Recommended Reading: Tambling, J. 1988. What Is Literary Language? London: Open University Press.

(Enrolment is limited to 25)

Tutor : Mike Ingham, B.A., M.A. (Oxon.), P.G.C.E. (London), Lecturer, Hong Kong Institute of Education

Venue : SPACE Town Centre

Date : Saturdays 10.00 a.m. - 1.00 p.m., commencing November 15, 1997

5 meetings

Fee: \$735

1635. The American Short Story (Optional Module)

The aims of this course are to introduce students to the genre of the American short story, to encourage students to read critically and to explore some of the central themes in American literature.

The class will examine short stories by American writers from the mid-nineteenth century to the present day including: Nathaniel Hawthorne, Kate Chopin, Ernest Hemingway, William Faulkner, James Baldwin, J.D. Salinger and Jamaica Kincaid.

In each session, background information will be supplied to provide a cultural, historical and biographical context then the discussion will focus on one specific short story.

The following short stories will be studied:

- N. Hawthorne - The Birthmark
- K. Chopin - Desiree's Baby
- E. Hemingway - My Old Man
- W. Faulkner A Rose for Emily
- J. Baldwin - Sonny's Blues
- JD Salinger - A Perfect Day for Bananfish
- selections from the works of Jamaica Kincaid and Toni Morrison

(Enrolment is limited to 25)

Tutor : Jennifer McMahon, M.A. (Boston), B.A. (Lafayette),
Demonstrator, Dept. of English, HKU

Venue : University of Hong Kong

Date : Tuesdays, 6.15 - 9.15 p.m., commencing November
11, 1997

5 meetings

Fee: \$735

1636. An Introduction to Critical Theory (Optional Module)

In this second course on modern literary and critical theory, the intention is to present theory in a way that will make sense both to total newcomers and to those who have studied the subject before. The course will try to "unpack" the meanings and implications of three widely-used terms: *realism*, *modernism* and *postmodernism* by reference to French critical theory over the past thirty years.

The course will use as background Professor Tambling's two introductory books *What Is Literary Language?* and *Narrative and Ideology* (Open University Press 1988 & 1991) for examples and contexts.

1. Realism and Ideology

What do we mean by *realism*? What are the problems in thinking about literature telling us about "real" life? The argument - that any talk about "realism" is ensnared in ideology - will range through the work of such theorists as Lukacs, Jameson, Barthes and Althusser.

2. Must we talk about "Ideology?"

"Ideology" is a word coined in the nineteenth-century, and growing alongside concepts of "realism". This class will consider various uses of the term "ideology" and compare it with Foucault's term "discourse". Questions of gender and ideology will also be explored.

3. Literature and Modernism

This class will examine the relationship between modernism and ideology and ask, using examples from T.S. Eliot, Wallace Stevens and Virginia Woolf, what modernism is, what it could achieve and what it could not. The evaluations of modernism by Adorno and Benjamin will be considered.

4. Literature and Deconstruction

"Simplifying to the extreme, I define *postmodernism* as incredulity towards metanarratives" (Lyotard, J. *The Postmodern Condition*). This class will relate postmodernism back to issues of narrative and ideology.

(Enrolment is limited to 25)

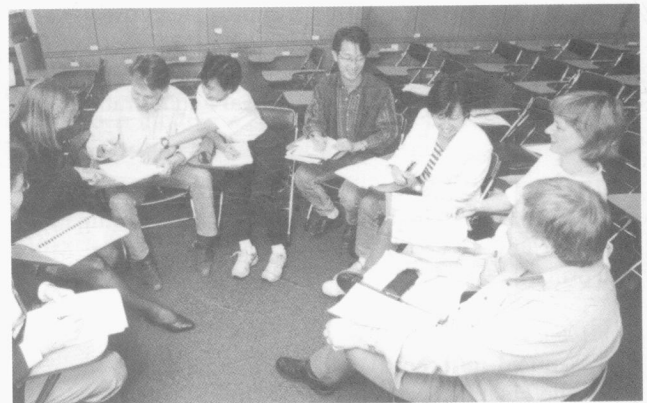
Tutor : Professor Jeremy Tambling, B.A. (York), M.Phil.
(Notts.), Ph.D. (Essex), Reader, Dept. of Comparative
Literature, HKU

Venue : University of Hong Kong

Date : Thursdays, 6.15 - 9.15 p.m., commencing
November 20, 1997

5 meetings

Fee: \$735



Group discussion

EUROPEAN LANGUAGES

Lecturer in charge: Richard M. Booker

Telephone: 2547 2225

FRENCH

622 - 624 First Certificate programme in French Language

SPANISH

625 - 627 First Certificate programme in Spanish Language

GERMAN

628 SPACE Foundation Course in German

ITALIAN

1660 SPACE Foundation Course in Italian

- Level 3 courses consist of 32 sessions of two hours each. Classes meet twice a week for a total of 64 hours.
- The programme is arranged so that students who finish one Level can join the next Level up on the same days of the week and in the same teaching location as the lower Level they have just finished.

German & Italian

The SPACE German and Italian programmes are organised as single courses with 92 hours of instruction.

The SPACE European Language Programme

In recent years, Hong Kong people have become much more interested than before in learning European languages. There are two main reasons for this :

- they plan to travel to Europe;
- they work for a European company.

To meet this growth in interest, SPACE offers courses in the following European languages :

- French
- Spanish
- German
- Italian

How Are They Organised?

French & Spanish

The programmes we offer in French and Spanish lead to the award of SPACE Certificates in French and Spanish. They are organised in three levels of either 56 hours or 64 hours, giving a total of 176 hours of instruction.

Features of these programmes are :

- To be awarded a SPACE Certificate students must complete Level 3 by attending at least 75% of all classes and passing the final exams.
- Ideally, students enter the programme at Level 1, progress to Level 2 and then to Level 3. However, students with sufficient knowledge of French and Spanish can get direct entry to Level 2 or Level 3.
- There is no obligation to complete the whole programme. Students who just want to take a lower Level can do so.
- Level 1 and Level 2 courses consist of 32 sessions of one hour forty five minutes each. Classes meet twice a week for a total of 56 hours for each Level.

Certificate Programme in French Language

French : Level 1

This course is for complete beginners. By the end of the course students should be able to:

- understand and use basic French grammar;
- introduce themselves and talk about their interests, things they like to do and things they have recently done;
- ask and reply to simple questions;
- understand the essentials of French pronunciation;
- handle simple shopping situations.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)

622. Tuesdays & Thursdays, 6.30 - 8.15 p.m., commencing September 23, 1997.

32 meetings (56 hours)

Fee : \$2,000

(Students who complete Level 1 successfully can take Level 2 on Tuesdays & Thursdays at St Mary's College in March 1998.)

French : Level 2

This course is intended for students who have successfully completed Level 1, or have received 50 to 60 hours of instruction in basic French at a different institution. This Level continues and develops the skills taught in Level 1. By the end of the course students should be able to:

- talk about their possessions;
- order food in a restaurant;
- ask for and give directions;
- ask for and give information about time and schedules;
- hold a basic conversation with a native speaker of French.

In addition, students will:

- extend their active vocabulary;
- consolidate their understanding of French grammar.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)

623. Mondays & Wednesdays, 6.30 - 8.15 p.m., commencing September 22, 1997.

32 meetings (56 hours) Fee : \$2,200

(Students who complete Level 2 successfully can take Level 3 on Mondays & Wednesdays at St Mary's College in March 1998.)

French : Level 3

The Level 3 course is meant for students who have completed Level 2 or who have received 100 to 120 hours of French in a different institution. The language of instruction will mainly be French, supplemented by English as necessary.

The course will help students :

- develop greater fluency in French;
- hold conversations with native speakers.

By the end of the course, students should:

- have a deeper knowledge of French sentence structure and grammar;
- be able to talk accurately about past experiences and events;
- be able to make plans for the near future;
- be able to handle work and travel situations.

At the end of Level 3, students sit an exam. Those who pass this exam, and attend at least 75% of the classes, will be awarded the SPACE Certificate in French Language.

Applicants who have not completed French Level 2 at SPACE but wish to be given direct entry into French Level 3 should produce supporting documents to show the course of study they have previously undertaken. They will then be contacted by SPACE and given an oral test. The purpose of this test is to make sure that only those who will benefit from the course are accepted into it.
Enrolment is limited to 20

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)

624. Tuesdays & Thursdays, 6.30 - 8.30 p.m., commencing September 23, 1997.

32 meetings (64 hours) Fee : \$2,800

Throughout all three levels a great deal of emphasis will be put on correct pronunciation and vocabulary building.

Certificate Programme in Spanish Language

Spanish : Level 1

This course is for complete beginners. By the end of the course students should :

- be familiar with the pronunciation of Spanish;
- understand and use basic Spanish grammar;
- be able to hold simple conversations in Spanish.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)

625. Mondays & Wednesdays, 6.30 - 8.15 p.m., commencing September 22, 1997.

32 meetings (56 hours) \$2,000

(Students who complete Level 1 successfully can take Level 2 on Mondays & Wednesdays at St Mary's College in March 1998.)

Spanish : Level 2

This course is intended for students who have successfully completed Level 1, or have received 50 to 60 hours of instruction in basic Spanish at a different institution. This Level continues and develops the skills taught in Level 1. By the end of Level 2, students should be able to use Spanish confidently and clearly when :

- travelling;
- asking for directions;
- ordering food in a restaurant;
- shopping;
- making telephone calls, etc.

In addition, students will :

- extend their active vocabulary;
- consolidate their understanding of Spanish grammar.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)

626. Tuesdays & Thursdays, 6.30 - 8.15 p.m., commencing September 23, 1997.

32 meetings (56 hours) Fee : \$2,200

(Students who complete Level 2 successfully can take Level 3 on Tuesdays & Thursdays at St Mary's College in March 1998.)

Spanish : Level 3

The Level 3 course is meant for students who have completed Level 2 or who have received 100 to 120 hours of Spanish in a different institution. The language of instruction will mainly be Spanish, supplemented by English as necessary.

The course will help students :

- develop greater fluency in Spanish;
- hold conversations with native speakers.

By the end of the course, students will :

- be able to compose simple texts;
- be able to read simple Spanish texts;
- know more about Spanish life and culture.

At the end of Level 3, students sit an exam. Those who pass this exam, and attend at least 75% of the classes, will be awarded the SPACE Certificate in Spanish Language.

Applicants who have not completed Spanish Level 2 at SPACE but wish to be given direct entry into Spanish Level 3 should produce supporting documents to show the course of study they have previously undertaken. They will then be contacted by SPACE and given an oral test. The purpose of this test is to make sure that only those who will benefit from the course are accepted into it.

Enrolment is limited to 20

**Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)**

627. Mondays & Wednesdays, 6.30 - 8.30 p.m., commencing September 22, 1997.

32 meetings (64 hours) Fee : \$2,800

SPACE Foundation Course in German

This course is for complete beginners. Its aim is to take students to a level of competence in German where they can communicate confidently and clearly in a variety of situations, such as :

- giving information about themselves;
- ordering food in a restaurant;
- buying things;
- asking for directions;
- making telephone calls.

Students will be taught basic grammar, but the emphasis at all times will be on effective communication.

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

628. Wednesdays, 6.30 - 9.30 p.m., commencing October 8, 1997.

Note : The first two meetings will last for one and a half hours each (6.30 - 8.00 pm)
The third meeting will last for two hours (6.30 - 8.30 pm)
The final 29 meetings will last for three hours.

32 meetings (92 hours) Fee : \$3,500

SPACE Foundation Course in Italian

This course is for complete beginners. Its aim is to take students to a level of competence in Italian where they can communicate confidently and clearly in a variety of situations, such as :

- giving information about themselves;
- ordering food in a restaurant;
- buying things;
- asking for directions;
- making telephone calls.

Students will be taught basic grammar, but the emphasis at all times will be on effective communication.

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

1660. Wednesdays, 6.30 - 9.30 p.m., commencing October 8, 1997.

Note : The first two meetings will last for one and a half hours each (6.30 - 8.00 pm)
The third meeting will last for two hours (6.30 - 8.30 pm)
The final 29 meetings will last for three hours.

32 meetings (92 hours) Fee : \$3,500

436. 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 systems for mapping is an advantage. *Enrolment is limited to 20*

Tutor : Miss Winnie Tang S.M., B.A. (H.K.)

Venue : HKU (To be confirmed)

Date : Wednesdays, 7.00-8.30 p.m., commencing October 29, 1997

Fee : \$510

Medium of Instruction: English supplemented with Cantonese

6 meetings & one daytime visit

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

437. Introduction to Geographic Information Systems

This course is intended to acquaint participants with the fundamental concepts underlying the technology of Geographic Information Systems (GIS). This course provides also hands-on experience in GIS application - data automation, manipulation, analysis and presentation - via project-based practical sessions.

Syllabus:

GIS introduction; Data representation; Issues of implementation and database design; GIS Tools; Applications and Future development. *Enrolment is limited to 20*

Tutor : Miss Vicky Lam, B.A. (HKU)

Venue : HKU (To be confirmed)

Date : Wednesdays, 7.00-9.00 p.m., commencing October 15, 1997

6 meetings & 4 workshops

Fee : \$2,300

Medium of Instruction : English & Cantonese

This course is in collaboration with the Geographical/Land Information Research Centre, The University of Hong Kong. (4 out of 10 meetings will be 3-hour practical sessions)

438. Geographic Information Systems in Practice

Geographic Information Systems allows users to conduct varying applications, e.g. location allocation, terrain modelling, network analysis,... by integrating, manipulating, and analysing data from with diverged formats from varying sources. This course introduces the utility of various GIS capabilities and operations in a series of project-based workshops.

Syllabus: Data automation; Data management and manipulation; Data analysis; Spatial modelling; Presentation. *Enrolment is limited to 10*

Tutor : Miss Vicky Lam, B.A.(H.K.)

Venue : HKU (To be confirmed)

Date : Mondays, 7.00 - 10.00 p.m., commencing December 8, 1997

6 workshops

Fee : \$2,000

Medium of Instruction : English & Cantonese

Entry Requirement: Participants should have completed the Introduction to Geographic Information Systems or equivalent course.

CERTIFICATE COURSES

Certificate in Psychiatric Rehabilitation

General Aims

Psychiatric illness has a far reaching impact on the individual's self esteem, sense of mastery, role functioning, social commitments and sense of meaning in life. The psychosocial aftermath of an episode of psychiatric illness can change the affected person's and his/her significant others' expectations and lead to role disablement and a marked decrease in quality of life. Research has demonstrated that at least two thirds of people with schizophrenia will experience moderate to severe personal and social deterioration. In recent years increasing attention has been placed in Hong Kong on the development of rehabilitation services for people with psychiatric disabilities. Rehabilitation services aim to help the individual to gain/regain and maintain an acceptable level of functioning needed to live and socialize in the community and thus acquire confidence and self esteem through success in social role and leading to a satisfactory level of quality of life.

Course Structure

This is a two semester post-registration part-time Certificate Course. The Course comprises seven modules with one module being a clinical project. The Modules are: Principles and Concepts, Assessments of Needs, Therapeutic Interventions, Models of Rehabilitation, Policies and Ethical Issues, Administrative Principles in Clinical Practice. On successful completion of the first level of training, the learner may enrol in the advanced level of the Course. The two levels of training are:

1. Basic Course in Psychiatric Rehabilitation (theoretical basis).
2. Advanced Course in Psychiatric Rehabilitation (theoretically and clinically oriented).

Teaching Strategies

Lectures, tutorials, seminars and field work.

Medium of Instruction

English

Course Coordinator

K.Y. Mak, Senior Lecturer, Dept. of Psychiatry, HKU.

Advisors

Prof. F. Lieh-Mak, Head, Dept. of Psychiatry, HKU.
Dr. P.S. Shum, HCE, Kwai Chung Hospital

Overseas Advisors (Hon)

Prof. F. Creed, Dept. of Psychiatry, Manchester University, UK.

Prof. R. Liberman, West LA VA Medical Center - UCLA, USA.

Dr. M Phillips, Hui Loong Guan Hospital, Beijing, PRC.

695. Basic Course in Psychiatric Rehabilitation

Objectives

Upon successful completion of the course, the learner will be able to:

1. discuss the principles of psychiatric rehabilitation;
2. accurately assess, recognize and monitor the psychiatric needs of the clients;
3. discuss at three (3) different modes of therapeutic interventions in psychiatric rehabilitation;
4. apply different strategies and skills in the management of psychiatric rehabilitation;
5. describe the implications of public policies on psychiatric rehabilitation;
6. understand the principles and strategies in development of rehabilitation services;
7. discuss strategies in mobilizing community rehabilitation resources.

Enrolment is limited to 50

Venue : SPACE Town Centre, Shun Tak Centre (To be confirmed)

Date : Mondays, 9:30 a.m. - 12:30 p.m., commencing September 15, 1997

13 meetings

Fee : \$3,500

Entry Requirements

1. Registered Medical Graduates, Registered Nurses, Medical Social Workers, Occupational Therapists, and other Health Care Professionals, and
2. A minimum of 2 years of clinical experience in the psychiatric field.

696. Advanced Course in Psychiatric Rehabilitation

Objectives

Upon the successful completion of the course, the learner will be able to:

1. demonstrate the ability to assess physical, emotional, social and psychiatric status of the client;
2. evaluate different therapeutic interventions for supportive, restorative and rehabilitative psychiatric clients;

3. discuss the role of a rehabilitation health care professional in collaborating with client and health care team to promote the well-being of the client;
4. discuss the future direction of psychiatric rehabilitation in Hong Kong;
5. apply rehabilitation concepts or models to design and implement a rehabilitation project on a selected client group.

The course is comprised of Theoretical and Clinical components.

Enrolment is limited to 20

Venue : SPACE Town Centre, Shun Tak Centre (To be confirmed)

Date : Mondays, 9:30 a.m. - 12:30 p.m. (To be confirmed)

15 meetings

Fee : \$4,500

Entry Requirements

1. Registered Medical Graduates, Registered Nurses, Medical Social Workers, Occupational Therapists, and other Health Care Professionals, and
2. A minimum of 2 years of clinical exposure in the psychiatric field, and
3. Successful completion of Basic Course in Psychiatry Rehabilitation or having acquired a basic standard of knowledge of psychiatry Rehabilitation through an equivalent Program.

Certificate in Nursing Research

Nursing research is a means of developing scientific knowledge about nursing theory and nursing practice. The development of the body of knowledge in nursing is considered essential to the enhancement of professional practice. Nurses have the responsibility to be actively involved in conducting and/or applying research that shapes nursing care delivery and documents the quality and cost effectiveness of nursing care.

The main purposes of this course are to prepare nurses with the fundamentals of scientific research methodology and to develop their ability to evaluate research studies and judge the usefulness of research findings. It also aims to foster interest and enthusiasm in conducting nursing research and implementing the outcomes of research safely and effectively in their practice.

Course Structure

This is a two semester post-registration part-time Certificate course. The course comprises 4 modules: Research Methodology, Introduction to Statistics, Computing and Research Project.

On successful completion of the Essentials of Nursing Research, the learner may enrol in the advanced level of the course.

8009. Essentials of Nursing Research

Objectives

Upon successful completion of program, the learner will be able to:

1. discuss the principles of the research design;
2. critically evaluate research findings;
3. distinguish the characteristics of qualitative research from those of quantitative research;
4. critically review the ethical and legal issues impinging on nursing research;
5. demonstrate a knowledge of descriptive and inferential statistics;
6. formulate a research protocol.

Course Components

1. Research Methodology
2. Introduction to statistics

Enrolment is limited to 30

Venue : HKU (To be confirmed)

Date : Tuesdays, 6:00 - 8:00 p.m., commencing September 16, 1997

16 meetings

Fee : \$3,000

Entry Requirement

Nurses (general or psychiatric) registered with the Nursing Board of Hong Kong.

8010. Nursing Research – Advanced Level

Objectives

Upon successful completion of the course, the learner will be able to:

1. demonstrate skills in the use of the computer in performing statistical analysis;
2. formulate a research protocol;
3. demonstrate the ability to conduct a research project;
4. present a research report.

Course Components

1. Computing
2. Research Project

Enrolment is limited to 20

Venue : HKU (To be confirmed)

Date : Mondays, 6:00 - 8:00 p.m., commencing September 15, 1997

9 meetings plus continuous individual project supervision.
Fee : \$3,500

Entry Requirements

1. Nurses (general or psychiatric) registered with the Nursing Board of Hong Kong; and

2. Successful completion of Essentials of Nursing Research, or
3. Having acquired a basic standard of knowledge of research methodology through an equivalent course.

Certificate in Mental Health and Ageing

In Hong Kong, the rapid growth in the elderly population has brought about structural changes in health care and social welfare in the last decade. This is especially true in the latest development in health care services for elderly people: the establishment of psychogeriatric assessment units which serve the purpose of prevention and early detection of mental illness in the elderly. In fact, there is an increase demand for mental health services amongst the elderly population. Local data shows that the suicide rate in the elderly is higher than in the other age group. More elderly people are found living alone with poor social networks. Research has indicated that effective planning of care and practice rests upon the health care professions which require a solid understanding of mental health and ageing. With the demand for specialized knowledge and skills in the care of elderly persons with mental health problems, it is essential for the health care professional to develop a better understanding of mental health and the ageing process, so as to provide a more effective and competent care for the elderly in need.

The aim of the course is to provide participants a comprehensive view of mental health and the ageing process. The course content focuses on exploring cognitive functions and the specific cognitive dysfunctions among elderly people, also to develop specific strategies to maintain a balance of mental health, self-esteem, and bio-psychosocial health.

On the completion of the course, students will be able to :

1. understand the basic theoretical concepts of mental health and ageing
2. differentiate mental health from mental illness in elderly people
3. understand the psychosocial aspect of ageing
4. develop skills in mental health assessment
5. understand the sociocultural conditions of the ageing process
6. demonstrate skills for client/family counseling
7. understand the policy and planning in ageing

Programme Structure

The structure of the Programme is divided into two Levels:

1622. Mental Health and Ageing - Basic Level

Venue : HKU (To be confirmed)

Date : Tuesdays, 6:00 - 9:00 p.m., commencing September 16, 1997

Enrolment is limited to 50

17 meetings

Fee : \$2,200

1625. Mental Health and Ageing – Advanced Level

Venue : (HKU) To be confirmed

Date : Fridays, 6:00 - 9:00 p.m., commencing September 19, 1997

Enrolment is limited to 30

19 meetings

Fee : \$3,500

Entry Requirement

1. Registered Nurses - those who are interested must have at least two years experiences in related field (general / mental nursing) AND
2. Successful completion of the basic level in Mental Health and Ageing, OR
3. Other health care professionals who have acquired a basic knowledge of mental health and care of the elderly with a minimum of 2 years working experience

Award

Two levels of award. For basic level, students will be given a Statement of attendance on completion of the basic level of the course. On successful completion of the basic and advance level, the students will be awarded a SPACE Certificate.

SHORT COURSES

693. Foundation of English Writing Skills for Nurses

General Aims

Many everyday nursing documents are written 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 *Enrolled nurses and newly registered nurses*, in techniques of writing English with relevance to the nursing environment. The course materials are realistic. They relate to clinical situations in hospitals and health care institutions. In addition to lectures, the course also adopts 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 practice. The course is part of a long-term and on-going process of improving skills in this respect. On completion of this course, participants will be able to:

1. better organize and structure written work;
2. build up medical terminology and vocabulary;
3. improve grammatical accuracy;
4. improve clarity of expression;

5. improve writing techniques;
6. use the appropriate tone and formality.

Course content

1. brief notes;
2. progress memos / Kardex;
3. requisition memos;
4. objectives, action plans and criteria for success in the performance and nursing process;
5. incident reports and statements;
6. application letters;
7. case summaries;
8. case studies.

Enrolment is limited to 20

Venue : Room 18, SPACE Town Centre, 9/F

Date : Fridays, 9:00 am - 12:00 noon, commencing July 11, 1997

Teacher: Mrs Bernadette Stoneman, SRN (UK), D.N.A., RSA Cert. in TEFLA, M.A. in Applied Linguistics

Medium of Instruction: English

10 meetings

Fee: \$2,200

694. English Writing Skills for Nurses

General aims

The amount of written workload required of nurses is increasing, whether it be short memos or long reports and proposals 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 *senior nurses*, in techniques of writing English with relevance to the nursing environment. The course materials are realistic. They relate to clinical situations in hospitals and health care institutions. In addition to lectures, the course also adopts a workshop approach for students to collaborate and work together. There will be plenty of opportunities in class in 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 practice. The course is part of a long-term and on-going process of improving skills in this respect. On completion of this course, participants will be able to:

1. better organize and structure written work;
2. improve grammatical accuracy;
3. improve clarity of expression;
4. improve writing techniques;
5. use the appropriate tone and formality;
6. write with confidence and competence.

Course content

1. memoranda;
2. performance appraisals and references;
3. instruction and manuals;
4. objectives, action plans and criteria for success in performance and nursing process;
5. formal letters - letter of request / enquiry
- letter giving information
- letters of complaint
- letters of apology
6. incident reports and statements;
7. proposals;
8. agenda and minutes.

Enrolment is limited is 20

Venue : Room 102, SPACE Town Centre, 10/F

Date : Tuesdays, 9:00 am - 12:00 noon, commencing July 8, 1997

Teacher: Mrs Bernadette Stoneman, SRN (UK), D.N.A., RSA Cert. in TEFLA, M.A. in Applied Linguistics

Medium of Instruction: English

10 meetings

Fee: \$2,200

697. Renal Nursing

General Aims

The course aims to provide an opportunity for registered nurses to gain knowledge in this specialty area of study. This course will be considered a useful and necessary introductory programme for those who in future wish to work in Renal Units or Intensive Care Units (ICU). Nurses who have recently started work in Renal units or ICUs are strongly recommended to take this course.

Visits to renal dialysis centres/institutions will be organised.

Course Content

- Renal Anatomy and Physiology
- Fluid, Electrolyte and Acid-Base disorders
- Nursing Assessment and taking nursing history in Nephrology
- Acute and Chronic Renal Failure
- Glomerulonephritis
- Nursing Management of Acute and Chronic Renal Failure, Glomerulonephritis
- Renal Replacement Therapy I and II
- Nursing Management of patients having Haemodialysis
- Nursing Management of patient having Peritoneal Dialysis (IPD & CAPD, APD) and renal transplantation
- Nursing Management : CAVH/CVVH, CAVHD, Plasmapheresis

Enrolment is limited to 50

Venue : HKU (To be confirmed)

Date : Fridays, 6.00 - 9.00 p.m., commencing September 5, 1997

Tutors : Ms. Frances Chiu, Clinical Nurse Specialist (Renal), Q.M.H.
 Vincent K. K. Tam, MBBS (HK), Diplomate, American Board of Internal Medicine (Nephrology), Diplomate, American Board of Internal Medicine (Internal Medicine)
 Patrick Y.D. Wong, M.A., Ph.D.(Cantab), D.Sc.(Lond), F.R.S.C., F.I.Biol.

Medium of Instruction: English supplemented with Cantonese

19 meetings Fee: \$2,500

699. Introduction to Mental Handicap Nursing (Learning Disabilities)

General Aims

The course aims at providing participants with up to date comprehensive knowledge and specialised skills in Mental handicap nursing. It is designed for nurses and other health care professionals who are working, or are interested in working, with the mentally handicapped. This programme is innovatively designed so as to stimulate and encourage active involvement by participants in the teaching and learning process.

Course Content

1. Introduction - concepts of mental handicap (Learning disabilities)
2. Causes and classification of mental handicap
3. Social aspects of mental handicap
4. Basic human needs, Learning theories
5. Play theories and play for the mentally handicapped
6. Principles of care - the normalisation principle
7. Community mental handicap nursing
8. Role of the mental handicap nurse
9. Models of Care
10. Assessment skills and tools
11. Skills Training I
12. Skills Training II
13. Individual Programme Planning
14. Behavioural Management

Entry requirement : Nurses and health care professionals
Enrolment is limited to 40

Venue : HKU (To be confirmed)

Date : Thursdays, 7:00 - 9:00 p.m., commencing September 25, 1997

Tutor : Ms S.F.T. Leung is a ward manager at Siu Lam Hospital, N.T. She has over 10 years working experience with the mentally handicapped. She is also an experienced teacher in this field having

mounted programmes for the Hospital Authority.

Medium of Instruction: English supplemented with Cantonese

Format of teaching : Lectures, workshops, experience sharing, group discussion, video and guided discovery learning

14 meetings Fee: \$1,800

700. Introduction to Palliative Care for Health Professionals

General Aims

The development of hospice palliative care is one of the main advancement in health care for the terminally ill in Hong Kong. Palliative care in Oncology is unique specialty that provides the most challenging aspect of care. Opportunities to learn the special clinical knowledge and skills will enhance professional practice and thus appropriate intervention can be given.

In order to develop health professionals understanding the concept of hospice palliative care and the multidisciplinary care for the terminally ill, the course is intending to adopt a dynamic approach to look at the death and dying issue.

The aims are to provide an opportunity for all levels of health care professionals who are working in oncology to further their studies in this specialty so that their careers will be enhanced, in particular to those who may have to provide care for patients with cancer in general clinical settings as well to those who may wish to enter oncology as their future career choice.

Objectives

Upon successful completion of the Course, the student will be able to :

1. Discuss concepts of hospice palliative care in Oncology
2. Describe the patho-physiological process of cancer
3. Apply the principle of the Hospice Palliative Care in Oncology
4. Demonstrate skills in symptoms control and pain assessment
5. Provide holistic approach in care of the cancer patient
6. Recognize the significance of cultural and ethical factors in caring for death and dying
7. Discuss the concept of developing home care system and community support
8. Identify the different stressors and the management of stress
9. Discuss the role as a health advocator in Oncology

Enrolment is limited to 50

Tutors : A panel of tutors

Venue : HKU (To be confirmed)

Date : Mondays, 5:00 - 8:00 p.m., commencing September 15, 1997

20 meetings

Fee : \$2,600

Medium of Instruction: English supplemented with Cantonese

1623. Gerontology Nursing for Enrolled Nurses

With the increasing demand of the workforce in psycho-geriatric nursing, nurses in Hong Kong are in need of specializing their knowledge and skills in order to formulate individual care. Enrolled nurses have played a significant role in carrying out care management for the elderly patients in this area. Thus, the purpose of the course is to provide comprehensive views on ageing. The aim is to enhance enrolled nurses' general understanding of ageing relating to health problems, common care problems as well as the learning of a holistic approach based on nursing assessments.

Upon the completion of the course, participants will be able to:

1. understand the biological changes of elderly persons
2. identify the common health problems developed in later life
3. understand the psychosocial aspects of ageing
4. develop skills on health assessment
5. understand the nursing role in team care approach
6. demonstrate communication skills in working with elderly patients

Enrolment is limited to 50

Tutors : A panel of tutors

Venue : HKU (To be confirmed)

Date : Mondays, 6:00 - 8:00 p.m., commencing September 15, 1997

20 meetings

Fee : \$2,600

Medium of Instruction: English supplemented with Cantonese

1624. Principles of Nursing Management for Enrolled Nurses

In recent years, changes in health care services in Hong Kong have led to the changing role of nurses, Enrolled Nurses without exception. Nurses are now required to participate in policy planning and act as resource persons. In order to promote better understanding among different parties at ward level, acquiring knowledge of management skills would enhance nurses' understanding of how a ward/unit functions, thus fostering better co-operation and co-ordination among team members.

This course aims at providing Enrolled Nurses with the basic principles of management in Nursing. The design of the course focuses on the principles appropriate for implementation in day to day clinical practice. This course will be appropriate for Enrolled Nurses working in hospitals, clinics and especially those working in Nursing homes and community agencies.

Course Content

- Management - historical development
- Management Principles and Functions
- Organisational Concepts
- Concepts of planning; Time management
- Situational assessment; Decision-making; Problem solving
- Teams and team work
- Basic principles and applications of communication and counselling skills in nursing
- Principles of quality management in nursing
- The need for changes
- Managing conflicts

Enrolment is limited to 50

Tutors : This course is taught by experienced nurse managers, nursing officers and academics.

Venue : HKU (To be confirmed)

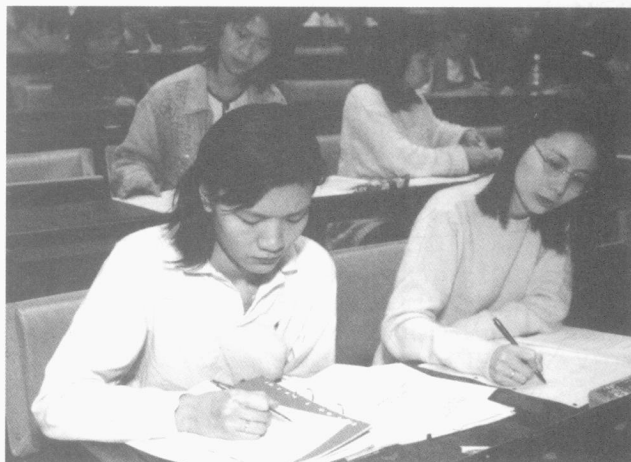
Date : Fridays, 6:00 - 9:00 p.m. commencing September 5, 1997

Medium of Instruction : Cantonese supplemented with English

14 meetings

Fee : \$2,200

Those interested in obtaining the leaflet and the application form for each individual course, should please send a \$1.3 stamp-addressed envelope to *Ms Esther Pun, School of Professional and Continuing Education, The University of Hong Kong, 9/F, T.T. Tsui Building, Pokfulam Road, Hong Kong.*



Nurses at class

HISTORY & ARCHAEOLOGY

Lecturer in charge: Koon-ki T. Ho

Telephone : 2975 5682

441. 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關係；(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) 灰製造業；(十) 最新科學古物鑑証；(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), (香港考古學會主席)
地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九七年九月廿二日起每星期一下午六時至七時三十分
全期學費：六百三十元 (共十二講及二次野外實習。野外實習之交通費由學員自付)

442. 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), (香港考古學會主席)
地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九七年九月廿四日起每星期三下午六時十五分至七時四十五分
全期學費：六百五十元 (共十四講及一次現場參觀。現場參觀之交通費及入場費由學員自付)

443. 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深入淺出的講授。(限收二十二人)

主 講 人：盧金球先生 B.A. (Lingnan), (香港考古學會主席)
地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九七年十二月十五日起每星期一下午六時至七時三十分
全期學費：五百二十元 (共九講及二次實地考察。實地考察之交通費由學員自付)

444. 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，有提供教育與警惕的作用。五十歲以上的人士，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), (香港考古學會主席)
地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九八年一月廿一日起每星期三下午六時十五分至七時四十五分
全期學費：四百五十元 (共八講及一次實地考察。實地考察之交通費由學員自付)

445. 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), Chairman of the Hong Kong Archaeological Society

Venue : Room 18, SPACE Town Centre, 9/F,
Date : Saturdays, 2:15pm - 3:45pm, starting October 4, 1997

10 meetings & 1 Field Trip Fee : \$480

685. Modern Journalism

The collection of reliable news and its presentation on television, radio, newspapers and magazines will be addressed by a variety of experts in their respective fields. They will include visiting correspondents together with Anthony Lawrence, BBC radio expert for both news and features, Roger Goodwin, Public Relations, and Graham Hutchins, China correspondent of the Daily Telegraph.

The topics for discussion will cover the work of foreign correspondents; opportunities for free-lance writing as well as the daily activities of major news agencies; ways of entering the media and the ever-increasing role of public relations. Consideration will also be given to such question as, what is news, can journalists be trained, and, if so, how can this best be done. The problems arising from self censorship will also be discussed and the influence of new technology on the media will also be considered.

Prospective students, whether working in journalism or television, or hoping to do so, should be of a high calibre and should be fluent in both written and spoken English. They may be selected by interview after a short written test. They should also note that they will be expected to participate in exercises which will consist of simple reports based on newspaper cuttings, followed by class critiques.

Thereafter, in the belief that the best way to learn about reporting is by reporting, students will be expected after listening to News Agency Correspondent to simulate their own news reports. Dr. Clare Hollingworth, OBE, has agreed to act throughout as course-coordinator and "editor-in-chief". *Enrolment will be strictly limited to 30.*

Applicants should preferably provide a sponsoring letter from their employer and should attach to their application form a brief statement as to why they wish to join this course.

Tutors : Vergil G. Berger, M.A. (Cantab.)
Clare Hollingworth, O.B.E., Ph.D.(Leicester), and
other guest speakers

Venue : Room 22, SPACE Town Centre, 9/F
Date : Tuesdays, 10.15a.m.-12.15p.m., commencing
October 21, 1997

10 meetings Fee: \$690

(This course is subsidized by the Vocational Training Council. Those who would like to pay half-fee (\$355) have to use the special application form provided by our School with signatures from their officers-in-charge for approval.)

686. 公眾關係證書課程 (Certificate Course in Public Relations)

課程聯絡 : 顧明仁博士 MScEd (USC), MA (Wisconsin Madison), Ph.D.(Pacific Western), Dip. Comm., MIPR, FRSA, FICM, FInstPR, P.Mgr (香港專業公眾關係協會創會會長)

課程主旨 : 為從事公眾關係、市場推廣、工商管理、傳播工作及社會服務人士, 提供一系統全面性的專業知識。

課程內容 :

- (一) 大眾傳播導論: 講授大眾傳播學理論, 介紹不同種類傳媒的特性, 並探討大眾傳媒的專業道德及社會責任等問題。(共八講)
- (二) 公眾關係導論: 闡釋公眾關係的基本原理及有關的理論, 公眾關係活動的策劃程序及運作技巧等。(共六講)。
- (三) 媒介與宣傳: 討論機構與傳媒關係, 傳媒工作的策劃與機構媒介策略, 製作及選擇適當的訊息與媒體, 包括新聞稿特寫, 業績報告等。(共六講)。
- (四) 企業傳播: 討論有關商業企業在形象確立的方針, 企業對外及對內傳播的問題, 企業危機與公眾關係處理技巧等。(共四講)。
- (五) 市場傳播: 講授有關基本市場學與傳媒在市場傳播所擔任的角色、公眾關係與產品廣告之配合等。(共四講)。
- (六) 公眾關係策略評估與研究: 討論有關公眾關係策略及研究的方法, 怎樣提高公眾關係活動的效益等。(共六講)。
- (七) 個案及學員習作研討。(共四講)。

(限收二十八人)

主 講 人 : (由香港專業公眾關係協會院士負責擔任)
地 點 : 市區中心28室 (信德中心西翼九樓)
時 間 : 一九九七年十月十四日起每星期二下午七時卅五分至十時
全期學費 : 三千二百元 (共三十八講)

入學資格 : (一) 大專畢業或 (二) 大學入學試合格, 並具一年以上有關工作經驗。

結業證書 : 課程結束後, 學員若能符合下列三項條件, 則可領得本學院頒發之證書: (一) 畢業考試合格; (二) 上課次數超過百分之八十; 及 (三) 完成所有課程中的作業。

申請手續 : 申請者須於九月十二日前, 將申請表格寄回本學院, 函內須附回郵信封、二吋半身近照二張、學歷及工作經驗之證件副本及詳情, 報名時請用支票交款。

[本課程與香港專業公眾關係協會合辦]

687. 新聞學證書班 (Certificate in Journalism)

課程主旨：

本課程專為有志從事新聞事業，及對新聞事業有興趣或日常工作與新聞事業，新聞寫作有密切關係之人士而設，提供專業的訓練。更通過各項參觀與實習，使彼等對新聞事業，有全面性的認識，而日下的新聞工作從業員，又可藉此種課程得到進修的機會，以提高工作的效能。

課程內容：

新聞學導論；大眾傳播媒介與傳達學；新聞採訪與新聞寫作；新聞翻譯；編輯學廣播與電視；有關新聞學專題講座；及實習與參觀。
(限收三十二人)

顧問：胡仙女士 O.B.E., J.P. (星島報業有限公司董事長)

岑才生先生 O.B.E., J.P. (香港報業公會顧問)

主講人：麥華章先生 (經濟日報副社長)

梁天偉先生 (凸週刊社長)

張林森先生 (公共關係顧問)

林平衡先生 (快報副總編輯)

梁麗珠小姐 (香港公開進修學院翻譯導師)

李錦洪先生 (時代論壇社長兼總編輯)

李海棠小姐 (香港電台署理編輯主任)

何鉅華先生 (資深電視及報刊行政人員)

地點：市區中心16室 (信德中心西翼九樓)

時間：一九九七年十月十五日起每星期三下午七時十分至九時四十分

全期學費：二千五百元 (共三十八講，另加兩星期六的實習與參觀)

入學資格：申請人須至少具下列任何一項資格：(甲)持有大專畢業證書；(乙)大學入學試合格，若不能達到此程度，則中英文中學會考須五科合格，而中英文成績良好；(丙)在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業證書：課程結束後，學員若能符合下列三項條件，則可領得本學院頒發之證書：(一)畢業考試合格；(二)上課次數超過百分之八十；及(三)完成所有課程中的作業。

申請手續：申請者須於九月廿五日以前將申請表格及函件寄回本學院，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。報名時請用支票交款。

688. 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、資料選擇和撰稿規格；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：吳壹人先生 (資深報刊編輯、出版人)

地點：香港大學梁詠瑤樓LG104室

時間：一九九七年十月十七日起每星期五下午七時十五分至九時十五分

全期學費：三百二十元 (共七講)

689. 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

鄧兆龍先生 B.Sc., Cert.Ed.(H.K.)

地點：香港大學梁詠瑤樓LG107室

時間：一九九七年十二月五日起每星期五下午七時十五分至九時十五分

全期學費：二百六十元 (共六講)

658. 錄影製作初階 (Basic Technique of Video Production)

本課程利用講解及分組討論形式，將錄影製作各環節逐一介紹，先從認識各類型攝影器材開始，內容包括：(一)攝影機及鏡頭的運用；(二)各類作品分析；(三)拍攝技巧；(四)燈光效果；(五)音響控制；(六)劇本創作；(七)剪接功能；(八)混音/配音。課程除講授外，並輔以佳作示範，及實地拍攝工作，務求使理論與實際互相配合。
(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".
王鶯德女士 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16室 (信德中心西翼九樓)

時間：一九九七年十月四日起每星期六下午二時三十分至五時三十分

全期學費：八百二十元 (共九講)

659. 錄影製作進階 (Advanced Technique of Video Production)

本課程著重從實際拍攝中熟習錄影製作技巧，學員需構思劇本，參予前、中、後期製作，並參加演出。課程以單機製作為主，探討以不同敘事風格處理同一題材之結果。內容包括：(一) 影像敘事文法；(二) 一般攝錄、燈光、聲效技巧；(三) 有效率的攝錄隊如何工作；(四) 現場實習；(五) 把錄影機之電子效果溶入劇中；(六) 即興習作；(七) 後期製作；及(八) 平衡之創作心態。課程一部份以英語講授。(限收三十人)

主 講 人：貝格理(Gary Pollard)先生、王璐德女士、黎頌圖先生、黎秋華先生

講授語言：粵語為主

地 點：市區中心16室(信德中心西翼九樓)

時 間：一九九七年十二月六日起每星期六下午二時三十分至五時三十分

全期學費：八百二十元 (共九講)

660. 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：一九九七年十月十七日起每星期五下午八時十分至九時五十分

全期學費：四百三十元 (共十講)

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。(每班限收二十人)

主 講 人：陳毓祥博士

全期學費：每班八百八十元(另食宿費二百八十元，報名時一共需繳費一千一百六十元)

651.

地 點：導論課

市區中心16室(信德中心西翼九樓)

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

一九九七年八月二十日星期三下午六時至八時

進修宿營課

一九九七年九月六日星期六上午八時至九月七日星期日下午十時(集合時間及地點：九月六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)

截止報名日期：八月五日

661.

地 點：導論課

香港大學

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

一九九七年十月廿一日星期二下午八時至十時

進修宿營課

一九九七年十一月八日星期六上午八時至十一月九日星期日下午十時(集合時間及地點：十一月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)

截止報名日期：十月六日

人體語言及人際溝通處事分析 (Body Language and Transactional Analysis 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。(每班限收二十人)

主 講 人：陳毓祥博士

全期學費：每班八百八十元(另食宿費二百八十元，報名時一共需繳費一千一百六十元)

652.

地 點：導論課

市區中心16室(信德中心西翼九樓)

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

一九九七年八月十三日星期三下午六時至八時

進修宿營課

一九九七年八月廿三日星期六上午八時至八月廿四日星期日下午十時(集合時間及地點：八月廿三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)

截止報名日期：七月廿九日

662.

地點：導論課
 香港大學
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
 一九九七年十月廿八日星期二下午六時至八時
進修宿營課
 一九九七年十一月廿二日星期六上午八時至十一月廿三日星期日下午十時（集合時間及地點：十一月廿二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）

截止報名日期：十月十三日

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 in a 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 per class*

Reference : Corey G. *Group: Process & Practice*. (Calif: Brooks/Cole, 1977)

Medium of instruction: Cantonese and some English

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Course 653

Venue : Briefing Lecture:
 Room 16, SPACE Town Centre, 9/F
Residential Camp:
 Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date : Briefing Lecture:
 Wednesday, 8.00-10.00p.m. on August 6, 1997
Residential Camp:
 From Saturday, August 16, 1997 (8.00 a.m.) to Sunday, August 17, 1997 (10.00 p.m.)
 (Assemble at 8.00 a.m. August 16, 1997 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours
 Fee: \$1,160, including board & lodging charges

Closing date for applications: July 22, 1997

Course 664

Venue : Briefing Lecture: HKU
Residential Camp:
 Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date : Briefing Lecture:
 Tuesday, 6.00-8.00 p.m. on November 25, 1997
Residential Camp:
 From Thursday, December 25, 1997 (8.00 a.m.) to Friday, December 26, 1997 (10.00 p.m.) (Assemble at 8.00 a.m. December 25, 1997 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours
 Fee: \$1,160, including board & lodging charges

Closing date for applications: November 10, 1997

Micro-skills Training in Communication Facilitative Techniques

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 per class*

Reference : Ivey A. & Authier J. *Microcounselling*. (Illinois: Charles C. Thomas., 1978)

Medium of instruction: Cantonese and some English

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Course 654

Venue : Briefing Lecture:
 Room 16, SPACE Town Centre, 9/F
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 August 6, 1997.
Residential Camp:
From Saturday, August 9, 1997 (8.00 a.m.) to
Sunday, August 10, 1997 (10.00 p.m.)
(Assemble at 8.00 a.m. on August 9, 1997 outside
McDonald Restaurant at the Tai Wor Railway
Station, Tai Po. Breakfast will be provided in the
Camp)

30 Lecture hours
Fee: \$1,160, including board & lodging charges

Closing date for applications: July 22, 1997

Course 665

Venue : Briefing Lecture: HKU
Residential Camp:
Kadoorie Agricultural Research Centre, University
of Hong Kong, Lam Kam Road, Shek Kong, Yuen
Long, N.T.

Date: Briefing Lecture:
Tuesday, 6.00-8.00 p.m. on October 21, 1997.
Residential Camp:
From Saturday, October 25, 1997 (8.00 a.m.) to
Sunday, October 26, 1997 (10.00 p.m.) (Assemble
at 8.00 a.m. on October 25, 1997 outside McDonald
Restaurant at the Tai Wor Railway Station, Tai Po.
Breakfast will be provided in the Camp)

30 Lecture hours
Fee: \$1,160, including board & lodging charges

Closing date for applications: October 6, 1997

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 per class*

Reference : Buzan T. *The Mind Map Book* (London: BBC Publishing, 1995)

Medium of instruction: Cantonese and some English

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc.,
M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Course 655

Venue : Room 10, SPACE Town Centre, 9/F
Date : Thursdays, 6.00-10.00p.m. on August 7, 14 & 21,
1997 (3 evenings)

12 Lecture hours Fee: \$390

Closing date for applications: July 23, 1997

Course 666

Venue : HKU
Date : Tuesdays, 6.00-10.00p.m. on November 4, 11, 18,
1997 (3 evenings)

12 Lecture hours Fee: \$390

Closing date for applications: October 20, 1997

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 per class

Medium of instruction: Cantonese and some English

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc.,
M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Course 656

Venue : Briefing Lecture:
Room 16, SPACE Town Centre, 9/F
Residential Camp:
Kadoorie Agricultural Research Centre, University
of Hong Kong, Lam Kam Road, Shek Kong, Yuen
Long, N.T.

Date : Briefing Lecture:
Wednesday, 8.00-10.00p.m. on August 13, 1997
Residential Camp:
From Saturday, August 30, 1997 (8.00 a.m.) to
Sunday, August 31, 1997 (10.00 p.m.) (Assemble at
8.00 a.m. on August 30, 1997 outside McDonald
Restaurant at the Tai Wor Railway Station, Tai Po.
Breakfast will be provided in the Camp)

30 Lecture hours
Fee: \$1,160, including board & lodging charges

Closing date for applications: July 29, 1997

Course 668

Venue : Briefing Lecture: HKU
Residential Camp:
Kadoorie Agricultural Research Centre, University
of Hong Kong, Lam Kam Road, Shek Kong, Yuen
Long, N.T.

Date : Briefing Lecture:
Tuesday, 8.00-10.00p.m. on October 28, 1997
Residential Camp:
From Saturday, December 6, 1997 (8.00 a.m.) to
Sunday, December 7, 1997 (10.00 p.m.)(Assemble
at 8.00 a.m. on December 6, 1997 outside McDonald
Restaurant at the Tai Wor Railway Station, Tai Po.
Breakfast will be provided in the Camp)

30 Lecture hours
Fee: \$1,160, including board & lodging charges

Closing date for applications: October 13, 1997

Educational Computing for Mum and Dad

Hong Kong is a shopping paradise for computers and softwares. This course aims to assist parents to open up the educational potential of the available multimedia packages to assist their kids to learn more effectively. As a concerned and caring parent, Dr. Chan will share his personal experiences in assisting his children to learn via the computer in the past 20 odd years. As an educational psychologist, he will explain with concrete examples on how to motivate the children to learn systematically via the available educational multimedia packages. He and Amy Chao, a professionally trained computer instructor will illustrate how to support the kids in their learning experience. Apart from providing a survey of existing educational softwares available in Hong Kong, different agencies will be invited to demonstrate the hosts of current educational softwares which might be helpful to their children. This course is co-organized with Futurekids who provide all the software. Those with no previous computer experience may attend.

One session will devoted to explain how to motivate the children to learn more effectively via the available educational multimedia computer software easily accessible in Hong Kong. This session is to be conducted in the computer laboratory when the parents will be shown how to use the educational software constructively to build up relationship with the children while at the same time helping their children to learn systematically. Even those parents without knowledge of computer will benefit from the course. *Enrolment is limited to 20 per class*

Medium of instruction : Cantonese and some English

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc.,
M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Course 657

Venue : Room 2, SPACE North Point Study Centre
Date : Thursdays, 6.00-10.00 p.m. on August 28 &
September 4, 1997 (2 evenings).

8 Lecture hours Fee: \$275

Closing date for applications : August 14, 1997

Course 670

Venue : Room 2, SPACE North Point Study Centre
Date : Wednesdays, 6.00-10.00 p.m. on December 3, 10 &
17, 1997 (3 evenings)

12 Lecture hours Fee: \$390

Closing date for applications : November 18, 1997

672. 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裏，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：一九九七年九月廿九日起每星期一一下午六時三十分
至九時
全期學費：四百八十五元（共八講）

673. 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：一九九七年九月廿三日起每星期二下午六時至七時
三十分
全期學費：三百四十五元（共八講）

674. 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？怎樣分析問題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：一九九七年十一月十八日起每星期二下午六時至七時三十分
全期學費：四百二十元 (共十一講)

650. 廣告與市場策略 (Advertising and Marketing Strategy)

在一個高度資訊化的社會裏，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，這就須要有效率之計劃及策略了。

「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：一九九七年十月九日起每星期四下午六時三十分至八時
全期學費：三百六十五元 (共七講)

(此項課程由職業訓練局津貼，如繳交半費(\$193)者，必須選用特備報名表格，並具主管簽名及蓋章。)

676. 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、麥宗榮先生
地 點：市區中心10室 (信德中心西翼九樓)
時 間：一九九七年十月九日起每星期四下午八時三十分至十時
全期學費：三百八十元 (共八講)

677. 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、麥宗榮先生
地 點：市區中心10室 (信德中心西翼九樓)
時 間：一九九七年十二月十一日起每星期四下午八時三十分至十時
全期學費：五百四十元 (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。專業攝影電腦及黑房器材之介紹、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4 x 5 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，(八)支柱腳架天花路軌影棚設計，及(九)電子相機及電腦特技等。本課程將提供電腦中文講義、TV錄影示範教具及二百餘萬頂級專業攝影電腦及黑房器材免費作實習用。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)

678. 一九九七年九月廿二日起每星期一一下午七時三十分至九時三十分
全期學費：一千一百元 (共十講)

679. 一九九七年九月廿六日起每星期五下午七時三十分至九時三十分
全期學費：一千一百元 (共十講)

680. 一九九七年九月廿日起每星期六下午四時三十分至六時三十分
全期學費：一千一百元 (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）4 x 5 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，（七）專業全景624攝影，（八）電腦及專業電子相機商品拍攝法等。本課程提供二千呎黑房及影樓、二百餘萬頂級專業攝影電腦及黑房器材、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）

681. 一九九七年十二月一日起每星期一下午七時三十分至九時三十分

全期學費：一千一百八十元（共十講）

682. 一九九七年十二月十二日起每星期五下午七時三十分至九時三十分

全期學費：一千一百八十元（共十講）

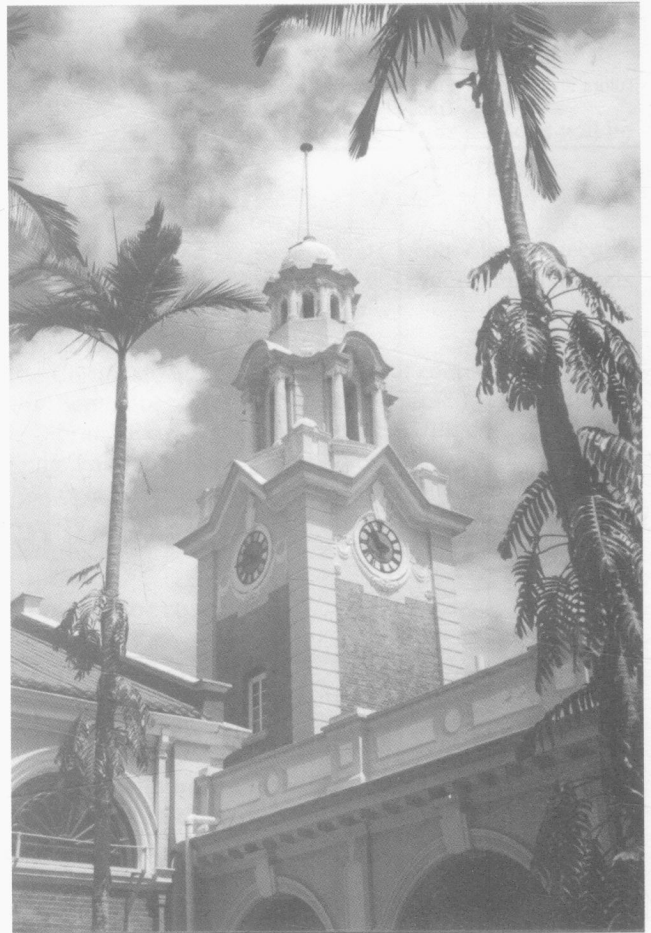
683. 專業及廣告攝影證書課程 (Certificate Course in Photography for Professionals & Advertising)

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）電子專業相機電腦修相，（十一）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，學員結業後，可獲本學院頒發證書。

本課程將提供電腦中文講義、TV錄影示範教具及二百餘萬頂級專業攝影電腦及黑房器材免費作實習用。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：一九九七年九月十二日）

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：一九九七年十月四日起每星期六下午二時至四時
全期學費：二千六百元（共二十講）



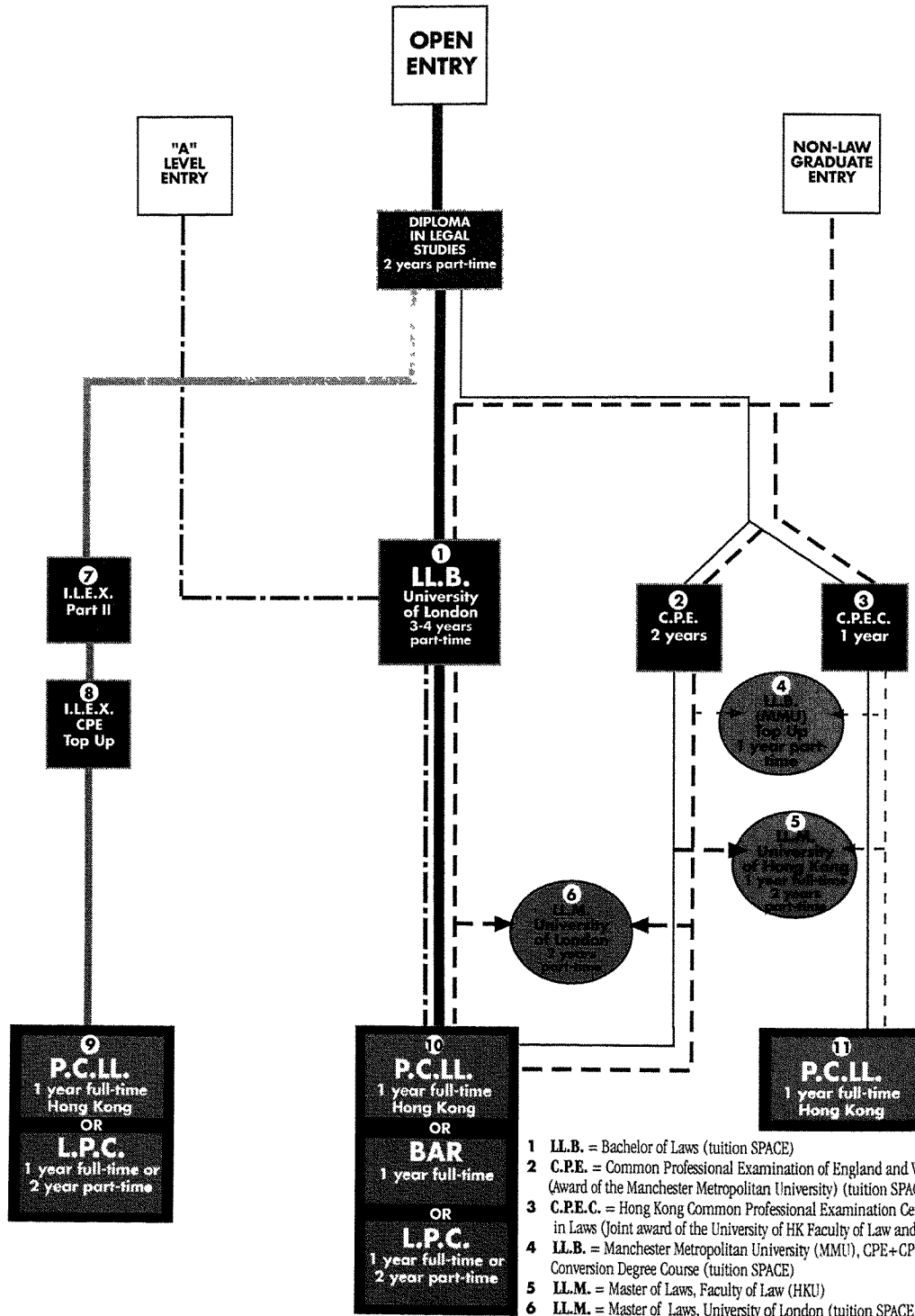
University Main Building

LAW

Lecturers in charge: B.L. Davies
 M.J. Fisher
 C.J. Petersen
 Tutors: Edith A. Browne
 Tracey Fielding
 Yeo Tang Peng

Telephone: 2975 5721

ROUTES TO LEGAL QUALIFICATIONS



After P.C.I.L. or L.P.C. or Bar, students proceed to the trainee solicitorship or pupillage stage in order to qualify as a solicitor or barrister.

- 1 LL.B. = Bachelor of Laws (tuition SPACE)
- 2 C.P.E. = Common Professional Examination of England and W (Award of the Manchester Metropolitan University) (tuition SPAC)
- 3 C.P.E.C. = Hong Kong Common Professional Examination Cert in Laws (Joint award of the University of HK Faculty of Law and
- 4 LL.B. = Manchester Metropolitan University (MMU), CPE+CPF Conversion Degree Course (tuition SPACE)
- 5 LL.M. = Master of Laws, Faculty of Law (HKU)
- 6 LL.M. = Master of Laws, University of London (tuition SPACE)
- 7 I.L.E.X. = Part II, Institute of Legal Executives
- 8 I.L.E.X. = CPE Top Up, Institute of Legal Executives
- 9 P.C.I.L. = Postgraduate Certificate in Laws
- 10 L.P.C. = English Solicitors Legal Practice Course
- 11 P.C.I.L. = as above
- BAR = English Barristers Examinations
- LPC = as above

Courses Requiring No Formal Entry Qualifications

Diploma in Legal Studies (Degree Access Programme) Course Nos 702-705

Introduction

The Diploma programme is intended to educate students in the study of law and prepare them for formal training in law, legal practice and for future career development. The course has been specifically designed to assist students to develop the academic and practical skills needed for practice in law

Programme Structure

The Diploma is a two-year, part-time programme based on the provisions of Hong Kong law and Hong Kong legal practice. It consists of four Certificate courses taken over two academic years of study and includes two Summer Certificates.

Year I

Certificate in Legal Studies 1

Law I - Hong Kong Legal System, Criminal Law, Land Law, Law of Tort and Law Skills

Practice I - Civil Procedure, Criminal Procedure, Conveyancing and Law Skills

Summer Certificate in The Basic Law and The Hong Kong Bill of Rights

At the end of Year I successful students will be awarded two Certificates: the **Certificate in Legal Studies I** and the **Certificate in the Basic Law and The Hong Kong Bill of Rights**.

Year II

Certificate in Legal Studies 2

Law II - Elements of Contract Law, Business Law, Law Skills and options from Family Law, Labour Law, Succession

Practice II - Elements of Matrimonial, Probate & Business Practice, Litigation and Law Skills

Summer Certificate in the Introduction to the Chinese Legal System

At the end of Year II successful students will be awarded two Certificates: the **Certificate in Legal Studies II** and the **Certificate in the Introduction to the Chinese Legal System**.

On successful completion of all four Certificates students will be awarded the **Diploma in Legal Studies**.

Tuition:

Lecture, Seminar, Revision and Law Skills sessions will be provided.

Course Materials:

Specially prepared course manuals, textbooks and lecture materials are provided as part of the programme package.

Timetable:

The Certificate in Legal Studies 1 will commence on Tuesday, September 30, 1997, 6.30 - 9.30 p.m., Lecture Theatre 1, Library Extension Building, The University of Hong Kong, Pokfulam Road, Hong Kong. Classes will usually be held every Tuesday and some Thursdays from September to May. A full timetable will be distributed at the first lecture.

Career Progression

Q. What can I do with my qualification?

A. There are many different career paths that can be followed.

Students who hold the second year Certificate in Legal Studies are eligible:

- to progress to the University of London LL.B. degree programme. Students who complete the programme will be given guaranteed places on the University of London LL.B. first year courses held by SPACE;
- to apply to the University of Hong Kong Law Faculty LL.B. full-time law degree programme provided they are over 25 at the time of application;
- for entry to the Common Professional Examination of England and Wales (C.P.E.) providing they are over the age of 25. The CPE is a two-year, part-time programme offered by Manchester Metropolitan University in collaboration with SPACE. Those students obtaining an overall distinction in the Diploma in Legal Studies will be guaranteed a C.P.E. place;
- for entry to the Hong Kong Common Professional Examination Certificate in Laws (C.P.E.C.) providing they are over the age of 25. This is a one-year, full-time programme offered jointly by the University of Hong Kong Faculty of Law and SPACE;
- to enter Part II of the Institute of Legal Executives Certificate programme (passes in Certificate in Legal Studies 1 and 2 satisfies Part I) with a view to taking the Institute's examinations;
- to apply for entry to the University of Leicester Master of Arts (M.A.) degree programme in Public Order. The M.A. in Public Order is a two-year, part-time programme offered in Hong Kong in association with SPACE.
- to apply for many full-time law degree programmes overseas.

Additionally, Diploma holders working in a solicitor's office may use the term Legal Executive as a professional title.

Admission Requirements

Eligibility:

There are no formal entry requirements. However, students should have a proficiency in English demonstrated by, for example, a pass in English in the H.K.C.E.E. or other similar qualification, or on the basis of their business, commercial, academic or other experience.

Course Fees:

The course fee for the Certificate in Legal Studies 1 is HK\$8,750.

Those who wish to know more about this course may apply for a brochure and application form from *The Law Section, SPACE, 10/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.*

Degree Courses

The University of London Bachelor of Laws (LL.B.) Preparation Courses Course Nos 706-717

Introduction

LL.B. courses may be studied by those who wish, ultimately, to become lawyers; by others such as accountants, who see Law as useful to their careers; and by those who are merely interested in learning more about some, or all, of the courses offered.

Those who wish to practise Law in Hong Kong will need to complete the P.C.LL. (Post-Graduate Certificate in Laws) programme. Those who successfully complete the LL.B. having studied with SPACE are guaranteed a place on the SPACE P.C.LL. programme.

Programme Structure

SPACE runs courses of tuition for 12 of the LL.B. subjects, including the compulsory subjects and the "core" options necessary for professional recognition.

Intermediate (First year)	Part I (Second year)	Part II (Third year)
Course 706 Constitutional Law	Course 710 Evidence	Course 714 Company Law
Course 707 Criminal Law	Course 711 Land Law	Course 715 Family Law
Course 708 Contract Law	Course 712 Law of Tort	Course 716 Jurisprudence
Course 709 English Legal System	Course 713 Law of Trusts	Course 717 Succession

Those who are recognised by University of London as graduate entrants must study 9 subjects over a minimum of two years. Non-graduates must study 12 subjects over a minimum of three years.

LL.B. preparation courses are specifically geared to those taking the University of London examinations but are open to all those with minimum University entrance requirements (see below). However, those intending to take the

University of London examinations must register as students of that university. The sessional examinations are in June each year and those wishing to sit must ensure that they register in time [please see the current *University of London External Programme: Undergraduate and Postgraduate study in Laws* prospectus which is available on request from SPACE Town Centre, Suite 1004-5, 10/F, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong (Tel: 2559-7628; Fax: 2559-4666)].

Tuition:

The lecture and revision courses are presented by a team of very experienced lecturers invited by SPACE; most of them from University of London or other leading U.K. universities. Students on the first year will also receive small group seminars taught by local academics and legal practitioners.

Course Materials:

All SPACE students will receive a course manual in each subject. In addition, lecturers will provide supplementary materials including lecture outlines, model answers and legal up-dates.

University of London Entrance Requirements

The University of London LL.B. degree programme is open to all those who satisfy the University's minimum entrance requirements. These requirements are the attainment of 2 'A' levels and 3 'O' levels (not necessarily obtained in one sitting); or the successful completion of Year II of the Certificate in Legal Studies offered by SPACE. A full explanation of entry requirements is provided in the 1997/98 Prospectus, External Programme: *Undergraduate and Postgraduate study in Laws.*

Places on the courses are not limited to University of London LL.B. students and they may well be attractive to those attempting comparable examinations, for example, the University of London's B.Sc. [Management with Law] degree and the Diploma in English Commercial Law.

Course Fees:

Those studying for University of London examinations are not required to enrol on the SPACE courses or, indeed, on any course. However, those who do attend courses will greatly improve their chances of success. The course fee for each subject package is \$3,500.

Those who wish to know more about this programme may apply for a brochure and application form from *The Law Section, SPACE, 10/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.*

Courses are invariably over-subscribed so it is important to apply promptly.

The University of London LL.B. - Registration

Application and registration deadlines for students who wish to sit examinations in 1998 are September 17 and November 30, 1997 respectively.

Introductory Talk

Date : Tuesday, September 2, 1997
7:00 - 8:00 p.m.
(ALL ARE WELCOME)

Date : Tuesday, September 9, 1997
7:00 - 8:00 p.m.,
(ALL ARE WELCOME)

Venue : Lecture Theatre 1,
Library Extension Building,
The University of Hong Kong,
Pokfulam Road, Hong Kong

The Manchester Metropolitan University Bachelor of Laws (LL.B.) Course No. 718

Introduction

This course, leading to the award of LL.B. with Honours, is designed for students who have passed the C.P.E. examinations of Manchester Metropolitan University or those of The University of Hong Kong C.P.E.C. The course will be of one year's duration commencing at the beginning of October, 1997.

Programme Structure

The subjects which must be taken in this course are:

Commercial Law
Fiscal and Corporate Regulation
Intellectual Property Law

Course Materials:

Students will be provided with distance learning materials and two textbooks for each subject. The lecturers will provide their own notes to students to supplement these materials and will advise on further reading.

Tuition:

Introductory lectures for all three subjects will be delivered in one-week "blocks" by Manchester Metropolitan University staff between October 1997 and February 1998. Manchester staff will also deliver revision lectures in March/April 1998.

Examinations:

Students will sit the examinations of Manchester Metropolitan University in Hong Kong and assessment will be on the basis of examination performance and an assessed essay in each subject (75% for examination; 25% for assessed essay). The sessional examinations will take place in June/July 1998.

The Honours degree classification will be based on results in the three new subjects plus the three C.P.E./C.P.E.C. subjects: Criminal Law, Equity & Trusts and Land Law.

Professional Stage of Training:

Those students wishing to qualify as lawyers in Hong Kong must complete the P.C.L.L. course. Prior to this students will be required to complete two short courses in Business Associations and Evidence. Successful candidates who pass all subjects at their first sitting will be guaranteed a place on the P.C.L.L. course offered by SPACE in the academic year immediately following completion of the LL.B.

Alternatively students may choose to apply to one of the English institutions offering the Legal Practice Course.

Admission Requirements

Eligibility:

All those who have successfully completed the Manchester Metropolitan University C.P.E. or Hong Kong C.P.E.C. programmes are eligible for the conversion course. The LL.B. degree will, however, be awarded only to those who have passed the three new subjects and completed the two SPACE Summer courses on Evidence and Business Associations.

Course Fee:

The course fee for the Manchester Metropolitan University LL.B. is HK\$18,000. Cheques should be made payable to "The University of Hong Kong" and submitted together with the application for enrolment.

A separate examination fee of approximately £375.00 sterling is payable to Manchester Metropolitan University in January 1998.

Those who wish to know more about this course may apply for a brochure and application form from *The Law Section, SPACE, 10/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.*

Post-graduate Degree Courses

The University of London Master of Laws (LL.M.) Preparation Courses Course Nos. 719-720

Introduction

SPACE will offer preparation courses in the 1997/98 academic year to assist students who wish to take the University of London LL.M. programme for external students.

Programme Structure

The University of London LL.M. degree consists of written papers in four subjects. Students may choose to take all four subjects on the same occasion (but not less than two years after registration) or, alternatively, may take the examination in two parts. Although the minimum period of study

is two years, registration on the University of London programme is valid for five years so students can spread their studies over a five year period.

Tuition:

SPACE offers preparation courses for two LL.M. subject options in each academic year. In the 1997/98 academic year courses will be offered for 2 of the more popular options, probably:

- Course No. 719 Company Law
- Course No. 720 Marine Insurance

These subject options have been chosen due to their popularity with students enrolled on the LL.M. programme. In the 1998/99 academic year SPACE is likely to offer courses in the following two subjects as these have also proved popular with past students:

- Carriage of Goods by Sea, and
- Insurance (excluding Marine Insurance)

Course Fees:

The tuition fee for each subject package is HK\$7,200.

Those who wish to know more about this course may apply for a brochure and application form from *The Law Section, SPACE, 10/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.*

Professional Courses

The Law Section operates 3 major professional courses; the C.P.E. (Postgraduate Diploma in Law); the C.P.E.C.; and the P.C.LL. The C.P.E. and C.P.E.C. are offered to graduates in non-law disciplines and represent the academic stage of their 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 these 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 (U.K.) offers distance learning programmes leading to Part II examinations. The Institute's Part II courses are open to all those who have obtained Certificate of Legal Studies 2 or the Diploma in Legal Studies.

Hong Kong Common Professional Examination Certificate in Laws (C.P.E.C.) 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. 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. Those who successfully complete Business Associations and Evidence may proceed directly to the 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. C.P.E.C. holders who have completed the summer courses in Business Associations and Evidence are also eligible to apply for the Manchester Metropolitan University LL.B. Degree Course, (described on P. 151), which permits C.P.E. and C.P.E.C. holders to obtain a LL.B. after one additional year of part-time studies. 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.LL. (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 1997-8 provisional fee for the Hong Kong C.P.E.C. is HK\$54,000.

Common Professional Examination of England and Wales (Postgraduate Diploma in Law) Course Nos. 721-722

Introduction

The C.P.E. is the most popular of the law courses run by SPACE and demand always exceeds supply of available places. The programme is of two years' duration and is intended for graduates in a non-law discipline. Those who are regarded as degree equivalent, or who are mature applicants with suitable background may also apply. Places on the course are guaranteed for those obtaining an overall Distinction on the SPACE Diploma in Legal Studies.

Programme Structure

The "new" C.P.E. course, beginning in September 1997, will lead to the award of a Postgraduate Diploma in Law from Manchester Metropolitan University (MMU). It comprises

eight subjects taken over two years of part-time study:

Year I	Year II
Constitutional and Administrative Law	Criminal Law
European Union Law	Equity and Trusts
Contract Law	Land Law
Law of Tort	An "additional legal subject"

Students will receive "blocks" of lectures from MMU staff at the beginning of the course. They will then receive lectures and tutorials from local academics and legal practitioners. MMU staff will return to give revision lectures around the Easter period. All tuition will be in the evenings or on weekends. Except during the block lectures, attendance will be for a maximum of two evenings and one Saturday afternoon each week. There is an attendance requirement and students are required to attend at least 70% of classes.

Modes of Assessment:

Assessment will be on the basis of written examination and assessed essay. The examinations will be those of MMU but will be sat in Hong Kong. Sessional examinations will take place in May/June 1998 with referral examinations in August/September. Results on the "old-style" course which has run up to now have been very good, with 70% passing in year one and 85% in year two.

Course Materials:

Students will receive course manuals for all examined subjects. MMU and local staff will also provide detailed further materials.

Career Progression

Those who successfully complete the course are eligible to take the professional stage programme (P.C.L.L.) in the same way as Law graduates. They will be guaranteed a place on the SPACE P.C.L.L. programme in the year following their completion of the C.P.E. They will also be eligible to take a Legal Practice Course in England and, if they are graduates with at least a second-class honours degree, the English Bar Vocational Course.

Course Fee:

The course fee for year one will be \$19,000. An additional examination fee of approximately £285 is also payable to MMU.

Those who wish to know more about this course may apply for a brochure and application form from *The Law Section, SPACE, 10/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.*

The Postgraduate Certificate in Laws (P.C.L.L.) Course No. 8001

The Postgraduate Certificate in Laws (P.C.L.L.) is a full-time curriculum extending over one academic year, from September to June, and offered in conjunction with the Law Faculty of the University of Hong Kong. The course comprises the following subject areas: Conveyancing and Probate Practice, Civil and Criminal Procedure, Commercial Law and Practice, Revenue Law, Accounts and Financial Management, Professional Practice, and Advocacy. The Part-time P.C.L.L. extends over two academic years with students attending day-time classes for up to 3 half days per week, but is offered in alternate years (i.e. next intake will be September 1998).

The P.C.L.L. exists as the usual method of entry into the Hong Kong legal profession. Having completed the P.C.L.L. those intending to practise as solicitors must complete a two-year traineeship; intending barristers must complete one-year of pupillage. Holders of the P.C.L.L. qualification are also eligible, having completed their traineeship in Hong Kong, to apply for admission as solicitors in England and Wales.

The 1997-8 provisional fee for the Hong Kong P.C.L.L. full-time programme is HK\$94,000.

SPECIAL INTRODUCTORY COURSES IN BUSINESS ASSOCIATIONS AND EVIDENCE

In order to comply with P.C.L.L. entrance requirements any applicant who has not studied Business Associations and/or Evidence in their law qualification should enrol in the Special Introductory Courses offered through SPACE. These courses are held in August/September and each subject involves 3-4 hour lectures each day for 10 days. Assessments and/or assignments will be administered and a minimum attendance rate of 80% of classes is required.

Enrolment forms are available from the SPACE office at 10/F., T.T. Tsui Building, University of Hong Kong, Pokfulam Road, Hong Kong. The closing date for enrolment is July 31, 1997.

Course fees (including all course materials) are:

Business Associations	\$2,200
Evidence	\$2,200

Law for Laymen

735. 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：一九九七年十二月九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）

736. 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：一九九七年九月三十日起每星期二下午八時至九時三十分

全期學費：五百元（共十講）



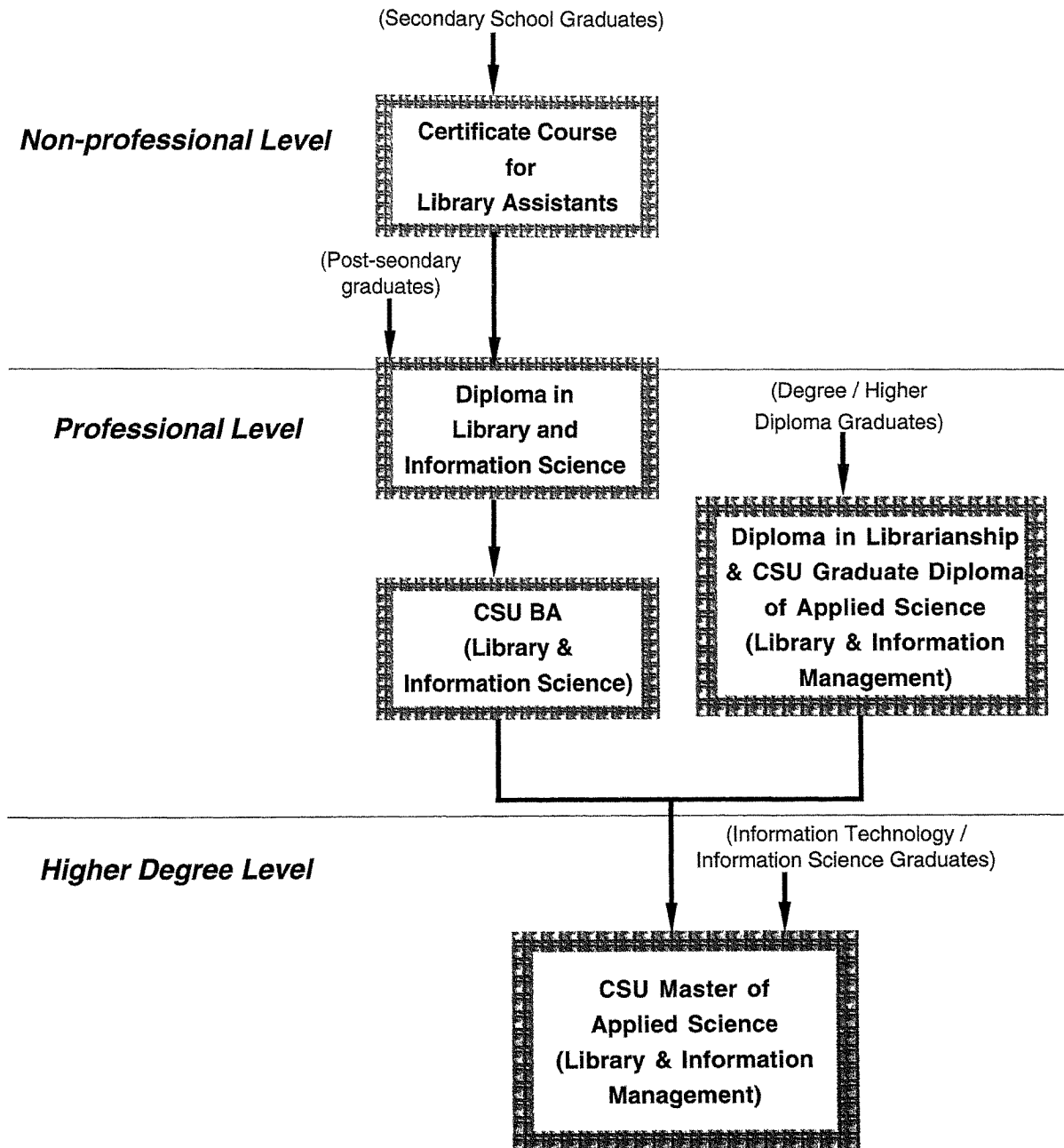
Students exchanging views on University campus

LIBRARIANSHIP

Lecturer in charge: F.T. Chan

Telephone: 2975 5619

Library & Information Science Education Opportunities at SPACE



Master of Applied Science (Library and Information Management) (Stage 2 Admission)

This is a part-time course offered in Hong Kong jointly by Charles Sturt University (CSU), Australia and the School of Professional and Continuing Education (SPACE), The University of Hong Kong. The award "Master of Applied Science (Library and Information Management)" is issued by CSU.

The objective of the programme is to provide students with in-depth knowledge of the current status of developments in library science and information management. Students will develop analytical skills relevant to their own professional needs and career aspirations.

DIRECTOR OF STUDIES

Dr. Kan L.B., 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

PROGRAM STRUCTURE (Stage 2)

Students are required to study four papers based on distance learning study package with tutorials supported by local Tutors. Study sessions will also be conducted by staff of CSU when they visit Hong Kong.

Library and Information Management entry:

Three papers from the following:

Teacher Librarian in the Learning Community	(ETL 521)
Strategic Information Management	(ITC 501)
Expert Systems and the Information Professional	(ITC 561)
Collection Assessment	(LSC 503)
Preservation of Information Resources	(LSC 504)
Information Personnel Management	(LSC 505)
Sources of Power and Funding	(LSC 506)
Information Services to Business and Industry	(LSC 508)

(These subjects might not be all available)

One compulsory paper :

Readings in Information Studies	(INF 501)
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Information Technology entry:

Four papers from the following:

C++ OO Programming Concepts	(ITC 470)
Strategic Information Management	(ITC 501)
Comparative Information Modeling	(ITC 503)
Data Communications: Design and Management	(ITC 540)
Expert Systems and the Information Professional	(ITC 561)

STUDY SCHEDULE

Students will study one subject in each session.

Session	Date
1	Feb-Jun
2	Jul-Nov
3	Dec-Feb
4	Feb-Jun

The normal duration for completion is 17 months.

ADMISSION REQUIREMENTS

Applicants should have: an approved graduate diploma in the areas of library and information management, information technology or equivalent; and a minimum of two years' relevant professional experience in the information sector.

ASSESSMENT

The assessment of each subject is based on assignments. Some subjects may also have a written examination as part of the assessment. If students fail a subject for the first time, they have to re-take the subject within the next 12 months in a session where the subject is being offered. A student will normally be excluded from the programme on failing a subject at the second attempt.

APPLICATION

In 1997, there are two batches of students, one is studying Year 1 and the other Year 2. Applications for the next intake to commence in February 1999 will be invited in November 1998.

For Enquiry: Miss Roseanne Ko/Mr. F.T. Chan/Tel.2975 5645

Note: Stage 1 of the programme is equivalent to the Graduate Diploma of Applied Science (Library and Information Management).

Diploma in Librarianship

This is a three-year part-time Librarianship training programme offered by the School of Professional and Continuing Education in co-operation with the Hong Kong Library Association. In addition to teaching general theory and practice, the course has been specially designed to take into account of 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.

DIRECTOR OF STUDIES

Dr. Kan L.B., 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

PROGRAM STRUCTURE

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 (DL) mode supported by lectures and residential schools conducted in Hong Kong.

- | | |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper I | - The Information Society |
| Paper II | - Organising Information |
| Paper III | - Information Sources and Services |
| Paper IV | - Information Technology in Libraries |
| Paper V | - Collection Development (DL) |
| Paper VI | - Human Resources Management in Libraries (DL) |
| Paper VII & Paper VIII | - Research Evaluation (DL/DL) or Special Topics in Information Services or Special Topics in Collection Management or Special Topics in Library Management or Publishing and the Book Trade or Information Policy |

Students are also required to complete a 3-week professional placement and some study visits. Exemption (full or partial) from the placement and study visits may be granted to students with relevant working experience.

ENTRY QUALIFICATIONS

A candidate seeking admission must possess at least a 3-year 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 will be arranged to join the Hong Kong Library Association as Student Member if they are not already members of the Association.

ASSESSMENT

The assessment of each subject is based on assignments and written examination (some subjects may not have an examination). If students fail a subject for the first time, they have to re-take the subject within the next 12 months in a session where the subject is being offered. A student will normally be excluded from the programme on failing a subject at the second attempt.

FURTHER STUDIES

Graduates of this course can continue to study for the Master of Applied Science (Library and Information Management) Degree of CSU. This Master's course is offered in Hong Kong jointly with SPACE.

APPLICATION

The current batch of students is studying Year 1. Applications for the next intake to commence in February 1999 will be invited in November 1998.

For enquiry: Miss Edith Au/Mr. F.T. Chan/Tel.2975 5619

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 part of 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.

Director of Studies: Dr. Kan L.B., B.Sc.(H.K.), M.A.(Calif.),
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)

Course Administrator: Mr. F.T. Chan, B.Sc., M.Phil.,
M.B.A.(H.K.)

Course Structure and Curriculum

Students are required to take thirteen papers, ten of which are compulsory papers and three of which are electives. 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, to participate in study visits and undertake professional placements. Students will study about 5 papers a year. The duration of studies will normally be 3 years.

- Paper 1 - Introduction to Information Studies
- Paper 2 - Libraries, Systems and Knowledge
- Paper 3 - Library Management
- Paper 4 - Theory of Knowledge
- Paper 5 - Cataloguing and Classification
- Paper 6 - Collection Development
- Paper 7 - Introduction to Library Management Theory
- Paper 8 - Basic Reference Services
- Paper 9 - Understanding and Using Computers
- Paper 10 - Introduction to Information Management

And 3 more papers from the following:

- Elective 1 - Processing Circulation and Preservation
- Elective 2 - Advanced Information Organisation
- Elective 3 - Library Personnel Management
- Elective 4 - Library Financial Management
- Elective 5 - Marketing of Library and Information Services
- Elective 6 - Advanced Reference Services
- Elective 7 - Special Reference Services
- Elective 8 - Library Automation and Computer Applications

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.

Applicants working in positions related to the library/information profession will be at an advantage.

Exemptions

Successful applicants who hold the HKLA/SPACE Certificate for Library Assistants will be granted exemption from Introduction to Information Studies, Processing, Circulation and Preservation and some of the Professional Study Visits.

Students with appropriate experience may also gain exemption from one or both Professional Placements and some of the Professional Study Visits.

Assessment

The assessment of each subject is based on assignments and written examination (some subjects may not have an examination). If students fail a subject for the first time, they have to re-take the subject within the next 12 months in a session where the subject is being offered. A student will normally be excluded from the programme on failing a subject at the second attempt.

Access to Further Studies

A student enrolled in the SPACE Diploma in Library and Information Science who has appropriate academic background 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, Diploma of VTC Technical Institutes, or relevant qualifications will be given credits for some of the BA subjects.

Application

There are two batches of students in 1997, one is studying Year 1 and the other Year 3. Applications for the next intake to commence in February 1999 will be invited in November 1998.

For enquiry: Miss Edith Au/Mr. F.T. Chan/Tel.2975 5619

38. 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
Time: 3 days preceding the Good Friday,
3 days after the Easter Monday and two other Saturdays in May.

An examination will be conducted at the end of the course. Candidates should have attended not less than 75% of the lectures. Practical work and visits are compulsory.

Date of Examination: Two Saturdays in June 98.

If successful, candidates will be awarded a certificate issued jointly by the Hong Kong Library Association and the School of Professional and Continuing Education.

Director of Studies: Miss Kan L.B./Wan Yiu Chuen

Miss Kan L.B., 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

Tutors : Miss Cheung M.C., B.A.(Nat Taiwan Normal),
MLIS(Hawaii), Assistant Librarian,
HKU

Chu W.H., B.A.(H.K.), A.L.A.A., Librarian, Urban
Council Public Libraries

Thomas Hung, B.A.PCED.(HK), DipIM-Lib(NSW),
Assistant Librarian, HKU

Miss Agnes Lee, B.A.(H.K.), Dip.Lib.(H.K.),
Assistant Librarian, Urban Council
Public Libraries

Chan W.M., B.A.(H.K.), G.Dip.A.(CSU), Assistant
Librarian, HKU

Miss Alice Wong, B.Sc.(HK), MLib, Dip.IM-
Lib.(NSW), PCED(HK), ALIA, Assist-
ant Librarian, HKU

Miss Lucinda Wong K.P., B.A.(Syd),
M.A.(C.U.H.K.), Dip.I.M.(NSW),
Assistant Librarian, HKU

Miss Irene Shieh, B.A.(H.K.),
Post.Grad.Dip.(London),
M.A.(London), A.L.A., Assistant
Librarian, HKU

Venue : HKU Campus (to be confirmed)

Date : Mondays and Thursdays, 6.15-7.45 p.m., com-
mencing September 22, 1997

Fee : \$3,700

Medium of Instruction: English (Cantonese for certain
parts of syllabus)

Minimum Entry Qualifications: Five subjects, including
English, at Grade E or above in the Hong Kong Certificate
of Education or equivalent.

Enrolment is limited to 35 persons. Priority will be given
to those working in libraries. Those who are able to enclose
a letter from their employers are advised to do so.

Applicants must enclose photostat copies of the appropriate
certificates along with their application forms. Closing date
for applications: September 2, 1997.

Applicants are advised not to take any other public
examination in the same year.

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



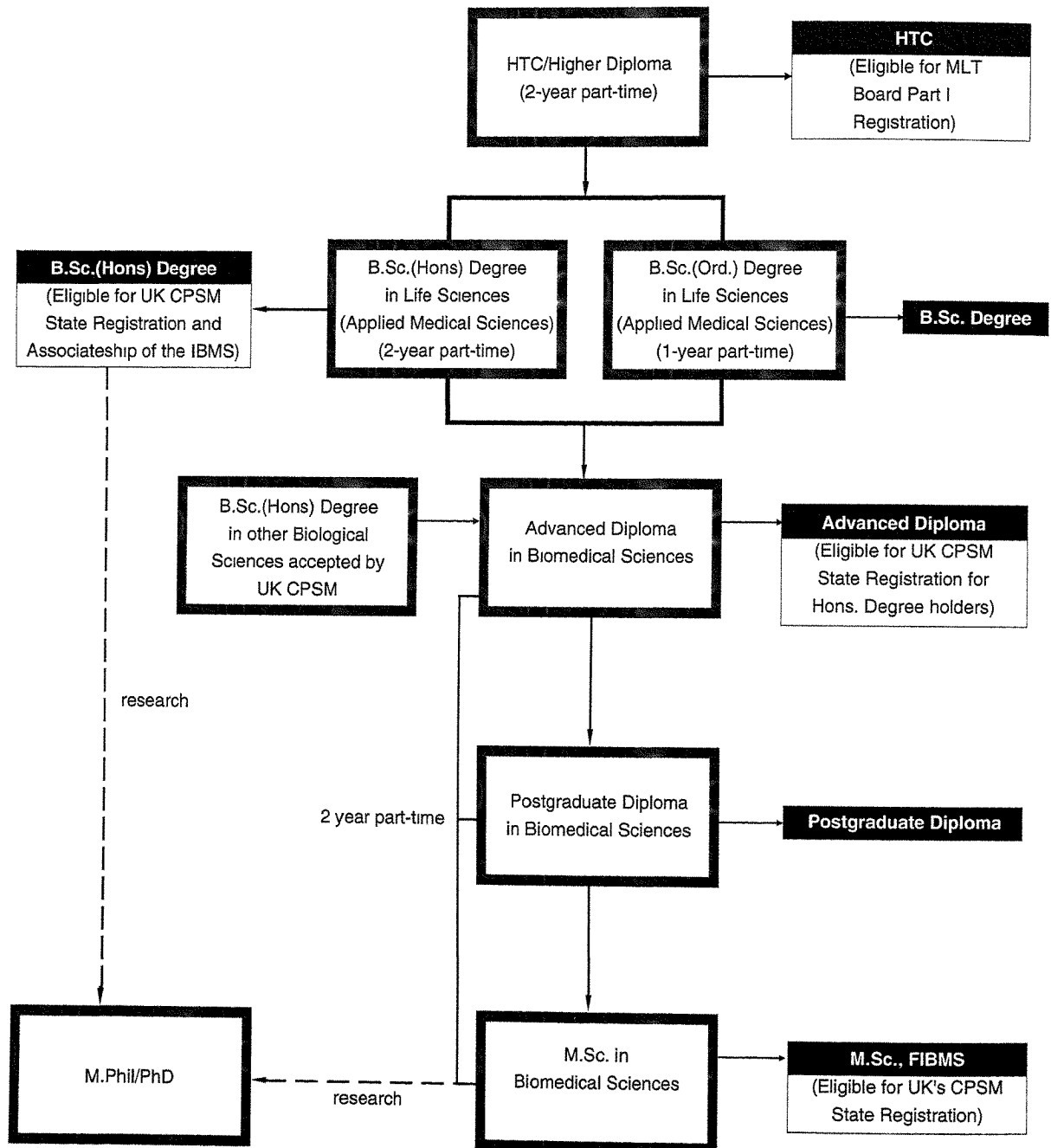
North Point Study Centre

LIFE SCIENCES (APPLIED MEDICAL SCIENCES)

Lecturers in charge : Wilson W.S. Ng
 Stephen W.N. Wu
 K.C. Tan-Un

Telephone: 2975 5703
 2975 5679
 2975 5699

Degree Courses in Life Sciences / Biomedical Sciences



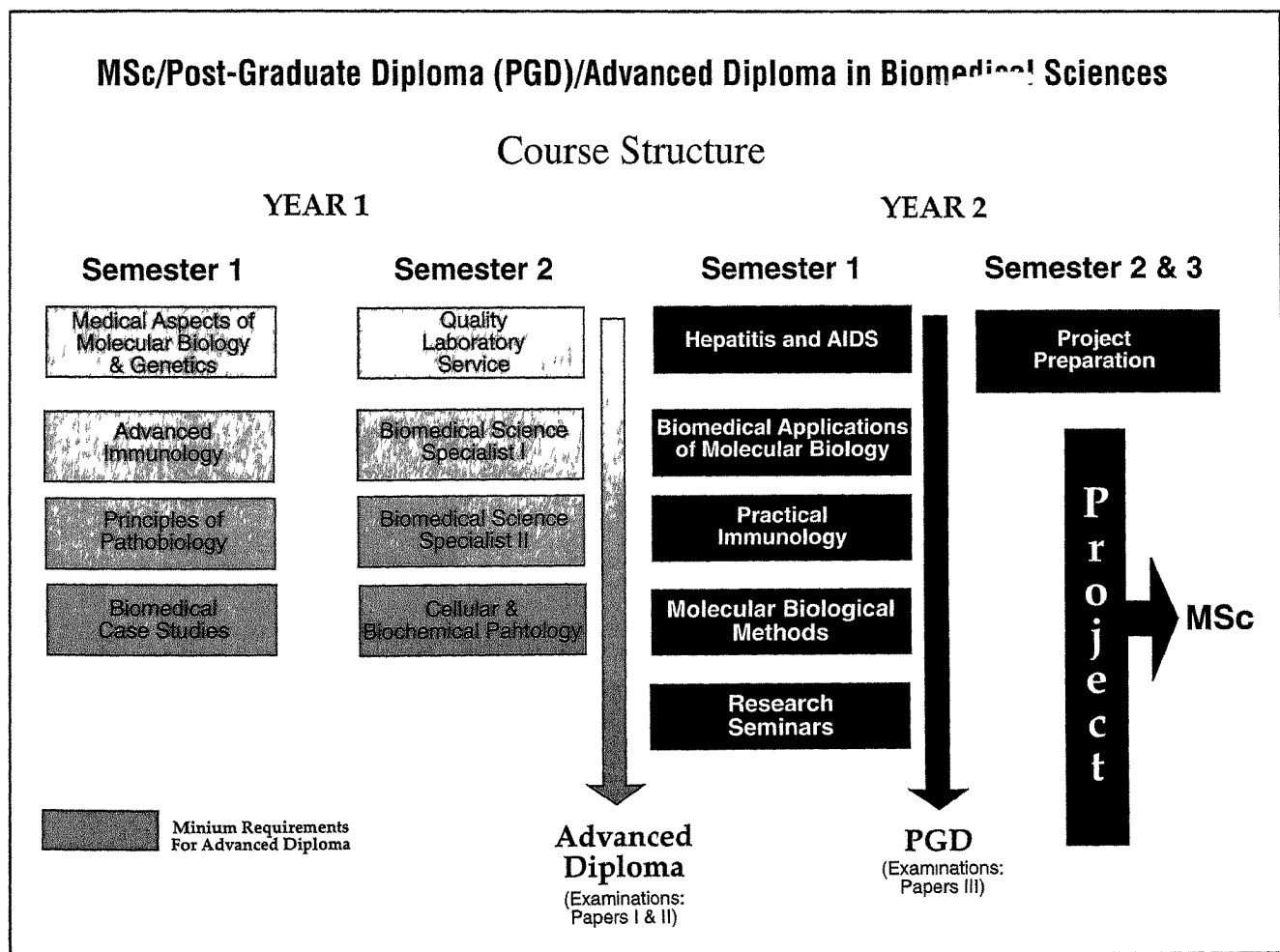
8030. B.Sc. Degree in Life Sciences (Applied Medical Sciences)

This is a one year part-time course primarily intended for holders of the Higher Certificate or the Higher Diploma in Medical Laboratory Science an opportunity to obtain a university degree. This course is offered jointly with Napier University, Edinburgh. It comprises three taught modules namely, Basic and Applied Immunology, Molecular and Biochemical Aspects of Diseases and Industrial & Related Studies, together with a dissertation. Each module will be assessed by both coursework 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.

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 (AD), 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 on previous page). Exemption from certain modules may be granted to candidates who hold a B.Sc. (Hons) Degree in Life Sciences (Applied Medical Sciences) of Napier University. The next intake for the course will be in January 1998 (Provisional). Invitation for application will be advertised a few months prior to enrolment. Further details are available on request.



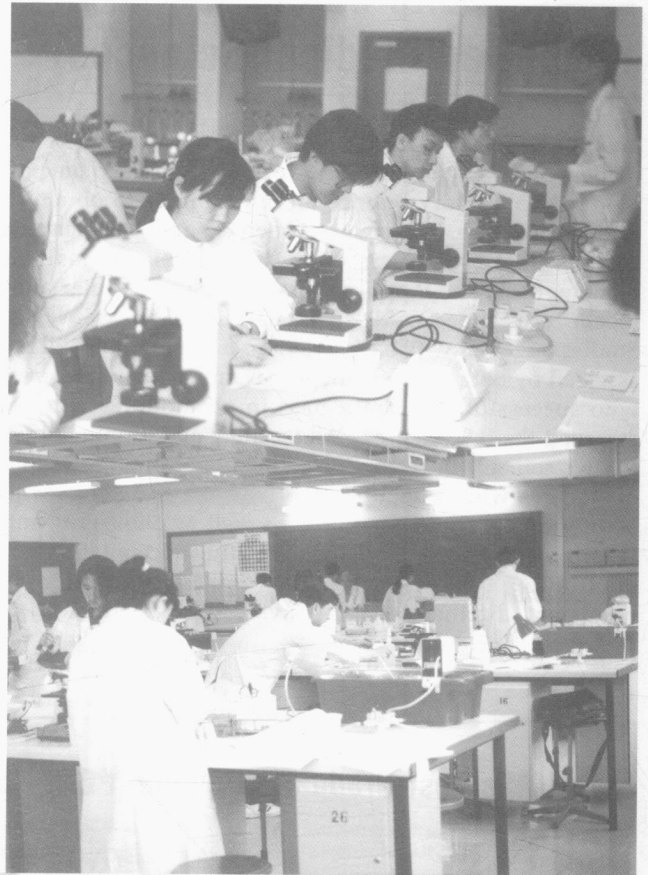
MEDICAL LABORATORY SCIENCE

Lecturers in charge : Wilson W.S. Ng
Sarah S.C. Hui
Stephen W.N. Wu
K.C. Tan-Un

Telephone: 2975 5698

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 1997. 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 : 2975 5696

KINGSTON UNIVERSITY BA HONS IN MUSIC (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 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.**

The programme is divided into three levels. Students not given exemption must take 8 modules to complete each level. Structures of each level and the options available are illustrated in the diagrams below. Assessment at each level is by coursework and/or 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 (IIii)
- 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

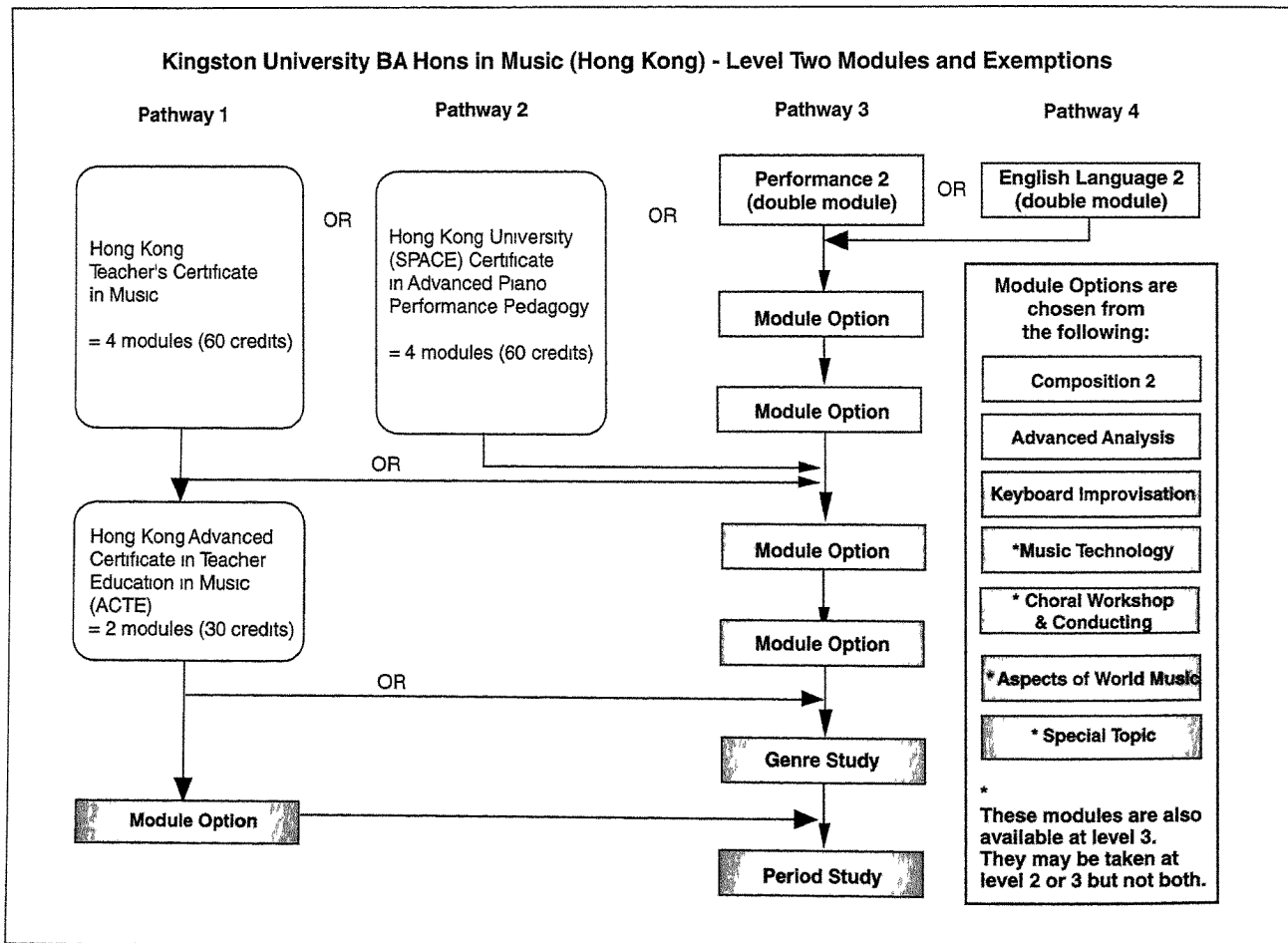
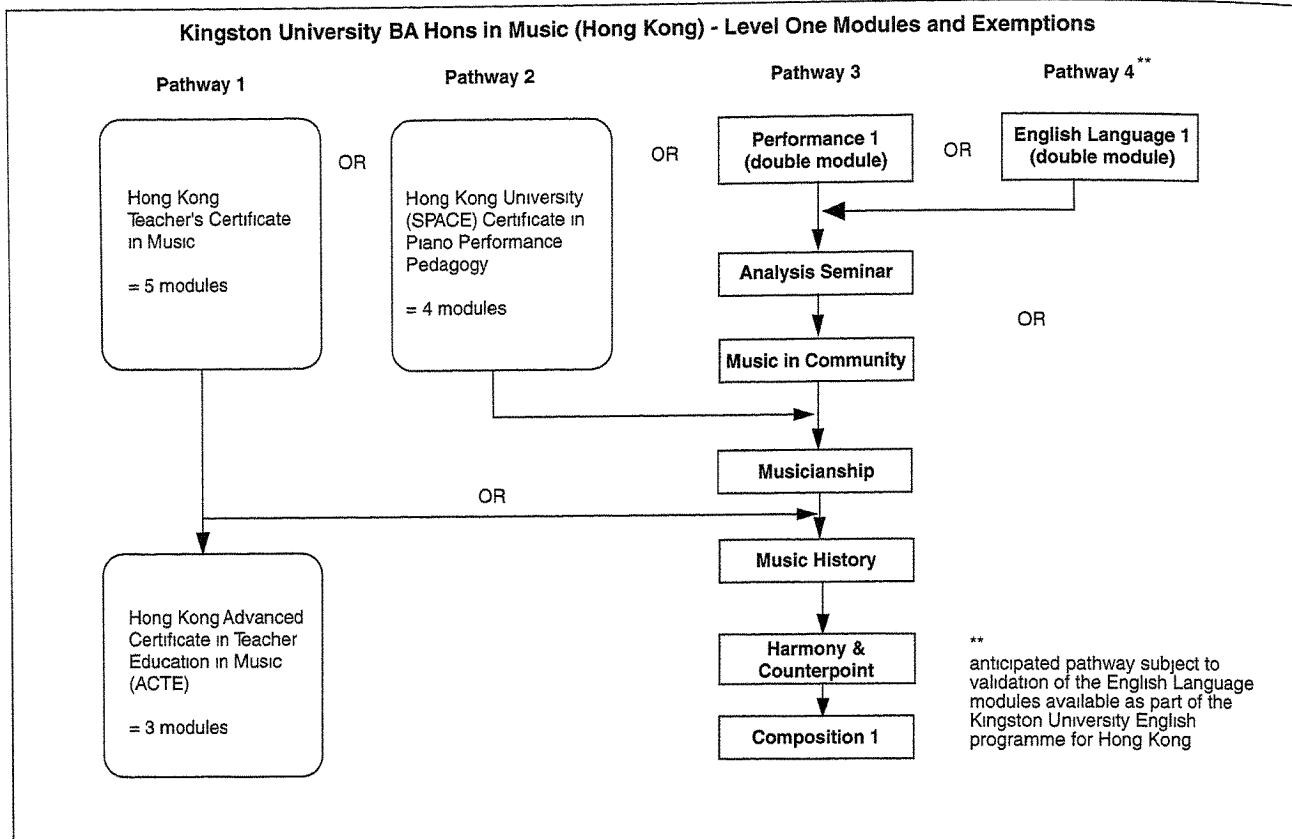
Not all of the taught optional modules will necessarily be offered, depending upon staff availability and student demand. Students will be encouraged to make first, second and possibly even third choice preferences. Modules which fail to recruit above minimum viable numbers will not be run.

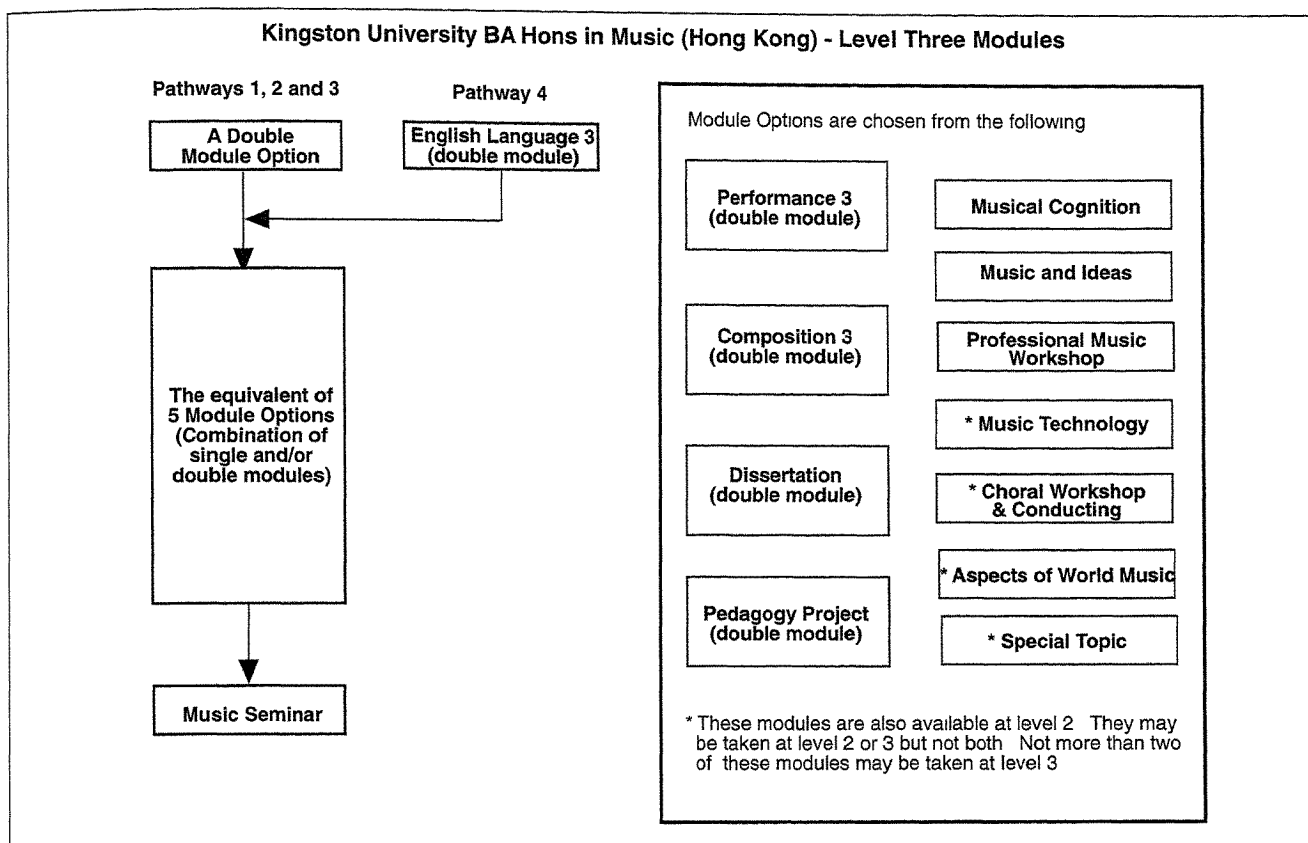
The detailed contents of some level 2 modules may be changed each time they are offered. Past experience suggests that some modules will recruit sufficiently well to offer them twice, possibly taught by different staff, in which case the duplicate module may offer a different content so that students may choose according to their preference.

Single modules have a CATS rating of 15 credits.
Double modules have a CATS rating of 30 credits.

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.
- vii) Those applicants with qualifications such as Advanced Certificate of ABRSM, ATCL, LTCL, FTCL, LRSM, or other musical/academic qualifications may be considered for exemption from certain modules. They should contact Ms Viven Chan (2711-8341) or Professor Edward Ho direct.

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 E or above
2. GCE English O-level: Pass or above
3. TOFEL: 500 or above
4. IELTS Grade 5 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.

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. Level 1 Analysis and Music in Community under Pathway 3 may be taught by distance learning.

6. English Proficiency: the same as Pathways 1 & 2

Note: Initially, only Pathways 1 and 2 may be open for admission. Applicants for Pathway 3 may be

considered on an individual basis. Enquiries for Pathway 3 should be addressed to Ms Viven Chan at 27118341. Pathway 4 may be offered at a later time to be determined.

Courses will next be offered at Easter 1998. Interested students should send in a stamped self-addressed envelope for first hand information preferably by November 30, 1997.

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 35. Students are required to enrol for the whole course.

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.)

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.

Fees : An initial registration of \$300 is payable upon enrolment. The tuition fee is \$7,500 per year

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Mondays & Thursdays, 9.30 a.m.-12.00 noon, commencing October 6, 1997 (64 meetings)

Note : Students are normally expected to finish the entire programme within 2 years' time. No credits will be given to students who have completed only one year of study.

Application Procedure:

Completed application forms should be accompanied by copies of relevant certificate(s) and diploma(s) and a crossed cheque for the course fee in favour of the "University of Hong Kong" and should reach School of Professional and Continuing Education, University of Hong Kong not later than September 5, 1997.

Certificate in Advanced Piano Performance Pedagogy

This course is independent of but highly related to the Certificate in Piano Performance Pedagogy. The course is conducted in the form of workshop and seminars in which students will be given opportunity to study works of individual composers or period in depth.

From amongst a great variety of topics (which will vary, as much as possible, every term), each student must choose and successfully complete 6 units which include:

- (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

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.)

Students who have completed the Certificate in Piano Performance Pedagogy will have priority in admission.

Units to be offered this term:

Details to be announced. Interested persons should send in a stamped self-addressed envelope for first-hand information.

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.

Fees : An initial registration of \$300 is payable upon enrolment. The tuition fee is \$4,000 per unit

Note : Although a student may complete the entire programme in one year, students are normally expected to finish the programme in two years which also represent the duration of study. No credits will be given to any units earned without completing the entire Certificate programme. Prior approval must be sought for extending the duration of study beyond the requirement of two years.

Application Procedure:

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 the School of Professional and Continuing Education, University of Hong Kong not later than September 5, 1997.

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. More details will be announced in early 1998. Interested persons should send in a stamped self-addressed envelope for first-hand information.

Note : Students who possess the Certificate in Piano Performance Pedagogy and Certificate in Advanced Piano Performance Pedagogy or were admitted to these two programmes prior to 1997-98 can apply for the award Diploma in Music Performance Pedagogy (Piano) upon completion of this Certificate. Those who are interested to redeem the Diploma in Music Performance Pedagogy (Piano) must finish all the three Certificates by the end of 1997-98.

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）。（每班限收十四人）

主 講 人：王德先生（香港胡琴名家）
地 點：香港銅鑼灣景隆街20-28號新安大廈一樓A室中國古箏學院

464. 一九九七年十月九日起每星期四下午六時四十五分至七時四十五分
全期學費：六百四十元（共十二講）

465. 一九九七年十月十七日起每星期五下午六時三十分至七時三十分
全期學費：六百四十元（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。（每班限收十二人）

主 講 人：王德先生（香港胡琴名家）
地 點：香港銅鑼灣景隆街20-28號新安大廈一樓A室中國古箏學院

466. 一九九八年一月十五日起每星期四下午六時四十五分至七時四十五分
全期學費：五百八十五元（共七講）

467. 一九九八年一月十六日起每星期五下午六時三十分至七時三十分
全期學費：五百八十五元（共七講）

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）。（每班限收十二人）

主 講 人：郭慧詩小姐（香港著名古箏演奏家）
地 點：香港銅鑼灣景隆街20-28號新安大廈一樓A室中國古箏學院

468. 一九九七年九月廿四日起每星期三下午六時至七時
全期學費：七百七十五元（共十二講）

469. 一九九七年九月廿五日起每星期四下午七時至八時
全期學費：七百七十五元（共十二講）

470. 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。（限收十人）

主 講 人：郭慧詩小姐（香港著名古箏演奏家）
地 點：香港銅鑼灣景隆街20-28號新安大廈一樓A室中國古箏學院

時 間：一九九八年一月七日起每星期三下午六時至七時
全期學費：七百二十元（共七講）

471. 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：一九九七年十月六日起每星期一下午五時四十分至六時五十五分
全期學費：四百六十五元（共十四講）

472. 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：一九九七年十月九日起每星期四下午五時四十五分至七時

全期學費：五百六十元（共十六講）



Students at class

473. 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：一九九七年十月九日起每星期四下午七時十分至八時廿五分

全期學費：四百六十元（共十講）

474. 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。曾修讀本學院之「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：一九九七年十二月十八日起每星期四下午七時十分至八時廿五分

全期學費：四百六十元（共七講）

NUTRITIONAL SCIENCE & DIETETICS

Lecturer in charge : K.C. Tan-Un

Telephone: 2975 5699
2975 5698

45. Postgraduate Diploma (PgD) in Human Nutrition/ Postgraduate Diploma (PgD) in Dietetics/ Master of Science (MSc) in Human Nutrition/ Master of Science (MSc) in Human Nutrition and Dietetics

The School in association with University of Ulster, U.K. offer a 2 year programme leading to the awards of Postgraduate Diploma (PgD) in Human Nutrition/ Postgraduate Diploma (PgD) in Dietetics/ Master of Science (MSc) in Human Nutrition/ Master of Science (MSc) in Human Nutrition and Dietetics. The course is offered on a part-time basis (except the catering and hospital placements) which falls in line with the School's mission in delivering flexible programmes which meet the need of potential students and the community.

The PgD/MSc course aims to fulfil both the requirements for postgraduate level education laid down by the Academic Advisory Committee of the School of Professional and Continuing Education, University of Hong Kong and University of Ulster and also the professional requirements of the Dietitians Board of the Council for Professions Supplementary to Medicine (CPSM), U.K.

On successful completion of the PgD in Dietetics, a Hong Kong graduate may present her/himself for consideration for State Registration in Dietetics (SRD) with CPSM, U.K.

Holders of the PgD in Dietetics fulfill the criteria for employment as dietitians by the Hospital Authority, H.K.

Aims :

This course is designed to provide academically challenging postgraduate education for graduates in nutrition and related sciences who wish to pursue a qualification in dietetics. The course will provide students with the opportunity to extend their knowledge and critical skills in human nutrition and dietetics, to apply such methods and techniques to the resolution of nutritional problems and to practice dietetics with individuals and groups in the hospital and the community setting.

Admission Requirements :

Entrance to the course will be for graduates in human nutrition and related sciences such as physiology, biochemistry, food science and related science subjects from universities recognised by the University of Hong Kong and University of Ulster.

Students undertaking this course must have good interpersonal and communication skills and a commitment to the caring of others. Therefore, prior to acceptance to the course, students will be interviewed by a panel consisting of University representatives and local dietitians.

Enrolment Date :

The next intake of the course will be in November 1997. Application forms are available from Ms. C. Ko (Tel.29755698) from July 1997.

Course Structure :

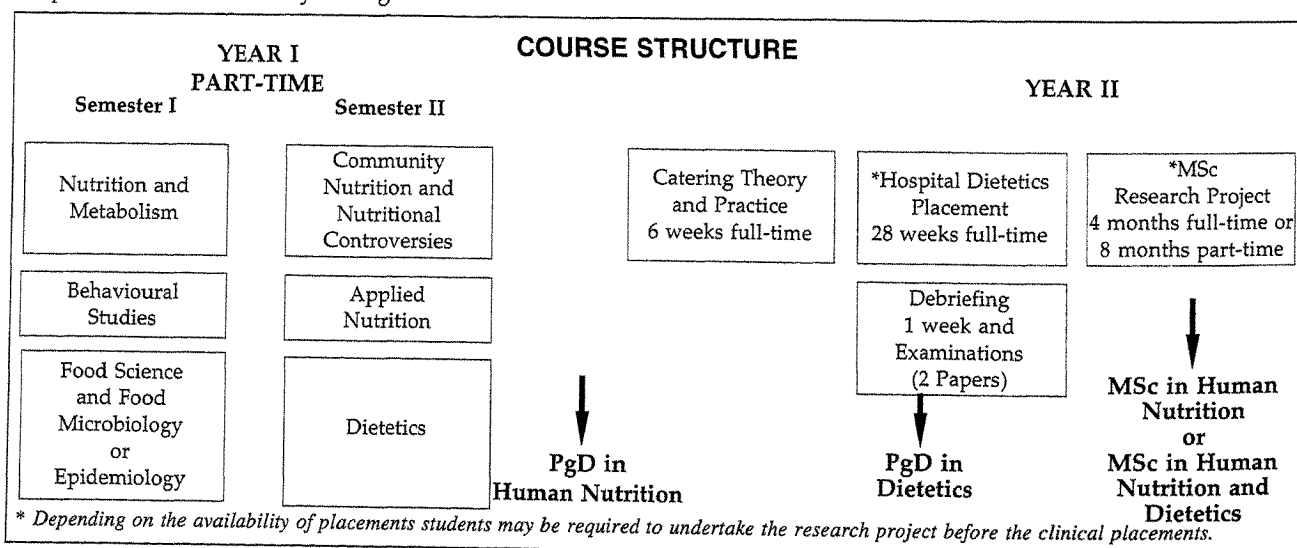
For the Postgraduate Diploma in Dietetics, students will undertake 6 taught modules, a catering placement and a hospital dietetics placement.

The course is for two years. The six taught modules are undertaken over two semesters in Year 1. Students will normally be required to attend three sessions per week during the evenings and if required on Saturday afternoons. Students who successfully pass all 6 modules will then undergo full time placements in the catering and hospital dietetics. The 6 week catering placement, 28 week hospital dietetics placement and 1 week debriefing are undertaken in Year 2. Students should graduate in Year 2 after successfully completing the dietetics hospital placement and final Dietetics examinations (2 papers).

For the MSc in Human Nutrition/ MSc in Human Nutrition and Dietetics, all students should have enrolled on the PgD in Human Nutrition. Those students who achieve an average mark of 50% or more in all components, may proceed to the MSc and undertake a Research Project.

Enrolment is limited to 25

For the structure and content of the course see diagram.



ORIENTAL LANGUAGES

Lecturer in charge: Owen H.H. Wong

Telephone: 2975 5692
2975 5693

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 (for non-Chinese speakers)

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)

741. Ms Ming Chen, B.A. (Kansas)

Place : Room 122, University Main Bldg., HKU
Date : Tuesdays, 7.15-9.30p.m., starting September 23, 1997

20 meetings Fee: \$2,500

742. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 717, Meng Wah Complex, HKU
Date : Wednesdays, 7.15-9.30p.m., starting September 10, 1997

20 meetings Fee: \$2,500

743. Ms Jenny Sze, B.A. (Tientsin)

Place : Room G4, James Hsiung Lee Science Bldg., HKU
Date : Fridays, 8.00-10.00p.m., starting September 12, 1997

22 meetings Fee: \$2,500

744. 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 October 6, 1997

36 meetings Fee: \$2,500

745. Joseph Kung, B.A.(New York)

Place : Room 29, SPACE Town Centre, 9/F
Date : Mondays, 5.30-7.30p.m., starting September 22, 1997

22 meetings Fee: \$2,500

746. Joseph Kung, B.A. (New York)

Place : Room 29, SPACE Town Centre, 9/F
Date : Wednesdays, 5.30-7.30p.m., starting September 24, 1997

22 meetings Fee: \$2,500

747. Ms Ming Chen, B.A. (Kansas)

Place : Room 18, SPACE Town Centre, 9/F
Date : Thursdays, 5.30-8.00p.m., starting October 9, 1997

18 meetings Fee: \$2,500

748. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 29, SPACE Town Centre, 9/F
Date : Fridays, 5.30-7.30p.m., starting September 19, 1997

22 meetings Fee: \$2,500

749. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 104, Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wan Chai, Hong Kong
Date : Wednesdays, 7.00-9.30p.m., starting October 15, 1997

18 meetings Fee: \$2,500

Intermediate Mandarin (for non-Chinese speakers)

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)

753. Mrs Sarah Lu Tsou, M.A.(San Diego State)/
Ms Josephine Wong, B.A.(O.U.)

Place : Room 122, Main Bldg., HKU
Date : Wednesdays, 7.15-9.30p.m., starting October 8, 1997

20 meetings Fee: 2,700

754. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 206, Run Run Shaw Bldg., HKU
Date : Thursdays, 8.00-10.00p.m., starting September 11, 1997

22 meetings Fee: 2,700

755. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 28, SPACE Town Centre, 9/F
Date : Mondays, 9.30-11.45a.m. (Morning), starting October 6, 1997

20 meetings Fee: 2,700

756. Ms Xiao Yan Liu, M.A. (Warrick)

Place : Room 104, Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wan Chai, Hong Kong
Date : Mondays, 7.00-9.30p.m., starting October 13, 1997

18 meetings Fee: \$2,700

Certificate Course in Mandarin (for non-Chinese speakers)

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.

758. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 24, SPACE Town Centre, 9/F
Date : Tuesdays, 9.30-11.45a.m., (Morning), starting October 7, 1997

40 meetings Fee: \$5,500

759. Ms Jenny Sze, B.A. (Tientsin)

Place : Room G1, James Hsioung Lee Science Bldg., HKU
Date : Tuesdays, 7.15-9.30p.m., starting October 7, 1997

40 meetings Fee: \$5,500

(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)

760. Mrs Caroline Law, B.A. (U.C.)

Place : Room 612, St. Paul's College, Bonham Road, HK
Date : Mondays, 6.45-9.15p.m., starting September 22, 1997

20 meetings Fee: \$2,500

761. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 101, Runme Shaw Bldg., HKU
Date : Wednesdays, 8.00-10.00p.m., starting September 10, 1997

25 meetings Fee: \$2,500

762. 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 October 7, 1997

33 meetings Fee: \$2,500

763. Mrs Caroline Law, B.A. (U.C.)

Place : Room 29, SPACE Town Centre, 9/F
Date : Tuesdays, 5.15-7.30p.m., starting September 16, 1997

22 meetings Fee: \$2,500

764. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, 10/F
Date : Fridays, 10.15a.m.-12.30p.m., starting September 12, 1997

22 meetings Fee: \$2,500

765. 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 September 12, 1997

22 meetings Fee: \$2,500

766. Miss Becky Lam B.A. (H.K.)

Place : Room 104, Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, Hong Kong

Date : Tuesdays, 6.45-9.15p.m., starting October 7, 1997

20 meetings Fee: \$2,500

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)

767. Keith Tong, M.A. (Reading)

Place : Room 18, SPACE Town Centre, 9/F

Date : Tuesdays, 5.30-7.00p.m., starting September 23, 1997

20 meetings Fee: \$2,700

768. 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 October 7, 1997

20 meetings Fee: \$2,700

769. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, 10/F

Date : Thursdays, 2.00-4.00p.m., starting October 16, 1997

15 meetings Fee: \$2,700

770. 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 October 9, 1997

20 meetings Fee: \$2,700

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)

771. 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 October 14, 1997

20 meetings Fee: \$2,700

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)

772. 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 October 8, 1997

15 meetings Fee: \$2,700

773. Chinese Characters I

Tutor : Mrs Caroline Law, B.A. (U.C.)

Place : Room 18, SPACE Town Centre, 9/F

Date : Fridays, 7.50-9.50p.m., starting September 26, 1997

15 meetings Fee: \$2,700

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，每階段為期九個月至一年。

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」三十九班，「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。

結業考試：
基本日語：由各班導師個別安排。
高級日語：一九九八年八月廿日下午七時在香港大學內或香港大學專業進修學院北角教學中心內舉行。

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。

基本日語 (Basic Japanese)

全期學費：一千九百元正 (HK\$1,900)

課本：常用初級日語，每套港幣六十八元 (HK\$68) 附錄音帶。(香港大學專業進修學院編)。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)

776. 鄧國權先生主講 (共四十講)
 地點：香港大學邵仁枚樓101室
 時間：一九九七年九月十二日起每星期五下午七時十五分至九時卅分

777. 張民衍先生主講 (共三十六講)
 地點：香港大學邵仁枚樓101室
 時間：一九九七年十月廿五日起每星期六下午二時卅分至五時正

778. 陳效贊先生主講 (共四十講)
 講授語言：國語及粵語
 地點：市區中心101室(信德中心西翼十樓)
 時間：一九九七年九月廿二日起每星期一上午九時卅分至十一時四十五分

779. 李明玉小姐主講 (共四十講)
 地點：市區中心101室(信德中心西翼十樓)
 時間：一九九七年九月廿四日起每星期三下午三時十五分至五時卅分

780. 張民衍先生主講 (共四十講)
 地點：市區中心22室(信德中心西翼九樓)
 時間：一九九七年十月五日起每星期日下午一時卅分至三時四十五分

781. 佐賀山順子小姐主講 (共三十六講)
 地點：香港大學專業進修學院北角教學中心7室(北角城中心, 14字)
 時間：一九九七年九月廿二日起每星期一下午六時四十五分至九時十五分

782. 蔡長謀先生主講 (共三十六講)
 地點：香港大學專業進修學院北角教學中心7室(北角城中心, 14字)
 時間：一九九七年十月九日起每星期四下午六時四十五分至九時十五分

783. 張菲洲先生主講 (共四十講)
 地點：香港般舍道聖保羅書院611室
 時間：一九九七年九月十五日起每星期一下午六時四十五分至九時正

784. 張民衍先生主講 (共四十講)
 地點：香港般舍道聖保羅書院612室
 時間：一九九七年九月廿三日起每星期二下午六時四十五分至九時正

785. 張菲洲先生主講 (共四十講)
 地點：香港般舍道聖保羅書院611室
 時間：一九九七年十月九日起每星期四下午六時四十五分至九時正

786. 張菲洲先生主講 (共三十六講)
 地點：香港灣仔愛群道九號鄧肇堅中學105室
 時間：一九九七年十月七日起每星期二下午六時四十五分至九時十五分

787. 王曼玲小姐主講 (共三十六講)
 地點：香港灣仔愛群道九號鄧肇堅中學104室
 時間：一九九七年九月廿五日起每星期四下午七時至九時卅分

788. 盧偉德先生主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學511室(中學部太豐道入口)
時間：一九九七年九月十五日起每星期一下午六時四十五分至九時十五分
789. 蔡長謀先生主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學511室(中學部太豐道入口)
時間：一九九七年九月廿三日起每星期二下午六時四十五分至九時十五分
790. 李明玉小姐主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學511室(中學部太豐道入口)
時間：一九九七年九月廿四日起每星期三下午六時四十五分至九時十五分
791. 李明玉小姐主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學511室(中學部太豐道入口)
時間：一九九七年九月廿六日起每星期五下午六時四十五分至九時十五分
792. 盧偉德先生主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學512室(中學部太豐道入口)
時間：一九九七年十月三日起每星期五下午六時四十五分至九時十五分
793. 山口純代小姐主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學511室(中學部太豐道入口)
時間：一九九七年九月廿七日起每星期六下午二時卅分至五時正
794. 何家輝先生主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學512室(中學部太豐道入口)
時間：一九九七年十月十八日起每星期六下午二時卅分至五時正
795. 山口純代小姐主講 (共四十講)
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：一九九七年九月十五日起每星期一下午六時卅分至八時四十五分
796. 盧偉傑先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九七年九月廿二日起每星期一下午六時卅分至八時四十五分
797. 陳效贊先生主講 (共四十講)
講授語言：國語及粵語
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時間：一九九七年九月廿九日起每星期一下午六時四十五分至九時正
798. 盧偉傑先生主講 (共四十講)
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：一九九七年九月廿三日起每星期二下午六時卅分至八時四十五分
799. 關惠梅小姐主講 (共四十講)
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：一九九七年十月七日起每星期二下午六時卅分至八時四十五分
800. 關惠梅小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時間：一九九七年九月十日起每星期三下午六時卅分至八時四十五分
801. 葉碧玲小姐主講 (共四十講)
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：一九九七年九月廿四日起每星期三下午六時卅分至八時四十五分
802. 盧偉德先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九七年十月八日起每星期三下午六時卅分至八時四十五分
803. 佐賀山順子小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時間：一九九七年九月十八日起每星期四下午六時卅分至八時四十五分
804. 山口純代小姐主講 (共四十講)
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：一九九七年九月廿五日起每星期四下午六時卅分至八時四十五分
805. 張民衍先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九七年十月九日起每星期四下午六時卅分至八時四十五分
806. 山口純代小姐主講 (共四十講)
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：一九九七年九月十九日起每星期五下午六時卅分至八時四十五分
807. 葉碧玲小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九七年九月廿六日起每星期五下午六時卅分至八時四十五分

808. 葉碧玲小姐主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心五樓LT9室
時間：一九九七年九月廿三日起每星期二下午七時十五分至九時卅分
947. 陳效贊先生主講 (共四十五講)
講授語言：國語及粵語
地點：香港大學專業進修學院石硤尾教學中心四樓LT5室
時間：一九九七年九月廿日起每星期六上午九時至十一時正
948. 葉碧玲小姐主講 (共四十五講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT5室
時間：一九九七年九月廿日起每星期六上午十一時至下午一時正
949. 葉碧玲小姐主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT5室
時間：一九九七年九月廿七日起每星期六下午七時十五分至九時卅分
950. 李明玉小姐主講 (共三十六講)
地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓213室
時間：一九九七年九月廿二日起每星期一下午六時卅分至九時正
951. 李明玉小姐主講 (共三十六講)
地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓213室
時間：一九九七年九月卅日起每星期二下午六時卅分至九時正
952. 李明玉小姐主講 (共三十六講)
地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓217室
時間：一九九七年十月四日起每星期六下午二時卅分至五時正
812. 李明玉小姐主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學512室(中學部太豐道入口)
時間：一九九七年十月九日起每星期四下午六時卅分至九時正
813. 張民衍先生主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學513室(中學部太豐道入口)
時間：一九九七年十月十七日起每星期五下午六時四十五分至九時十五分
814. 佐賀山順子小姐主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學516室(中學部太豐道入口)
時間：一九九七年十月十一日起每星期六下午二時卅分至五時正
815. 佐賀山順子小姐主講 (共四十講)
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：一九九七年九月十九日起每星期五下午六時卅分至八時四十五分
816. 張民衍先生主講 (共四十講)
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：一九九七年九月廿九日起每星期一下午六時卅分至八時四十五分
817. 山口純代小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九七年十月七日起每星期二下午六時卅分至八時四十五分
818. 盧偉傑先生主講 (共四十講)
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：一九九七年十月八日起每星期三下午六時卅分至八時四十五分
819. 盧偉德先生主講 (共四十講)
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：一九九七年九月廿五日起每星期四下午六時卅分至八時四十五分
820. 張民衍先生主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心四樓8室
時間：一九九七年十月十八日起每星期六下午七時十五分至九時卅分

高級日語 (Advanced Japanese)

全期學費：二千二百元正 (HK\$2,200)

課本：現代日語(中國圖書刊行社)。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)

809. 陳效贊先生主講 (共四十講)
講授語言：國語及粵語
地點：市區中心101室(信德中心西翼十樓)
時間：一九九七年十月七日起每星期二上午九時卅分至十一時四十五分
810. 山口純代小姐主講 (共四十講)
地點：香港般舍道聖保羅書院611室
時間：一九九七年十月八日起每星期三下午六時四十五分至九時正
811. 張民衍先生主講 (共三十六講)
地點：香港灣仔愛群道九號鄧肇堅中學105室
時間：一九九七年十月八日起每星期三下午六時四十五分至九時十五分

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)

821. 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：一九九七年九月廿四日起每星期三下午八時至十時正
全期學費：一千二百元 (HK\$1,200)
822. 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：一九九七年九月廿六日起每星期五下午六時四十五分至八時四十五分
全期學費：一千二百元 (HK\$1,200)

視聽日語 (Audio-visual Japanese)

本課程利用日語錄映教材進行研討，主要目的是加強學員聽解能力。由於教材取自不同的社會階層，通過講習，學員對日本現況會加深一點了解。

每節上課時間長達四個小時 (中間設有小休)，其中三分之一時間用於觀看兩部教育電影短片，其餘時間則集中於對話內容的反覆傾聽，默寫及主要語句文法之講解。

參加學員須具相等於本部高級班合格程度為宜。

823. 黃健雄先生主講 (共四講)
地點：香港大學邵仁枚樓101室
時間：一九九七年九月廿日，廿七日，十月十一日，十八日，星期六下午二時十五分至六時十五分
全期學費：七百元正 (HK\$700)

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。

824. 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37室 (金巴利道入口)
時間：一九九七年九月廿五日起每星期四下午六時卅分至八時四十五分
全期學費：一千三百元正 (HK\$1,300) (共二十講)
825. 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：一九九七年九月卅日起每星期二下午六時卅分至八時四十五分
全期學費：一千三百元正 (HK\$1,300) (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，今年，更是香港回歸中國的歷史時刻，普通話的推行，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。

基本普通話 (Basic Putonghua)

整個課程為期九個月至一年。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，及四音詳的變化，並輔以會話與各文章的選讀。每班共計八十三小時，本課程是以普通話講授。

全期學費：一千八百元正 (HK\$1,800)

課本：普通話教程 (上冊)，每套港幣六十八元正 (HK\$68) 附錄音帶，(香港大學專業進修學院編)。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)

826. 李美嫻女士/張錦武先生主講 (共三十七講)
地點：香港大學厲樹雄科學館G1室
時間：一九九七年九月廿九日起每星期一一下午七時十五分至九時卅分
827. 任永年先生主講 (共三十七講)
地點：香港大學校本部大樓151室
時間：一九九七年九月廿七日起每星期六下午二時卅分至四時四十五分
828. 丁國玲女士主講 (共三十七講)
地點：市區中心12室 (信德中心西翼九樓)
時間：一九九七年十月三日起每星期五上午九時至十一時十五分
829. 羅珍女士主講 (共三十七講)
地點：市區中心22室 (信德中心西翼九樓)
時間：一九九七年九月廿一日起每星期日上午十一時十五分至下午一時卅分
830. 羅珍女士主講 (共三十七講)
地點：市區中心22室 (信德中心西翼九樓)
時間：一九九七年九月廿一日起每星期日下午三時四十五分至六時正
831. 鮑茂振先生主講 (共三十七講)
地點：市區中心23室 (信德中心西翼九樓)
時間：一九九七年九月廿八日起每星期日上午九時至十一時十五分
832. 鮑茂振先生主講 (共三十七講)
地點：市區中心23室 (信德中心西翼九樓)
時間：一九九七年九月廿八日起每星期日上午十一時十五分至下午一時卅分

833. 劉仁謀先生主講 (共三十七講)
地點：市區中心23室(信德中心西翼九樓)
時間：一九九七年十月五日起每星期日下午一時卅分至三時四十五分
834. 楊歌飛先生主講 (共三十七講)
地點：香港般含道聖保羅書院612室
時間：一九九七年十月八日起每星期三下午六時四十五分至九時正
835. 陳萬里女士主講 (共三十七講)
地點：香港般含道聖保羅書院612室
時間：一九九七年九月十八日起每星期四下午六時四十五分至九時正
836. 吳寶榕先生主講 (共三十七講)
地點：香港般含道聖保羅書院612室
時間：一九九七年九月廿六日起每星期五下午六時四十五分至九時正
837. 羅珍女士主講 (共三十三講)
地點：香港灣仔愛群道九號鄧肇堅中學105室
時間：一九九七年十月九日起每星期四下午六時四十五分至九時十五分
838. 高玲女士主講 (共三十三講)
地點：香港灣仔愛群道九號鄧肇堅中學104室
時間：一九九七年九月廿六日起每星期五下午六時四十五分至九時十五分
839. 蔡艷霞女士主講 (共三十三講)
地點：香港灣仔愛群道九號鄧肇堅中學105室
時間：一九九七年十月十七日起每星期五下午六時四十五分至九時十五分
840. 高宏先生主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學512室(中學部太豐道入口)
時間：一九九七年九月廿二日起每星期一下午六時四十五分至九時十五分
841. 陳萬里女士主講 (共三十三講)
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：一九九七年十月六日起每星期一下午六時四十五分至九時十五分
842. 高宏先生主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學513室(中學部太豐道入口)
時間：一九九七年十月十四日起每星期二下午六時四十五分至九時十五分
843. 李美嫻女士/張錦武先生主講(共三十三講)
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：一九九七年十月七日起每星期二下午六時四十五分至九時十五分
844. 李美嫻女士/張錦武先生主講(共三十三講)
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：一九九七年十月八日起每星期三下午六時四十五分至九時十五分
845. 蔡艷霞女士主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學513室(中學部太豐道入口)
時間：一九九七年十月九日起每星期四下午六時四十五分至九時十五分
846. 劉仁謀先生主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學513室(中學部太豐道入口)
時間：一九九七年十月十八日起每星期六下午二時卅分至五時正
847. 吳寶榕先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九七年九月廿二日起每星期一下午六時卅分至八時四十五分
848. 張孝先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九七年九月廿九日起每星期一下午六時卅分至八時四十五分
849. 劉仁憲先生主講 (共三十七講)
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：一九九七年十月六日起每星期一下午六時卅分至八時四十五分
850. 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九七年九月廿三日起每星期二下午六時卅分至八時四十五分
851. 劉仁謀先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九七年九月卅日起每星期二下午六時卅分至八時四十五分
852. 張文娟女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時間：一九九七年十月七日起每星期二下午六時卅分至八時四十五分
853. 陶令昌先生主講 (共三十七講)
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：一九九七年九月廿四日起每星期三下午六時卅分至八時四十五分
854. 高宏先生主講 (共三十七講)
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：一九九七年十月八日起每星期三下午六時卅分至八時四十五分
855. 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九七年十月八日起每星期三下午六時卅分至八時四十五分

856. 張孝先生主講 (共三十七講)
 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：一九九七年十月十五日起每星期三下午六時卅分至八時四十五分
857. 徐麗燕女士主講 (共三十七講)
 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：一九九七年十月九日起每星期四下午六時卅分至八時四十五分
858. 張孝先生主講 (共三十七講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
 時間：一九九七年九月廿六日起每星期五下午六時卅分至八時四十五分
859. 徐麗燕女士主講 (共三十七講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
 時間：一九九七年十月十七日起每星期五下午六時卅分至八時四十五分
860. 任永年先生主講 (共三十三講)
 地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓217室
 時間：一九九七年九月廿二日起每星期一一下午六時卅分至九時正
861. 郝以明女士主講 (共三十三講)
 地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓217室
 時間：一九九七年十月七日起每星期二下午六時四十五分至九時十五分
862. 伍少梅女士主講 (共三十三講)
 地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓217室
 時間：一九九七年十月八日起每星期三下午六時卅分至九時正
863. 張文娟女士主講 (共三十三講)
 地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓213室
 時間：一九九七年十月十六日起每星期四下午六時卅分至九時正
864. 陶令昌先生主講 (共三十三講)
 地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓213室
 時間：一九九七年十月廿四日起每星期五下午六時四十五分至九時十五分
865. 郝以明女士主講 (共三十三講)
 地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓213室
 時間：一九九七年十月廿五日起每星期六下午二時卅分至五時正

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部份北京地方語彙的講授。每班為期九個月至一年，共八十一小時，本課程是以普通話講授。

學員結業考試合格，上課次數超過百分八十，可獲普通話合格證明。

全期學費：二千元正 (HK\$2,000)

課本：普通話教程(下冊)，每套港幣六十八元 (HK\$68) 附錄音帶，(香港大學專業進修學院編)。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)

876. 丁國玲女士主講 (共三十六講)
 地點：市區中心101室(信德中心西翼十樓)
 時間：一九九七年十月八日起每星期三上午九時至十一時十五分

877. 劉仁謀先生主講 (共三十六講)
 地點：市區中心23室(信德中心西翼九樓)
 時間：一九九七年十月五日起每星期日下午三時四十五分至六時正

878. 李美嫻女士/張錦武先生主講(共三十六講)
 地點：香港大學屬樹雄科學館G1室
 時間：一九九七年十月九日起每星期四下午七時十五分至九時卅分

879. 吳寶裕先生主講 (共三十六講)
 地點：香港大學校本部大樓122室
 時間：一九九七年十月十六日起每星期四下午七時十五分至九時卅分

880. 陶令昌先生主講 (共三十六講)
 地點：香港般含道聖保羅書院611室
 時間：一九九七年十月七日起每星期二下午六時四十五分至九時正

881. 楊歌飛先生主講 (共三十六講)
 地點：香港般含道聖保羅書院611室
 時間：一九九七年十月十七日起每星期五下午六時四十五分至九時正

882. 劉仁謀先生主講 (共三十三講)
 地點：香港灣仔愛群道九號鄧肇堅中學105室
 時間：一九九七年十月十三日起每星期一下午六時四十五分至九時十五分

883. 高玲女士主講 (共三十三講)
 地點：香港太古城地利亞修女紀念中學513室(中學部太豐道入口)
 時間：一九九七年十月廿四日起每星期一一下午六時四十五分至九時十五分

884. 高玲女士主講 (共三十三講)
 地點：香港太古城地利亞修女紀念中學512室(中學部太豐道入口)
 時間：一九九七年十月十四日起每星期二下午六時四十五分至九時十五分

885. 蔡豔霞女士主講 (共三十三講)
 地點：香港太古城地利亞修女紀念中學513室(中學部太豐道入口)
 時間：一九九七年十月八日起每星期三下午六時四十五分至九時十五分

886. 劉仁謀先生主講 (共三十三講)
 地點：香港太古城地利亞修女紀念中學512室(中學部太豐道入口)
 時間：一九九七年十月十五日起每星期三下午六時四十五分至九時十五分

887. 李美嫻女士/張錦武先生主講 (共三十三講)
 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：一九九七年十月十七日起每星期五下午六時四十五分至九時十五分

888. 黃麗生女士主講 (共三十六講)
 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：一九九七年十月六日起每星期一下午六時卅分至八時四十五分

889. 鮑茂振先生主講 (共三十六講)
 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：一九九七年十月七日起每星期二下午六時卅分至八時四十五分

890. 高玲女士主講 (共三十六講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
 時間：一九九七年十月十五日起每星期三下午六時卅分至八時四十五分

891. 劉仁憲先生主講 (共三十六講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
 時間：一九九七年十月九日起每星期四下午六時卅分至八時四十五分

892. 劉仁謀先生主講 (共三十六講)
 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：一九九七年十月十六日起每星期四下午六時卅分至八時四十五分

893. 黃麗生女士主講 (共三十六講)
 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：一九九七年十月十七日起每星期五下午六時卅分至八時四十五分

894. 劉仁謀先生主講 (共三十六講)
 地點：香港大學專業進修學院石硤尾教學中心四樓LT9室
 時間：一九九七年十月十八日起每星期六下午七時十五分至九時卅分

895. 郝以明女士主講 (共三十三講)
 地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓213室
 時間：一九九七年十月十五日起每星期三下午六時四十五分至九時十五分

896. 黃麗生女士主講 (共三十三講)
 地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓217室

時間：一九九七年十月廿三日起每星期四下午六時四十五分至九時十五分

897. 任永年先生主講 (共三十三講)
 地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓217室
 時間：一九九七年十月十七日起每星期五下午六時四十五分至九時十五分

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，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：申請人必須於一九九七年九月十三日前將(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收。由於本課程名額有限，學員報名後，須經老師甄選，並於開課前一星期內書面通知接受入學與否，而未被取錄者不得異議，並將退還全部學費。

899. 普通話教學法

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：一九九七年十月六日起每星期一下午四時至六時
 全期學費：一千四百元(HK\$1,400.00)(共二十講)
 人數：限收三十人

教師可獲教育署退還半費(50%)。詳參第ix頁。(只限課程編號899)

900. 普通話教學法

主講人：劉仁謀先生(講授語言：普通話)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
 時間：一九九七年九月廿六日起每星期五下午六時卅分至八時卅分
 全期學費：一千四百元(HK\$1,400.00)(共二十講)
 人數：限收三十人

953. 普通話教學法

主講人：張文娟女士及張丹女士(講授語言：普通話)
 地點：九龍旺角彌敦道691號永如大廈二樓2A室(旺角站快富街出口)
 時間：一九九七年十月十一日起每星期六下午二時至四時正
 全期學費：一千四百元(HK\$1,400.00)(共二十講)
 人數：限收三十人

991. 中國現代文學作家論資深證書課程 (三) (Advanced Certificate in Chinese Literary Critics)

課程策劃小組委員：(同課程編號：996)

課程主旨：自中國一九一八年一月，第一批新品種的嬰兒(新詩、散文、小說、劇本)在北京誕生後，近七十多年來，中國現代文壇上出現了大量有創作成就的作家，而且有不少作家的主要作品，在國際文壇上已獲得了應有的地位和尊重；本課程選擇其中部份主要作家，作客觀之評論。

課程內容：本課程為一年制之資深證書課程，將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國文學上，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面性的介紹、分析與評論。這個課程主要是為中學教師、在學研究生及現代文學的愛好者而設，共分若干階段講授。本課程將就下列作家中先選講二十人：艾青、卞之琳、梁實秋、老舍、聞一多、豐子愷、戴望舒、李金髮、何其芳、曹禺、思果、白先勇、張系國、夏衍、馮至、余光中、洛夫、痲弦、魏子雲、吳宏一、張健(台)、向明、胡品清、周夢蝶、羊令野、張默、梅新、墨人、李廣田、葉紹鈞、徐志摩、朱自清、周而復、鄭愁予、陳義芝、公劉、流沙河、雁翼、羅門、葉維廉、(美)楊牧、劉紹銘、蓉子、林冷、陳之藩、黃雍廉、王潤華、吳祖光。本課程選講之作家中，包括：香港現行中學會考之「中國語文」；高級程度會考之「中國語言及文化」、「中國文學」等課程應考之現代作家及其作品。

主 講 人：丁 平教授(國立中山大學文學士、教育碩士)，
(〈世界華文詩人協會〉常務理事兼秘書長、〈香港詩人協會〉副會長、〈廣大學院〉教授兼中國文學系系主任、研究所所長)。

黃康顯博士(小說、散文作家、〈香港大學〉專業進修學院高級講師、〈廣大學院〉中研所講座教授、〈香港英文筆會〉會長)。

地 點：市區中心 1 3 室(信德中心西翼九樓)
時 間：一九九七年十月十七日起每星期五下午六時至七時三十分(共三十二講)
全期學費：二千一百二十元

入學資格：具有下列條件之一者，得申請入學：(A) 領有文學士學位，或同等學歷證書，或高於上列學歷者。
(B) 領有「現代文學創作高級證書」，或「現代文學創作資深證書」；(C) 領有「中國文學批評高級證書」。特別歡迎在職教師及研究所在學研究生參加。

畢業證書：課程結束後，學員若符合下列條件者，將由本院發給證書：(一) 上課出席率不少過八成；(二) 完成課程測驗獲得七十分合格分數。

報名手續：請將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本一份，報名時請用支票交款，本課程限收二十人。

[本課程與世界華文詩人協會合辦]

教師可獲教育署退還半費。詳參第IX頁。

994. 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 October 6, 1997.

6 meetings

Fee : \$470

995. 文學創作研習班 (Creative Writing in Modern Chinese Literature)

在文學的範疇裏，欣賞和創作是相輔相成的功夫。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，透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部分將以創作為主。學員除了有機會各種文學類別外，還得嘗試一項大型創作，內容視乎該班次主題而定，於課程完結前完成。優秀作品將會被推薦給本港的文藝刊物登載，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(市局特聘作家，編輯，出版人)

地 點：市區中心 1 6 室(信德中心西翼九樓)

時 間：一九九七年十月六日起每星期一下午八時二十分至九時五十分

全期學費：四百四十元 (共十講)

996. 現代文學創作高級證書課程 (Certificate in Chinese Creative Writing (Advanced I))

課程策劃小組委員：

鍾鼎文博士 (詩人、〈美國世界藝術文化學院〉院長、〈世界華文詩人協會〉榮譽會長)

黃康顯博士 (小說散文作家、〈香港大學〉專業進修學院高級講師、〈香港英文筆會〉會長)

雁翼博士 (詩人、〈華人文化交流委員會〉副主席、〈世界華文詩人協會〉會長)

羅門博士 (詩人、〈世界華文詩人協會〉會長)

藍海文博士 (詩人、〈世界華文詩人協會〉會長)

丁平教授 (詩人、〈廣大學院〉教授兼中國文學系系主任研究所所長、〈世界華文詩人協會〉常務理事兼秘書長) (小組召集人)

課程主旨：本課程為一年制之高級證書課程，專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代文學基本理論與創作之機會。

課程內容：以四講時間，講授中國現代詩、現代散文及現代小說的基本理論，並介紹中國現代詩的主要詩人、現代散文、現代小說的主要作家。本課程著重創作實務，指導學員在二十八講的時間內，在課外自動從事現代詩、現代散文及現代小說的創作。

學習方法：

本課程之學習，是以「面授」與「遙距」兩種教學模式進行：

(A) 由主講人派發講義在堂上分析問題及詮釋範文；

(B) 學員之習作，將分別送往在臺灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，(〈世界華文詩人協會〉創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、賀敬之、白樺、公木、孫靜軒、羅門、張健、胡品清、吳宏一、蓉子、張默、文曉村、李春生、墨人、羅青、蕭蕭(台)、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、王祿松、上官予、碧果、陳慧樺、藍海文等詩人、散文及小說作家。)分別改評外，主講人仍將在課堂上對習作再作深切之評述。

(C) 學員作品，將分別送交〈世界華文詩人協會〉創會理事，或有關作家主編之報刊發表。(報刊如下：香港的〈世界中國詩刊〉、〈文學與學生〉季刊。大陸的〈詩刊〉、〈詩潮〉、〈芒種〉、〈詩林〉、〈詩人〉、〈文學報〉、〈中國詩人〉、〈銀河系〉、〈星星〉、〈詩神〉、〈散文詩報〉、〈海南開發報副刊〉。台灣的〈創世紀〉、〈笠〉、〈現代〉、〈葡萄園〉、〈秋水〉、〈大海洋〉、〈乾坤詩刊〉、〈世界詩葉〉、〈中華文藝〉、〈海鷗〉、〈台灣詩學雜誌〉、〈聯合報副刊〉、〈中央日報副刊〉、〈中華日報副刊〉、〈聯合文學〉。澳洲的〈華聲報〉。加拿大的〈愛華報副刊〉。英國劍橋的〈華文春秋〉雙月刊。

主講人：丁平教授 (國立中山大學文學士、教育碩士)

(〈世界華文詩人協會〉常務理事兼秘書長、〈香港詩人協會〉副會長、〈廣大學院〉教授兼中國文學系系主任、研究所所長。)

黃康顯博士 (小說、散文作家、〈香港大學〉專業進修學院高級講師、〈廣大學院〉中研所講座教授、〈香港英文筆會〉會長。)

黃瑞珍博士 (詩人、〈理工大學〉講師、〈廣大學院〉中研所講座教授、〈世界華文詩人協會〉會員、〈香港詩人協會〉理事。)

何江顯博士 (詩人、〈廣大學院〉中研所客座教授、〈世界華文詩人協會〉會員、〈香港詩人協會〉理事。)

地點：市區中心 1 3 室 (信德中心西翼九樓)

時間：一九九七年十月十八日起每星期六下午二時至三時四十五分 (共三十二講，另加遙距等學習方式及習作)

全期學費：二千一百二十元

入學資格：具有下列條件之一者，得申請入學：A) 領有「現代詩及散文創作證書」者；B) 領有學士學位，或同等學歷證書，或高於上列學歷，並對現代詩、現代散文及現代小說寫作有興趣而中文流暢者；特別歡迎在職教師及研究所在學研究生參加。

畢業證書：課程結束後，學員若符合下列條件者，將由本院發給證書：(一) 上課出席率不少過八成；(二) 完成課程習作，並獲得七十分合格分數，及(三) 有作品在本課程指定報刊發表一篇以上者。

報名手續：請將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本，及其他有關詳情。報名時請用支票交款，本課程限收二十人。

[本課程與世界華文詩人協會合辦]

教師可獲教育署退還半費。詳參第ix頁。



University Campus

1000. 佛學要義 (Outline of Buddhist Philosophy)

本課程的講授重點，有如下：（一）佛法的男女平等觀；（二）從僧尼任務說到妙法的意義；（三）生與死的透視；（四）修學佛法的正道；（五）學佛有何益處。

主 講 人：釋淨達法師

地 點：市區中心10室（信德中心西翼九樓）

時 間：一九九七年十月八日起每星期三下午六時十五分至七時三十分

全期學費：四百元（共十二講）

1001. 佛經專書導讀 (Special Buddhist Text)

百法明門論：此論為法相唯識所宗十一部論中之一部。雖僅有五百四十二字，將事物歸納為五位百法，但是已將宇宙間一切事物物皆包括淨盡。其宗旨在於發明非空非有的唯識中道，為吾人遠離斷常，空有二邊執著。

主 講 人：釋淨達法師

地 點：市區中心18室（信德中心西翼九樓）

時 間：一九九七年十月八日起每星期三下午七時四十五分至九時

全期學費：四百元（共十一講）

1002. 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啟發學員領悟人生。選講範圍：（一）西洋為何會出現哲學這門特殊學問（啟 孛ヶ儼 峽那s學問）（二）西哲如何判別天才之錯與庸人之錯（三）西哲及神話藝術論「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；佛教與耶教比較（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：一九九七年十月六日起每期一下午七時至八時十五分

全期學費：三百八十五元（共十二講）

1003. 認識中國文化與哲學 (Understanding Chinese Culture and Philosophy)

中思博大精深，具實效價值及能對西方文化病痛之矯治功能。本課程寓高深於趣味，並與「中西哲學人生觀」課程相配合。選講（一）中國文化、哲學對世界之貢獻與勝過西方之處；（二）中國過去文化所遇危難及回應法，各期思想比較；（三）中哲誕生，對今人創造新學問有何啟發；（四）中哲如何通過真善美教人安身立命；（五）「道成肉身」之歷史偉人；（六）孝道與倫理道德之「兩難」，羅素如何評價孝道及中哲；（七）第一等人：「聖賢」之基本型態，做聖人之簡易公式；（八）玄奧奇書：易經與中國文化；（九）人生意義：現實關懷與終極關懷；義與利、植與慾；（十）為何：儒教≠儒家，文化傳統≠傳統文化，中國文化≠文化中國；（十一）中國經濟倫理如何使亞洲五小龍增加財富；（十二）天道鬼神、天人合一與特受世界重視之道德形而上學；（十三）各期哲學家選講：先秦子學、魏晉玄學、宋明理學等。

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：一九九七年十月六日起每期一下午八時三十分至十時

全期學費：三百八十五元（共十二講）

1004. 命運，緣份與愛情之心理哲學 (The Psychology & Philosophy of Fate, Love and Sex)

內容：（一）愛情、命運及緣份為何有「幸」與「不幸」？世界偉大之心理哲學家如何解釋？「幸福的愛」如何尋求？（二）研論：學員可自由提供研討資料及解答難題；名著或熟知之名人之婚愛「秘」聞及「趣」聞。「隨緣」一義為何常有人解錯？（三）占測：婚愛與命相關係；免費為未婚學員占測婚期。

主 講 人：鄭炯堅先生 B.A., M.Phil(CUHK)

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

期 間：一九九七年八月廿三日（星期六）下午三時至八月廿四日（星期日）下午五時

集合時間：八月廿三日下午三時於

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：三百八十五元（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：一九九七年八月二日

1005. 天時、地利、人和在創業及商業發展的應用 (I'Ching Wholistic Study of "The Trend, The Environment, The Person" — An Unique Formula of Business Expansion & Prosperity)

「天時、地利、人和」中國古稱「三才」。講者會在課堂和實習裡，把中國七千多年來，大凡成功背後共同秘密，創舉地歸納成若干三才「成功公式」，助你創業、管業、發展、進軍，讓你創出成功的新業績，主要內容：（一）學習古今成功者的秘密；（二）現今中港天時地利人和的研討；（三）中國堪輿學知地利成敗的竅門；（四）「大成功公式」、「創業公式」等的引悟，

(五) 中國攻心學的商用，如推銷、升職、談生意等；(六) 個人及與人合作在運氣學上的正確認識，(七) 生意人大智慧的提升。

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：一九九七年十一月廿七日起每星期四下午六時至八時
全期學費：三百四十元（共六講）

1006. 中國〈尋龍點穴〉學 The Study of "Chinese Traditional Search for Dragon Spot"

尋龍點穴學，乃我國獨有的一門傳統文化學問，〈四庫全書〉亦有收集此學，相傳，此學中尤以郭璞的〈葬經〉最為經典。本課程乃以深入淺出的方法，將此學作出探討，主要內容：(一) 傳統墓與家運之說；(二) 香港十大命穴欣賞；(三) 古今陰宅風水的迷信；(四) 尋龍點穴基礎入門；(五) 〈葬經〉入門；(六) 風水學古人之科學觀；(七) 陰宅選地的古人竅門；(八) 中港龍 薇哄F (九) 古帝皇風水學秘聞；(十) 講者尋龍點穴及墓穴設計個案法講解示範。（限收三十人）

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：一九九八年一月二十八日起每星期四下午六時至八時
全期學費：三百四十元（共六講）

1007. 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：一九九七年十月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：四百三十元（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）

1008. 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：一九九七年十一月二日起每星期日上午十時至十二時
全期學費：四百三十元（共九講）

1009. 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：一九九八年一月四日起每日上午十時至十二時
全期學費：四百三十元（共九講）

1010. 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：一九九七年九月廿四日起每星期三上午九時卅分至十一時卅分
全期學費：六百元（共十講）

1011. 楷書入門 (Regular Script in Chinese Calligraphy)

本課程適合書法基礎班和初學人仕參加，教導學員從實習中掌握寫楷書之方法，並指導學員如何欣賞每一位書法家之特點和風格，本課程主要著重於唐楷，如柳公權、歐陽詢、趙孟頫等。（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：一九九七年十二月十日起每星期三上午九時卅分至十一時卅分
全期學費：六百元（共十講）

1012. 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：市區中心25室（信德中心西翼九樓）
時 間：一九九七年九月廿三日起每星期二上午九時卅分至十一時卅分
全期學費：六百元（共十講）

1013. 草書 (Grass Script)

本課程除介紹草書源流及演變外，並教導學員臨習前人名帖，尤其著重正確的行筆方法，務求穩紮根基，避免浮滑。課程以臨習六朝正統草書為主，並視乎學員進度，加入唐宋名帖，以求變化。（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：一九九七年十二月二日起每星期二上午九時卅分至十一時卅分
全期學費：六百元（共十講）

1014. 山水畫基礎班 (Basic Chinese Landscape Painting)

本課程專為曾選修初級程度國畫的學員而設。課程內容包括山水畫之基本概念、構圖、著色、運筆、用紙等之技巧，並即時示範及個別指導。
(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：一九九七年九月廿二每星期一上午九時卅分至十一時卅分
全期學費：六百元（共十講）

1015. 山水畫深造班 (Advanced Chinese Landscape Painting)

本課程專為曾選修「山水畫基礎班」之學員而設。課程內容主要深入研究山水畫之精粹所在和如何分析作品特點，並挑選一些有代表性之作品作教材，通過不斷實習以達到鞏固學員之基礎技法，從而帶動學員進入另一個層面領悟傳統山水畫之神韻及意境。本課程將會分組形式授課。
(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：一九九七年十二月一日起每星期一上午九時卅分至十一時卅分
全期學費：六百元（共十講）

1016. 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：一九九七年九月廿五日起每星期四上午九時三十分至十一時三十分
全期學費：六百元（共十講）

1017. 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：一九九七年十二月十一日起每星期四上午九時卅分至十一時卅分
全期學費：六百元（共十講）

1018. 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。由淺入深，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：一九九七年十月七日起每星期二下午六時三十分至八時三十分
全期學費：五百元（共十講）

1019. 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，加深發揮創作潛能。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：一九九七年十二月十六日起每星期二下午六時三十分至八時三十分
全期學費：四百八十元（共八講）

1020. 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516室（中學部太豐路入口）
時 間：一九九七年十月九日起每星期四下午六時三十分至八時三十分
全期學費：五百元（共十講）

1021. 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。此外更注重設色、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，加深發揮潛能。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516室（中學部太豐路入口）
時 間：一九九七年十二月十八日起每星期四下午六時三十分至八時三十分
全期學費：四百八十元（共八講）

1022. 花鳥山水畫寫意 (Chinese Landscape, Flowers & Birds Painting)

寫意花鳥山水畫，又稱骨畫法。原於五代南唐，以點染的技法，揉合形似與豐富的色彩，配上優美的線條，落筆縱橫，賦彩濃淡染就，崇尚生動和野趣。講授對運筆、用墨、用紙設色（赭墨、淺綠、青綠、金碧輝煌）技法，並加畫史，畫理，寫生等。課程以寒梅、幽蘭、秋菊、翠竹、四時花卉、蔬果、（白菜、西瓜、）蜜蜂、蝴蝶、鯉魚、麻雀、小雞等而山水以樹石、鹿角、蟹爪技法，點葉、夾葉、松、芭蕉等樹法、山石以長短披麻、斧劈皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲、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寫意結合的精華，每講均有課堂實習、示範、欣賞及派發畫稿，歡迎初學及有興趣人仕均可參加。（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35室（金巴利道入口）
時 間：一九九七年十月三日起每星期五下午六時三十分至八時
全期學費：四百六十元（共十講）

1023. 花鳥山水畫深造班 (Advanced Chinese Landscape, Flowers & Birds Painting)

本課程是花鳥山水畫寫意的延續，為相等程度及有興趣人仕而設，加強內容，以學員進度而作出技法及構圖，內容以山石、樹木、雲煙、泉瀑、風雨，配以四時花卉、昆蟲、鳥類等等。．．．盡使山巒螺黛、激流湍瀑、朝煙暮靄、鳥語花香、象意寫形，無不神似，而氣韻生動，古樸清奇、盡收腕底。能使學員在短期內完成作品，發揮花鳥山水畫寫意進一步的長處，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：一九九七年十二月十九日起每星期五下午六時三十分至八時
全期學費：四百五十元（共七講）

中國山水畫 (Chinese Landscape Painting)

分階段以理論及示範同時施教，由淺入深，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，畫面之深淺遠近，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，作日後深入研究之初階。（每班限收二十五人）

1024. 吳祖蔭先生主講
地 點：市區中心16室（信德中心西翼九樓）
時 間：一九九七年十月三日起每星期五下午六時三十分至八時
全期學費：四百八十元（共十講）

1025. 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：一九九七年十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：四百八十元（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深之技法研討，更為愛好繪寫雲海及瀑布之學員作深入之講解及研究，理論與即席示範兼施。（每班限收二十人）

1026. 吳祖蔭先生主講
地 點：市區中心16室（信德中心西翼九樓）
時 間：一九九七年十二月十九日起每星期五下午六時三十分至八時
全期學費：四百八十元（共九講）

1027. 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：一九九七年十二月一日起每星期一下午六時三十分至八時三十分
全期學費：四百八十元（共八講）

1028. 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35室
(金巴利道入口)

時 間：一九九七年十月九日起每星期四下午六時十五分至七時四十五分

全期學費：四百六十元 (共十二講)

1029. 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，深切領略篆刻方法，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：一九九七年十月四日起每星期六下午四時十五分至五時四十五分

全期學費：四百六十元 (共十二講)

篆刻深造班 (Advanced Seal Engraving)

深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深造者而設。此深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)

1030. 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35室
(金巴利道入口)

時 間：一九九八年一月十五日起每星期四下午六時十五分至七時四十五分

全期學費：三百四十元 (共八講)

1031. 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：一九九七年十二月廿七日起每星期六下午四時十五分至五時四十五分

全期學費：三百四十元 (共八講)

1032. 書法講座(一)教師班 (The Learning and Teaching of Chinese Calligraphy I)

本課程專為初學書法的教師而設，講授書法基礎知識。目標有二：(一)引起教師對書法藝術的興趣，進而學習傳統書法的基本理論和實踐，以建立書學研習的基礎。(二)教師們在研習中，掌握了書法藝術學習上循序漸進的基本理論與方法，便可在學校學中指導學生們進行學習。凡對書法藝術有興趣，而能撥出時間進行練習者，歡迎參加研習。

(限收二十人)

主 講 人：王齊樂先生主講

地 點：市區中心29室(信德中心西翼九樓)

時 間：一九九七年九月八日起每星期一下午三時至五時

全期學費：一千元 (共十六講)

1033. 書法講座(五)教師班 (The Learning and Teaching of Chinese Calligraphy V)

本課程是「書法講座(四)」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。本課程只歡迎已完成「書法講座(四)」的學員參加研習。(每班限收十人)

主 講 人：王齊樂先生主講

地 點：市區中心29室(信德中心西翼九樓)

時 間：一九九七年九月十日起每星期三上午九時至十一時

全期學費：一千九百四十元 (共十六講)

1034. 書法講座(六)教師班 (The Learning and Teaching of Chinese Calligraphy VI)

本課程是「書法講座(五)」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。本課程只歡迎已完成「書法講座(五)」的學員參加研習。(每班限收十人)

主 講 人：王齊樂先生主講

地 點：市區中心29室(信德中心西翼九樓)

時 間：一九九七年九月十一日起每星期四上午九時至十一時

全期學費：一千九百四十元 (共十六講)

1035. 書法講座(七)教師班 (The Learning and Teaching of Chinese Calligraphy VII)

本課程是「書法講座(六)」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。本課程只歡迎已完成「書法講座(六)」的學員參加研習。(每班限收十人)

主 講 人：王齊樂先生主講

地 點：市區中心29室(信德中心西翼九樓)

時 間：一九九七年九月九日起每星期二上午九時至十一時

全期學費：一千九百四十元 (共十六講)

1036. 風水學與中國建築學 (Fung Shui and Chinese Architecture)

風水學中國建築術有密切關係。古代宮廷設計，園林官府，民間住屋，廟宇神殿，均有風水藝術。有哲學美及傳統道術。本課程共十講。(一)風水學原理。(二)古代明堂建設。(三)宮廷設計之風水學。(四)帝皇之陵墓設計。(五)廟宇之風水建築。(六)民間村族之風水學。(七)從風水學探討中國建築特色。(八)周易哲理深入建築哲學美。(九)風水學與道教、佛教之關係。(十)實習勘察。

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511室(中學部太豐路入口)
時 間：一九九七年十月九日起每星期四下午七時三十分至九時三十分
全期學費：五百二十元 (共十講)

1037. 堪輿學之義理研究 (The Study of Geomancy)

中國堪輿學是一門極高深而玄妙的宗教哲學，它集合了古代聖賢哲理的精髓，遠溯至伏羲創八卦、史巫祭祀、河圖洛書及陰陽五行家之演易。堪輿學與中國的天文、地理、建築、祭祀、風俗等有密切的關係，而一直在民間流傳，根深蒂固。上至君王將相，下至販夫走卒，皆樂於此學。可惜此門學理，卻限於師徒私底相授，其中某些真學或已失傳，甚少專家作全面之探究和發揚。其實它包了預言學、心理及環境學、神學等，且有科學根源，是一種有智慧的信念。

本課程探討其源流與精神價值，以學術為主，趣味為副，並求深入淺出，教授時並以現代社會實例為證。講授主題包括：(一)堪輿的起源；(二)堪輿學之基本原理；(三)堪輿師之道德觀；(四)堪輿對中國建築學之影響；(五)倫理教化之意識；(六)陰宅之吉凶；(七)陽居之吉凶；(八)羅盤之應用；(九)對風俗之影響；(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511室(中學部太豐路入口)
時 間：一九九八年一月八日起每星期四下午七時三十分至九時三十分
全期學費：五百二十元 (共十講)

1066. 中國「泥人張」彩塑藝術 (Introduction to Chinese Clay Sculpture)

「泥人張」彩塑是清末北方的雕塑代表，是「塑」與「繪」的結合——先塑造後繪色。作品取材於神話、戲劇、小說、歷史及現實生活。《中國美術全集—古代美術史》中所載的最後一位雕塑家張名山便是「泥人張」彩塑藝術的創始人，而本課程導師張澤珣女士即為「泥人張」第五代嫡系傳人，編著有《「泥人張」張鉞的作品》(西安：陝西人民美術出版社)一書；是中國以外唯一教授「泥人張」彩塑藝術的導師。課程適合對雕塑有興趣者選讀，內容包括(一)泥的性質；(二)工具的使用；(三)塑造的基本技巧；(四)繪色。通過講解和示範，導師會引導學員摹製小型泥塑，讓學員對中國的泥塑有一個初部的認識。導師會代學員購買泥和工具，費用約一百二十元，由學員自付。

(每班限收十八人)

主 講 人：張澤珣女士(「泥人張」第五代傳人、曾任教於南開大學東方藝術系)

地 點：香港大學梁球瑤樓LG110室
時 間：一九九七年十月六日起每星期一下午六時十五分至八時十五分
全期學費：八百八十元 (共十二講)
授課語言：普通話

1067. 中國工筆人物畫 (Introduction to Chinese Figure Painting)

中國工筆人物畫有幾千年的歷史。本課程講授運筆、用紙、勾線、施色等技法，通過講解、示範、臨摹，使學員對中國「線」的藝術及繪畫有初步的了解，達到獨立臨摹的能力。課程分兩個階段進行：(一)勾——即勾輪廓，以線造型，勾出人物的形體結構、體態動勢，達到建胎立骨；(二)染色——在勾的基礎上，由淺入深的渲染(這是中國工筆人物畫很重要的一結)，使畫面的人物生動、真實。

(每班限收二十人)

主 講 人：張澤珣女士(「泥人張」第五代傳人、曾任教於南開大學東方藝術系)

地 點：香港大學本部大樓142室
時 間：一九九七年九月二十五日起每星期四下午六時十五分至八時十五分
全期學費：八百八十元 (共十二講)
授課語言：普通話

1068. 中國長生觀念 (The Chinese Concept of Longevity)

長生不老人人愛。中華民族從來講究飲食和養生，亦不斷在尋覓長生不老和永生不死(與宇宙虛空共存)之道。長生實指健康長壽，在現今安定和進步的社會環境中，更是人人渴望和追求的。世間沒有長生藥，但有養生方。中國自古以來所形成的世界特有養生長壽方法，是人類的瑰寶。不論男女老幼，只要掌握實踐，便很快收到立竿見影之效，使生命過得舒適、快樂、幸福。進一步而言，國人若都奉行的話，定可提高全民的身體質素，因而在一生中，可以對社會和人類作出更多的創造和貢獻。本課程探討的範圍有下列四個方面：(甲)從科學角度看長生；(乙)中外長壽者的記錄；(丙)長生與中國文化；(丁)導致長壽的因素。

主 講 人：姚文博 (English Language Instructor)
地 點：市區中心16室(信德中心西翼九樓)
時 間：一九九七年十一月十七日起每星期一六時三十五分至八時二十分
全期學費：一百四十五元 (共四講)

PHARMACY

Lecturer in charge : Sarah S.C. Hui
Tutor : T.Y. Chan

Telephone: 2975 5728
2975 5729

Bachelor's Degree in Pharmacy

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.Clin.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 statum*, 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 1998.

Please write in for details enclosing a stamped self-addressed envelope or contact course coordinator Professor Sarah Hui, Tel.: 2975 5723.



Professor Sarah S.C. Hui – Lecturer in Charge



University of Otago

1191. 哲學概論證書課程 (Certificate in Philosophy)(97/98)

宗旨：(一) 培養批判思考能力；(二) 引介重要哲學問題；(三) 揭示哲學與現代生活的關係；(四) 介紹中西哲學主流；及(五) 訓練閱讀哲學著作的能力。

課程大綱：這是一個哲學入門課程，希冀藉著展示中外古今哲學家對宇宙人生終極問題探索路向與結果，以及學員的積極討論，使學員能夠較深入地理解這些問題，從而明瞭哲學的特性與意義。

本課程分兩部份，第一部份「哲學基礎」包括哲學導論、思考方法、邏輯、方法論。第二部份「哲學專題」包括哲學專題、中西哲學史及中、西方哲學原著選讀。

入學資格：凡對哲學有興趣人士，均可參加。

結業文憑：課程結束後，學員若能符合下列條件，則可獲本部頒發的證書：(一) 出席率超過百分之八十，(二) 完成所有課程中的作業，(三) 考試合格。

報名手續：申請者須將(一) 申請表格，及(二) 半身近照乙張，寄回香港大學專業進修學院徐展堂樓九字樓。

課程主任：黃慧英小姐 B.A., M.Phil., Ph.D. (C.U.H.K.),
M.A. (York, U.K.)

主講人：陶國璋先生 B.A., M.Phil. (C.U.H.K.), Ph.D.
(New Asia Institute for Advanced
Chinese Studies)

吳明先生 M.Phil., Ph.D. (New Asia Institute
for Advanced Chinese Studies)
文潔華小姐 B.A., M.Phil., Ph.D. (C.U.H.K.)
梁文道先生 B.A. (C.U.H.K.)
趙子明先生 B.A., M.Phil. (C.U.H.K.)

地點：香港大學專業進修學院市區中心10室(每星期三)
及29室(每星期六)(信德中心西翼九樓)

時間：每星期三及六上課：
(甲) 一九九七年九月廿七日起每星期六下午二時
至四時
(乙) 一九九七年十月八日起每星期三下午八時至
十時

全期學費：三千二百元 (共五十講)

1192. 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：梁光耀先生 B.A., M.Phil. (C.U.H.K.)

地點：香港大學專業進修學院石硤尾中心9室

時間：一九九七年十月九日起每星期四下午六時三十分至
八時

全期學費：六百一十元 (共十二講)

1193. 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., M.Phil. (C.U.H.K.)

地點：香港大學專業進修學院石硤尾教學中心9室

時間：一九九七年十月九日起每星期四下午八時至九時四
十五分

全期學費：六百一十元 (共十二講)

1194. 倫理學導論 (Introduction to Ethics)

道德價值問題是人生最重要的問題之一，而倫理學正是研究這方面的學問。本課程分為兩大部分：理論部分和應用部分。理論部分，一方面是重點講述西方倫理學的主要學派及其基本主張，包括快樂主義、德性倫理學、道德情感學派、契約主義、功利主義和義務論等；另一方面，則是概述西方諸大哲的倫理思想，包括柏拉圖、亞里士多德、休謨、霍布斯、穆勒和康德等。至於應用部分，則選講現代社會的熱門倫理問題，包括自殺、安樂死、人工生殖、同性戀、環境保護及動物權利等。適合喜歡反省和思考人生問題的人士修讀。

主講人：劉桂標先生 B.A. (H.K.B.U.), M.Phil. (C.U.H.K.)

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：一九九七年十月四日起每星期六下午二時十五分至
三時四十五分

全期學費：六百一十元 (共十二講)

POLITICAL SCIENCE

Lecturer in charge: Koon-ki T. Ho

Telephone: 2975 5682

1202. An Introduction to Political Science

This course will cover wide range of basic political concepts such as Government, State, Nation, sovereignty, constitution, the separation of powers. Theories on representative government, political parties and electoral system, etc. This course is suitable for students sitting for HKAL examination as a revision lesson on political concepts and people who are interested in understanding political framework in analysing current affairs. Topics include: (1) Approaches to Political Science. (2) Government, State, Nation. (3) Sovereignty and Constitution. Legislature: (Parliamentary vs Presidential). (4) Executive. (5) Separation of power. (6) Theories of representative government. (7) Political parties and electoral system. (8) Public opinion, citizenship and mass media.

Medium of teaching: This course is delivered in Chinese and supplemented with English.

Tutor : Dr Lui Kwok-man

Venue : LT9, SPACE Shek Kip Mei Study Centre

Date : Mondays, 6:30pm - 8:00pm, commencing September 29, 1997

8 meetings

Fee : \$400



Our helpful counter staff are willing to give advice to enquirers

1998 Spring Prospectus

The next issue of the School Prospectus will be available in early January 1998. If you wish to be sent a copy of the Prospectus in early January 1998, please send in a self-addressed envelope 23 cm X 30 cm (9" X 12") with postal stamps to the value of \$11.50 to: [The Prospectus Counter, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong]. The envelope should be marked "Spring Prospectus 98". Alternatively, you may collect copies from one of the counters listed on page iii.

一九九八春季課程手冊

本學院將於一九九八年一月初派發一九九八年春季課程手冊。有意索取者請郵寄23 cm X 30 cm (9" X 12") 回郵信封，並附郵票十一元五角，在信封上註明〔郵索九八年春季課程手冊〕字樣，寄【香港薄扶林道香港大學專業進修學院】，或親臨本院任何中心索取（地址詳載iii頁）。

1213. 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 504, T.T. Tsui Building, HKU

Date : Saturdays, 4.10-5.40 p.m., commencing October 18, 1997

10 meetings

Fee : \$740

Medium of Instruction: Cantonese supplemented with English

1215. 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 8, SPACE Shek Kip Mei Study Centre

Date : Fridays, 7.50-9.20 p.m., commencing October 17, 1997

12 meetings

Fee : \$740

Medium of Instruction: Cantonese supplemented with English



Please send me a copy of the 1998 Spring Prospectus. \$11.50 stamps have been enclosed.

請惠寄一九九八年春季課程手冊乙本。內附十一元五角郵票。

Name 姓名
Full Postal Address
地址
(1998 P)

附註：請於一九九七年十二月一日以前寄回上列回條。

Note : Please return the above address slip before December 1, 1997.

1223. Managing Aggressive and Violent Behaviour in Institutions

This course is designed to provide a practical solution for handling aggressive and violent behaviour in hospital and school settings. It will cover behavioural and communication theories, specific techniques in resolving potential violent crises, safe intervention and violence prevention. It is hoped that participants will learn to handle violent episodes with confidence, minimal anxiety and maximum security without any damage to the professional bond with the clients. The course will benefit health care workers, mental health personnel, school teachers, social workers, law enforcement and correctional officers.

Enrolment is limited to 20

Tutor : C.W. Lo, Ph.D.(Clin.Psy.)(Pacific Southern)

Venue : Room 8, SPACE Shek Kip Mei Study Centre

Date : Fridays, 6.15-7.45 p.m., commencing October 24, 1997

10 meetings

Fee : \$550

Medium of Instruction: Cantonese supplemented with English

1224. Working with Teams

This course aims at enhancing group facilitation skills of team leaders and managers. Topics to be covered: Group formation, group development, group processes, group conflict, group decision-making, facilitation skills, power and influence, the best and worst of teams.

The format of the class includes: Lecturettes, case studies, group discussions, games, exercises and role plays. This course will benefit team leaders and managers working in the private and public sector.

Enrolment is limited to 20

Tutor : Ms. Mary Lee, M.Soc.Sc.(Clin.Psy.), M.Org.Psy.

Venue : Room 504, T.T. Tsui Building, HKU

Date : Tuesdays, 6.30-9.30 p.m., commencing October 21, 1997

9 meetings

Fee : \$1,100

Medium of Instruction: Cantonese supplemented with English

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

1225. Workshop on Work Stress

Stress is very much a part of our work life. Optimal stress works as motivator for performance. Too much stress would be harmful to ourselves and to the workplace. The content of this course includes identifying symptoms and sources of stress at work, work/family interface, managerial stress, personality, social support and ways of managing work stress.

The format of the class includes: lecturettes, group discussions, games and exercises.

Enrolment is limited to 20

Tutor : Ms. Mary Lee, M.Soc.Sc.(Clin.Psy.), M.Org.Psy.

Venue : SPACE Town Centre

Date : 9.00 a.m.-1.00 p.m. & 2.00-6.00 p.m., January 10 & 11, 1998

2 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.

1204. 心理學導論 (一) (Introductory Psychology I)

在過去數十年來，一般人對心理學的興趣都不斷加增，為使學員對心理學有基本認識，特別提供心理學導論課程，整個課程將分為兩部份，第一部份在本季介紹普通心理學的綱要，第二部份在明年春季上課，集中研讀社會心理學。

心理學導論(一)內容包括：心理學之概念，源流及派別；學習的理論和歷程，記憶與遺忘；動機的性質，生理及心理的動機；感覺與知覺等。
(限收二十五人)

主 講 人：陳永昌博士

地 點：香港大學徐展堂樓504室

時 間：一九九七年十月二十二日起每星期三下午六時十五分至七時四十五分

全期學費：六百六十元 (共十二講)

教師可獲教育署退還半費。詳參第ix頁。

1216. 性格的透視與發展 (Understanding and Developing Personality)

每個人的思想、情緒、行為、人際關係等各方面都很受他的性格所影響。這課程是特別為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

習為主，並有小組討論，角色扮演及性格測驗等。為確保學習的連貫參加者定需上足十一課。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28室（信德中心西翼九樓）
時 間：一九九七年九月二十六日至十月三日及十一月二十一日至一九九八年一月二十三日每星期五下午六時至八時
全期學費：八百三十元（共十一講）

教師可獲教育署退還半費。詳參第ix頁。

1218. 《心理與哲理之間》系列一 (Betwixt and Between Psychology and Philosophy, Series I)

本課程並非一個純心理學的課程，而是基於心理學和哲學上的發現及融會，來探究人生某些既有趣而又關鍵性的問題。它們是：（一）在坦率與圓滑之間一溝通之道；（二）忠於自己或向現實低頭一人有三我；（三）世間究竟有多少「應份」？一為何我會不甘心？（四）愛恨交纏，恩怨難分一人際關係中最難關的一關。

講者在舖陳上列各主題的內容後，會與學員一起討論及反省。
(限收四十人)

主 講 人：關俊棠博士（羅馬天主教區大學倫理學博士）
地 點：香港大學
時 間：一九九七年十月十三日起每星期一下午六時三十分至八時三十分
全期學費：四百四十元（共六講）

1205. 《心理與哲理之間》系列二 (Betwixt and Between Psychology and Philosophy, Series II)

本課程並非一個純心理學的課程，而是基於心理學和哲學上的發現及融會，來探究人生某些既有趣而又關鍵性的問題。它們是：（一）好人為何要受苦？一試解這不解之謎；（二）愛在生命未了時一人是愛情動物；（三）親密行為、親密關係、親密感一人心的最終追求；（四）無神與有神之間一宗教情懷。

講者在舖陳上列各主題的內容後，會與學員一起討論及反省。
(限收四十人)

主 講 人：關俊棠博士（羅馬天主教區大學倫理學博士）
地 點：香港大學
時 間：一九九七年十一月二十四日起每星期一下午六時三十分至八時三十分
全期學費：四百四十元（共六講）

1221. 認識情緒智能 (Understanding Emotional Intelligence)

在丹尼爾·高曼所著‘Emotional Intelligence’一書的引言中提到：人類智能的最大發現—最驚人的成就評量標準，稱為E.Q.，心理學家利用E.Q.可以精確預測到二歲幼童在十七歲時會不會成為罪犯，夫妻在幾年內會否離婚，重症病患的存活年限，企業領導人有沒有前途……等。人的悲歡喜樂；一切的可能與答案，都可以在E.Q.中找到輪廓。

本課程內括包括：找出自己情緒反應的規則、理解別人感覺及其背後原因、適當時機表達自己意見、善用形容感覺的字眼、紓解恐懼的方法、紓解焦慮的方法、紓解悲傷的方法、雙贏的協商技巧、何時領導？何時追隨別人等等。上課形式包括：啟發講授、示範及課堂實習。
(限收四十人)

主 講 人：余德淳先生（社會科學碩士）
地 點：市區中心14室（信德中心西翼九樓）
時 間：一九九七年十月十五日起每星期三下午六時十五分至七時四十五分
全期學費：六百六十元（共十講）

教師可獲教育署退還半費。詳參第ix頁。

1222. 認識及處理新移民學童在課室裏的問題 (Dealing with Chinese Immigrant Children from Mainland China in the Classroom)

近來由中國大陸移居本港的人數日多，這些兒童的學習適應，引起各方面注意，特別是在課室裏作為前線教育工作者的教師，需要處理的問題便越來越多。本課程會提供予各學員機會，商討應付方法，講者會作出心理學分析，指出原因，處理，及預防的措施，協助學員解決對這項問題的困擾。

本課程內容包括：（一）課室問題的種類；（二）一般原因的探討；（三）有關認知之處理；（四）有關情緒之處理；（五）理智方面之預防；（六）情感方面之預防。
(限收二十五人)

主 講 人：陳永昌博士
地 點：香港大學徐展堂樓504室
時 間：一九九七年十月二十二日起每星期三下午七時五十分至九時五十分
全期學費：六百元（共八講）

教師可獲教育署退還半費。詳參第ix頁。

3. Certificate in School Counselling and Guidance

This course is sponsored by the Education Department for secondary school guidance teachers. It is due to begin in September, 1997, and will be completed in July, 1998. The objective of the course is to provide training for guidance teachers, so that they may be more effective in helping those students who have difficulty in coping with school life, in handling themselves and their interpersonal relationships. Considerable emphasis will be given to enhancing the competency of the guidance teachers in team work and in developing preventive programmes within the school setting.

Curriculum

- Human growth and development (particular emphasis will be given to childhood and adolescence)
- Communication and interviewing
- Guidance and counselling theories and their application in school settings, with special reference to the whole school approach
- Administration and team building of the school guidance team
- Other related issues (e.g. adolescent suicide) and skills (e.g. managing stress, communicating with parents etc.)

Teaching Format

- Lectures
- Case Studies
- Role Plays
- Skills Workshops
- Practicum (the class will be divided into small groups to practise counselling and guidance skills)
- Panel Discussions
- Project Work

Participants are expected to undertake a reasonable amount of reading as directed by the tutors.

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. The practical work of the participant will also be taken into consideration. No participant will be awarded the certificate unless their written assignments and practical work have scored the minimum grade required.

Time of Meetings

- (1) Regular meetings & Workshops**
 Saturdays, 9.30 a.m. - 12.30 p.m.
 September, 1997 to July, 1998

(2) Practicum

The class will be divided into 4 groups. These practicum group meetings are usually held on Saturdays and/or weekday evenings if the group(s) so desire. A total of 10 meetings are expected throughout the course.

Duration of the Course

September 20, 1997 to July 11, 1998

Place of Meeting

For Regular meetings and Workshops:

Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong.

For Practicum:

They may either be held in the SPACE Town Centre or the University. Detail arrangement will be announced when the course starts.

Admission

This course is open to all secondary school guidance teachers.

Enrolment is limited to 40

Deadline for Application

June 13, 1997

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 2975 5655. (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.

65. Certificate in Careers Teachers Training

This course is jointly sponsored by the Education Department and the Labour Department for secondary school teachers with the following objectives:

- to provide participants with the basic necessary theories and principles relevant to careers guidance and counselling
- to help participants acquire basic skills instrumental to carrying out the work of careers teachers
- to kindle interest in, and awareness of the development of careers education, and careers guidance/counselling

With more facilities and opportunities made available for young students, and limited involvement of family in helping their children, many students feel helpless when they have to make decisions over further studies and careers choice. Hence there is tremendous need for careers guidance and counselling. The design of the course is based on the needs of the students and that of the careers teachers as they carry out their tasks. Participants are invited to re-examine the work of careers teachers in the light of basic theories and changing circumstances, to consider alternatives and to take an active part in all the practical work and exercises.

Content

Part A

Careers work and the target group:

Identification of objectives, scope, roles, tasks and resources in careers guidance/counselling; understanding adolescence.

Part B

Administration: team building and administrative system.

Information: careers, further study, employment and training, appraisal tests.

Part C

Skills in relation to:

communication and interviewing;
programme planning;
group guidance;
individual guidance/counselling;
job application.

Format

Lectures, discussions, seminars, workshops, role plays, etc.

Time of Meetings

Regular meetings : Saturdays, 9.30 a.m. - 12.30 p.m. from September 13, 1997 to July 4, 1998

Workshops: Workshop I : Saturday, 9.30 a.m. - 5.00 p.m., September 13, 1997.

Workshop II: Saturday, 9.30 a.m. - 5.00 p.m., April 25, 1998.

Place of Meeting

Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong.

Admission

To be eligible, applicants must be

- serving Careers Masters/Teachers (preference will be given to Careers Masters) and
- either (a) graduates of recognised universities
or (b) holders of Certificate of Education/Teacher Certificate or the equivalent

Number of places: 35

Deadline for Application

June 20, 1997

Award

A Certificate in Careers Teachers Training will be awarded by the School of Professional and Continuing Education, The University of Hong Kong, to participants who have:

- attend at least 80% of the meeting,
- actively participated in lectures and workshops,
- completed assignments satisfactorily.

Teaching Staff

Teaching staff is drawn from experienced counsellors, school administrators, appointment service officers, and careers teachers.

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 2975 5655. (All correspondence should be addressed to School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.)

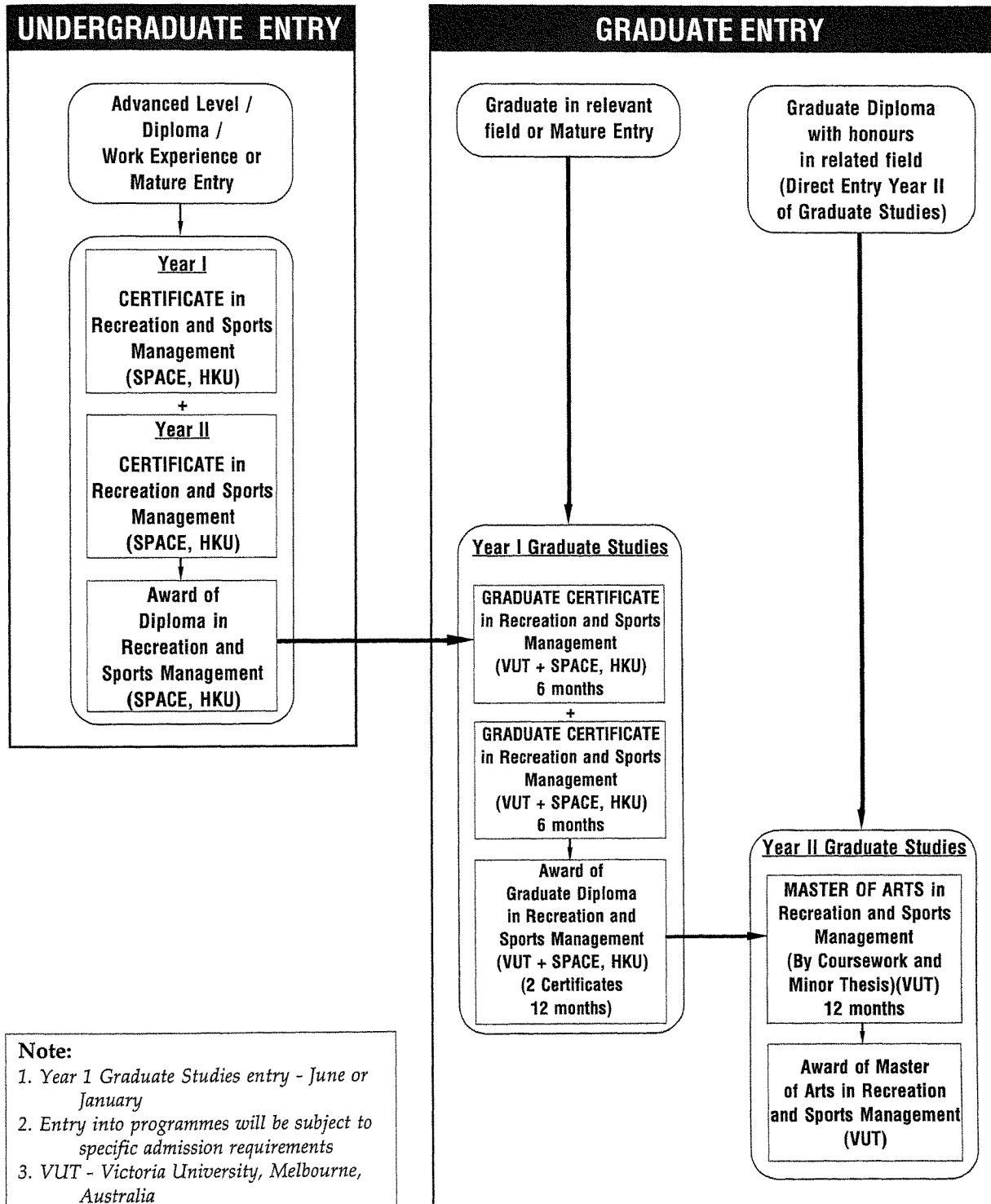
This course will be conducted in Cantonese.

RECREATION AND SPORTS MANAGEMENT

Teaching Consultant - Elizabeth Dendle

Telephone: 2975 5726

Pathways to Graduate Studies in Recreation and Sports Management offered by the School of Professional and Continuing Education and Victoria University – Melbourne, Australia



**VICTORIA UNIVERSITY
(Melbourne, Australia)
Master of Arts/Graduate
Diploma/Graduate Certificate in
Recreation and
Sports Management**

INTRODUCTION

The University of Hong Kong, School of Professional and Continuing Education (SPACE) in conjunction with Victoria University (V.U.T.) are offering joint Graduate Certificates and a Graduate Diploma programme in the area of Recreation and Sports Management with tuition provided in Hong Kong. Specific admission requirements may apply.

COURSE STRUCTURE

The structure of the Master of Arts / Graduate Diploma / Graduate Certificates in Recreation and Sports Management, offered part-time, allow 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 / Syndicate Research Project) will first complete the Graduate Certificate in Recreation and Sports Management, and the Graduate Certificate in Recreation and Sport 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, leading to the Master of Arts, 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.

COURSE CONTENT AND PROFILE

Each Graduate Certificate includes 4 subjects offered as 13 sessions of 3 hours duration (except in the case of the Professional Practicum) and students will need to attend class for an average of 9 hours per week.

Graduate Diploma in Recreation and Sports Management (HGSM)

Semester 1 Graduate Certificate in Recreation and Sports Management/Design (HTRS): Commencing in January 1998

Subjects Offered:

Recreation / Sport Professional Practicum
Recreation / Sport Facility Management and Design
Recreation / Sport Programme Administration and Delivery
Recreation / Sport Research and Investigation

Semester II Graduate Certificate in Recreation and Sports Management (HTSM): Commencing in June 1998

Subjects Offered:

Management Perspectives in Recreation / Sport
Planning and Policy Development in Recreation / Sport
Personnel Management in Recreation / Sport
Recreation / Sport Marketing and Financial Management

Master of Arts in Recreation and Sports Management (By Course Work and Minor Thesis / Syndicate Research Project) (HMSM): Commencing in July 1998

Candidates do not attend classes but meet with an appointed supervisor on a regular basis.

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 Project

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.

TIMETABLE

All classes will be held in the evening (6.45 - 9.45 p.m.), or occasionally at weekends, at SPACE Town Centre, Shun Tak Centre or The University of Hong Kong, Pokfulam Campus.

Commencement dates:

Graduate Certificate in Recreation and Sports Management/Design - January 1998
Graduate Certificate in Recreation and Sports Management - June 1998
Master of Arts in Recreation and Sports Management (Year II) - July 1998

FURTHER INFORMATION AND APPLICATION

Further information and application forms are available by writing to Miss K. Y. Lee, SPACE, Recreation and Sports Management Section, 10/F., T. T. Tsui Building, University of Hong Kong, Pokfulam Road, Hong Kong. Tel: 2975 5726 Fax: 2546 0295 (Specify which programme).

Application deadlines:

Graduate Certificate in Recreation and Sports Management/Design - January 2, 1998
Graduate Certificate in Recreation and Sports Management - April 10, 1998
Master of Arts in Recreation and Sports Management - April 10, 1998

COURSE COST

The course fees are currently:

Graduate Certificate in Recreation and Sports Management/Design	HK\$23,500
Graduate Certificate in Recreation and Sports Management	HK\$23,500
Master of Arts	HK\$27,000

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 Certificate / Diploma programme in Recreation and Sports Management developed for persons currently working in sports administration or those who wish to pursue 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 programme 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 programme commencing in April 1998. 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

Each year of study 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 programme includes teaching and assessment in the following subject areas:

Year I : Commencing in April 1998

- 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

Year II : Commencing in May 1999

- 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 years of study a candidate will be eligible for award of the Diploma in Recreation and Sports Management.

ENTRY REQUIREMENTS

Applicants should have a minimum of:
 Either two passes at Advanced Level and three passes at ordinary level or equivalent;
 Or mature age applicants with relevant industrial experience;
 Or candidates with extensive administrative experience in Recreation.

Proficiency in English is essential.

TEACHING AND ASSESSMENT

Students accepted onto 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 assignments and examination for each module.

INDIVIDUAL STUDY MODULES

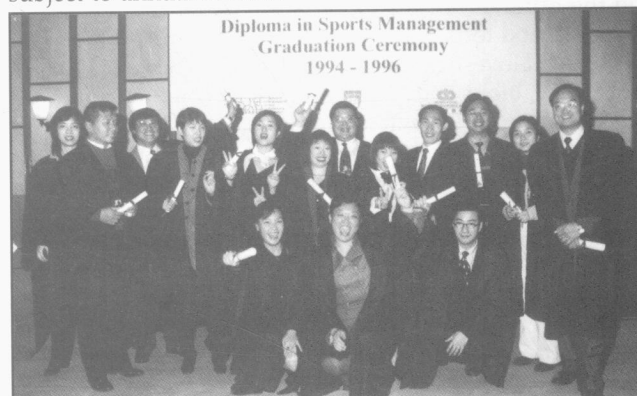
This programme of studies aims at accommodating flexibly the varied needs of organisations and individuals. Non-Diploma students with the appropriate academic or professional qualifications may study an individual module or a combination of modules to suit their study needs. Successfully completed modules can be accumulated towards the award of Certificate or Diploma in Recreation and Sports Management.

FURTHER INFORMATION AND APPLICATION

Students should apply for the Certificate / Diploma in Recreation and Sports Management programme by writing to Miss K.Y. Lee, SPACE office, at 10/F., T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong. Fax: 2546 0295. The deadline for application is March 2, 1998.

COURSE FEE

The fee for each year of study in the Diploma in Recreation and Sports Management is currently HK\$13,000, but this is subject to annual review.



Diploma in Sports Management Graduation Ceremony

1230. 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仕參加。

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：一九九八年一月五日起每星期一下午六時三十分至八時

全期學費：二百四十五元 (共三講)

1231. 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：一九九七年十一月三日起每星期一下午八時至九時三十分

全期學費：二百四十五元 (共三講)

1234. Early Detection of Cancer

The aim of this course is to ensure a general understanding of the different modalities for early detection of cancer. The course begins with a brief introduction of the common cancers encountered in Hong Kong like cancers of the lung, liver, oesophagus etc. This will be followed by discussions on the different means of detection of cancers including simple blood tests, radiological examination and more sophisticated investigations like endoscopy, chest X-ray, CAT scan, MRI, biopsy etc. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : K.Y. Lam, M.B.,B.S. (H.K.), F.R.C.P.A.

Venue : Room 23, 9/F, SPACE Town Centre

Date : Fridays, 8.00-9.30 p.m., commencing September 26, 1997

6 meetings

Fee : \$470

1235. A Course on Anaesthesiology (Module I)

This course is designed for nurses or other related health-care workers who work closely with anaesthesiologists to enhance their understanding in anaesthesiology. The course described herein represents the First Module of the three-module course. At the end of each module there will be a written assessment and students who have successfully completed all three modules may be awarded a certificate. The theme of the first module will concentrate on issues related to patient care during the preoperative and intraoperative phases. Topics include: introduction; hazards in the perioperative period; drugs used in anaesthesia; the anaesthetic equipment; tracheal intubation; mechanical ventilatory support; monitoring of patients during anaesthesia; fluid therapy; blood and blood products; temperature control; positioning of patients; regional anaesthesia; safety in the operating suite; anaesthetic accidents; anaesthetic subspecialties; and auditing and quality improvement in anaesthesiology.

Tutor : H.Y. So, M.B.,B.S., F.A.N.Z.C.A.,
F.F.I.C.A.N.Z.C.A., F.H.K.C.A.,
F.H.K.C.A.(IC),
F.H.K.A.M.(Anaesthesiology)

Venue : Room 23, 9/F, SPACE Town Centre

Date : Fridays, 6.15-8.00 p.m., commencing November 7, 1997

14 meetings

Fee : \$2,010

1236. Dietetic Management of Common Diseases in Hong Kong

This course intends to give an insight into the dietary management of some common diseases in Hong Kong e.g. diabetes mellitus, renal failure, hyperlipidaemia, obesity, gout, cancer and other conditions requiring nutritional support. The course is suitable for those who are engaged in the care of people suffering from these conditions in institutions. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : R. Lau, B.Sc.(Oxford Brookes), Postgrad. Dip. in
Dietetics, M.Sc.(Leeds Metropolitan
U.)

Venue : Room 23, 9/F, SPACE Town Centre

Date : Fridays, 6.30-8.00 p.m., commencing September 19, 1997

6 meetings

Fee : \$490

1237. 防癌飲食 (Cancer Prevention Diet)

癌症已經愈來愈普遍，而我們對癌症的認識亦已比以往較多，知道其實有不少類別的癌症都可以藉著注重飲食來預防。

本課程將討論各類營養素對增強抵抗能力及防癌的功用，並舉例說明如何從食物中攝取這些營養素。本課程將以粵語授課，歡迎任何有興趣人士參加。

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：一九九七年十一月三日起每星期一下午六時三十分至八時
全期學費：二百四十五元（共三講）

1238. 素食知多少 (Vegetarian Diet)

近年傾向素食的人士有逐漸增加的趨勢，除了宗教信仰的理由之外，常用素食來達至減肥的目的，因此素食被視為時尚的健康飲食。

大部份植物性的食物含不完全的蛋白質，要達到均衡飲食，必定要懂得素食組合的方式。

本課程將會介紹不同類別的素食，分析吃素的好處及剖析當選擇不當而可能導致的健康問題，尤其是兒童、青少年及孕婦的素食者所必需注意的事項。本課程亦會探討編排素食餐單的方法，及提供一些健康的素食餐單。

主 講 人：李奕嫻小姐 M.Sc.(Health Sc.), Postgrad. Dip in Dietetics (Leeds Metropolitan U.)
地 點：市區中心11室（信德中心西翼九樓）
時 間：一九九七年十二月一日起每星期一下午六時三十分至八時
全期學費：二百二十五元（共三講）

1239. A General Revision Course on Mathematics

The course is designed for participants who are preparing for public examinations at the O-level or the HKCEE level. Topics include: quadratic equation; plane geometry, plane figures, circles, tangents; trigonometry and its applications; ratio, proportion and variation; arithmetic and geometric progression; and calculator programming techniques. The basic concepts of the various topics will be presented with well-set examples. Common mistakes which are likely to be committed by students and the ways of correcting these will also be discussed.

Tutor : O.K.K. Tam, B.Sc.(H.K.), Dip. Ed.(C.U.H.K.), M.Phil.(H.K.U.S.T.)

Venue : Room LG107, K.K. Leung Building, HKU
Date : Thursdays, 8.00-9.45 p.m., commencing September 25, 1997

14 meetings

Fee : \$1,030

1240. 趣味氣象學 (Understanding Meteorology)

人類的衣食住行都有極程度上受天氣或氣候變化的影響，本課程將著重介紹多年來氣象學的發展；大氣層的結構；各種天氣現象；及災害性天氣的成因，亦會同時提及觀天識氣及應用氣象學等。通過這個課程，大家不單只會對於氣象學加深認識，同時亦會進一步瞭解本港在天氣預報方面所提供的服務，從而可以充份利用香港天文台所發出的天氣預測及警告，來幫助大家對戶外活動或家居安全作出適當的深入安排。除了課室講授外，本課程還會安排參觀香港天文台，以便各學員有更深入的瞭解。

主 講 人：李淑明小姐 B.Sc. (H.K.)
地 點：市區中心11室（信德中心西翼九樓）
時 間：一九九七年十一月二十四日起每星期一下午八時至九時三十分
全期學費：六百七十元（共十講）

1241. 宇宙之奧秘 (Mysteries of the Universe)

宇宙深邃浩瀚，引人遐思。自古以來，人類都不斷努力探索其奧秘，了解其真相。在太空科技飛躍發展，在人類即將走向二十一世紀的今天，宇宙間仍有很多撲朔迷離、神秘莫測的現象未能解釋。人們對很多宇宙間重大的問題仍有不同的見解或未有定論。這正是天文學引人入勝的地方。

本課程將透過幻燈片，從天文學的角度了解人類探索宇宙奧秘的歷程，看看天文學家如何努力去試圖揭開那些宇宙之謎。除講座外還會安排一兩次觀星營活動（自由及自費參加）以親身接觸我們的宇宙，領略宇宙的奧妙。

主 講 人：黃衍蕃先生
地 點：香港大學邵仁枚樓101室
時 間：一九九七年十二月十一日起每星期四下午八時至九時三十分
全期學費：五百四十元（共九講）

1242. 四季星空巡禮 (365 Starry Nights)

黃昏後北斗已沒入西北方地平線，銀河正橫跨天際，織女與牛郎隔河對望，互訴相思；而在西南方的蠍子仍然張牙舞爪，好不威風；附近人馬座內多姿多采的星雲星團仍然是望遠鏡下的焦點；而在東方，二百二十萬光年外的仙女座星系正散發出它微弱的光芒，吸引著天文愛好者的視線。

事實上，以上的景象一年四季每晚都不斷在星空舞台上演出。工餘飯後，仰觀星斗，認認有趣的星座排列，聽聽每個星座背後動人的希臘神話故事，看看星座內繽紛的雙星、星雲與星團，探索一下那些宇宙不解之謎，保證能令人心曠神怡。

本課程將由如何認識星空開始，介紹星圖的運用、西方星座與希臘神話的關係、中西星空分野的異同、天文望遠鏡的選擇應用、春夏秋冬四季星座的變化、星座內各類有趣的天體，以及介紹年內香港可以見到的各類特別天象等。

如天氣情況許可，講座後將會安排短暫的觀星實習，亦另會安排一次郊外觀星宿營活動（自費參加）。

主 講 人：黃衍蕃先生
地 點：香港大學邵仁枚樓101室
時 間：一九九七年九月二十五日起每星期四下午八時至九時三十分
全期學費：五百八十元（共十講）

1562. 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 (Hertfordshire) and Guest Lecturers

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

Date : Fridays, 8.00-10.00 p.m., commencing October 17, 1997

10 meetings

Fee : \$1,200 (including art material fee)

1563. 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),
Cert.Sp.Ed.(SRBCE),
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 November
10, 1997

10 meetings

Fee : \$730

Medium of Instruction: Cantonese supplemented with
English

1565. Cognitive-behavioral Group Therapy – Theory and Practice

This course will focus on the applications of cognitive-behavioral theories and techniques to the conduction of psychotherapeutic and psychoeducational group programmes in various settings. The course will cover the following areas: a) theoretical assumptions and tenets of cognitive-behavioral therapy; b) cognitive-behavioral assessment and intervention strategies; c) how to conduct cognitive-behavioral group programmes targeting at different emotional/behavioral problems, e.g. anxiety, depression, anger, stress, conduct and addiction problems; d) the interface of the cognitive-behavioral approach and Hong Kong/Chinese culture - the indigenization of western theories.

The learning will be comprehensive, experiential and practical. Various teaching methods such as mini-lectures, structured exercises, role-plays, discussions and simulated experiences will be used. This course would benefit counsellors, social workers, teachers, medical personnel, and other helping professionals. Participants should have basic training in counselling and preferably possess some knowledge of cognitive-behavioral therapy.

Enrolment is limited to 25

Tutor : Anthony Tong, Ed.D.(Coun.Psy.)(Toronto),
M.So.Sc.(Clin.Psy.)(H.K.)

Venue : Room 21, 9/F, SPACE Town Centre

Date : Wednesdays, 6.00 - 8.00 p.m., commencing
October 15, 1997

10 meetings

Fee : \$660

Medium of Instruction: Cantonese supplemented with
English

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

1593. 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 504, T.T. Tsui Building, HKU
Date : Mondays, 7.00-9.00 p.m., commencing October 13, 1997

12 meetings Fee : \$930

Medium of Instruction: Cantonese supplemented with English

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

1566. 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 504, T.T. Tsui Building, HKU
Date : Saturdays, 2.30-4.00 p.m., commencing October 18, 1997

12 meetings Fee : \$740

Medium of Instruction: Cantonese supplemented with English

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

1569. Law for Social Workers

This course aims at giving social workers a basic understanding of the relevant areas of laws. It will emphasize on practical perspective of laws; integration and application of legal principles in social work. Topics to be covered include: Hong Kong legal system; criminal law and procedure; police power and public order; adoption and foster care; divorce and separation; employment law; professional negligence; social work administration and laws. The methods of teaching include lectures, group discussions and case studies. This course is suitable for front-line social workers as well as social work administrators.

Tutor : Kwan Hang Fan, Jasper (Registered Social Worker and Barrister-at-law)

Venue : Room 14, 9/F, SPACE Town Centre
Date : Tuesdays, 8.00-9.45 p.m., commencing October 21, 1997

12 meetings Fee : \$660

Medium of Instruction: Cantonese supplemented with English

1572. 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：陳家慧小姐 (言語治療師)
地 點：市區中心29室 (信德中心西翼九樓)
時 間：一九九七年十月十七日起每星期五下午七時四十分至九時四十分
全期學費：四百四十元 (共五講)

教師可獲教育署退還半費。詳參第ix頁。

1573. 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，學員須積極參與討論及小組練習。(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：陳家慧小姐 (言語治療師)
地 點：市區中心29室 (信德中心西翼九樓)
時 間：一九九七年十一月二十一日起每星期五下午七時四十分至九時四十分
全期學費：五百五十元 (共六講)

教師可獲教育署退還半費。詳參第ix頁。

1574. 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一如逃學，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？一斥責，體罰，嚴厲禁止，不加工會或其他方法？

主 講 人：社會工作者
地 點：市區中心 (信德中心西翼九樓)
時 間：一九九八年一月三日，十日，十七日及二十四日星期六下午二時三十分至五時三十分
全期學費：三百六十元

[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。

1594. 了解及處理自閉症兒童 (Understanding and Managing Autistic Children)

本課程是為在工作中需要與自閉症兒童接觸的人士而設。課程內容包括：(一)兒童自閉症 (Childhood Autism) 的病徵；(二)自閉症所引起的學習、社交及行為問題；(三)一般處理上述問題的方法及技巧；(四)自閉症兒童對家庭的影響；(五)香港現有對自閉症兒童的服務。除一般講授外，上課形式亦包括個案放映及討論。本課程適合直接服務兒童之人士如幼兒教育工作者，小學教師，學生輔導主任等參加。
(限收二十五人)

主 講 人：潘麥瑞雯女士 (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：一九九七年十月十四日起每星期二下午六時至八時
全期學費：四百四十元 (共六講)

教師可獲教育署退還半費。詳參第ix頁。

1595. 家庭輔導基礎工作坊 (Basic Family Therapy Workshop)

這幾年間越來越多人對家庭輔導產生興趣，究竟甚麼為之家庭輔導？家庭輔導與其他的輔導形式又有甚麼分別呢？本課程會以學員的經驗為出發點，藉角色扮演，小組活動，並輔以家庭輔導的理論和錄影帶，來幫助學員探討家庭輔導的特色和做法。此外，課程亦會介紹家庭輔導的歷史和發展，其在不同類型的個案中的應用，和進修家庭輔導的途徑。學員必須是從事輔導的人士。本課程主講人是香港家庭研究所 (Family Studies, Hong Kong) 之教師，教學所用錄影帶亦會由該研究所提供。(限收二十五人)

主 講 人：陳忠明先生 (臨床心理學家)
地 點：香港大學徐展堂樓504室
時 間：一九九七年十月十六日起每星期四下午六時三十分至九時
全期學費：七百七十元 (共八講)
講授語言：粵語 (輔以英語)

1596. 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」和一般抑鬱狀態的分別，從而知道有些時候是超越自我應付能力，而必須要尋求專業治療。本課程歡迎任何有興趣人士參加。(限收二十五人)

主 講 人：羅志華博士
地 點：市區中心29室 (信德中心西翼九樓)

時間：一九九七年十月二十日起每星期一下午七時三十分至九時三十分

全期學費：六百一十元（共八講）

講授語言：粵語（輔以英語）

1601. 認識及服務弱智人士 (Understanding and Serving the Mentally Handicapped)

本課程之目的為使社會人士、家長、及直接為弱智人士工作之教師、護士、社會工作者、或訓導員對弱智人士有基本之了解，並在管理方面，有正確之認識。

課程內容包括：（一）弱智的成因、特徵、類別及評估；（二）教導各類別弱智人士的基本技巧；（三）行為處理的基本概念及應用技巧；（四）弱智人士的家居生活及對弱智人士家庭的輔導；（五）對弱智人士的專業服務（如言語治療、職業治療等）；（六）其他專題（如自閉症、弱智人士的精神健康等）。

講授方面以粵語為主。（限收四十名，在職專業者及弱智人士家長將獲優先取錄）

主 講 人：弱智人士服務協進會及本港對弱智人士服務有研究及直接工作經驗之專業人士擔任

地 點：市區中心14室（信德中心西翼九樓）

時 間：一九九七年十月十七日起每星期五下午六時至七時三十分

全期學費：六百四十元（共十二講）

[本課程由香港弱智人士服務協進會贊助及由該會屬下的教育心理學家統籌]

教師可獲教育署退還半費。詳參第ix頁。

1600. 了解及協助濫用多樣藥物的人士 (Understanding and Helping Multiple Drug Abusers)

藥物濫用者同時使用多樣藥物的情況在香港日趨普遍，此現象值得青少年工作者及從事預防或康復服務的各界人士關注。本課程旨在探索同時濫用多樣藥物的原因；在了解、協助的過程中要特別留意的地方及所需的技巧。

課程內容包括：（一）在香港常被濫用藥物的組合；（二）不同組合對使用者的特別傷害；（三）促成濫用多樣藥物的原因；（四）評估、斷癮及康復期需要特別留意的範圍及相應的技巧；（五）資源上需要配合的地方。（限收二十五人）

主 講 人：司徒明旺先生（香港基督教服務處資深戒毒康復工作者）

地 點：市區中心14室（信德中心西翼九樓）

時 間：一九九七年十一月二十二日起每星期六上午九時三十分至下午十二時三十分

全期學費：一百元（共四講）

[本課程與香港基督教服務處PS33-藥物濫用者中心合辦]

1579. 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：市區中心14室（信德中心西翼九樓）

時 間：一九九七年十月二十四日起每星期五下午七時四十分至九時四十分

全期學費：六百八十元（共八講）

1602. 公開演說技巧 (Public Speaking Skills)

大多數人在面對數十人以上的群體說話時都會有焦慮緊張的感覺。若在重要的社交場合一個主講者能表達清晰、動聽的言論，那個團體將會享受到既豐富又溫馨的訊息。這個連續十講的課程將會訓練參加者在正式演講和團體聚會中成為成功的表達者。

在這個系統講授附課堂實習的研習班內，進程將包括：說話技巧、焦慮心理的處理、了解聽眾、講稿準備、輕鬆生動的措詞、予人印象深刻的言詞、激勵的表達、親切感的建立、表情與姿勢和個人型像的處理等。上課形式包括：啟發演授、示範、課堂實習及個別指導等。（限收二十五人）

主 講 人：余德淳先生（社會科學碩士）

地 點：市區中心14室（信德中心西翼九樓）

時 間：一九九七年十月十五日起每星期三下午七時五十分至九時五十分

全期學費：六百六十元（共十講）

1581. 專題研習：都市精神病的認識及預防——附錄影帶示範 (Understanding and Preventing Mental Illness)

內容：根據一項精神健康調查顯示，香港約五人便有一人有某程度的精神病，較普遍的有神經衰弱、憂鬱症、老人癡呆症.....等。本課程將會以深入淺出的講授配合錄影帶示範去介紹什麼是精神病、常見的精神病（包括癡呆症、精神分裂症、躁狂症、憂鬱症、神經衰弱等）、精神治療與康復、精神病的預防方法等。並會探討一些與精神病相關的課題如自殺，產後精神病、酗酒、虐妻及虐待兒童等。各學員亦可在課堂中提出任何與精神病有關的問題向講者發問及討論。 (限收五十人)

對象：社工、教師、輔導員、護士及中五程度或以上的市民

主講人：趙伯宏醫生

地點：市區中心14室（信德中心西翼九樓）

時間：一九九七年十一月一日及十五日星期六上午九時至下午一時正

全期學費：二百九十元

1582. 老年學證書課程 (Certificate in Gerontology)

課程目標：

本課程專為安老服務的工作人員而設，目的是向他們提供多元化學科的知識，包括醫學、精神科學、心理學、社會工作學及管理科學等，使他們能有效地提供服務，滿足老人之需要。本課程是特別適合任職於安老服務機構之專業人士，如持有專業文憑或學位之社工及註冊護士等參加。由於課程著重理論與實踐之結合，故設立小組習作，分別由課程導師負責指導，進行小規模之研究工作。

課程內容：

本課程主要包括四部份：

- (甲) 老年人身體和精神疾病：(一) 老化過程之生理改變及老年醫學之概念；(二) 老年期疾病的一般性徵狀；(三) 老年期病者藥物治療及各種內分泌疾病；(四) 老年人之常見心臟、血管及肺部疾病；(五) 中風及其他常見神經系統疾病；(六) 老人康復治療及老人日間醫院；(七) 垂死病人的護理；(八) 老年痴呆症及其他老年精神病；(九) 安康之概念與老人之預防性健康活動；(十) 護理老年病人之原則及哲理；(十一) 推廣老人健康輔導。
- (乙) 老年人的心理需要與精神健康：(一) 老年人的心理轉變與心理需要；(二) 老年人怎樣適應年老帶來的轉變；(三) 老年人的心理健康；(四) 與老年人溝通的技巧及處理老年人心理問題的方法；(五) 輔導老人之技巧；(六) 懷舊治療法。
- (丙) 中心與院舍之社會工作：(一) 中心及院舍之社會工作任務；(二) 中心及院舍目標之製訂和服務之策劃；(三) 評鑑老人之需要及問題的標準化測量方法；(四) 老人之社交需要及活動；(五) 網絡建設的策略；(六) 老人之均衡營養及飲食。

- (丁) 院舍及中心行政管理：(一) 人事管理系統之建立；(二) 員工培訓與發展；(三) 職員督導系統之製訂；(四) 員工評核制度之設計；(五) 財政預算與控制；(六) 領導之風格與技巧；(七) 單位服務與評估；(八) 處理問題員工之步驟和看法；(九) 個案管理；(十) 全面優質管理及學習型組織。

(限收三十五人)

課程統籌及主講人：梁萬福醫生
梁偉康先生
李翊駿博士

客座講師：黃玉明先生
及其他資深講師

講授語言：粵語（輔以英語）

地點：市區中心14室（信德中心西翼九樓）

時間：一九九七年十月十六日至九八年七月初逢星期日下午六時三十分至九時三十分（共一百零二小時）

全期學費：四千元

結業證書：課程結束後學員若能符合下列條件，可獲頒發證書：(一) 出席率不少過百分之八十；(二) 課程習作平均達六十分合格標準；(三) 小組習作達到六十分合格標準；及(四) 中期考試及期終考試合格（每次考試共二小時）。

報名手續：申請者須於九月十六日前，將(一) 申請表格(二) 學歷證件副本及(三) 四千元支票寄回香港大學專業進修學院（老年學證書課程）主任收。各申請人並應於申請表格上寫上服務機構名稱及其本人職位。

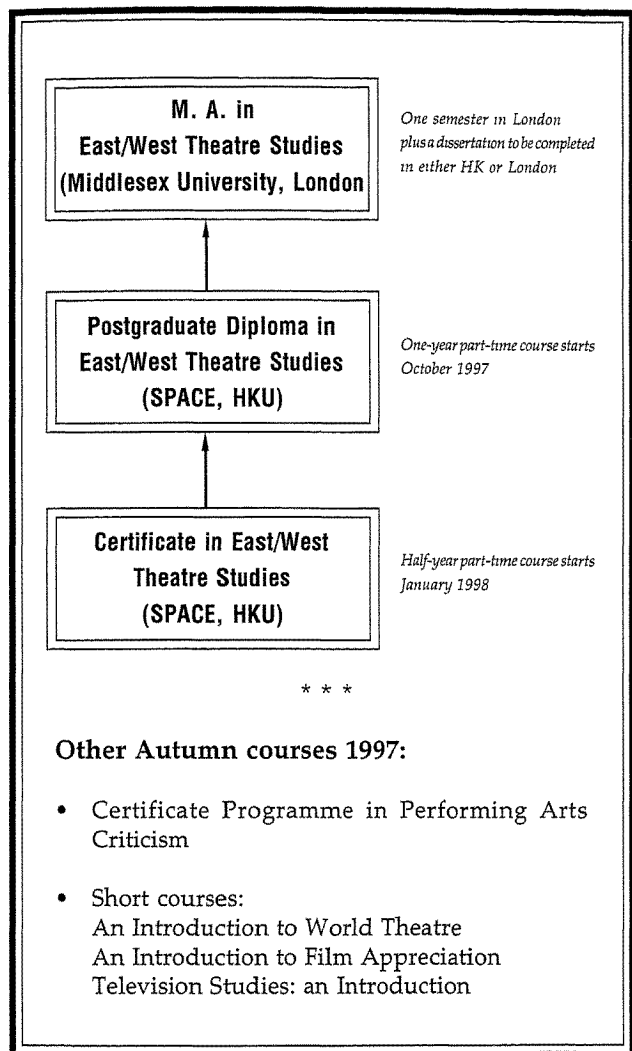


Participation in class is important

THEATRE STUDIES

Lecturer-in-charge : Peter Kennedy

Telephone : 2975 5689
Fax : 2858 3404



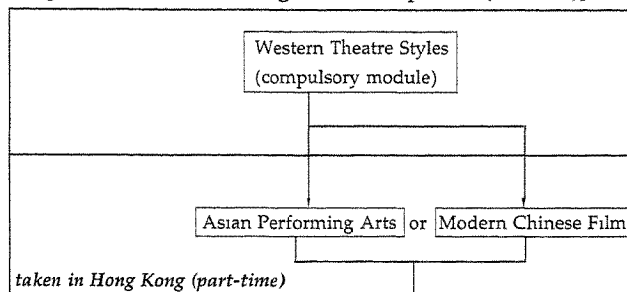
M.A. IN EAST / WEST THEATRE STUDIES (Middlesex University, London)

The School offers an M.A. in East/West Theatre Studies programme in partnership with The School of Drama and Theatre Arts, Middlesex University. This is the largest and most diverse department of its kind in the U.K. The M.A. in East/West Theatre Studies will be offered on a part-time basis and will extend over a two-year period.

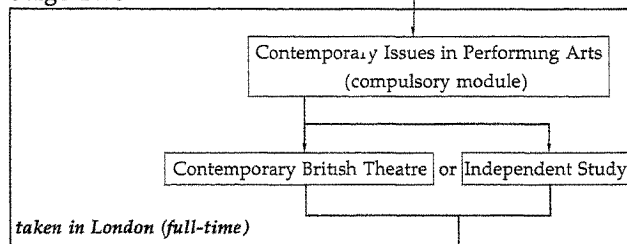
Holders of the SPACE Postgraduate Diploma in East/West Theatre Studies are eligible for "advanced standing" at Middlesex University and will be deemed to have completed two of the four taught modules. Students who complete two further modules during a fifteen week stay in London and then submit a satisfactory dissertation will be awarded the M.A. in East/West Theatre Studies.

M.A./Postgraduate Diploma in East/West Theatre Studies

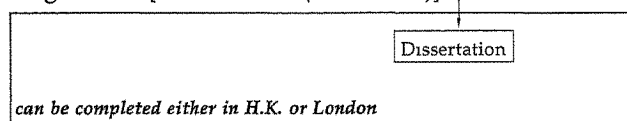
Stage One [leads to Postgraduate Diploma (SPACE)]



Stage Two



Stage Three [leads to M.A.(Middlesex)]



491. POSTGRADUATE DIPLOMA in EAST/WEST THEATRE STUDIES

Who is the programme for?

The SPACE Postgraduate Diploma in East/West Theatre Studies is a part-time coursework programme. It is intended for:

- those working professionally in fields such as arts management, theatre performance and television broadcasting in Hong Kong;
- those teaching in schools, tertiary institutions and in adult education;
- staff of the Urban and Regional Councils involved in performing arts;
- graduates who wish to pursue advanced studies of a practical and theoretical nature.

What does it comprise?

The programme comprises two taught modules:

- A. Western Theatre Styles and EITHER
- B. Asian Performing Arts OR
- C. Modern Chinese Films

A. *Western Theatre Styles (Autumn '97)*

This module follows the major developments in Western drama. It is designed to allow students to engage in an intensive study of Western theatre styles beginning with Greek tragedy, through Elizabethan drama, naturalism, modern and post-modernist theatre in Europe and America. It allows an analytical examination of a wide range of different kinds of plays within the Western theatre tradition.

B. *Asian Performing Arts (Spring '98)*

The aim of this module is to introduce students to the history and theory of Asian Performing Arts, with special emphasis on modern Chinese theatre. It will attempt to set Chinese theatre within the context of the evolving forms of performance in the Asia Pacific region, to analyze the changing forms and styles of theatre and to synthesize knowledge and techniques of East and West during this process.

C. *Modern Chinese Films (Spring '98)*

This module examines questions of cultural identity in Hong Kong, China and Taiwan as expressed in films. The focus of the module will be the changes which have taken place in this genre in the last fifty years. Attention will also be given to how these changes intersect with changes in Hong Kong, Chinese and Taiwanese society brought about by economic, political and social forces. The changes in modern Chinese film will be related to the changes in form and content as seen in the module on Asian Performing Arts.

How long will it take?

The SPACE Postgraduate Diploma programme lasts for one academic year. The course requires attendance on one day a week for two semesters a year. The classes will be held at the University of Hong Kong on Saturday afternoons (2 p.m. to 6 p.m.). In addition to attending classes and tutorials, participants will also be expected to read widely within the subject area.

Who will teach it?

Teaching is conducted by a team of expert lecturers from the University of Hong Kong and from other Hong Kong tertiary institutions.

Course Director : Dr. Vicki C.H. Ooi, Senior Lecturer in English, The University of Hong Kong

Lecturers :

- Dr. Chan Sau Yan, Lecturer in Music, The Chinese University of Hong Kong
- Mr. Cheung Ping Kuen, Theatre Critic, Member of HK Arts Development Council
- Mr. Chung King Fai, Dean of Drama, Academy for Performing Arts, Hong Kong
- Mr. Peter Kennedy, Lecturer (English Studies), SPACE, The University of Hong Kong
- Mr. Lau Shing Hon, Lecturer, Film/TV Dept., Academy for Performing Arts, Hong Kong
- Mr. Lau Yiu Kuen aka Law Kar, Programmer/Editor, HK International Film Festival
- Mr. Lee Cheuk To, Programme Co-ordinator, HK International Film Festival
- Dr. Lo Wai Luk, Assistant Professor, Film & TV Dept., School of Communication, Hong Kong Baptist University
- Mr. Dino Mahoney, Associate Professor, Dept. of English, The City University of Hong Kong
- Mr. Ng Ho, Senior Lecturer, Film/TV Dept., Baptist University, Hong Kong
- Professor Andrew Parkin, Dept. of English, The Chinese University of Hong Kong
- Professor Tam Kwok Kan, Chairman and Director of Studies, Dept. of English, The Chinese University of Hong Kong

How is it assessed?

Students are required to submit two seminar papers per module per semester. They will also need to attend meetings with their supervisors to discuss their written assignments. On successful completion of the programme, students will be awarded the SPACE Postgraduate Diploma in East/West Theatre Studies.

Who may apply?

- (1) Applicants should possess a Bachelor's degree in an appropriate subject from a Hong Kong university or a recognized overseas university. Applications are also welcomed from holders of a professional qualification which could be regarded as a degree equivalent such as a three-year full-time teaching certificate or a three-year Diploma from a Drama School. (Copies of all certificates awarded must be attached to application forms).
- (2) Applicants who do not possess the above qualifications but who have significant relevant experience in the field will also be considered.

In assessing the ability of such candidates to undertake post-graduate study in this field, SPACE pays particular attention to candidates' professional records and to referees' reports. Such applicants should submit a letter in support of their application. They will be required to attend an interview and may also be asked to take a qualifying examination.

How much will it cost?

The fee for the postgraduate Diploma is HK\$35,000.* This will cover lectures, tutorials and the marking of course assignments but does not include the cost of theatre visits.

The second year of the M.A. programme involves a full-time (fifteen week) semester at Middlesex. The cost of tuition, airfares, accommodation and subsistence in London is estimated to be HK\$75,000.

All students pay the dissertation supervision fee after successful completion of the taught part of the course. The fee for a locally supervised dissertation is likely to be HK\$15,000. Fees are reviewed on an annual basis.

How can I find out more?

This programme will be offered in October 1997. Further information and application form can be obtained by sending a \$2.60 stamped self-addressed envelope to Miss Gladis Lee at 9/F., T.T. Tsui Building, HKU, Pokfulam, HK (Tel.: 2975 5689)

* *The minimum enrolment for this programme is 15 students.*

477. CERTIFICATE PROGRAMME IN PERFORMING ARTS CRITICISM

INTRODUCTION

The SPACE Certificate in Performing Arts Criticism is a one-year, part-time programme. It is intended for those who wish to write about the performing arts. The term "performing arts" is taken here to encompass all forms of Western and Eastern theatre - from traditional, conventionally-structured plays to contemporary experimental drama - as well as music and dance performances.

The programme will start in October to coincide with the Hong Kong Youth Arts Festival in November, the 'Now' Festival in December, The Hong Kong Fringe Festival in January and the Hong Kong Arts Festival in February and March. These Festivals will provide an on-going pool of performance works for students to watch and evaluate as part of their course.

The aims of the programme are:

- to introduce the concepts and principles of performing arts criticism;
- to help students develop an understanding of modern critical thinking in the performing arts;
- to expose students to a corpus of high quality writing by noted performing arts critics;
- to enable students to develop their individual critical skills through guided exposure to performances;
- to acquaint students with the discourse structures appropriate for short and extended reviews of arts performances;

- to offer a rigorous training in review writing so as to enable participants to analyze and express their responses to performance art in a principled, coherent way;
- to provide students with media outlets for written reviews, primarily through publication in extended version of the currently produced *SPACEshuttle* and the *Fringe Cats* critical review.
(Please note that from mid-1997, the HK Arts Development Council proposes to fund a bi-monthly arts journal.)

The programme is suitable for actors, directors, arts administrators, journalists, writers, teachers and researchers who want to write about the performing arts in English and/or in Chinese.*

* *n.b. Module One will be taught in English. Modules Two and Three may be in English and/or Chinese depending on the composition and preferences of the group.*

PROGRAMME STRUCTURE

The programme comprises three modules. Classes will usually be held on Monday evenings, 6.30 p.m. to 9.30 p.m. In addition to attending classes students will be required to attend a number of theatre, dance or music productions.

Module 1 An Introduction to the Concepts and Principles of Performing Arts Criticism

This eight-week module has two main aims. The first is to provide students with an overview of the major trends in twentieth century performing arts criticism. The second is to consider in detail the elements of a performance and to subject these to an in-depth critical analysis. The sessions will focus on acting, directing, sound, lighting, set design, costume, make-up etc.

Module 2 Critical Writing

In this eight-week module participants will carry out a systematic critical analysis of a new play that has been seen by the whole class. The focus will be on writing about different elements of the performance such as the acting, the directing, the text, lighting, costume, sound, make-up and production. These will be practical workshop sessions in which students will work collaboratively to formulate critical responses and write reviews that use appropriate discourse structures and language. Comparison will then be made with reviews of the performance that have been published in local newspapers and magazines.

Module 3 Practicum

Students will attend a wide variety of performances and write reviews of these under the supervision of tutors. These reviews will be compiled for publication in *SPACEshuttle* and *Fringe Cats*. (Please note that the course fee does NOT include the cost of theatre tickets.)

ASSESSMENT

Students will be awarded the Certificate if they:

- complete satisfactorily the three assignments;
- display a required standard of competence in critical writing; and
- attend a least 75% of lectures and seminars in each module

COURSE PERSONNEL

Lecturers : Mr. Cheung Ping Kuen, Theatre Critic and Member of the HK Arts Development Council

Miss Victoria Finlay, Arts Editor, South China Morning Post

Mr. Lin Ke-huan, Guest speaker from China

Mr. Dino Mahoney, Associate Professor, Dept. of English, The City University of Hong Kong

APPLICATION AND ADMISSION

- Applicants should be over 21, have received a good standard of general education and be proficient in written and spoken English/ Chinese. Preference will be given to those who have completed a post-secondary academic course.
- Photocopies of relevant certificates should be attached to the application form.
- Applicants should also attach a letter stating their reasons for wanting to undertake this course.

Further information and an application form can be obtained by sending a \$2.60 stamped self-addressed envelope to Miss Gladis Lee, 9/F, T. T. Tsui Bldg., HKU, Pokfulam Road, HK. (Tel: 2975 5689)

Venue : SPACE Town Centre

Date : Mondays, 6.30 - 9.30 p.m., commencing November 10, 1997

25 meetings (75 hours)

Fee: \$6,500

478. An Introduction to World Theatre

This course will introduce a range of major theatrical traditions and conventions, and consider the role of theatre as a specialized communication act. Two common and fundamental properties of world theatre will be explained and discussed:

representation in the theatre, the semiotic system whereby characters, objects and language stand for other things
aesthetics, the on-stage relation of the body to time and space.

Aspects of the Asian Theatre tradition to be examined include: Chinese opera, Noh and Kabuki, Asian Puppet theatre, Balinese Theatre, Korean Pansori (storytelling), Indian and Thai Theatres, as well as the People's Theatre of

the Philippines. The course will also survey the European tradition from Greek Theatre to Expressionism. The medium of teaching will be Cantonese with English. The course will be of interest to prospective students of Theatre and Performance Studies and to language and literature teachers who are seeking to introduce drama into the classrooms. The sessions will be illustrated with videos and slides. *(Enrolment is limited to 25)*

Tutor : Jessica Yeung, M. Phil., B.A.(HKU) with guest speakers

Venue : SPACE Town Centre

Date : Mondays, 6.30 - 9.30 p.m., commencing September 29, 1997

5 meetings

Fee: \$735

479. An Introduction to Film Appreciation

This course aims to foster an understanding of film as an artistic medium. Participants will explore questions of visual style (camera movement, sound, composition, editing) and narrative structure (genre, experimental films, Hollywood story-telling). The course will also offer a general overview of some major trends in world film history. The following topics will be covered on the course:

1. Early cinema (1895 - 1915)

- Film as a fairground attraction: an exploration of the social aspects of early film consumption
- The development of analytical editing in the work of D.W. Griffith

2. The consolidation of the Hollywood system

- Economic factors
- Artistic characteristics of Hollywood films
- The internationalization of the Hollywood system: the case of China and Japan

3. Alternatives to the Hollywood system

- French avant-garde movements
- Soviet montage
- American avant-garde cinema
- Political experiments: the influence of Bertold Brecht

4. Realist theories of film

- Andre Bazin and the impact of Italian neo-realism

5. Film criticism

- sample analyses
- sound, cinematography and mise-en-scene

(Enrolment is limited to 25)

Tutor : Hector Rodriguez, B.A., M.A., Ph.D.(New York),
Lecturer, Faculty of Arts, Hong Kong Baptist University

Venue : LT3, SPACE Shek Kip Mei Study Centre
 Date : Saturdays, 10.00 a.m. - 1.00 p.m., commencing
 October 11, 1997

5 meetings

Fee: \$735

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

480. Television Studies: an Introduction

This course will consider the nature of television and its social impact. Participants will explore issues such as the potential effects of television on audiences, the relationship between the content of t.v. programmes and economic structures, as well as the role of the state in subsidizing public programming. A diverse range of theoretical frameworks will be examined including those of critical theory, feminism, new audience research, political economy, cultural imperialism, and semiology. The following topics will be explored:

1. Introduction

- Different types of television theory

2. Early Audience research

- The situational shift: uses and gratifications
- The "two-step flow of communication" and the primary group

3. Critical Theory

- political economy: t.v. as a commodity
- Cultural imperialism
- Ideology and hegemony
- Semiotic and structuralist methods
- Television as cultural form: Marshall McLuhan .v. Raymond Williams
- The first generation of the Frankfurt School
- The public sphere

4. Commercial television, public broadcasting and public access

- Democracy and capitalism: compatible?
- Different models of public broadcasting
- Libertarian theories of television

5. New Technologies and new audience research

(Enrolment is limited to 25)

Tutor : LAI Chiu-han, Linda, B.A.(CUHK),
 M.A.(Wheaton)

Venue : LT3, SPACE Shek Kip Mei Study Centre
 Date : Mondays, 6.30 - 9.30 p.m., commencing November
 17, 1997

5 meetings

Fee: \$735

Spring course 1998

CERTIFICATE PROGRAMME IN EAST/WEST THEATRE STUDIES

INTRODUCTION

The SPACE Certificate in East/West Theatre Studies is a half-year, part-time programme. It is primarily designed for teachers with a strong interest or theatre workers with a professional record in the theatre whose formal educational qualifications would normally prevent them from gaining entry to a university degree programme.

The aims of the programme are:

- to introduce some of the fundamental concepts of Theatre Studies;
- to help students develop an understanding and appreciation of the theatrical conventions of Asian and Western drama;
- to develop the reading and critical skills necessary to analyse drama texts and performance techniques;
- to foster an understanding of the historical and cultural contexts of dramatic forms and theatrical styles;
- to enable participants to analyse the process of transferring a dramatic text from the page to the stage;
- to equip students with a critical vocabulary for interpreting and evaluating visual texts;
- to acquaint students with the aesthetics and conventions of the Chinese cinema;
- to encourage a broad multi-cultural approach to the study of theatre.

PROGRAMME STRUCTURE

The programme comprises three taught modules. Classes will usually be held at the University of Hong Kong on Thursday evenings, 7.30 p.m. to 10.30 p.m. In addition to attending classes participants will also be expected to read widely within the subject area.

Module 1 The Development of Asian Theatre

The first half of this module aims to provide students with an overview of some of the major trends in Asian drama. Students will be introduced to some of the dramatic forms and theatrical conventions of Japan, China, India and Hong Kong.

In the second half students will explore critically a selection of key Chinese texts. These will include the zaju genre (雜劇) of the Yuan dynasty, Chuan qi (傳奇) of the Ming and Ching Dynasties as well as works by contemporary Chinese dramatists.

Module 2 Trends in Modern Western Drama

This module will provide an overview of some of the major developments in C19th and C20th European and American

drama. Students will explore a variety of critical and theoretical approaches to plays exemplifying Naturalism, Epic Theatre, the Theatre of the Absurd, Black Comedy, Political Theatre and contemporary Alternative Theatre. In lectures and seminars discussion will centre on the following key plays:

H. Ibsen	<u>A Doll's House</u>
O. Wilde	<u>The Importance of Being Earnest</u>
B. Brecht	<u>Mother Courage</u>
S. Beckett	<u>Waiting for Godot</u>
E. Albee	<u>The Zoo Story</u>
A. Wesker	<u>Chips with Everything</u>
D. Mahoney	<u>Yo-Yo</u>

Module 3 Contemporary Chinese cinema: Form & Aesthetics

This module will offer an historical perspective on the styles and conventions of Chinese cinema from the Cultural Revolution to the present day. Participants will study and compare the contemporary cinema in Hong Kong, Taiwanese and mainland China. Topics include:

- Chinese cinema after the Cultural Revolution;
- New Chinese film-makers of the "Fifth Generation";
- Pre-1980's Taiwanese cinema;
- Taiwanese cinema in the 1980's;
- The emergence of "New Wave" Hong Kong cinema in the 1970's and 1980's;
- A comparison of the work of "Second Wave" Hong Kong directors with that of their Western contemporaries;
- The international significance of Chinese and Taiwanese cinema in the 1990's;
- Hong Kong cinema, its relationship with China and the Hollywood market;

ASSESSMENT

Students will be awarded the Certificate if they:

- complete satisfactorily the required (three) assignments
- attend at least 75% of the lectures and seminars

FURTHER STUDIES

Students who complete the Certificate course with a **Credit** (60% or above) will be guaranteed entry to the M.A./Postgraduate Diploma programme in East-West Theatre Studies offered by SPACE and the University of Middlesex, London.

Students who receive a **Pass** (50%) will be awarded the SPACE Certificate in East-West Theatre Studies and are eligible to apply for entry to the M.A./Postgraduate Diploma programme.

LIBRARY ACCESS

Students will be eligible for a reader's card for the Main Library of the University of Hong Kong. To obtain a borrower's card, students will need to pay an additional fee.

COURSE PERSONNEL

Lecturers:

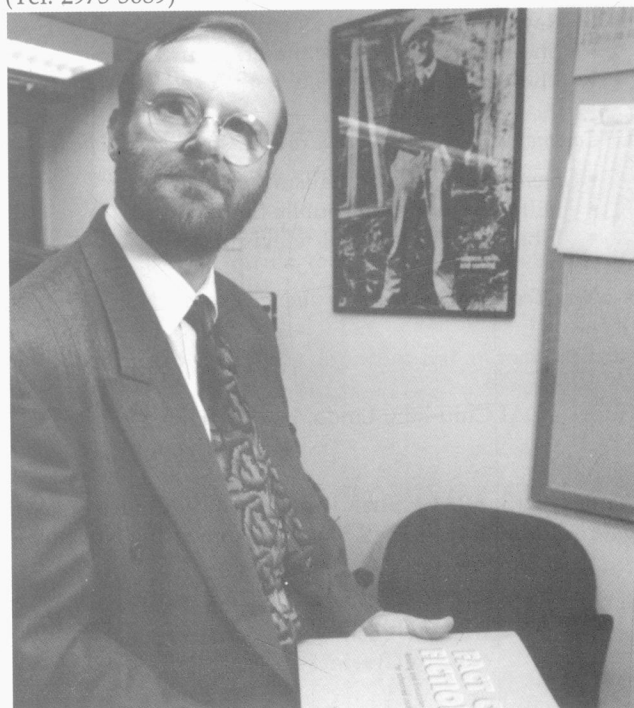
- Mr. Peter Kennedy*, Lecturer (English Studies), SPACE, The University of Hong Kong
- Mr. Lau Yiu Kuen aka Law Kar*, Programmer/Editor, HK International Film Festival
- Dr. Lo Wai Luk*, Assistant Professor, Film & TV Dept., School of Communication, Hong Kong Baptist University
- Mr. Dino Mahoney*, Associate Professor, Dept. of English, The City University of Hong Kong
- Dr. Vicki C.H. Ooi*, Senior Lecturer in English, Dept. of English, The University of Hong Kong

APPLICATION AND ADMISSION

- Applicants should be over 21, have received a good standard of general education and be proficient in written and spoken English. Preference will be given to those who have completed a post-secondary academic course.
- Photocopies of relevant certificates should be attached to the application form.
- Applicants should also attach a letter stating their reasons for wanting to undertake this course.

Students who are interested in taking the courses but do not wish to be assessed may "audit" the programme but they will not be eligible for the award of a certificate.

This programme will be offered in January 1998. Further information and an application form can be obtained by sending a \$2.60 stamped self-addressed envelope to Miss Gladis Lee, 9/F, T. T. Tsui Bldg., HKU, Pokfulam Road, HK. (Tel: 2975 5689)



Lecturer-in-charge : Peter Kennedy

TRANSLATION

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone : 2975 5682

Intensive Courses for the Final Diploma Examination of The Institute of Linguists

Advisory Board:

Dr C.C. Liu, President, Institute of Linguists, Hong Kong Regional Society

Professor Benjamin T'sou, F.I.L. Director (Language Information Service Research Centre) City University of Hong Kong

Director of Studies:

C.C. Liu, B.A.(Lond.), M.Phil., Ph.D(H.K.), F.I.L., F.H.K.T.S., F.R.S.A., Hon MIL

Co-Directors of Studies:

Koon-ki T.Ho, B.A.(C.U.H.K.), A.M., Ph.D.(Ill.), LL.B(Lond.), P.CLL.(HK), Barrister of the Supreme Court of Hong Kong

Owen H.H. Wong, M.A.(H.K.), Ph.D.(Cantab.), F.I.L.

Course Coordinator:

Miss Florence Lam, Dip. TSEL, MIL

Introduction:

This series of one year course is designed to prepare local candidates to take the Final Diploma examination in English and Chinese of the Institute of Linguists, United Kingdom. Candidates will be able to enter Part I of the examination, comprising five modules in mid-1998. This examination is currently administered in Hong Kong by the Hong Kong Examinations Authority, which will provide the candidates with all the details about the examination. Registration for the examination will be the student's own responsibility. This is a high-level professional examination, designed to test practical language skills in both English and Chinese. The Final Diploma qualifies candidates to apply for full membership of the Institute(M.I.L.), which is a qualification of equivalent status to a University degree in language. Membership of the Institute, founded in 1910, denotes a high level of linguistic skills together with professional experience in an appropriate area of work.

The School of Professional and Continuing Education provides this series of preparatory courses in close collaboration with the Hong Kong Regional Society of the Institute of Linguists, and offers local candidates a means of preparing themselves properly for the Final Diploma examination through qualified tuition.

Aims and Objectives:

The Final Diploma tests language skills from a bilingual perspective offering professionals using more than one language a degree-level qualification fully geared to the particular demands and disciplines of their practice. As such it will appeal to the professional linguists in a number of areas.

The objectives of the syllabus are:

- To test spoken and written fluency in English and Chinese within a contemporary context.
- To test accurate transfer of the written and spoken language into and from each language.
- To test the facility of the language practitioner to perform accurate intermediation between two languages with a proper degree of sensitivity to both language cultures.
- To demonstrate a knowledge and understanding of both contemporary language cultures of relevance within Hong Kong and China.
- To recognise language-based expertise in a particular area of professional interest, e.g. education, law, banking, finance and insurance.

Candidates are required to have:

- familiarity with the contemporary scene and broad acquaintance with the fundamental physical, political, economic, social and cultural features of the country (or one of the countries) where the language is spoken;
- either special knowledge of a particular subject related to the country concerned, or a special skill, possessed to an effectively professional level, in technical translation or liaison interpreting;
- completion of matriculation examinations before applying an advantage (copies of certificates should be enclosed);
- the School reserves the right to select candidates when the courses are over-subscribed.

Attendance:

Students are required to attend 80% of the lectures, and the School reserves the right to exclude students from lectures if they have been absent for two consecutive lectures.

Duration:

8 workshops and 30 lectures from September 1997 to May 1998. Total number of contact hours is approximately 110.

Course No. 1251

Mondays, 6:30pm - 9:30pm, starting September 22, 1997
Room LG101, K.K. Leung Building, University of Hong Kong, Pokfulam, Hong Kong. **Fee: \$6,450**

Course No. 1252

Tuesdays, 6:30pm - 9:30pm, starting September 23, 1997
Rm 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road, Central, Hong Kong. **Fee: \$6,450**

Course No. 1253

Thursdays, 6:30pm - 9:30pm, starting September 25, 1997
Room LG101, K.K. Leung Building, University of Hong Kong, Pokfulam, Hong Kong. **Fee: \$6,450**

Workshops are compulsory.

Constituent Courses:

- 1) Chinese writing skills
- 2) English writing skills
- 3) Summarisation skills: English to Chinese
- 4) Summarisation skills: Chinese to English
- 5) Translation to Chinese
- 6) Translation to English
- 7) Oral English
- 8) Thesis writing

Application procedures:

Use general application form, with photostat copies of appropriate certificates which indicate English and Chinese proficiencies and the cheque of **HK\$6,450** payable to the "**University of Hong Kong**" enclosed.

Enrolment is limited to 45 per class.

Text Books: A list of reference books and reading materials will be provided by the course tutors.

Medium of Instruction : English and Cantonese

Enrolment & Enquiries:

- A) SPACE Campus Office, The University of Hong Kong, 3/F, T.T. Tsui Building, Pokfulam, Hong Kong.
- B) SPACE Town Centre, 9/F, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong.
- C) SPACE North Point Study Centre, 14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong.

For further details of the examination and membership regulation, candidates are strongly recommended to write to: The Institute of Linguists, Mangold House, 24a Highbury Grove, London N5 2EA, United Kingdom.

Postgraduate Diploma in Translation

Introduction:

This programme aims to provide a systematic and comprehensive curriculum for applicants possessing a degree other than translation who wish to pursue a career in professional translation. Students are expected to have high proficiency in both Chinese and English. The courses are designed to have their skills in the application of their language proficiency in the contexts of translation.

Students who do not wish to pursue a career in the professional translation field but are required to exercise their language skills in a bilingual environment will also find this programme useful.

Course Director:

Koon-ki T. Ho, B.A.(C.U.H.K.), A.M., Ph.D(Illinois), LL.B(Lond.), P.C.LL(H.K.), Barrister of the Supreme Court of Hong Kong

Teaching Medium:

The medium of instruction will be either English, Cantonese or Mandarin, depending on the preference of individual lecturers.

Curriculum:

The Postgraduate Diploma will be presented in two parts. In each part, students are required to take six courses. Students who complete the first part may leave the programme and receive an exit qualification.

Part I: Postgraduate Certificate in Translation

All units in this part are compulsory. Students who successfully complete all the following six units may be awarded a Postgraduate 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
- Translation from Chinese into English
- Consecutive Interpretation

Each unit will have 6 meetings of three hours, and there will be a final written examination at the end of this part. (Total contact hours: 108 hours)

Part II: Postgraduate Diploma in Translation

This part consists of 6 elective units and a Translation Project. Students are required to take one compulsory unit and any five of the elective units.

Compulsory Unit

- Translation Project

For the compulsory unit, 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.

Elective units

- Commercial Translation
- Translation in the Media
- Translation for Government and Public Administration
- Literary Translation
- Legal Translation
- Technical Translation

Each elective unit will have 7 meetings of two and a half hours, and there will be a final written examination to conclude this part. (Total contact hours: 120 hours)

Course offered this term:

C.No. 1254 - Postgraduate Diploma in Translation

Admission:

1. Applicants must possess the Postgraduate Certificate in Translation awarded by the School.
2. Students who have just finished the Postgraduate Certificate in July are also encouraged to apply.

Award of Postgraduate Diploma:

The Postgraduate Diploma in Translation will be awarded provided that students (1) pass the written examination; (2) attend normally 80% of the meetings, (3) satisfactorily complete the project and all course assignments.

Duration of Studies:

Two evenings of 2 1/2 hours each week* for 21 weeks (for the last 7 weeks, only one evening per week).

*see the Date of Commencement.

Course Fees:

The tuition fee is **HK\$6,750**. Any fee paid is not refundable or transferable.

Application Procedures:

Special application forms should be used. Completed application forms should be accompanied by photostat

copy of Postgraduate Certificate in Translation, and a cheque of HK\$6,750 payable to the "University of Hong Kong", and should reach Dr. K.K. Ho, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, not later than September 5, 1997.

Enrolment is limited to 35

Date of Commencement: Tuesday, September 30, 1997

Time and Place:

Tuesdays, 7:00pm - 9:30pm
Room 16, SPACE Town Centre, 9/F

Fridays, 7:00pm - 9:30pm
Room 10, SPACE Town Centre, 9/F

1256. 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：香港大學梁球鋸樓 L G 1 1 0 室
時 間：一九九七年九月廿九日起每星期一下午六時卅分至八時
全期學費：五百八十五元 (共十二講)

1257. 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 搵©生 (前德臣西報編輯)
地 點：香港大學屬樹雄科學館 G 1 室
時 間：一九九七年九月廿四日起每星期三下午七時十五分至八時四十五分
全期學費：四百六十元 (共十二講)

1258. 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：余啟興先生 B.A.(H.K.)
地 點：市區中心 1 6 室 (信德中心西翼九樓)
時 間：一九九七年十二月十五日起每星期一下午八時廿分至九時五十分
全期學費：四百六十元 (共十講)

Intermediate Translation : From English to Chinese

This course is specially designed for junior translators in government, media, China trade agencies and students who have already received basic translation training. The course will focus on : 1) theories and principles; 2) translation skill for sophisticated text; 3) precision and fluency; 4) basic rhetoric; 5) syntax; 6) terminology and usage of mainland China language. Exercise will be assigned frequently.

The last three meetings will be held in for form of workshops, discussing model translations and sophisticated concepts.

Tutor : Mr Shek Tit-sang (former managing editor of the United States Information Service)

1259. Tuesdays, 8:00 - 9:30pm, commencing September 30, 1997

Venue : Room 10, SPACE Town Centre, 9/F

12 meetings Fee : \$640

1260. Thursdays, 6:15 - 7:45pm, commencing October 9, 1997

Venue : Room 20, SPACE Town Centre, 9/F

12 meetings Fee : \$640

中醫藥學課程剪影

本院自一九九一年，開始提供中醫藥課程，讓有興趣的同學在工餘進修。第一年所開設的課程是「基礎醫學」的證書課程。經過一番籌備工作後，第二年更開辦了「中醫進修課程」（目前已是第五屆），此後，有關的課程陸續開辦。在一九九六年，本院再開辦了針灸學的進修文憑課程。

在一九九七年九月，本院將開辦為期四年的「中醫全科大專文憑」課程及為期三年的「中藥經營管理學專業文憑」課程（詳情參閱217頁），兩者的課程編排相當具彈性，學生既可以文憑為目標部署進修計劃，亦可先修讀單項科目。

其中「中藥經營管理學專業文憑」課程，相信對中醫藥有興趣者會益加留意，因為有關「中藥」的種種事宜，在中醫學方面固然十分重要，熟習該方面的專家又相當缺乏，所以校方已經與廣東藥學院達成協議，提供合作計劃；雙方並在九七年五月正式簽訂協議，而教委屬下的廣東省高教廳及新華社亦已同意是項安排。

有關「中醫全科大專文憑」課程剪影與上海中醫藥大學簽訂協議照片在27頁。



一九九七年五月香港大學與廣東藥學院簽訂辦學協議

Lecturer in charge : Sarah S.C. Hui 許少珍教授
Tutors : T.Y. Chan 曾德源先生
Jenny L.K. Lam 林立佳醫師

Telephone: 2975 5728
2975 5729
2975 5722

『中醫全科大專文憑』課程

本課程將於1997年9月開始，是本學院為配合政府對中醫藥發展的政策，積極發展中醫、中藥的大專文憑課程。學員可根據學院指引修讀整個文憑課程或個別單科證書課程，課程特色是具有彈性，使學員能充分利用空餘時間修讀。現簡介如下：

課程設置：

- 第一學年 - 中醫基礎理論，中草藥學，中醫診斷學，方劑學
- 第二學年 - 基礎醫學(I)，中醫內科學，中醫婦科學
- 第三學年 - 基礎醫學(II)，中醫兒科學，針灸學
- 第四學年 - 中醫外科、皮膚科學，中醫骨傷科學，經典著作，臨床實習

證書及文憑：

選修單科課程，經考試合格者，將頒發單科證書；全部學科課程修畢合格，則授予香港大學專業進修學院『中醫全科大專文憑』。

192. 中醫全科大專文憑課程（第一學年） (Diploma Course in Traditional Chinese Medicine – Year I)

如學員根據本學院所安排的課程設置就讀，包括：中醫基礎理論證書課程、中草藥學基礎證書課程、中醫診斷學證書課程及方劑學基礎證書課程四個學科，可獲優待。有關課程內容及申請表格，請致電2975 5724查詢。

202. 中醫全科大專文憑課程（第二學年） (Diploma Course in Traditional Chinese Medicine – Year II)

如學員根據本學院所安排的課程設置就讀，包括：基礎醫學證書課程(I)、中醫內科學證書課程及中醫婦科學證書課程三個學科，可獲優待。有關課程內容及申請表格，請致電2975 5724查詢。

176. 中醫基礎理論證書課程 (Foundation Certificate Course in Traditional Chinese Medicine Theory)

本課程旨在研究和闡明中醫學的哲學基礎、中醫學對正常人體和疾病的認識，以及疾病防治原則的學科。使學員能系統地掌握中醫學的基礎理論知識，為學習中醫診斷學、中藥學、方劑學及臨床各門學科知識，打下必要的基礎。本課程為初學中醫理論之人仕而設。

課程內容包括：緒論；陰陽五行；藏象學說；氣血津液；經絡；病因與發病；病機及防治原則。每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期為一九九七年十二月。

學員須具有中學畢業或同等學歷。凡對中醫基礎理論有興趣的人仕均可報讀。有關課程內容及申請表格，請致電2975 5724查詢。

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

本課程旨在研究中藥基本理論和中藥的來源、採製、性能、功效及臨床應用等基本知識的一門學科，是中醫專業的基礎課程之一。學習中藥的目的在於為學習方劑學及臨床各科課程打下基礎，本課程為具有中醫基礎理論之人仕而開設。

課程內容包括：(一)總論：講述中藥的起源和發展、產地與採集、炮製、性能及應用等基本知識；(二)各論：講述解表藥、清熱、瀉下、祛風濕、芳香化濕、溫裏、理血、消食、驅蟲、止血、活血化瘀、化痰止咳平喘、安神、平肝熄風、開竅、補虛、收澀、涌吐及外用藥等20類共300多種中藥的藥性、功效及臨床運用、初步懂得辨證用藥。每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期為一九九七年十二月。

學員須具有中醫基礎理論及中學畢業或同等學歷。有關課程內容及申請表格，請致電2975 5724查詢。

175. 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多首方劑的組成、功效、臨床運用，初步懂得辨證選方。

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、溫裏、表裏雙解、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。每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期為一九九七年十二月。

學員須具有中醫藥基礎理論及中學畢業或同等學歷。有關課程內容及申請表格，請致電2975 5724查詢。

193. 中醫診斷學證書課程 (Certificate Course in TCM Diagnosis)

本課程旨在使學員掌握四診、八綱、辨證分析、病歷書寫等基本技能，是基礎理論與臨床各科之間的橋樑課程，亦是中醫基本理論、基本技能的具體運用，既有理論知識，又有實際操作。本課程為已了解或掌握中醫基本理論，有志於從事中醫藥專業人仕而設。

課程內容包括：(一)望、聞、問、切“四診”；(二)表裏、寒熱、虛實、陰陽“八綱”；(三)病因、氣血津液、臟腑、經絡、六經、衛氣營血、三焦辨證、診斷與病案及病歷書寫等內容。每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期為一九九七年十二月。有關課程內容及申請表格，請致電2975 5724查詢。

194. 中醫內科學證書課程 (Certificate Course in TCM Internal Medicine)

本課程旨在使學員掌握中醫內科常見病的辨證治療方法，介紹中醫內科的專業基礎理論，常見內科病證的基本知識、辨證論治規律及各種疾病的常用方藥。本課程為已了解或掌握中醫基本理論，有志於從事中醫藥專業人仕而設。

課程內容包括總論及各論兩部份：（一）總論分別闡述氣血、風寒燥火、濕痰飲、六經、衛氣營血和各臟腑的病因病機基本概念，以及內科的治療原則和常見治法；（二）各論分別介紹常見的內科病證49篇，每篇按概述、病因病機、辨證論治、結語分項敘述。每星期授課兩次，每次三小時。開課日期約在九月。下次招生日期為一九九七年十二月。有關課程內容及申請表格，請致電2975 5724查詢。

195. 中醫兒科學證書課程 (Certificate Course in TCM Paediatrics)

中醫兒科學是研究小兒生長發育、預防、保健和疾病診治的一門學科。通過系統學習中醫基礎理論及中醫內科的課堂教學以後，本著理論聯系實際的精神，加強對兒科臨床專業教學，旨在使學員熟悉和掌握兒科的常見病，時行疾病和其他雜病的辨證治療方法，懂得對疾病的預防和保健。

課程內容有兒科學基礎及小兒常見病兩大項目：基礎包括中醫兒科學發展史、小兒生理病理特點、生長發育、營養與保健、四診概要和治療概要；常見病包括時行疾病、雜病、新生兒疾病等共約40種疾病的分析診斷及治療。每星期授課兩次，每次兩小時，開課日期約在九月。下次招生日期為一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

中醫婦科學證書課程 (Certificate Course in TCM Gynaecology)

本課程旨在使學員掌握中醫婦科常見病的治療方法，認識中醫婦科的理論，及按理、法、方、藥對經、帶、胎、產、雜病進行辨證施治。本課程為已了解或掌握中醫基本理論，有志於從事中醫藥專業人仕而設。

課程內容包括：（一）總論：病因病機、診斷概要、治法概要；（二）各論：月經病、帶下病、妊娠病、產後病、婦科雜病的辨證施治。每星期授課兩次，每次兩小時。開課日期為一九九八年二月。招生日期為一九九七年十二月。有關課程內容及申請表格，請致電2975 5724查詢。

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

本課程將以教授醫學科學中的一些基礎及重要的問題為主。其中主要包括解剖學和生理學的大部份章節，敘述人體各器官和系統的基本結構和它們在日常活動中的協調及運作。對於有興趣的人仕，可以提供一個深入淺出而範圍廣泛的進修課程。而對於從事醫護及與健康有密切關係的專業人仕，如醫療、救護人員、中醫

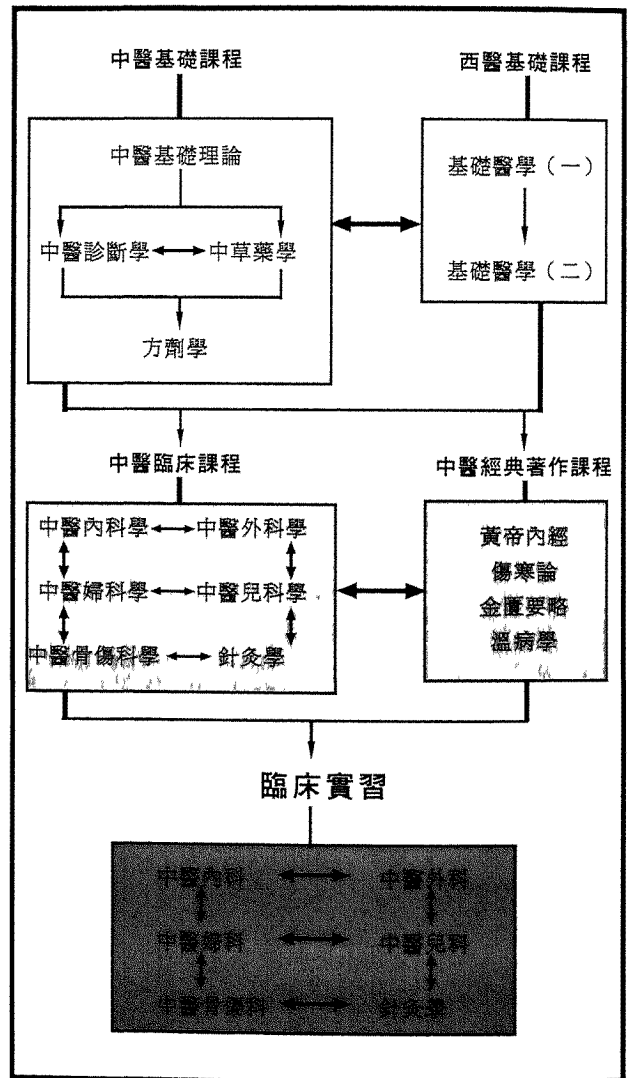
師、中草藥師和針灸師等提供超過半年的教授學習。另配合重點章節的實驗課程，可以令學員加深對人體的認識，作為日後選修其他有關的證書及文憑課程之入門及基礎。每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期約在一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

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

本課程是基礎醫學證書課程(I)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。

本課程內容包括病理學和現代醫學診斷學基礎，旨在使學員了解疾病的原因，發病機理以及疾病過程中機體的功能，代謝和形態的改變及疾病的轉歸，為學習臨床醫學，促進中西醫結合奠定必要的理論基礎。每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期約在一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

中醫全科大專文憑學生學習進程建議表



『中藥經營管理學專業文憑』課程

中醫藥是中華民族傳統文化的瑰寶，隨著現代科技的發展，中醫藥的科學價值不斷得到驗證和體現。為配合香港政府積極推行中醫及中藥從業員註冊的政策下，香港大學專業進修學院除有全面的『中醫全科大專文憑』教育外，亦顧及中藥從業員求知需要，現與廣東藥學院合辦具香港特色的『中藥經營管理學專業文憑』教育，培養中藥經營管理的高級人才。通過有系統的課程，使學員能掌握中藥基本理論與技能；熟悉中藥藥理、毒理、藥用植物，認識中藥化學、質量監控、中藥鑑定、藥事法規，了解中藥制劑、栽培、廣告、中藥養護，及市場營銷學；掌握中藥經營管理的理論知識；具有一定整理、研究中藥的能力。現簡介如下：

課程設置：

- 第一學年 - 中藥學，藥用植物學，中藥藥理學，中藥毒理學，中藥信息學
- 第二學年 - 中藥化學，中藥制劑質量監控，中藥商品鑒定學，藥事法規
- 第三學年 - 中藥制劑學，中藥栽培學，中藥廣告學，中藥養護學，市場營銷學。

學員須具有中學畢業（包括中國語文科）。在職中藥配藥員，或中藥經營管理人員，或有志投身中藥行業的人士，如曾修讀化學科者，當獲優先取錄。

證書及文憑：

選修單項學科及考試合格，學員將獲取香港大學專業進修學院的單科證書。若全部學科修畢及合格則獲頒發香港大學專業進修學院的專業文憑與廣東藥學院的具真實性學習證明書。

本課程是三年制兼讀大學專科課程，學員可依照課程設置完成整個「中藥經營管理學專業文憑」。如學員欲修讀第二學年及第三學年的單項學科，必須持有中藥學、藥用植物學、中藥藥理學、中藥毒理學、中藥化學的學歷證明。以上的五個學科為「中藥經營管理學專業文憑」的必修基礎課，學員需具有上述學科知識，方可單獨選擇其它學科。

199. 中藥經營管理學專業文憑課程（第一學年）(Diploma Course in Pharmaceutical Management in Chinese Medicine – Year I)

如學員根據本學院所安排的課程設置就讀，包括：中藥學證書課程、藥用植物學證書課程、中藥藥理學證書課程、中藥毒理學證書課程及中藥信息學證書課程五個學科，可獲優待。有關課程內容及申請表格，請致電2975 5723查詢。

200. 中藥學證書課程 (Certificate Course in Chinese Medicinal Pharmaceutics)

本課程是中醫藥各專業的专业基礎課，旨在向學員講述中藥的理論和臨床應用。課程以中醫基本理論為指導，突出辨證用藥的特點。學員通過學習，熟悉中藥的起源、發展、分類、產集、採

收、炮制。掌握100多種常用中藥的藥性特點、功效、主治、配伍及某些特殊用法；并了解其來源；某些特殊的炮制意義、用量、用法及使用注意。初步懂得辨證用藥。

課程內容包括：中藥的起源、發展、產地、炮制及性能、應用等基本知識；詳細講解解表、清熱、瀉下、祛濕、祛風、祛痰、消導、理氣、理血、補益、收澀、安神、平肝熄風等藥物共200餘種。共60學時，每星期授課三次，每次3-4小時，開課日期約在九月。有關課程內容及申請表格，請致電2975 5723查詢。

201. 藥用植物學證書課程 (Certificate Course in Medicinal Botany)

本課程是利用植物學及有關學科的知識和方法來研究藥用植物的學科。通過講授植物形態學、解剖學、分類學、生理學、生態學及地理學等方面的知識，使學員掌握植物學的基礎理論，為學習中藥鑒定學、中藥栽培學和天然藥物化學等課程打下基礎。并能利用這些知識和方法來識別藥用植物，進行中藥原植物的鑒定及資源調查。

課程內容包括：植物形態學和解剖學、植物分類學、植物生態學和植物地理學。本課程內容以理論和實驗并重，學員將於暑假期間被安排到廣東藥學院上實驗課。共105學時，每星期授課三次，每次3-4小時，開課日期約在十一月。有關課程內容及申請表格，請致電2975 5723查詢。

中藥藥理學證書課程 (Certificate Course in Pharmacology of Chinese Medicine)

本課程旨在向學員講過中藥藥理，課程以中醫理論為核心，系統介紹和總結應用現代科學研究中藥的成果，闡明中藥作用的機理與現代醫學間的關係，使學員對有千年歷史的中藥學有較系統性及科學化的認識。

課程內容包括總論和各論兩部分，重點講授14大類，中藥與現代藥理的理論和實驗。本課程內容以理論和實驗并重，學員將於暑假期間被安排到廣東藥學院上實驗課。共90學時，每星期授課三次，每次3-4小時，開課日期約於一九九八年二月。有關課程內容及申請表格，請致電2975 5723查詢。

中藥毒理學證書課程 (Certificate Course in Toxicology of Chinese Medicine)

本課程是繼「中藥藥理學」後，又另一門『中藥學』的學科。隨著中藥與中成藥的廣泛應用，出現毒性反應的機率也會越來越大，鑒於此，本課程就是要使學員了解中藥毒理學的歷史和現狀，了解毒理學研究的方法，熟悉常見劇毒中藥的藥理，毒理及機制，掌握中藥中毒的防治，了解中藥炮制在防治中的重要作用。

課程內容包括：劇毒藥的研究與炮制原則，中毒的防治，各種常見劇毒藥的中毒症狀及防治。學員須曾修讀「中藥學證書課程」。共30學時，每星期授課三次，每次3-4小時，開課日期約於一九九八年四月。有關課程內容及申請表格，請致電2975 5723查詢。

中藥信息學證書課程 (Certificate Course in Pharmaceutical Informatics of Chinese Medicine)

本課程旨在通過基礎學習以增加學員對中醫藥信息情報的認識，并初步掌握檢索古今中醫藥文獻的方法和技能。

課程內容包括：中醫藥文獻的發展，檢索工具的類型，中醫藥文獻檢索的一般方法和途徑，以及常用檢索工具和參考工具書的內容、舉例等，共30學時，每星期授課三次，每次3-4小時，開課日期約於一九九八年五月。有關課程內容及申請表格，請致電2975 5723查詢。

177. 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。每星期授課三次，每次兩小時，共約208學時。開課日期在九月。下次招生日期約在一九九八年六月。

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。有關課程內容及申請表格，請致電2975 5724查詢。

198. 針灸學基礎證書課程 (Foundation Course in Acupuncture and Moxibustion)

本課程旨在為有興趣學習針灸之社會人士而開設。本課程為針灸學的初級基礎理論，通過系統講授，使學員了解經絡的組成，生理功能，十四經的循環，腧穴的定位，主治和常用操作手法，以及常見病的針灸治療。

課程內容包括：針灸學緒論、針灸學之中醫基礎理論及人體解剖基礎、腧穴學基礎；針灸之示範、病歷書寫訓練、治療學基礎及治療的常見病證；耳針療法、穴位指壓及推拿等。課程為期約九個月，每星期授課三次，每次兩小時，共約208學時。開課日期在九月。下次招生日期約在一九九八年六月。

學員修畢本課程後，再修讀本學院所舉辦之「針灸學進修文憑課程」，可優先取錄。有關課程內容及報名表格，請致電2975 5723查詢。

178. 針灸學進修文憑課程 (Diploma Course in Acupuncture and Moxibustion)

本課程為「針灸學基礎證書課程」之延續課程，並為香港執業針灸師、執業中醫師、或其他有中醫針灸基礎的人仕，提供一個有系統並較全面的針灸進修課程。本課程內容以理論和實習並重，學員將被安排到國內主要中醫院接受短期臨床實習訓練，務使學員對針灸臨床應用有較深入的了解；並能掌握針灸學這門傳統醫學學科，有助提高其專業水平。

課程內容包括：針灸學發展簡史、經絡學、腧穴學、針法灸法學、針灸治療學、臨床常見疾病的針灸治療及臨床實習等。課程為期約十個月，每星期授課三次，每次兩小時，共約230學時。開課日期在十月。下次招生日期約在一九九八年六月。

本院敦請本港及國內外中醫界知名人士及專家成立學術評審委員會，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。有關課程內容及申請表格，請致電2975 5723查詢。

197. 中醫骨傷科學進修文憑課程 (Diploma Course in TCM Orthopaedics and Traumatology)

本課程旨在為香港執業中醫骨傷科醫師、中醫師或針灸師，提供一個有系統並較全面的中醫骨傷科學進修課程。本課程內容以理論和實踐並重，學員將被安排到國內中醫院接受短期臨床實習訓練，使學員對骨傷科臨床有較深入的了解，並能掌握中醫骨傷科這門傳統醫學，有助提高其專業水平。

課程內容包括：中醫骨傷科學導論，與其有關的解剖、生理與病理醫學基礎、檢查與診斷、常用的治療概論、治療各論及臨床實習等。課程為期約十個月，每星期授課三次，每次兩小時，共約230學時。開課日期在十月。下次招生日期約在一九九八年六月。

本院敦請本港及國內外中醫界知名人士及專家成立學術評審委員會，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。有關課程內容及申請表格，請致電2975 5723查詢。

196. 中醫臨床進修文憑課程 (Diploma Course in TCM Clinical Practice)

本課程旨在為香港執業中醫師、執業針灸師，或其他有中醫基礎的人仕，提供一個有系統並較全面的中醫臨床進修文憑課程。本課程內容是理論和實習並重，學員將被安排到國內大型綜合性中醫院接受短期臨床實習培訓，務使學員在短期內對中醫臨床各科有較深入的了解，提高其診治疾病的專業水平。

課程內容包括有中醫內科、中醫婦科、中醫兒科、中醫外科及皮膚科，與其最新研究進展。課程為期約十個月，每星期授課三次，每次兩小時，共約230學時。開課日期在十月，限收一百人。下次招生日期約在一九九八年六月。

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。有關課程內容及申請表格，請致電2975 5724查詢。

179. 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 with an opportunity to acquire knowledge of acupuncture. This course constitutes Part I of the Diploma in Clinical Acupuncture, students upon successful completion can proceed to Part II of the Diploma Course.

Course Co-ordinator:

Dr. Tommy H.K. Ching, B.Sc.(N.S.W.), M.B.,B.S.(N.S.W.),
Dip.Acup.(H.K.), B.App.Sc.Acup.(Australia),
Honorary Lecturer, SPACE, HKU.

The course will start in October 1997 and the next admission exercise will be in June 1998. For further details please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2975 5723)

180. Diploma Course in Clinical Acupuncture

This course is an intercalated continuation of the Certificate Course in Acupuncture. It enables participants to pursue in-depth studies on clinical aspects of Acupuncture practice. The course aims to develop competence in the practice of acupuncture as an adjunct therapeutic modality and is designed primarily for Western-trained medical practitioners. The programme of study includes a 1-week clinical attachment in TCM hospitals in China.

Course Co-ordinator:

Dr. Michael L.Y. Yeung, M.B.,B.S.(H.K.),
F.R.C.S.(Ed.), F.H.K.A.M.(Orthopaedic Surgery),
Dip.Acup.(H.K.), B.App.Sc.Acup.(Australia),
Honorary Lecturer, SPACE, HKU

The course will start in October 1997 and the next admission exercise will be in June 1998. For further details please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2975 5723)

181. 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 acupuncture and other non-intrusive methods of therapy.

Topics to be covered will include:

- a) Development of Traditional Chinese Medicine (TCM);
- b) Theories of TCM;
- c) The Meridian System;
- d) The most commonly used acupuncture points for relief;
- e) 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.),
Clin.Ac.(Nanjing)

Venue : Room 8, SPACE North Point Study Centre
Date : Mondays, 6:15-7:45 p.m., commencing October 13,
1997

8 meetings

Fee : \$1,100

English supplemented with Cantonese when necessary.

182. 中醫藥防治癌症的概論 (Treatment and Prevention of Cancer using Traditional Chinese Medicine)

癌症是香港地區的常見病症。世界衛生組織(W.H.O.)提出對癌症應採用“多學科”治療。傳統中醫藥對癌症的治療已有二、三千年的歷史，是一門不可忽視以治療癌症的“學科”。本課程宗旨在於提供中醫藥防治癌症的基本概念，使中西醫護同好及普羅大眾對中醫藥防治癌症的各個領域有全面而正確的認識。

課程內容包括：(一)中醫藥防治癌症的淵源；(二)單味中草藥治療癌症；(三)中醫藥“辨證”治療癌症；(四)中醫藥“辨證”結合“辨病”治療癌症；(五)中醫藥配合“手術”治療癌症；(六)中醫藥配合“放療”治療癌症；(七)中醫藥配合“化療”治療癌症；(八)中醫食療防治癌症；(九)針灸、氣功防治癌症及(十)中醫養生學防治癌症。

主 講 人：黃雅各中醫師(香港大學專業進修學院名譽副教授，上海中醫藥大學客座教授，美國加州執照針灸醫師公會會立中國醫學研究院學術顧問)

地 點：香港大學專業進修學院北角教學中心8室

時 間：一九九七年十月二十八日起每星期二下午六時十五分至七時四十五分

全期學費：一千零五十元 (共十講)

URBAN STUDIES

Lecturer in charge : T.M. Kwong

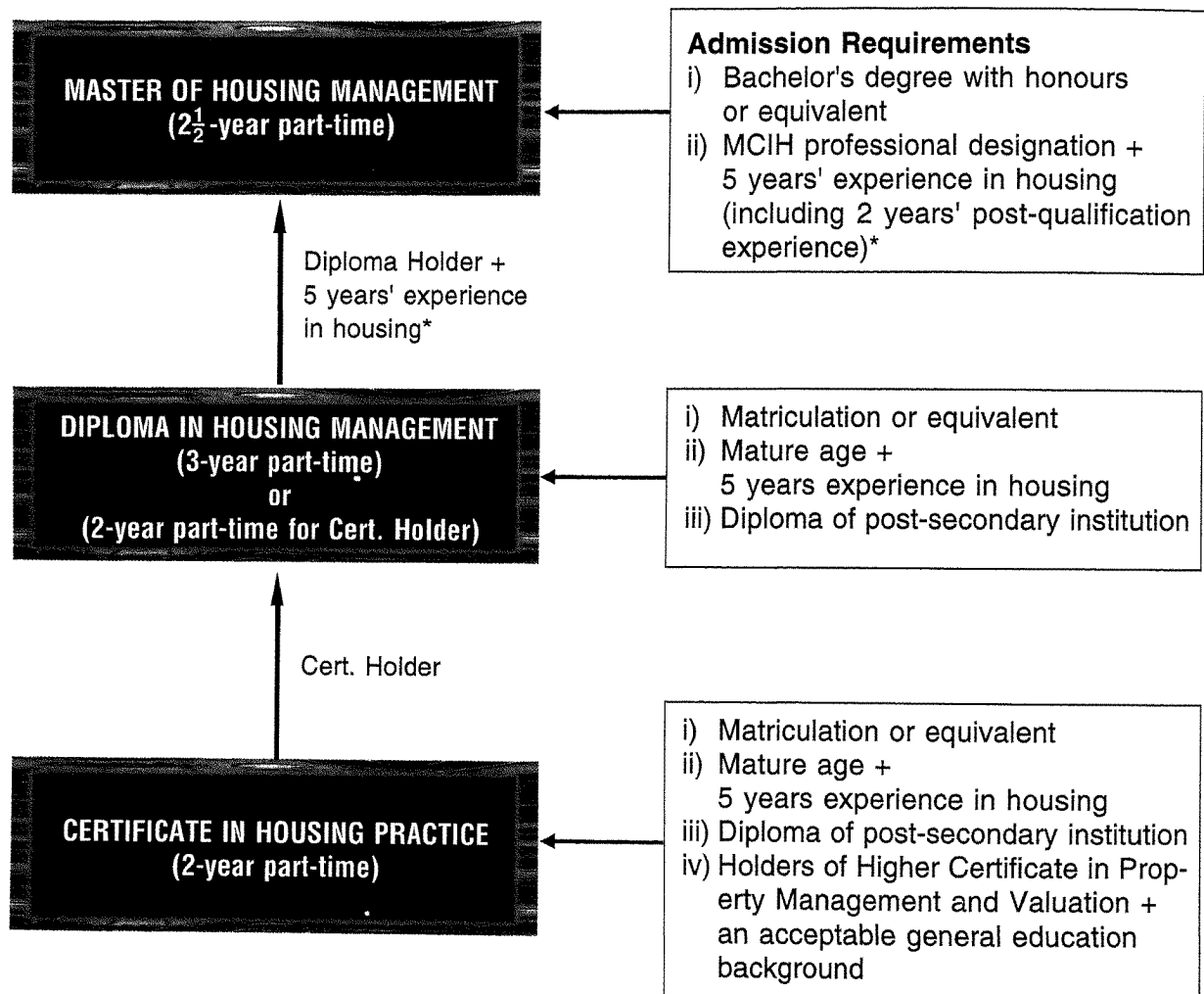
Telephone : 2975 5660

Tutor : Emily Ni Li

2975 5668

2975 5673

Master of Housing Management Diploma in Housing Management Certificate in Housing Practice



* Admission subject to passing the requisite qualifying examination

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 1998/99 intake close in March, 1998. Please write in for further information enclosing a pre-stamped (\$2.80) 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 Hong Kong Institute of Housing and the Chartered Institute of Housing in the U.K. for Corporate Membership (MHKIH & MCIH respectively). 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, 1998. Applications for admission to the Pre-course must be submitted before January 15, 1998. Admission to the Diploma course in September 1998 will be based on successful completion of the Pre-course.

Please write in for further information enclosing a stamped (\$4.20) self-addressed envelope (34cm x 24cm).

Certificate in Housing Practice

The course aims to provide training in housing at a more practical and technical level. While this Certificate course by itself is a self-contained programme, it also serves as an access course to the Diploma in Housing Management. Certificate holders are also eligible for the Housing Practitioner membership of the Chartered Institute of Housing in the U.K.

The course runs over two academic years. The Year One course aims to provide the basic skills and concepts in housing management. The Year Two course builds on the Year One course and aims to deepen and widen housing management skills. Papers covered range from housing studies, through management studies, building studies and legal studies to social studies. During the course of study, students are required to complete the pertinent objectives of the Practical Experience Requirement set by the Chartered Institute of Housing.

Applicants must be either

- (i) matriculants or equivalent; or
- (ii) holders of the Higher Certificate in Property Management and Valuation (awarded by the Hong Kong Polytechnic University) with an acceptable general education background; or
- (iii) holders of diploma awarded by post secondary institution; or
- (iv) mature age students with five years of working experience in housing and an acceptable general education background.

Applicants must also be sponsored by their employers and must be working in the housing field. As places are limited, admission is subject to selection criteria. Successful applicants are required to join the Chartered Institute of Housing as student members for the duration of the Certificate course.

Please write in for further information enclosing a stamped (\$4.20) self-addressed envelope (34cm x 24cm). The closing date for application is August 15, 1997.

Diploma in Transport Management

The Course

The Diploma in Transport Management course aims to provide professional training in transport management for people already working in the field as well as for those intending to seek a career in the transport sector. This Diploma Course is a three-year part-time programme. Students are required to attend lectures three evenings per week. Each year of the programme comprises three papers. The list of subjects offered may vary from year to year.

Professional Recognition

Holders of the award of Diploma in Transport Management are exempted from the educational requirements for Corporate Membership of the Chartered Institute of Transport in the United Kingdom (MCIT). The MCIT is fully recognised for the purposes of career advancement and promotion by the Hong Kong Government and the transport sector. It is also accepted by certain tertiary institutions in the United Kingdom for graduate studies.

Who can apply

To be eligible for admission to the Diploma course, applicants must

- a. be at least 18 years of age; and
- b. have satisfied the University Entrance Requirements as specified in the prevailing University Regulations, or possess equivalent qualifications; OR
- c. be an Associate Member of the Chartered Institute of Transport; OR
- d. possess a Higher Diploma in Transport Studies granted by the Hong Kong Technical College and have at least two years of relevant post-qualification working experience; OR
- e. possess a Diploma in Business Studies (Freight Transport) granted by the Haking Wong Technical Institute and have at least two years of relevant post-qualification working experience.

Application Procedures

Applications for the 1997/98 intake close in August 1997. Please write in for further information enclosing a pre-stamped (\$2.80) and self-addressed envelope (17cm x 24cm). Applications for the 1997/98 intake must be submitted before August 22, 1997.

1616. 環境的保護現況與前瞻 (Hong Kong's Environment Transition)

本課程旨在使學員掌握有關環境保護的最新情報，訓練學員分析環境政策及管理手段，並讓學員感受環境保護的重要和逼切。內容包括：(一) 環境保護的歷史發展；(二) 環保經理；(三) 環境影響評估；(四) 環境審核；(五) 空氣污染；(六) 香港環境保護政策；(七) 中國及香港自然保育；(八) 香港環境教育；(九) 廢物處理及減少廢物策略；(十) 戶外考察。
(本課程限收四十人)

每講印發有關資料，並推薦有關書籍、文章、資源及活動。

主 講 人：長春社負責人
地 點：信德中心／金鐘海富中心
時 間：一九九七年十月二十三日起每星期四下午八時零五分至九時三十五分
全期學費：五百三十元 (共九講和一次戶外考察)

教師可獲教育署退還半費。詳參第ix頁。

1618. Certificate for Trainers in Security Services

The Course

This is a "Train-the-Trainers" course for security personnel at supervisory/managerial level especially those who are responsible for staff training and development. This course enhances security managers'/course participants' competence and will enable them to train respective subordinates with confidence and proficiency.

Course participants should be able to:-

- apply appropriate approaches, concepts and principles of training to suit the requirements of the participants' work organization,
- understand the role and importance of training in the organization,
- conduct training needs analysis,
- design appropriate training programmes for security services using relevant techniques, and
- prepare, deliver and evaluate training sessions so that their trainees can comply with the vocational and statutory requirements of providing security services.

Course structure

Trainees are required to attend lectures two evening per week over a six-month period. Throughout this period course participants will study the following subjects:

- Legal aspects,
- Managerial, technical and operational aspects,
- Learning and training theories, principles and application.

Who can apply

To be eligible for admission to this course, applicants should

- be sponsored by their respective employers, and
- be matriculants, or having equivalent qualifications, OR be mature candidates who have reached the age of 30 and have five years' relevant working experience.

Application Procedures

Applications for the 1997/98 intake close in August, 1997. Please write in for further information enclosing a pre-stamped (\$1.30) and self-addressed envelope.

50 meetings

Fee : \$10,000

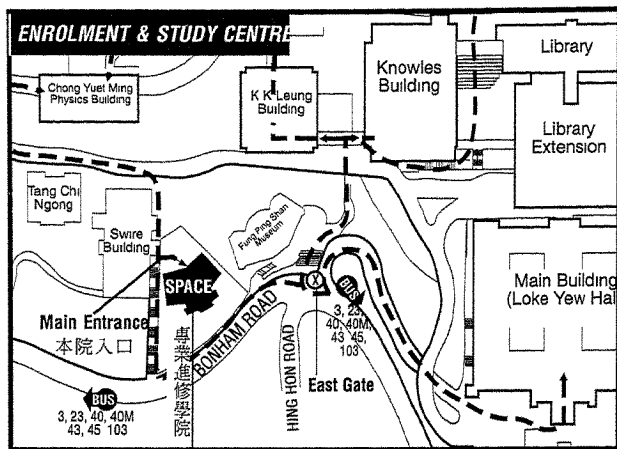
In order to receive the next issue of this Prospectus, please turn to page 191.

如欲收到下期課程手冊，請翻閱第191頁。

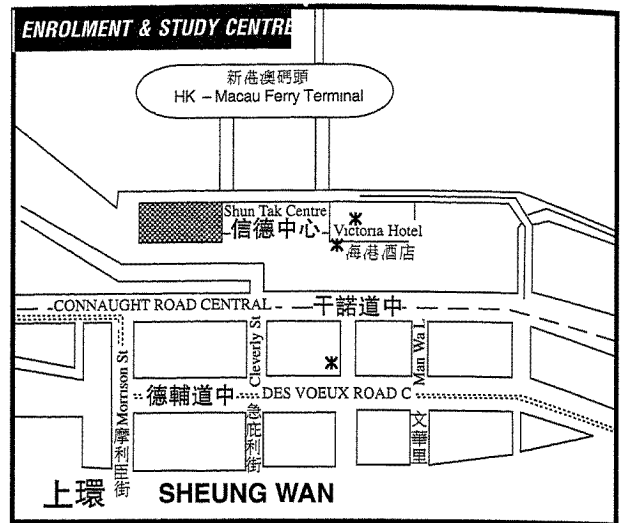


Centre Location Maps 主要上課地點示意圖

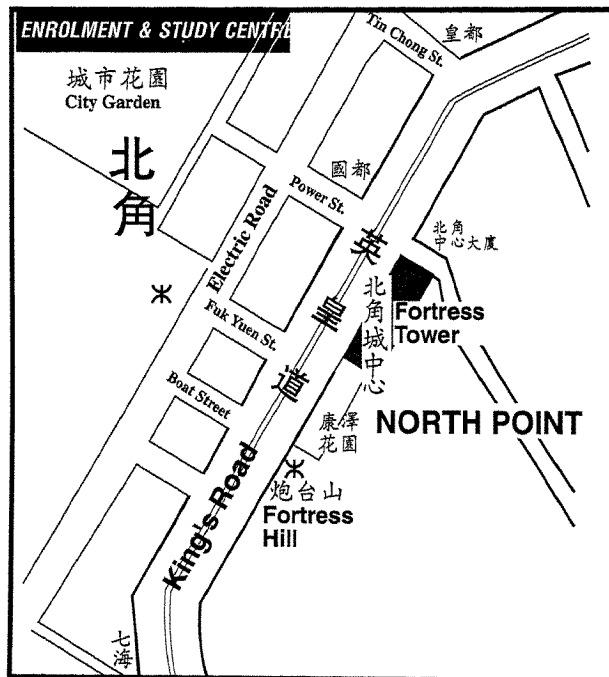
ENROLMENT AND STUDY CENTRES 報名及上課中心



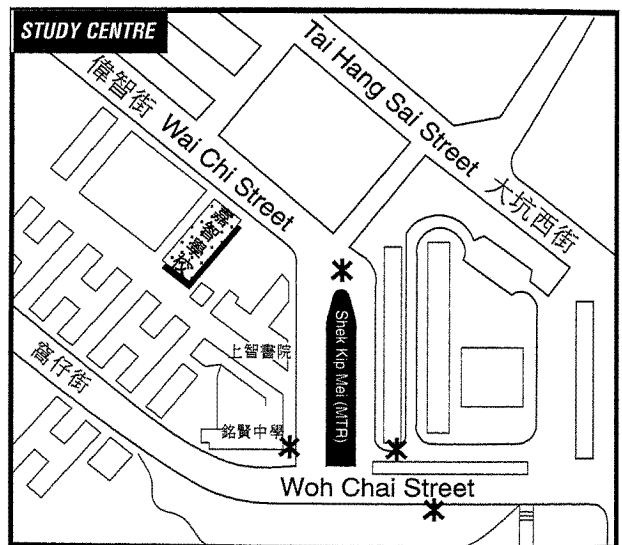
SPACE Campus Office, 3/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Main Entrance at 3/F Level Swire Bridge) 香港大學專業進修學院，香港薄扶林道香港大學徐展堂樓（本學院入口，太古樓側）



SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 10/F., and 14/F., 200 Connaught Road Central, Hong Kong (Sheung Wan MTR Station) 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字樓〔由2字樓商場電梯上〕（上環地鐵站港澳碼頭出口）



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）



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）〕

Student Card for Access to Town Centre and North Point Centre after Office Hours

Students attending classes at the Town Centre and North Point Study Centre will have to show a student card for access after office hours. Details of how to obtain such cards will be issued to respective students.

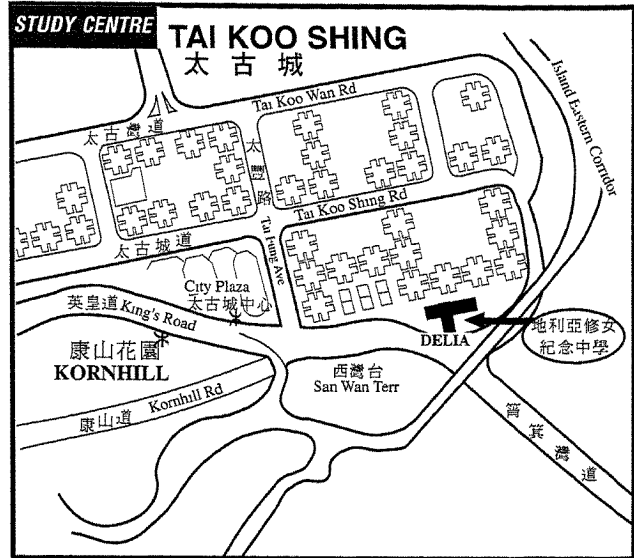
學員証

本院學員在非辦公時間進入市區中心及北角教學中心，必須出示本院學員証。申請學員証之手續，本院將通知有關學員。

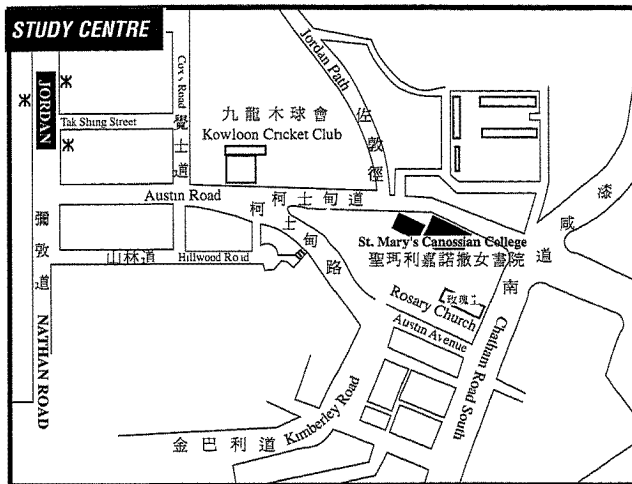
STUDY CENTRES 上課中心



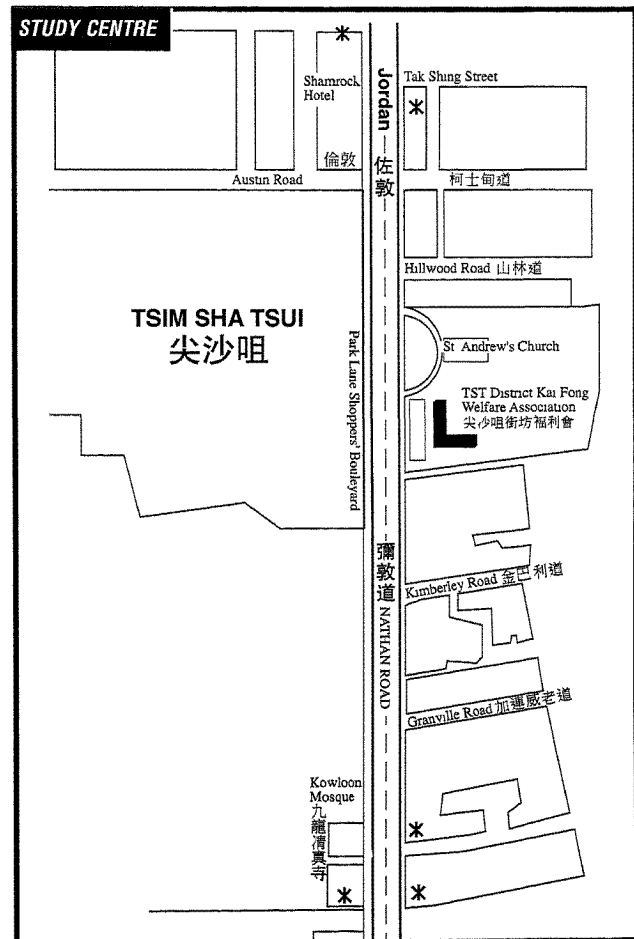
Wah Yan College, 56 Waterloo Road, Kowloon
九龍華仁書院九龍窩打老道56號 (油麻地地鐵站)



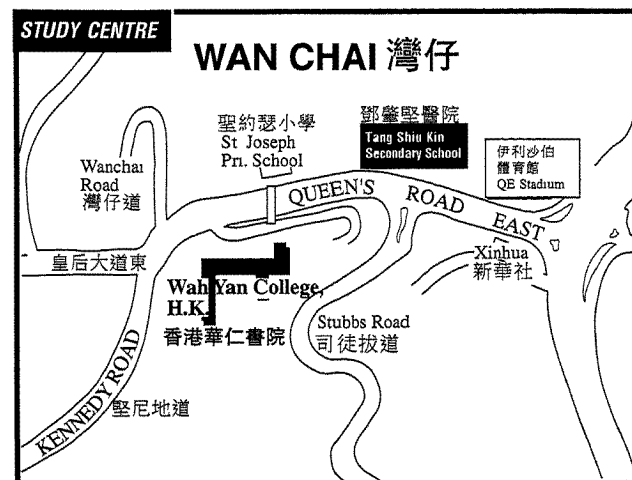
Delia Memorial School, Tai Koo Shing, Hong Kong
香港太古城地利亞修女紀念中學 (由中學部太豐路入口)



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)



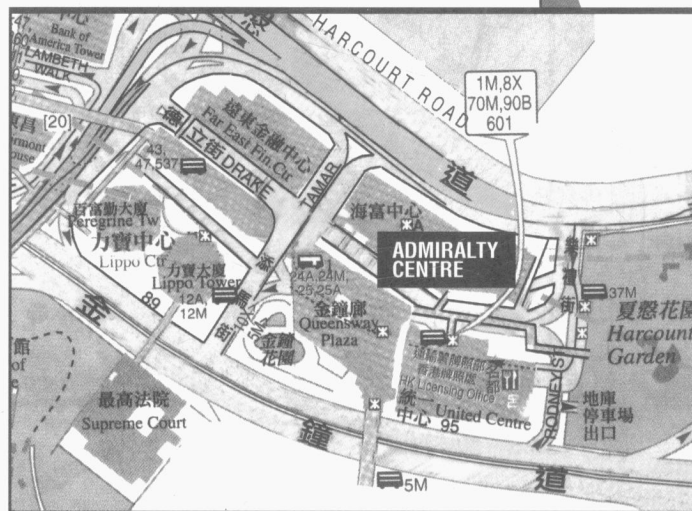
Wah Yan College, 281 Queen's Road East, Hong Kong
香港華仁書院香港皇后大道東281號
Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong
香港鄧肇堅中學, 愛群道九號

Teaching Venues

The short form and full addresses of major teaching centres named in this prospectus are as follows:-

Short Form	Full Addresses
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, 10/F	SPACE Town Centre, Room 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

**New SPACE Town Centre
to replace Shun Tak
Centre. Date of Removal
to be announced**



APPLICATION FOR ENROLMENT

Course No. 課程編號 _____ Course title 課程名稱 _____
 Fee enclosed 附學費 _____ Cash/Cheque No. 現金/支票號碼 _____

Each applicant should use a separate form and cheque for each course 每項課程請用報名表格及支票各一張
Please complete Parts I & II in BLOCK LETTERS. 請填妥甲部及乙部。〔為方便電腦輸入資料，請用正楷英文填寫〕

Part I 甲部

Name: 姓名 : _____
 * Mr. 先生 : 1 _____
 Mrs. 夫人 : 2 _____
 Miss 小姐 : 3 _____
 Full name in English, surname first 英文姓名 (姓氏先行, 名字隨後)

Chinese 中文 _____ HK ID / Passport No. 身份證 / 護照號碼 _____ ()

Correspondence Address 通訊處 _____
 _____ * H.K.香港 1
 Kln.九龍 2
 N.T.新界 3

E-mail 電子郵箱 : _____ District 地區 (e.g. Wanchai, Kwun Tong etc.) _____
 Telephone Nos. 電話 : Home 住宅 _____ Office 辦事處 _____ Fax (H) 傳真 _____

Office Name & address 辦事處名稱及地址 _____ Fax (O) 傳真 _____

Type of Business 行業類別 (例如: 政府, 出入口, 電子, 等) : _____
 (e.g. Government, I/E, Electronics, etc.)

Job Title 職位 _____ Age (please tick age group) : 18-19 20-24 25-29
 年齡 (請在適當 加√號) 30-34 35-39 over 40

Education (please tick) 教育程度 (請在適當 加√號)
 Secondary 中學 Post-Secondary 大專或理工 Postgraduate 研究院
 Matriculation 大學入學試 University 大學畢業 Others 其他 _____

Professional qualifications 專業資歷 :
 Courses, if any, previously taken in this subject and year taken 如曾修讀與該科目有關之課程, 請列出該課程名稱及修讀年份
 a) _____ b) _____
 c) _____ d) _____

* Delete as appropriate 請劃去不適用者 Date 日期 _____ Signature 簽字 _____

§ Received the sum Imprinted
 機印所示金額收訖

§ Received the sum Imprinted
 機印所示金額收訖

Name 姓名 _____

Full Postal Address 地址 _____

← Please also complete this part 請填妥本欄
 Note: This receipt is not complete without validation by official printing machine entry of the details at § above at the University or Town Centre Office of the School of Professional and Continuing Education, The University of Hong Kong.
 注意: 本收據未經本學院或學院市區中心辦事處收銀機在 § 欄內印出金額、日期等, 即未生效。

Fees are not refundable, except in the event of a course being oversubscribed or cancelled. Please complete Part II overleaf 除課程已額滿或被取消外, 一切已繳學費, 概不退還。 請填妥背頁乙部

To enable the School to understand the academic needs of our students and hence to prepare suitable courses to meet your needs, you are invited to fill in the following sections. Please tick and specify where appropriate. Information provided may be used for research purposes in adult continuing and distance learning education and other subject areas.

為使本學院了解各學員的需要並提供進修的機會，請在適當方格加“√”號或填入所需資料。你所提供的資料，有可能被本院作為成人延續，遙距課程及其他學科的研究用途。

a. How did you learn about the present course? (Please tick the relevant boxes)

你從何處獲悉本課程的開辦（請在適當方格加“√”號）

- School Prospectus 學院課程手冊
 Radio 電台
 TV 電視
 Circular 傳單
 Friends 朋友
 Others (please specify) 其他（請說明） _____
 Newspaper: Ming Pao 報明報
 Sing Tao Daily News 星島日報
 Hong Kong Economics Times 經濟日報
 Hong Kong Economics Journal 信報
 SCMP 南華早報

b. Does your employer support your application financially? Yes 是 No 否
 你僱主是否在經濟上贊助你修讀本課程？

c. Number of SPACE courses that you have taken in the past 2 years: 0 1-2 3-4 5-6 over 6
 你在過去兩年內曾修讀本學院課程的數量：

d. What are the subject areas of these courses? (see 'e' for reference) _____
 上述課程所屬之科目（請參考 'e' 項）

e. What are your present areas of interest? (Please tick the relevant boxes)

你目前有興趣之科目（請在適當方格加“√”號）

- | | | | | |
|-------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> 1. Accounting
會計 | <input type="checkbox"/> 2. Administrative Mgt
行政管理 | <input type="checkbox"/> 3. Art & Design
藝術及設計 | <input type="checkbox"/> 4. Banking & Finance
銀行經營及金融 | <input type="checkbox"/> 5. Computer Science
電腦學 |
| <input type="checkbox"/> 6. Construction Mgt & Surveying
房地產管理 | <input type="checkbox"/> 7. Criminal Justice & Public Order
刑事及公安法 | <input type="checkbox"/> 8. Economics
經濟 | <input type="checkbox"/> 9. Education
教育 | <input type="checkbox"/> 10. Engineering
工程學 |
| <input type="checkbox"/> 11. English
英語 | <input type="checkbox"/> 12. Geography
地理 | <input type="checkbox"/> 13. Health Care & Nursing Studies
健康及護理 | <input type="checkbox"/> 14. History
歷史 | <input type="checkbox"/> 15. Journalism
新聞 |
| <input type="checkbox"/> 16. Lang. European
歐洲語言 | <input type="checkbox"/> 17. Lang. Oriental
東方語言 | <input type="checkbox"/> 18. Law
法律 | <input type="checkbox"/> 19. Librarianship
圖書館管理 | <input type="checkbox"/> 20. Management
管理 |
| <input type="checkbox"/> 21. Marketing
市場學 | <input type="checkbox"/> 22. Mathematics
數學 | <input type="checkbox"/> 23. Medical Laboratory Science
醫藥實驗室 | <input type="checkbox"/> 24. Music
音樂 | <input type="checkbox"/> 25. Nutritional Science & Dietetics
營養學 |
| <input type="checkbox"/> 26. Oriental Studies
東方研究 | <input type="checkbox"/> 27. Pharmacy
藥劑學 | <input type="checkbox"/> 28. Philosophy
哲學 | <input type="checkbox"/> 29. Political Science
政治科學 | <input type="checkbox"/> 30. Psychology
心理 |
| <input type="checkbox"/> 31. Real Estate Studies
地產進修 | <input type="checkbox"/> 32. Recreation & Sports Mgt
康健管理 | <input type="checkbox"/> 33. Sc. Biomedical
生物醫學 | <input type="checkbox"/> 34. Science General
一般科學 | <input type="checkbox"/> 35. Social Work & Sociology
社會工作及心理學 |
| <input type="checkbox"/> 36. Theatre Studies
戲劇研究 | <input type="checkbox"/> 37. Traditional Chinese Medicine
中醫藥 | <input type="checkbox"/> 38. Training & HRM
培訓及人事管理 | <input type="checkbox"/> 39. Translation
翻譯 | <input type="checkbox"/> 40. Urban, Housing
城市及房屋管理 |

OTHERS 其他 _____

f. Do you wish to receive future information on courses in your interest areas? Yes 是 No 否
 你是否希望獲得自己有興趣科目的其他課程資料？

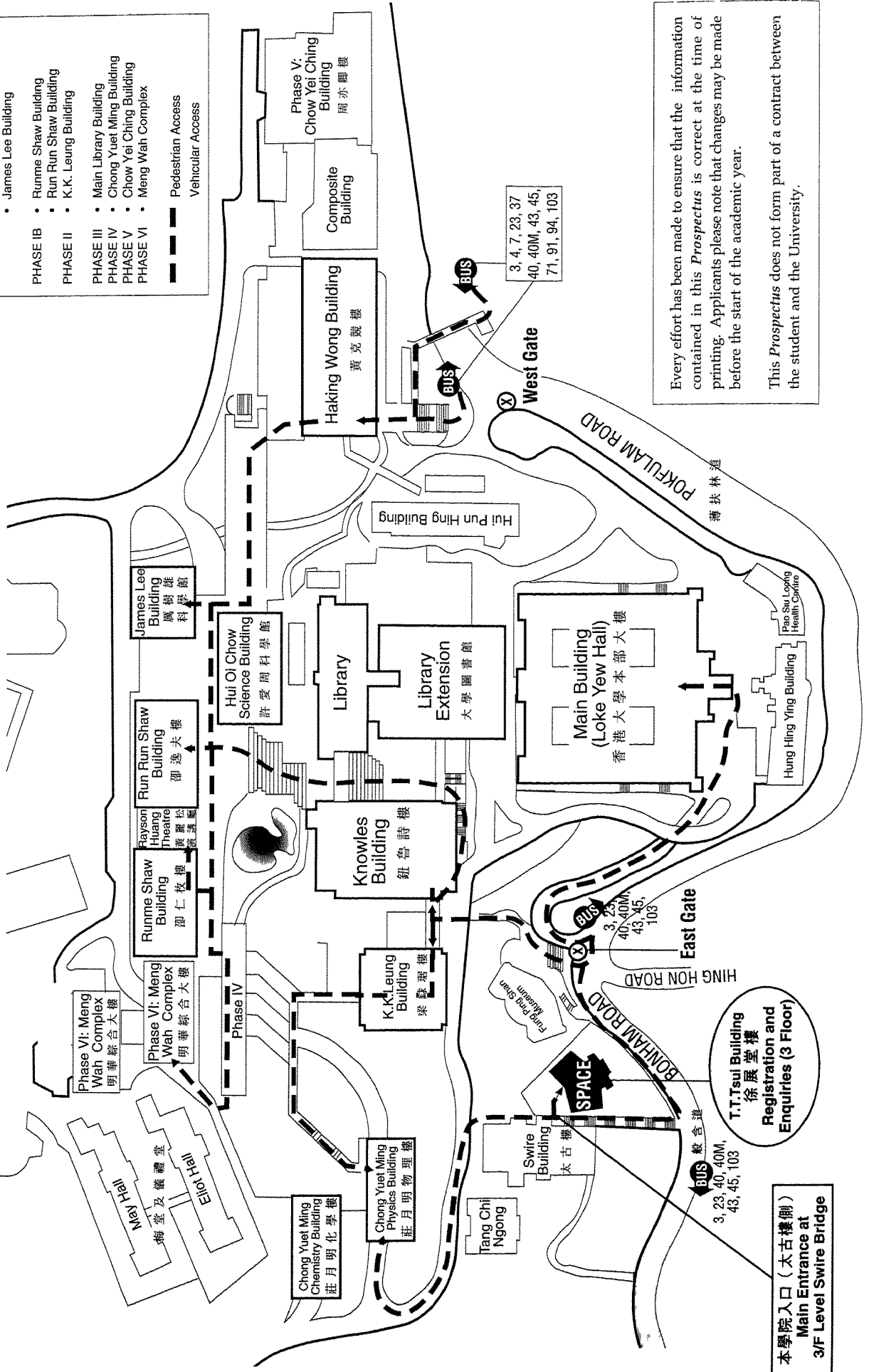
School of Professional and Continuing Education, H.K.U. 香港大學專業進修學院

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 1. The application form together with the appropriate fee should be sent to Director, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong. | 1. 請填妥報名表格後連同學費郵寄「香港薄扶林道香港大學專業進修學院院長」收。 |
| 2. Cheques should be crossed and made payable to "University of Hong Kong". | 2. 劃線支票請書明支付「香港大學」。 |
| 3. This receipt is not an acceptance of your application. | 3. 此收據並不證明本學院已接納了你的報名。 |
| 4. If you do not hear from us before the course starts, you may consider yourself admitted to the course and attend from the first scheduled meeting indicated in the Prospectus. | 4. 如於開課前你未有接獲本學院之任何通知，則表示已獲取錄。請依照手冊上所列明之時間及地點上課。 |
| 5. Fees will be refunded to any applicants who have paid fees but are not subsequently admitted to a course. | 5. 如你的申請未獲接受，已繳交之學費將獲發還。 |
| 6. Fees will not normally be refunded in any other cases other than exceptional circumstances. | 6. 除在第五項所列明之情況或其他特殊情形下，已繳交之學費將一概不獲發還。 |

UNIVERSITY OF HONG KONG GENERAL LAYOUT

School of Professional and Continuing Education

- Composite Building
 - Haking Wong Building
 - Hui Oi Chow Science Building
 - James Lee Building
- PHASE IA
- Runme Shaw Building
 - Run Run Shaw Building
 - K.K. Leung Building
- PHASE IB
- PHASE II
- Main Library Building
 - Chong Yuet Ming Building
 - Chow Yei Ching Building
 - Meng Wah Complex
- PHASE III
- PHASE IV
- PHASE V
- PHASE VI
- 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.

本學院入口 (太古樓側)
Main Entrance at
3/F Level Swire Bridge

T.T. Tsui Building
徐展堂樓
Registration and
Enquiries (3 Floor)

Head Office

3-11/F, T.T. Tsui Building

The University of Hong Kong

Pokfulam Road, Hong Kong

Tel: (852) 2975 5680 Fax: (852) 2559 7528

Town Centre

Shun Tak Centre, West Tower

200 Connaught Road Central, Hong Kong

9/F General Registration & Enquiries

Tel: (852) 2547 2225 Fax: (852) 2559 7545

10/F University of London Unit

Tel: (852) 2559 7628 Fax: (852) 2559 4666

14/F Business Unit

Tel: (852) 2858 4515 Fax: (852) 2858 4750



Town Centre

3/F, Admiralty Centre

18, Harcourt Road, Hong Kong

*(to replace 9/F, 10/F Shun Tak Centre
Removal date to be announced)*

North Point Centre

14/F, Fortress Tower, 250 King's Road

North Point, Hong Kong

Tel: (852) 2570 9266 Fax: (852) 2508 9349

Shek Kip Mei Centre

5 Wai Chi Street

3/F, Shek Kip Mei, Kowloon

Tel: (852) 2777 9995 Fax: (852) 2777 9599

SPACE Hotline

2559 9771 (w.e.f. October 1997)

SPACE Web Site

<http://hkusuc.hku.hk/spacel>



X45590781