

SPRING PROSPECTUS 1997

The University of Hong Kong



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

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/>

BUSINESS STUDIES & ACCOUNTING

Fax: 2858 4750

Accounting	2858 4515
Business Studies	
Institute of Administrative Management (IAM) Programme	
Marketing	
Real Estate Studies	

COMPUTER & INFORMATION SCIENCE

Fax: 2975 4953

Computer Science	2975 5645 or 2975 5646 or 2975 5618
Engineering	2975 5619
Librarianship	2975 5619

BIOMEDICAL, HEALTH, LIFE SCIENCES AND SCIENCE

Biomedical & Health Sciences	2975 5683 or 2975 5723 (Fax: 2546 0295)
Pharmacy	2975 5723 (Fax: 2546 0295)
Traditional Chinese Medicine	2975 5724 (Fax: 2546 0295)
Biomedical & Life Sciences	2975 5697 (Fax: 2858 3404)
Life Sciences (Applied Medical Sciences)	2975 5697 (Fax: 2858 3404)
Medical Laboratory Science	2975 5698 (Fax: 2858 3404)
Health Care & Nursing Studies	2975 5687 or 2975 5688 (Fax: 2858 3404)
Nutritional Science & Dietetics	2975 5698 (Fax: 2858 3404)
Science & Mathematics	2975 5683 (Fax: 2858 3404)

HUMANITIES

Art & Design	2547 2225 (Fax: 2559 7545)
English Studies	25472225 / 2975 5689 (Fax: 2559 7545 / 2858 3404)
European Languages	2547 2225 (Fax: 2559 7545)
Gemmology	2975 5682 (Fax: 2858 3404)
Geography & Geology	2975 5660 (Fax: 2858 8472)
History & Archaeology	2975 5682 (Fax: 2858 8472)
Journalism & Communication	2975 5696 (Fax: 2858 3404)
Music	2975 5696 (Fax: 2858 3404)
Oriental Languages	2975 5692 (Fax: 2858 3404)
Oriental Studies	2975 5682 (Fax: 2858 3404)
Philosophy	2975 5691 (Fax: 2858 3404)
Political Science	2975 5682 (Fax: 2858 3404)
Theatre Studies	2975 5689 (Fax: 2858 3404)
Translation	2975 5682 (Fax: 2858 3404)

LAW

Fax: 2546 0295

Law	2975 5721
Construction Management / Property Development	2975 5716
Recreation & Sports Management	2975 5726

SOCIAL SCIENCES

Adult Education & Training, Human Resources Management	2975 5686 or 2975 5690 (Fax: 2858 3404)
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)
Housing Management	2975 5668 (Fax: 2858 8472)
Psychology	2975 5655 (Fax: 2858 8472)
Social Work & Sociology	2975 5657 (Fax: 2858 8472)
Urban Studies	2975 5660 or 2975 5668 (Fax: 2858 8472)

**London University:
Student Registration**

**2559 7628
(Fax: 2559 4666)**

MESSAGE FROM THE ACTING DIRECTOR

In the past few years, the School has grown rapidly and developed courses at degree, postgraduate and professional levels. In 1995/96, there were 897 students studying at postgraduate and master's degree levels, 9,693 studying professional courses and 8,103 studying degree courses whilst the total number of student/course enrolments studying at the School was 63,340.

In terms of quality, students of the School have strived, as ever, for excellence. Their hard work pays off and many graduate with flying colours. For example, six of the School's students on the University of London Master of Financial Economics programme have graduated with distinctions, two each in 1993/94, 1994/95 and 1995/96. This is indeed a significant achievement as every year there were only three students worldwide with distinctions in the programme and two came from SPACE – HKU. Similarly the M.A. in Public Order of the University of Leicester had 5 distinction students from SPACE in 1995/96.

Quality assurance has to be a priority for the school. To assure quality, the School is strengthening support to the present academic reporting and monitoring bodies: the Boards of Examiners and Academic Advisory Committees. Student Liaison Committees are now being established to ensure students' needs are better represented and taken into account by the School. The School has also set up a Quality Assurance Committee to monitor and ensure the quality of courses provided.

As Mr. Howarth, the former Acting Director, pointed out in the Autumn Prospectus 1996, 1996/97 is the 40th anniversary of the School's establishment and a number of celebratory activities will take place. Amongst these activities, one will be welcome most by the students: Scholarships to be offered in collaboration with the South China Morning Post in early 1997. Look out for details nearer the time!

I would also like to take this opportunity to acknowledge the contribution made by Mr. William B. Howarth who recently resigned as Acting Director to return to the UK. He gave over 10 years of dedicated service to the School, particularly as Acting Director from July 1995, and we are sorry to lose his services.

I hope 1996/97 will be another prosperous year in the School. Your support and hard work together with the School's commitment to professional and continuing education will help to accomplish another year of excellent results.

This year, of course, sees the resumption of sovereignty by China and the next Prospectus will be published in the new Hong Kong Special Administrative Region. SPACE is committed to maintaining its breadth of programmes of professional relevance, its commitment to quality and its philosophy of access in the coming years.



Professor S. L. Wong
Acting Director

School of Professional and Continuing Education

SCHOOL MISSION STATEMENT

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

學院使命宣言

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

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

EITHER

- a) apply in person at any of the following Centres:

- i) **SPACE Town Centre**, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong (Access via lifts on the 2/F. of the Shopping Arcade)

Weekdays : 9.30 a.m. to 5.45 p.m.,
Saturdays : 9.30 a.m. to 12.30 p.m.
Telephone : 2547 2225 (Fax: 2559 7545)

- ii) **SPACE North Point Study Centre**, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)

Weekdays : 9.30 a.m. to 5.45 p.m.,
Saturdays : 9.30 a.m. to 12.30 p.m.
Telephone : 2570 9266 (Fax: 2508 9349)

- iii) **SPACE Campus Office**

3/F, T.T. Tsui Building,
The University of Hong Kong
Pokfulam Road, Hong Kong
Weekdays : 9.30 a.m. to 4.45 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.
- 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) 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.
- 2) Where entry to a course is by selection, SPACE will inform candidates whether they have been accepted or not. We will arrange to refund 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 told of this.
- 2) SPACE will make every effort to ensure that classes continue to meet at the place and time advertised, and with the same tutor. However, we reserve the right to make changes to this schedule if necessary.
- 3) Unless special arrangements are made, no classes will be held on:
 - Public holidays;
 - University Foundation Day (March 16 each year);
 - Christmas Eve, New Year's Eve, Lunar New Year's Eve.
- 4) Unless stated otherwise, courses that are advertised in English will be conducted in English, and courses advertised in Chinese will be conducted in Chinese.
- 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.

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 told how to get this card when they enroll.

TYPHOON & BLACK RAINSTORM WARNING

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

STATEMENT OF ATTENDANCE/TRANSCRIPT

Students who wish to get a Statement of Attendance or a Transcript can do so if they send a self-addressed envelope with postal stamps and a \$20 processing fee for each statement.

GENERAL INFORMATION

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

報讀手續及有關資料

報讀手續

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

- （一）填妥有關報名表格連同劃線支票或銀行本票書名「香港大學」以作繳交學費之用，及
- （甲）：親往下列地點報名：
- 1)：香港大學專業進修學院市區中心
香港干諾道中二百號信德中心西翼9字樓（由2字樓商場電梯上）。
電話：25472225
（圖文傳真：25597545）
星期一至五：上午九時三十分至下午五時四十五分。
星期六：上午九時三十分至下午十二時三十分。
 - 2)：香港大學專業進修學院北角教學中心，香港北角英皇道250號北角城中心14字樓（炮台山地鐵站出口）。
電話：25709266
（圖文傳真：25089349）
星期一至五：上午九時三十分至下午五時四十五分。
星期六：上午九時三十分至下午十二時三十分。
 - 3)：香港大學專業進修學院
香港薄扶林道香港大學徐展堂樓三樓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四時四十五分。
星期六：上午九時三十分至下午十二時三十分。
- （乙）：或以郵寄以上各中心。

（二）如採用郵寄方式，請勿以現金付款。

入學條件

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

入學手續

- （一）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。

- （二）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與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，公曆新年除夕及農曆新年除夕。
- （四）如非特別註明，所有用中文或英文刊登的課程都分別以粵語或英語講授。
- （五）學員請於上課時，帶備學費過帳收據。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。

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。

聽講證或結業證書

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

其他資料

- （一）除課程已額滿或被取消外，一切已繳學費，概不退還。
- （二）學費及學額不得轉讓他人。
- （三）學員所繳學費只適用其所報讀課程，學員不可以憑所繳學費要求申請轉讀其他課程。

STAFF LIST

ACTING DIRECTOR 署理院長

S.L. Wong 黃紹倫, B.Soc.Sc. *H.K.*, M.Phil. *C.U.H.K.*, B.Litt., D.Phil. *Oxon*

PROFESSOR 教授

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

ASSOCIATE PROFESSOR / SENIOR LECTURER 副教授 / 高級專任講師

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ASSISTANT PROFESSORS / LECTURERS 助理教授 / 專任講師

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NURSING STUDIES COORDINATOR 護理課程統籌

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

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K.W. Chan 陳國華, M.B.,B.S. *H.K.*, MRCPATH, FHKAM(Path.)
John A.K. Holford, B.A. *Oxon.*, M.Sc. *Surrey*, Ph.D. *Edin.*
Erik Kvan, Cand.theol. *Copenhagen*, D.Soc.Sc.h.c. *H.K.*

HONORARY LECTURERS 名譽講師

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- * C.F. Ha 夏志輝, B.Soc.Sc. *Lingnan Coll.* M.A.(Soc. Research) *Essex*
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Jenny L.W. Sin 冼麗華, B.Sc. *Bristol*

SENIOR SECRETARIAL STAFF 高級秘書

Selin S.L. Poon 潘素齡



UNIVERSITY OF LONDON

Diploma, Degree and Postgraduate Programmes for External Students

Why Study a University of London Programme?

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

Special features of the University of London programmes are:-

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

Programmes Where Applications and Registrations are Handled at SPACE:-

Undergraduate

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

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

BSc in Computing and Information Systems	Diploma in Computing and Information Systems
Diploma in Economics	

Postgraduate

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

Entry Requirements

Diploma programmes

Areas

Economics
Computing and Information Systems

CER

a minimum of 4 subjects at Grade C or above in 'O' level including
Maths and English Language

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 & Finance	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 (literature) subject

Postgraduate programmes

- usually at 2nd honours level in a relevant first degree

The above information is 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 following Registration Section.

Tuition at SPACE

SPACE offers tuition in many of the above subjects. Access programmes for Law, Economics, Management, Accounting & Finance 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)
Registration Time: Monday - Friday: 9:00 a.m. - 5:00 p.m.; Saturday: 9:00 a.m. - 1:00 p.m.
Please mark the programme(s) you are interested in on the envelope.
- (2) Applications and registration deadlines for students who wish to sit examinations in 1998 are **September 17** and **November 30, 1997** respectively.
- (3) For the Diploma in Economics, Diploma in Computing and Information Systems and BSc in Computing and Information Systems, 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 respective course descriptions in this Prospectus.
- (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.

UNIVERSITY OF LONDON OPEN DAY 1997

A University of London Open Day will be held on July 19, 1997 (Saturday) from 10:00 a.m. - 5:00 p.m. in the SPACE Town Centre, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong. Informational seminars will be given by the representatives of the University of London and the lecturers-in-charge of HKU SPACE. Details of the seminar sessions will be available by sending a \$1.3 self-addressed envelope to:

School of Professional and Continuing Education, The University of Hong Kong,
University of London Unit, Room 1004-5, 10/F, Shun Tak Centre, West Tower,
200 Connaught Road Central, Hong Kong. **ALL ARE WELCOME!**

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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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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譯，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.

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Ms. Vienna Chui (2547 2225)

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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.

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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。

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New Developments for Spring 1997

Lecturer in charge: Jennifer G.H. Ng
Teaching Consultant: Y.K. Ho

Telephone Nos.: 2975 5658, 2975 5670

Professional Seminars/Workshops

The School is pleased to present a new series of professional seminars/workshops on topics related to Management, Banking, and Finance studies.

Course No.	Seminar/ Workshop Title	Presenter	Date	Venue	Fee (HK\$)
1928	Using Competencies for Management Development in Hong Kong Medium of Instruction : English 2-day Workshop	Mr Ron DeAngelo Ms Mo Yuet-ha Ms Maisie Poon Ms Corinna B. Slater	24 Feb., 1997 (Mon.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m. 25 Feb., 1997 (Tue.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 12, SPACE Town Centre, 9/F.	1,800
1929	The Teamworking Programme Medium of Instruction : English 2-day Workshop	Mr Robin Ball	3 Mar., 1997 (Mon.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m. 4 Mar., 1997 (Tue.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 23, SPACE Town Centre, 9/F	1,800
1930	The Effective HRD Manager Medium of Instruction : English 2-day Workshop	Mr Robin Ball	14 Apr., 1997 (Mon.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m. 15 Apr., 1997 (Tue.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 23, SPACE Town Centre, 9/F	1,800
1931	Managing Stress, Time and Conflict Medium of Instruction : English 2-day Workshop	Mr Robin Ball	28 Apr., 1997 (Mon.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m. 29 Apr., 1997 (Tue.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 23, SPACE Town Centre, 9/F	1,800
1932	The Canons of Lending Medium of Instruction : Cantonese 1-day Workshop	Ms Karen Wong	5 Mar., 1997 (Wed.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 24, SPACE Town Centre, 9/F	900
1933	Technical Analysis for Stocks and Futures Medium of Instruction : Cantonese 1-day Workshop	Mr Jacky Chan	26 Apr., 1997 (Sat.) 10.00 a.m. - 12.30 p.m. 2.30 - 5.00 p.m.	Rm 20, SPACE Town Centre, 9/F	1,200
1934	Kuala Lumpur Options and Financial Futures Exchange and the Malaysian Monetary Exchange Medium of Instruction : English Half-day Seminar	Mr Tony Ng	10 Mar., 1997 (Mon.) 9.30 a.m. - 12.30 p.m.	Rm 23, SPACE Town Centre, 9/F	500

New Developments for Spring 1997

Course No.	Seminar/ Workshop Title	Presenter	Date	Venue	Fee (HK\$)
1935	Securities/Futures Investments - The Malaysian vs The U.S. Environment Medium of Instruction : English Half-day Seminar	Mr Tony Ng	10 Mar., 1997 (Mon.) 2.00 - 5.00 p.m.	Rm 23, SPACE Town Centre, 9/F	500
1936	Problem Loans - Its Prevention and Collection Medium of Instruction : Cantonese 1-day Workshop	Mr Y.M. Tsang	12 Mar., 1997 (Wed.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 24, SPACE Town Centre, 9/F	1,200
1937	Bankers in the Selling Role Medium of Instruction : Cantonese 1-day Workshop	Mr Y.M. Tsang	2 Apr., 1997 (Wed.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 24, SPACE Town Centre, 9/F	1,200
1938	The Post-Cold War Regional Order and the Asia-Pacific Business Climate Medium of Instruction : English 1-day Seminar	Dr. Lam Lai Sing	17 Mar., 1997 (Mon.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 23, SPACE Town Centre, 9/F	1,200
1939	Corporate Bank Lending in PRC Medium of Instruction : Cantonese 1-day Workshop	Mr Alexander Chan	19 Mar., 1997 (Wed.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 24, SPACE Town Centre, 9/F	1,200
1940	Banking Practice in PRC - Law and Practice Medium of Instruction : Cantonese 1-day Workshop	Mr Alexander Chan	9 Apr., 1997 (Wed.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 24, SPACE Town Centre, 9/F	1,200
1941	Banking Practice in PRC - Settlement and Remittance Medium of Instruction : Cantonese Half-day Seminar	Mr Alexander Chan	30 Apr., 1997 (Wed.) 9.30 a.m. - 12.30 p.m.	Rm 24, SPACE Town Centre, 9/F	500
1942	Marketing Financial Services Medium of Instruction : Cantonese 1-day Workshop	Mr William Chan	7 Apr., 1997 (Mon) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 23, SPACE Town Centre, 9/F	900

Course No.	Seminar/ Workshop Title	Presenter	Date	Venue	Fee (HK\$)
1943	An Introduction to Current Practices in PRC's Tax System Medium of Instruction : Cantonese 1-day Workshop	Mr Zhao Wei	16 Apr. 1997 (Wed.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 24, SPACE Town Centre, 9/F	1,200
1944	Derivative Products for Small Investors Medium of Instruction : Cantonese 1-day Workshop	Mr Roland Lam	19 Apr., 1997 (Sat.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 20, SPACE Town Centre, 9/F	900
1945	How to Get Financing with Minimum Hassels and What Financial Institutions Look For in Borrowing Requests Medium of Instruction : Cantonese 1-day Workshop	Mr Henry Lai	22 Apr. 1997 (Tue.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 23, SPACE Town Centre, 9/F	1,200
1946	Practical Bank Management Medium of Instruction : Cantonese 1-day Workshop	Mr Marcus Hung	3 May, 1997 (Sat.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 20, SPACE Town Centre, 9/F	1,200
1947	Hong Kong Securities, Futures and Foreign Exchange Markets: Products, Development and Regulatory Controls Medium of Instruction : Cantonese 1-day Workshop	Mr Stephen Leung Mr Marcus Hung	17 May, 1997 (Sat.) 9.30 a.m. - 12.30 p.m. 2.00 - 5.00 p.m.	Rm 20, SPACE Town Centre, 9/F	1,200
1948	The Making of Labour Legislation, the Key Players and Their Roles Medium of Instruction : Cantonese Half-day Seminar	Ms S.H. Yeung	24 May 1997 (Sat.) 2.30 - 5.30 p.m.	Rm 20, SPACE Town Centre, 9/F	500
1949	Analysis of Major Provisions of Laws Related to Personnel Management Medium of Instruction : Cantonese Half-day Seminar	Ms S.H. Yeung	31 May 1997 (Sat.) 2.30 - 5.30 p.m.	Rm 20, SPACE Town Centre, 9/F	500

Enrolment for all the above seminars/workshops is limited to 20

Brochures/ flyers on these seminars may be obtained from the 3 SPACE offices/ centres stated in the General Information page of this Prospectus.

About the Presenters

Mr Ron DeAngelo, *BS(Penn. State), MS(Columbia), MS(Utah State)*

Mr DeAngelo is a Senior Consultant and Trainer with Organisation Development Ltd. He is a Management Development and Training Specialist with expertise in designing and conducting training programmes for all levels of employees in the private and public sector world-wide. He operated his own management consulting firm for over 20 years and has been an associate of the Sterling Institute since 1990. Ron has designed training programmes in all Human Resource, Sales and Management subjects from financial to interpersonal skills. Included in his many clients are NASA, Milliken, Philip Morris, Seagrams, General Dynamics, American Steel, International Institute of Research (London, Hong Kong and Singapore), Birdseye Foods and many others. Ron has received many awards for his training and design skills, among these awards are 1985 American Society for Training and Development Trainer of the Year and 1975 Business Educator of the Year. He has participated in many National Training Conferences for the American Society for Training and Development, the National Business Education Association and the International Training Association.

Ms Mo Yuet-ha, *MA(Oxon), MBA(H.K.)*

Ms Mo is a Senior Consultant with Organisation Development Ltd. She specialises in Human Resources Development consulting, ranging from setting performance standards/competencies, assessment centres, staff salary structures/benefits to resources planning. In addition, she is qualified in occupational testing by the British Psychological Society and regularly uses 360 degree feedback and psychometric testing for evaluation purposes. Before moving to the field of human resources and training, she held a number of general management positions with Cathay Pacific Airways Limited (1984-1993). This included providing internal consultative advice to the world-wide marketing and sales staff to improve productivity.

Ms Maisie Poon, *MBA(TQM), DMS(H.K. Poly.)*

Ms Poon is a Consultant with Organisation Development Ltd. She specialises in Human Resource Training and Development consulting. She is also qualified to conduct 'Train the Trainer' and 'Group Training Skills' with the Hyatt International Hotels worldwide. She has fourteen years administrative and management experience with 3 multinational hotel chains both in Hong Kong and Canada, as well as the Hospital Authority Head Office for Training & Development. Throughout her career she has conducted a full range of manage-

ment training courses including training for medical professional examinations, professional, vocational and development skills in the health care industry. She regularly uses psychometric testing and 360 degree feedback for evaluation purposes.

Ms Corinna Buckley-Slater

Ms Buckley-Slater is a Communications Consultant with Organisation Development Ltd. She has over 10 years experience in the media industry, including Television, Advertising and Journalism. The majority of her work has involved designing campaigns that will evoke the desired response in a wide variety of audiences across different cultures, whether they be for buying, selling or purely entertainment purposes. A qualified NLP practitioner, she has turned her focus toward computer-based, multi-media learning programmes and their potential to bring more power to group training as well as successfully facilitate learning in a solo situation. Corinna manages the Total Performance System.

Mr Robin A. Ball, *BA(Leeds), PgDHRD(South Bank), MIPD, MIHRM(H.K.)*

Mr Ball has been managing people in different environments for 25 years. His experience ranges from the Royal Navy to the travel and tourism industries, and, most recently, to a major oil services company. He therefore has first hand experience of managing and motivating staff in a wide range of organisational and cultural settings. Robin has a first degree in Chinese Studies (University of Leeds) and a post graduate diploma in Human Resource Development (South Bank University, London). He is a member of the IPD and IHRM, and is a professional trainer qualified to NVQ level 5. He runs his own HR consultancy in Hong Kong and is also an experiential learning trainer of the Henley Management College.

Ms Karen Wong, *B.Sc.(Toronto)*

Ms Wong graduated from the University of Toronto, majoring in Commerce and Actuarial Science. She has extensive experience in the banking industry and has worked for a number of major international and local banks for many years. Her areas of specialization include credit risk management and marketing in commercial banking.

Mr Jacky Chan, M.Soc.Sc.(Chu Hai)

Mr Chan has been a pioneer software designer of technical analysis since 1984 in Hong Kong. He is a founder of TSCI Research (H.K.) Ltd., and Tele-Trend Ltd. His software in technical analysis has been well received by most fund managers, professional traders, researchers and private investors. His technical analysis design ideas has resulted from his several years of academic researches in economics and statistics, and practical experiences as a professional trader in the Hong Kong stock market, bullion market and commodities markets. He has also written extensively for the Hong Kong Economic Journal, Economic Digest, Sing Pao and Hong Kong Economic Times. Mr Chan is currently an associate professor of Chu Hai College as well as the Managing Director of TSCI Research (H.K.) Ltd. and Tele-Trend Ltd.

Mr Tony H. Ng, B.Com.(Hawaii), MBA(Arkansas)

Mr Ng graduated from the University of Hawaii-Manoa and Arkansas State University, Graduate School of Business. He has more than 10 years of working experience in the U.S. corporate finance field. As the Oversight Manager of the Regulatory Agency of the U.S. FDIC/RTC, Mr Ng managed Mortgage Backed Securities, REMICs, swaps and securitizations of assets and securities. He has also played a significant role in the FDIC/RTC during the Savings and Loan debacle. Mr Ng is currently the Manager of HLG Capital (Malaysia), an established financial services house in the ASEAN region. He is responsible for the derivatives operations arm of HLG Capital in Kuala Lumpur. HLG Capital is a major trading and clearing member of the Kuala Lumpur Options and Financial Futures Exchange. Mr Ng is also responsible for HLG Capital's operations/participation in the Malaysian Monetary Exchange.

**Mr Y.M. Tsang, B.Soc.Sc.(C.U.H.K.),
M.Soc.Sc.(H.K.), AHKIB**

Mr Tsang has been working in the banking field for over 12 years, with extensive experience in credit management and marketing. He has conducted many workshops and seminars in credit management, debt collection and marketing of financial services for international credit agencies and banks.

Dr. Lam Lai Sing, B.Econ, MA, PhD(Queensland)

Dr. Lam is Research Director of Regional Research and Training Initiative (HK) Ltd. He is an Asian Development Bank consultant in the areas of development economics, research and development, and social sciences. He was an associate professor in social sciences at the Macau University. He has published extensively in the spheres of East and Southeast Asian political and economic developments. He is the author of *The Theory of Ch'i: Mao Tse-tung's Purposive Contention With the Superpowers* (Lewiston, NY, Distinguished Dissertation Series, The Mellen University Press, 1995).

**Mr Alexander Chan, BSSc, BSBA, BDipLaw, MBA,
M.Acc., LL.M, MS, ACIB, ACIS,
ACI Arb, MCIM, ASIA, AIB(Sr),
FIMM, ASCPA, MSCPA,
AHKSA, MInstAM(AdvDip),
AIQA**

Mr Chan has worked in the departments of loan documentation, structured finance and PRC finance for several international banks. With over 7 years of banking and financial experience to his standing, Mr Chan has now set up his own consulting firm with other partners. He specialises in advising his clients in structuring bankable loan facilities, preparing for proposals in mergers and acquisitions, soliciting loan documents, JV agreements, articles of association with PRC government officials, lawyers, bankers etc. Given his sound knowledge in the PRC markets, Mr Chan is frequently invited by PBOC, ICBC, BOC etc to conduct in-house training courses and seminars. Mr Chan also conducted lectures for several universities in PRC, UK and Australia. He is also a 'Project Accountant' for several projects in PRC.

**Mr William Chan, B.Soc.Sc.(C.U.H.K.),
PDipLL(Peking), AHKIB,
AHKFA, ACIB, Dip.F.S.**

Mr Chan is an experienced banking training professional in the Banking Training Centre of VTC. He specialises in training in credit analysis, lending and marketing of banking services. He has been active in professional training in banking for institutions such as SPACE, HKU, PolyU, CityU, Productivity Council and Institute of Bankers. Mr Chan is also engaged in professional banking training for the People's Bank of China, Shenzhen and the Shenzhen Association of Financial Institutions. Mr Chan is an Associate and Committee member of the Institute of Bankers and the Association of Financial Advisors and is presently undertaking a masters thesis on the topic 'Bank Lending to Service Business'.

趙偉先生 Mr Zhao Wei

趙偉先生：大學學歷，從一九八二年起從事三資企業之稅政工作，主管工商統一稅，個人所得稅，國際稅收協定，外商投資企業和外國企業所得稅及涉外地方稅。曾參與廣東省各大型投資項目之稅收籌劃工作。負責廣東省稅務系統稅政管理用書《對外稅收法規匯編》第一至五冊之編輯。在香港大學開設的《遙距教育課程之中國稅務》中任教程編輯並兼輔導老師，與廣東省內的大型報刊之一的《羊城晚報》合作出版的《廣東投資稅收指南》一書中任主編；曾多次在廣東省內各大學中稅收專業課任主講老師；曾多次參與籌辦與香港稅務學會合作舉辦的各類稅收研討會，如《海洋石油稅收研討會》，《中國稅制改革研討會》和《土地增值稅研討會》等。現任廣東稅務諮詢事務所副所長。

Mr Roland C.C. Lam, B.A.(York)

Mr Lam has worked in various leading banks in Canada and Hong Kong. His expertise covers Canada, U.S. and Hong Kong derivative instruments and Forex Investment. Mr Lam is currently working in the Hong Kong Futures Exchange Ltd.

Mr Henry K.H. Lai, B.Soc.Sc.(H.K.), M.B.A.(York)

Mr Lai has over 15 years of retail, treasury and corporate banking experience in various international banks. He is now in charge of the corporate banking and syndicated loan section in an international wholesale bank.

Mr Marcus Hung, FHKIB, FCIB, MBIM, MIEx

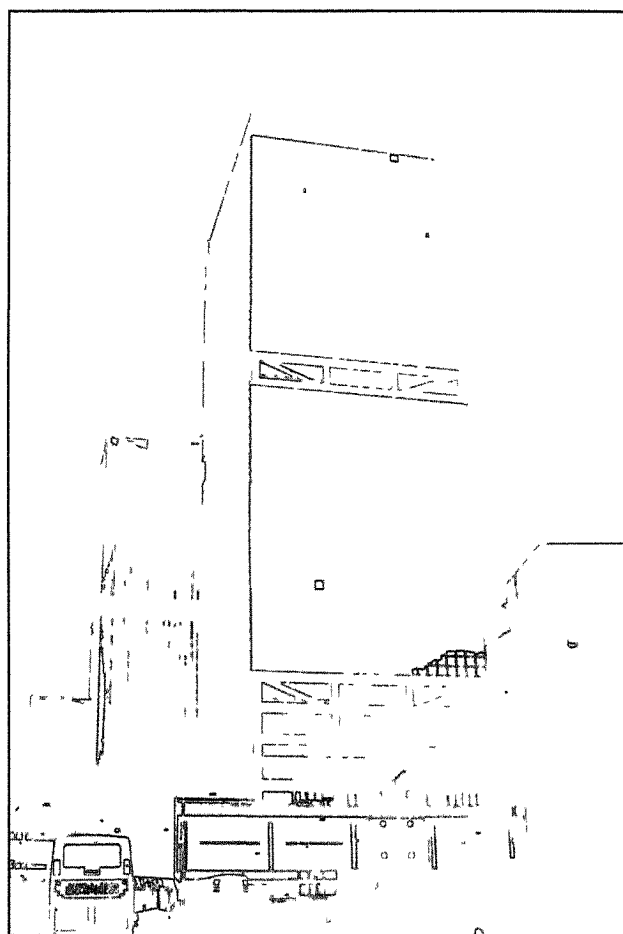
Mr Hung has worked for about 20 years in 4 banks located in America, Europe, South East Asia and Hong Kong. He is a Moderator of two papers of the Hong Kong Institute of Bankers examinations and is also the Chairman of the Moderating Committee of the Associateship Examination of the Hong Kong Institute of Bankers. He is the Co-author of 'Guide to Hong Kong Law', 'Law and Practice of Banking in Hong Kong' and 'Hong Kong Law for Beginners, Q & A'.

**Mr Stephen Leung, Solicitor, L.L.M.(Cantab.),
P.C.L.L.(H.K.)**

Mr Leung has worked in a merchant bank specialising in public floatations and mergers and takeovers. He is now a director of a local financial group and a legal advisor to a publicly listed group in Hong Kong. He has conducted a number of public lectures and seminars on securities law and the Hong Kong securities markets. He is the author of the Longman Intelligent Report entitled 'A Guide to Public Floatation in Hong Kong'.

**Ms S.H. Yeung, Polly, B.A., Cert.PM,
MPA(H.K.), MHKIH RM**

Ms Yeung has extensive experience in handling practical issues related to the Hong Kong Employment Ordinance and the Employees' Compensation Ordinance. For the past few years, she has conducted a number of courses for SPACE on personnel management and labour laws which have been very well-received.



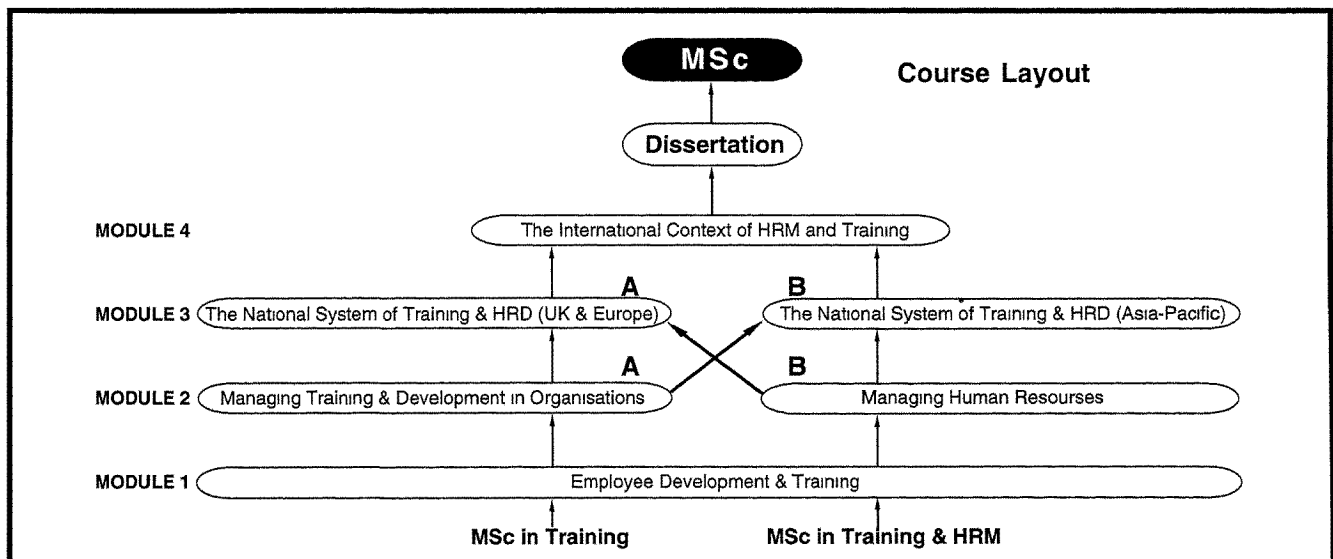
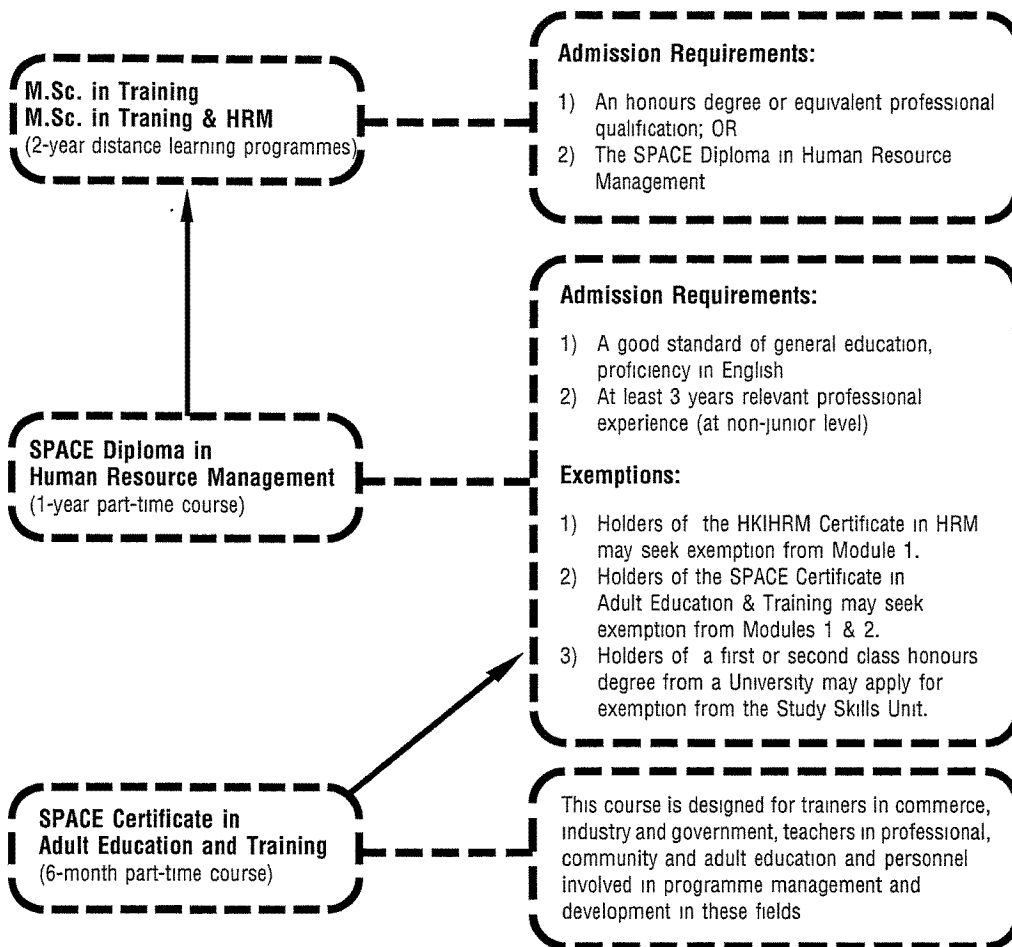
**SPACE TOWN CENTRE, Shun Tak Centre, West Tower, 9 & 14/F,
200 Connaught Road Central, Hong Kong**

ADULT EDUCATION AND TRAINING

Lecturers in charge : Peter Kennedy
 Jesucita Sodusta
 Tutor : Svend Soyland

Telephone : 2975 5686
 2975 5690, 2975 5691
 Fax: 2858 3404

M.Sc. in Training / Training & HRM Diploma in Human Resource Management Certificate in Adult Education & Training



8060. MSc in Training / 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); and 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 area. The four units in this module cover among other topics; organisational theory, evolution 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 theory of education and training systems; the emergence of the Asia-Pacific region and its implications for education and training; and the distinctive features, and comparative analysis, of Asian education and training systems.

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 assignments 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 proceed to write a dissertation of between 12,000 and 20,000 words. Course members are encouraged to use their own experience when deciding on 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 the various SPACE study centres, Hong Kong University Main Library and various specialist libraries within the University. SPACE will also try to provide help with any practical problems students might experience throughout 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 Human Resource Management, may also apply. Applicants with other professional qualifications and extensive professional experience may also be considered.

Course fee: £5,000, 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 \$3.20 stamped self-addressed envelope (size 9"x12") to:

The Director (Attention: Ms Polly Kwok),
School of Professional and Continuing Education,
University of Hong Kong,
Pokfulam Road, Hong Kong
(Tel: 2975 5686; fax: 2858 3404).

Deadline for applications: 1 March 1997.

The course commences in April 1997, and if your application is accepted, the first instalment of your course fees (£2,800) must be paid within two weeks of that date. The second payment (£2,200) 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. Each module will have one presentation specially targeted

at the topic to be covered. 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.

ASSESSMENT

Students will be awarded the Diploma if they:

- complete satisfactorily the required course assignments;
- pass a three-hour examination;
- attend at least 75% of the lectures, tutorials and practical sessions.

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.

The next course commences in October 1997. Further details are available from Ms Betty Kwong (Telephone: 2975 5690; Fax: 2858 3404)

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

The next course commences in September 1997. Further details are available from Ms Polly Kwok (2975 5686).

1650. Teamwork and Team Leadership

The world of employment in the '90s has undergone dramatic change. The only constant factor in employment now is change, rapid, all-encompassing change. One of the most highly sought after skills by Hong Kong employers is the ability to work in, and lead, teams.

In the course you will:

- review many different skills, behaviours, and habits that contribute to effective teamwork
- understand several contemporary models of team leadership
- gain greater awareness of your existing teamwork and team leadership skills
- identify opportunities to enhance and develop these skills
- develop insights into how you can describe and promote your teamwork skills and achievements.

Enrolment is limited to 30

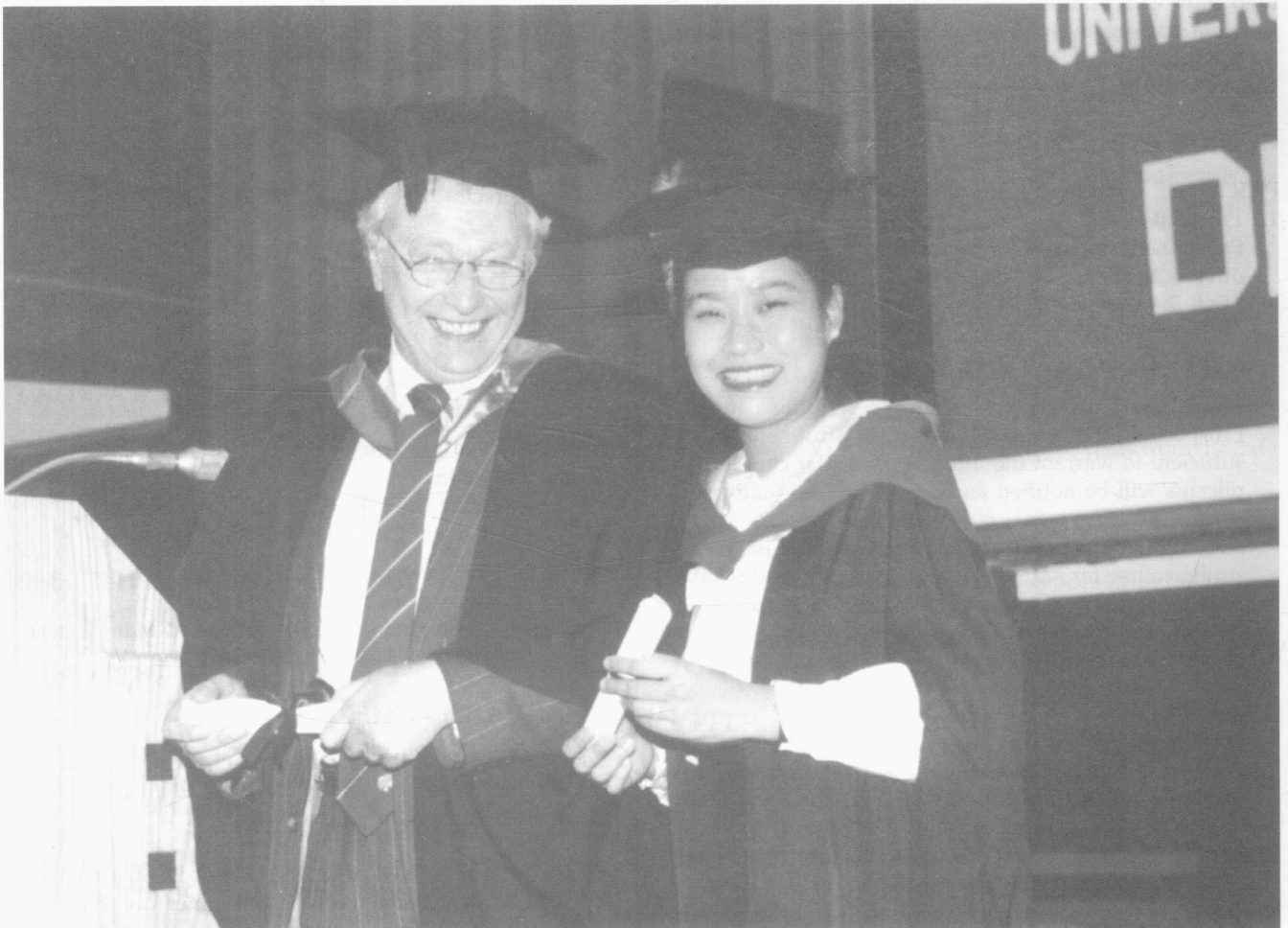
Tutor : Michael Stanley, B.Soc.Work(Queensland),
Grad.Dip.(Mgt.) CQU, Teaching
Consultant in School of Research
Studies, HKU

Venue : To be advised

Date : Saturday and Sunday, 9.00 a.m. - 1.00 p.m. &
2.00-5.00 p.m., commencing February 22, 1997

2 meetings

Fee : \$1,000



A happy occasion – the MSc in Training Graduation Ceremony

Certificate Courses 證書課程

1665. 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 (February to June 1997)

1. Practical

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

- Basic Drawing (#1672 or #1675)
- Figure Drawing (#1677)
- Basic Painting (#1679)
- Basic Watercolour Painting (#1683)

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: Post-Impressionism to Post-Modernism* (#1729 or #1730).

PART TWO – in Europe (Four weeks in July 1997; 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 part 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 : Daniel Blyth, B.A.(W.Ont.), M.F.A.(Nova Scotia)
Aser But, D.A.E., M.Sc.(Bank St.)
Sylvia Chan, B.So.Sc.(H.K.), M.A.(N.Y.)
Anna Havemann, B.A.(Hunter), M.A.(N.Y.)
Peter Mak, B.A.(Valley City), M.F.A.(Arizona)
Hale Man, B.A.(Hons.)(Kingston), M.A.(R.C.A.)

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.

ENTRANCE REQUIREMENTS

Applicants should have some basic knowledge of art and be reasonably proficient in the English language. 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 February 1997, applicants are advised to apply by late January.
- Applicants will be invited to attend an interview and may be advised to take an English course with SPACE.
- Unsuccessful applicants will be informed accordingly and their fees refunded.

Enrolment is limited to 18

1666. 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 (#1672 or #1675)
2. Basic Painting (#1679)
3. Introduction to the History of Western Art I (*To be offered in Autumn '97*)
or Introduction to the History of Western Art II (#1729 or #1730)

Electives (Any 3 courses from the following):

- Figure Drawing (#1677)
- Basic Watercolour Painting (#1683)
- A Basic Course in Computer Graphics (#1701 - #1707)
- Introduction to Two-dimensional Design (#1714) (*Conducted in Cantonese only*)
- Introduction to Interior Design (#1719) (*Conducted in Cantonese only*)
- Basic Photography (#1723) or Introduction to Photography (#1726)

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

APPLICATION PROCEDURE

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

1667. Certificate in Interior Design

OBJECTIVES

Taught by practising architects and interior designers, this certificate programme aims to provide participants with an understanding of the principles and elements of interior design. The programme is targeted at :

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

COURSE STRUCTURE

A team of professional architects and interior designers will teach the four modules, sometimes on a collaborative basis. Participants will attend forty (40) weekly meetings of three hours each and will be required to complete several assignments which will form the basis of assessment by the tutors. The following interlinking modules will not necessarily be taught in the order listed but will be integrated throughout the programme:

- **Design Theory**
This module will explore the inter-related history of architecture and interior design (both Western and Oriental), theories on colour, space, lighting, and ergonomics.
- **Architectural Drafting, AutoCAD, Interior Perspectives and Presentation**
Participants will be introduced to the use of drafting tools and the computer to make simple projections, plans, sections, axonometric and isometric drawings and perspectives. Ways to produce effective colour renderings and presentation techniques will also be discussed.
- **Professional Practice and Technology**
This module will provide an overview of the whole process of implementing architectural or interior design. Topics will include: building disciplines and the profession, legal concepts, appointment contracts, client's briefs, the design process and regulations, specifications and tender documents, building contracts,

site supervision, office administration and accounts, environmental comfort, production drawings, as well as interior building elements and materials.

- **Design Studio**

In this module, participants will integrate what they have learnt in the first three modules and apply them in three-dimensional design projects as well as commercial and residential interior design projects. Participants will be closely supervised throughout the process, and guest speakers will be invited to give talks on special topics. Students are expected to contribute to critiques on their projects.

TEACHING TEAM

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

AWARD OF CERTIFICATE

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

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

ENTRANCE REQUIREMENTS

1. Applicants should have completed the introductory and intermediate courses in interior design offered by SPACE.
2. Those who do not fulfil the above requirement but have working experience in related fields will also be considered subject to the quality of their portfolios.

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

APPLICATION PROCEDURE

Applicants should complete an application form and submit it to SPACE with a cheque for HK\$9,350 in favour of "The University of Hong Kong" by February 15, 1997. Applicants will be required to attend an interview with their portfolios. Unsuccessful applicants will be informed accordingly and their fees refunded.

Enrolment is limited to 24

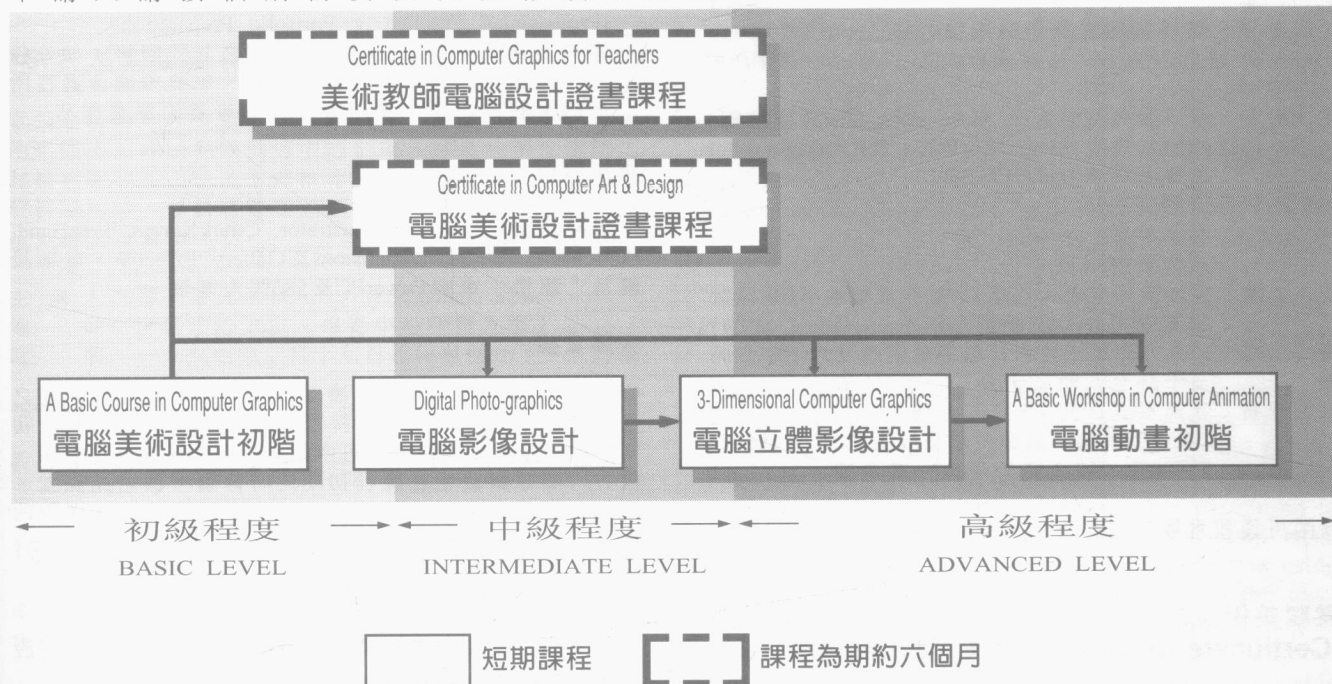
Venue : Room 25, SPACE Town Centre, 9/F



Tutors and students at the final assessment session of the Certificate Course in Interior Design

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。



Date : Thursdays, 6.30 - 9.30 p.m., commencing March 6, 1997

40 meetings

Fee : \$9,350

Medium of Instruction: Cantonese supplemented with English

1668. 美術教師電腦設計證書課程 (Certificate in Computer Graphics for Teachers)

課程宗旨

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

課程大綱

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

- 電腦基礎技術 (Computer Fundamentals)
本單元介紹電腦硬件、有關之輔助器材及軟件，包括 FreeHand, PageMaker, Photoshop 等，亦會介紹繪圖、排版及圖片修描技巧。

- 電腦設計工作坊 (Designing with Computer)
本單元指導學員以電腦為工具，探討設計概念。課程包括商標造型、字體運用、色彩表達、排版分色等不同層次之設計練習，務求學員對電腦平面設計有進一步之認識。

- 電腦圖象之探索 (Creating Images)
本單元指導學員以電腦軟件去創作及實驗圖形繪製，繼而將圖形運用於海報、封面、包裝等設計品。

- 設計教學幻燈片製作 (Designing Teaching Slides)
本單元指導學員以電腦軟件製作平面設計教學上應用之幻燈片，例如構圖技法、字體的認識、平面設計元素等。學員可同時分享其他學員之教學心得。

- 專業設計工作坊 (Professional Design Workshop & Portfolio Preparation)
此單元為畢業作品之製作階段。學員應將上述四個單元所學的技術運用於專題作品上，作為個人之畢業作品集。這單元為平面設計教學範圍之專題研究，鼓勵學員創作和建立個人風格。

應用軟件

本課程介紹 FreeHand, PageMaker, Photoshop, Claris Work 及 Power Point 等電腦軟件。

入學資格

申請人毋須有電腦操作經驗，但必須對美術設計有基本認識。

證書頒發

符合下列所有要求之學員，可獲本院頒發證書：

- (一) 每科之出席率達百分之八十或以上；
- (二) 於指定時間內完成各科的堂課、家課和畢業作品集；
- (三) 獲全體導師同意其作業成績合格
(限收十二人，一人一機操作)

主 講 人：畢子融先生 D.A.E., M.Sc.(Bank St.)(課程統籌)
陳耀堂先生 H.Dip.(H.K.Poly.), B.F.A.(Wisconsin)
冼煒強先生 H.C.(H.K.Poly.)
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）

時 間：一九九七年三月六日起每星期四及六下午六時
三十分至八時三十分

全期學費：壹萬零五百元（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。)

教師可獲教育署退還半費。詳參第1x頁。

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

課程宗旨

電腦技術在美術設計行業扮演的角色日益重要，但市面上設計軟件種類繁多，一般短期課程只能講解基本技術，缺乏全面性的電腦設計知識。本證書課程由專業設計師及電腦技術員任教，有系統地全面介紹美術設計基礎概念與電腦技術相關知識。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。學員每週必須有足夠時間完成指定的習作。課程包括以下五個單元：

- 電腦基礎技術(Computer Fundamentals)
本單元較深入地講授常用軟件的使用方法，例如FreeHand, PageMaker及Photoshop等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。

- 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

本課程採用PageMaker, Illustrator, QuarkXpress, FreeHand, Photoshop, Painter, Dimensions及Gallery Effect等。電腦設備為「蘋果」電腦PowerPC及586個人電腦。

入學資格

申請人必須對美術設計有濃厚興趣，並具備電腦操作之基本知識，例如完成本學院所主辦之「電腦美術設計初階」或同等程度課程，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四月十九日前填妥報名表格，將表格連同HK\$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 D.A.E., M.Sc.(Bank St.)(課程統籌)
陳耀堂先生 H.Dip.(H.K.Poly.), B.F.A.(Wisconsin)
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（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。)

- 1669. 一九九七年五月五日起每星期一、三下午六時三十分至八時三十分（共五十講）
- 1670. 一九九七年五月五日起每星期一、三下午八時三十分至十時三十分（共五十講）
- 1671. 一九九七年五月二十四日起每星期六下午二時至六時（共二十五講）

Fine Art (Western) 西洋藝術

1672. 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。
(限收十八人)

主 講 人：畢子融先生 D.A.E., M.Sc.(Bank St.)
地 點：市區中心26室 (信德中心西翼九樓)
時 間：一九九七年二月十七日起每星期一下午八時至十時
全期學費：八百四十元 (共十二講)

教師可獲教育署退還半費。詳參第ix頁。

1673. 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，於星期日或假期舉行。
(限收十八人)

主 講 人：畢子融先生 D.A.E., M.Sc.(Bank St.)
地 點：市區中心26室 (信德中心西翼九樓)
時 間：一九九七年五月十日起每星期六下午二時三十分至四時三十分
全期學費：七百元 (共八講)

教師可獲教育署退還半費。詳參第ix頁。

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.

Enrolment is limited to 18

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

1674.

Venue : Room 26, SPACE Town Centre, 9/F
Date : Mondays, 3.00-5.00 p.m., commencing February 24, 1997

1675.

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

12 meetings Fee : \$900

Fee Refund (For course 1675 only): Teachers may apply for a half fee refund for this course. See page ix.

1676. Intermediate Drawing

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

Enrolment is limited to 15

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

Venue : Room 26, SPACE Town Centre, 9/F
Date : Tuesdays, 5.50-7.50 p.m., commencing May 20, 1997

10 meetings Fee : \$950

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

1677. Figure Drawing

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

Enrolment is limited to 18

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

Venue : Room 26, SPACE Town Centre, 9/F
Date : Tuesdays, 8.00-10.00 p.m., commencing February 25, 1997

12 meetings Fee : \$1,260

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

1678. Intermediate Figure Drawing

The course is intended for students with basic experience in figure drawing. The course will focus on individual development through exploration of stylistic elements and contemporary forms of expression. Students will be expected to initiate their own program of thematic development in consultation with the course instructor. Emphasis will be placed on both conceptual and technical concerns in the development of the students' capacity for critical assessment. *Enrolment is limited to 15*

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

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

Date : Tuesdays, 8.00-10.00 p.m., commencing May 20, 1997

10 meetings Fee : \$1,350

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

1738. 人體結構學 (The Study of Human Anatomy for Artists)

人體結構學是視覺藝術家必修的一門學問，對描繪人體尤為重要。本課程分兩部份，第一部份講述骨骼架構、筋肌組織、肢體的活動關係及肌肉的外表形態等。第二部份著重知識的應用，除實習人體寫生外，學員可將人體結構的知識應用於各種設計範疇上，如時裝設計、插圖、卡通、電腦美術及繪畫。(限收十八人)

主 講 人：關晃先生 M.F.A.(Syracuse)

地 點：市區中心26室(信德中心西翼九樓)

時 間：一九九七年二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：七百四十元 (共八講)

1679. Basic Painting

This course is designed for those who have some experience in drawing and wish to develop their painting skills. Students will be introduced to various materials, traditional and contemporary techniques, and the application of visual elements. In addition to demonstration and studio practice, students will see slide presentations of artists' works and participate in class critiques. *Enrolment is limited to 18*

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

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

Date : Tuesdays, 5.50-7.50 p.m., commencing February 25, 1997

12 meetings Fee : \$870

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

1680. Intermediate Painting

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

Course topics will include:

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

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

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

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

Date : Mondays, 6.30-9.30 p.m., commencing May 19, 1997

10 meetings Fee : \$1,500

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

Painting Workshop

This workshop is for anyone whose knowledge and experience of painting are sufficient to allow them to start their own program of study. The tutor will be present for four out of the eight sessions (the first three and last sessions) to advise participants on technical and conceptual concerns. At other times when the tutor is not there, participants will work on their own. *Enrolment is limited to 15*

Tutors : (Course 1681) Victor Lai, B.Ed.(Liverpool),
M.A.(R.C.A.)

(Course 1682) Ms. Hale Man,
B.A.(Hons.)(Kingston),
M.A.(R.C.A.)

1681.

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

Date : Wednesdays, 6.30-9.30 p.m., commencing
February 19, 1997

1682.

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

Date : Wednesdays, 6.30-9.30 p.m., commencing April
23, 1997

8 meetings Fee : \$860



Graduates of "Certificate in Watercolour Painting" (1995) staged an exhibition of their artwork at the City Hall in March 1996.

1683. Basic Watercolour Painting

This is an introduction to the techniques, materials, composition, colour theory and vocabulary of visual presentation in the medium of watercolour painting. The human figure, still life and landscape will be the main subjects for exploration. Students should note that previous drawing experience is a distinct advantage. Weekly home assignments will be given. *Enrolment is limited to 20*

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

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

Date : Wednesdays, 5.50-7.50 p.m., commencing March 5, 1997

12 meetings Fee : \$870

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

1684. Intermediate Watercolour Painting

This course, which follows on from "Basic Watercolour Painting", is designed to enhance students' creativity and technical competency in watercolour painting. It provides an in-depth study of the visual elements of the media and explores both the realistic and abstract approaches to watercolour painting. In-class critiques will be conducted on a regular basis and students are expected to participate in discussions. Students are also required to complete class and home assignments. There will be an outdoor painting session (usually on a Sunday) toward the end of the course. *Enrolment is limited to 20*

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

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

Date : Wednesdays, 5.50-7.50 p.m., commencing May 21, 1997

10 meetings Fee : \$910

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

1685. 戶外寫生 (Outdoor Sketching)

大自然是藝術的寶藏，藝術工作者都必須經過寫生的訓練，向大自然學習，以奠定創作的基礎。本課程其中八講是戶外寫生，以風景為題材，學員除了可以利用戶外充沛的光源，提高其對色彩的靈敏度，還可以加深認識大自然豐富的內涵，幫助發展個人美學觀念。其餘四課則會在室內繪描靜物和評論作品。導師會用西方畫家及其作品作為教材，以加深學員對西方藝術的認識。

(限收二十人)

主 講 人：葉順成先生 B.A.(Anglia Poly. U.)

地 點：市區中心26室(信德中心西翼九樓)

時 間：一九九七年三月八日起每星期六下午四時四十五分至六時四十五分(堂課)

戶外寫生時間為下午三時至五時

全期學費：八百四十元(共十二講)

教師可獲教育署退還半費。詳參第ix頁。

1686. The Art of Western Calligraphy

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

Enrolment is limited to 20

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

Venue : Room 7, SPACE North Point Study Centre

Date : Saturdays, 2.30-4.30 p.m., commencing February 15, 1997

12 meetings Fee : \$840

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

1687. 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：一九九七年三月五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）

教師可獲教育署退還半費。詳參第ix頁。

1688. 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)

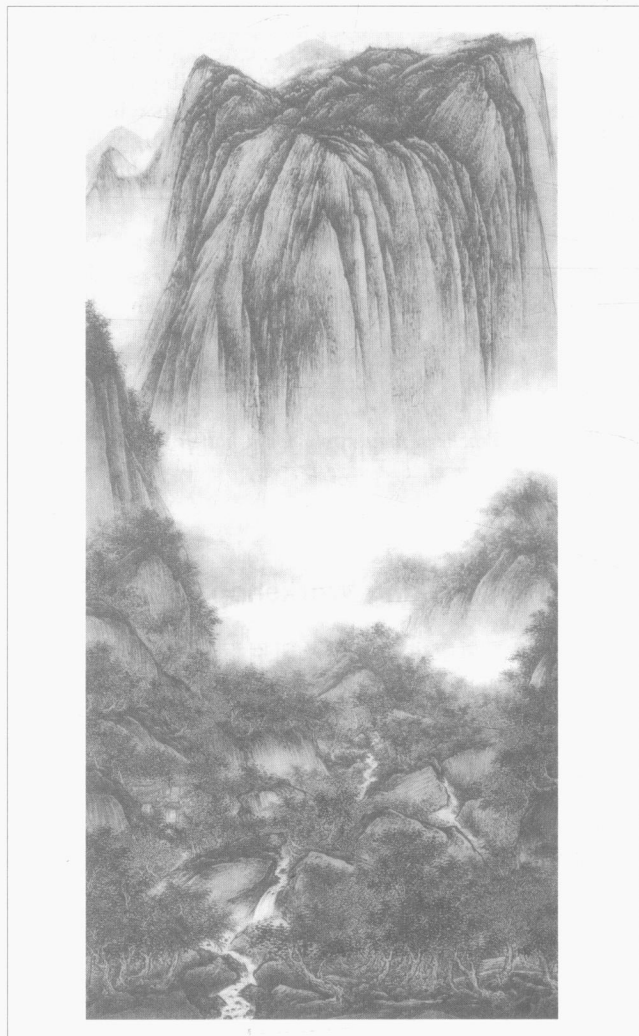
主講人：吳清華女士 B.A. (Guangzhou Academy of Fine Art)

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：一九九七年四月二十三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）

教師可獲教育署退還半費。詳參第ix頁。



熊海先生近作「華岳峻秀」

Fine Art (Oriental) 中國藝術

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，於星期日或假日舉行。
(限收二十人)

主講人：熊海先生

地點：市區中心25室（信德中心西翼九樓）

全期學費：八百七十元（共十二講）

1689. 一九九七年二月二十四日起每星期一下午八時至十時

1690. 一九九七年五月十九日起每星期一下午八時至十時

教師可獲教育署退還半費。詳參第ix頁。

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，於星期日或假期舉行。
(限收二十人)

主講人：熊海先生

地點：市區中心25室（信德中心西翼九樓）

全期學費：八百七十元（共十二講）

1691. 一九九七年二月二十五日起每星期二下午五時五十分至七時五十分

1692. 一九九七年五月二十日起每星期二下午五時五十分至七時五十分

教師可獲教育署退還半費。詳參第ix頁。

1693. 速寫澹彩 (The Use of Watercolour on Sketches)

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

主講人：徐子雄先生

地點：市區中心25室（信德中心西翼九樓）

時間：一九九七年二月二十三日起每星期日上午十時
至正午十二時
全期學費：八百四十元（共十二講）

教師可獲教育署退還半費。詳參第1X頁。

1694. 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：一九九七年二月十九日起每星期三下午八時至十時
全期學費：六百七十元（共十講）

教師可獲教育署退還半費。詳參第1X頁。

1695. 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：一九九七年四月三十日起每星期三下午八時至十時
全期學費：八百元（共十二講）

教師可獲教育署退還半費。詳參第1X頁。

1696. 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：一九九七年三月七日起每星期五下午五時五十分至七時五十分
全期學費：六百七十元（共十講）

教師可獲教育署退還半費。詳參第1X頁。

1697. 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：一九九七年五月二十三日起每星期五下午五時五十分至七時五十分
全期學費：六百七十元（共十講）

教師可獲教育署退還半費。詳參第1X頁。

1698. 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：市區中心25室（信德中心西翼九樓）
時間：一九九七年三月三日起每星期一下午五時五十分至七時五十分
全期學費：六百七十元（共十講）

教師可獲教育署退還半費。詳參第1X頁。

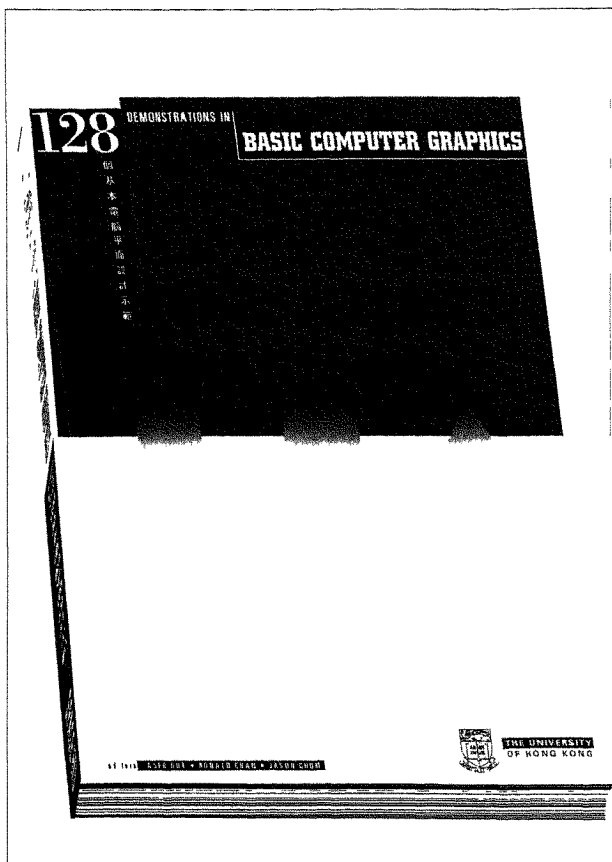
1699. 中國書法系列：篆隸書（二） (Chinese Calligraphy Series: Seal Script & Clerical Style II)

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：市區中心25室（信德中心西翼九樓）
時間：一九九七年五月十九日起每星期一下午五時五十分至七時五十分
全期學費：六百七十元（共十講）

教師可獲教育署退還半費。詳參第1X頁。



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

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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

Media Arts 商業美術及設計

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

本課程為「電腦美術設計證書課程」之先修科目，旨在為初學者提供入門知識。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 D.A.E., 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B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。)

- 1700. 一九九七年三月七日起每星期五下午四時三十分至六時三十分
- 1701. 一九九七年三月四日起每星期二及四下午六時三十分至八時三十分
- 1702. 一九九七年三月四日起每星期二及四下午八時三十分至十時三十分
- 1703. 一九九七年四月十五日起每星期二及四下午六時三十分至八時三十分
- 1704. 一九九七年四月十五日起每星期二及四下午八時三十分至十時三十分
- 1705. 一九九七年五月二十七日起每星期二及四下午六時三十分至八時三十分
- 1706. 一九九七年五月二十七日起每星期二及四下午八時三十分至十時三十分

1707. A Basic Course in 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.

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, D.A.E., M.Sc.(Bank St.), Co-ordinator

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 March 14, 1997

12 meetings

Fee : \$2,600

電腦影像設計 (Digital Photo-graphics)

本課程適合有電腦美術設計基礎人士修讀，介紹電子圖片修描軟件Photoshop的基礎用法，幫助學員提高創作水平。導師以示範形式講授，電腦設備為「蘋果」電腦Power PC及586個人電腦，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) 圖片修描；(二) 文字處理及立體效果；(三) 肌理(Texture)處理；(四) 圖片混化效果(Blending Effects)；(五) 圖片修邊效果(Creating Vignettes)。學員可創作自己喜愛的圖片、賀卡設計、封面設計、公司及個人信箋設計等。

(每班限收十二人，一人一機操作)

課程統籌：畢子融先生 D.A.E., M.Sc.(Bank St.)

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)

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。)

1708. 一九九七年三月四日起每星期二、四下午八時三十分至十時三十分

1709. 一九九七年四月二十二日起每星期二、四下午八時三十分至十時三十分

1710. 一九九七年六月三日起每星期二、四下午八時三十分至十時三十分

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。導師會介紹3D Studio和Infini-D兩種軟件及指導學員繪製立體圖型。學員對Photoshop軟件有認識更佳。

本課程以示範形式講授，電腦設備為「蘋果」電腦Power PC及586個人電腦，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；(六) 個人作品創作。

(每班限收十二人，一人一機操作)

課程統籌：畢子融先生 D.A.E., M.Sc.(Bank St.)

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)

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。)

1711. 一九九七年三月十八日起每星期二下午六時三十分至八時三十分

1712. 一九九七年五月十三日起每星期二下午六時三十分至八時三十分

1713. 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。(電腦設備為「蘋果」電腦Power PC及586個人電腦。)(限收十二人，一人一機操作)

課程統籌：畢子融先生 D.A.E., M.Sc.(Bank St.)

主講人：冼煒強先生 H.C.(H.K. Poly.)
趙國良先生

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：一九九七年三月十四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。)

1714. 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：香港大學專業進修學院北角教學中心7室

時間：一九九七年五月二十四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 (共十二講)

1715. 廣告創作技巧 (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。(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：一九九七年二月二十一日起每星期五下午八時至十時
全期學費：六百七十元 (共八講)

1716. Creativity Enhancement Workshop

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

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

Participants from all fields will be accepted, to create a stimulating learning environment and allow a full cross fertilization of ideas. They will be encouraged to keep a personal journal for discussion from their personal experience or knowledge. The only prerequisites for the course will be a keen interest in the subject of creativity and a willingness to share and discuss ideas. Enrolment is limited to 20

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

Venue : Room 28, SPACE Town Centre, 9/F
Date : Fridays, 8.00 - 10.00 p.m., commencing April 18, 1997

8 meetings Fee : \$670

Medium of Instruction : Cantonese

1717. 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：一九九七年三月一日起每星期六下午四時四十五分至六時十五分
全期學費：六百三十元 (共十講)
講授語言：普通話輔以英語

1718. 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：容後公佈
地 點：市區中心25室(信德中心西翼九樓)
時 間：一九九七年五月九日起每星期五下午八時至十時
全期學費：八百四十元 (共十二講)

1719. 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。(限收二十四人)

主 講 人：何周禮先生 B.A.(A.S.)(Hons.),
M.Arch.(Dist.)(H.K.),
B.A.Int.Des.(H.K. Poly.), 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：一九九七年二月二十五日起每星期二下午八時至十時
全期學費：八百四十元 (共十二講)

1720. 室內設計進階 (Intermediate Course in Interior Design)

本課程是「室內設計初階」的延續，目的是讓學員更進一步認識室內設計學的理论與實踐過程。內容包括設計理論、繪圖、表現技巧及創作過程。課程主要分為兩部分：(一)本世紀主要設計理論及流派；(二)室內設計的專業實習。

申請人必須已完成本院舉辦之「室內設計初階」或同等級之課程。學員亦須積極參與課堂討論及完成家課。
(限收二十四人)

主 講 人：何周禮先生 B.A.(A.S.)(Hons.),
M.Arch.(Dist.)(H.K.),
B.A.Int.Des.(H.K.Poly.), 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：一九九七年五月二十日起每星期二下午八時至十時

全期學費：八百四十元 (共八講)

1721. 室內設計繪圖構思及表達技巧 (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。透過堂上示範，導師會介紹：(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：一九九七年二月二十一日起每星期五下午八時至十時

全期學費：七百六十元 (共十講)

1722. 基本時裝設計 (Introduction to Fashion Design)

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

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

地 點：市區中心26室(信德中心西翼九樓)
時 間：一九九七年四月二十四日起每星期四下午八時至十時

全期學費：七百元 (共十講)

Photography 攝影

1723. 基礎攝影 (Basic Photography)

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

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

地 點：市區中心25室(信德中心西翼九樓)
時 間：一九九七年二月二十日起每星期四下午五時五十分至七時五十分

全期學費：七百八十元(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。

1724. 攝影進階 (A Guide to Better Photography)

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

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

地 點：市區中心25室(信德中心西翼九樓)
時 間：一九九七年四月二十四日起每星期四下午五時五十分至七時五十分

全期學費：八百元(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。

1725. 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。學期中會有一次戶外攝影活動，在星期日舉行。(本課程的講義及部分詞彙均採用英語。)
(限收十五人)

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

地 點：市區中心26室(信德中心西翼九樓)

時間：一九九七年二月二十日起每星期四下午八時至十時
全期學費：八百三十元（包括模特兒費）（共十講）

1726. Introduction to Photography

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

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

Venue : Room 26, SPACE Town Centre, 9/F
Date : Fridays, 6.20-7.50 p.m., commencing February 21, 1997

10 meetings

Fee : \$780

1727. Advanced Photography: A Personal Exploration

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

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

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

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

Venue : Room 26, SPACE Town Centre, 9/F
Date : Fridays, 6.20-7.50 p.m., commencing May 9, 1997

10 meetings

Fee : \$880

1728. 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：一九九七年二月二十七日起每星期四下午六時三十分至九時

全期學費：一千六百五十元（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。

Art Appreciation 藝術欣賞

1729. Introduction to the History of Western Art II: Post-Impressionism to Post-Modernism

The latter part of the nineteenth century was a time of economic, technological and social change when traditional values were challenged. This revolutionary period marked the beginning of the modern age. Its spirit is reflected in the art of the time, which overturned traditional rules and values. This course explores the characteristics of modern art through an in-depth study of various styles and trends such as Fauvism, Cubism, Dadaism, Constructivism, Surrealism, Abstract Expressionism and Pop Art. *Enrolment is limited to 30*

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

Venue : Room 7, SPACE North Point Study Centre
Date : Wednesdays, 5.50-7.50 p.m., commencing April 9, 1997

12 meetings

Fee : \$810

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

1730. 西洋美術史導論 (二) : 後印象主義至後現代主義(Introduction to the History of Western Art II: Post-Impressionism to Post-Modernism)

十九世紀末西方社會經濟，科技及價值觀的急劇轉變，傳統制度受到嚴重挑戰，為二十世紀作出多姿多采的序幕，再加上第一次世界大戰的沖擊，現代藝術充斥著極端主義及革命熱潮，對傳統藝術觀作出猛烈的攻擊，它們的影響，至今仍未消散。本課程將介紹現代主義的複雜發展，與及探討其深遠影響，內容將包括現代藝術中各主要流派如野獸派、立體派、達達、蘇聯前衛藝術、超現實主義、抽象表現主義、普普藝術、與及六十年代以後的藝術等。
(限收三十人)

主 講 人：陳鳳儀女士 B.So.Sc.(H.K.), M.A.(N.Y.)
地 點：香港大學專業進修學院北角教學中心7室
時 間：一九九七年三月十九日起每星期三下午八時至十時
全期學費：八百一十元 (共十二講)

教師可獲教育署退還半費。詳參第ix頁。

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IFA香港考試學校負責人及其他導師
地 點：香港銅鑼灣軒尼詩道505號電業城18樓當代美容學校
全期學費：八百元 (共十講)

1732. 一九九七年二月二十二日起每星期六下午二時三十分至四時三十分
1733. 一九九七年二月二十七日起每星期四下午六時三十分至八時三十分

護膚及化粧進階 (Skin Care and Make-up II)

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

主 講 人：何芷瑩女士 INFA香港分會主席，CIDESCO, CIBTAC及IFA香港考試學校負責人及其他導師
地 點：香港銅鑼灣軒尼詩道505號電業城18樓當代美容學校
全期學費：八百元 (共八講)

1734. 一九九七年五月八日起每星期四下午六時三十分至八時三十分
1735. 一九九七年五月十七日起每星期六下午二時三十分至四時三十分

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，教授喳喳、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 President HKJS, Vice-Chairman HKBDC, Branch President UKDDF, Fellow & Examiner DEA, F.UTD, F.BDF, F.HSDA, F.DUK, M.SDTA, M.BCBD, M.BULDO
地 點：市區中心17室(信德中心西翼九樓)
全期學費：七百八十元 (共十講)

1736. 一九九七年二月二十二日起每星期六下午六時至七時三十分
1737. 一九九七年五月三十一日起每星期六下午六時至七時三十分

BIOMEDICAL & HEALTH SCIENCES

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

Telephone: 2975 5728
2975 5729
2975 5706

Certificate Course in Pharmacology and Pharmaceutical Management

The School of Professional & Continuing Education in conjunction with the Hong Kong Association of The Pharmaceutical Industry will offer the Certificate Course in Pharmacology and Pharmaceutical Management. This programme is particularly of interest to staff working in the pharmaceutical industry and related fields. Individuals who find this course beneficial may also apply. The next intake will be in April/May 1997. 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).

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 short period of clinical attachment in TCM hospitals in China. The course will start in October 1997. For further details and for special enrolment form, please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2975 5723)

Certificate Course in Acupuncture

Acupuncture is a major branch of Chinese Medicine which has been practised and developed in China for more than 3000 years. Nowadays, acupuncture has become increasingly accepted in modern medical practice. The purpose of this course is to provide Western trained medical practitioners and acquire knowledge on acupuncture. The course started in October 1996 and the next intake will be in April/May 1997. For further details and for special enrolment form, please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2975 5723)

針灸學進修文憑課程 (Diploma Course in Acupuncture and Moxibustion)

本課程旨在為香港執業針灸師、執業中醫師、或其他有中醫師針灸基礎的人仕，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、針灸法灸法學、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，共約二百三十個學時。開課日期在十月。下次招生日期約在一九九七年六月。

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29755723查詢。

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，共約二百零八個學時。開課日期在九月，限收一百人。下次招生日期約在一九九七年五月。

本院敦請本港及國內外中醫界知名人士及專家成立評審委員會，以對本課程發揮督導作用。並邀請多位本港及海內外知名及資深中醫專家教授講授課程。有關課程內容及申請表格，請致電29755724查詢。

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

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

課程內容包括：（一）總論：講述中藥的起源、發展、產地、炮製及性能、應用等基本知識；（二）各論：講述解表藥、清熱、瀉下、祛濕、祛風、祛痰、消導、理氣、理血、補益、收澀、安神、平肝熄風等13類共200多種中藥的藥性、功效、用藥劑量及臨床運用、初步懂得辨證用藥。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五月。

學員須具有中學程度或同等學歷。凡對中醫藥基礎知識有興趣學習的人仕均可報讀。有關課程內容及申請表格，請致電29755724查詢。

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

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

課程內容包括：（一）方劑與治法、分類、組成、劑型及方劑的用法；（二）介紹解表、瀉下、和解、清熱、祛暑、溫裏、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五月。

學員須具有中學程度或同等學歷。凡對中醫藥基礎知識有興趣學習的人仕均可報讀。有關課程內容及申請表格，請致電29755724查詢。

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

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

課程內容包括：（一）基本理論：陰陽五行學說、氣血津液學說、臟腑學說、疾病與病因；（二）辨證施治：四診、八綱辨證、氣血辨證、臟腑辨證、病邪辨證、外感熱病辨證、治則與治法和代表方劑。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五月。

學員須具有中學程度或同等學歷。凡對中醫學的基礎理論有興趣的人仕均可報讀。有關課程內容及申請表格，請致電29755724查詢。

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

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

本課程內容包括系統及器官病理學，鑑別診斷，X光透視科學基礎理論和臨床化驗學基礎理論等，每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期約在一九九七年五月。有關課程內容及申請表格，請致電29755724查詢。

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

本課程將提供每一位對人體結構機能活動有興趣的人仕，例如血壓的形成，心、肺的活動，食物中膽固醇對身體的重要，廢物在體內的積聚和排出等基本問題，做重點講解，讓你洞悉身體活動的奧秘而歎為觀止。除對有興趣人仕外，對從事人體活動的專業人仕如護理救生人員、教師、中草藥師、針灸師等提供為期半年的重點學習，以及對不同系統器官的實驗，更加深體會人體的活動生理情況。每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期約在一九九七年五月。有關課程內容及申請表格，請致電29755724查詢。

1755. 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）表里、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、診斷與病案及病案書寫等內容。每星期授課兩次，每次兩小時。開課日期為一九九七年二月。招生日期為一九九六年十二月。

曾修讀本學院所舉辦之各項中醫學課程的人仕或對中醫藥學的基礎理論有認識之人仕均可報讀。有關課程內容及申請表格，請致電29755724查詢。

1756. 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。開課日期為一九九七年二月。招生日期為一九九六年十二月。

曾修讀本學院所舉辦之各項中醫學課程的人仕或對中醫藥學的基礎理論有認識之人仕均可報讀。有關課程內容及申請表格，請致電29755724查詢。

1757. 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。開課日期為一九九七年二月。招生日期為一九九六年十二月。

曾修讀本學院所舉辦之各項中醫學課程的人仕或對中醫藥學的基礎理論有認識之人仕均可報讀。有關課程內容及申請表格，請致電29755724查詢。

1758. An Introduction to Traditional Chinese Medicine

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

Topics to be covered will include:

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

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

Enrolment is limited to 25

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

Venue : Room 8, SPACE North Point Study Centre
Date : Mondays, 6:15-7:45 p.m., commencing March 10, 1997

8 meetings

Fee : \$1,050

English supplemented with Cantonese when necessary.

1759. 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”。本課程旨在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(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：一九九七年四月十五日起每星期二下午六時十五分至七時四十五分

全期學費：一千元 (共十講)

1760. 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仕而設。

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、兒童與腰痛之關係；(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：一九九七年三月六日起每星期四下午六時十五分至七時四十五分

全期學費：八百元 (共八講)

1761. 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：一九九七年五月二十日起每星期二下午六時十五分至七時四十五分

全期學費：三百二十元（共五講）

1762. 嬰兒的護理 (The First Two Years of Life)

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

主 講 人：香港兒科醫學會會員
主持導師：李明真醫生 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)

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：一九九七年三月七日起每星期五下午八時至九時三十分

全期學費：五百元（共十講）

1763. 常見皮膚病淺釋 (Common Problems in Dermatology)

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

主 講 人：葉榮根醫生 M.B., B.S.(H.K.), M.R.C.P.(U.K.),
F.H.K.C.P., F.H.K.A.M.(Medicine)

地 點：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：一九九七年五月三十日起每星期五下午八時至九時三十分

全期學費：二百八十元（共四講）

1764. 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102室（信德中心西翼十樓）

時 間：一九九七年四月四日起每星期五下午八時至九時三十分

全期學費：三百二十元（共五講）

1765. 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102室（信德中心西翼十樓）

時 間：一九九七年五月九日起每星期五下午八時至九時三十分

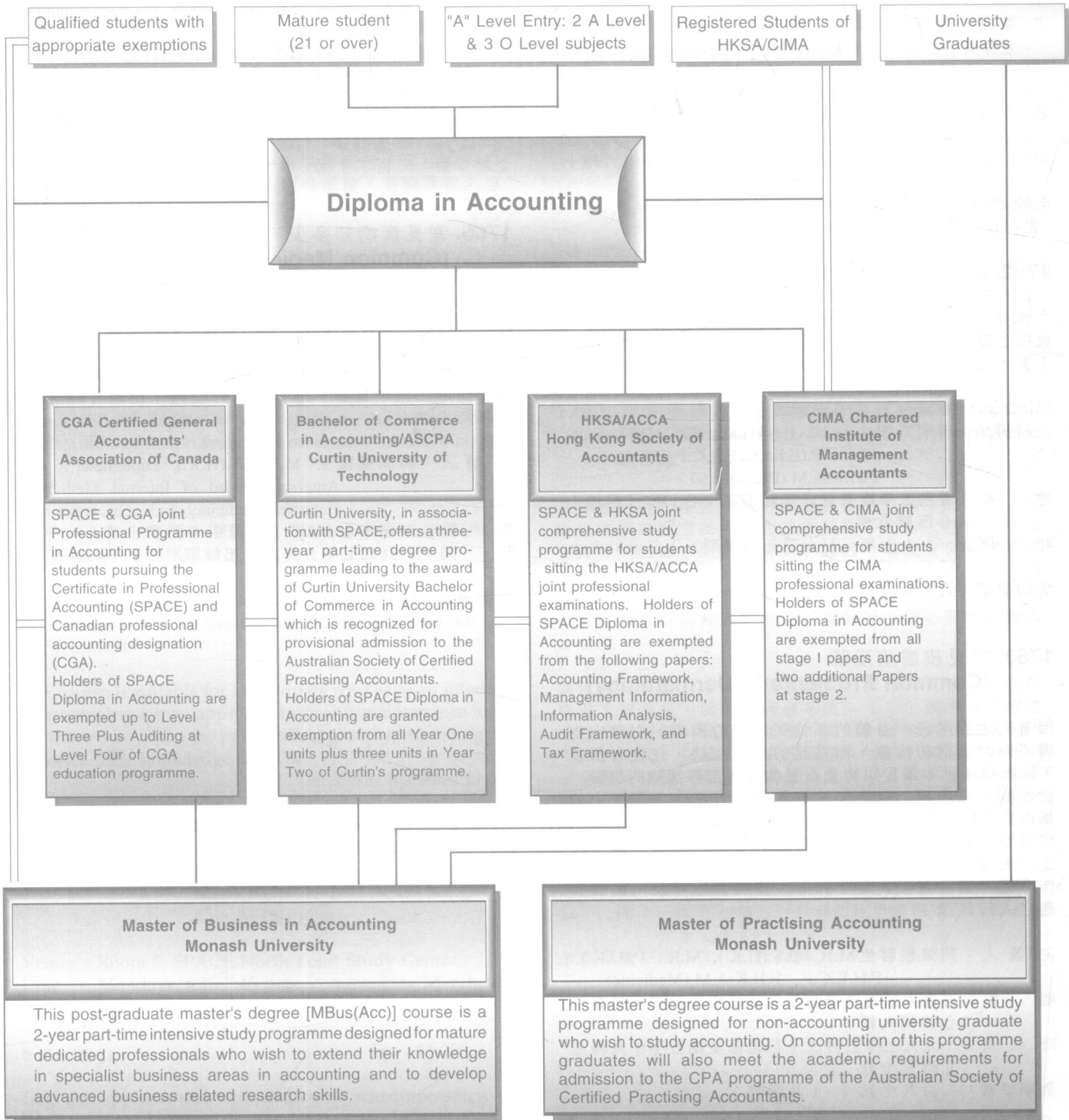
全期學費：四百元（共八講）

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 1996/97 academic year is \$1,450 Australian Dollars per unit which includes course materials, lectures/tutorials, assessment, examinations (\$1,100 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)

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
- Fin 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 1996/97 academic year is \$1,100 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).

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 Accountint 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 9, 1996, November 8, 1996, February 7, 1997 and May 9, 1997 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:

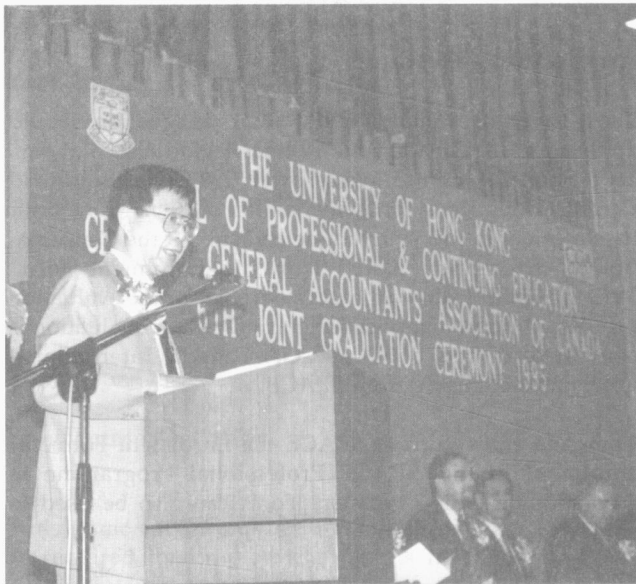
SPACE Town Centre
The University of Hong Kong
Room 1405, 14/F
Shun Tak Centre, West Tower
200 Connaught Road Central
Hong Kong Tel: 2858 4515

Fees

The fee for 1996/97 is HK\$5,200 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.



Mr David Lam, the lecturer in charge, presenting at the CGA-Canada Graduate Ceremony 1995

Curtin University Bachelor of Commerce Degree Programme in Accounting

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

Bachelor of Commerce (Accounting)

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

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

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

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

Professional Membership

Holders of the Curtin Bachelor of Commerce (Accounting):

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

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

Course Structure

Applicants who hold an appropriate diploma in Accounting or Business Studies, or appropriate professional

qualifications, are exempt from the first year full-time program and must complete the sixteen units listed below:

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

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

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

Accounting (Theory)	311
Accounting (Information Systems)	252
Auditing	331
Accounting (Corporate Issues)	212
Taxation	331
Law (Corporation)	224

and 2 of

Accounting (Ethics)	342
Accounting (Financial Issues)	313
Auditing (Internal)	333
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 March 1997. Classes are expected to commence in July 1997. 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 June, 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 5:30 p.m. and 6.30 to 9.30 p.m. on Saturday or 9.30 a.m. to 12.30 p.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	2	1,2*,3,4	2
Certificate Stage		5	6	7		5,6,7,8*	
Professional Stage	11,13	13,14	12	9	11	9,14	10*

Lectures are tentatively set to commence in the week of March 1, 1997. The timetable will be sent to enrolled students by Mid-February 1997.

* 2 classes will be offered

Course Fees

Foundation Stage	- HK\$1,350.00
Certificate Stage	- HK\$1,600.00 per paper
Professional Stage	- HK\$1,900.00

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., Belgian House 77-79 Gloucester Road Wanchai Hong Kong
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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 May 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 February/ March 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	-	Mgt 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\$1,880 per subject in stage 2 and HK\$2,150 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. Samantha Coxon
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

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

Entry Requirements:

Applicants should possess at least two passes at advanced level and three passes at ordinary level of which one must be in English, *or equivalent*. However candidates 21 years of age or over may be admitted under the mature-student category. A university degree or a diploma from a recognised post-secondary institution will also satisfy the entry requirements.

Exemption:

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

Subject to availability of places, students holding appropriate exemptions may be allowed direct enrolment into Year Two or Year Three in 1996/97.

Teaching:

The first term of the 1996/1997 academic year will commence in September 1996 and end in December 1996. The

second term will commence in January 1997 and end in April 1997. The summer term will commence in May 1997 and end in August 1997. 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

- completes satisfactorily the required course assignments;
- passes the relevant examination; and
- 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, 1996 for the first term, December 15, 1996 for the second term and April 15, 1997 for the summer term, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Special application forms can be obtained from SPACE centres (full address on page iii).

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

Fees:

For 1996/1997 academic year, the fee for Year 1 modules is **HK\$2,950** per module which includes:

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

The fee for Year 2* and Year 3# modules is **HK\$3,900** per module which includes:

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

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

Starting in September, 1995, students who enrol in any module using the CGA study materials are required to pay **HK\$1,470** (The cheque should be made payable to "CGA-Canada") as the one-time software fee. The fee would cover the cost of all computing softwares required in the programmes like ACCPAC and Lotus 1-2-3.

The fee for the Hong Kong Taxation module is HK\$2,950, but the course material and text book will have to be purchased by the students.

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.

SHORT COURSES

Course Nos.1776 to 1779 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.

1776. 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 : Pete Chan, B.Com., CMA

Venue : Room 104, Runme Shaw Building, HKU
Date : Saturdays, 2.30-5.30 p.m., commencing February 15, 1997

16 meetings Fee : \$1,650

Medium of Instruction: Cantonese supplemented with English where appropriate

1777. 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.

Tutor : Rado Poon, B.A.

Venue : HKU
Date : Saturdays, 2.30-5.30 p.m., commencing February 15, 1997

12 meetings Fee : \$1,050

Medium of Instruction: Cantonese supplemented with English where appropriate

1778. Higher Accounting

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

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

Venue : Room 142, University Main Building, HKU
Date : Saturdays, 3.30-6.00 p.m., commencing February 15, 1997

14 meetings Fee : \$1,050

Medium of Instruction: Cantonese supplemented with English where appropriate.

1779. 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 February 15, 1997

16 meetings Fee : \$1,150

Medium of Instruction: Cantonese supplemented with English where appropriate.

1780. 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 February 15, 1997

15 meetings Fee : \$1,050

Medium of Instruction: Cantonese supplemented with English where appropriate.

1781. 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, SPACE Town Centre, 9/F
Date : Wednesdays, 6.00-7.30 p.m., commencing February 19, 1997

10 meetings Fee : \$530

Medium of Instruction: Cantonese supplemented with English where appropriate.

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 January and July, 1997 to prepare students for the Institute of Administrative Management(IAM) examinations in June and December 1997 respectively for the Diploma in Administrative Management and Advanced Diploma in Administrative Management.

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

The Institute of Administrative Management, UK and Administrative Management

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

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

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

Professional Recognition

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

Study Programme

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

Structure of Programme

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

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

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

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

Plus Two option modules:

- Facilities Management
- Financial and Quantitative Methods
- Office Automation

Entry Requirement

Diploma in Administrative Management:

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

Advanced Diploma in Administrative Management:

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

4) Equivalent qualifications

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

Exemption

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

Fees

The fee is HK\$1,800 per module for the Diploma Programme and HK\$2,550 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).

SHORT COURSES

1782. 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：一九九七年二月十九日起每星期三下午七時十五分至九時十五分

全期學費：七百七十元（共十二講，限收四十人）

1783. 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 - 『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（信德中心西翼九樓）
時 間：一九九七年二月十九日起每星期三下午六時十
五分至七時四十五分
全期學費：七百三十元（共十五講）

由於專門術語為本，學員須具有英語知識。

1784. 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, University Main Building, HKU
Date : Saturdays, 2.30-5.30 p.m., commencing February
15, 1997

8 meetings Fee : \$830

Medium of Instruction: Cantonese supplemented with
English where appropriate

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 1996/97 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:

	Normal Route
Option I: Single Payment	GBP8,500
Option II: Double Payments	GBP4,400 each

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

Application Procedure

Application forms can be obtained from:-

SPACE Town Centre 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\$100 (cheque should be crossed and made payable to "The University of Hong Kong").

Diploma Programme in Marketing

Introduction:

Commencing in May 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:

Compulsory : Marketing Planning and Control
 Marketing Management

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

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

Entry Requirements:

Applicants should possess

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

Course Fees:

For the 1996/97 academic year, the fee for each module is HK\$2,950 which includes:

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

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

Award of the Diploma in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE/HKU. The closing dates for the application for enrolment are August 26, 1996 for the first term, December 14, 1996 for the second term and April 29, 1997 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) Holders of the HKIM/HKU (SPACE) Certificate in Marketing are exempt from the CIM Certificate and Advanced Certificate programmes.
- 2) Holders of the HKIM/HKU (SPACE) Certificate in Marketing plus one year relevant experience are eligible for Associate Membership of HKIM.
- 3) BY TAKING 2 ADDITIONAL MODULES holders of HKIM/HKU (SPACE) Certificate in Marketing are eligible to apply for year two of the Curtin Bachelor of Commerce (Management & Marketing) Degree Programme.

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 1996/1997 academic year, the fee for each module is **HK\$1,950** which includes:

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

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

Award of the Certificate in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE. The closing dates for application are August 26, 1996 for the first term, December 14, 1996 for the second term and April 29, 1997 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).

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

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

Application forms can be obtained from SPACE centres (full addresses on page). The closing date for application is January 22, 1997 for courses starting in February 1997.

Fees

For the 1996/97 academic year, the fee for each module is HK\$2,100 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\$85 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 rising concern about the quality of real estate agents accelerated the Government's decision to set up a working group to look into the matter of regulating real estate agents.

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

the Programme receives supports from the Department of Surveying, the University of Hong Kong.

Programme Structure

The course includes instruction and assessment in the following modules:

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

Entry Requirements

Applicants should meet at least one of the following requirements:

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

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

Language of Instruction

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

Assessment

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

Course Duration

Classes will take place twice per week, on weekday evenings. 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 1996/1997 academic year, the fee level is HK\$9,980 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:

- the completed application for admission to this Certificate Programme;
- photostatic copies of relevant academic documents;
- employment references, if required; and
- four crossed cheques for HK\$2,495 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 February 1997 (Closing date of application: February 11, 1997)

Class commences in July 1997 (Closing date of application: June 24, 1997)

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“中國房地產估價師資格考試指定輔導教材”。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。（普通話）
上課地點：香港地點容後公佈。
開課日期及時間：一九九七年四月
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\$9,800，請以劃線支票抬頭“香港大學”繳交費用。

中國法律及商貿證書課程

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參加上海經貿單位考察或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。本課程講授共約七十二課時，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，或選擇參加一項為期三天之上海經貿單位考察（此項考察安排尚待最後批准）。

授課語言：中文（普通話）

開課日期及時間：一九九七年三月

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或參加上海經貿單位考察的學員，將獲香港大學專業進修學院頒發中國法律及商貿證書。

全期費用

全期學費為HK\$9800.00，請以劃線支票抬頭“香港大學”繳交費用。

以上學費並不包括上海經貿考察之差旅、住宿、簽證及一切有關費用。

1775. 中國對外經濟貿易：政策、法律與實務 〔與中山大學合辦的專業（證書）課程〕 (Joint Certificate Course with Zhongshan University in China Trade and Investment)

宗旨：本課程着重研討中國對外貿易和利用外資現行的體制、政策和法律，以及對中國進行貿易和投資的操作技巧。學員不僅接受課堂教學，並且安排與內地官員和企業家會晤及到有關單位考察，進行直接溝通。目的是比較深入地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50小時，用粵語講授）：

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

（乙）赴廣州調查、洽談四天：

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

證書：參加學習全過程，經過考核，符合條件的學員，頒發專業課程證書。
主講人：張志鏗教授（中山大學嶺南（大學）學院經濟系講座教授、香港大學專業進修學院榮譽教授、廣州國際經濟貿易學會副會長）
地點：在香港及廣州（詳情容後公佈）
時間：一九九七年三月十七日至二十九日兩週，每週在香港上課三次（星期二、四晚六時三十分至九時三十分；星期六下午二時三十分至五時三十分）。一九九七年四月六日至十日赴廣州調查、洽談。
全期學費：三仟三百元（往返廣州的交通費及在廣州的食宿費用，均由學員自費）

IN-HOUSE TRAINING COURSES

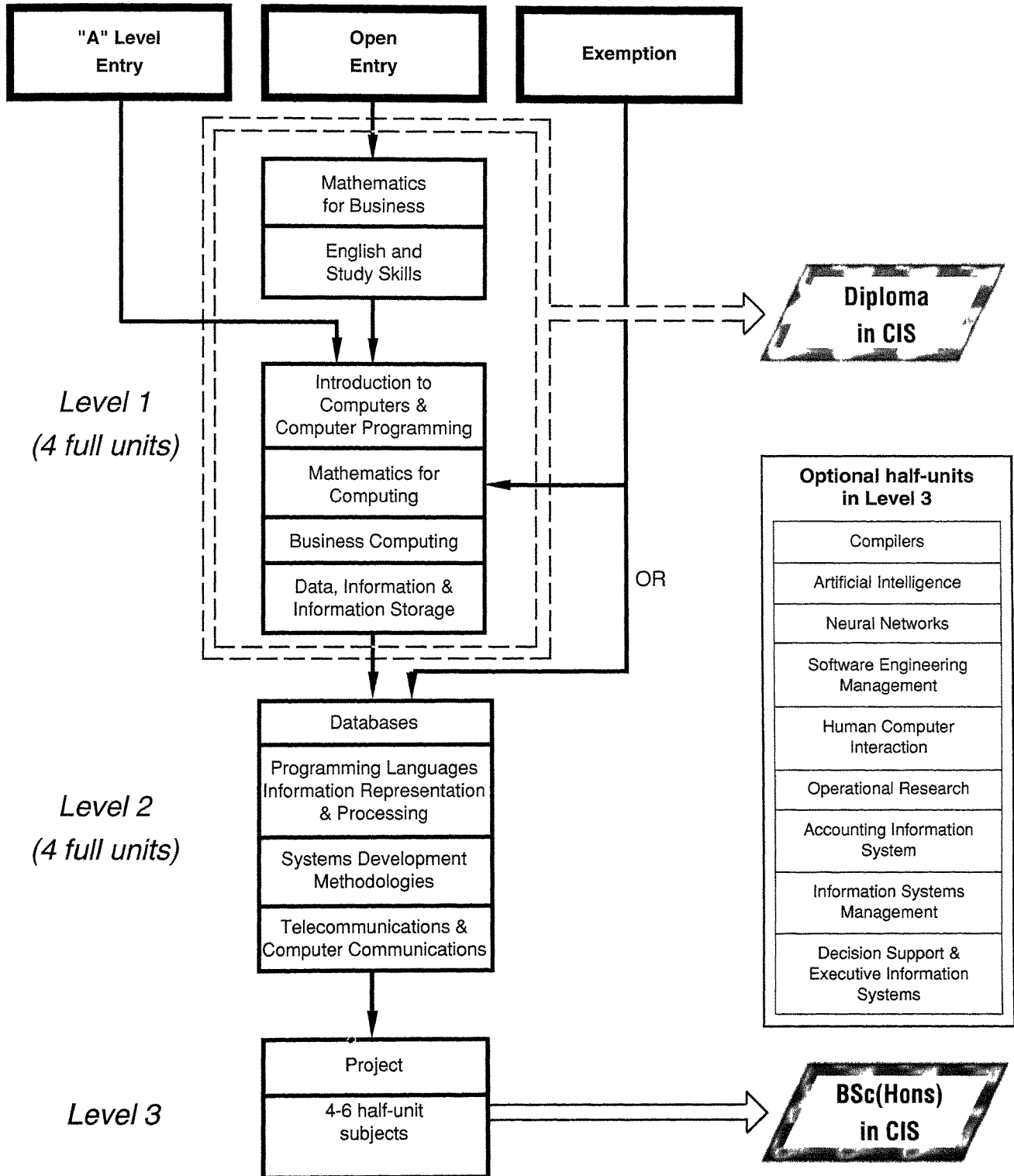
Institutes, companies, societies and government departments who are interested in arranging in-house training courses in Accountancy studies or related topics for their employees/members should contact Miss Clara Lok at 2858-4515.

COMPUTER SCIENCE

Lecturers in charge: F.T. Chan
Bruce Cheung

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

Lecturers-in-charge :Dr. Bruce Cheung
Mr. F.T. Chan

Introduction

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

Entrance Requirements

To be eligible for admission, applicants should

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

General Entrance Requirements:

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

Qualifications which satisfy General Entrance Requirements:

- a) Higher Certificate or Higher Diploma of the City University of Hong Kong or Hong Kong Polytechnic University;
- b) Diploma awarded by one of the following institutions: City University of Hong Kong, Hong Kong Baptist University, Hong Kong Polytechnic, Lingnan College, or Shue Yan College;
- c) Diploma of the Hong Kong Vocational Training Council (3 units in acceptable subjects are passed at merit level);
- d) Diploma in Business Studies of Hang Seng School of Commerce (3 approved subjects: 2 at least at B and 1 at C).

B.Sc. (CIS) Course Requirements :

- a) Reached a level of competence in Mathematics (a pass at GCE A-level in a Mathematical subject, or a pass at AS-level in a Mathematical subject, or equivalent),
- b) Proficiency in English Language

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

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

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

Course Structure and Content

The normal study period of the degree course is from 3 to 8 years. The programme is constructed on a modular basis, the over-all content being divided into full and half "course units". Within this framework the selection of individual courses is ordered in such a way as to provide coherence of subject matter and a progress in learning from Level 1 to Levels 2 and 3;

Level 1: 4 compulsory full-units

- Introduction to Computers and Computer Programming
- Mathematics for Computing
- Principles of Business Computing and the Nature of Business Systems
- Data, Information, and Information Storage

Level 2: 4 compulsory full-units

- Databases
- Programming Languages, Information Representation and Processing
- Systems Development Methodologies
- Telecommunications and Computer Communications

Level 3: 4 - 6 half-units plus project

- Compilers (1/2 unit)
- Artificial Intelligence (1/2 unit)
- Neural Networks (1/2 unit)
- Software Engineering Management (1/2 unit)
- Human Computer Interaction (1/2 unit)
- Mathematical Techniques of Operational Research (1/2 unit)
- Accounting Information Systems (1/2 unit)
- Information Systems Management (1/2 unit)
- Decision Support and Executive Information Systems (1/2 unit)
- Project (1 unit)

Examination

Examinations will be held once a year commencing in 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.

Teaching Venue

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

Fee

Course fee to SPACE (96/97) HK\$ 6,600 for one unit subject
HK\$ 3,600 for half unit subject
HK\$ 9,400 for Project

Application fee to the University of London £37

Registration fee to the University of London £369

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

1. Students who have appropriate qualifications may apply for exemption and may be credited with a pass in up to four full units at Levels 1 and 2. Students are advised that the University will consider such qualifications individually, in the light of the syllabus, the level of examination performance and the equivalence of the course to the Level 1 or 2 units from which exemption is sought.
2. A fee is payable for all applications for exemptions for exemption received, except for those where exemption is granted automatically (See paragraph 3 below). This fee is currently £50 for each full unit for which exemption is requested. The exemption application fee is not refundable, even if the exemption is not granted. Exemption applications will take a long processing time, and those applicants are strongly advised to submit their applications as soon as possible.

3. Students who have the qualifications listed below will be given automatic exemption from the units indicated:
 - (a) British Computer Society part I : all level 1 units (CIS101 - 4).
 - (b) NCC International Higher Diploma : CIS 103, also CIS 101 provided the student can prove competence in PASCAL.
 - (c) Institute of Data Processing Management : Higher Diploma - CIS 102 and CIS 103.
 - (d) Informatics Computer School : Advanced Diploma in Computer Studies - all level 1 courses (CIS 101 - 104).
 - (e) Hong Kong Polytechnic : Higher Diploma in Information Systems -all level 1 units (CIS101-4); Higher Diploma in Systems Analysis - CIS 101, 103, 104; Higher Diploma in Software Engineering - CIS 101, 103, 104.
 - (f) City University of Hong Kong : Higher Diploma in Computer Studies - all Level 1 courses (CIS 101 - 104) with effective from 1st September, 1996.
4. The University of London 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 will be available from:

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

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

- a) be aged 18 or over on 1 September of the year they register with the University for the Diploma, and
- b) 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.

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 "English and Study skills" 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.



SPACE staff (Dr. Bruce Cheung, left) visiting Goldsmiths' College, University of London (Dr. David Brownrigg, right)

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 :-

1. CIS001 Mathematics for business
2. CIS101 Introduction to computers and computer programming
3. CIS102 Mathematics for computing
4. CIS103 Principles of business computing and the nature of business systems
5. CIS104 Data, information and information storage

PLUS

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

Note : Although "English and Study skills" are not examined by the University, evidence of satisfactory completion of these courses 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. "English and Study skills" are 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.

Teaching Venue

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

Fee

Course fee to SPACE (96/97)	HK\$ 5,000 for CIS001 and "English and Study skills"
	HK\$ 6,600 for each unit of CIS Level 1

Application fee to the University of London £37

Registration fee to the University of London £369

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.
(Tel: 2559 7628) | (2) University Office,
3/F, T.T. Tsui Building,
Pokfulam Road,
Hong Kong.
(Tel: 2975 5645-8) |
|--|--|

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:

Year I

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

Year II

- Feb - 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.

(Notes : admission of students without the required academic qualifications will be on a very selective basis and such applicants may be invited to attend an interview before they are admitted. 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 February. The total fee for the 96-97 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

Those who successfully complete the SPACE Diploma in Information Technology course may subsequently 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. The fee for these two final subjects in 1996/97 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. Timetable

The Diploma course will start in July 1997. A 3-day orientation programme is scheduled around mid-July, from 9:00am to 5:00pm.

For each distance learning subject, there will be around 8 tutorials.

The tentative schedule for the subject "Advanced Digital Computer Programming" is as follows:

Date: (Lecture) Fridays, 6:30-9:00pm, commencing 12th Sep., 97. (28 meetings)
(Workshop) Wednesdays, 6:30-8:30pm, commencing 24th Sep., 97. (22 meetings)

Venue: (Lecture) University of Hong Kong.

(Workshop) Room 708, T.T. Tsui Bldg., Pokfulam Road, HKU.

9. Application

Enrolment is limited to 40. Applicants must enclose photostat copies of appropriate certificate along with the special application form. (Attn. Miss A. Wong, SPACE, University of Hong Kong, Pokfulam Road, Hong Kong). The closing date for application is May 23, 1997.

10. Information Session

Interested persons are invited to attend an information session on May 10, 1997 (Saturday), 2:30 pm at 9/F., Shun Tak Centre, 200 Connaught Road Central, Hong Kong. (No prior registration is required).

For enquiry: Miss Alice Wong/ Mr. F.T. Chan/ Tel. 29755618/ 29755651.

11. Subject Outline

Foundations of Programming (Distance Learning)

- the steps in the programming process
- issues involved in structured programming
- the process of stepwise refinement
- the fundamental control structures
- designing test data
- proper use of data types like: scalar, ordinal, subrange, arrays, records, and list
- use of procedures and functions
- debugging techniques
- simple sequential files

Advanced Digital Computer Programming

- Windows application development: graphical user interface (GUI), object-oriented programming concepts, client-server applications
- data and file structures: linear lists, stacks, queues; applications of fundamental data structures; sequential files, indexed sequential files and direct files
- searching and sorting algorithms
- Pascal programming and some C programming

Information Analysis and Design (Distance Learning)

- introduction of information systems: systems taxonomies and philosophies; review of information technology
- process of systems analysis — the structured life cycle
- systems research — fact-finding
- structured analysis: conceptual and physical modelling, data and functional analysis; data flow diagrams; transform description; data dictionary; entity-relationship diagram (conceptual database); the complete structured specification
- physical implementation options: domain of change, automation boundaries; systems sizing, function point analysis; centralised/decentralised data and functions; performance criteria; development methods; evaluation of alternatives
- issues in systems analysis: prototyping and CASE; user driven applications development; other systems methodologies — multiview, SADT, JSD

Database Design and Management

- database approach and its objectives
- the ANSI/SPARC three-level database architecture
- basic data models
- data dependencies and normalization
- relational database design
- database application design
- database integrity and security
- data dictionary and information resource dictionary

- fourth generation languages; information retrieval system
- two-level superimposed coding scheme for rapid data retrieval

Computing Topics I

This subject provides topics relevant to the design and use of computer applications, and of selection and management of supporting resources. At the present, this involves studies in two major areas of Computing : System Design and Computer Management. Each area represents 50% of the subject.

System Design involves being able to: see the need for, and methods of, generating and testing various solutions to information systems problems, produce a detailed design specification including user, technical and management aspects.

Computer Management involves being able to : describe the various levels of Computer Management within an organisation, office systems, business and government systems, data processing department and understanding how to plan, select, deal with vendors, purchase and install a computer system, describe the management roles and functions in maintaining and developing a computer system in relation to the Systems development cycle and develop a management plan for managing a computer system.

Cambridge Information Technology Certificate

School of Professional and Continuing Education, The University of Hong Kong (SPACE), in collaboration with the University of Cambridge Local Examinations Syndicate (UCLES), operates the Cambridge Information Technology scheme in Hong Kong. UCLES and SPACE will issue Cambridge Information Technology Certificates to students who have successfully completed recognized SPACE courses as specified below.

Cambridge Information Technology (CIT)

Cambridge Information Technology is a modular scheme to assess competence in practical Information Technology skills. The scheme comprises a wide range of modules and students will receive a **certificate for each module**. Each certificate incorporates a summary of the skills the student will have demonstrated in attaining the specified level of competence.

A student who has obtained **five** module certificates can apply for the "*Certificate in Information Technology*".

An award of the CIT Certificate signifies that the student will have shown his/her ability to perform the requisite tasks. CIT standards are built to specifications for all to see. The CIT certificate provides a recognized validation vehicle for practical Information Technology skills.

Information for Employers

The CIT scheme emphasises practical skills - it focuses on the practical applications of the skills being learned. A CIT certificate holder is not necessarily a computer expert, but he or she will have gained:

- practical experience in using computer applications
- an appreciation of how computers can be used to solve problems and facilitate routine tasks
- a general base of skills, which can be accumulated to meet particular requirements

To employers, the CIT scheme can be adopted as a **staff training and development programme** or as an indicator of an applicant's Information Technology skills.

How to Apply

If you have enrolled in a SPACE course which is designated as a CIT module and wish to apply for a CIT module certificate, or you have already obtained five CIT module certificates and wish to apply for the "Certificate in Information Technology", you should:

- complete the "Application for CIT Certificate" form obtainable from the School,
- return the form to the School, preferably before the course ends, or in any case, within two months of the completion of the course,
- submit the application fee (to be advised in the application form) 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. Only 70% of the application fee will be refunded to an unsuccessful application.

Available Modules

A) 001 Computer Literacy

SPACE courses to be designated as CIT module in Computer Literacy:

- Practical Computer Application Course for Teachers - Windows Applications (Course 1797 on page 55)
- Microcomputer Literacy (Courses 1798, 1799 on page 56)

- Certificate Course in Business Computing Using Microcomputer (available in Autumn Session)

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 to be designated as CIT module in Word Processing:

- Microsoft Word for Windows 95 (Course 1807 on page 58)
- Introduction to WordPerfect - Window Version (Course 1805 on page 57)
- WordPerfect in Depth - Window Version (Course 1806 on page 57)
- Certificate Course in Business Computing using Microcomputer (available in Autumn Session)

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 to be designated as CIT module in Spreadsheets:

- Introduction to EXCEL (Courses 1813, 1857 on page 59, 70)
- Certificate Course in Business Computing using Microcomputer (available in Autumn Session)

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 to be designated as CIT module in Databases:

- Introduction to dBASE IV (Course 1817 on page 60)
- Introduction to Microsoft Access 95 (Course 1811 on page 58)
- Database Management using FoxPro 2.6 for Windows (Course 1814 on page 59)
- Certificate Course in Business Computing using Microcomputer (available in Autumn Session)

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 to be designated as CIT module in Programming:

- Introduction to C (Course 1825 on page 62)
- Advanced Programming Using C (available in Autumn Session)
- Programming in dBase (Course 1819 on page 60)
- Database Programming using FoxPro 2.6 for Windows (Courses 1815, 1816 on page 60)

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 designated as CIT module in Chinese Word Processing:

- Certificate Course in Chinese Computing (Courses 1790, 1791 on page 52)

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，學員可系統地全面掌握中文電腦的知識，每分鐘應最少可輸入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

1790. (限收十四人)

講授課程：一九九七年三月三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：一九九七年三月六日起逢星期四下午六時至九時三十分，九龍塘達之路78號香港生產力促進局大樓一字樓。(十課講授及十二課實習，另加十二小時試前實習時間)

1791. (限收十八人)

講授課程：一九九七年三月三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：一九九七年三月七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：四千三百元(包括上課時所用之磁碟及講義)

入學資格：本課程適合一般辦公室文員、秘書及從事出版、新聞、廣告以及其他行業有興趣學中文電腦之人士參加。學員須有一定中文水平及略懂英文打字。

結業證書：課程結束後，學員若能符合下列三項條件，則可領得本學院及香港生產力促進局聯合頒發之證書；(一)畢業考試合格；(二)上課次數超過百分之七十五；(三)完成所有作業。(本課程與香港生產力促進局合辦)

1792. Certificate Course in Digital Computer Programming

This course is designed for people with no previous knowledge of computer programming. It aims to provide a thorough grounding in programming techniques and to train independent computer programmers. Preference will be given to applicants to whom the skills taught will be of direct relevance. Those who are able to enclose a letter from their employers to this effect are advised to do so.

Syllabus:

Introduction: concepts of computer systems, problem definition and problem solving technique.

UNIX basic concepts of operating system, basic facilities in UNIX, program development under UNIX.

COBOL as the first commercial computer language features of various divisions, structured programming techniques file processing concepts, typical commercial applications. COBOL-B5 covered.

DBase as the first database system: relational database concepts and manipulation, elementary dBASE programming, selected advanced topics including programming in online environment, introduction to Clipper.

C as the first system programming language: basic data types, operators, expressions, control structures, simple input/output, overview of C library functions, programming styles.

Project: organizing coding and testing mini application systems as an integral part of the course.

Enrolment is limited to 20

Tutor-in-charge: W.C. Ying, B.Sc.(Eng.)(H.K.), LL.B., M.Sc.(Lond.), M.B.C.S., C.Eng., Barrister-at-Law, Chief Programmer, HKU

Venue : Room 209, Run Run Shaw Building, HKU
(Workshop) Room 201, Run Run Shaw Building, HKU

Date : Thursdays, 8.00-9.30 p.m., commencing March 6, 1997
(Workshop) Mondays, 7.00-9.00 p.m., March 17, 1997

28 meetings & 25 workshops

Fee : \$5,700

Minimum Entry Qualifications: Applicants should have 5 subjects including English and Mathematics at Grade E or above in Hong Kong Certificate of Education Examination or equivalent.

An examination will be conducted at the end of the course. The award of the certificate is conditional on passing the written examination, completing the set projects and attending at least 75% of the lectures and computer workshops.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. Closing date for application: February 17, 1997.

1793. Certificate Course in Database Design and Management

Database management systems are fundamental software which are used to increase the performance & efficiency of data manipulation. They assist in enhancing data integrity and improve data administration & control. The course covers fundamental principles of database. The "Oracle" database management system will be used to illustrate the concepts being taught. Students will gain practical experience by tackling sample cases. In each case study, students have to analyze the problem, design the data model and associated applications, and eventually implement the system using Oracle. It is expected that participants will be able to design, develop, and maintain simple database systems.

Syllabus: Database approach and its objectives; The ANSI/SPARC three-level database architecture; Basic data models (hierarchical, network, relational); Data dependencies and normalization; Relational database design (analytic & synthetic approaches); Database application design; Database integrity and security; Data Dictionary; Fourth Generation Languages; Basic system analysis and design.

Enrolment is limited to 25

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

Venue : Room LG101, K.K. Leung Building, HKU
(Workshop) Room 134, Old Library Bldg., HKU

Date : Fridays, 6.30-9.30 p.m., commencing May 9, 1997
(Workshop) Wednesdays, 6.00-10.00 p.m., May 21, 1997

16 meetings & 12 workshops

Fee : \$5,700

Minimum Entry Qualifications: Applicants should be familiar with at least one high level programming language such as dBASE (Please indicate which in your application). Preference will be given to those applicants for whom the course is relevant to their work.

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

Please use special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. Closing date for Applications: 9 April, 1997.

Certificate Course in Advanced UNIX

This certificate course aims at producing high quality UNIX professionals who possess proficiency in UNIX system architecture, programming environment, and administration of a UNIX-based computer system in a network environment.

The UNIX operating system is one of the dominant operating systems in the decade. It runs on computers ranging from personal computers to the largest supercomputers. It is the operating system of choice for most multiprocessor, graphics-processing and vector-processing systems, and time-sharing systems.

UNIX is the most portable operating system ever developed. Besides, other features such as the unification of file devices and interprocess I/O, the ability to initiate asynchronous processes, as well as a hierarchical file system make UNIX a great success. Also the UNIX programming environment is exceptionally rich and productive. It introduces a number of innovative programs and techniques.

In this course, philosophical issues, architectural perspective and details of actual implementation of the UNIX operating systems will be addressed. The C language, in which the UNIX is implemented, will be the main programming language used for all programming lectures and workshops. The UNIX programming philosophy, which permits complex programs to be built from simpler programs, will also be conveyed. Wherever appropriate, the differences in UNIX implementations will be highlighted.

Intended audiences include computer administrators, programmers, professionals, as well as business managers and executives who require knowledge of UNIX internals.

Syllabus:

UNIX System Standards

Introduction: UNIX history, present and future; UNIX versions and standards: POSIX, SVID, X/Open; operating system concept and structure; popular UNIX implementations: 4.3 BSD and System V.

UNIX Programming Environment

UNIX programming overview; UNIX shells: C, Korn, Bourne shells, programming, customization and comparison; UNIX program development; lint, make, sccs, debuggers; the C programming language; standard C library; UNIX system calls: process and memory, file system; IPC mechanism: pipe, FIFO, message queue, semaphore, and share memory; terminal information utilities: termcap and terminfo databases, curses library.

UNIX Communication

UNIX Mail: use of electronic-mail, configuring and customizing a proper mailing environment, address scheme; UNIX News: use of electronic news bulletin, newsgroups in USENET, posting and reading news; UNIX File Transfer: remote file transfer, remote command execution, remote login, setting up and managing the uucp connection between two machines.

UNIX Networking

Network fundamentals: data communication and networking, WAN and LAN, Ethernet; Network architecture: OSI and TCP/IP; Network programming interfaces: BSD sockets and System V TLI; Network application programming; Networking examples: NFS, RFS, RPC, NIS and NeWS.

System Administration and Security

UNIX account management; file system management; process management; device setup; day-to-day routines; system accounting and quota; local area network set up; kernel reconfiguration; account and file system security; network security; data encryption; password administration; enhancement to UNIX security.

The X Window system

Introduction to the X Window system: X architecture overview, the X display server, X clients; the window manager; the xterm terminal emulator; font specification; graphics utilities; customizing X; X events, requests and protocols; X programming hierarchy: Xlib, Xt Intrinsic toolkits; Commercial widget toolkits: MOTIF.

Enrolment is limited to 28

Course Director: K.P. Chow, Ph.D. (California), Lecturer in Computer Science, University of Hong Kong.

Venue : Room G3, James Hsioung Lee Science Bldg., HKU (Workshop) LG102, Chow Yei Ching Building, HKU

1794. Thursdays, 6.30-9.30 p.m., commencing March 27, 1997
(Workshop) Wednesdays, 6.00-8.00 p.m., April 9, 1997

1795. Thursdays, 6.30-9.30 p.m., commencing March 27, 1997
(Workshop) Wednesdays, 8.00-10.00 p.m., April 9, 1997

26 meetings & 28 workshops

Fee : \$8,100

Entry Qualification: This course is an advanced course. Participants are assumed to have a solid background in computer principles and applications, UNIX and C programming. Enrolment is by selection. Closing date for applications: March 10, 1997.

Each student will be assigned to a Sun SPARC colour workstation which is further supported by a Sun SPARC 670MP multiprocessor server through the network.

Assessment:

The Certificate in Advanced UNIX will be awarded to a student who has fulfilled the following requirements:

- (1) Attending at least 75% of the lectures and workshops
- (2) Completing course work to the satisfaction of the tutors.
- (3) Passes in written examination papers.

1796. 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，必須有熟練電腦的管理專員，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性培訓。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 NOVELL SERVER 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

(限收二十二人)

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：一九九七年三月九日起每星期日上午九時三十分至十二時

全期學費：HK\$6,500 (共三十二講)

III. INTRODUCTORY COURSES**1797. 教師實用電腦綜合課程——視窗應用 (Practical Computer Application Course for Teachers – Windows Applications)(CIT001)**

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

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

測驗及考試成績積分計算：(七)簡易學生資料庫的應用。(限收十六)

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。

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)

日 期：一九九七年二月二十一日起逢星期五下午七時
至九時三十分

全期學費：二千九百五十元正 (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 standard, 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; files operations; memory management etc.
- brief introduction and demonstration of variety of application software such as word processing, spreadsheet and database package;
- 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

1798. (Workshop) Room 4, TST District Kai Fong
Welfare Association
(Workshop) Wednesdays, 6.30-9.30 p.m., April 9,
1997

1799. (Workshop) Room 2, SPACE North Point Study
Centre
(Workshop) Tuesdays, 6.30-9.30 p.m., June 3, 1997

4 workshops Fee : \$1,200

Medium of Instruction: Cantonese supplemented with
English for Course 1799
English for Course 1798

Each student will be assigned to use one microcomputer.

Remarks : a) Course 1798 is limited to 15.
b) Course 1799 is limited to 20.

Powerful DOS Commands and Techniques

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

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

Enrolment is limited to 15

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

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

1800. (Workshop) Mondays, 7.00-10.00 p.m., February
24, 1997

1801. (Workshop) Wednesdays, 7.00-10.00 p.m., May 14,
1997

4 workshops Fee : \$1,350

Medium of Instruction: English for Course 1800
Cantonese, supplemented with
English terminologies
for Course 1801

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

Each student will be assigned to use one microcomputer.

1802. 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, and right-click menus are much easier and faster to use; Windows Accessories; Integrating

objects between different Windows applications; Installing printer and other peripherals using Plug and Play; and expert tips show you 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) Fridays, 6.30-9.30 p.m., February 14, 1997

3 workshops Fee : \$950

1803. Introduction to UNIX

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

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

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

Enrolment is limited to 25

Tutor-in-charge: F.T. Chan, Lecturer, University of Hong Kong

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

7 workshops Fee : \$2,200

The applicant is expected to have some basic concepts about computer.

1804. 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 troubleshooting 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 OS. Basic hardware trouble-shooting and upgrading techniques and Virus 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, HKU

Venue : Room G3, James Hsioung Lee Science Bldg., HKU
Date : Mondays, 7.00-9.30 p.m., commencing February 24, 1997

9 meetings Fee : \$950

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

1805. Introduction to WordPerfect - Window Version (CIT 101)

This course provides an introductory training to the versatile word processing software WordPerfect (6.0). Students are not required to have prior computer knowledge.

Topics include: Introduction to Windows environment, Text input and editing, character and document formatting, indentation, setup, text alignment, spell check, block editing, macro and document merging, table with Maths, multi-column in one page, integration of text and graphics (e.g. charts of Lotus 1-2-3). *Enrolment is limited to 20*

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

Venue: (Workshop) Room 2, SPACE North Point Study Centre
Date : (Workshop) Tuesdays, 7.00-10.00 p.m., April 22, 1997

6 workshops Fee : \$1,700

Each student will be assigned to one microcomputer.

1806. WordPerfect in Depth - Window Version (CIT 101)

This course is a follow-up course to the "Introduction to WordPerfect". It aims to provide a thorough coverage in the versatile word processing software WordPerfect and in-depth study of how it can co-operate with other software. Hands-on experience will be emphasized.

Topics include: Automatic generation of report information (e.g. paragraphic numbers, table of contents, cross references, etc), table manipulation and chart plotting, drawing of simple diagram (e.g. organization chart), inserting graphics/charts into the document. *Enrolment is limited to 20*

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

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

Date : (Workshop) Fridays, 7.00-10.00 p.m., May 30, 1997

6 workshops Fee : \$1,700

Each student will be assigned to one microcomputer.

1807. Microsoft Word for Windows 95 (CIT 101)

Microsoft Word is a window-based wordprocessing software. This is a comprehensive course that contains all the basic procedures and techniques you need to work with Microsoft Word. It is intended to help you use Word efficiently.

Topics include: General introduction to Microsoft Windows; Familiar with the workplace and screen; Opening and Saving, and Deleting document; Cursor control and text selection; Editing and Typing; Formatting a document; Printing a document; Header and Footer.

Enrolment is limited to 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) Sundays, 2.00-5.00p.m., March 9, 1997

5 workshops Fee : \$1,500

Pre-requisite : Participants are expected to have basic concepts and experience in Windows operations.

1808. 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True Type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、文字與插圖合併排版、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：一九九七年二月二十五日起逢星期二下午六時至八時

全期學費：一千一百五十元正 (共六講)

1809. 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，其嶄新的功能是同類軟件之冠。本課程為學員介紹Word中文版的文字輸入，編輯及繪圖功能，務使學員有足夠能力有效地使用Word中文版，課程將以實習為主。學員須對視窗Windows之運用有基本認識，但無須懂得中文輸入法。 (限收二十人)

主 講 人：吳志森先生

地 點：香港大學專業進修學院北角教學中心2室

時 間：一九九七年四月十九日起逢星期六下午二時至五時

全期學費：一仟五百五十元正 (共五講)

1810. 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 25*

Tutors: K.H. Leung, B.C.S.(Windsor), M.B.C.S., Computer Officer, HKU

W.K. Kwan, B.Sc.(Eng.), M.Phil. (H.K.), C.Eng., M.A.C.M., M.B.C.S, M.K.I.E., Senior Computer Officer, HKU

Venue : (Workshop) Room 134, Old Library Building, HKU

Date : (Workshop) Wednesdays, 6.30-9.30 p.m., March 26, 1997

7 workshops Fee : \$1,650

Entry requirement: Participants are required to have knowledge and experience of DOS and a high level programming language, such as Basic, COBOL, Pascal or C.

1811. 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 ReportWizard, Storing, Adding Graph into database and Report, Creating and Printing Mailing Labels, Writing and Running Macros, Programming Access (optional and duration dependent). *Enrolment is limited to 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., May 2, 1997

5 workshops Fee : \$1,500

Pre-requisite : Participants are expected to have basic concepts and experience in Windows operations.

1812. Introduction to Electronic Mail, Computer Facsimile and Remote access

This course is intended to explain and demonstrate the using of Data communication software in PC for end-users.

Syllabus: Electronic mail in Local Area Network (MS-Mail), use of Internet in Wide Area Network, PC remote control and communication using modem + pcAnywhere, direct fax out of document from PC (Winfax Pro).
Enrolment is limited to 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) Saturdays, 2.00-5.00 p.m., May 24, 1997

3 workshops

Fee : \$950

Students are required to have some experience in PC and DOS.

1813. Introduction to Excel (CIT 102)

This course provides an introduction to a sophisticated Windows spreadsheet package with hands-on practical exercises for usual commercial applications.

Excel is an electronic spreadsheet package on the Windows environment. Excel version 5.0 develops new organizational features with emphasis on direct and fast manipulation which eases human effort for complicated presentation work. The intuitive Windows graphical environment also makes daily operations simple to be performed.

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 40

Tutor : C.T. Hung, B.Sc., M.Phil.(H.K.)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Mondays, 6.30-9.30 p.m., May 12, 1997

7 workshops Fee : \$2,100

Entry Requirement: No prior computer knowledge is required, but some experience in using computer/PC will be an advantage.

1814. Database Management using FoxPro 2.6 for Windows (CIT 103)

Foxpro is the fastest relational database management system in Windows environment. It provides superb productivity, speed and power. So, it is increasingly used by variety of business systems. This course provides an introduction to this software.

Syllabus: basic concepts of database, database defining and creating; records editing, browsing, searching and indexing; simple report design and generating; label printing; simple input screen design; integrating text and image data in database.
Enrolment is limited to 20

Tutors : K.H. Leung, B.C.S.(Windsor), M.B.C.S., M.I.E.E.E., Computer Officer, HKU
Patrick C.S. Ng, B.Sc.(HKU), M.Sc.(UK),M.A.C.M., Computer Officer, HKU

Venue : (Workshop) Room 2, SPACE North Point Study Centre
Date : (Workshop) Mondays, 6.30-9.30 p.m., February 17, 1997

6 workshops
Fee : \$1,550
Participants are not required to have prior computer knowledge.
Each student will be assigned to use one microcomputer to practise.

Database Programming using FoxPro 2.6 for Windows (CIT 105)

This course is intended for computer users and programmers who want to gain solid working knowledge of windows database programming.

Participants will be guided step-by-step to develop a simple real-life sales system with invoice activity or inventory control system to illustrate most of the colorful graphical tools and amazing features of FoxPro such as Press button, check box, drop down list.

Syllabus: Project Manager, Screen Builder, Menu Builder, Report Writer and RQBE, Application generation with FoxApp, Documentation generation with FoxDoc.

Enrolment is limited to 20

Tutors : K.H. Leung, B.C.S.(Windsor),M.B.C.S.,M.I.E.E.E.,
Computer Officer, HKU
Patrick C.S. Ng, B.Sc.(HKU), M.Sc.(UK), M.A.C.M.,
Computer Officer, HKU

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

1815. (Workshop) Mondays, 6.30-9.30 p.m., April 21, 1997

1816. (Workshop) Thursdays, 6.30-9.30 p.m., May 29, 1997

8 workshops
Fee : \$2,100

Pre-requisite: Participants are expected to have basic database concepts and be familiar with Windows operations.

Each student will be assigned to use one microcomputer to practise.

1817. 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: F.T. Chan, Lecturer, HKU

Venue : (Workshop) Room 4, TST District Kai Fong Welfare Association
Date : (Workshop) Fridays, 6.30-9.30 p.m., February 21, 1997

7 workshops
Fee : \$1,700

Integration of hands-on practical experience with lectures will be emphasized. No prior computer knowledge is required for this course.

Each student will be assigned to use one microcomputer.

1818. Advanced dBASE IV

This is a follow-up course to "Introduction to dBASE IV" and will cover the more advanced features of dBASE IV.

Syllabus will include: screen form design, structured query language (SQL), using multiple data files, and exchanging data between dBASE IV with other software.

Enrolment is limited to 15

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

Venue : (Workshop) Room 4, TST District Kai Fong Welfare Association
Date : (Workshop) Mondays, 6.30-9.30 p.m., April 14, 1997

5 workshops
Fee : \$1,350

Pre-requisite: Participants are expected to have basic knowledge of dBASE III+ or dBASE IV.

Each student will be assigned to use one microcomputer.

1819. Programming in dBASE IV (CIT 105)

This is a follow-up course of Introduction to dBASE III+ or Introduction to dBASE IV. Those who have knowledge on dBASE may also apply.

The course aims to provide participants the structured programming technique in writing dBASE code for records manipulation, enquiry and reporting.

Topics include: dBASE editor, modular program design, menu screen generation, branching and looping, records insertion, amendment and deletion, multiple database files handling, enquiry and report printing, pseudo-password techniques, program testing and debugging techniques.

Enrolment is limited to 18

Tutor : K.W. Lam, B.Sc.(Computer Studies), CityU

Venue : (Workshop) Room 808, K.K. Leung Building, HKU
Date : (Workshop) Mondays, 6.30-9.30 p.m., March 10, 1997

10 workshops

Fee : \$2,200

Students are required to have basic knowledge of dBASE III+.

Each student will be assigned to one microcomputer.

1820. Business Graphical Presentation

Microsoft PowerPoint is a graphical presentation package on Windows platform. It is specially designed for business executive or presenter to produce professional and fascinating presentations. The purposes of this course is to give hands-on-experience and demonstration in using the Microsoft PowerPoint to produce high quality, colorful, electronic on-screen slide show.

In this course, the Object Linking and Embedding (OLE 2.0) feature of Windows 3.1 will also be discussed to show how to link documents from MS Word and spreadsheet data from Excel with PowerPoint.

Syllabus: Understanding PowerPoint Basics Objects and Terms, using and modifying Slide Masters and Template, Manipulating Color Schemes, editing text with special effect, using drawing tools, Adding Clip Art to a slide, Graphing in slide, Printing slides, Linking information with other applications using OLE, running and timing slide show using PowerPoint Viewer.

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) Tuesdays, 6.30-9.30 p.m., February 18, 1997

3 workshops

Fee : \$1,000

Multimedia Business Presentation Skills & Techniques

Since early 90's, the emergence of Multimedia Technologies has revolutionized the IT industry. People may think that its main applications are "Eductainment" (education & entertainment). However, its impact in the business field should not be underestimated. One of the most promising applications is "Multimedia Business Presentation".

Traditionally, business presentation are conducted by still media such as slide or transparency. They are fine for showing simple messages but inadequate for delivering complex and multi-dimensional business information. With the help of Multimedia Technologies, sound, graphics, animation and motion video can become part of your presentation. Anyone can now produce dynamic business presentation on his/her own desktop.

This course is designed for sales & marketing personnel, advertising executives, training officer and product demonstrator, who want to improve their presentation skills through understanding the latest technologies and learn the usage of computer aided tools.

Syllabus

Introduction: multimedia technologies, equipment used for multimedia, delivering platforms; Presentation theory: What makes a good presentation, focus : what is your message, audience response; Presentation planning: content list, estimation of time, storyboard, presentation style, delivery media and platform; Presentation design: visual interface design, presentation flow, integration of text, color graphics, texture, sound, animation, video and transitions, timing and review, deliver. Ample practice using multimedia stations will be provided.

Enrolment is limited to 40

Tutor-in-charge: Mr. Reggie Wong, B.Sc.(Hull),
Mr. Eric Liang, B.Eng.(Hull)

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

1821. (Workshop) Wednesdays and Fridays, 6.30-9.30 p.m., June 4, 6, 11 & 13, 1997

1822. (Workshop) Mondays and Tuesdays, 9.30 a.m.-5.00 p.m., April 7 & 8, 1997

Fee : \$2,000

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 1821 has 4 workshops.
Course 1822 has 2 workshops.

1823. Introduction to ACCPAC Computer Accounting

ACCPAC Plus is a popular accounting software widely applied on micro-computer in North America. It is also the accounting package designated by Canadian CGA for examination purpose.

Modules covered in this course are: General Ledger, Accounts Receivable, Accounts Payable.

Participants upon completion will manage to computerise their accounting operation through journalising, auto-posting, balancing, aging reminder mailing, analysing and reporting. *Enrolment is limited to 24*

Each student will be assigned to use one microcomputer.

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) Tuesdays, 8.10-10.10 p.m., February 25, 1997

6 workshops Fee : \$1,150

Medium of Instruction: Cantonese supplemented with English terminologies

Participants are expected to have knowledge in accounting and some DOS operation experience.

1824. ACCPAC Plus Account System : Order Entry, Inventory Control & Inventory Receipts

ACCPAC Plus is a series of accounting softwares overwhelmingly applied in USA and Canada. Three major systems will be covered in this course, viz. a) Order Entry; b) Inventory Control & Analysis; c) Inventory Receipts. Upon completion, participants will be able to handle processing of original data, invoicing, ordering, shipment planning, credit limit, inventory report, updating and aging, goods flow monitoring, categories analysis, margin analysis, cost of goods sold and merging data with other systems and produce periodical reports, income projection, aging analysis, statements and reminders mailing, interest and surcharge implementation, defining chart of account, source journal, financial statements, automatic posting and preparing final reports. *Enrolment is limited to 24*

Each student will be assigned to use one microcomputer.

Tutor : Jackie Cho, MBA(City), B.A. (Washington)

Venue : (Workshop) Whiz Club Ltd., 3/F, Jing Lung Comm. Bldg., 52 Tang Lung Street, Causeway Bay, Hong Kong

Date : (Workshop) Monday, Wednesday and Friday, 6.00-10.00 p.m., February 24, 26 & 28, 1997

3 workshops Fee : \$1,150

Medium of Instruction: Cantonese supplemented with English terminologies

Participants are expected to have knowledge in accounting and some DOS operation experience.

V. PROGRAMMING LANGUAGES

1825. Introduction to C (CIT 105)

C is a general purpose programming language that is not tied to any computer system. Its popularity and usage are increasing rapidly. The main merits of C are expressiveness and effectiveness. It has the flow-control constructions required for well-structured programming.

This course is designed to teach the participants to program in C. Besides, useful algorithms and principles of good programming style will be illustrated.

Syllabus: Introduction and overviews of C; basic data types, operators and expressions; control structures; simple I/O; programming style. An introduction to the C development environment on UNIX-based system.

Enrolment is limited to 18

Tutor-in-charge: F.T. Chan, Lecturer, University of Hong Kong

Venue : Room G3, James Hsioung Lee Science Bldg., HKU (Workshop) Room 808, K.K. Leung Building, HKU

Date : Mondays, 6.45-9.15 p.m., commencing May 12, 1997

(Workshop) Wednesdays, 7.00-9.00 p.m., May 21, 1997

6 meetings & 6 workshops Fee : \$2,100

The applicant is expected to have some basic concepts about computer and computer programming. Each student will be assigned to 1 terminal.

1826. 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., March 4, 1997

4 workshops

Fee : \$900

Each student will be assigned to use one microcomputer.

VI. COMPUTER NETWORKING/ DATA COMMUNICATION

Introduction to Local Area Networks with Microcomputers

This course is intended for users who wish to attain some concepts and practical knowledge in local area network (LAN).

LAN is a communications technology to link up computers. LAN's are widely implemented to increase connectivity and productivity of computers in large enterprises and small organizations. This course provides both the concepts and practical details of LAN, with the focus on microcomputers. Workshops are designed to provide practical experience in LAN.

Syllabus: Introduction and concepts in data communications and local area network; Overview of common hardware and software for LAN and their comparisons; Communication of microcomputers with mini and mainframe computers via LAN--TCP/IP and communication servers; In depth study of a common microcomputer LAN operating system (Novell Netware), with workshops; Installation of microcomputer packages on LAN and design of LAN applications; Design and installation of microcomputer LAN.

Enrolment is limited to 20

Tutors : K.W. Chiu, B.Sc.(Computer Studies)(H.K.),
M.Sc.(Comp)(HKUST), M.A.C.M.,
M.I.E.E.E.

Venue : Room 505-6, T.T. Tsui Building, HKU
(Workshop) Room 2, SPACE North Point Study Centre

1827. Thursdays, 6.30-9.00 p.m., commencing March 6, 1997
(Workshop) Tuesdays, 6.15-8.00 p.m., March 18, 1997

1828. Thursdays, 6.30-9.00 p.m., commencing March 6, 1997
(Workshop) Tuesdays, 8.00-9.45 p.m., March 18, 1997

8 meetings & 5 workshops

Fee : \$1,900

Entrance Requirement: participants are expected to have knowledge in computer concepts, PC's and DOS.

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

1829. Administration of Local Area Networks

This course provides participants with the practical knowledge and skills of installing and administering Local Area Networks (LAN). It is useful for those persons who need to design, set up and manage LAN. General concepts of computer networks will also be reviewed. Ample hands-on exercises on Novell Netware will be provided.

Syllabus: Principles of data communications; OSI and TCP/IP models; LAN topology; internetworking devices; router and bridge; LAN's connectivity to mini/mainframes; accounts management; Netware utilities; resources control; security control; backup and recovery; loading monitoring and control; system scripts and login scripts; applications design and management. *Enrolment is limited to 20*

Tutor-in-charge: W.K. Kwan, B.Sc.(Eng). M.Phil.
(H.K.)C.Eng., M.A.C.E., M.B.C.S.,
M.H.K.I.E., Senior Computer Officer,
HKU

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

Date : (Workshop) Fridays, 6.30-9.00 p.m., March 21, 1997

8 workshops

Fee : \$2,150

Medium of Instruction: Cantonese, supplemented with English terminologies

Entrance Requirement: Participants should have some exposure to local area network environment.

1830. Data Communication with PC

With a modern personal computer, we can already perform a wide range of computing tasks. In addition, it can be a powerful tool for us to participate in various communication networks and connect us to millions of computer users, databases and various computing resources worldwide. This course introduces how we can achieve these tasks so as to become a powerful computer user communicating with the rest of the world. Demonstration will be provided when appropriate.

Syllabus:

Choice and use of modems; Choice and use of data communication and fax software; Connecting your PC to host computers; Connection your PC to your office LAN; Communicating directly with your friend's computer; Using amateur dial-up BBS; Fidonet - the invisible network for thousands of PCs; Shareware, conferences and direct netmail services; Personal participation to the Internet;

Internet electronic mail; Internet file services; Remote host access and Internet news and information servers.

Enrolment is limited to 20

Tutor : K.W. Chiu, B.Sc.(Computer Studies) (H.K.),
M.Sc.(Comp)(HKUST), M.A.C.M.,
M.I.E.E.E.

Venue : Room 2, SPACE North Point Study Centre
Date : Saturdays, 2.00-5.00 p.m., commencing March 15,
1997

3 meetings

Fee : \$420

VII. INTERNET AND WORLD WIDE WEB (WWW)

1831. Business on Internet

It was estimated that there are over 32 million people around the world who have some type of Internet connection in 1994. Whereas the Internet was once primarily a playground for research scientists and university students, it is now considered to be an important commercial tool for companies ranging from enterprises to one-man business.

This course is emphasized on the discussion of how a company can be benefited from using Internet services. Various types of Internet connection, popular services and tools will be covered in the lectures. There are also discussions on legal issues and transaction security. Participants will be given hands-on Internet practice on selected tools.

Syllabus : What is Internet? TCP/IP; SLIP/PPP; Internet connection; Internet tools: Email, Mailing Lists, Newsgroups, Internet Relay Chat, audio and video conferencing, FTP, FTPmail, Archie, Finger, Netfind, Gopher, WAIS, World-Wide Web (WWW) and browsers (Mosaic, Netscape); Doing business on the Internet: the business value-chain, successful Intermarketing, on-line advertisement, on-line sales ordering, on-line customer/technical support, receiving feedback from clients, Internet Service Providers (ISP) in Hong Kong; Security and legal issues.

Enrolment is limited to 40

Tutor : Nick H.Y. Chi, B.Sc.(Hons), M.Sc.

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Wednesdays, 7.00 - 9.00 p.m., April
23, 1997

6 workshops

Fee : \$800

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?

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 and subscribing to mailing list and Introduction to WWW homepages.

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

1832. (Workshop) Tuesdays, 9.30 a.m.-1.30 p.m. & 2.30-
4.30 p.m., February 18, 1997

1833. (Workshop) Thursdays, 9.30 a.m.-1.30 p.m. & 2.30-
4.30 p.m., February 27, 1997

1 workshop

Fee : \$850

Entry Requirement: This course provides comprehensive hands-on experience with Internet applications and services. Participants should have knowledge of operating at Windows environment.

1834. 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).

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, Enhanced webpage publishing by invoking image and sound effects and 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

Date : (Workshop) Thursdays, 9.30 a.m.-1.30 p.m. & 2.30-4.30 p.m., February 20, 1997

1 workshop Fee : \$850

Entry Requirements: This course provides comprehensive hands-on experience with Internet applications and services. Participants should have knowledge of using Internet.

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

1835. 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 real 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 a tale of wonderland, just around the corner.

Topics include: Gathering interactive multimedia resource from Internet, installation and setup guide of Internet software; Listen to world wide radio/TV station programmes in real-time 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; Without nation boundary and racial difference, make friend in the cyber world through an interactive 3D virtual community in Alpha World and Palace; A preview in the future life-style through Internet, the power of VRML (Virtual Reality Markup Language) is amazing and incredible and the core engine of interactive webpage - 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., February 25, 1997

1 workshop Fee : \$850

Entry Requirements: This course provides comprehensive hands-on experience with Internet applications and services. Participants should have knowledge of using Internet.

Internet Workshop

This course is designed for persons who are new to Internet. From the course, they should 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:

Introduction: History & Terminology of Internet; Internet Applications & how to get connect with Internet.

Understanding Internet Tools with Hands On: Electronic Mail - how email work, News Group, World Wide Web (WWW), accessing WWW, how hypertext work, using of bookmarks and WWW search engines. File Transfer Protocol (FTP), using FTP to transfer files and Internet Search Engine.

Enrolment is limited to 40

Tutors : Reggie Wong, B.Sc.(Hull),
Eric Liang, B.Eng.(Hull)

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

1836. (Workshop) Saturdays, 9.00 a.m.-1.00 p.m., March 8, 1997

1837. (Workshop) Fridays, 7.00-9.00 p.m., March 14, 1997

Fee : \$600

Entry Requirements: Basic windows operation experience is required.

Remarks: Course 1836 has 1 workshop
Course 1837 has 2 workshops

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

Internet for Business Executives

This course is designed for Management, Sales & Marketing Executives who are new to Internet. First part of the course introduces the basic knowledge of Internet, how to get connected, and the operations of the common Internet tools such as email, WWW and FTP. The second part discusses process of implementing Marketing Plan on the Internet and the way to measure the marketing effectiveness.

Course Outline:

Introduction: History & Terminology of Internet, Internet Applications & How to get connect with Internet.

Understanding Internet Tools with Hands On: Electronic Mail - how email work, News Group, World Wide Web (WWW) - accessing WWW, how hypertext work, using of bookmarks & WWW search engines. File Transfer Protocol (FTP) - using FTP to transfer files. Doing Business on the Internet: Business opportunities on the Internet, Understanding how home page works, Set up an Internet site and the Advantages & Disadvantages of Internet Marketing. Cases Studies & Business Web sites browsing.

Enrolment is limited to 40

Tutors : Reggie Wong, B.Sc.(Hull),
Eric Liang, B.Eng.(Hull)

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

1838. (Workshop) Wednesday, 9.30 a.m.-12.30 p.m. & 2.00-5 00 p.m., March 5, 1997

1839. (Workshop) Fridays, 6.30-9.30 p.m., April 4 & 11, 1997

Fee : \$800

Entry Requirements: Basic windows operation experience is required.

Remarks : Course 1838 has 1 workshop
Course 1839 has 2 workshops

1840. 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 describe 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 aspect of the Internet. A brief introduction to Java application 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, Application 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., February 24, 1997

3 workshops

Fee : \$800

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

1841. 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 more than a training for webmasters, a new profession to develop and maintain websites. It also aims at understanding mechanics of the Internet and programming the web content with advanced programming techniques such as CGI, Plugins, Java, Javascript, MS ActiveX, etc. Furthermore Internet security solution such as security firewall, PGP tools, SSL and SHTTP will be taught.

The course explains the key mechanism of the Internet such as TCP/IP and portocol stacks. Programming the Internet Service such as HTML authoring, Java programming, Perl and CGI scripting, Network socket programming, and windows sock programming is the focus of the course. Security tools such as Pretty Good Privacy (PGP), Secure Socket Layer (SSL), and Secure HTTP are also discussed in this courses.

Topics includes: TCP/IP protocols explained, Internet Architecture, Request For Comments (RFCs) documents, HTML 3.2 authoring, Java, Perl and CGI scipts, Berkeley Socket Programming, Socket Programming in Windows. Security tools: PGP, SSL, SHTTP explained.

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., April 29, 1997

12 workshops

Fee : \$2,500

Entry Requirement: Applicants should have basic knowledge of the Internet and C Programming background.

1842. An Introduction to Internet for Science 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 resonably competent Internet user? If yes, then this course is good for 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. To remedy the situation, this course is designed by a practising educational professional to help science 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 science education. Finishing this course, the participants should be able to navigate the Internet on his own, and design simple home

pages, in addition to having an overview of the Internet.

Course Outline: An overview of the Internet, the World Wide Web, use of the Netscape, design of simple home pages, Internet resources related to science education, and some Internet tools. Hands-on experience will be provided.

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., February 25, 1997

6 workshops Fee : \$850

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

1843. Use of Corel Graphic Package for Secondary Science Teachers

Diagram drawings are common and essential tasks to secondary science teachers in preparing their teaching materials. Corel graphic package is a powerful tool to help teachers accomplish these tasks with high quality output. This course provides teachers 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. Emphasis are placed on applications in science teaching. Teachers can have ample opportunity to create/work on drawings/animations that are useful for their teaching.

Course outline:

Basic drawing tools; Editing objects (outline, fill patterns, curvature of a curved line); arranging and combining objects with applications to produce science related diagrams, symbols and artworks; Working with scanned images and cliparts; Creating simple computer animations to illustrate science phenomenon; 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., March 24, 1997

6 workshops Fee : \$1,250

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

VIII. COMPUTER AIDED DESIGN/DRAFTING

1844. Computer-aided Art Design and Desktop Publishing

This course discusses the concepts and experience of using personal computers in Desktop publishing (DTP) and art design work. A number of popular DTP and graphics software will be introduced and demonstrated. This course will be useful to publishers, editors, designers, and teachers.

Syllabus: Introduction to Desktop Publishing (DTP) and its perspective; typography and fonts system; hardware and software requirements for DTP and art design; printing technology and Colour Processing; the operation of software under Windows environment; use of Desktop Publishing software (PageMaker, Ventura); use of Art design software (CorelDraw, MacDraw); Use of photo-retouching software in press and comic production (Photostyler and Picture Publisher); use of 3-D package in advertisement and comic (3-D studio); how to solve the production problems and maximize the productivity and develop strategies for working with a team.

Enrolment is limited to 20

Tutors : Michael C.K. Yuen, B.Sc., Cert.Ed., MIEEE, MACS, MHKCS, Consultant of Chun Mei Publishing Co.
Tony T.H. Yuen, B.Sc.(CUHK)

Venue : Room 1, G/F, James Lee Building, HKU
Date : Saturdays, 2.30-4.30 p.m., commencing March 8, 1997

12 meetings Fee : \$850

Medium of Instruction: Cantonese supplemented with English terminologies

AutoCAD Basic Drafting

This course is intended to equip participants with the fundamental concepts and operational knowledge of AutoCAD 2D drafting. Most basic features of AutoCAD will be covered.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topic include: AutoCAD fundamentals, I/O devices used by AutoCAD, AutoCAD user interaction, Alternative command and co-ordinate input methods, AutoCAD commands - draw, edit, display control, drawing aids, inquiry, introduction to layer. *Enrolment is limited to 25*

Tutor : Alex K.W. Ho, B.Sc (Arch E)

Venue : (Workshop) Room 314, Knowles Building, HKU

1845. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., February 19, 21, 24, 26, 28 & March 3, 1997

1846. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., May 12, 14, 16, 19, 21 & 23, 1997

6 workshops Fee : \$2,050

Entry Requirement: Applicants should have basic knowledge of microcomputer and be familiar with DOS operations. Each student will be assigned to use one workstation.

Medium of Instruction: English for Course 1846
Cantonese with English terminologies for course 1845

AutoCAD Advanced Drafting

This course is intended to equip participants with the skills to take full advantage of AutoCAD advanced drafting features.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topics include: dimension variable, paper space and model space, XREF, layer management, symbol library, attributes, zooming technique, plotting, introduction to 3D object.

Enrolment is limited to 25

Tutor : Alex K.W. Ho, B.Sc (Arch E)

Venue : (Workshop) Room 314, Knowles Building, HKU

1847. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., March 7, 10, 12, 14, 17 & 19, 1997

1848. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., June 13, 16, 18, 20, 23 & 25, 1997

6 workshops Fee : \$2,050

Entry Requirement: Applicants should have completed the 'AutoCAD Basic Drafting' or equivalent course. Each student will be assigned to use one workstation.

Medium of Instruction: English for Course 1848
Cantonese with English terminologies for Course 1847

1849. AutoCAD 3D

CAD systems allow users to generate 3D views of a design quickly and accurately. This course covers various techniques in 3D manipulation and the application of these techniques in 3D visualization and spatial appreciation.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topic include: Differences in 2D, 2.5D and 3D, AutoCAD 3D representation methods, AutoCAD 3D commands, User coordinate system, generating perspective views, surface modeling, shading. *Enrolment is limited to 25*

Tutor : Alex K.W. Ho, B.Sc (Arch E)

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., May 28, 30 & June 2, 4, & 6, 1997

5 workshops Fee : \$1,650

Entry Requirement: Applicants should have completed the 'AutoCAD Basic Drafting' or equivalent course.

1850. AutoCAD Customisation

Most CAD systems provide a number of alternative input, output, and system set-up formats. These features provide choice and flexibility, however, it is time consuming to set up the system format each time a new drawing file is being created. To create a more efficient CAD production environment, it is essential to customise your CAD system to suit your in-house standards.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topic include: Customised mouse, tablet buttons, tablet menu and screen menu. Create line types, hatch patterns and text fonts. System variables of AutoCAD. Data exchange using DXF and IGES. Using script. Introduction to AutoLISP. *Enrolment is limited to 25*

Tutor : C.H. Wong, B.Eng. (Computer)

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Tuesdays and Thursdays, 6.30-9.30 p.m., June 10, 12, 17, 19 & 24, 1997

5 workshops Fee : \$1,850

Entry Requirement: Applicants should have completed 'AutoCAD Advanced Drafting', 'AutoCAD 3D', or equivalent course.

1851. 3D Studio Modeling and Rendering

This course is intended to explain 3D modeling and computer rendering techniques in 3D Studio (3DS). Fundamental and operational knowledge of 3DS are illustrated. Connection with AutoCAD's 3D modeling is also covered. Process for creation of photorealistic picture is shown.

Topics include: 2D Shaper, 3D Loftter, 3D Editor, Material Editor, Rendering Principles and Data Exchange with AutoCAD.

Enrolment is limited to 30

Tutor : C.H. Wong, B.Eng.(Computer)

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Tuesdays and Thursdays, 6.30-9.30 p.m., May 13, 15, 20, 22, 27, 29 & June 3 & 5, 1997

8 workshops

Fee : \$2,700

1852. 3D Studio Rendering and Animation

This course is intended to explain computer rendering and animation techniques in 3D Studio (3DS). Participants should have completed the "3D Studio Modeling and Rendering" or equivalent course. Advanced computer rendering will be discussed. The process of creating animation in 3D Studio will be shown. The recording of animation on video tape will be demonstrated.

Topics include: Rendering theory, Rendering parameters, IPAS external processes, Rendering output process. Animation Principles, Keyframer and Animation Recording.

Enrolment is limited to 20

Tutor : C.H. Wong, B.Eng.(Computer)

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Tuesdays and Thursdays, 6.30-9.30 p.m., June 26 & July 3, 8, 10 & 15, 1997

5 workshops

Fee : \$1,650

Entry Requirement: Applicants should have completed "3D Studio Modeling and Rendering".

IX. SYSTEM ANALYSIS & DESIGN / GEOGRAPHIC INFORMATION SYSTEMS

1853. Structured Systems Analysis and Design Method (SSADM)

This course is designed to introduce a popular structured method for systems analysis and design, SSADM version

4+. It is intended to provide students with sufficient knowledge to participate in a system development project.

SSADM is used as the standard method for carrying out Feasibility Study & SA&D (Systems Analysis & Design) stages of information technology development projects in various countries including UK, Europe, Australia, Singapore, Malaysia, Japan, USA, Canada and Hong Kong. The Hong Kong Government is currently using SSADM as the standard for systems development.

This course is designed for Systems Analysts, Systems Designers, and IT Managers who want to acquire the theoretical and practical knowledge of the method.

Syllabus: SSADM Philosophy, Principles and Concepts; SSADM Structure & Activities; SSADM Documentation; Requirements Definition; Data Flow Modelling; Logical Data Modelling; Entity Event Modelling; Relational Data Analysis; Function Definition; Logical Design; Physical Design; Project Procedures; Quality Assurance Reviews; Hands-on Case Study Workshop. Entry Requirement: Prior understanding of basic systems analysis and design techniques is preferred.

Enrolment is limited to 30

Tutors : N. Hiw, HD (Computer Studies)
K. Chan, B.Sc. (CIS)
P. Ngai, B.Eng. (Information)

Venue : Room 13, SPACE Town Centre, 9/F
Date : Mondays and Thursdays, 6.30-9.00 p.m., commencing May 19, 1997

20 meetings

Fee : \$2,650

1854. Introduction to Geographic Information Systems

This course introduces the concepts and applications of geographic information systems (GIS) and provides hands-on experience in using GIS software. The course is useful to those persons working in areas related to land use and property development, environmental protection, road design, town planning and civil engineering.

Syllabus:

GIS introduction; geospatial data model and data structure; geographic database design and management; implementation issues; mapping; application and case studies; GIS and web resources; future development of GIS.

Enrolment is limited to 20

Tutor-in-charge: Miss Vicky Lam

Venue : HKU
Date : Wednesdays, 7.00-9.00 p.m., commencing April 2, 1997

10 meetings (4 of the meetings will be 3-hour practical sessions)

Fee : \$2,200

This course is in collaboration with the Geographical/Land Information System Research Centre, The University of Hong Kong.

X. CHINESE COMPUTING

倉頡輸入法及倚天中文系統 (Chinese Input & Eten System)

本課程著重介紹目前市面流行之中文輸入法 - 倉頡輸入法，並介紹「倚天」中文系統之特點、造字系統及文書處理之有關技巧：字體之轉換、表格製作及該中文系統之有關列印指令等。課程包括充足實習時間讓學員掌握中文輸入。
(限收十五人)

主 講 人：陳耀輝先生

地 點：九龍彌敦道136號A, 尖沙咀街坊福利會2字樓4室

1855. 一九九七年二月二十日起逢星期四下午六時三十分至九時三十分

1856. 一九九七年五月十五日起逢星期四下午六時三十分至九時三十分

全期學費：一千五百五十元正 (共六講)

XI. DAY TIME COURSES

1857. Introduction to Excel (CIT 102)

This course provides an introduction to a sophisticated Windows spreadsheet package with hands-on practical exercises for usual commercial applications.

Excel is an electronic spreadsheet package on the Windows environment. Excel version 5.0 develops new organizational features with emphasis on direct and fast manipulation which eases human effort for complicated presentation work. The intuitive Windows graphical environment also makes daily operations simple to be performed.

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

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

Date : (Workshop) Saturdays, 10.00 a.m.-1.00 p.m. & 2.00-5.00 p.m., February 22, 1997

3 workshops

Fee : \$1,550

Entry Requirement: No prior computer knowledge is required, but some experience in using computer/PC will be an advantage.

1858. Advanced MS Excel

This course is a follow up of the course "Introduction to Excel" and will focus on the more advanced and powerful skills in using MS Excel. Plenty of examples will be used to illustrate their applications.

Syllabus: use of range names; data sorting and filtering; use of the powerful pivot table; creating a macro; recording actions in a macro; introduction to Excel Visual Basic; automating repetitive tasks and making decisions with macro; creating charts from database; goal seeking; what-if table; other advanced tools.

Enrolment is limited to 20

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

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

Date : (Workshop) Saturdays, 10.00 a.m.-1.00 p.m. & 2.00-5.00 p.m., June 14, 1997

2 workshops

Fee : \$1,200

Pre-requisite: Participants should have attended the Introduction course or equivalent, or be familiar with basic operations of Excel.

In order to receive the next issue of this Prospectus, please turn to page 113.

如欲收到下期課程手冊，請翻閱第113頁。

秋季課程手冊
Autumn Prospectus 96

秋

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 Surveying of the University of Hong Kong.

COURSE DURATION

The course has been designed around one year of part-time study. The classes take place on two evenings per week for two 14 week semesters per year.

COURSE FORMAT

The course is divided into modules and each student must study 4 modules. There are two core modules which are Economics and Legal Studies, the remaining modules studied will depend on whether the student is taking the Construction Management or Property Development stream.

Construction Management

Term 1 Legal Studies
Construction Management

Term II Economics
One Option from:
Investment & Cost Forecasting
Project Management

Property Development

Term 1 Legal Studies
Real Estate and Finance

Term II Economics
One Option from:
Investment & Cost Forecasting
Project Management

Note : Options will be offered subject to demand.

TEACHING AND LEARNING

Students accepted on this course will be working professionals and so are expected to bring their own experiences to the classroom and share them with fellow students. Thus, teaching takes the form of formal lectures, seminars, tutorials, case studies and student presentations. The modules will be taught in the main by members of the Department of Surveying of the University of Hong Kong and by visiting lecturers. The course will be administered by a full-time course co-ordinator and course leadership will be provided through the course directors.

METHODS OF ASSESSMENT

The Diploma will be assessed on the basis of set assignments and case studies (50%) and formal examinations (50%).

CAREER PROGRESSION

Students completing the diploma course can expect to progress to study at Master's degree level in their relevant discipline.

Holders of the Diploma will be eligible to apply for entry to relevant Master's degree courses including:

1. M.Sc. in Construction Project Management of the Department of Surveying of the University of Hong Kong;
2. M.Sc. in Real Estate Development of the Department of Surveying of the University of Hong Kong;
3. M.Sc. in Construction Management – Bath University, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE, H.K.U.);
4. M.Sc. in Construction Management and Economics University of Greenwich, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE, H.K.U.);
5. M.Sc. in Property 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.);

ENTRY REQUIREMENTS

1. Students should have a proficiency in English demonstrated by, for example,
(a) a pass in the H.K.C.E.E. examination at Grade D or above (or equivalent);
(b) a score of 550 or above in the Test of English as a foreign language (TOEFL) and

2. Students should have a Diploma, Higher Diploma, H.N.C., H.N.D. or equivalent qualification in a relevant subject area.
3. Students over the age of 25 with extensive business, commercial or other suitable professional working experience may apply. Such students may be required to sit a qualifying examination.

Relevant employment experience and references are taken into account and final decisions concerning admission to the course are made at the discretion of the University. Whilst academic qualifications are important in deciding admissions there is also a need for applicants to be committed to developing their management knowledge and skills in the property and construction industry. As with any study, but particularly part-time study, it is important that course participants are highly motivated and self-directed learners.

COURSE COST

The course fee is \$19,000 and should be paid once the student has received an offer of a place on the course.

The course will commence in April 1997 and the closing date for applications is March 1, 1997.

For information concerning further course details, please see address on page 76.

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 Surveying (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 15, 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).

COURSE COST

The course fee is HK\$27,500 (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 25, 1997. For information concerning further course details, please see the address on page 76.

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. The course is split into three stages: Certificate, Post-graduate Diploma and MSc. 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 Management theory Residential one Construction economics	Compulsory Compulsory Compulsory Compulsory	Variable 3 months 4 days 3 months
Stage 2 Legal Issues for construction Residential two Pre-contract management Human resource management and cultural issues Residential three Construction futures - planning and forecasting Optional modules - choose two from Environmental issues Design management Project management Property development and facilities management Operational research	Compulsory Compulsory Compulsory Compulsory Compulsory Compulsory Optional (must complete any two chosen from list)	3 months 4 days 3 months 3 months 4 days 3 months 3 months per module
Stage 3 Research methods Dissertation workshop DISSERTATION	Compulsory Optional Compulsory for MSc students	Variable 2 days 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 MCIOB, 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 Postgraduate Diploma or the MSc Degree. This option will be available to candidates who wish to start in Spring 1997 onwards.

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.

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 76.

UNIVERSITY OF GREENWICH

MSc in Construction Management and Economics by Distance learning

INTRODUCTION

The MSc in Construction Management and Economics is an interdisciplinary course offered by the School of Land and Construction Management, Greenwich University in association with SPACE, Hong Kong University.

The MSc course has been developed as a response to the growing demand from construction and property industry

firms for professionals capable of strategic thinking and creative response to volatile economic conditions.

Planning and controlling the allocation of resources and the detailed and prescient matching of design and production to the needs of the market for built space are at the very core of the construction and property industries.

This interdisciplinary course forms part of a portfolio of master's courses being offered by the School of Land and Construction Management.

COURSE STRUCTURE

The course may be taken over two years of part-time study and is built on a course unit accreditation structure. Students will study 4 units each year.

Year 1 (4 Units)

Research Methods
Management Principles
Economics
Construction Economics

Year 2 (4 Units)

Construction Management
Property Development and Finance
Dissertation (2 Units)

The dissertation is a significant feature of the course and is supported by a unit in Year 1 which introduces research methods. An in-depth investigation of a selected theme is presented in a report of 12,000 - 15,000 words.

Attendance at course lectures is required. These lectures will be held during the residential weekends (4 weekends per year), and seminars and tutorials will be held on average once or twice a month. Each student will be provided with a personal tutor and a fax helpline will be available to deal with subject unit problems.

Although the course is studied on a distance learning basis each unit will comprise a series of introductory lectures by Greenwich University Staff, together with tutorials and seminars offered throughout the programme. Each student will be allocated a personal tutor who will give guidance on written work, assessment and examinations.

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the student's study materials.

Participants on the course will be able to develop their analytical, technical and managerial skills in preparation for active participation in the construction and property industries.

THE AWARD

Each unit of the course is self-contained and credits of individual units will be awarded. A student who successfully completes year 1 of the course will be awarded the Post-graduate Certificate. A student who then proceeds to year 2 and completes the year 2 taught units will be awarded the Postgraduate 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 Surveying Post-graduate Diploma in Construction Project Management may apply for exemption from Year 1 of the course.

COURSE FEES

Each course unit costs HK\$10,500 so that a student enrolling in Year 1 will pay HK\$42,000. Similarly, Year 2 will cost the same.

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

APPLICATIONS

Applications for MSc in Construction Management and Economics are accepted twice per year in Hong Kong (in July - August and in December - January). Applicants may commence their studies in either September or February.

Closing date for applications: no applications can be considered after January 10, 1997 and August 15, 1997 for the February and September 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 will be awarded the Post-graduate Certificate. A student who then proceeds to year 2 and completes the year 2 taught units will be awarded the Postgraduate Diploma. On completion of the Dissertation the student will be awarded the MSc.

METHODS OF ASSESSMENT

The MSc is assessed by way of Set Assignments, Case Studies, Weekend School Participation, Examinations and a Dissertation.

THE STAFF

The Staff of Greenwich University involved in the course have a high level of academic expertise and most have professional experience. Some continue to work in industry, which, combined with the high level of consultancy and research activity that exists throughout the School of Land and Construction Management, ensures students are kept up to date with the latest developments in practice. The School of Land and Construction Management has close links with Europe and the Far East.

ENTRY REQUIREMENTS

SPACE and the University of Greenwich are looking for applications from well-motivated individuals. A good first degree or Corporate membership of an approved environmental profession is required.

Applicants without formal qualifications may be considered in exceptional circumstances.

Students who have covered relevant units at Post-graduate level may apply for exemption from these units.

Students who hold the SPACE, Hong Kong University Diploma in Construction Management/Property Development are eligible to apply for entry to the MSc programme.

Students who hold the SPACE/Department of Surveying (HKU) Post-graduate Diploma in Construction Project Management may apply for exemption from Year 1 of the course.

COURSE FEES

Each course unit costs HK\$10,500 so that a student enrolling in Year 1 will pay HK\$42,000. Similarly, Year 2 will cost the same.

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

APPLICATIONS

Applications for MSc in Property Development and Investment are accepted twice per year in Hong Kong (in July - August and in December - January). Applicants may commence their studies in either September or February.

Closing date for applications: no applications can be considered after January 10, 1997 and August 15, 1997 for the February and September intakes respectively.

8024. Strategic Project Management

This course will give an introduction to the overall process of project management from the project initiation stage, design, construction management to the final handing-over stage. A key feature of the course lies in the emphasis given to applying strategic planning and management to the construction and contract administration stage of work. The course will cover the responsibilities and the qualities required of a project manager, as well as topics in contract strategy, the different stages of a project, construction management strategy, project acceleration, testing and commissioning, and project handover. There will also be discussions on the application of computer-aided project planning, programming techniques, contract negotiation, together with some selected case studies. This course is designed for project managers, architects, project engineers, site resident engineers and contract administrators.

Tutor : C.M. Kwan, B.Sc.(Glasgow), M.B.A.(Strathclyde),
Eur.Eng., C.Eng., M.B.I.M.,
MASHRAE, M.C.I.B.S.E., M.Inst.E.,
M.H.K.I.E., MAPM.

Venue : SPACE Town Centre, room to be confirmed

Date : Tuesdays, 6.30-9.00 p.m., commencing March 4, 1997

8 meetings

Fee: \$630

Medium of Instruction: Cantonese supplemented with English

For information concerning application to this course please refer to Economics, Management, Banking & Finance Section on page 80.

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

CRIMINAL JUSTICE & PUBLIC ORDER

Tutor in charge : Svend Soyland

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:

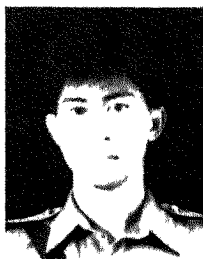
1. Politics and Order 1: Western Concepts and Theories

This module explores different explanations of conflict and disorder in 'Western' societies. It examines in detail various perspectives and models of public order developed 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.

Mark LEE Yuen Man, a graduate of the Master of Arts in Public Order

Occupation: Inspector, Customs & Excise

'When I was a child I always had a fantasy. I wished I would be a chivalrous thief one day - Sumerland or Robin Hood - a man who upholds justice and peace without counting on laws and conventions.



Nothing could satisfy me. Laws could not promise me a sense of security. Reading detective novels, I always want to challenge the loopholes of laws. A well-behaved lawyer often lives in suffering and contradictions. A chivalrous thief, however, may punish the bad in his own way.

Nowadays, with the rapid development of science and technology, our heroes Sumerland and Robinhood are regarded as outdated. Men can do whatever they want - challenge justice by any means.

It is a mad mad world. It is an Age of Power where justice no longer exists. I worship my heroes of the olden days - wandering around with only one sword. Can we find those olden days now? The answer is 'No'. Hoping for a more perfect criminal justice system in our society, it's the time for us to do something. We have to encounter so many matters in our life, we need to equip ourselves.

In the world there are too many things in need of our help!

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 September 1998. Further details will be available in August 1997.

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

PROGRAMME DURATION

The programme lasts for one academic year.

Students normally attend a Lecture on one evening Monday per week, 6.30-9.30 p.m., commencing in September 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.

VENUE

Most sessions will be held either at the University of Hong Kong SPACE Town Centre, Shun Tak Centre, 200 Connaught Road Central, or on the University Main Campus in Pokfulam Road; but sessions may be held elsewhere.

AIMS

The aims of the Course are:

- to help students develop a fuller understanding of the Hong Kong Criminal law and its relationship to the work of criminal justice agencies;
- to help students develop an understanding of criminal justice systems in other countries;
- to encourage a broad, multi-agency approach to the understanding of crime and delinquency;
- to introduce students to current theories and debates associated with the study of crime and criminal behaviour;
- to enable students to develop the capacity to assess effectively the implications of policy proposals and implementation strategies;
- to develop reading, organisational, writing and evaluation skills for academic and professional purposes.

SYLLABUS

The course is made up of two modules. Both Module A and Module B consist of five units. There are also extra units devoted to study skills and to current issues. The modules and units are as follows:

Module A - Law, Crime, and Deviance

- A1: An Introduction to the Criminal Justice System
- A2: Law and Society
- A3: Crime and Deviance I: Theoretical Perspectives
- A4: Crime and Deviance II: Types of Crime
- A5: Criminal Statistics and Crime Surveys

Module B - Crime and the Criminal Justice System

- B1: Police and Policing
- B2: Punishment and Corrections
- B3: Juvenile Justice
- B4: Victims in the Criminal Justice System
- B5: Crime Prevention Strategies

Current Issues in Criminal Justice Study and Writing Skills Unit

ASSESSMENT

Students are expected to complete an assessed essay on each module, other assignments as required, and to sit two examinations in May or June 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 an interview.

Applications should be made on the special application form which will be available from early March, and by enclosing a stamped self-addressed envelope from:

The Course Director (Attention: Miss Carmen Chan),
School of Professional and Continuing Education,
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

Places are limited, and early application is strongly advised.

Course Director: Mr Svend Soyland, School of professional and Continuing Education, University of Hong Kong.

Tutors: The Course is taught by the Course Director and other experts in the field

Venue: to be advised
(Workshops) to be advised

Date: Mondays, 6.15-9.30 p.m., commencing in September 1997
(Workshops) Wednesdays, 6.15-9.30 p.m. commencing in October 1997

26 meetings & 12 workshops Fee : \$14,000

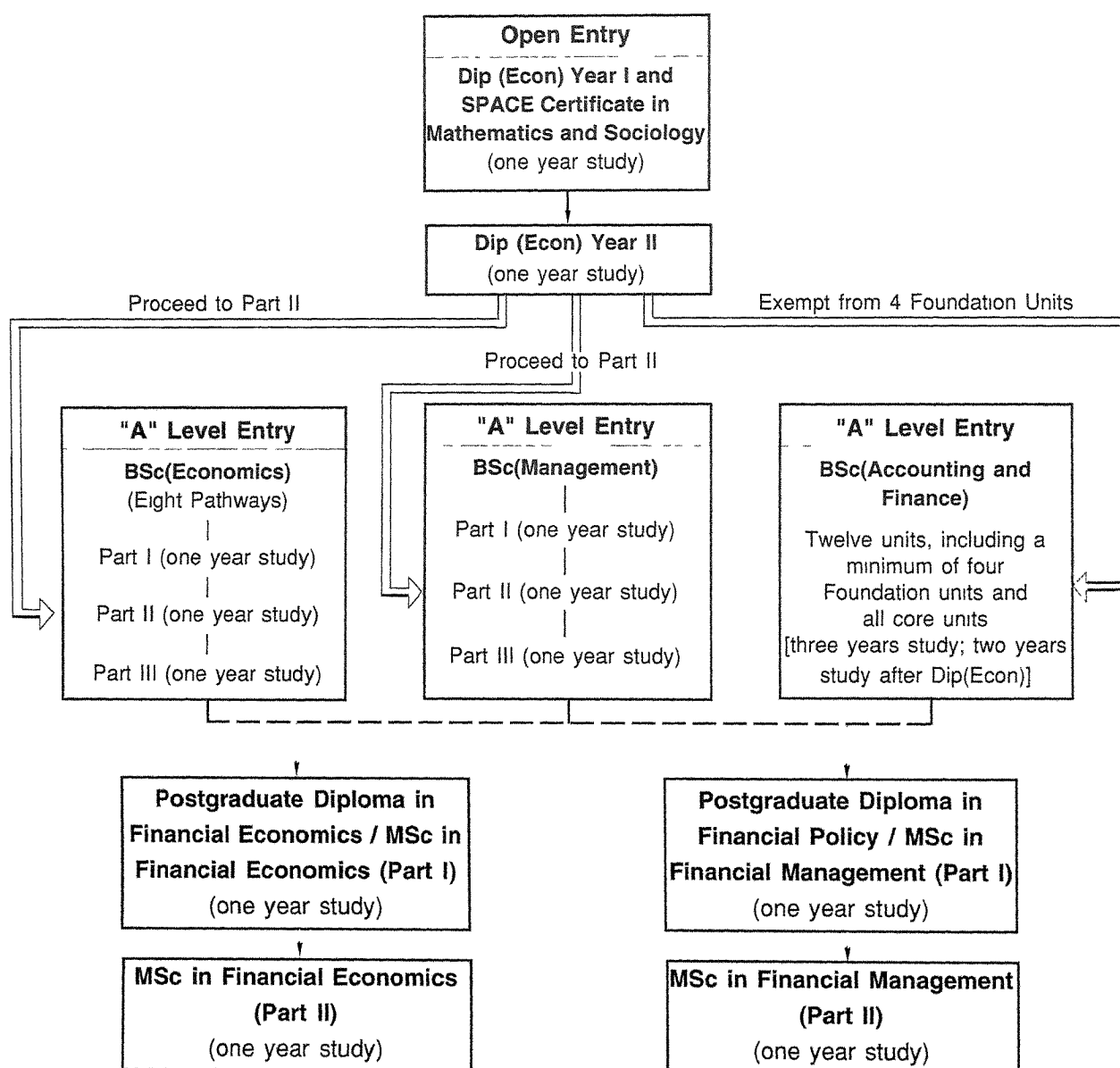
ECONOMICS, MANAGEMENT, BANKING AND FINANCE

Lecturer in charge: Jennifer G.H. Ng
Teaching Consultant: Y.K. Ho

Telephone Nos.: 2975 5659, 2975 5662
2975 5669

UNIVERSITY OF LONDON PROGRAMMES FOR EXTERNAL STUDENTS

Diploma in Economics
BSc (Economics) Degree
BSc (Management) Degree
BSc (Accounting and Finance) Degree*
Postgraduate Diploma in Financial Economics
Postgraduate Diploma in Financial Policy
MSc in Financial Economics
MSc in Financial Management



† Denotes possibility of applying to study these courses subject to admission on the course by the University of London on merits of each case.
* New course introduced in September 1996

**The University of London,
Centre for International
Education in Economics, School
of Oriental and African Studies**
**361. MSc in Financial Economics/
Postgraduate Diploma in
Financial Economics**
**362. MSc in Financial
Management / Postgraduate
Diploma in Financial Policy
for External Students**

I. Introduction

SPACE offers four postgraduate distance learning programmes leading to awards by the University of London. Two of these programmes are in financial economics for the awards of MSc in Financial Economics and Postgraduate Diploma in Financial Economics, while two other programmes are in financial management for the awards of MSc in Financial Management and Postgraduate Diploma in Financial Policy. These four programmes are designed and produced by the Centre for International Education in Economics (CIEE) of the School of Oriental and African Studies (SOAS), the University of London. SPACE will organise the registration and weekly lectures to prepare students for the examinations.

Applicants to these programmes may be initially registered for either the Pgr. Diploma or the MSc programme in either the financial economics or the financial management discipline, 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. It may be completed in a minimum of two years and a maximum of five years.

The Pgr. 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, if a Pgr. Diploma holder obtains 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 Pgr. Diploma will be replaced by the MSc degree. However, should she/he not pass the MSc Part II she/he will be allowed to retain her/his Pgr. Diploma obtained in her/his first year of study.

The Pgr. Diploma and the MSc in Financial Economics programmes were first introduced in 1993, having produced 138 MSc graduates and 8 pgr. diplomates to date. The Pgr. Diploma and the MSc in Financial Management programmes were first introduced in 1996.

II. Distance Teaching Support

These four programmes are innovative postgraduate programmes covering the disciplines on economics, finance, management and development. They 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 UK tutor 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 the administrative support services such as registration and despatch of students' assignments to the U.K. tutors for marking.

In addition, face-to-face teaching in Hong Kong may be provided for Part I and some Part II courses. Lectures are delivered by both local lecturers and revision lecturers from U.K. universities.

III. Course Structure

The MSc and Pgr. Diploma programmes for both disciplines broadly cover the principles and applications of financial economics and techniques of financial management.

Part I MSc and Pgr. Diploma in Financial Economics:

(4 compulsory courses)

- Macroeconomic Models and Policy
- International Finance
- Banking and Finance
- Econometric Principles and Data Analysis

The three optional courses from which you would choose in 1998 to complete the Part II MSc are:

(2 recommended courses)

- Macroeconomic Policy and Stabilization Programmes
- Exchange Rates and International Finance

plus one option from List A or B:

Part I MSc in Financial Management and Pgr. Diploma in Financial Policy:

- (4 compulsory courses)
- Macroeconomic Models and Policy
 - International Finance
 - Banking and Finance
 - Quantitative Methods for Financial Management

The three optional courses from which you would choose in 1998 to complete the Part II MSc are:

- Three options from List B, or, two options from List B plus a third option from List A.

- List A
- Development Finance Principles and Experience
 - Econometric Analysis and Applications
 - Investment and Project Appraisal

- List B
- International Trade Finance
 - Corporate Finance
 - Bank Financial Management
 - Portfolio Analysis and Derivatives
 - Investment and Project Appraisal

IV. Course Materials and Assessment

The learning materials are specially designed by experts in the field of distance learning. For each course, the student will receive a package of study materials including some of the following:

- specially written course units
- textbooks
- published articles
- audio cassette exercises
- computer software
- video cassette lectures (this item will be separately billed from the course fees)

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 examinations and the course assignments respectively count for 70% and 30% 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 - Oct each year.

V. Entrance Requirements

To be admitted either into the Pgr. Diploma or MSc programmes, applicants must hold a Bachelor's degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance, Business or related studies.

Applicants with appropriate professional qualifications which include economics studies may also be considered. In all cases, the selection of applicants will be done by CIEE on the merits of each case.

VI. Application Procedures and Fees

Local lectures for these programmes are expected to commence in January/February 1997. Course fees for the two parts MSc programme are payable over two years. The course fees for 1997 intakes for both the MSc and the Pgr. Diploma programmes are:

1997 intake

- MSc programme (2 years)
(both Financial Economics & Financial Management)

1997 Part I	GBP4,616
1998 Part II	GBP2,805
Both Parts	GBP7,421

- Pgr. Diploma programme (1 year)
(both Financial Economics & Financial Policy)

1997	GBP4,329
1998 (If progress to MSc Part II)	GBP3,092
Total for Diploma student successfully progressing to MSc Part II	GBP7,421

The course fee covers the University of London registration and external examination fees, course materials and lectures. The costs of duplicating video cassettes and other administrative expenses of an extraordinary nature will be billed separately when the need arises. Students will also be required to pay an additional sum directly to the Hong Kong Examinations Authority in respect of the local processing fee for taking the external examinations.

All applicants are required to complete and return the "University of London MSc in Financial Economics / Postgraduate Diploma in Financial Economics" or "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 : October 12, 1996
Closing date for second batch: November 9, 1996

Applications should be accompanied by a certificate of identification, any tertiary academic transcripts and a statement of 500 words, explaining why you wish to study the programme requested.

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

The application form and detailed information on the MSc / Postgraduate Diploma programmes can be obtained by enclosing a \$2.8 stamped self-addressed 7" x 10" envelope or in person from:

1. School of Professional and Continuing Education, University of Hong Kong, 3/F., T.T. Tsui Building, Pokfulam Road, Hong Kong. Tel: 2975 5669
2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. Tel: 2547 2225
3. SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong. Tel: 2570 9266

Late applications may be considered at the discretion of the Director.

Acceptance on to the course is at the discretion of the Centre for International Education in Economics.

The University of London BSc(Economics), BSc(Management) and BSc(Accounting and Finance) for External Students Revision Courses

Revision courses for the following subjects of the University of London BSc(Economics), BSc(Management) and BSc(Accounting and Finance) degree programmes will be taught in March/April, 1997 either by teaching staff from LSE, lecturers from U.K. universities or local lecturers.

1890. Introduction to Economics (L.U. Syllabus No. 02)
1891. Introduction to Sociology (L.U. Syllabus No. 10)
1892. Introduction to Management (L.U. Syllabus No. 73)
1893. Quantitative Methods (L.U. Syllabus No. 74)



Happy Graduates of the MSc/Dip. in Financial Economics, BSc(Economics), Dip. in Economics 1995

- 1894. Elements of Statistics (L.U. Syllabus No. 07)
- 1895. Mathematics for Economists (L.U. Syllabus No. 12)
- 1896. Microeconomics (L.U. Syllabus No. 66)
- 1897. Macroeconomics (L.U. Syllabus No. 65)
- 1898. Elements of Accounting and Finance (L.U. Syllabus No. 19)
- 1899. Marketing (L.U. Syllabus No. 36)
- 1900. Computer Based Information Systems (L.U. Syllabus No. 37)
- 1901. Managerial Economics (L.U. Syllabus No. 28)
- 1902. Organisation Theory (L.U. Syllabus No. 33)

Please write to the following address for details of the above, enclosing a \$2.10 stamped self-addressed envelope:-

Ms. E. Wong
School of Professional and Continuing Education
The University of Hong Kong
8/F., T.T. Tsui Building
Pokfulam Road, Hong Kong

Short Courses in Economics, Management, Banking and Finance

Course No. 1903-1917 (Tel: 2975 5658)
Course No. 1918-1927 (Tel: 2975 5670)

1903. Import and Export Banking

This course is specially designed for those working in bank's bills departments and/or shipping division of import/export firms who wish to widen their knowledge on international trade banking and practice. Topics include: letters of credit, collection bills, factoring, functions of various banks and their updated services, Uniform Customs and Practice for Documentary Credits publication No. 500 and Collection Rules No. 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 : Room 12, SPACE Town Centre, 9/F
Date : Saturdays, 2.15-5.15 p.m., commencing March 1, 1997

7 meetings Fee : \$665

Medium of Instruction: Cantonese supplemented with English

1904. Bank Lending and Credit Analysis

This course is designed for banking staff members who need a comprehensive knowledge of bank lending and credit analysis. Topics include: principles of good lending, securities for bank lending, ratio analysis, funds flow analysis, management accounting, cash flow analysis and maintenance of facilities.

Banking staff working in credit department or other departments with 2 years or more experience are preferred.

Tutor : Ms. Karen P. S. Wong, B.Sc.(Toronto)

Venue : Room 13, SPACE Town Centre, 9/F
Date : Tuesdays, 6:45-9:45 p.m., commencing February 25, 1997

6 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with English

1905. 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 : Room 13, SPACE Town Centre, 9/F
Date : Tuesdays, 7:00-10:00 p.m., commencing April 22, 1997

4 meetings Fee : \$380

Medium of Instruction: Cantonese supplemented with English

1906. 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 : Room 12, SPACE Town Centre, 9/F
Date : Wednesdays, 7:45-9:45 p.m., commencing March 5, 1997

10 meetings Fee : \$630

Medium of Instruction : Cantonese supplemented with English

1907. Foreign Exchange Management and Investment

This course is intended for corporate executives, banking staff, brokers and individual investors who wish to have a thorough understanding of Foreign Exchange mechanisms, its risk and management. Topics include: FX system, FX risk, Money market, Monetary system, ECU, Eurodollars, Asian dollars, Monetary theories and policies, Profitable investment techniques, Hedging and Arbitrage on FX and interest rates, Technical analysis, Specific analytical tools, Stochastic analysis, Financial futures, Currency option, Portfolio management.

Tutor : Roland C. C. Lam, B.A.(York)

Venue : Room 12, SPACE Town Centre, 9/F
Date : Wednesdays, 7:45-9:45 p.m., commencing May 21, 1997

10 meetings Fee : \$630

Medium of Instruction: Cantonese supplemented with English

1908. Investment Management

This course aims at introducing various common investment devices and opportunities to small investors and savers. Topics include: Forex, Stock, Bond, Futures, Unit Trust and Option Markets; ratio analysis and assessing performance of a company; issues of shares, rights, warrants, convertibles and bonds; evaluation of common stock and bonds; risk and return analysis; company mergers and acquisitions; portfolio planning and management; technical analysis.

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 April 28, 1997

6 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with English

1909. 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, 7:30-10:00 p.m., commencing June 23, 1997

4 meetings Fee : \$315

Medium of Instruction: Cantonese supplemented with English

1910. Equity Analysis

This course is designed suitably for the Investment Analysts, Fund Managers, Accountants, and those members of the general public who are interested in investment. Topics covered include introduction to risk premium, internal rate of return & growth rate, present value, PE/DDM/NAV/LIQUIDATION VALUE/MARKET VALUE/COMPARABLE APPROACH/CASH FLOW APPROACH, systematic risk & unsystematic risk, business cycles, interest rate parity theorem & covered warrants. Upon completion of this course, students are expected to show ability to forecast as a junior fundamentalist.

Tutor : Roland C. C. Lam, B.A.(York)

Venue : Room 12, SPACE Town Centre, 9/F
Date : Mondays, 7:45-9:45 p.m., commencing February 24, 1997

8 meetings Fee : \$505

Medium of Instruction: Cantonese supplemented with English

1911. How to Read Financial Statements

This course is prepared suitably for the general investing public as well as for the non-institutional investors. Topics covered include introduction to company's Annual Reports, foundation of credit analysis, basic financial ratios, traps of financial statements (accrual approach, historical accounting & managerial manipulation), principal accounting policies & cash flow analysis. Upon completion of this course, students are expected to show ability to analyse the financial health of a company.

Tutor : To be advised

Venue : Room 23, SPACE Town Centre, 9/F
Date : Saturdays, 2:00-5:00 p.m., commencing March 1, 1997

5 meetings Fee : \$475

Medium of Instruction: Cantonese supplemented with English

1912. Introduction to Technical Analysis

This course is specifically designed for the general investing public and for personnel in the investment industry such as Fund Managers, Remisiers, Investment Analysts & Accountants. Topics covered include the Dow Theory, Pattern Formation, Moving Average, Exponential Smoothing, Weighted Moving Averages, Moving Averages Convergence & Divergence, Momentum Indicator, Stochastic, Parabolic Time/Price, On Balance Volume(OBV), RSI & Directional Movement Index. Upon completion of this course, students are expected to show ability to forecast as a junior chartist.

Tutor : Jacky Y. K. Chan, M.Soc.Sc.(Chu Hai)

Venue : Room 12, SPACE Town Centre, 9/F
Date : Mondays, 7:45-9:45 p.m., commencing May 5, 1997

8 meetings Fee : \$505

Medium of Instruction: Cantonese supplemented with English

1913. 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 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 February 17, 1997

8 meetings Fee : \$505

Medium of Instruction: Cantonese supplemented with English

1914. 金融期貨交易 (Introduction to Financial Futures Trading)

本課程適合對期貨買賣，特別對香港期貨市場之操作及發展有興趣的人士參加。內容包括期貨買賣的基本概念及方式、市場組織、運作及分析技巧和各類期貨合約簡介等。

主 講 人：由香港期貨交易所有限公司安排期貨業內人士主講

地 點：香港灣仔港灣道六至八號瑞安中心407A室
時 間：一九九七年二月廿五日起每星期二下午六時三十分至八時十五分

全期學費：二百九十元 (共七講)

講授語言：粵語

1915. 期權合約簡介 (Introduction to Options Trading)

本課程適合對期權買賣，特別是恒生指數期權買賣有興趣的人士參與。內容包括期權的基本概念，認購及認沽期權的分別及用途，期權買賣的策略，期權價格之釐定，客戶按金計算法及期權市場的運作

主 講 人：由香港期貨交易所有限公司安排期貨業內人士主講

地 點：香港灣仔港灣道六至八號瑞安中心407A室
時 間：一九九七年四月廿九日起每星期二下午六時三十分至八時十五分

全期學費：三百三十五元 (共六講)

講授語言：粵語

1916. Law and Practice of Securities Market in Hong Kong

The course will cover both the legal and practical aspects of the securities industry in Hong Kong. It will be particularly appropriate to business executives in the banking, fund management and securities industry. No prior knowledge of the subject is required. Topics include regulatory frameworks; the issue of securities and public floatation; company law in relation to shareholders' voting and rights; trading in the stock market and duty and liability of brokers; takeovers and mergers; regulation of trading practices and market malpractices in the securities industry; insider trading; disclosure of beneficial interest in shareholding; taxation of debt securities in Hong Kong; regulation and structure of the unit trust and futures industry in Hong Kong; globalisation of the securities market.

Tutor : S. Leung, Solicitor, LL.M.(Cantab.), P.C.LL.(H.K.)

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

Date : Saturdays, 2:00-5:00 p.m., commencing June 14, 1997

9 meetings Fee : \$855

Medium of Instruction: Cantonese supplemented with English

1917. 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 : Room 11, SPACE Town Centre, 9/F

Date : Tuesdays, 6:30-8:30 p.m., commencing April 22, 1997

6 meetings Fee : \$380

1918. An Introduction to Business Management

Managing a modern business enterprise is an activity in which relatively few of those who become involved in it would have had adequate training. The functions of the managerial process and the prevailing motivation theories will be examined, together with the design of corporate structures necessary to accomplish organizational objectives, as well as the development of managerial thoughts in their historical contexts. Particular attention will be paid to an analysis of the three major functional disciplines - manufacturing, finance and marketing. This course has been specially designed for junior executives and for those about to enter the management field and who wish to broaden their knowledge of modern management techniques.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D.(Calif.)

Venue : Room 22, SPACE Town Centre, 9/F

Date : Wednesdays, 6.30-8.00 p.m., commencing March 5, 1997

12 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with English

1919. Developing Managerial Skills

A Manager is expected to be competent in professional knowledge and technical and managerial skills. The first two of these areas are in large measures taken care of in formal education. For the vast proportion of managers, managerial skills are learnt through their own direct experiences. This course has been developed to bridge the gap between the results obtained from personal experiences and the long formal courses in management training which are available to small numbers of managers. Designed for junior and middle level managers and supervisors, this course will review studies on the management of people, work and time, problem-solving, the development of creativity, staff development related to improving the quality of work, problems of communication and inter-personal skills, and self-development. The course will draw upon the personal experiences of those attending in examining managerial skills.

Tutor : Raysen Cheung, B.Soc.Sc(HK), M.B.A.(Strathclyde)

Venue : Room 11, SPACE Town Centre, 9/F

Date : Wednesdays, 7.45-9.15 p.m., commencing March 5, 1997

12 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with English

1920. Developing People: Coaching and Counselling

No one is able to influence the performance and commitment of the workforce more than their manager. Success requires the skills to work with individuals in order to increase and focus their abilities, involvement, commitment and performance. As employees in many organisations today are being called upon to contribute more than just their abilities in order to survive, more personal commitment will be expected of these employees. This means that today managers must concentrate more on developing staff rather than just controlling them. This programme will provide you with the techniques to: assess the impact your management style has on others; identify opportunities to increase your effectiveness in developing and improving your subordinates' performance; strengthen your relationships with others; understand the way your expectations affect the performance of others; apply basic motivational principles in managing your employees; and enable you to assist your employees to plan their own development by providing appropriate feedback through performance reviews. This course is suitable for people who work in a managerial or supervisory capacity.

Tutor : Ron DeAngelo, B.S.(Penn State), M.S.(Columbia),
M.S.(Utah State)

Venue : Room 20, SPACE Town Centre, 9/F
Date : Tuesdays, 6.30-8.00 p.m., commencing March 4,
1997

12 meetings Fee : \$570

1921. Negotiation Skills

Negotiation forms an important part of our working lives. This Negotiation Skills Programme is designed to provide participants with a learning experience that will cause a lasting change in behaviour. It will allow participants to assess their strengths and opportunities for improvement and to develop skills and strategies that will enable them to gain better results from future negotiations. The participant will follow a proven model which will demonstrate key strategies, skills and attitudes around the three components of a negotiation; principles, people and process. Participants will learn that a principled approach is crucial in order for negotiations to be successful, that the people we deal with are important and have needs as great as ours and finally, participants will learn that negotiation is a process, not an event. In this programme we will present a model for communication in negotiations following a five-step process that will enable participants to practise techniques that will ensure future negotiations are successful. The course is developed for those who have to negotiate on a regular basis.

Tutor : Ron DeAngelo, B.S.(Penn State), M.S.(Columbia),
M.S.(Utah State)

Venue : Room 11, SPACE Town Centre, 9/F
Date : Saturdays, 2.00-3.30 p.m., commencing March 1,
1997

12 meetings Fee : \$570

1922. Strategic Modern Marketing

The successful business in today's competitive world is that which is able to match its products' differential advantage to what consumers want and are prepared to buy. As consumer markets are becoming increasingly heterogeneous, the pursuit of a strategic marketing approach is crucial to a business if it is to operate profitably and more efficiently than competition. This course will give students both the basic marketing knowledge and the marketing skills to create a competitive edge in today's consumer market. The integrated marketing campaign will be examined with special reference to market segmentation, targeting and positioning and decisions on products, price, distribution and the promotion mix. The course will be illustrated with examples of successful marketing strategies.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.,
M.H.K.I.M., A.I.Mgt.

Venue : Room 22, SPACE Town Centre, 9/F
Date : Saturdays, 2.15-3.45 p.m., commencing March 1,
1997

12 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with
English

1923. Competitive Marketing Strategy

Competitive marketing strategy focuses upon the means of positioning the company's products with distinctive competence and competitive advantage over competitive forces for survival and growth. It is market-centered, meaning both customer-oriented and competitor-oriented. The aim is to formulate a profit-generating marketing strategy. Marketing planning without competitive marketing strategy is like a myopic person without eye-glasses throwing darts at the bull's eye. All modern competitive marketing techniques and applications will be taught.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A.,
Ph.D.(Calif.)

Venue : Room 22, SPACE Town Centre, 9/F
Date : Wednesdays, 8.00-9.30 p.m., commencing March
5, 1997

12 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with
English

1924. 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 : Room 22, SPACE Town Centre, 9/F
Date : Saturdays, 4.00-5.30 p.m., commencing March 1,
1997

12 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with
English

1925. 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、招聘面談、考績評估、薪金管理及員工訓練等。隨後本課程會討論及研究一般人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士修讀，務求學員於完成課程後，可掌握從事管理工作之要點。

主 講 人：趙志光先生 B.Soc.Sc.(HK), M.B.A.(Macau),
M.Sc.(UK), MIPD(UK), MIHRM(HK)

地 點：市區中心12室（信德中心西翼九樓）

時 間：一九九七年三月三日起逢星期一下午六時十五
分至七時四十五分

全期學費：六百六十五元（共十四講）

講授語言：粵語

1926. 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士修讀。

主 講 人：楊少紅小姐 B.A., Cert.PM, M.P.A. MHKIHRM

地 點：市區中心13室（信德中心西翼九樓）

時 間：一九九七年三月一日起逢星期六下午四時至六
時

全期學費：五百七十元（共九講）

講授語言：粵語

1927. Design and Project Management Strategy

This is a unique practical design and project management training course specialising in the application of strategic management techniques. Its contents include front-end planning, feasibility studies, consultant commissioning, design management, contract strategy & administration, construction management, computer-aided programming, acceleration & negotiation strategies, claims & extension of time, testing & commissioning, and the project handover procedures.

Apart from invaluable lecture notes, this course includes some real life case studies and practical hands-on exercises.

It is most suitable for young project managers, architects, project engineers, site resident engineers and contract administrators etc. It can be taken as a continuous professional development course as well as a refresher course.

Tutor : C.M. Kwan, B.Sc.(Glasgow), M.B.A.(Strathclyde),
Eur.Eng., C.Eng., MAPM, M.I.Mgt,
MASHRAE, MCIBSE, MHKIE(RPE)

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

Date : Tuesdays, 6.30-9.00 p.m., commencing March 4,
1997

8 meetings

Fee : \$630

Medium of Instruction: Cantonese supplemented with
English

In order to receive the next
issue of this Prospectus,
please turn to page 113.

如欲收到下期課程手
冊，請翻閱第113頁。

秋季課程手冊
Autumn Prospectus 97

秋

69. Certificate Course in Tertiary Educational Administration and Management

This course is designed to help tertiary education administrators to develop the knowledge, skills and approaches which will meet their needs and enhance their effectiveness in the early stages of their careers. It provides a valuable foundation for personnel, normally in their early years of employment in a tertiary institution, in all aspects of tertiary administration, including:

- institutional governance and administration
- the role of administrators in higher education
- the characteristics of academics and the nature of academic work
- the nature and needs of students

Aims

The course aims:

1. to convey an understanding of the nature and purposes of higher education and of the contribution which administrators can make to their achievement;
2. to convey an understanding of the development of tertiary education in Hong Kong, and of the different institutions which form part of it;
3. to provide an opportunity to learn from some of the most senior and experienced figures in Hong Kong tertiary education about current policy issues in Hong Kong tertiary education, and their relationship to the work of educational administrators;
4. to develop some of the key skills required by tertiary educational administrators;
5. to help course members to develop a professional network of contacts.

Course Content

The course covers the following areas:

- The Role of Administrator in Higher Education
- The Development and Prospects of Higher Education in Hong Kong
- The Work of the University Grants Committees
- The Governance and Administration of Hong Kong Institutions
- Financial Management
- Quality in Teaching and Research
- Administrative Skills in Higher Education
- The Nature and Needs of Students
- Health and Safety at Work in Higher Education
- Career Development for Administrators
- Computers and Information Technology in Administration

Course Structure

The course consists of seminars and workshops, held on Thursdays weekly, 2.30-5.30 p.m.; individual project on which a report must be submitted and assessed; and assessed coursework and reading.

Course Director : Dr Roy Butler, B.A., M.A.(Cambridge),
M.A.(Oxford),
LL.D.(Honorary)(Pepperdine)

The next course commences in January 1998. Further details are available from Ms Polly Kwok (Telephone: 2975 5686; Fax: 2858 3404)

1945. Role Play, Games and Other Experiential Methods to Facilitate Learning

For many years teaching was synonymous with lectures, textbooks and "chalk and talk" teachers. Students were programmed to learn and gain new knowledge and skills through questioning and investigation. Today, with new opportunities and challenges in the workplace, in primary schools and in universities, in trade unions and in youth centres, teaching requires flexibility, self-awareness and experiencing. Experiential learning is built on the recognition that learning by experiencing, and reflecting on that experience can be most effective in helping students and practitioners acquire knowledge and skills.

This course introduces you to non-traditional or experiential techniques of teaching, designed to help you motivate and enable learners not only to acquire knowledge but change attitude or behaviour. *Enrolment is limited to 25*

Tutor : Michael Stanley, Grad.Dip. in Management, B.
Soc.Work(Queensland), Teaching
Consultant in School of Research
Studies, HKU.

Venue : Room G4, K.K. Leung Building, HKU
Date : Wednesdays, 7.15-9.15 p.m., commencing
February 19, 1997

10 meetings

Fee : \$800

In-Service Teacher Education Programme (INSTEP)

The following courses 43 and 1946 to 1983 are offered by the Faculty of Education in conjunction with the School of Professional 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.

I. Arts and Social Sciences

1946. 如何在中學推行性教育 (How to Implement Sex Education in Secondary Schools)

本課程的內容包括如何設計性教育活動和課程；老師如何打破自己對性的心理障礙；如何訂出施行方針，並會與學員討論一些推行時的困難和解決方法。

本課程將介紹及分析各類活動形式，教案及當中所涉及的技巧等，適合教師及社工修讀。（限收二十五人）

主 講 人：王啟銳先生，B.A.(Calif.State), M.Ed.(Ohio)
地 點：市區中心29室（信德中心西翼九樓）
時 間：一九九七年二月二十六日起逢星期三下午七時三十五分至九時三十五分
全期學費：六百七十元（共九講）

教師可獲教育署退還全費。詳參第ix頁。

II. Computer Studies & The Applications of Micro-Computers

1947. Computer Literacy Course for Teachers, School Administrators and Clerks

Recently, many powerful personal computers have been installed in schools. Together with the application software, these computers can be a very good tool to help in our daily clerical work and improve the quality of our presentations. The course is designed for beginners with little knowledge in computers but would like to learn how to use such software to help in their work.

The following areas will be covered: basic computer concepts, kinds of operating system and basic operation, using English and Chinese Window, Microsoft Windows application like "Word" to preparing simple documents, "Powerpoint" to prepare on screen presentations, "FoxPro"

to manipulate data records, "Excel" to perform numerical analysis and produce graphical presentations. Furthermore, local area network (LAN), windows NT & Server, modems usage, bulletin board system (BBS), current multimedia technology will also be introduced.

Enrolment is limited to 20

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

Venue : Room 2, SPACE North Point Study Centre
Date : Thursdays, 6.15-7.45 p.m. (for meetings); 8.00-9.30 p.m. (for workshops), commencing February 20, 1997

12 meetings & 12 workshops Fee : \$1,820

Medium of Instruction: Cantonese with English terminology

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

1948. Writing Simple Programs in MicroSoft FoxPro for Windows to Help in Daily School Office Work

This is an introductory course on programming using the FoxPro language. It aims to help participants to acquire the necessary skills to program in FoxPro language. With the guidance from the tutor, participants are expected to write simple programs to assist certain administrative work in school, or to write some add-on programs to their ED-provided SAMS system.

Topics include: database design and setup, FoxPro file types, common FoxPro functions with examples, and commonly used programming command, simple SQL & RQBE techniques, general programming skills, interface design and event driven programming concepts, using power tools like report writer, screen builder and menu builder.

Participants must have some knowledge in using computer (general DOS operation) and have some experience in using the dBASE/FoxPro commands and should prepare to devote some time in writing the assigned simple programs.

Enrolment is limited to 20

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

Venue : Room 2, SPACE North Point Study Centre
Date : Wednesdays, 6.15-7.45 p.m. (for meetings); 8.00-9.30 p.m. (for workshops), commencing April 23, 1997

8 meetings & 8 workshops Fee : \$1,655

Medium of Instruction: Cantonese with English terminology

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

1949. Writing Application in FoxPro for Windows to Assist School Administration

SAMS developed by the Education Department fulfils the basic administrative need of most school. As end user of the system, we can develop more add on applications on top of SAMS to expand its capability. This course aims at sharing the programming and administrative experience among the tutor and the participants so as to develop more applications that are specially designed for specific administrative need of school.

Topics include: ED SAMS data structure, techniques to write add on programs for ED SAMS system, use of SQL and RQBE techniques in programming, application interface design, event driven programming, general FoxPro programming techniques, project management. Some developed applications will be used as case study.

This is an advanced course in programming. Participants must be familiar with FoxPro basic operation, and have some knowledge in using the screen builder, report writer and should be prepared to devote some time to writing simple programs. *Enrolment is limited to 20*

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

Venue : Room 2, SPACE North Point Study Centre
Date : Wednesdays, 6.15-7.45 p.m. (for meetings); 8.00-9.30 p.m. (for workshops), commencing February 26, 1997

5 meetings & 5 workshops Fee : \$1,040

Medium of Instruction: Cantonese with English terminology

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

III. Counselling and Guidance

1950. Managing Behavioural Problems in the Classroom

Many teachers are finding it increasingly difficult to manage students' behavioural problems in the classroom. This course aims at providing teachers with specific skills in handling students' behavioural problems and increase their effectiveness as teachers.

Topics include: understanding classroom behaviours; discipline issues in the classroom; different approaches to behavioural management; effective means of communication with students; and handling conflicts in the classroom.

Training will involve lecturing, video show, group discussion, role play and case study.

Enrolment is limited to 20

Tutor : Mrs Winnie Lee, B.Soc.Sc., C.Ed.(HK), M.S.W., G.Dip.Ed.Coun., G.Dip.Ch.Psy.(Aust)

Venue : Room 3, SPACE North Point Study Centre
Date : Fridays, 6.00-9.00 p.m., commencing April 25, 1997

8 meetings Fee : \$920

Medium of Instruction: Cantonese supplemented with English

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

1951. 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 20*

Tutor : Mrs Winnie Lee, B.Soc.Sc., C.Ed.(HK), M.S.W., G.Dip.Ed.Coun., G.Dip.Ch.Psy.(Aust.)

Venue : Room 3, SPACE North Point Study Centre
Date : Fridays, 6.00-9.00 p.m., commencing February 14, 1997

8 meetings Fee : \$920

Medium of Instruction: Cantonese supplemented with English

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

1952. Careers Guidance in Secondary Schools

The course is specially designed for secondary school teachers currently involved in careers guidance work in schools, interested in knowing more about the career development of their students and prepared to devote themselves to this important aspect of education. This course should help teachers to strengthen their conceptual

frameworks (by drawing from different schools of career theory); to learn through tapping their own resources, as well as from other member participants; and to explore the possibility of designing a programme of career activities catering for the needs of their students in their particular settings. *Enrolment is limited to 25*

(This course is organised in association with the Hong Kong Association of Careers Masters and Guidance Masters)

Tutors : Executive Committee Members of the Hong Kong Association of Careers Masters and Guidance Masters

Venue : Room 13, SPACE Town Centre, 9/F
Date : Wednesdays, 6.00-8.00 p.m., commencing February 19, 1997

10 meetings Fee : \$820

Medium of Instruction : Cantonese

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

IV. Languages and Communications

1953. Designing TOC Materials for English

This course is for primary school teachers of English who are implementing, or will implement, TOC. It comprises lectures and workshops on the features of TOC tasks, and relevant design and evaluation techniques. There will be a strong practical emphasis, and participants will be encouraged to produce their own materials as part of the course. *Enrolment is limited to 40*

Tutor : Bob Adamson, B.A.(Hons.), PGCE, M.Phil.(Wales), Assistant Professor in Curriculum Studies, HKU

Venue : To be advised (HKU)
Date : Saturdays, 10.00-11.30 a.m., commencing April 12, 1997

3 meetings Fee : \$170

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

1954. Developing Oral English Proficiency for Teachers

This course is suitable for school teachers who are interested in an enhancement programme for improving their speaking and listening skills as well as broadening their knowledge of current issues in the field of Education and English Language Teaching.

Participants will have the opportunity to discuss a wide variety of local and global educational/language issues. They will not, however, be expected to read about the issue before the session or indeed have prior or specialist knowledge. Instead, input will be provided through focused listening and information exchange activities during the session. The emphasis will be on interaction and sharing of information through pair work and collaborative group work. These activities will be followed by discussion of the issues and there will also be some input on language and techniques for developing discussion skills.

Enrolment is limited to 20

Tutor : Ms Chris Offord-Gray, Cert.Ed., Dip.TEFL, M.A.(Reading)

Venue : Room 17, SPACE Town Centre, 9/F
Date : Thursdays, 6.15-8.15 p.m. (for 1st 6 meetings); 6.15-9.15 p.m. (for the last meeting), commencing May 1, 1997

7 meetings Fee : \$610

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

1955. Using Story Books and Readers for Developing an Interactive Approach to Speaking, Listening and Writing in the English Language Classroom

This course is suitable for primary school teachers and will be conducted in English. In each session, participants will be introduced to a different story book project that can be used to develop listening, speaking and writing skills. The projects illustrate how the story book or reader can be used as a springboard for communicative language activities.

Participants will have the opportunity to discuss the extent to which the activity types presented in the materials can be transferred/modified/adapted to syllabus requirements and teaching situation.

Classroom management strategies that enable the project materials to be used effectively will be a major consideration and participants will be asked to discuss and evaluate the effectiveness of such strategies for their own teaching situation. The final session will be a workshop session in which participants can work collaboratively to produce some materials to take away and use.

Enrolment is limited to 20

Tutor : Ms Chris Offord-Gray, Cert.Ed., Dip.TEFL,
M.A.(Reading)

Venue : Room 17, SPACE Town Centre, 9/F
Date : Thursdays, 6.15-8.15 p.m. (for 1st 6 meetings);
6.15-9.15 p.m. (for the last meeting), commencing
February 20, 1997

7 meetings Fee : \$640

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

1956. Vocabulary Building for Teachers

This course is designed primarily to help teachers to expand their vocabulary for personal and professional development. By the end of the course they should be better able to express themselves in a variety of social contexts, gaining skills and knowledge which they, in turn, can pass on to their students on reading and writing courses. This is an entertaining program packed with materials and exercises taken from real-life situations and texts. It also contains hints and reviews that will help strengthen not only vocabulary but pronunciation too.

The course will enable students to:

- convey their ideas more clearly and convincingly;
- become more confident speakers in both social and professional situations;
- never be embarrassed by using a word incorrectly;
- improve their reading comprehension;
- improve their pronunciation of new words;
- manage a new range of techniques for teaching vocabulary; and
- understand the role of vocabulary in the communication of meaning.

Specific features of this direct method vocabulary-building course include:

1. A pre-test for diagnostic purposes, a practice section, and post-test to measure students' progress.
2. Focus on Latin and Greek prefixes, suffixes and word roots, which unlock the meanings of thousands of English words. Selected words are analyzed to show how roots combine to form words. Examples are provided showing the roots of a variety of related words.
3. Words frequently used in reporting current issues in newspapers are highlighted and discussed. The definitions, appropriate use in context, and pronunciation of these words are studied through examples taken from newspapers, magazines and several practice exercises.

Enrolment is limited to 20

Tutor : Ms Lara Lam, B.A., B.Ed.(Toronto),
MAAL(Reading), Language Instructor
in English Centre, HKU.

Venue : To be advised (HKU)

Date : Mondays, 6.15-9.15 p.m., commencing February
24, 1997

4 meetings Fee : \$550

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

1957. Pronunciation for Teachers

This course is intended to provide knowledge of the different aspects of English language pronunciation to advanced learners, more particularly for teachers for self-improvement and professional development.

The course is designed to facilitate teachers to improve their competence in English and at the same time provide teachers a basis for formulating clear, solid criteria to assess the means and procedures in teaching and students' performance in English learning.

The course covers: 1. error analysis; 2. linguistic framework: theoretical rules and principles - English phonetic symbols, basic English phonological rules, and comparison of native language, Cantonese with English.

Enrolment is limited to 20

Tutor : Ms Lara Lam, B.A., B.Ed.(Toronto),
MAAL(Reading), Language Instructor
in English Centre, HKU.

Venue : To be advised (HKU)

Date : Mondays, 6.15-9.15 p.m., commencing April 7,
1997

4 meetings Fee : \$550

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

A School-based English Language Enrichment Programme Framework and Resource Materials for English Language Activities

This course is primarily designed for English Panel chairpersons and English teachers who are responsible for planning and running English activities in schools. A school-based English language enrichment programme framework which caters for the needs and interests of students, teacher expertise and school resources will be introduced. This framework effectively links up classroom teaching with English extra-curricular activities. Strategies of effective implementation of the programme will be explored and discussed. Resource materials and creative ideas for English activities will also be introduced and given to participants. The session will be operated in a workshop mode and participants are expected to take part actively.

Enrolment is limited to 25

Tutor : Mrs Angela Mok, B.A., Dip.Ed.(CUHK), TESOL Cert., M.A.(Ca. State).

Venue : Room 28, SPACE Town Centre, 9/F

1958.

Date : Saturday, 9.30 a.m. - 12.30 p.m., on April 19, 1997

1959.

Date : Saturday, 9.30 a.m. - 12.30 p.m., on May 3, 1997

1 meeting

Fee : \$180

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

1960. 中文閱讀能力訓練教學工作坊 (Workshop of Chinese Reading Skill Training)

本課程旨在通過講與研習，向中小學中文科老師介紹最新的中文閱讀能力訓練的理論和方法。內容包括：(1) 掌握閱讀的基本概念；(2) 訓練與發展中文閱讀的視覺認知能力；(3) 掌握閱讀理解的基本理論；(4) 訓練與發展中文的閱讀能力；(5) 文學欣賞與評鑑等。本課題三位講者均為香港閱讀學會資深會員。(限收二十人)

主 講 人：吳鳳萍女士，B.A., M.A.(Ed.)(CUHK), Dip. App. Ling.(Singapore), M.A.(Chin. Linguistics)(HK PolyU), 香港大學課程學系講師

關之英女士，B.A., M.Phil.(CUHK), Cert.Ed., M.Ed.(HK)

黃瑞珍女士，B.A.(CUHK), M.A., Ph.D.(Paris)

地 點：市區中心 21 室(信德中心西翼九樓)

時 間：一九九七年四月十一日起逢星期五下午六時十五分至七時四十五分

全期學費：六百一十元 (共九講)

教師可獲教育署退還半費。詳參第ix頁。

1961. 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：稍後通知(香港大學)

時 間：一九九七年二月二十七日起逢星期四下午六時十五分至七時四十五分

全期學費：七百四十元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

1962. 兒童語言發展導論 (Introduction to Child Language Development)

兒童語言發展的過程是怎樣的？漢語兒童的語言發展過程與英語兒童的發展過程有甚麼不同？本地粵語兒童的習得過程是否與說普通話的兒童大同小異？本課程簡介兒童語言發展的理論並討論漢語語言習得各方面(如語音、詞彙、句法、語義)的研究成果。適合教師，言語治療工作者和其他語文工作者選讀。(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

授課語言：粵語輔以英語

地 點：市區中心 20 室(信德中心西翼九樓)

時 間：一九九七年三月五日起逢星期三下午六時十五分至七時四十五分

全期學費：六百三十元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

1963. 漢語詞匯學入門 (Introduction to Modern Chinese Lexicology)

本課程的目的是對現代漢語詞匯體系作全面探討。課程內容主要包括：1) 詞的定義和界限；2) 構詞法和造詞法；3) 詞義體系；4) 外來詞的構詞法。適合中學教師和語文工作者修讀。(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)

授課語言：粵語輔以英語

地 點：稍後通知(香港大學)

時 間：一九九七年二月二十四日起逢星期一一下午六時十五分至七時四十五分

全期學費：七百四十元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

1964. 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講師

地 點：香港大學言語及聽覺科學系，菲臘親王牙科醫院 518 室，香港醫院道 34 號

時 間：一九九七年三月四日起逢星期二下午六時至八時

全期學費：六百二十元 (共八講)

教師可獲教育署退還半費。詳參第ix頁。

V. Physical Education and Sports Sciences

Course Nos. 43, 1965-1975 are organised in association with the Physical Education and Sports Science Unit, the University of Hong Kong.

43. An Introductory Course on the Teaching of Social Dance in Secondary School

This introductory course aims at broadening the repertoire of personal skill and providing teachers with dance techniques and amalgamation of techniques (the combination of dance figures into different sets or patterns); teaching progressions in social dance; and enabling teachers to teach dance at upper secondary level. The course content includes basic steps and figures in Waltz, Blues, Cha Cha Cha, Jive and Rumba. *Enrolment is limited to 30*

Tutor : Ms Lina Pui-yu Chow, B.Ed., M.Ed.(CUHK).

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

Date : Mondays, Tuesdays, Thursdays and Fridays, 9.30 a.m. - 12.30 p.m., commencing July 14, 1997

8 meetings

Fee : \$780

Medium of Instruction : English & Cantonese

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

初級器械健體教練班 (Elementary Instructor Training Course of Weight Training)

本課程將會由淺入深地介紹器械健體的基本概念及原理，包括的課題如：肌肉功能的鍛練與探討，心肺功能的重要性，如何組織和計劃教學方法，如何控制體重及安全地減去脂肪，並會指導學員如何運動處方及各項簡單的測試方法。因此本課程適合體育教師，器械健體愛好者及體育科會考生就讀，表現良好之學員，可被主講人推薦讀其他有關奧委會之課程。 (限收十五人)

主 講 人：程偉健先生，B.Ed.(Liverpool), M.Ed.(HK), 香港奧委會及體適能總會運動課程講師

地 點：香港大學何世光夫人體育中心（香港薄扶林道111-113號）

全期學費：七百元（共八講）

1965.

時 間：一九九七年三月一日起逢星期六下午二時至四時

1966.

時 間：一九九七年三月一日起逢星期六下午四時至六時

教師可獲教育署退還半費。詳參第ix頁。

中級器械健體教練班 (Intermediate Instructor Training Course of Weight Training)

本課程指導學員掌握器械健體訓練較深入的原理，有氧與無氧運動的介定與訓練，體適能測試方法。中級及高級運動處方，器材之比較及使用守則，營養及藥物知識，最新之研究報告等，適合健身教練，體育教師及有經驗之器械健體愛好者參加，表現良好之學員，可被主講人推薦讀其他有關奧委會之課程。 (限收十五人)

主 講 人：程偉健先生，B.Ed.(Liverpool), M.Ed.(HK), 香港奧委會及體適能總會運動課程講師

地 點：香港大學何世光夫人體育中心（香港薄扶林道111-113號）

全期學費：七百元（共八講）

1967.

時 間：一九九七年五月十日起逢星期六下午二時至四時

1968.

時 間：一九九七年五月十日起逢星期六下午四時至六時

教師可獲教育署退還半費。詳參第ix頁。

Introductory Course to Tennis and Teaching of Tennis

This course is suitable for teachers and instructors who want to learn the basic techniques and skills of tennis in the light of promoting the sport in their school. The course content includes: basic strokes production, footwork, match play, teaching and lesson planning.

Enrolment is limited to 8

Tutor : Ricky Chan, B.A.(CUHK), USPTA(Pro 1)(US Professional Tennis Assn.)

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

1969.

Date : Wednesdays, 5.30-7.30 p.m., commencing March 19, 1997

1970.

Date : Wednesdays, 5.30-7.30 p.m., commencing May 14, 1997

8 meetings

Fee : \$1,710

Medium of Instruction : English & Cantonese

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

Intermediate Course in the Teaching of Tennis

This course is for school teachers and instructors who have already the basic knowledge and skills of tennis (covered in Introductory Course), and want to improve their skills and teaching techniques in tennis.

The course content includes: teaching techniques, advance skills development, modern tennis trend, lesson planning and match analysis. *Enrolment is limited to 8*

Tutor : Ricky Chan, B.A.(CUHK), USPTA(Pro 1)(US Professional Tennis Assn.)

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

1971.

Date : Saturdays, 10.00 a.m. - 12.00 noon, commencing March 22, 1997

1972.

Date : Saturdays, 10.00 a.m. - 12.00 noon, commencing May 17, 1997

8 meetings Fee : \$1,710

Medium of Instruction : English & Cantonese

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

1973. Introductory Course in the Teaching of Badminton

This course is designed for teachers who want to enhance their ability to perform, teach and promote badminton activities. It will enable participants to understand the basic techniques of warm up, strokes, footwork, rules and regulations. *Enrolment is limited to 16*

Tutor : Ho Man-fai, Dominic, Hon. Lecturer in Physical Education and Sports Science Unit, HKU

Venue : Lindsay Ride Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Tuesdays and Fridays, 7.00-9.00 p.m., commencing April 8, 1997

10 meetings Fee : \$1,760

Medium of Instruction : English & Cantonese

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

1974. Intermediate Course in the Teaching of Badminton

This course is designed for teachers who have already finished the introductory course or the basic knowledge and skill of badminton. Participants will be able to learn the advance teaching techniques of skill development, lesson planning, tactics and competition aspects of the events of singles, doubles and mixed doubles.

Enrolment is limited to 16

Tutor : Ho Man Fai, Dominic, Hon. Lecturer in Physical Education and Sports Science Unit, HKU

Venue : Lindsay Ride Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Tuesdays and Fridays, 7.00-9.00 p.m., commencing May 27, 1997

10 meetings Fee : \$1,760

Medium of Instruction : English & Cantonese

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

1975. Mini Cricket for Teachers

This course is an introduction to the game of mini-cricket. The topics include: organisation, equipment, skills development and teaching methods. *Enrolment is limited to 16*

Tutor : Russell Mawhinney, B.A., LL.B.(Otago)

Venue : Flora Ho Sports Centre (Mini field), 111-113 Pokfulam Road, Hong Kong

Date : Wednesdays, 7.00-10.00 p.m., commencing March 12, 1997

2 meetings Fee : \$350

VI. School and Teacher Development

1976. 課外活動主任訓練課程 (Management Course for Extra-Curricular Activity Co-ordinators)

本課程只適合中學課外活動主任或有關老師為他們提供有關的專業訓練。內容分三部份：一般行政管理知識，學生管理的一般原理，及在本港中學擔任課外活動主任的方法及技巧。
(限收三十人)

(本課程與香港課外活動主任協會合辦)

主 講 人：劉錦民先生(香港課外活動主任協會副主席)
田志強先生(香港課外活動主任協會幹事)
地 點：市區中心28室(信德中心西翼九樓)
時 間：一九九七年三月三日起逢星期一下午六時十五分至七時四十五分
全期學費：六百九十五元(共十講)

教師可獲教育署退還半費。詳參第ix頁。

1977. 幼兒音樂教育 (Music Education for Young Children)

本課程為幼稚園、幼兒院教師提供一個基本而全面的音樂教學訓練課程，內容包括：(1) 介紹 Kodaly, Dalcroze, Orff, Suzuki, Carabo-Cone, Gordon 等教學法及在幼兒音樂教育上的應用；(2) 探討『潛能發展模式』、『親子音樂教育模式』、『Piaget 學習理論』及『新一代音樂教學法』在幼兒音樂教育的推行；(3) 研習上述教學法的教學技巧及基本和聲、指揮、配樂及敲擊樂演奏等音樂技巧，以配合教學法的推行；和(4) 綜論幼兒音樂教育的功能、課程設計及推行模式。本課程深入淺出，著重老師參與，使老師將所學的實踐在教學上。

(限收三十五人)

主 講 人：劉超祺先生，B.A., Dip.Ed., Cert.Sp.Ed.,
Cert.Aural Rehab., M.A., F.Coll.P.(UK)
地 點：香港弱能、健全、資優兒童音樂家庭，九龍油
麻地彌敦道475-475A康樂大廈二樓（油麻地地
鐵出口）
時 間：一九九七年二月十七日起逢星期一下午六時至
九時
全期學費：一千九百三十元（共十八講）

教師可獲教育署退還半費。詳參第ix頁。

1978. 具高效能的小學教師 (Becoming an Effective Primary School Teacher)

本課程透過講座和討論，使參加者認識小學生的心理發展和教育的關係，教師的自我觀對學習效能的影響，小學班主任老師對學生的影響和老師所肩負的實務工作；並討論班主任改善課堂教學技巧之道，使小學教育工作者朝高效能教師目標發展，使教學雙方獲益。

(限收三十人)

主 講 人：顏明仁先生，B.Ed., M.Ed.(CUHK)
地 點：市區中心 2 1 室（信德中心西翼九樓）
時 間：一九九七年三月十四日起逢星期五下午六時十
五分至七時四十五分
全期學費：一百六十元（共二講）

教師可獲教育署退還半費。詳參第ix頁。

VII. Science and Mathematics

1979. Developing Integrated Science Curriculum Materials to Cater for a Wide Range of Student Abilities

This course is designed for teachers of Integrated Science who wish to find ways of improving the Integrated Science curriculum so as to meet the needs of their students, whether academically very able, or academically low achievers. The current approaches used in textbooks may neither appeal to the interest of less academically inclined students nor provide enough challenge to the more able students. This course introduces to teachers a curriculum approach that structures the teaching around problems and phenomena

that are relevant and of interest to students, and builds in a lot of opportunity for students to contribute in the learning activities. This approach has been successfully tried out in schools.

The aim of this course is to acquaint teachers with alternative approaches and strategies to the teaching of science and to help teachers to become competent enough to develop and tailor the Integrated Science Curriculum to be used in their own classrooms. The curriculum materials developed by teachers should hopefully make science a motivating and invigorating learning experience for students of a wide range of abilities.

This course is divided into two phases. In the first phase, the use of new teaching approaches such as STS and the task-based approach will be introduced. Examples of using innovative methods, e.g. use of comic drawing and role play in science teaching will also be presented and discussed. Through videos, participants can see how these methods actually work in the classroom. Then participants will be guided to develop their own materials collaboratively along similar lines and to try them in their schools.

The first phase will comprise 6 sessions from February to March lasting for 3 hours each.

Dates : Saturdays, 9.30 a.m. - 12.30 p.m. on February 15, 22 and March 1, 8, 15, 22, 1997.

It is hoped that at least some of the participants will be able to try these materials out in their own schools during the time interval between phases 1 and 2 (April and May) evaluate and make improvements. During this period the tutors will visit some of the participants in their schools, video-taping their sessions and discussing with them issues arising from the implementation. This material can then be collated and used later in the course.

The second phase of this course will comprise 4 sessions in May and June, on Saturdays lasting for 3 hours each. Participants will report on their trial and further refine their materials for later use. Then the whole group will try to develop the introductory unit to integrated science. It is hoped that this last exercise will help participants to review and formulate the conceptions of science they wish to bring to their students through the Integrated Science subject.

Date : Saturdays, 9.30 a.m. - 12.30 p.m. on May 17, 24, 31 and June 7, 1997

Enrolment is limited to 24

Tutors : Nancy Law, B.Sc., M.Phil., Cert.Ed.(HK),
Ph.D.(Lond.), Senior Lecturer in
Curriculum Studies, HKU
Lo Mun Ling, B.Sc., Dip.Ed., Adv.Dip.Ed.,
M.Ed.(HK), PGD of Computing
(Aus.), Assistant Professor in
Curriculum Studies, HKU
Wong Chi Kin, B.Sc., Dip.Ed.(CUHK),
M.A.(Lond.), Head of Physics Dept.,
Pentecostal School.
Benny Yung Hin Wai, B.Sc., Cert.Ed., M.Ed.(HK),
M.I.Biol, Lecturer in Curriculum
Studies, HKU

Venue : Room 305, Runme Shaw Building, HKU

10 meetings

Fee : \$1,650

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

1980. Addressing Students' Common Misconceptions in the Teaching of Biology

This course is designed for secondary school biology teachers. The major focus of the course is to develop teaching strategies addressing students' common misconceptions in biology. This practical focus will be informed by a theoretical framework akin to constructivism which emphasizes the active role of the learner in constructing knowledge to understand the world. Constructivists acknowledge that students develop many ideas on their own, and that many of these ideas are inconsistent with formal science. Consequently, constructivists acknowledge that learning in science is often a conceptual change process, and that teaching science involves confronting students' misconceptions.

The course will begin with an introduction on the different ways of getting to know students' common misconceptions. Teachers will then work in groups to develop teaching strategies addressing students' common misconceptions. This course will also involve participants reporting back on work done in the classroom. Teachers should come prepared to work in groups, share ideas and experiences, and analyse and evaluate activities in small groups.

Enrolment is limited to 20

Tutors : Yip Din-yan, B.Sc., M.Phil., Cert.Ed., Ad.Dip.Ed., M.Ed.(HK)

Yung Hin-wai, B.Sc., Cert.Ed., M.Ed.(HK),
M.I.Biol, Lecturer in Curriculum
Studies, HKU

Venue : Room 308, Runme Shaw Building, HKU

Date : Thursdays, 6.00-8.00 p.m., commencing February 27, 1997

5 meetings

Fee : \$730

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

VIII. School Library Studies

1981. World-Wide Web for Teacher Librarians

This course offers an introduction to the World Wide Web for school and teachers librarians. It will cover access to local and international resources on the web and how to search for information, and briefly explore how to go about designing a web page for your school library.

Enrolment is limited to 40

(This course is organised in co-operation with the Hong Kong Library Association)

Tutor : David Palmer, M.L.S.(Brigham Young), Systems Librarian in HKU Library.

Venue : University Main Library, Ground Floor, Library Instruction Room (G-02), HKU

Date : Saturday, 10.00 a.m. - 1.00 p.m. on March 15, 1997

1 meeting

Fee : \$150

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

1982. An Introduction to Children's Literature and the Techniques of Story-Telling

This course will cover the following topics: (i) an introduction to children's literature both Western and Chinese, covering major genres, authors, illustrators and trends; and (ii) a discussion of the principles and techniques of story-telling and its value in the school library environment.

Enrolment is limited to 20

(This course is organised in co-operation with the Hong Kong Library Association)

Tutor : Ms Irene Fung, Teacher's Cert.(HK),
B.Phil.(Ed.)(Newcastle-Upon-Tyne),
Dip.Lib. & Information Studies,
M.A.(Lond.)

Venue : Room 708, T.T. Tsui Building, HKU

Date : Wednesdays, 6.30-8.00 p.m., commencing April 9, 1997

2 meetings

Fee : \$160

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

1983. Planning for School Library Automation

This course discusses the planning and preparation necessary for applying the latest library and information technology in the school library. Simple, practical illustrations will be given. Good knowledge of descriptive cataloging is preferred; previous working experiences with computer is desirable.

Enrolment is limited to 20

(This course is organised in co-operation with the Hong Kong Library Association)

Tutors : Ms Agatha Sit, B.A., M.L.S.(British Columbia)
Terence Lau, BBS(OLI)

Venue : Room 708, T.T. Tsui Building, HKU

Date : Saturdays, 2.00-5.30 p.m., commencing May 3 & 17, 1997

2 meetings

Fee : \$480

Medium of Instruction : Cantonese

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

1984. Educational and Vocational Counselling – Skills and Techniques for Practitioners

This course is designed for careers teachers, careers officers, guidance teachers and social workers in Hong Kong who are keen to learn some practical skills and techniques of counselling in order to help students make wise and realistic educational and vocational decisions. These skills and techniques include:

- 1) how to help students understand their physiological characteristics, educational and vocational interests, temperaments, values, qualifications and related course and career choices;
- 2) how to help students collect, analyse and evaluate educational and vocational information;
- 3) how to help students achieve and set up wise educational and vocational aims;
- 4) how to help students make realistic educational and vocational decisions.

Enrolment is limited to 25

Tutor : Zhang, W.Y., B.Ed., M.Ed.(ECNU),
Ph.D.(Edinburgh), Post-doctoral
Fellow in Education, HKU.

Venue : To be advised

Date : Thursdays, 6.00-8.00 p.m., commencing February 27, 1997

12 meetings Fee : \$900

1985. Workshop on Developing Creativity

This course will examine the ways in which everyday accepted responses can block creativity. We will look at how creativity can be stimulated by using areas of the brain which are normally untapped. You will participate in a variety of exercises which can be used to encourage creativity in a variety of settings, one-to-one communications, teamwork, supervision and problem solving. You will hear how anchoring, visual expression, humour and the Disney Strategy can all be used to enhance your creativity in a powerful and lasting way.

Enrolment is limited to 25

Tutors : David Cummings, M.A.(Edin.), Master
Practitioner N.L.P.
Bob Jones, M.A.(Edin.), Master Practitioner N.L.P.
Zoe Shenton, M.Phil.(Manchester), Master
Practitioner N.L.P.

Venue : To be advised

Date : Saturday and Sunday, 9.00 a.m. - 1.00 p.m. and
2.00-5.00 p.m., commencing April 19, 1997

2 meetings Fee : \$1,160

*Certificate course on discipline teachers training is on p.169
Courses on children's art education are on p.179*

1986. Gender Learning: Discovering Women and Men

This course introduces students to an overview of the interrelationships of women, men and society and explores how they have shaped the experiences of everyone in the community. It addresses such current debates as Why do most women earn less than most men? What does it mean to be woman? and What does it mean to be man? Using a multidisciplinary approach and drawing from historical and contemporary readings, case studies, personal narratives and experiences, the course is designed to help the students see the connections between gender experience and social institutions.

This highly interactive programme loaded with experiential methods to facilitate learning is useful for those working in curriculum studies, commission on equal opportunities, business, social work, hospitals, correctional services, police force, government, and for anyone concerned with gender issues.

Enrolment is limited to 20

Lecturer in-charge : J. Sodusta, Ph.D.(UCLA)

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

Date : Wednesdays, 7.35-9.35 p.m., commencing April 30, 1997

9 meetings Fee : \$640

1987. Developing Presentations Skills

Everyday in our work life and private life we seek to persuade and influence others. Many of us cannot achieve our personal and professional goals without delivering effective presentations to our students, clients, colleagues, managers, etc.

This course will examine a communication framework and provide guidelines for the design and delivery of effective presentations. Course content will include: understanding your audience, planning and goal setting, visual aids, use of equipment, delivery techniques and styles, and audience participation.

You will prepare a short presentation which will be videotaped and used for your personal evaluation and feedback.

Enrolment is limited to 25

Tutor : Michael Stanley, B.Soc.Work(Queensland),
Grad.Dip.(Mgt.) CQU, Teaching
Consultant in School of Research
Studies, HKU

Venue : To be advised

Date : Saturday and Sunday, 9.00 a.m. - 1.00 p.m. &
2.00-5.00 p.m., commencing February 15, 1997

2 meetings Fee : \$1,000

ENGINEERING

Lecturer in charge: F.T. Chan

Telephone: 2975 5619

1990. 品質管理 — 工具與原理 (Quality Management : Tools and Principles)

目標：

本課程旨在使學員認識到品質管理的原理和改進品質的工具，了解品質在商業社會競爭中的重要性及幫助學員在其服務機構面對提高品質的挑戰。期間會討論一些成功的個案，供學員在其機構內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
- 增進在機構中策劃及進行品質改進的實際了解。

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 ISO 9000 的最近趨勢；品質的定義、術語及 ISO 8402 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。以近期個案如 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：市區中心 1 3 室（信德中心西翼九樓）

時 間：一九九七年二月二十七日起每星期四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）

1991. 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，改善服務及面對品質的挑戰。

課程除了提供品質管理的基礎概念和理論外，成功的個案將被選作說明。主要重點是在管理知識，技能和技巧方面，為學員在其機構推行顧客服務的品質改進作準備。

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。以近期成功個案如 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。以近期個案如 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。以近期個案如 GTE Directories Corporation 來說明。

主 講 人：蘇國良先生

地 點：市區中心 1 3 室（信德中心西翼九樓）

時 間：一九九七年四月十日起每星期四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）

1992. 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 : (Thursdays) Room 507, T.T. Tsui Building, HKU
(Fridays) Room 103, Runme Shaw Building, HKU
Date : Thursdays and Fridays, 6.45-9.15 p.m., commencing March 6, 1997

6 meetings

Fee : \$1,700

1993. 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 : (Wednesdays) Room LG105, K.K. Leung Building, HKU
(Fridays) Room 103, Runme Shaw Building, HKU
Date : Wednesdays and Fridays, 6.45 - 9.15 p.m., commencing April 2, 1997

5 meetings

Fee : \$1,420

Workshop on Calibration

Introduction

Calibration is one requirement of the ISO 9000 and ISO Guide 25 series of quality standards. With the publication of the ISO Guide to the Expression of Uncertainty in

Measurement, calibration laboratories and the testing community are taking steps in adopting the Guide in estimating and presenting measurement results. This 3-day intensive workshop aims to provide a practical treatment to the topics of calibration as well as the expression of uncertainty in measurement.

Objectives

- To introduce the concept of calibration and traceability.
- To introduce methods for the estimation and expression of uncertainty in measurement.
- To provide hands-on experience on performing calibration and calculating calibration uncertainties.

Topics

1. Requirements of ISO quality standards on calibration
2. Principle of calibration and traceability
3. Recommendations of ISO Guide to the Expression of Uncertainty in Measurement
4. Calibration of equipment: in-house or otherwise
5. Estimating and presenting calibration and measurement results
6. Practical work on equipment calibration

Who should attend

Managers and engineers of calibration laboratories will learn how they can adopt the ISO Guide in their laboratories. 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 ISO Guide and quality standards.

Programme

1st day (Thursday)	Lecture and tutorial Visit Calibration Laboratory of Electronic Services Unit
2nd day (Friday)	Lecture and tutorial
3rd day (Saturday)	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.

This course is jointly organized with the Electronic Services Unit, The University of Hong Kong

Fee : \$5,500 including lecture notes, tea and lunch for three days and a Statement of Attendance.

Enrolment is limited to 25

Tutor : S.H. Lau and K.Y. Tsang, Electronic Services Unit, HKU

1994. (Workshop) Room 204C, Chow Yei Ching Bldg., HKU

Date : (Workshop) Thursday, Friday and Saturday, 9 a.m. - 5 p.m., January 16, 17, 18, 1997

1995. (Workshop) Room 204C, Chow Yei Ching Building, HKU.

Date : (Workshop) Thursday, Friday and Saturday, 9 a.m. - 5 p.m., April 17, 18, 19, 1997

ENGLISH STUDIES

Lecturers in charge : Richard M. Booker
Peter Kennedy

Telephone: 2547 2225
Telephone: 2975 5689

ENGLISH LANGUAGE COURSES

GENERAL ENGLISH

Course No.

- 8100 - 8107 Communicate in English
- 8108 - 8117 Essential English
- 8118 - 8120 Active Grammar
- 8121 - 8122 Active Listening
- 8123 Effective Listening
- 8124 Interpersonal Communication
- 8125 - 8130 Pronunciation & Fluency
- 8131 English Intonation
- 8132 - 8135 Effective Writing Skills

BUSINESS ENGLISH

Course No.

- 8136 - 8145 Certificate Programme in Business English
- 8146 Business Correspondence

ENGLISH FOR ENGINEERS

Course No.

- 8147 Certificate Programme in English for Engineers and Industrial Designers

ENGLISH FOR SECONDARY SCHOOL TEACHERS

Course No.

- 8148 - 8151 Certificate Programme in English Language Teaching (Secondary)

LITERATURE IN ENGLISH

Course No.

- 8152 - 8154 Certificate Programme in English Literary Studies

COMMUNICATE IN ENGLISH

The ability to communicate effectively in English is essential for work and study in Hong Kong.

These courses provide participants with an opportunity to develop oral fluency through intensive language practice. They will enable students to extend the range of their spoken English so that they can use the language appropriately and creatively as well as accurately. Students will also be able to practice and improve their listening skills through a range of exercises and activities.

The elements of written communication will be dealt with systematically. Students will be exposed to a variety of texts

and will carry out tasks designed to improve their understanding of text organization. They will be helped to develop better reading strategies and to write clear, concise, grammatical English on a number of topics in an appropriate style.

These courses will be of interest to those who wish to prepare themselves before applying for a place on a Use of English Certificate course in the autumn. Other applicants who do not have the time to attend our longer English programmes may also be admitted to these courses

Entrance Qualifications:

To benefit from the course, applicants should have a Grade 'D' in the HKCEE or the equivalent in an approved exam.

Applicants will be accepted on a "first-come, first-served" basis while places are available. Early application is strongly advised. As courses at particular centres are sometimes oversubscribed, applicants are advised to indicate a second choice of course (state the number only) in addition to their first choice.

Lecturer-in-charge: Peter Kennedy Telephone: 2547 2225

Courses

In Hong Kong

Venue: SPACE Town Centre, 9/F (MTR: Sheung Wan)

- 8100. Saturdays, 10.00 a.m. - 1.00 p.m., commencing March 1, 1997
- 8101. Saturdays, 6.30 - 9.30 p.m., commencing March 1, 1997
- 8102. Sundays, 2.00 - 5.00 p.m., commencing March 2, 1997

Venue: Sheng Kung Hui - Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

- 8103. Tuesdays, 6.30 - 9.30 p.m., commencing March 4, 1997
- 8104. Wednesdays, 6.30 - 9.30 p.m., commencing March 5, 1997
- 8105. Thursdays, 6.30 - 9.30 p.m., commencing March 6, 1997

In Kowloon

Venue: Wah Yan College, 56 Waterloo Road, Kowloon. (MTR: Yau Ma Tei)

- 8106. Fridays, 6.30 - 9.30 p.m., commencing March 7, 1997

Venue: SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

8107. Mondays, 6.30 - 9.30 p.m., commencing March 3, 1997

15 meetings

Fee: \$1,600

Essential English

This practical course covers the four English skills which are essential for communication: speaking, listening, reading and writing. The course aims to:

- review and consolidate your existing English skills;
- increase your vocabulary;
- practise essential points of grammar;
- help you recognise and correct common errors in English.

This course will be particularly useful if you have not studied English recently and feel that you need to brush up your English, or if you would like to apply for a place in the Foundation English or Practical English programmes in Autumn 1997.

To apply for this course 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.

Applications will be accepted on a first-come, first-served basis.

Venue : SPACE North Point Study Centre

8108. Fridays, 6.30 p.m. - 9.30 p.m., commencing April 18, 1997

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, HK

8109. Mondays, 6.30 p.m. - 9.30 p.m., commencing April 7, 1997

8110. Tuesdays, 6.30 p.m. - 9.30 p.m., commencing March 11, 1997

8111. Thursdays, 6.30 p.m. - 9.30 p.m., commencing March 13, 1997

Venue : Wah Yan College, 56 Waterloo Road, Kowloon

8112. Mondays & Wednesdays, 6.30 p.m. - 8.00 p.m., commencing March 3, 1997

8113. Tuesdays & Thursdays, 6.30 p.m. - 8.00 p.m., commencing March 4, 1997

8114. Fridays, 6.30 p.m. - 9.30 p.m., commencing March 7, 1997

Venue : SPACE Shek Kip Mei Study Centre

8115. Tuesdays, 6.30 p.m. - 9.30 p.m., commencing May 13, 1997

8116. Thursdays, 6.30 p.m. - 9.30 p.m., commencing May 15, 1997

8117. Saturdays, 6.00 p.m. - 9.00 p.m., commencing April 12, 1997

Lecturer-in-charge : Richard Booker

45 hours in total:

- classes held once a week have 15 sessions
- classes held twice a week have 30 sessions

Fee: \$1,700

Active Grammar

This course will revise the basics of English Grammar and develop your grammar skills to a more advanced level.

The course will be practical and you will be able to see grammar in use in typical, everyday situations, both spoken and written.

The course tutors will focus on common grammatical errors and help you to recognise and correct them so that you are able to use a greater variety of structures with confidence.

To get full benefit from the course, you must be willing to take part in the activities that it will include.

To apply for this course, you should have a Grade "E" pass in English Language (Syllabus B) in the HKCEE or an equivalent qualification. 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 : SPACE Town Centre, 9/F

8118. Sundays, 11.00 a.m. - 1.00 p.m., commencing May 18, 1997 (Closing date for applications : May 1, 1997)

8119. Sundays, 2.00 - 4.00 p.m., commencing May 18, 1997 (Closing date for applications : May 1, 1997)

8120. Fridays, 6.30 - 9.30 p.m., commencing June 13, 1997 (Closing date for applications : May 30, 1997)

Lecturer-in-charge : Richard Booker

24 hours

Fee : \$900

Active Listening

This is a lively, active course which will help you to improve your English listening and, therefore, speaking skills. The course tutors will use a variety of authentic listening materials, and the class activities will develop your ability to:

- listen to and understand different speakers of English;
- listen to conversational English and respond appropriately;
- detect differences in the mood of speakers from their tone;
- select important details from long sentences spoken at normal speed.

To apply for this course, you should have a Grade "E" 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.

Venue : SPACE Town Centre, 9/F

8121. Tuesdays & Thursdays, 12.45 - 1.45 p.m., commencing April 8, 1997

8122. Fridays, 2.00 - 4.00 p.m., commencing April 11, 1997

Lecturer-in-charge : Richard Booker

24 hours

Fee : \$900

8123. 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: 2547 2225

Venue : Room 23, SPACE Town Centre, 9/F

Date : Mondays, 6.30 - 9.30 p.m., commencing April 7, 1997

8 meetings

Fee: \$780

Interpersonal Communication

Although many people can communicate effectively in English when writing, they lack confidence in the oral interactions that arise in business.

This course looks at a range of these situations and includes topics like :

- introducing yourself and others;
- what to say in the first five minutes;
- making arrangements;
- making and receiving complaints;
- interviews;
- making telephone calls;
- dealing with enquiries and problems;
- concluding a conversation.

The methods used will include:

- listening to a variety of native and non-native speaker accents;
- group work;
- role play and simulations.

The course is designed to increase the number of appropriate responses available to you in any situation, thus making you more confident and at ease with spoken English in the workplace.

You will be expected to participate as fully as possible, both to enable you to gain in confidence and to allow the teacher to give necessary guidance on improving your pronunciation.

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 : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

8124. Tuesdays, 6.30 - 9.30 pm, commencing April 1, 1997
(Closing date for applications : March 18, 1997)

10 meetings (30 hours)

Fee : \$1,300

Lecturer-in-charge: Richard Booker

Pror.unciation & 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 introduce you to different native speaker accents.

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 :

Applicants should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. Copies of certificates awarded should be attached to application forms.

Applications will be accepted on a "first-come, first-served" basis.

Venue : SPACE Town Centre, 9/F

8125. Wednesdays, 2.30 - 5.30 p.m., commencing April 2, 1997
8126. Wednesdays, 6.30 - 9.30 p.m., commencing June 11, 1997
8127. Saturdays, 2.00 - 5.00 p.m., commencing June 14, 1997

Venue : SPACE North Point Study Centre

8128. Saturdays, 9.30 a.m. - 12.30 p.m., commencing April 19, 1997

Venue : SPACE Shek Kip Mei Study Centre

8129. Wednesdays, 6.30 - 9.30 p.m., commencing June 11, 1997
8130. Saturdays, 2.00 - 5.00 p.m., commencing June 14, 1997

Lecturer-in-charge : Richard Booker

10 meetings Fee : \$1,300

8131. English Intonation

This short course will give participants practice in identifying and making prominent the most important words in any given situation so as to express what they want to say clearly, dividing their speech up meaningfully, using the

appropriate tones, and using pitch variation for interesting delivery and maximum clarity. The course will include listening and speaking sessions in which participants will put into practice what they have learnt. These features receive little systematic treatment in published coursebooks, yet are essential for clear communication. This course will be of particular interest to those whose work brings them into contact with native speakers of English. In order to benefit from the course, applicants should have a grade "E" pass in English Language in the HKCEE syllabus B. (A course outline is available upon request. Tel.: 2975 5689)

Tutor : John Bensly, M.A.(Oxon), M.A.(Reading)

Venue : Room 23, SPACE Town Centre, 9/F

Date : Mondays, 6.30 - 9.00 p.m., commencing February 17, 1997

6 meetings

Fee: \$480

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 will be 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.

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 : SPACE Town Centre, 9/F

8132. Tuesdays, 6.30 - 9.30 p.m, commencing June 10, 1997
8133. Thursdays, 6.30 - 9.30 p.m, commencing June 12, 1997

Venue : SPACE Shek Kip Mei Study Centre

8134. Tuesdays, 6.30 - 9.30 p.m, commencing June 10, 1997
8135. Thursdays, 6.30 - 9.30 p.m, commencing June 12, 1997

Closing date for applications : May 29, 1997

Lecturer-in-charge : Richard Booker

30 hours

Fee : \$1,300

Certificate Programme in Business English (Course Numbers : 8136 to 8145)

What are the Aims of the Course ?

The SPACE Certificate Programme in Business English has been designed to help anyone who has to use English in everyday work situations. It has two main aims :

- to improve the ability of students to carry out the writing tasks that they may be faced with in their work, by helping them to express themselves clearly and concisely on paper;
- to give them greater confidence and fluency when speaking in front of others, in situations that they are likely to encounter in their work.

How is the Programme Organised ?

- It is offered in modules.
- Students who wish to be awarded the SPACE Certificate in Business English must complete three modules, totalling 90 hours of classroom instruction. These modules must be completed within three years.
- Two of the modules studied must be the Set Modules.
- The third module can then be chosen from a list of Optional Modules.
- The Set Modules will be offered throughout the year, while the Optional Modules will be offered from time to time.
- Students who complete a module successfully will be given a letter that gives them automatic entry to the next module they wish to take.
- Each module will be complete in itself. This means that students who do not wish to complete the full Certificate programme can apply to take any individual module that they think will benefit them, without any requirement to apply for another module.

What are the Modules ?

The Set Modules are :

- Modern Business Correspondence
- Modern Business Oral Skills

These Set Modules will be offered throughout the year, and will be advertised in SPACE's Autumn and Spring Prospectuses.

The Optional Modules are :

- Report and Proposal Writing
- Meetings, Minutes and Presentations
- English for Career Development

These Optional Modules will be available as necessary in both our Autumn and our Spring programmes.

What is involved in entering the Course ?

Entrance Test

All applicants must take an entrance test, which will consist of a writing test lasting about 75 minutes. They must fill out a special entrance test application form, in advance, indicating the time and place they wish to take the test. This form can be obtained from SPACE offices.

The Entrance Test will be set at the following times :

- At the **SPACE Shek Kip Mei Study Centre**, [Ka Chi School, 5 Wai Chi Street, Shek Kip Mei, Kowloon] (Shek Kip Mei MTR Station)
14 February (Friday) - 6.30 p.m.
15 February (Saturday) - 2.30 p.m.
- At the **SPACE Town Centre, Shun Tak Centre**, West Tower, 9th floor, 200 Connaught Road, Central, Hong Kong (Sheung Wan MTR Station)
1 March (Saturday) - 2.30 p.m.
2 March (Sunday) - 10.00 a.m.

Note : The minimum qualification that applicants should have is a grade "D" pass in English Language (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 applicants are only accepted into the programme if it is suitable for them.

Admission to the Course

Applicants will be informed of their performance in the entrance test, as soon as possible after the test. They will then be able to apply for firm entry to the module of their choice. Applications will be accepted on a "first-come, first-served" basis.

Set Modules

Modern Business Correspondence – Set Module

This Set Module will focus on writing memoranda and letters in the modern business world. Several types of letters will be considered, including:

- letters of enquiry and reply
- sales letters
- letters of complaint and adjustment
- collection letters
- settlement letters

Students will be introduced to the principles that apply to these different kinds of letters, and will be given a lot of practice in writing them. At all times the emphasis will be on helping students to organise what they have to say, so that their meaning is clear and unambiguous.

Venue : SPACE Town Centre, 9/F

8136. Sundays, 9.45 a.m. - 12.45 p.m., commencing April 6, 1997

Venue : SPACE Shek Kip Mei Study Centre

8137. Mondays, 6.30 - 9.30 p.m., commencing March 24, 1997

8138. Wednesdays, 6.30 - 9.30 p.m., commencing April 9, 1997

(12 meetings) 36 hours

Fee : \$1,600

Modern Business Oral Skills – Set Module

This module has been specially designed to help participants develop the oral communication skills they need for business situations. It looks at a range of these situations and includes topics like telephoning, networking, social skills, making and dealing with complaints, and receiving and entertaining visitors. Students will be exposed to a variety of realistic business contexts and will carry out tasks designed to improve both their listening and speaking skills. The methods used will include group work, rôle play, problem-solving and simulations.

Venue : SPACE Town Centre, 9/F

8139. Sundays, 2.15 p.m. - 5.15 p.m., commencing May 4, 1997

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, HK

8140. Wednesdays, 6.30 - 9.30 pm, commencing February 19, 1997

8141. Wednesdays, 6.30 - 9.30 pm, commencing April 23, 1997

(8 meetings) 24 hours

Fee : \$1,050

Optional Modules

Report and Proposal Writing

In this Optional Module participants will be given ample opportunity to practise all the appropriate writing skills involved in producing effective reports and proposals.

In addition to structure and layout, attention will be given to writing coherently so that ideas and facts are linked and developed in a logical and persuasive manner. Aspects of grammar to be covered will include the passive, reported speech, articles, the present perfect tense and prepositions of time.

Apart from those who are doing this module as part of the certificate programme, others who will benefit from it are those who hold a position in business, commerce or administration that requires them to write reports and proposals as part of their regular duties.

Venue : SPACE Town Centre, 9/F

8142. Sundays, 9.45 a.m. - 12.45 p.m., commencing April 6, 1997

(10 meetings) 30 hours

Fee : \$1,500

Meetings, Minutes and Presentations

Many people have to give presentations and take part in meetings on a regular basis, but find it difficult to speak in front of others or to contribute to discussions. This optional module will address this difficulty by helping participants gain the confidence that is necessary for them to become more effective in speaking English to an audience.

Taking the minutes of meetings is also a difficult, but necessary, skill that many people do not feel comfortable with. Apart from accurately recording what was said at a meeting, a good secretary of a meeting also captures the feeling of the meeting. Participants will be given practice in taking notes and rewriting them so that they accurately summarise discussions and record decisions.

Because each participant will be required to give a presentation, only 16 students will be accepted into each class in this module.

Venue : SPACE Town Centre, 9/F

8143. Sundays, 2.15 p.m. - 5.15 p.m., commencing February 16, 1997

8144. Thursdays, 6.15 - 9.15 p.m., commencing April 3, 1997

Venue : SPACE Shek Kip Mei Study Centre

8145. Fridays, 6.30 p.m. - 9.30 p.m., commencing March 7, 1997

(10 meetings) 30 hours

Fee : \$1,600

Lecturer-in-charge : Richard Booker

8146. 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. Important functions of business letters, such as requesting information, complaining, and will be covered.

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 : Sheng Kung Hui Tang Shiu Kin Secondary School,
9 Oi Kwan Road, HK

Date : Fridays, 6.30 - 9.30 pm, commencing April 18, 1997

Lecturer-in-charge : Richard Booker

12 meetings (36 hours)

Fee : \$1,450

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 1996 - February 1997;

Part 2 : March 1997 - June 1997.

Part 1 : October 1997 - February 1998;

- 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.

English for Engineers & Industrial Designers Part 2

Part 2 of the course is designed to give engineers the opportunity to learn and use the kind of English they need for the administrative and co-ordinating aspects of their work.

The approach will be based on small group mini-projects to give everyone a chance to participate actively in the course.

Elements in this part of the course will be :

Speaking Skills

- conducting and contributing to meetings;
- making proposals and giving opinions;
- agreeing and disagreeing with colleagues;
- oral presentations;
- performance appraisal interviews;
- job application interviews;
- leading and participating in group discussions;
- asking and answering questions.

Writing Skills

- producing the agenda for meetings;
- taking the minutes of meetings;
- writing a variety of reports - accident reports, reports relating to safety matters, project reports;
- writing letters of application, resignation and recommendation;
- writing performance appraisal reports (self appraisal and staff appraisal);
- writing memos containing proposals, recommendations and instructions to superiors, colleagues or subordinates.

Assessment

Assessment will be based on :

- four coursework assignments - (50%);
- an oral examination - (25%);
- a written examination - (25%).

Venue : SPACE Town Centre, 9/F

8147. Mondays & Wednesdays, 6.15 - 7.45 p.m., commencing March 10, 1997. (Closing date for applications : 26 February 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.

Lecturer-in-charge : Richard Booker

30 meetings (45 hours)

Fee : \$1,850

English for Engineers & Industrial Designers Part I

Full details of this part of the course will be given in our Autumn 1997 Prospectus.

It will particularly benefit those who wish to take professional examinations such as the Engineering Council Part 2, Paper 300, The Engineer in Society.

ENGLISH FOR SECONDARY SCHOOL TEACHERS

Certificate Programme in English Language Teaching (Secondary) (Course numbers : 8148, 8149, 8150, 8151)

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 will be "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 96	Core A	1 - 4
Spring 97	Core B	5 - 7

- **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

8148. English Language Teaching: recent trends and current classroom practice (CORE B)

This course is intended to assist teachers who face the difficult task of teaching English in a lively and interesting way to large classes of poorly motivated pupils. The aim is to explore a range of practical classroom techniques while keeping in mind the constraints which the syllabus, exam

pressure etc. place on the teacher. Consideration will be given to:

- presenting new language
- organizing controlled practice activities
- effective pair work and group work
- teaching (and integrating) the 4 skills
- organizing & adapting communicative activities
- making effective use of the textbook
- adapting teaching materials

The course will NOT be a series of lectures. Participants will be encouraged to take part in interactive tasks - to "learn by doing" - and to exchange ideas and experiences with the other teachers. *(Enrolment is limited to 30)*

Tutor : Andy Curtis, Ph.D., M.A. (York), B.Ed. (Sunderland), Lecturer in English, The Chinese University of Hong Kong

Date : Saturdays, 9.30 a.m. - 12.00 noon, commencing February 15, 1997

Venue : Lecture Theatre 1, SPACE Shek Kip Mei Study Centre

8 meetings

Fee: \$840

8149. Teaching and Learning Vocabulary (Optional Module)

For many years vocabulary learning has been associated with memorising word lists and a heavy reliance on bilingual dictionaries. As a result, some ESL learners in Hong Kong have large receptive (or passive) vocabularies, but they only ever use a small number of the words which they can recognise. The main aim of this course will be to identify ways in which teachers can help their students to activate their vocabulary knowledge. The course begins by looking at the kinds of knowledge students need in order to have a confident mastery of words i.e. the various factors teachers need to take into account when introducing vocabulary in class. The course will examine such questions as:

- How many new words should teachers attempt to teach?
- Why are some words easier to learn than others?
- How should words be selected and organised in a vocabulary programme?
- How can teachers help students to become better vocabulary learners?
- What classroom activities can be used to make vocabulary learning interesting and productive?

(Enrolment is limited to 30)

Tutor : Arthur McNeill, M.A.(Glasgow), P.G.C.E., M.A.(London), Assistant Professor, Department of Curriculum Studies, The University of Hong Kong

Date : Thursdays, 6.15 - 9.15 p.m., commencing May 8, 1997

Venue : HKU

5 meetings

Fee: \$630

8150. The Teaching of Writing in the Secondary School (Optional Module)

This course is designed for secondary teachers of English who wish to explore ways of helping their students to write meaningfully and purposefully. One central focus will be the ideas outlined in the Education Department's booklet entitled "Teaching Writing as a Process".

The course components include:

- current practices in developing students' writing
- making writing relevant
- the writing process
- using teacher and peer feedback
- managing the writing classroom

(Enrolment is limited to 30)

Tutor : Maria Axler, M.A. TESL (City U. HK), B.A. (York), B.Ed. (Toronto)

Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing April 12, 1997

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

5 meetings

Fee: \$630

8151. Developing Speaking Skills in the Classroom (Optional Module)

This course will focus on three sub-topics:

- How to get students to speak up in English
- How to encourage students and build their confidence
- How to manage speaking activities

A variety of techniques will be discussed to increase opportunities for students to improve their spoken English skills. Teachers will have the opportunity to try out new approaches in the course (and in their own classrooms) and then share their experiences with one another.

The final section of the course will focus on preparing students to meet the requirements of the new oral component of the Use of English examination.

(Enrolment is limited to 30)

Tutor : Elaine Martyn, B.A., B.Ed.(Winn.), M.Ed.(Manit.), Language Instructor, English Centre, The University of Hong Kong

Date : Thursdays, 6.15 - 9.15 p.m., commencing February 13, 1997

Venue : Room 142, Main Building, HKU

5 meetings

Fee: \$630

LITERATURE IN ENGLISH

Certificate Programme in English Literary Studies (Course numbers 8152, 8153, 8154)

Who is it for ?

- Anyone who has an interest in literature and would like to find out more about it;
- those who intend to study (part-time) for a degree in English, or for an Arts degree in which literature is a major component;
- those intending to study subjects other than literature at degree level who will first need a good foundation in English Studies;
- teachers of English (language as well as literature) who wish to enhance and refresh their knowledge of English;
- students of English who recognise that language learning entails more than understanding a set of grammar rules.

What are the aims of the programme ?

- to introduce a variety of literary texts in English for close reading and discussion
- to help students develop the skills needed to read literature critically and to write about it effectively
- to acquaint students with the genres, conventions and devices of poetry, fiction and drama, as well as the basic terminology used in critical analysis
- to encourage students to explore and articulate their own responses to literary texts rather than to repeat second-hand opinions

How is it structured ?

The Certificate is offered in modular form. To be awarded the Certificate a student has to complete **FIVE modules**. These must include the **THREE Core modules**:

CORE 1	Reading short fiction
CORE 2	Reading poetry
CORE 3	Reading drama

The other **TWO** modules may be selected from the range of options on offer in the Autumn and Spring terms. At the end of each module a "statement of completion" is issued based on course assessment and attendance.

The modules are "free-standing" so that a student may take a course for its own sake without necessarily having in mind the accumulation of credits towards the Certificate.

Why study literature ?

"...through literature we rediscover a sense of the density of our lives" (Iris Murdoch)

"...to enable the reader better to enjoy life or better to endure it " (Samuel Johnson)

"/It is/ the language in which man explores his own amazement" (Christopher Fry)

"/It is/ news that STAYS news" (Ezra Pound)

Fee Refunds : Teachers may apply for a half fee refund for these courses. See Page ix.

Lecturer-in-charge: Peter Kennedy Telephone: 2975 5689

8152. Reading Drama (CORE module)

This course offers a general foundation programme in understanding and appreciating western drama. It will include an historical overview of drama and the theatre from Shakespeare to modern times with an introduction to the key playwrights of each period.

A fuller introduction will be given to twentieth century European and American drama including Brechtian Theatre and the Theatre of the Absurd. Dramatic theme and structure will be explored through a study of two contemporary plays. Applicants should have a good reading knowledge of English and be willing to participate in discussion. This course does not require any prior knowledge of drama. *(Enrolment is limited to 25)*

Tutor : Dino Mahoney, B.A.(Lancaster),
M.A.(Birmingham), P.G.C.E.(Nottingham),
Dip.TEFL(R.S.A.), Associate Professor,
Department of English, City University of
Hong Kong

Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing
February 1, 1997

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

7 meetings

Fee: \$840

8153. An Introduction to Indian Literature in English (OPTIONAL module)

"/Indian English/ is like the English of Shakespeare, Joyce and Kipling - gloriously impure" Anthony Burgess

In a country of nearly 900 million people, more Indians speak and write English than in England itself. English is as much the national language as Hindi and has had a considerable impact on the cultural life of India. Contemporary Indian writers such as Salman Rushdie, B. Mukerjee and R.K. Narayan have secured international reputations.

This course aims to introduce the work of some important Indian writers in English and to demonstrate how their re-interpretation of the English language has enriched "English" literature.

Using poems and short stories as sample texts, the course will also examine such questions as:

- How did a distinct Indian literature in English develop during the period of British colonialism?
- During the push for Independence, how did Indian writers reconcile nationalist aspirations with writing in an 'alien' language?
- To what extent has the post-colonial Indian writer in English succeeded in finding an authentic Indian voice and tone?
- What are some of the reasons contemporary Indian writers give for choosing to write in English?
- Writers such as Vikram Seth and Salman Rushdie are located in the West and write for a global market. In what sense can we call this *Indian* writing?

(Enrolment is limited to 25)

Tutor : Kavita Mathai, B.A.(Delhi), M.A.(Bombay),
Dip.Ed.(Bombay), P.G.C.E.(Hyderabad),
Language Instructor, Department of English,
Hong Kong Polytechnic University

Date : Saturdays, 10.00 a.m. - 1.00 p.m., commencing May
17, 1997

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

5 meetings

Fee: \$630

8154. An Introduction to Modern Canadian Literature (OPTIONAL module)

This course will serve to introduce students to some of the representative themes and genres in contemporary Canadian literature. Participants will be able to sample something of the range and variety of modern Canadian prose, poetry and drama.

Discussion will focus on extracts from the writings of Margaret Atwood, Robert Kroetsch, Sheila Watson, Hugh McLennan, W.O. Mitchell, Robertson Davies, Earle Birney, Alice Munro and Margaret Laurence.

The course aims to explore the imaginative responses of these authors to the landscape of Canada and to look at ways in which they have sought to address divergent aspects of Canadian identity.

The classes will take the form of discussion groups and workshops. Each session will involve some input followed by participants working in groups on specific texts. It is hoped that sufficient interest is generated through the practical work so that the follow-up discussion will be lively.

(Enrolment is limited to 25)

Tutor : Elsie Christopher, M.A.(Dalhousie),
B.A.H.(Acadia), Cert. TEFL (RSA),
Language Instructor, The Hong Kong
University of Science and Technology

Date : Saturdays, 9.30 a.m. - 12.00 noon, commencing
April 26, 1997

Venue : Lecture Theatre 1, SPACE Skek Kip Mei Study
Centre

6 meetings

Fee: \$570

1997 Autumn Prospectus

The next issue of the School Prospectus will be available in early August 1997. If you wish to be sent a copy of the Prospectus in early August 1997, please send in a self-addressed 23 cm X 30 cm (9" X 12") envelope 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 "Autumn Prospectus 97". Alternatively, you may collect copies from one of the counters listed on page iii.

一九九七秋季課程手冊

本學院將於一九九七年八月初派發一九九七年秋季課程手冊。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〔郵索九七年秋季課程手冊〕字樣，寄【香港薄扶林道香港大學專業進修學院】，或親臨本院任何中心索取（地址詳載iii頁）。

EUROPEAN LANGUAGES

Lecturer in charge: Richard M. Booker

Telephone: 2547 2225

EUROPEAN LANGUAGES

- **FRENCH**
8155 - 8157 Certificate Programme in French Language
- **SPANISH**
8158 - 8160 Certificate Programme in Spanish Language

European Languages

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

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 organized 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 meeting twice a week, giving a total of 56 hours for each Level.
- Level 3 courses consist of 32 sessions of two hours each meeting 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

The SPACE German programme consists of a single course with 92 hours of instruction. The next German course will start in Autumn 1997.

Certificate Programme in French Language**8155. French : Level 1**

This course is for complete beginners. By the end of the course students should :

- be familiar with the pronunciation of French;
- understand and use basic French grammar;
- be able to hold simple conversations in French.

Venue : St. Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsim Sha Tsui)

Date : Mondays & Wednesdays, 6.30 - 8.15 p.m., commencing March 3, 1997.

32 meetings (56 hours)

Fee : \$1,850

Students who complete Level 1 successfully can take Level 2 on Mondays & Wednesdays at St Mary's College in Autumn 1997.

8156. 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 Level 2, students should be able to use French 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 French grammar.

Venue : St. Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsim Sha Tsui)

Date : Tuesdays & Thursdays, 6.30 - 8.15 p.m., commencing March 4, 1997.

32 meetings (56 hours)

Fee : \$2,000

Students who complete Level 2 successfully can take Level 3 on Tuesdays & Thursdays at St Mary's College in Autumn 1997.

8157. 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 will :

- be able to compose simple texts;
- be able to read simple French texts;
- know more about French 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 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)

Date : Mondays & Wednesdays, 6.30 - 8.30 p.m., commencing March 3, 1997.

32 meetings (64 hours)

Fee : \$2,600

Certificate Programme in Spanish Language

8158. 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)

Date : Tuesdays & Thursdays, 6.30 - 8.15 p.m., commencing March 4, 1997.

32 meetings (56 hours) Fee : \$1,850

Students who complete Level 1 successfully can take Level 2 on Tuesdays & Thursdays at St Mary's College in Autumn 1997.

8159. 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)

Date : Mondays & Wednesdays, 6.30 - 8.15 p.m., commencing March 3, 1997.

32 meetings (56 hours) Fee : \$2,000

Students who complete Level 2 successfully can take Level 3 on Mondays & Wednesdays at St Mary's College in Autumn 1997.

8160. 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)

Date : Tuesdays & Thursdays, 6.30 - 8.30 p.m., commencing March 4, 1997.

32 meetings (64 hours) Fee : \$2,600

GEOGRAPHY & GEOLOGY

Lecturer in charge : T.M. Kwong

Telephone: 2975 5660
2975 5668

8185. 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 : H.K.U (To be confirmed)

Date : Wednesdays, 7.00 - 8.30 p.m., commencing
February 26, 1997

Fee : \$480

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.



In May '96 SPACE moved into brand new headquarters

EARLY ENROLMENT IS ESSENTIAL

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

HEALTH CARE / NURSING STUDIES

Lecturer in charge : Moses Tse
Tina M.Y. Ng
Gemma K.C. Wong
Coordinator : Moyna E.L.S. Loong

Telephone . 2975 5687

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.

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 three (3) different modes of therapeutic intervention 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, 9:15 a.m. - 12:15 p.m., commencing February 24, 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.

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., commencing February 24, 1997

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.

Essentials of Nursing Research

Objectives

Upon successful completion of program, the learner will be able to:

1. discuss the principles of 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 February 25, 1997

16 meetings

Fee : \$3,000

Entry Requirement

Nurses (general or psychiatric) registered with the Nursing Board of Hong Kong.

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 : Tuesdays, 6:00 - 8:00 p.m., commencing September 16, 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.

SHORT COURSES

8501. Principles of Management in Nursing for Enrolled Nurses

In recent years, changes in health care services in Hong Kong have led to the changing role of nurses. Nurses are required to participate in policy planning and act as resource persons. In order to promote better understanding among different parties at ward level, having knowledge on management skills will 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 their day to day clinical practice. It will be particularly appropriate for those Enrolled Nurses working in hospitals, clinics and especially those working in Nursing homes and community agencies.

Enrolment is limited to 40

Tutors : This course is taught by experienced nurse managers, nursing officers and academics.

Venue : Upper Lecture Theatre, Li Shu Fan Building, 5 Sassoon Road, Pokfulam, Hong Kong

Date : Fridays, 6:00 - 9:00 p.m., commencing February 21, 1997

14 meetings

Fee: \$2,200

Medium of Instruction: Cantonese supplemented with English

8503. 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. This programme is a collaboration with Fung Yiu King Hospital.

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

Course co-ordinator : Ms Gemma Wong

Tutors : A panel of tutors

Venue : Middle Lecture Theatre, Li Shu Fan Building, 5 Sassoon Road, Pokfulam, Hong Kong.

Date : Mondays, 6:00 - 8:00 p.m., commencing January 20, 1997

20 meetings

Fee : \$2,600

Medium of Instruction: Cantonese supplemented with English

8504. Health Education And Health Promotion For Nurses

General Aims

In view of changes in social environment, health care policy, disease patterns and the relative failure of curative medicine to significantly reduce morbidity and mortality rate, it is mandatory to put more emphasis on preventive measure. Health education and health promotion are components of this preventive approach. The course aims to enable participants to acquire knowledge and skills in the principles of health education and health promotion, so they can work more effectively as educators in various situations including clinical, school and community settings.

Objectives

Following successful completion of this course, participants will be able to:

1. discuss the basic concept of health education and promotion and its application to nursing;
2. identify the major determinants that affect health status;
3. compare and contrast various approaches to health promotion;
4. analyze described methods of communication and their contribution to health promotion;
5. critically discuss the teaching role of nurses in health education and promotion;
6. apply strategies and methods to health promotion;
7. evaluate health education or promotion programme.

Enrolment is limited to 40

Tutor : Ms Anita Y.L. Li, RN(HK), RM(HK), RN(NSW), B.Nurs (Australian Catholic University), M.P.H. (NSW)

Venue : Middle Lecture Theatre, Li Shu Fan Building, 5 Sassoon Road, Pokfulam, Hong Kong

Date : Fridays, 6:00 - 9:00 p.m., commencing February 21, 1997

14 meetings

Fee : \$2,500

Medium of Instruction: English supplemented with Cantonese

8505. Communication Skills in Written English for Nurses

General Aims

The amount of written workload required of nurses is increasing, whether it be short memos or long reports in English. There is a need for nurses to improve their English writing skills if they are to carry out some of their work requirements more efficiently and effectively. The course aims to help participants, especially newly registered nurses, in techniques of writing English with relevance to the nursing environment. A large number of the tasks are related to clinical situations in hospitals and health care institutions. The course material is stimulating and realistic. In addition to lectures, the course will also adopt a workshop approach for students to collaborate and work together. There will be plenty of opportunities in class to integrate language points with guided writing tasks. Class feedback will highlight common errors and show participants how to correct them.

Objectives

Effective writing in English requires many years of learning and practice. The course is part of a long-term and on going process of improving one's skills in this respect. On completion of this course, participants will be able to:

1. better organize and structure compositions;
2. improve on writing techniques;
3. improve on clarity of expression;
4. use the appropriate tone and formality;
5. improve on grammatical accuracy;
6. build up medical terminology and vocabulary;
7. write with confidence and competence.

Course Content

1. notes and memos;
2. formal letter writing
 - letters of enquiry
 - letters of request
 - letters of complaint and apology;
3. report writing
 - incident reports
 - statements;
4. writing objectives, action plans and success criteria for nursing process and performance;
5. writing performance appraisals and references;
6. summaries;
7. proposals.

Enrolment is limited to 25

Tutor : Mrs. Bernadette Stoneman, SRN (UK), D.N.A., RSA Cert. in TEFLA, M.A. in Applied Linguistics

Venue : SPACE Town Centre, Shun Tak Centre (To be confirmed)

Date : Thursdays, 9:00 a.m. - 12:00 noon, commencing June 5, 1997

10 meetings

Fee : \$2,200

Medium of Instruction : English

8506. Practical English for Nurses

General Aims

This course is intended for practising nurses who did not train in English. The aims are to improve students' level of English within the area of their profession, so that they gain confidence in using English in their everyday work. The course focuses on the skills of speaking and listening. There are many role plays and simulated situations, and students must be willing to participate in class activities.

By the end of the course, participants should be able to use English clearly when:

- admitting patients and taking case histories;
- giving directions;
- giving instructions;
- giving explanations;
- making persuasions and giving advice;
- taking and giving telephone messages;
- describing drugs, dosage and side effects.

Enrolment is limited to 30

Tutor : Mrs. Bernadette Stoneman, SRN (UK), D.N.A., RSA Cert. in TEFLA, M.A. in Applied Linguistics

Venue : SPACE Town Centre, Shun Tak Centre (To be confirmed)

Date : Fridays, 9:00 - 11:00 a.m., commencing June 6, 1997

15 meetings

Fee : \$1,800

Medium of Instruction: English supplemented with Cantonese

Entry Requirements

Practising nurses, pupil/student nurses may also apply.

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.

8190. 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) 灰窯製造業；(十) 最新科學古物鑑定；(十一) 考古遺址。並參觀考古學會發掘過程，及安排參與實習。(限收二十二人)

主 講 人：盧金球先生 B.A.(Lingnan), (香港考古學會主席)
地 點：市區中心 18 室 (信德中心西翼九樓)
時 間：一九九七年二月十七日起每星期一下午六時至七時三十分
全期學費：五百八十元 (共十二講及二次野外實習。野外實習之交通費由學員自付)

8191. 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 18 室 (信德中心西翼九樓)
時 間：一九九七年二月十九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)

8192. 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 18 室 (信德中心西翼九樓)

時 間：一九九七年五月十九日起每星期一下午六時至七時三十分
全期學費：四百八十元 (共九講及二次實地考察。實地考察之交通費由學員自付)

8193. 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。四十歲以上的人士，亦可藉此課程重溫舊夢，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 18 室 (信德中心西翼九樓)
時 間：一九九七年五月二十八日起每星期三下午六時十五分至七時四十五分
全期學費：四百二十元 (共八講及一次實地考察。實地考察之交通費由學員自付)

8194. 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 and Hong Kong 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 May 17, 1997

10 meetings & 1 Field Trip

Fee : \$440

8200. 雜誌編輯 (Magazine Editing)

雜誌的編輯，是專門的學問，是一種藝術，是一項管理學。雜誌的編輯，更是作家與讀者的橋樑；小至團體學校的刊物，大至銷路廣闊的雜誌，其成功與否，都倚賴編輯們的修養。本課程將兼顧以下的重點：專業守則與品質控制的關係；報紙、雜誌、畫報編輯的分野及特點；讀者心理和編輯風格的建立；刊物文字規範化的理論和實踐；文字編輯和美術編輯的角色分工；標題的控制、資料選輯和撰稿規格；紙張、製版、分色、印刷原理和運用介紹；版面設計、字體研究、電腦輔助編務；編輯工作的責任感和時間控制。

主 講 人：何良懋先生（資深報刊編輯、大學新聞系兼任講師）

地 點：香港大學本部大樓 122室

時 間：一九九七年二月廿八日起每星期五下午七時十五分至九時十五分

全期學費：三百元（共七講）

8201. 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、廣告及美術而有意於探求電腦輔助設計的工作者而設。雖則課程未有安排任何的課堂實習，但學員須呈交家課多份，以備考核及展覽之用，故此希望學員能自備電腦及每週花費不少於五小時的實習時間。導師亦會在適當時為學員提供電腦輸出的服務及參觀。課程內容包括：電腦美術設計的硬件及軟件；電腦視窗（Windows）的工作環境及其操作；電腦字形系統的應用；Corel Draw的應用；Picture Publisher的應用；及輸出的過程及其質量控制。

（限收三十人）

主 講 人：袁振光先生 B.Sc.(CUHK), Cert.Ed.(HK),
MHKCS, MIEEE

袁達雄先生 B.Sc.(CUHK)

地 點：香港大學本部大樓 122室

時 間：一九九七年五月二日起每星期五下午七時十五分至九時十五分

全期學費：二百四十元（共六講）

8202. 製作教學錄像節目之理論與技巧 (Introduction to Making Educational/ Instructional Video)

為工商，教育，文化，新聞等行業提供的基本訓練課程，研究利用攝錄機拍攝簡單而有效的錄像節目，以供訓練員工，學生之用。內容包括：（一）錄像之歷史，流通及特色；（二）教育vs娛樂；廣播vs狹播；（三）錄像與學習；（四）系統式製作原理；（五）基本技術知識；（六）基本攝錄語言；（七）剪接，構圖，燈光，音響；（八）數碼錄像及剪接簡介。

主 講 人：容若愚先生 M.Ph.(Comm., CUHK), B.Ed.(Lond.),
S.T.B.(Rome), Cert.Comm.Arts(UK)

地 點：市區中心 16室（信德中心西翼九樓）

時 間：一九九七年六月二日起每星期一下午六時三十分至八時三十分

全期學費：三百四十五元（共六講）

8203. 電影及錄影藝術欣賞：理論研討 (Film & Video: Art Appreciation)

本課程著重以不同的角度去探討一部電影的各個層面，內容包括：（一）歷史與技術演變的關係；（二）敘事形式與非敘事形式；（三）時空交錯的場面調度；（四）語言、映象與聲音的表達；（五）電影與文學。課程除講授外，並輔以影片及電視錄影作參考觀賞，適合一般對電影及錄影有普遍程度認識的人仕參加。

（限收三十四人）

主 講 人：貝格理(Gary Pollard)先生 TV producer/reporter
for the award winning "Here & Now"
program, scriptwriter for "Legacy"

王璐德女士 Director of the program "Legacy"
BEST INTERNATIONAL TV DRAMA
(San Francisco Film Festival, 1991)

黎秋華先生 Executive producer at R.T.H.K.

講授語言：粵語為主

地 點：市區中心 16室（信德中心西翼九樓）

時 間：一九九七年三月一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（共十講）

8204. 錄影製作室 (Video-making Workshop)

本課程完全著重實習，內容包括：（一）故事大綱；（二）題材討論；（三）劇本編寫；（四）角式選取；（五）工作崗位；（六）實地拍攝（燈光/收音/攝影/演戲）；（七）美術字幕；（八）剪輯實習；（九）配音配樂。各學員都可親手完成一部作品，由寶戰中吸收寶貴的製作經驗，對照理論，反思原理。務求使理論與實際互相配合，歡迎對電影藝術及電影製作過程有興趣人仕參加。

（限收廿四人）

主 講 人：貝格理(Gary Pollard)先生 TV producer/reporter
for the award winning "Here & Now"
program, scriptwriter for "Legacy"

王璐德女士 Director of the program "Legacy"
BEST INTERNATIONAL TV DRAMA
(San Francisco Film Festival, 1991)

黎頌圖先生（錄像工作者）

黎秋華先生 Executive producer at R.T.H.K.

講授語言：粵語為主

地 點：市區中心 16室（信德中心西翼九樓）

時 間：一九九七年五月廿四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（共十講）

8205. 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：一九九七年二月廿八日起每星期五下午八時十分至九時五十五分
全期學費：四百元(共十講)

Courses offered in August 1997 (Nos: 651 to 657)

The following 7 courses will be offered in the Autumn Term 1997. Applicants for these courses must add "(97/98)" after the course number in the enrolment form for identification purpose.

651 (97/98). 人際關係與人際溝通 (Inter-Personal Relationships in Human Communication)

本課將以「相互觀察與糾正小組」方式學習人際關係的理論。內容包括：人際溝通技巧與理論，人際間的隔膜，家庭成員的二十種溝通技巧，面談的理論及技巧等等。

整個課程著重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。(截止報名日期：八月五日，限收二十人)

主 講 人：陳毓祥博士
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)
全期學費：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 (97/98). 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。(截止報名日期：七月廿九日，限收二十人)

主 講 人：陳毓祥博士
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)
全期學費：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)

653 (97/98). 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*

Reference: Corey G. Group: Process & Practice. (Calif: Brooks/Cole, 1977)

Tutor: Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue: Briefing Lecture:
Room 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. on August 16, 1997 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

Medium of instruction: Cantonese and some English

Closing date for applications: July 22, 1997

30 Lecture hours

Fee: \$1,160, including board & lodging charges

654 (97/98). 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*

Reference: Ivey A. & Authier J. *Microcounselling*. (Illinois: Charles C. Thomas., 1978)

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room 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)

Medium of instruction: Cantonese and some English

Closing date for applications: July 22, 1997

30 Lecture hours

Fee: \$1,160, including board & lodging charges

655 (97/98). 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*

Reference : Buzan T. *The Mind Map Book* (London: BBC Publishing, 1995)

Medium of instruction: Cantonese and some English

Closing date for applications: July 23, 1997

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

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

656 (97/98). 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*

Medium of instruction: Cantonese and some English

Closing date for applications: July 29, 1997

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room 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

657 (97/98). 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.

Enrolment is limited to 20

Medium of instruction: Cantonese and some English

Closing date for applications: August 14, 1997

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc.,
M.A.(Ed), M.A.(Clin.Psy), Ph.D.

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

8206. 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：一九九七年二月廿四日起每星期一下午六時三十分至九時

全期學費：四百五十五元 (共八講)

8207. 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：一九九七年二月廿五日起每星期二下午六時至七時三十分

全期學費：三百一十五元 (共八講)

8208. 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：一九九七年四月廿二日起每星期二下午六時至七時三十分

全期學費：三百九十元 (共十一講)

8209. 廣告與顧客行為 (Advertising and Consumer Behaviour)

廣告與顧客行為分析均為市場策略訂定時的重要工具。從明瞭顧客為何要購買何種產品，到滿足其需要過程當中，可以試測到廣告活動能否奏效。並可從各種不同之顧客群中，進行市場分割，使選擇出一個最適合自己產品的顧客群，而令此產品的成功率達到最大。本課程會介紹顧客的種類，顧客行為調查，消費者之需要及其購買動機，並從社會上各種差異，如文化、經濟等來分類顧客群，廣告如何利用調查資料來刺激購買動機等。

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：一九九七年二月廿七日起每星期四下午六時三十分至八時

全期學費：三百元 (共七講)

8210. 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：一九九七年三月六日起每星期四下午八時三十分至十時
全期學費：三百四十五元(共八講)

8211. 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：一九九七年五月八日起每星期四下午八時三十分至十時
全期學費：五百元(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4x5相機系統，(二)專業彩色及黑白沖晒技巧包括彩色自動沖機、幻燈片直接晒相及可變反差黑白放大，(三)影樓燈光系統及特性，(四)濾色片與廣告照片之配合，(五)測光系統，(六)專業鏡頭及特殊攝影配件，(七)背景前投式幻燈機操作，(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)

8212. 一九九七年二月廿四日起每星期一下午七時三十分至九時三十分

Courses on computer-aided art design, counselling & therapy, photography are also on pp.16, 19, 67, 177-179

全期學費：一千元(共十講)

8213. 一九九七年二月廿八日起每星期五下午七時三十分至九時三十分

全期學費：一千元(共十講)

8214. 一九九七年三月一日起每星期六下午四時三十分至六時三十分

全期學費：一千元(共十講)

專業及廣告攝影課程(中級班)(Photography for Professionals & Advertising-Intermediate Course)

本課程適合具有攝影基礎人仕修讀(如已修讀初級班課程)。課程注重介紹商業攝影技巧及方法，使晉身攝影助手、攝影師及開設影樓等職業攝影工作，課程包括(一)4x5大型相機及商品攝影，(二)專業黑房沖晒技巧，(三)專業婚紗、人像及時裝攝影，(四)室內設計及建築職業攝影技巧，(五)舞台表演攝影，(六)海報、書面、明信片、月曆等插圖攝影，(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)

8215. 一九九七年五月十二日起每星期一下午七時三十分至九時三十分

全期學費：一千零八十元(共十講)

8216. 一九九七年五月十六日起每星期五下午七時三十分至九時三十分

全期學費：一千零八十元(共十講)

8217. 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：一九九七年二月十八日)

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：一九九七年三月八日起每星期六下午二時至四時

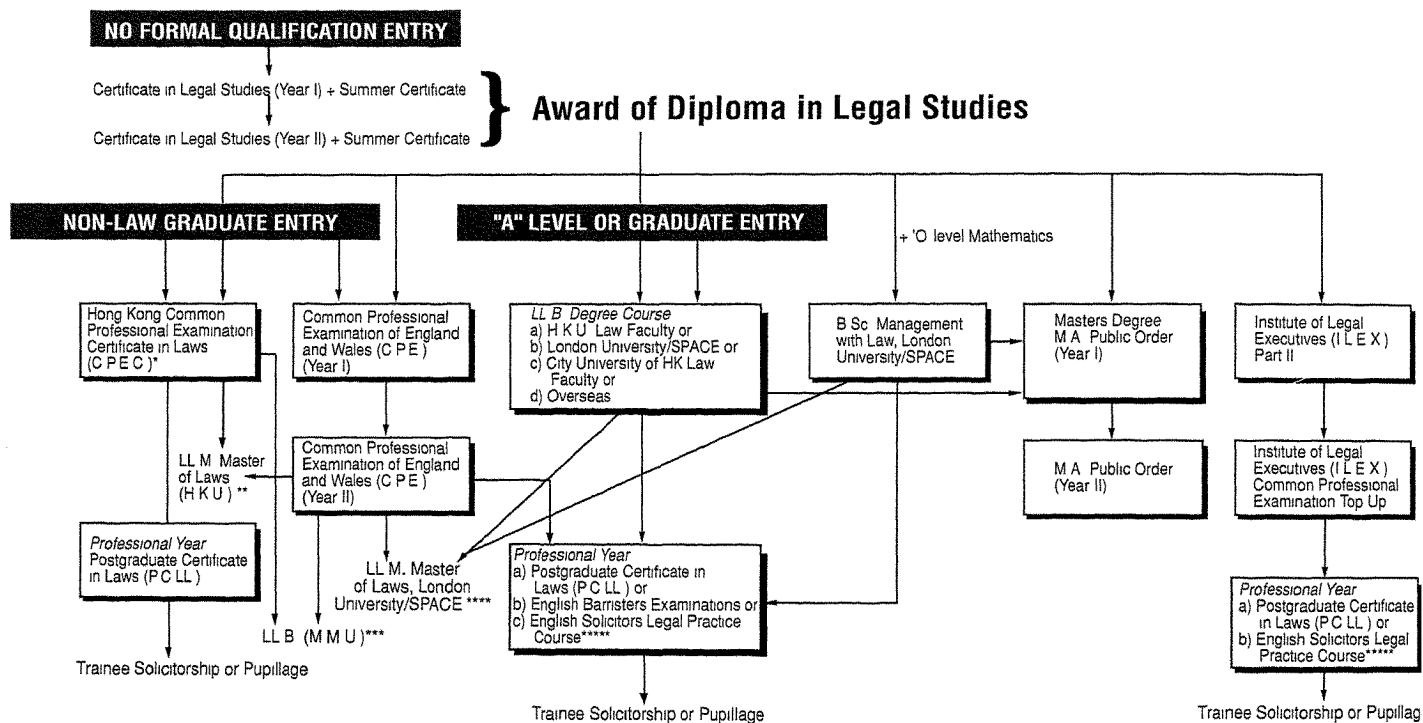
全期學費：二千四百元(共二十講)

LAW

Lecturers in charge : B.L. Davies
 M.J. Fisher
 C.J. Petersen
 Tutors : Michelyne E. Callan
 Tracey Fielding

Telephone: 2975 5721

ROUTES TO LAW QUALIFICATIONS



* One-year full-time course offered at H K U Law Faculty/SPACE
 ** Two-year part-time course offered at H K U Law Faculty
 *** One-year part-time /distance learning course offered at SPACE
 **** Two-year part-time course offered at SPACE
 ***** One-year full-time or two-year part-time course in England

Courses Requiring No Formal Qualifications

DIPLOMA IN LEGAL STUDIES (DEGREE ACCESS PROGRAMME BY PART-TIME STUDY) 1997-8 (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 the law. Compulsory Law Skills components are designed to improve students' communication and examination skills. The provision of extensive course materials and regular classes together with compulsory written assignments throughout the programme are directed at educating students to a level where they can successfully progress to further legal qualification.

The Diploma is a block-building, accumulation programme enabling students to leave the programme at various exit points in year one or year two.

The Institute of Legal Executives has undertaken the writing of new course materials for the SPACE Diploma in Legal Studies so that the course is now based on the provisions of Hong Kong law and Hong Kong legal practice.

PROGRAMME STRUCTURE

The Diploma is a **two-year, part-time** programme. It consists of four certificate courses taken over two academic years of study and includes two Summer certificates.

Year I:

Certificate in Legal Studies I (Course No. 702)

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 (Course No. 703)

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 II (Course No. 704)

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 (Course No. 705)

At the end of Year II successful students will be awarded two Certificates: the **Certificate in Legal Studies II** and the **Certificate in Introduction to the Chinese Legal System**.

On successful completion of all four certificates students will be awarded the **Diploma in Legal Studies**.

MODES OF ASSESSMENT

Certificate in Legal Studies courses will be assessed on the following basis:

Law I & II	: Written Examination	75%
	Assignments	25%
Practice I & II	: Written Examination	75%
	Assignments	25%

Summer Certificates will be assessed on the basis of written assignments only.

Certificates and the Diploma are graded on the following basis:

Pass	40 - 54%
Credit	55 - 64%
Distinction	65 %+

The award of the Diploma in Legal Studies will be based on accumulated examination and assessment performance over the four Certificates. The Diploma award will be calculated on the following weighted formula:

Certificate in Legal Studies - Year I	40%
Summer Certificate - Year I	10%
Certificate in Legal Studies - Year II	40%
Summer Certificate - Year II	10%

Course Assignments: Compulsory course assignments will be set in each component of the programme and will contribute towards the final assessment grade.

Attendance: Attendance at classes is encouraged. Students should normally attend 70% of Certificate classes to be eligible for the award of each Certificate.

Examinations: Examinations consists of one three-hour paper in Law and two two-hour papers in Legal Practice each year.

Examinations are held twice each year, in May and August. Entry forms will be provided by the University.

TIMETABLE

The **Certificate in Legal Studies I** will commence on Tuesday, September 30, 1997, 6.30 - 9.30 p.m. Lecture Theatre 1, Library Extension Building, H.K.U., Pokfulam Road, H.K.

Classes will usually be held every Tuesday and some Thursdays from September to May. A full timetable will be distributed in 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. The qualification is also accepted for entry to many other University of London degree programmes. Students who complete the certificate 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. The qualification will assist applicants provided they are over 25 at the time of application;
- to apply for many full-time law degree programmes overseas; and
- to enter **Part II of the Institute of Legal Executives Certificate programme** (passes in Certificates in Legal Studies I and II satisfies Part I) with a view to taking the Institute's examinations thereby enabling students to qualify ultimately as solicitors.

In addition to the above, if students complete the Summer Certificates and obtain the Diploma in Legal Studies they are eligible:

- for entry to the **University of Leicester Master of Arts in Public Order**. This is a two-year, part-time programme offered in association with SPACE;
- 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;

- 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; and
- for entry to the **Bachelor of Arts (Library and Information Science) degree of the Charles Sturt University** and will receive credits for eight subjects out of twenty-four subjects in the B.A. course. This programme is also offered in association with SPACE.

Additionally, Diploma holders have a limited right of audience to appear before a District Judge in the District Court and before a Master in the High Court and may call themselves "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.

For **academic and enrolment enquiries**, please contact Ms Helen Wu.

The Law Section, SPACE, 10/F T.T.Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong. Telephone 2975 5721, Facsimile 2546 0295.

Course Fees: The course fee for the **Certificate in Legal Studies I** is HK\$8,750. Cheques should be made payable to "The University of Hong Kong" and submitted together with the application for enrolment.

For students who enrol on the Summer course in 1998, the course fee will be \$850.

This is an extremely popular course and early enrolment is recommended.

Degree Courses

UNIVERSITY OF LONDON LL.B. DEGREE REVISION COURSES (Course Nos. 8240-8251)

Revision courses for candidates sitting the University of London LL.B. and other similar examinations will be offered in March/April 1997. They will be taught mainly by lecturers invited from the United Kingdom.

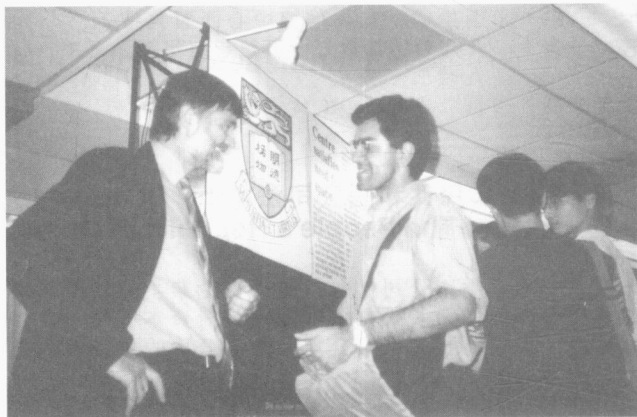
The courses offered will be in:

- | | |
|-----------------|---------------------------------|
| Course No. 8240 | Constitutional Law |
| Course No. 8241 | Criminal Law |
| Course No. 8242 | Elements of the Law of Contract |

Course No. 8243	English Legal System
Course No. 8244	Evidence
Course No. 8245	Land Law
Course No. 8246	Law of Tort
Course No. 8247	Law of Trusts
Course No. 8248	Company Law
Course No. 8249	Family Law
Course No. 8250	Jurisprudence and Legal Theory
Course No. 8251	Succession

Course Fee: \$1,250 (per subject)

Please write in for details enclosing a stamped self-addressed envelope.



You may learn more about the School's programmes at the University of London Open Day (see page viii for details)

Professional Courses

SPACE operates 4 major professional courses: the C.P.E.; the C.P.E.C.; the P.C.LL.; and the Institute of Legal Executives' course. The C.P.E. and C.P.E.C. are offered to graduates in non-law disciplines and represent the academic stage of their legal training. The P.C.LL. is offered to law graduates and C.P.E. or C.P.E.C. holders and represents the professional stage. In the great majority of cases applicants for the courses would be intending a career in law or at least, qualification as a lawyer. For those seeking a non-graduate career in law, the Institute of Legal Executives' Part II Certificate course is operated jointly by the Institute and SPACE. The Institute's Part II courses are open to all those who have successfully completed the Year II Certificate in Legal Studies or Diploma in Legal Studies.

HONG KONG COMMON PROFESSIONAL EXAMINATION CERTIFICATE IN LAWS (C.P.E.C.) 1997-8 (Course No. 8003)

The Hong Kong Common Professional Examination Certificate in Laws (the "C.P.E.C.") is a full-time, one-year programme leading to a joint award of the University of Hong Kong Faculty of Law and the School of Professional

and Continuing Education (SPACE). The C.P.E.C. is designed for graduates in non-law disciplines who wish to qualify as solicitors or barristers in Hong Kong without completing a three-year LL.B. course. C.P.E.C. students study six law subjects during the academic year: Constitutional and Administrative Law; Contract; Tort; Criminal Law; Trusts; and Land Law. Candidates who successfully complete these six subjects are awarded the C.P.E.C. and become eligible for two special summer courses in Business Associations and Evidence. 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, 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 1996-7 Hong Kong C.P.E.C. course fee is HK\$50,000. Any increase in this fee for the 1997-8 academic year will be kept to the minimum necessary to meet increased costs, and will not, in any event, exceed the rate of inflation.

COMMON PROFESSIONAL EXAMINATION (C.P.E.) OF ENGLAND AND WALES REVISION COURSES 1996-7 (Course Nos. 8252-8257)

Revision courses for candidates sitting the C.P.E. examinations of Manchester Metropolitan University will be offered in March/April 1997.

These courses will be taught by lecturers from the Manchester Metropolitan University.

The courses offered will be in:

- Year I : Course No. 8252 - Constitutional and Administrative Law
- Course No. 8253 - Law of Contract
- Course No. 8254 - Law of Tort

Year II Course No 8255 - Criminal Law
Course No 8256 - Equity & Trusts
Course No 8257 - Land Law

Course Fee \$1,250 (per subject)

Please write in for details enclosing a stamped self-addressed envelope

COMMON PROFESSIONAL EXAMINATION (C.P.E.) OF ENGLAND AND WALES 1997-8

The brochure for this course will be available at SPACE, 10/F, T T Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong from March, 1997

MANCHESTER METROPOLITAN UNIVERSITY LL.B. DEGREE (FOR C.P.E./C.P.E.C. HOLDERS) REVISION COURSES 1996-7 (Course No. 8258-8260)

Revision courses for candidates sitting the MMU /LL B examinations in 1997 will be offered in March to May 1997

Course No 8258 - Commercial Law
Course No 8259 - Fiscal & Competitive Activities Regulation
Course No 8260 - Intellectual Property Law

Course Fee \$1,300 (per subject)

Please write in for details enclosing a stamped self-addressed envelope

MANCHESTER METROPOLITAN UNIVERSITY LL.B. DEGREE COURSE 1997-8

The brochure for this course will be available at SPACE, 10/F, T T Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong from March, 1997

THE POSTGRADUATE CERTIFICATE IN LAWS (P.C.LL.) 1997-8

The brochure for this course will be available at SPACE, 10/F, T T Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong from March, 1997

Law for Laymen

8261. 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、土地契約條款、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、信託證明書等。基本認識地產發展有關之法律問題、例如收地、填地、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 一九九七年二月 十五日起每星期一 下午八時至九時三十分
全期學費 四百二十元 (共十講)

8262. 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 一九九七年五月六日起每星期一 下午八時至九時四十五分
全期學費 一千元 (共十講)

8263. 中華人民共和國城市房地產管理法 (Administration of Urban Property Law of the People's Republic of China)

課程主要講解中國土地使用權取得方式、房地產開發、房地產轉讓、房地產按揭、房屋租賃及房地產權屬登記管理等。

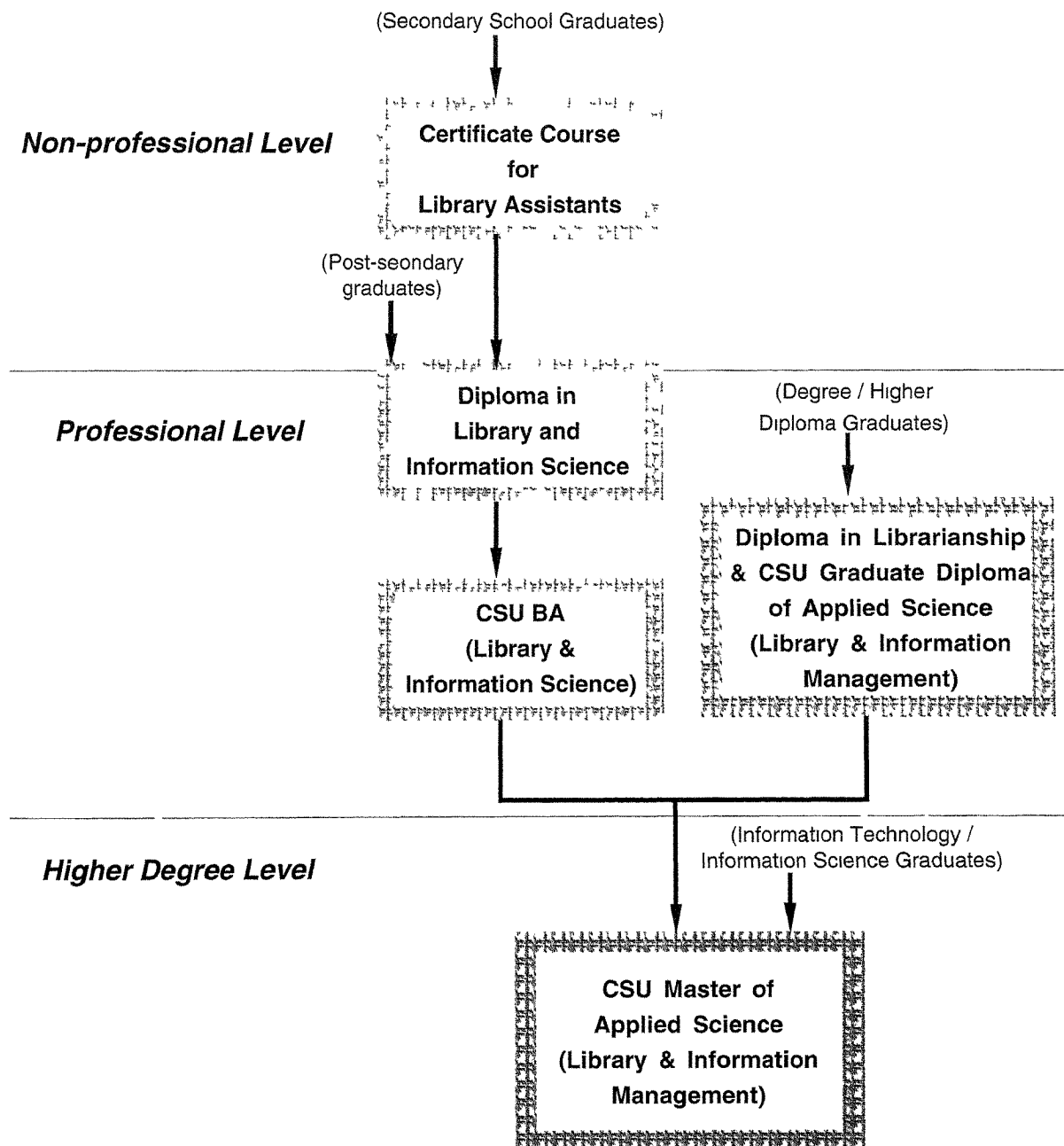
主 講 人 李曙峰先生
地 點 市區中心17室(信德中心西翼九樓)
時 間 一九九七年七月 十 日起每星期一 下午八時至九時四十五分
全期學費 一千元 (共十講)

LIBRARIANSHIP

Lecturer in charge FT Chan

Telephone 2975 5619

Library & Information Science Education Opportunities at SPACE



CSU - Charles Sturt University (Australia)

39. 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 germane 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.

Two papers from one of the following specialization:

Library Services:-

- Collection Assessment (LSC503)
- Information Services to Business and Industry (LSC508)

Library Management:-

- Information Personnel Management (LSC505)
- Sources of Power and Funding (LSC506)

Information Management:-

- Strategic Information Management (ITC501)
- Artificial Intelligence and Expert Systems (ITC561)

One compulsory paper:

- Readings in Information Studies (INF501)

One elective paper selected from the following subjects:

- Preservation of Information Resources
- Trends in Technical Services
- Collection Assessment
- Information Services to Business and Industry
- Information Personnel Management
- Sources of Power and Funding
- Strategic Information Management
- Artificial Intelligence and Expert Systems

(These subjects might not be all available)

STUDY SCHEDULE

Students will study one subject in each session.

<u>Session</u>	<u>Date</u>
1	Feb - Jun
2	Jul - Nov
3	Dec - Feb
4	Feb - Jun

The normal duration for completion is 18 months.

ADMISSION REQUIREMENTS

Applicants should have:

- a) an approved graduate diploma in the areas of library and information Management; and
- b) 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.

FEE

The tuition fee is HK\$37,600 in 1997, to be paid in two installments (HK\$18,800 each in Feb and Sep). Students can apply for a Library card of HKU by paying the annual library charge.

APPLICATION

Applicants must enclosed photostat copies of appropriate certificate along with the special application form. (Attn: Miss Roseanne Ko, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong). Please note that the course fee will only be collected from those successful applicants after the selection process. The closing date for application is 18 December 1996. Late applications will be considered if there are still vacancies.

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).

42. Diploma in Librarianship

Applications are invited from persons interested to study a three-year part-time course leading to a "Diploma in Librarianship" award. This is the seventh intake of the 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 during 1990-96. A renewal of the accreditation is being sought.

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.

	Tentative schedule
Paper I - The Information Society	(3/97 - 6/97)
Paper II - Organising Information	(7/97 - 10/97)
Paper III - Information Sources and Services	(12/97 - 2/98)
Paper IV - Information Technology in Libraries	(3/98 - 6/98)
Paper V - Collection Development	(8/98 - 11/98)
Paper VI - Human Resources Management in Libraries	(12/98 - 2/99)
Paper VII & - Research Evaluation	(3/99 - 6/99)
Paper VIII 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	(8/99 - 11/99)

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.

FEE

A fee of \$19,000 per year to be paid in full at the beginning (Jan/Feb) of each academic year.

STARTING DATE

February, 1997. Most meetings will be arranged on Tuesdays & Thursdays, 6:00 - 8:00 p.m. Some Saturday mornings, weekday evenings, and day-release intensive meetings will also be scheduled as necessary.

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

Applicants must enclosed photostat copies of appropriate certificate along with the special application form (Attn: Miss Edith Au, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong). Please note that the course fee will only be collected from those successful applicants after the selection process. The closing date for application is 18 December 1996. Late applications will be considered if there are still vacancies.

For enquiry: Miss Edith Au/Mr. F.T. Chan/ Tel. 2975 5619

32. Diploma in Library and Information Science

1. 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.)

2. 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

3. 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.

4. Fees

Fees should be paid annually in January. The fees for the 97-99 programme is as follows:

Year	HK\$
1997	30,000
1998	31,500
1999	33,000
TOTAL:	94,500

5. 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.

6. 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.

7. 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.

8. Timetable

The Diploma course will start in February 1997. A 3-day orientation programme is scheduled in late February or early March 1997. Further details of the teaching schedule will be announced later.

9. Application

Enrolment is limited to 50. Applicants must enclosed photostat copies of appropriate certificate along with the special application form (Attn: Miss Edith Au, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong). Please note that course fee will only be collected from successful applicants after the selection process. The closing date for application is 18 December 1996. Late applications will be considered if there are still vacancies.

For enquiry: Miss Edith Au/ Mr. F.T. Chan/ Tel. 2975 5619

Certificate Course for Library Assistants

The course is planned in co-operation with the Hong Kong Library Association and the School of Continuing Studies of the Chinese University of Hong Kong and is designed to provide a non-professional training for Library Assistants and those working in children's libraries. It is basically the same as the course (conducted in Chinese) offered by the School of Continuing Studies of the Chinese University of Hong Kong and students of both courses sit the same examination.

The course consists of four sections:

Part 1: Library Routines & Methods
No. of Meetings: 34

Part 2: General Library Principles & Practice
No. of Meetings: 16

Part 3: Children's & School Libraries
No. of Meetings: 8

Part 4: Practical Work & Visits to Libraries

Minimum Entry Qualifications: Five subjects, including English, at Grade E or above in the Hong Kong Certificate of Education or equivalent.

The next course will commence in September 1997. Applications will be invited in August 1997.

Director of Studies: Miss L.B. Kan/Wan Yiu Chuen
Miss L.B. Kan, B.Sc.(H.K.), M.A.,
M.L.S.(Calif.), Ph.D.(H.K.),
A.L.A.A., M.I.Inf.Sc.,
F.H.K.L.A.,
Hon.D.Litt.(CSU), Librarian,
HKU
Wan Yiu Chuen, B.A.(H.K.),
M.Phil.(Wales), A.L.A., Sub-
Librarian, HKU

8265. Library of Congress Classification

This course covers the basic theories and structure of the Library of Congress Classification, which originated from the United States and has become the most widely used classification scheme in university and research libraries nowadays. Examples will be taken from different classes of the scheme to illustrate the use of the classification with the application of the tables. Students will be given time to do practical work in the class.

Tutor : C.F. Lee, B.A., M.A.(H.K.), M.S.(Columbia)

Venue : HKU Campus (to be confirmed)

Date : Tuesdays and Thursdays, 6.30 - 8.30 p.m.,
commencing March 20, 1997

6 meetings

Fee : \$650



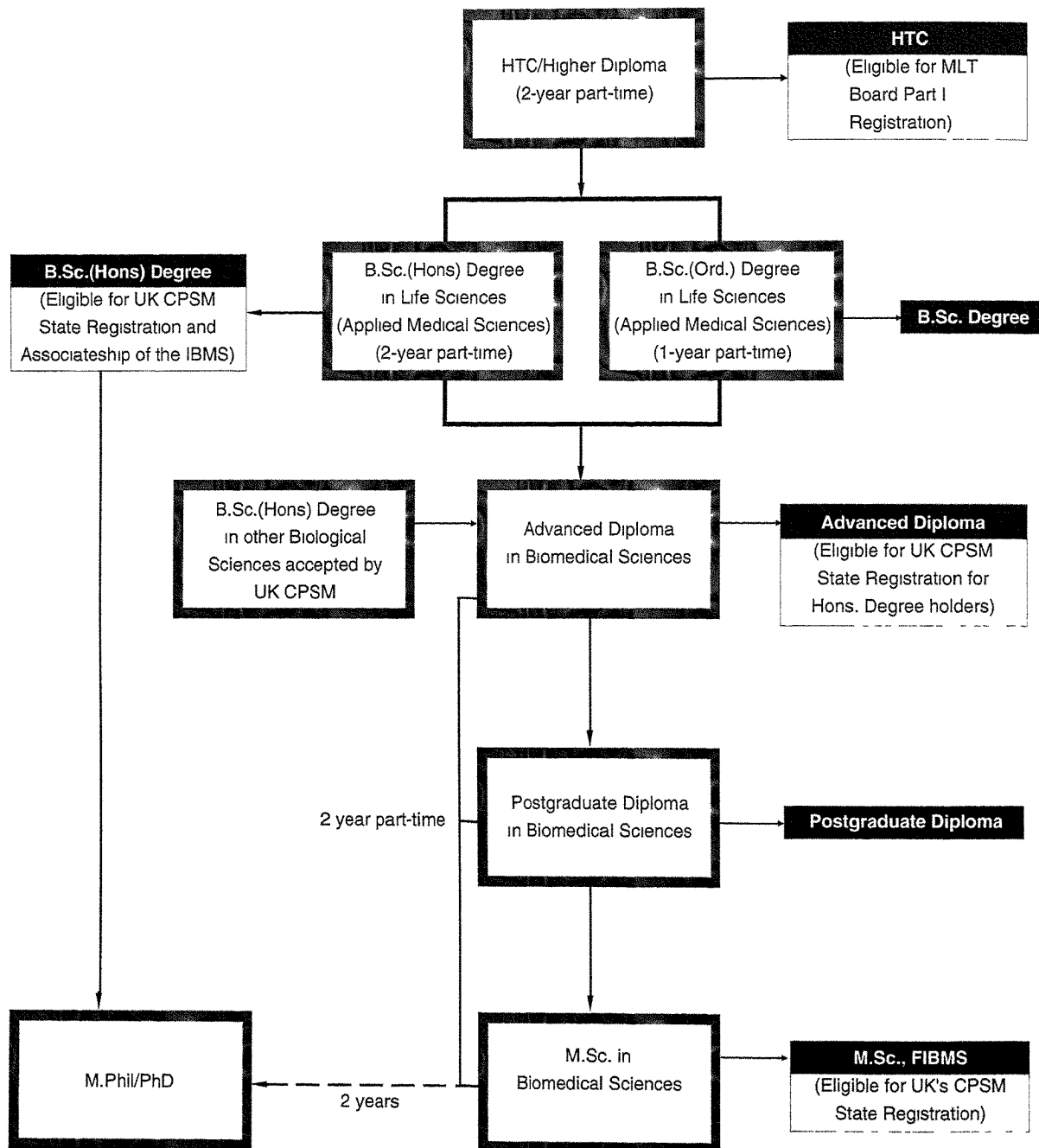
Lecturer-in-charge: F.T. Chan

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



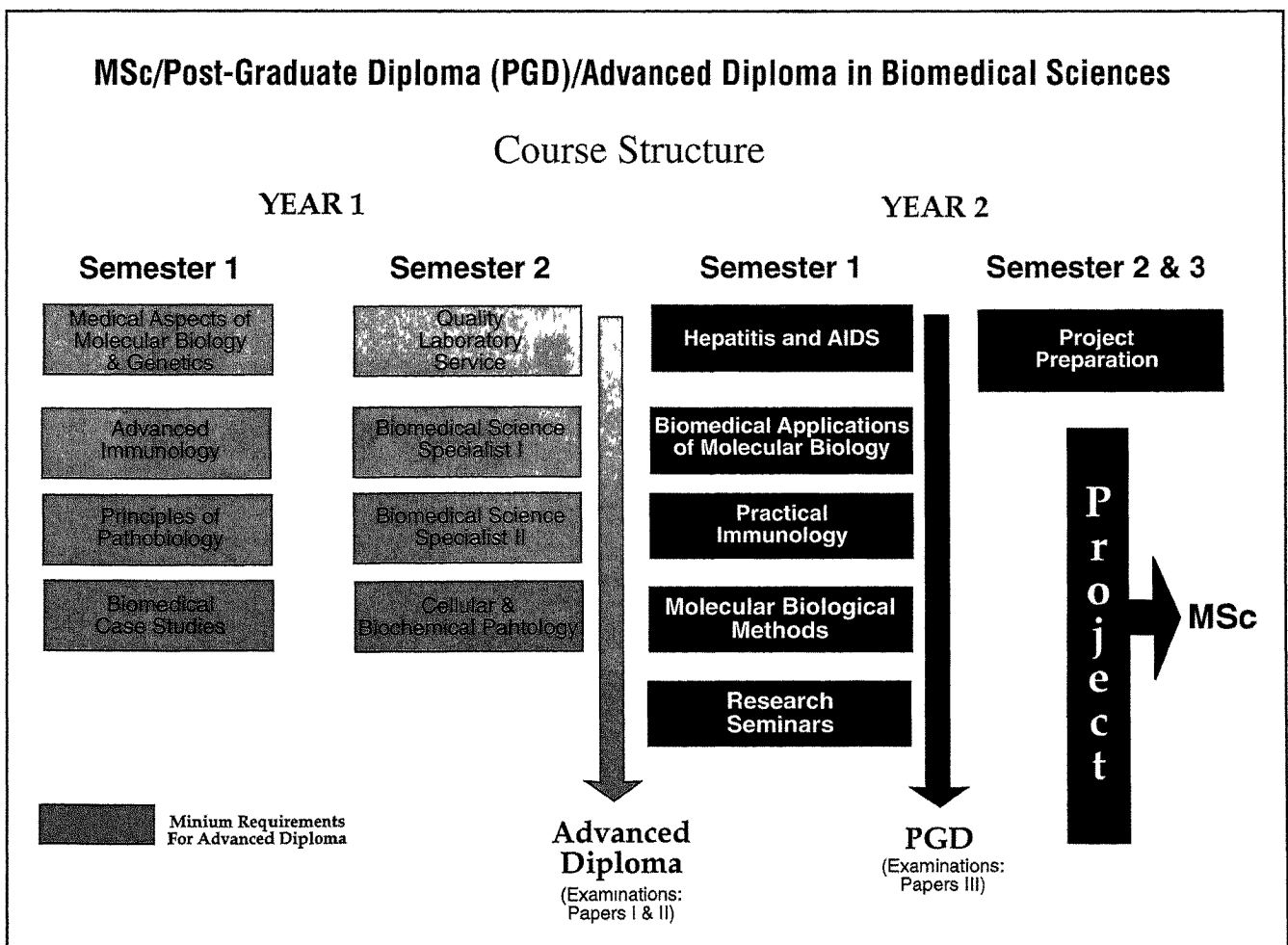
8030. B.Sc. Degree in Life Sciences (Applied Medical Sciences), Napier University

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 course work and examinations. Students who successfully obtain a pass in all modules will be awarded the B.Sc. degree. All teaching and examinations for this course will be conducted in Hong Kong. Selection of students will be on a competitive basis and places will be offered on academic merits as well as other relevant criteria. The course is offered annually and invitation for application will be advertised a few months prior to enrolment. Further details are available on request.

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 September 1997 (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, with Level 1 modules taught by local staff and Level 2 & 3 modules mainly by Music staff from Kingston University. There will be two intensive teaching blocks each year: four weeks over Easter period and eight weeks in July/August. Outside these two teaching periods, students will be given distance learning materials and students may seek tutorial support from lecturers by correspondence/Email/FAX.

Exemption will be given to those who have successfully completed the above-mentioned feeder-certificates and those who hold a Teacher's Certificate in Music or Advanced Certificate in Teacher Education in Music from a former College of Education. **Details of exemption and admission requirements (including English proficiency) are outlined below.**

Students not given exemption must take 8 modules to complete each level. Level 1 modules include Performance (Double Module), Analysis Seminar, Music History, Musicianship, Harmony & Counterpoint, Composition, and Music in Community. Level 2 includes as core modules Performance (Double Module), Period Study and Genre Study; students choose 4 module options out of the following: Composition 2, Advanced Analysis, Keyboard Improvisation, Choral Workshop & Conducting, Music Technology, Aspects of World Music, and Special Topic. At Level 3, students take Music Seminar as the core module and select a double option and the equivalent of 5 module options (combination of single and/or double modules) from the following: Performance 3 (double module), Composition 3 (double module), Dissertation (double module), Pedagogy Project (double module), Musical Cognition, Music and Ideas, Professional Music Workshop, Music Technology, Choral Workshop & Conducting, Aspects of World Music, and Special Topic.

Assessment at each level is by coursework and examination.

Students will have access to the Hong Kong University's Music Library. However, students are expected to purchase copies of certain books and scores as directed by the teaching staff from time to time. Illegal photocopying is strictly forbidden.

The **Diploma in Higher Education (DipHE)** is awarded to those who have successfully completed Level 2 but not Level 3 of the course.

The **Honours Degree** is classified as follows:

- First Class
- Second Class, Upper Division (Iii)
- Second Class, Lower Division (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

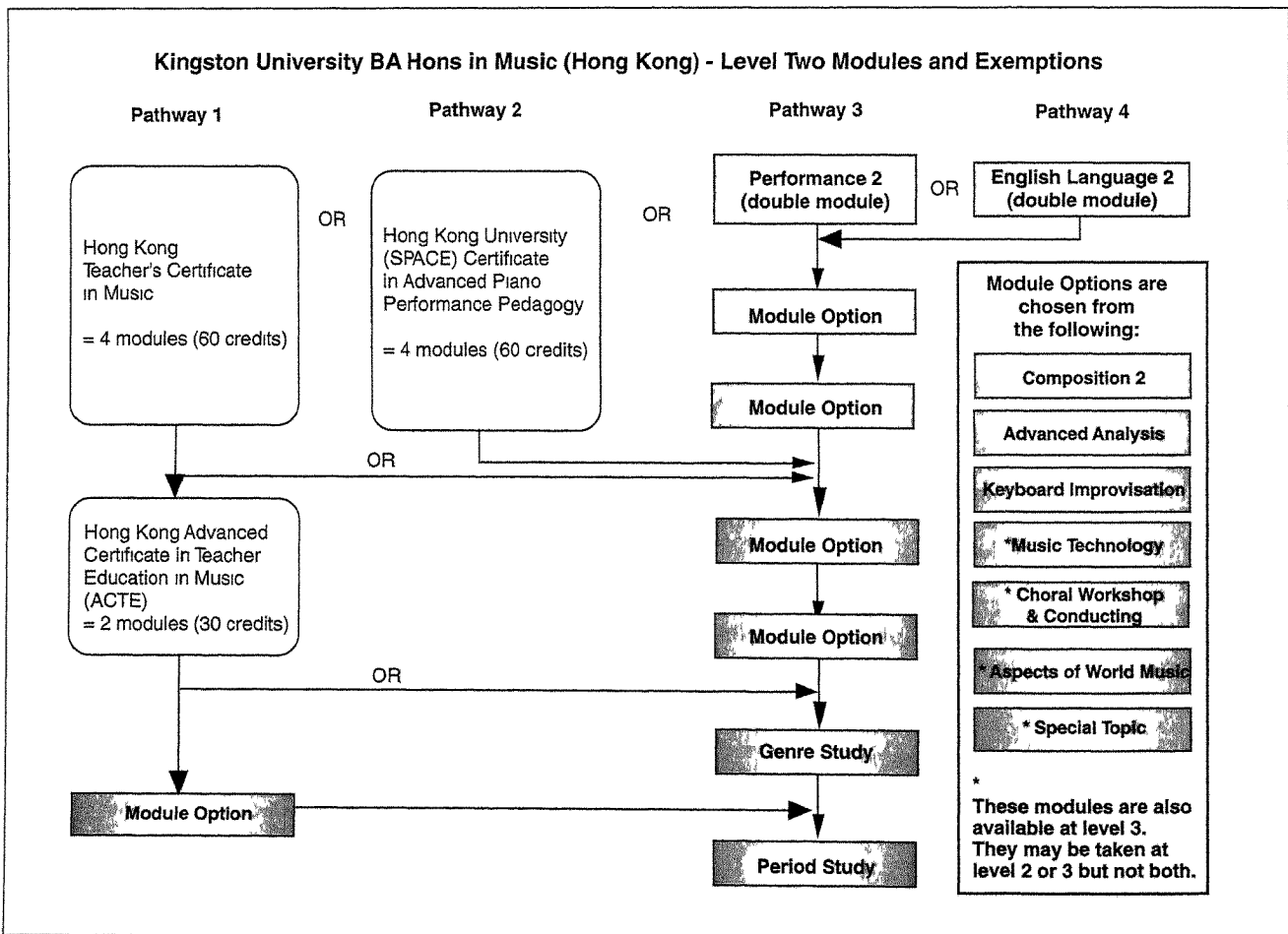
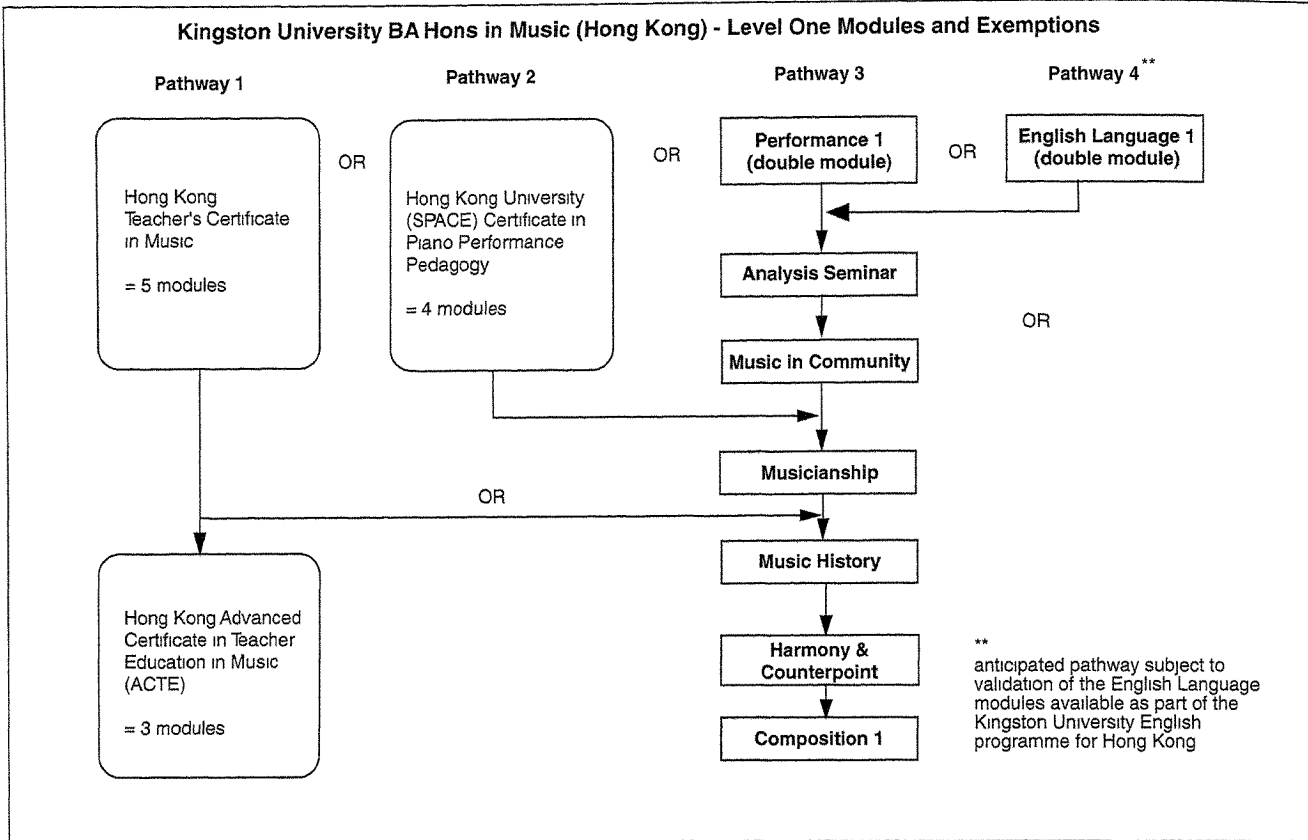
Module Name
(double module)

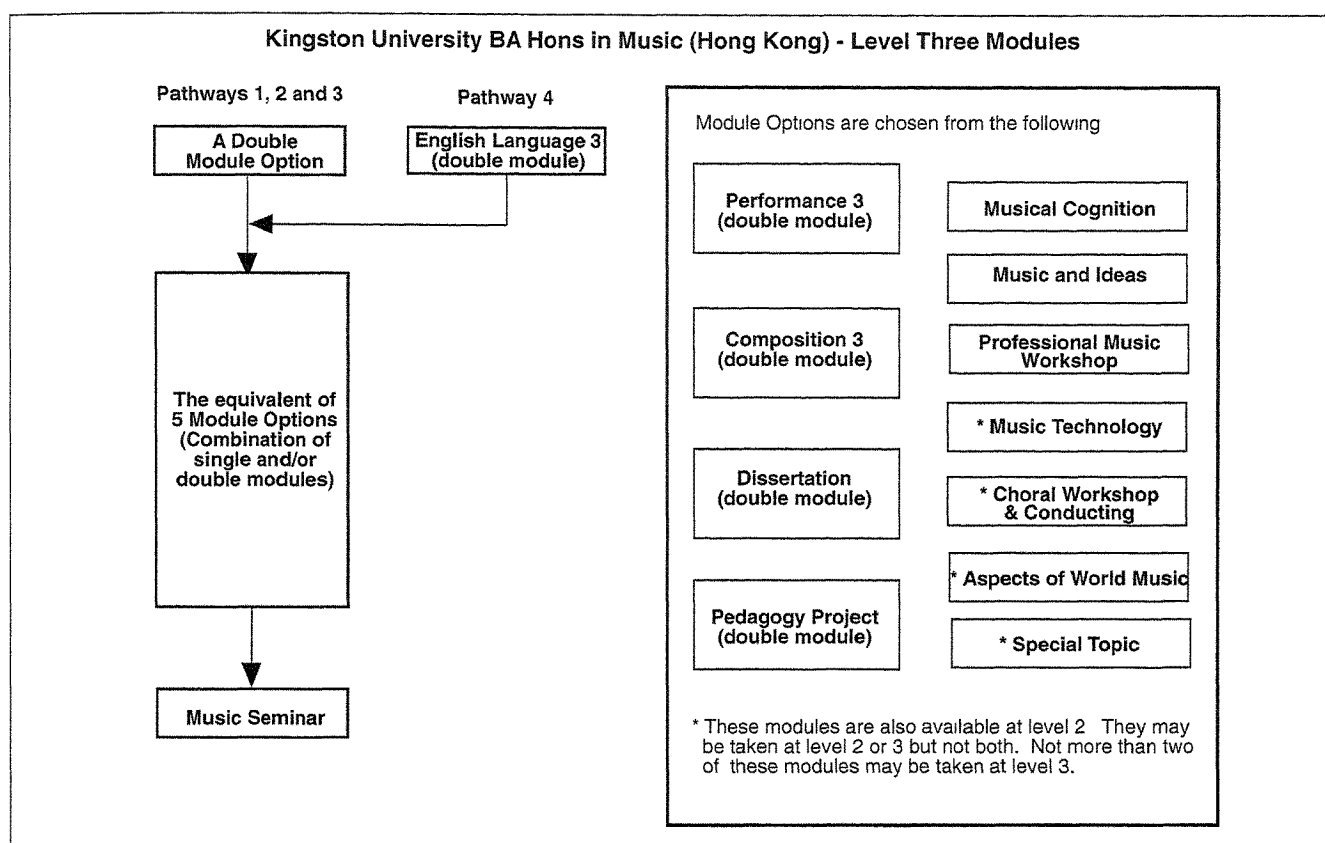
. Double modules are mostly self-study, distance-taught by correspondence. Email where available, and occasional tutorials from visiting staff, over a 6-12 month period.

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 Mrs Estella Cham (2892-6588) 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 (see details below)

No other English qualifications will be considered as equivalent. Applicants who do not possess any of the above qualifications are advised to take the TOFEL or IELTS examination as soon as possible.

An applicant without the requisite English qualification but shows a good record in his/her music qualification may yet be admitted on the condition that he/she shall satisfy the English requirement within one calendar year after admission. Thereafter, his/her study will be suspended until such requirement is fulfilled. *No students will be promoted to level three without satisfying the English Proficiency requirement.*

Pathways 3 & 4

1. Applicants without advanced standing will need to take courses as alternatives to exemptions, and these are described under Pathway 3 in the course diagrams of the section on Modules and Exemptions.
2. Minimum entry requirements for mature students (aged 21 or above):
 - i) Hong Kong School Certificate or its equivalent;
 - ii) Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice);
 - iii) Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard;
 - iv) Grade 7 Theory of the ABRSM or Trinity College of Music.
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 will be open for admission. Applicants for Pathway 3 will be considered on an individual basis. Pathway 4 will be offered at a later time to be determined.

Kingston University B.A. Honours in Music at SPACE, University of Hong Kong

Courses to be offered in Spring 1997.

**Level 1 History of Music
(48 hours of lecture plus tutorials)**

This course will introduce an overview of the main threads in the development of western music from pre-mediaeval through to the late twentieth century.

With reference to key works, comparisons will be made between different historical periods, and broader cultural and social influences identified.

Assessment by Coursework (50%) and Prepared Examination (50%)

**Level 1 Free Composition (24 hours of
lecture plus tutorials)**

This course will introduce a variety of styles and to write for a variety of media including voice, keyboard, solo and ensemble groups of instruments, percussion; student work will be performed in class, including realisation with electronic keyboards, encourage a critical response; encourage fluency and confidence in composition with less emphasis on formal or technical issues.

Assessment by Folio of Compositions for a variety of media (100%)

Level 3 Free Composition (24 hours of lecture plus tutorials)

This course will develop a mature, professional approach to composition, a consistent, convincing compositional style, encourage independent, self-motivated working practice, a balanced, constructive and informed self-critical facility.

Assessment by Folio of Compositions for a variety of media (100%)

Level 3 Music Seminar (24 hours of lecture plus tutorials)

Each student will prepare and present a seminar on a topic agreed with the tutor.

Topics will be agreed at least 8 weeks in advance of the timetabled 'Music Seminar' module. In addition to writing their presentation students will be expected to prepare visual aids, overhead transparencies, listening examples, handouts, etc., as appropriate.

Students giving a presentation will be encouraged to promote and manage debate, not just to present facts.

Assessment by Seminar presentation and Continuous Assessment of contribution to seminars and discussion (50%) and student's seminar presentation (50%)

Level 3 Performance (48 hours of lecture plus tutorials)

The promotion of professional standards in the performance of solo or chamber music or a combination of both.

Arrangements will be made for examination recitals to be conducted at a suitable public venue in Hong Kong where friends and relatives may attend if they wish.

Students will receive tutorial guidance and preparation for their recital, which will be examined by Kingston Staff.

Group seminars, tutorials and masterclasses on performance issues, interpretation and style will be offered by visiting Kingston Staff.

Students may wish to make their own arrangements for additional local teaching, if required.

Assessment by Practical Examination consisting of a 30-45 minute recital or ensemble contribution (100%).

Level 3 Pedagogy (24 hours of lecture plus tutorials)

This course will encourage original research into teaching methods, either in class music, or instrumental teaching. It should be a practical project, involving surveys or observation of working teachers, or critical observation of the students own practice in the form of action-research.

The scope of acceptable areas to consider might include such topics as approaches to instrumental teaching in non-western musical training, or trials of computer-assisted learning packages, new technology in the home or classroom, the use of CD-Roms etc.

Assessment by Project Submission. In addition to written reports, documentation and analysis, the project output may include audio tape, video or other media.

Level 3 Dissertation (24 hours of lecture plus tutorials)

This course aims to prepare a detailed, scholarly study which demonstrates a mature, critical aptitude. Students will be encouraged to tackle original and lively topics which might offer the opportunity to carry out some of their own field research rather than relying on library materials. Suitable topics might relate to cross-cultural issues, the media, world music, technology, etc. whilst historically-based studies should demonstrate an awareness of current thinking and scholarship in the chosen area.

Teaching Staff for Courses in Spring 1997

Professor Edward Ho, DMus, MMus, BAHons, LRSM, FTCL, LMusTCL, LTCL, Head of School of Music, Kingston University

Ms Maria Busen-Smith, BA(oxon), MMus(London), Senior Lecturer in Music, Kingston University

Mr Michael Searby, MPhil, MusM, MusB, GRNCM. FTCL, ARCM, Lecturer in Music, Kingston University

Application Procedures:

Completed forms with relevant supporting documents should reach Dr. K.K. Ho on or before **February 28, 1997**.

Note:

1. Students admitted will be given course materials as appropriate to study well before the lectures. Late applications shall normally not be entertained. Enrolment is limited to 30 per course.
2. Applicants holding Teacher's Certificate must enclose an official transcript to prove their music qualification.
3. Applicants should include the relevant course fees only by cheque payable to "University of Hong Kong".
4. Applications for Kingston courses will be notified upon admission the total registration and exemption fees to be paid to Kingston and SPACE.

Time Table for Spring 1997 (From March 1997 to April 1997)

8270. Level 1 History of Music

Tutor : Professor Edward Ho, Ms Maria Busen-Smith and Mr Michael Searby

Venue : SPACE Town Centre, 9/F.(Room to be announced)
 Date : March 27 & 30 (9-12 noon & 1-4 p.m.), April 1, 3
 & 6 (9-12 noon & 1-4 p.m.), April 7, 8, 10 & 15 (7-
 10 p.m.) & April 12 (1-4 p.m. & 5-8 p.m.), 1997

16 meetings plus tutorials Fee: \$8,800.00

8271. Level 1 Free Composition

Tutor : Mr Michael Searby

Venue : SPACE Town Centre, 9/F. (Room to be an-
 nounced)
 Date : March 26 & 31 (9-12 noon & 1-4 p.m.), March 28
 & 29 (1-4 p.m.), April 4 (9-12 noon & 1-4 p.m.), 1997

8 meetings plus tutorials Fee: \$8,500.00

8272. Level 3 Free Composition – Part I

Tutor : Mr Michael Searby

Venue : SPACE Town Centre, 9/F (Room to be announced)
 Date : March 27 (9-12 noon & 1-4 p.m.), March 30 (9-12
 noon), April 8 & 10 (7-10 p.m.), 1997

5 meetings plus tutorials Fee: \$7,500.00
 (plus 3 more meetings in March/April 1998)

8273. Level 3 Dissertation – Part I

Tutor : Mr Michael Searby

Venue : SPACE Town Centre, 9/F (Room to be announced)
 Date : March 25 (7-10 p.m.), March 29 (9-12 noon), April
 2 (9-12 noon & 1-4 p.m.), April 9 (7-10 p.m.)

5 meetings plus tutorials Fee: \$7,500.00
 (plus 3 more meetings in March/April 1998)

8274. Level 3 Music Seminar

Tutor : Ms Maria Busen-Smith

Venue : SPACE Town Centre, 9/F (Room to be announced)
 Date : March 26 (1-4 p.m.), March 28 (9-12 noon & 1-4
 p.m.), April 3 (1-4 p.m.), April 4 (9-12 noon & 1-
 4 p.m.), 1997

6 meetings plus tutorials Fee: \$8,000.00

8275. Level 3 Performance – Part I

Tutor : Professor Edward Ho

Venue : Recital Hall, Hong Kong City Hall
 Date : April 5 (9-12 noon & 1-4 p.m.), April 6 (9-12 noon),
 April 11, 14 & 16 (7-10 p.m.), April 13 (9 a.m.-
 2p.m.), 1997

8 meetings plus tutorials Fee: \$9,500.00
 (plus 8 more meetings in March/April 1998)

8276. Level 3 Pedagogy – Part I

Tutor : Ms Maria Busen-Smith

Venue : SPACE Town Centre, 9/F. (Room to be an-
 nounced)

Date : March 26 (1-4 p.m.), March 31 (9-12 noon), April
 3 (9-12 noon), April 6 (1-4 p.m.), 1997

4 meetings plus tutorials Fee: \$8,000.00
 (plus 4 more meetings in March/April 1998)

Kingston University

Initial Registration Fee (payable once only):	£250
Annual Continuation Fee:	£ 50
Examination Fee Per Module:	£100
Exemption Fee Per Module:	£ 50

The initial registration fee and examination fees are payable on registration or on enrolment. The annual continuation fee is payable a year later on registration or re-enrolment. The exemption fees are payable before a student proceeds to the next Level of study, normally four weeks prior to the start of the next Level.

For instance, a student with the Teacher's Certificate following Pathway 1 will have to pay the following:

Initial registration fee:	£250
Examination fee per module:	£100
	(£200 for 2 modules, etc.)
Exemption fee per module:	£ 50 x 5 modules = £250
Total =	at least £600 in the 1st year, depending on the number of examinations to be taken.

2nd Year:

Continuation fee:	£ 50
Examination fee per module:	£100
Exemption fee per module:	£ 50 x 4 modules = £200
Total =	at least £350 in the 2nd year, depending on the number of examinations to be taken.

SPACE, University of Hong Kong

Annual Registration Fee: \$1,650

Note:

1. All the above fees are subject to review annually.
2. Tuition fees for individual courses will be charged separately.
3. For students who enrol under the courses at Level 1 for the purposes of fulfilling the requirements of Certificate in Music Language and History of SPACE, no Kingston and SPACE annual registration fees are chargeable.
4. The annual registration fee is payable to SPACE once only no matter how many courses each student will be enrolling for the year.

Certificate in Advanced Piano Performance Pedagogy

From amongst a great variety of topics (which will vary, as much as possible, every term), each student must choose and successfully complete:

- (a) 4 Performance Workshops with music from different stylistic periods;
- (b) 1 Chamber Music Workshop; and
- (c) 1 Research Seminar.

Director of Studies : Li Jian, M.Mus. (San Francisco),
D.Mus. Arts (Cleveland)

Fee: see units below.

Enrolment is limited to 8 for each group.

Units starting in February 1997.

Admission is limited to students currently enrolled in the Diploma programme.

Completed application forms should be accompanied by copies of relevant certificate(s) and diploma(s) and a crossed cheque for the respective course fees in favour of the "University of Hong Kong" and should reach School of Professional and Continuing Education, University of Hong Kong not later than February 1, 1997.

4. Performance Workshops

8277. Mozart and Haydn (Unit 4.2)

Each participant will study and perform one sonata by either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)

Place : Room 10, SPACE Town Centre, 9/F.

Date : Tuesdays, 9.30-11.15 a.m., commencing February 18, 1997

16 meetings Fee: \$3,700

8278. Beethoven and Schubert (Unit 4.3)

Each participant will study and perform one sonata by either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)

Place : Room 10, SPACE Town Centre, 9/F.

Date : Wednesdays, 9.30-11.15a.m., commencing February 19, 1997

16 meetings Fee: \$3,700

8279. Schumann and Brahms (Unit 4.4)

Each participant will study and perform one piece by either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)

Place : Room 10, SPACE Town Centre, 9/F.

Date : Tuesdays, 11.15a.m.-1.00p.m., commencing February 18, 1997

16 meetings Fee: \$3,700

8280. 20th Century Piano Works (Unit 4.6)

Each participant will study one piece from the following composers: Barok, Stravinsky, Prokofiev and Shostakovitch.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)

Place : Room 10, SPACE Town Centre, 9/F.

Date : Fridays, 9.30-11.15a.m., commencing February 21, 1997

6 meetings Fee: \$3,700

5. Research Seminar

8281. 20th Century French Piano Music (Unit 5.1)

In this seminar, participants will analyze and categorize the main trends of musical language emerging in this field, draw conclusions for the various aspects of performance practice and gain a deeper understanding of the musical message. These investigations will be followed by discussions of pedagogic procedures - such as age-group allocation, technical and intellectual demands and the preparation of the teacher and/or the pupil.

Tutor : Ms Wong Chung Chun, B.Mus. (Manitoba), M.A.
(Texas Woman)

Place : B7 Block 28, City One Shatin, N.T.

Date : Fridays, 9.30-11.30 a.m., commencing February 21, 1997

16 meetings Fee: \$3,700

6. Chamber Music Workshop

8282. Accompaniment and Chamber Music (Unit 6)

In this workshop, (1) the basic requirements for piano accompaniment and (2) the role of the piano in chamber music ensembles will be discussed. Each student will study and perform piano duet and ensemble works.

Piano Duets : Mozart and Schubert
Piano & Violin: Mozart sonatas for Violin and Piano
Piano & flute : J.S. Bach and Telemann, Sonatas for Flute
& Piano
Vocal accompaniment: Lieder by Schumann and Schubert

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)
Place : Room 10, SPACE Town Centre, 9/F.
Date : Wednesdays, 11.15a.m.-1.00p.m., commencing
February 19, 1997

16 meetings Fee: \$3,700

Certificate in Music Language and History

This course has four units which will normally 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 to be offered in the Spring semester 1997. Please refer to courses no. 8270 & 8271.

Note: This is the last year for the Diploma in Music Performance Pedagogy to be offered. Students wishing to complete the programme must enrol.

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

8283. 一九九七年三月六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：五百九十元 (共十二講)

8284. 一九九七年三月七日起每星期五下午六時三十分至七時三十分
全期學費：五百九十元 (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

8285. 一九九七年五月廿九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：五百三十元 (共七講)

8286. 一九九七年六月六日起每星期五下午六時三十分至七時三十分
全期學費：五百三十元 (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

8287. 一九九七年三月五日起每星期三下午六時至七時
全期學費：七百二十五元 (共十二講)

8288. 一九九七年三月六日起每星期四下午七時至八時
全期學費：七百二十五元 (共十二講)

8289. 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：一九九七年五月廿八日起每星期三下午六時至七時
全期學費：六百六十元 (共七講)

8290. 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：一九九七年三月三日起每星期一下午五時四十分至六時五十五分

全期學費：四百二十五元（共十四講）

8291. 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，詳奏的配合，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：一九九七年三月六日起每星期四下午五時四十五分至七時

全期學費：五百一十元（共十六講）

8292. 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，詳奏的配合，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：一九九七年三月六日起每星期四下午七時十分至八時廿五分

全期學費：四百二十元（共十講）

8293. 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：一九九七年五月十五日起每星期四下午七時十分至八時廿五分

全期學費：四百二十元（共七講）



An environment for learning – a meeting area outside the Main library

NUTRITIONAL SCIENCE & DIETETICS

Lecturer in charge : K.C. Tan-Un

Telephone: 2975 5699
2975 5698

19. 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.

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 October 1997. Application forms are available from Ms. C. Ko (Tel.29755698) from June 1997.

Course Structure :

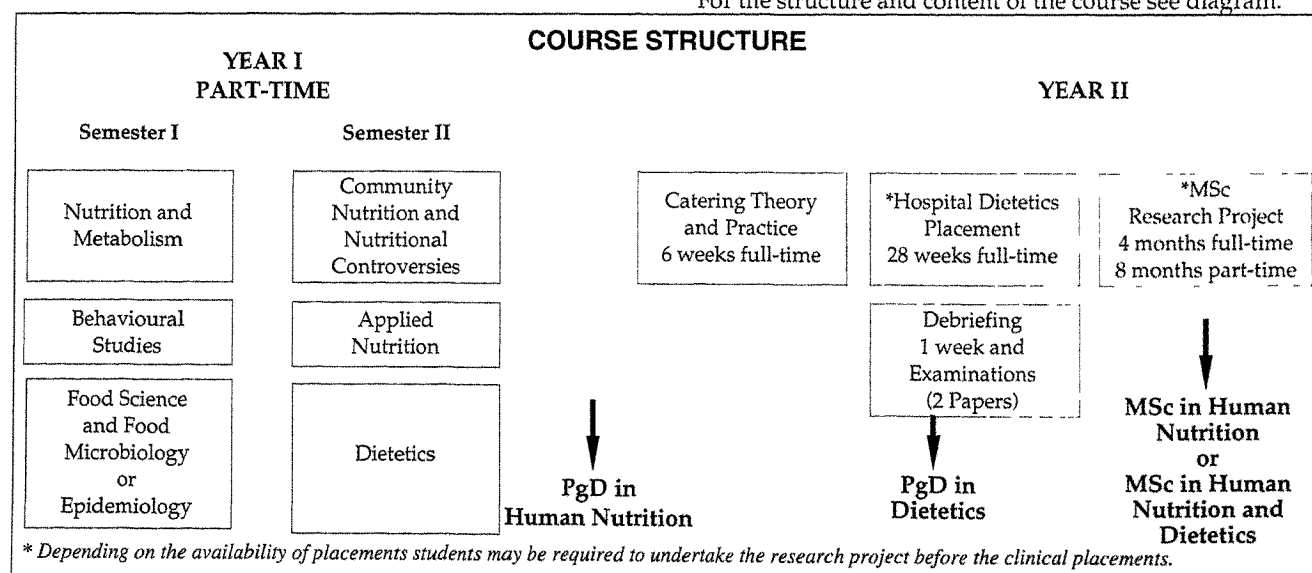
For the Postgraduate Diploma in Dietetics, students will undertake 6 taught modules, a catering placement and a hospital dietetics placement.

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

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))

8300. Ms Ming Chen, B.A. (Kansas)

Place : Room 122, University Main Bldg, HKU
Date : Tuesdays, 7.15-9.30p.m., starting March 11, 1997

20 meetings Fee: \$2,200

8301. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 505, T.T. Tsui Bldg., HKU
Date : Wednesdays, 7.15-9.30p.m., starting March 12, 1997

20 meetings Fee: \$2,200

8302. Ms Jenny Sze, B.A. (Tientsin)

Place : G4, James Hsioung Lee Science Bldg, HKU
Date : Fridays, 8.00-10.00p.m., starting March 14, 1997

22 meetings Fee: \$2,200

8303. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 28, SPACE Town Centre, 9/F
Date : Mondays and Thursdays, 8.15-9.30a.m. (Morning), starting March 10, 1997

36 meetings Fee: \$2,200

8304. Joseph Kung, B.A. (New York)

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

Date : Mondays, 5.30-7.30p.m., starting March 10, 1997

22 meetings Fee: \$2,200

8305. Joseph Kung, B.A. (New York)

Place : Room 29, SPACE Town Centre, 9/F
Date : Wednesdays, 5.30-7.30p.m., starting March 19, 1997

22 meetings Fee: \$2,200

8306. Ms Judy Feng-ning Ashton, B.A. (Providence College), formerly language instructor, School of Oriental & African Studies, University of London

Place : Room 25, SPACE Town Centre, 9/F
Date : Thursdays, 2.30-5.00p.m., starting February 20, 1997

18 meetings Fee: \$2,200

8307. Ms Ming Chen, B.A. (Kansas)

Place : Room 18, SPACE Town Centre, 9/F
Date : Thursdays, 5.30-8.00p.m., starting March 13, 1997

18 meetings Fee: \$2,200

8308. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 29, SPACE Town Centre, 9/F
Date : Fridays, 5.30-7.30p.m., starting March 14, 1997

22 meetings Fee: \$2,200

8309. Ms Xiao Yan Liu, M.A. (Warwick)

Place : Room 7, SPACE North Point Study Centre
Date : Mondays, 7.40-9.55p.m., starting March 10, 1997

20 meetings Fee: \$2,200

8310. Ms Xiao Yan Liu, M.A. (Warwick)

Place : Room 7, SPACE North Point Study Centre
Date : Mondays and Thursdays, 6.20-7.35p.m., starting March 10, 1997

36 meetings Fee: \$2,200

8311. 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 March 12, 1997

18 meetings Fee: \$2,200

Intermediate Mandarin

This course is intended for students who have completed Introductory Mandarin or who can prove that they have done 50 hours of Mandarin in the past. Some idiomatic expressions will be introduced and students will be taught to read simple passages.

Textbook: Sarah Lu Tsou, Teach Yourself Living Mandarin, Volume I (with tapes)(Longman) and supplementary. (Available at: Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel: 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

8312. Mrs Sarah Lu Tsou, M.A.(San Diego State)/
Ms Josephine Wong, B.A.(O.U.)

Place : Room 122, University Main Building, HKU
Date : Wednesdays, 7.15-9.30p.m., starting March 12, 1997

20 meetings Fee: 2,350

8313. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 206, Run Run Shaw Bldg, HKU
Date : Thursdays, 8.00-10.00p.m., starting March 20, 1997

22 meetings Fee: 2,350

8314. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 28, SPACE Town Centre, 9/F
Date : Mondays, 9.30-11.45a.m. (Morning), starting March 10, 1997

20 meetings Fee: 2,350

8315. Ms Judy Feng-ning Ashton, B.A. (Providence College), formerly language instructor, School of Oriental & African Studies, University of London

Place : Room 25, SPACE Town Centre, 9/F
Date : Tuesdays, 2.00-4.15p.m., starting March 4, 1997

17 meetings Fee: \$2,350

8316. Ms Xiao Yan Liu, M.A. (Warwick)

Place : Room 7, SPACE North Point Study Centre
Date : Thursdays, 7.40-9.55p.m., starting March 20, 1997

20 meetings Fee: \$2,350

Certificate Course in Mandarin

Participation is limited to students who have completed Mandarin courses of at least one hundred hours duration in the past. The emphasis here will be on pronunciation and

fluency, also students should be able to read simple passages by the completion of the course. Students will be awarded a SPACE Certificate in Mandarin provided that they pass the final examination, and have attended at least 75% of the meetings.

8317. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 18, SPACE Town Centre, 9/F.
Date : Mondays, 7.30-9.45p.m., starting March 17, 1997

40 meetings Fee: \$5,000

(Summer Vacation: July 21, 1997 - August 18, 1997
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)

8318. Mrs Caroline Law, B.A. (U.C.)

Place : Room 612, St. Paul's College, Bonham Road, Hong Kong
Date : Mondays, 6.45-9.15p.m., starting March 3, 1997

20 meetings Fee: \$2,200

8319. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 101, Runme Shaw Bldg HKU
Date : Wednesdays, 8.00-10.00p.m., starting March 12, 1997

25 meetings Fee: \$2,200

8320. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, 10/F
Date : Tuesdays and Fridays, 2.00-3.30p.m., starting March 11, 1997

33 meetings Fee: \$2,200

8321. Mrs Caroline Law, B.A. (U.C.)

Place : Room 29, SPACE Town Centre, 9/F
Date : Tuesdays, 5.15-7.30p.m., starting March 11, 1997

22 meetings Fee: \$2,200

8322. Mrs Caroline Law, B.A. (U.C.)
 Place : Room 101, SPACE Town Centre, 10/F
 Date : Fridays, 10.15a.m.-12.30p.m., starting March 14, 1997

22 meetings Fee: \$2,200

8323. K.K. Lee, B.A. (C.U.H.K.)
 Place : Room 18, SPACE Town Centre, 9/F
 Date : Fridays, 5.30-7.45p.m., starting March 14, 1997

22 meetings Fee: \$2,200

8324. 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 March 11, 1997

20 meetings Fee: \$2,200

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)

8325. Keith Tong, M.A. (Reading)
 Place : Room 18, SPACE Town Centre, 9/F
 Date : Tuesdays, 5.30-7.00p.m., starting March 18, 1997

20 meetings Fee: \$2,350

8326. P.K. Ho, B.A. (C.U.H.K.)
 Place : Room 18, SPACE Town Centre, 9/F
 Date : Tuesdays, 7.00-8.30p.m., starting March 11, 1997

20 meetings Fee: \$2,350

8327. Mrs Caroline Law, B.A. (U.C.)
 Place : Room 101, SPACE Town Centre, 10/F
 Date : Thursdays, 2.00-4.00p.m., starting March 13, 1997

15 meetings Fee: \$2,350

8328. Miss Marie Lam, B.A. (C.U.H.K.)
 Place : Room 29, SPACE Town Centre, 9/F
 Date : Thursdays, 6.00-7.30p.m., starting March 20, 1997

20 meetings Fee: \$2,350

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)

8329. P.K. Ho, B.A. (C.U.H.K.)
 Place : Room 18, SPACE Town Centre, 9/F
 Date : Tuesdays, 8.30-10.00p.m., starting March 18, 1997

20 meetings Fee: \$2,350

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)

8330. Chinese Characters I

Tutor : Mrs Caroline Law, B.A. (U.C.)
 Place : Room 25, SPACE Town Centre, 9/F
 Date : Wednesdays, 2.00-4.00p.m., starting March 12, 1997

15 meetings Fee: \$2,350

8331. 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 March 14, 1997

15 meetings

Fee: \$2,350

日語證書班 (Certificate Course in Japanese)

宗旨：為符合香港環境所需，本學院特開設一項日語證書課程，給予從事工商、文教等各業人士一個進修日本語文的機會，通過一項有系統的訓練，得以了解另一種文化，從而提高他們的工作條件。

課程概括：本課程分為「基本日語」和「高級日語」兩階段，每階段為期一年。（於春季開課之「基本日語」，則為期六至八個月，方便學員於九月升讀高班。

基本日語：課程主要著重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，更著重實用日語會話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日本報刊。

高級日語：課程著重較高程度之語言運用，文字寫作及閱讀；較艱深文句之分析，以期學員能充分操縱此種語文。

主講人：「基本日語」由曾經留學日本之華人導師主持，彼等均有多年教授日語經驗，並曾在各大學校任教；「高級日語」由精通中國語文之日語講師主持，故在學習過程中，學員均不會在聽講時有語言上的困難。

入學資格：基本日語：適合初學者及年滿十八歲皆可報名。
高級日語：曾修讀日語約九十小時或以上者及本學院之「基本日語」結業學員可獲優先取錄。

報名手續：填妥報名表格，連同學費交回本學院。本期開設「基本日語」七班，為提高被取錄機會，申請者須將其第二及第三選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。學員一經被取錄，不得轉班或退還學費。

結業考試：基本日語：由各班導師個別安排。
高級日語：一九九七年八月廿一日下午七時在香港大學內或香港大學專業進修學院市區中心（信德中心西翼九樓或北角教學中心）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。

附註：「高級日語」春季不招生。

基本日語 (Basic Japanese)

學費：全期港幣一千七百元正 (HK\$1,700)

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）學員需到以下總經銷商購買課本：（三聯書店：香港中環域多利皇后街九號地下，電話：25250102-7及中華書局：九龍彌敦道四百五十號地下，電話：23857238）

8332. 盧偉傑先生主講（共三十講）
地點：香港太古城地利亞修女紀念中學517室（中學部太豐道入口）
時間：一九九七年一月十六日起每星期四下午六時卅分至九時卅分

8333. 何嘉輝先生主講（共三十講）
地點：香港太古城地利亞修女紀念中學518室（中學部太豐道入口）
時間：一九九七年一月十八日起每星期六下午二時卅分至五時卅分

8334. 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411室（中學部太豐道入口）
時間：一九九七年三月四日起每星期二及星期四下午六時卅分至九時正

8335. 梁芳韻小姐主講（共三十六講）
地點：香港太古城地利亞修女紀念中學517室（中學部太豐道入口）
時間：一九九七年三月十一日起每星期二及星期五下午六時卅分至九時正

8336. 鄧國權先生主講（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214室
時間：一九九七年三月三日起每星期一及星期三下午六時四十五分至九時十五分

8337. 梁芳小姐主講（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215室
時間：一九九七年三月十一日起每星期二及星期四下午六時四十五分至九時十五分

8338. 關惠梅小姐主講（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214室
時間：一九九七年三月十八日起每星期二及星期五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，外間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)

8339. 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：一九九七年三月十一日起每星期二下午六時四十五分至八時四十五分
全期學費：一千一百元(HK\$1,100)

8340. 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：一九九七年四月二日每星期三下午八時至十時
全期學費：一千一百元(HK\$1,100)

8341. 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，通過練習，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。

主 講 人：黃健雄先生主講
地 點：市區中心10室(信德中心西翼九樓)
時 間：一九九七年三月一日、三月八日、三月十五日及三月廿二日。星期六下午二時十五分至六時十五分
全期學費：六百元正(HK\$600)(共四講)

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。

8342. 林秀華先生(前南京師範大學日語講師)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室
(金巴利道入口)
時 間：一九九七年三月十三日起每星期四下午六時卅分至八時四十五分
全期學費：一千二百元正(HK\$1,200)(共二十講)

8343. 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：一九九七年三月十四日起每星期五下午六時卅分至八時四十五分
全期學費：一千二百元正(HK\$1,200)(共二十講)

普通話(國語)(Putonghua)

本學院的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本學院特別就各界的需求重編教材，使普通話的教學更趨系統化。

普通話合格證明只頒發給高級普通話班畢業學員。

為提高被取錄機會，申請者須將其第二及第三選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。學員一經被取錄，不得轉班或退還學費。

附註：高級普通話，春季不招生。

基本普通話 (Basic Putonghua)

整個課程為期一學年(於春季開課之課程，則為期六至八個月，方便學員於九月升讀高班)。內容有國語注音符號(包括注音字母及中國現行標準拼音法)，國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各文章的選讀。每班共計八十至八十三小時，本課程是以普通話講授。

全期學費：一千六百元正(HK\$1,600)

課 本：普通話教程(上冊)，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)學員需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，九龍彌敦道四百五十五號地下，電話：23857238)

8344. 高玲小姐主講 (共廿八講)
地 點：香港大學邵仁枚樓102室
時 間：一九九七年一月十七日起每星期五下午六時卅分至九時卅分

8345. 劉仁憲先生主講 (共廿八講)
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：一九九七年二月十三日起每星期四下午六時卅分至九時卅分

8346. 蔡艷霞女士主講 (共廿八講)
地 點：香港太古城地利亞修女紀念中學517室(中學部太豐道入口)
時 間：一九九七年一月十八日起每星期六下午二時卅分至五時卅分

8347. 羅珍女士主講 (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：一九九七年三月三日起每星期一及星期三下午六時四十五分至九時十五分

8348. 楊歌飛先生主講 (共三十三講)
地 點：香港太古城地利亞修女紀念中學517室(中學部太豐道入口)

時間：一九九七年三月十日起每星期一及星期三下午六時四十五分至九時十五分

8349. 王溪濛女士主講 (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：一九九七年三月十一日起每星期二及星期五下午六時卅分至九時正

8350. 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29室(金巴利道入口)

時間：一九九七年三月十日起每星期一及星期三下午六時卅分至八時四十五分

8351. 劉仁憲先生主講 (共廿八講)
地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)一樓215室

時間：一九九七年一月十八日起每星期六下午二時卅分至五時卅分

8352. 徐麗燕小姐主講 (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215室

時間：一九九七年三月十日起每星期一及星期三下午六時卅分至九時正

普通話教學法 (Teaching Putonghua)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課程講授技巧及課堂實習講授。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明。

入學資格：申請人必須具備中學/大專或同等學歷證明，能操流利普通話，對漢語拼音方法有認識，有意投入普通話教學工作。(在職普通話教師持學校推薦書者優先取錄)

報名手續：申請人必須於一九九七年二月十二日前將(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，需經老師甄選，並於開課前一星期內書面通知接受入學與否，而未獲取錄者，不得異議，並將退還全部學費。

8353. 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：一九九七年三月十日起每星期一下午四時至六時

全期學費：一千二百元(HK\$1,200.00)(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8353)

8354. 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25室

時間：一九九七年三月十四日起每星期五下午六時卅分至八時卅分

全期學費：一千二百元(HK\$1,200.00)(共二十講)

人數：限收三十人

8355. 對外漢語教學研習班 (Teaching Chinese as a Second Language)

本身能操流利普通話，兼懂英文，而有意從事本科教學工作，可籍本課程研習如何有效利用現代教育科技，編寫教材，製造教具，靈活運用教學法，以達成預期教學目標。研習要點包括：學校與家中常遇難題；對外漢語教學概況；實用教育科技，教科書之評鑑與教材編寫；外語教學法與記憶術；教具製作與使用；試教，實習與教學過程之掌握；聲音保健，學習效果之評量與回饋。

主講人：盧毓文女士(Mrs Sarah Lu Tsou)

教授語言：英文與普通話

地點：市區中心11室(信德中心西翼九樓)

時間：一九九七年三月十一日起每星期二上午十時二十分至十二時五十分

全期學費：一千八百五十元(HK\$1,850)(共十四講)

人數：限收十五人



Dr. Owen Wong – Lecturer in charge

ORIENTAL STUDIES

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone: 2975 5682

8400. Chinese Painting: Appreciation and Techniques

For Westerners with an interest in Chinese art, the main concepts of Chinese painting, as well as brush, ink and colour techniques will be introduced. Apart from the appreciation of the works of the ancient masters, instruction and demonstration of Chinese paintings of landscape, figure, fish, beasts peacock, insects, plumflower, orchid, bamboo, chrysanthemum, other types of flowers and birds will also be covered. *Enrolment is limited to 15*

Tutor : LO Kam-kau, James, B.A. (Lingnan), Chairman of the Hong Kong Archaeology Society

Venue : Room 18, SPACE Town Centre, 9/F
Date : Saturdays, 2:15pm - 3:45pm, starting February 22, 1997

10 meetings

Fee : \$660

8401. Chinese Geomancy and Superstition

Geomancy is a unique subject in Chinese metaphysics concerning the influences of environmental forces on human life. Its growing popularity in recent years also brings considerable misconceptions and misunderstandings about the subject. This series of lectures provides a clear overview of the meanings and contents of the art to unravel the mystery, and points to the right direction for practical usage of the knowledge. Topics include: theoretical framework of the Yin and Yang and the five elements; the Eight Houses school and the Flying Star School; application methods for assessing Yang Houses; practical examples and case studies on major buildings in Hong Kong; and Geomancy in the office and at home. *Enrolment is limited to 30*

Tutor : Mr Raymond H.L. Lo, B.Soc.(H.K.)

Venue : Room 16, SPACE Town Centre, 9/F
Date : Mondays, 6:35pm - 8:20pm, commencing March 3, 1997

6 meetings

Fee : \$465

8402. 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，自然更能體念「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：一九九七年二月廿四日起每星期一下午八時二十分至九時五十分
全期學費：四百元 (共十講)

8403. 堪輿學與社會風俗 (Geomancy and Social Customs)

中國堪輿學是一種社會宗教學，與中國社會民風有極深遠之關係。它與國有之祭祀、禮法、曆律、民族活動、村族鄉例有密切之淵源，尤其是古代中國之傳統風俗，有濃厚之社會特色和民族宗教精神，而堪輿學是一種相地術，包括宮廷建築、宅相、墓相，從科學態度論：它是具有天文、地理、水利及環境保護、美化及建築心理學。而現代中國社會仍保留它那種深入民間不可淹沒之社會實用價值。本課以現代社會風俗探究堪輿學之真理。本課程有十講，主題包括：(一) 古代明堂論；(二) 宮廷及陵墓之相地術；(三) 鄉村風俗與堪輿；(四) 現代宅相之吉凶；(五) 祭祀與神位；(六) 羅盤原理之變化；(七) 海外華人社會與堪輿；(八) 名人與堪輿；(九) 國運與堪輿；(十) 討論及實地考察。

主 講 人：袁匡任先生 Dip.Ed.(C.U.H.K.), M.A.
地 點：香港太古城地利亞修女紀念中學 4 1 6 室 (中學部太豐路入口)
時 間：一九九七年三月十三日起每星期四下午七時三十分至九時三十分
全期學費：四百六十五元 (共十講)

8404. 堪輿學之應用與價值 (The Study of Geomancy)

中國堪輿學是一門高深之民族宗教哲學，它之起源、演變與中國歷史、政制、社會背景有著血肉不分離之關係。它能一直在民間流傳，定有其社會價值與影響。尤其對國有之祭祀、曆法、宗族、風土習尚、建祠立村、民族活動等有極深遠之影響外，它與古代農業社會之天文、地理、水利建築等有密切之關係。

本課程以現代社會生活為證，探究其源流與價值觀，主題包括(一) 古代氣候學與農耕氣節；(二) 堪輿與天文；(三) 堪輿與古代地理；(四) 堪輿與建築；(五) 中西預言學之異同；(六) 堪輿之因果論；(七) 墓葬文化之宗教價值；(八) 自然生態與環境保護之科學精神；(九) 建祠立村之原則與方法；(十) 陰宅之吉凶；

(十一) 陽居之吉凶；(十二) 祭祀與神位；(十三) 對風俗之影響；(十四) 歷史考古價值；(十五) 堪輿學與華人社會之組織；(十六) 羅盤之變化與應用；(十七) 總結及討論；(十八) 實地考察。

主 講 人：袁匡任先生 Dip. Ed.(C.U.H.K.), M.A.
地 點：香港太古城地利亞修女紀念中學 4 1 6 室
(中學部太豐路入口)
時 間：一九九七年五月廿二日起每星期四下午七時
三十分至九時三十分
全期學費：四百六十五元 (共十講)

8405. 佛學要義 (Outline of Buddhist Philosophy)

本課程的講授重點，將集中如下：(一) 王舍城結集的原因；(二) 毘舍離七百結集的原因；(三) 佛陀最後之教誡。

主 講 人：釋淨達法師
地 點：市區中心 1 0 室 (信德中心西翼九樓)
時 間：一九九七年三月十二日起每星期三下午六時
十五分至七時三十分
全期學費：三百六十元 (共十二講)

8406. 佛經專書導讀 (Special Buddhist Text)

大樹緊那羅王所問經偈頌：此經的性質是屬於大乘思想。以發菩提心與大乘菩薩修行乃至成佛為其主題。其內容與般若經、維摩經的意境相近；除了讚歎佛果的功德之外，尤其注重菩薩修行。(限收二十二人)

主 講 人：釋淨達法師
地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九七年三月十二日起每星期三下午七時
四十五分至九時
全期學費：三百六十元 (共十一講)

8407. 緣份，命運與桃花運之心理哲學 (The Psychology & Philosophy of Fate, and Love)

內容：(一) 愛情心理哲學如何解釋：才(財)，德，貌與真，善，美的關係？「桃花運」是否即緣份，命運，愛情之三角意義？現代心理學指出幸福婚姻與不幸婚姻有何特點？(二) 討論：輔導學員自行提出有關問題互相切磋；名人或紅星之婚愛實例剖析以探求「愛的真諦」；「緣份」有四型，「隨緣」亦有多型，為何世人多不得正解？……(三) 占測：免費為未婚或再婚學員占測婚期。

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：一九九七年二月廿二日(星期六)下午三時至
二月廿三日(星期日)下午五時
集合時間：二月廿二日下午三時於九龍窩打老道「豪華
及地點 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：三百五十元(包括學費、食宿及交通費)
名 額：四十人(先到先得)(二十人以下取消)
截止報名日期：一九九七年二月三日

8408. 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迪學員領悟人生。選講範圍：(一) 西洋為何會出現哲學這門特殊學問(啟迪學員自創新學問)(二) 西哲如何判別天才之錯與庸人之錯(三) 西哲及神話藝術論「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) 愛恩思坦及羅素論「上帝」及善惡因果報應(十一) 警惕易犯之錯：為何快樂幸福(十二) 十二種以上之人生觀供選擇(十三) 中西哲學鑑定認可之「三個我」、「三不朽」、「六項需求」、「四件人生大事」、「四大修養境界」(十四) 西方名哲選講：蘇、柏、亞、叔本華、尼采、康德、存在主義、實用主義及獲諾貝爾獎之哲思簡釋等(任選六項)。

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)
地 點：市區中心 1 0 室 (德信中心西翼九樓)
時 間：一九九七年三月三日起每期一下午七時至八時
十五分
全期學費：三百五十元 (共十二講)

8409. 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) 中國過去文化所遇困難及回應法，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；(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、靈與慾；(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 1 0 室 (德信中心西翼九樓)
時 間：一九九七年三月三日起每期一下午八時三十分
至十時
全期學費：三百五十元 (共十二講)

8410. 易經〈三才學〉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，大凡成功者背後共同秘密，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）中國堪輿學選地利的竅門；（四）「大三才公式」、「大成功公式」、「大失敗公式」、「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）個人或與人合作在運氣學上用的正確認識，（七）生意人大智慧的提升。
(限收三十人)

主 講 人：伍懷璞先生
地 點：市區中心 1 6 室（信德中心西翼九樓）
時 間：一九九七年四月十七日起每星期四下午六時至八時
全期學費：三百二十元（共六講）

8411. 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）講者歸納出的風水學公式；（二）古埃及金字塔的風水分析；（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）中港龍脈走勢（九）古帝皇風水學秘聞；（十）講者尋龍點穴及墓穴設計個案竅法講解示範。（限收三十人）

主 講 人：伍懷璞先生
地 點：市區中心 1 6 室（信德中心西翼九樓）
時 間：一九九七年五月二十九日起每星期四下午六時至八時
全期學費：三百二十元（共六講）

8412. 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 1 0 室（信德中心西翼）
時 間：一九九七年二月廿五日起每星期二下午六時十五分至七時四十五分
全期學費：三百九十元（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）

8413. 何秉聰先生主講
地 點：新界沙田火炭坳背灣街 3 3 - 3 5 號世紀工業中心 1 1 樓 G 室
時 間：一九九七年四月六日起每星期日上午十時至十二時
全期學費：三百九十元（共九講）

8414. 何秉聰先生主講
地 點：新界沙田火炭坳背灣街 3 3 - 3 5 號世紀工業中心 1 1 樓 G 室
時 間：一九九七年六月八日起每星期日上午十時至十二時
全期學費：三百九十元（共九講）

8415. 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 2 5 室（信德中心西翼九樓）
時 間：一九九七年三月四日起每星期二上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

8416. 篆書入門 (Seal Script Calligraphy)

本課程適合有書法基礎之人士參加，輔導學員從實習中掌握寫篆書之方法，從而領會篆字和別種字體在書寫技巧方面的分別。此外，本課程並扼要介紹篆書在文字演變和書法史上之地位，以及在篆刻方面之應用，對初學篆刻者尤有幫助。（限收二十人）

主 講 人：林雲女士
地 點：市區中心 2 5 室（信德中心西翼九樓）
時 間：一九九七年五月十三日起每星期二上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

8417. 書法研習班 (Seminar in Chinese Calligraphy)

本課程專為有書法基礎的學員而設，進一步研討書法的運筆、字形的設計、與各體的書法，學員將有個別指導與學習批改的機會。（限收二十五人）

主 講 人：林雲女士
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九七年三月五日起每星期三上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

8418. 行書 (Running Script)

本課程介紹行書的源流及演變，並指導學員從實習中領略書寫行書的方法。從王羲之、趙孟頫之行書入手，藉以鞏固用筆和結字的基礎，並使學員在日常書寫方面得以改善。繼而學習黃山谷的行書，在已有的基礎上求變化及突破。（限收二十人）

主 講 人：林雲女士
地 點：市區中心25室（信德中心西翼九樓）
時 間：一九九七年五月十四日起每星期三上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

8419. 山水寫意畫 (Impressionist Landscape Painting)

水墨寫意畫是中國畫的另一主流，主要的特點是在墨色方面見勝，尤其是在宣紙上的技巧。本課程將會著重介紹如何控制水份和運用毛筆，因此學員必須在課堂上實習和交作業。（限收二十五人）

主 講 人：林雲女士
地 點：市區中心25室（信德中心西翼九樓）
時 間：一九九七年三月三日起每星期一上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

8420. 寫在絹上的山水畫 (Landscape Paintings on Silk)

中國畫除用宣紙寫以外還有用作絹作材料。紙和絹質地不一樣，因而寫法便有所不同，絹不吸水。而宣紙吸水。南宋以前人多用絹，所以絹畫在中國畫史上也佔有一重要地位。如何用作畫之材料，本課程將會為學員教授及示範。（限收二十人）

主 講 人：林雲女士
地 點：市區中心25室（信德中心西翼九樓）
時 間：一九九七年五月十九日起每星期一上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

8421. 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：一九九七年三月六日起每星期四上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

8422. 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）季節和色調之關係；（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：一九九七年五月十五日起每星期四上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

8423. 東方紙黏土藝術 (Oriental Paper Clay)

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。內容授以精美的飽點、新鮮蔬果、白兔、飾物、錦鯉、筆座、月季花、心口針、荷花、金魚、立體壁畫等。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，初學及有興趣人士均可參加。（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：一九九七年三月四日起每星期二下午六時卅分至八時卅分
全期學費：四百六十五元（共十講）

8424. 東方紙黏土創作班 (Advanced Oriental Paper Clay)

本課程是東方黏土藝術的延續，內容加強，有花籃、仿木傢俬、花園、房屋、彩龍、燈座等。此外，學員更可以自由創作，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藝術加深發揮創作潛能。初學及有興趣人士均可參加。（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：一九九七年五月十三日起每星期二下午六時卅
 分至八時卅分
 全期學費：四百四十元（共八講）

8425. 東方紙黏土與西方技巧 (Oriental Paper Clay & Western Techniques)

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。能塑造各種不同形態，造形著重東方色彩，揉合西方的技法，以達成洋為中用，古為今用之效果。

課程內容以香蕉、士多啤梨、精美點心、甲蟲、青豆、紹菜、鬱金香、心口針、白兔、白鴿、壁畫、金魚、燈座、向日葵等等……。

塑造性極高，形態逼真。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，初學及興趣人士均參加。（限收二十人）

主 講 人：鄧昶立先生
 地 點：香港太古城地利亞修女紀念中學415室(中學部太豐路入口)
 時 間：一九九七年三月十三日起每星期四下午六時卅分至八時卅分
 全期學費：四百六十五元（共十講）

8426. 東方紙黏土與西方技巧研習 (Advanced Oriental Paper Clay & Western Techniques)

本課程是東方紙黏土與西方技巧研習的延續，內容加強、內容授以秋海棠、菊花、小豬、宏偉別墅、花園、立體公仔壁畫、小丑筆座、西方古典仕女等等……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，使學員對紙黏土東西方技巧，加深發揮潛能。初學及有興趣人士均參加。（限收十八人）

主 講 人：鄧昶立先生
 地 點：香港太古城地利亞修女紀念中學415室(中學部太豐路入口)
 時 間：一九九七年五月二十二日起每星期四下午六時卅分至八時卅分
 全期學費：四百四十元（共八講）

8427. 花鳥與山水畫技法 (Techniques of Chinese Paintings: Flowers, Birds & Landscape)

花鳥與山水畫有很緊密的連繫，樹石對花鳥來說，有如牡丹綠葉相得益彰，增加畫面的變化及美觀。講授對運筆、用墨、用紙（生熟紙）絹，設色（赭墨、淺絳、青綠、金碧輝煌）技法，並加畫史、畫理、寫生等。課程以梅、蘭、菊、竹，四時花卉、昆蟲、鳥類、金魚、蝦、

蟹、水草、蔬果等。而山水以鹿角、蟹爪、點葉、夾葉、松、柳、梧桐、芭蕉等樹法、山石、長短披麻皴、斧壁皴、大小米點皴、鬼皮皴、澗墨皴、大小勾雲法、染雲、瀑布、波荷等。課程由淺入深，輔助學員領會花鳥與山水畫的結合精華，每講臨場示範、實習、欣賞及派發畫稿，歡迎有興趣人士及曾修讀花鳥與山水畫課程的同學參加。（限收二十五人）

主 講 人：鄧昶立先生
 地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院
 35室（金巴利道入口）
 時 間：一九九七年三月七日起每星期五下午六時卅分至八時
 全期學費：四百二十五元（共十講）

8428. 花鳥山水畫構圖 (Composition of Chinese Paintings: Flowers, Birds & Landscape)

本課程是花鳥與山水畫技法的延續，為相等程度及有興趣人士而設，加強內容，以學員進度而作出技法及構圖，深入教授。內容以山水三遠法（平遠、深遠、高遠）等。而花鳥以賓主、呼應、顧盼、虛實、緊散、疏密等構圖法。題材以紫籐、秋海棠、桃花、玫瑰、水仙、荷花、小雞、麻雀等，配以四時樹、石鳥、著重造型、意境等。設色有白描、水墨、勾勒（工筆）、沒骨（寫意）、淡彩、粉彩、重彩為主。能使學員在短期內完成作品，發揮花鳥山水畫進一步的長處，令至學員達到創作的階段。每講均有示範、臨堂實習及派發畫稿。歡迎曾修讀花鳥與山水畫同學參加。（限收二十人）

主 講 人：鄧昶立先生
 地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院
 35室（金巴利道入口）
 時 間：一九九七年五月廿三日起每星期五下午六時卅分至八時
 全期學費：四百一十五元（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）

8429. 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：一九九七年三月七日起每星期五下午六時三十分至八時
 全期學費：四百四十元（共十講）

8430. 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：一九九七年三月三日起每星期一一下午六時
三十分至八時三十分
全期學費：四百四十元（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節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）

8431. 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：一九九七年五月廿三日起每星期五下午
六時三十分至八時
全期學費：四百四十元（共九講）

8432. 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：一九九七年五月五日起每星期一一下午六時
三十分至八時三十分
全期學費：四百四十元（共八講）

8433. 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：一九九七年三月六日起每星期四下午六時十五
分至七時四十五分
全期學費：四百二十五元（共十二講）

8434. 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：一九九七年三月八日起每星期六下午四時
十五分至五時四十五分
全期學費：四百二十五元（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)

8435. 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：一九九七年五月廿九日起每星期四下午六時
十五分至七時四十五分
全期學費：三百一十五元（共八講）

8436. 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：一九九七年六月十四日起每星期六下午四時
十五分至五時四十五分
全期學費：三百一十五元（共八講）

8437. 書法講座（四）教師班 (The Learning and Teaching of Chinese Calligraphy IV)

本課程是「書法講座（三）」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。歡迎已完成「書法講座（三）」的學員或相當程度的教師參加研習。（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：一九九七年二月二十六日起每星期三上午九時
至十一時
全期學費：一千七百六十元（共十六講）

8438. 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：一九九七年二月二十七日起每星期四上午九時
至十一時
全期學費：一千七百六十元（共十六講）

8439. 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：一九九七年二月二十五日起每星期二上午九時至十一時

全期學費：一千七百六十元（共十六講）

8440. 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：一九九七年二月二十四日起每星期一下午三時至五時

全期學費：一千七百六十元（共十六講）

8441. 牌照制度與香港早期社會 (Licence System and Early Hong Kong Society)

在今日的香港，除了酒牌、食肆牌外，還對經營按摩、浴室、麻雀、天九賭博及放債人發給牌照，各有發牌準則與經營規則，有關商人以至一般市民，宜掌握這方面的知識。

但在香港早期，卻出現鴉片烟牌、賭博牌、妓院牌、舞廳牌等，反映出當時社會發展情況，以至殖民地的管治方式，充滿趣味性，亦幫助學員認識香港的過去。

參考書目：關廉豪、關禮雄著：《牌照法》（秋海棠文化企業出版，1996年）

主 講 人：關廉豪博士、關禮雄博士

地 點：市區中心10室（信德中心西翼九樓）

時 間：一九九七年三月四日起每星期二下午六時十五分至七時四十五分

全期學費：一百六十元（共四講）



Chinese Calligraphy

In order to receive the next issue of this Prospectus, please turn to page 113.

如欲收到下期課程手冊，請翻閱第113頁。

秋季課程手冊
Autumn Prospectus 97

秋

PHARMACY

Lecturer in charge : Sarah S.C. Hui
Tutor : T.Y. Chan

Telephone: 2975 5728
2975 5729

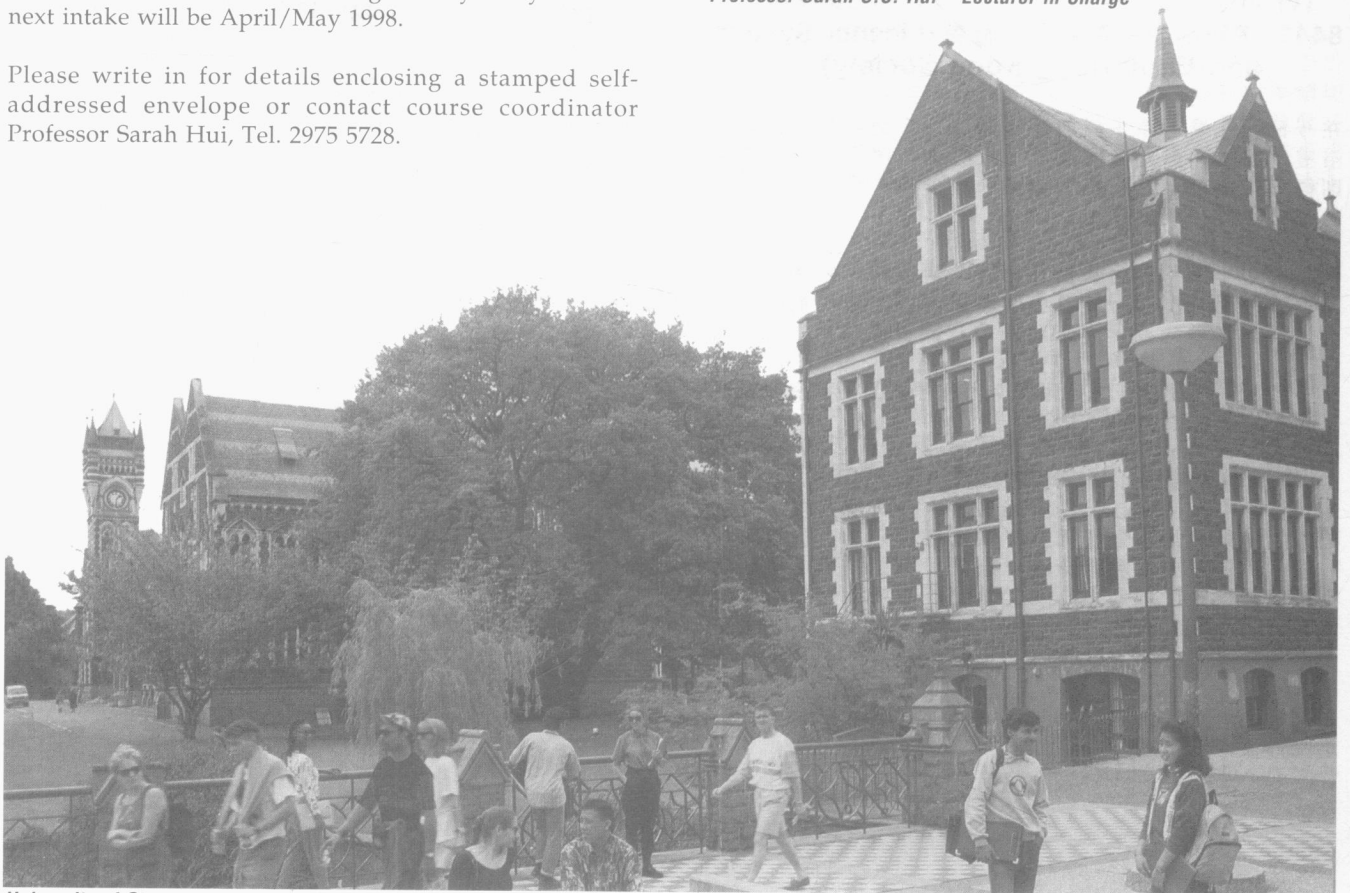
Bachelor's Degree in Pharmacy

Since September, 1992 the School has offered 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 5728.



Professor Sarah S.C. Hui – Lecturer in Charge



University of Otago

8510. 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.)
李愛瑩小姐 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) 一九九七年二月二十二日起每星期六下午二時至四時
(乙) 一九九七年二月二十六日起每星期三下午八時至十時

全期學費：三千元（共五十講）

8511. 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市區中心20室（信德中心西翼九樓）
時 間：一九九七年二月廿七日起每星期四下午八時至九時四十五分
全期學費：五百八十五元（共十二講）

8512. 哲學導論 (Introduction to Philosophy)

現代人所面對的，是一個思想混亂、價值失落的世界。由於各種學說和主張到處出現，令人頭昏目眩，迷失了自我。一個人如果不想被別人牽著鼻子走，唯一的方法就是弄清自己的頭腦、堅定自己的意志，而這些工作正是哲學的主要任務。本課程屬哲學的入門課，以問題為中心，綜述哲學的三大部門——形而上學、道德哲學及知識論的概貌，並簡述中、印、西哲學之特質及異同，俾使學員能對哲學有較全面之了解，適合喜歡反省人生的現代人修讀。

主 講 人：劉桂標先生 B.A.(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18室（信德中心西翼九樓）
時 間：一九九七年三月六日起每星期四下午八時至九時三十分
全期學費：五百八十五元（共十二講）

8513. 藝術哲學 (Philosophy of Art)

很多人以為，藝術是屬於感性領域。對藝術來說，所謂理性的分析，根本用不著。情形真是這樣的嗎？實際的情況，是藝術作品的地位得以確立和展示於人前，背後都得到不少藝術理論的支持。

本課程旨在介紹這些不同的藝術理論，並此作出批評。內容包括藝術的定義，藝術的批評，藝術的評價，藝術的功能以及藝術的死亡等問題。

主 講 人：梁光耀先生 B.A., 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：一九九七年四月廿九日起每星期二下午八時至九時三十分
全期學費：五百二十元（共十講）

8520. 扶貧與發展：從理論到實踐 (Poverty Alleviation and Development Work: Theory and Practice)

為加深香港公眾對國際社會、扶貧與發展工作的認識，並輔助老師及社工推行公民教育，學院特與國際發展及救援機構「樂施會」合辦「扶貧與發展：從理論到實踐」課程。課程將由香港著名學者、前線工作者，以及樂施會工作人員主講及帶領討論，希望有系統地從理論到實踐經驗中剖釋目前國際發展的問題，如貧富差距、生態失衡、婦女地位、國際債務、傳媒角色和人民參與等，並探討國際及地方政府、非政府機構在扶貧和發展上的工作。除講詞外，將附以影音、個案研究、討論資料。

授課語言：以廣東話進行，輔以英語。

主 講 人：周兆祥博士（深層生態學推動人）
楊錫聰先生（中國社會服務及發展研究中心主席）

曾澍基博士（浸會大學經濟系教授）

姜國元先生（明報助理總編輯）

莊陳有先生（樂施會副總幹事）

每節均安排前線工作者分享經驗，協助討論

地 點：市區中心 2 9 室（信德中心西翼九樓）

時 間：一九九七年三月一日起每星期六下午二時至四時

全期學費：四百元（共八講）

8521. 過渡期的香港政府與政治 (Government and Politics of Hong Kong in the transitional period)

九七將臨，香港人應如何自處？若能洞悉目前身處的政治環境及預視九七年後時代的轉變，便能知所進退把握時勢。本課程共分八節，內容包括分析現時香港政府的運作；介紹香港的政經環境。本課程並會討論基本法對九七年後特別行政區政府的規定，藉此幫助學員了解九七後香港在政治、經濟、社會方面的可能轉變。

（限收三十人）

主 講 人：呂國民博士

地 點：市區中心 2 1 室（信德中心西翼九樓）

時 間：一九九七年三月七日起每星期五下午八時至九時三十分

全期學費：四百元（共八講）



Public Interest in the School - 5th Education and Careers Expo

8530. Religious Faith and Society

Religious faith is found in all societies. Throughout history and both in the East and the West, people in the streets, philosophers, theologians and politicians have wondered about religious faith. Beginning from a description of the beliefs common in Hong Kong, the course aims at a critical analysis of some of their probings, in order to explore the possibilities of establishing a common language where adherents and opponents can meet.

The course topics include: Descriptions of religious movements and experiences of worshippers in Hong Kong streets, temples and churches; Growth and development of individual religious beliefs; The social construction of the world; Religious beliefs and social structures; Religious tolerance and its limits; Religious intolerance and warfare; Certainty and doubt in religious beliefs.

Enrolment is limited to 25

Tutors : Erik Kvan, D.Soc.Sc.h.c.(H.K.), M.B.E., formerly Senior Lecturer and Head, Department of Psychology, HKU, and Guest Lecturer.

Venue : Room 14, SPACE Town Centre, 9/F
Date : Fridays, 6.00 - 7.30 p.m., commencing March 7, 1997

8 meetings Fee : \$440

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

8531. 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 26, SPACE Town Centre, 9/F
Date : Sundays, 4.15-5.45 p.m., commencing March 9, 1997

10 meetings Fee : \$670

Medium of Instruction: Cantonese supplemented with English

8532. 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; i.e. 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 504, T.T. Tsui Building, HKU
Date : Thursdays, 6.15-7.45 p.m., commencing March 6, 1997

12 meetings Fee : \$670

Medium of Instruction: Cantonese supplemented with English

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

8533. 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十三課。參加者應具有中五或以上程度。(限收二十五人)

主 講 人：劉錦麟先生 (臨床心理學碩士)
地 點：市區中心14室 (信德中心西翼九樓)
時 間：一九九七年二月二十四日起每星期一下午八時至九時四十五分
全期學費：七百五十元 (共十三講)

教師可獲教育署退還半費。詳參第ix頁。

8534. 精神健康與異常心理學導論 (Introduction to Mental Health and Abnormal Psychology)

本課程是為對精神健康有興趣的人士而設，旨在提供學員對精神健康有一概括的了解，同時認識一些處理問題及促進精神健康的方法。內容主要討論何謂異常心理，並分析常見的異常心理行為、其成因及處理方法。範圍包括「正常」和「異常」的概念，兒童及青少年的心理發展及問題，成年人的心理發展，日常生活的壓力，精神病，性心理及異常性行為，藥物濫用，暴力及自殺行為，和維持心理健康的要素等等。

本課程共分十八講，形式主要包括講座，個案分析和小組討論，授課以中文為主輔以英語，參加者應具有中五或以上程度。(限收四十五人)

主 講 人：鄭建榮先生 (臨床心理學碩士) 及客座講師
地 點：市區中心14室 (信德中心西翼九樓)
時 間：一九九七年三月四日起每星期二下午七時五十分至九時五十分
全期學費：一千一百元 (共十八講)

教師可獲教育署退還半費。詳參第ix頁。

8535. 《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) 在坦率和圓滑之間——溝通之道；(二) 做個平凡人或不平凡的人——任君選擇；(三) 愛恨交纏，恩怨難分——人際關係中最難闖的一關；(四) 好人為何要受苦？——試解這不解之謎；(五) 世間究

竟有多少「應份」？——為何我會不甘心；及(六) 人有三我——「忠於自己」與「向現實低頭」之間……

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。(限收三十人)

主 講 人：關俊棠博士 (羅馬天主教區大學倫理學博士)
地 點：市區中心21室 (信德中心西翼九樓)
時 間：一九九七年三月五日起每星期三下午六時至八時
全期學費：四百元 (共六講)

教師可獲教育署退還半費。詳參第ix頁。

8536. Certificate in Youth Counselling

Course Objectives

This programme is designed to provide a theoretical foundation and practical experiences in youth counselling for human service personnel such as teachers, youth workers and allied health professionals who work directly with youths. The course will also provide a good basis for those who intend to undertake further studies in counselling for full professional qualifications.

Course Content

The programme includes the following modules:

- (1) Sensitivity Training (15 hours)
Full-day workshops on personal growth and development will be offered. It is hoped that participants will develop better self-awareness and sensitivity in the process of the workshops.
- (2) Human Growth and Personality Development (30 hours)
An overview of major theories of personality development with an emphasis on their applicability to understanding effective human functioning over the life-span; study of the range and complexity of human behavior and states of development from the healthy personality to psychopathology.
- (3) Psychology of Adolescent Development (30 hours)
This course deals with development changes in adolescence, considered from a systems perspective, with the person, the environment, and behaviour interacting over time. Topics to be covered include: methodological issues in studying adolescent development; changes in adolescent cognitive and intellectual functioning; personality and social development in adolescence.
- (4) Counselling Psychology (30 hours)
An introduction to the basic concepts, theories, and skills in counselling. Models covered include behavioral, cognitive, psychodynamic, humanistic, existential and family, with special reference to their application in counselling youth and adolescents.

VI. Other Relevant Topics

- (1) Legal aspects of discipline work
- (2) Peer tutoring

Teaching Format

- Lectures
- Case Studies
- Case Conference
- Role Plays
- Skills Workshops
- Group Discussions
- Panel Discussions
- Project Work

Participants are expected to undertake a reasonable amount of reading as directed by the teachers.

Award

To qualify for the award of the certificate, participant must attend no less than 80% of the meetings and complete the written assignments satisfactorily.

Time of Meetings

Tuesdays, 6.30 - 9.30 p.m.
Saturdays, 2.00 - 5.00 p.m.

Duration of the Course

February 25, 1997 to July 19, 1997

Places of Meeting

Tuesdays, 1302A/B, K.K. Leung Building, HKU
Saturdays, Room 10, SPACE Shek Kip Mei Study Centre

Admission

This course is open to all secondary school discipline teachers.

Enrolment is limited to 42

Deadline for Application: January 11, 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.



Students at Lecture

RECREATION AND SPORTS MANAGEMENT

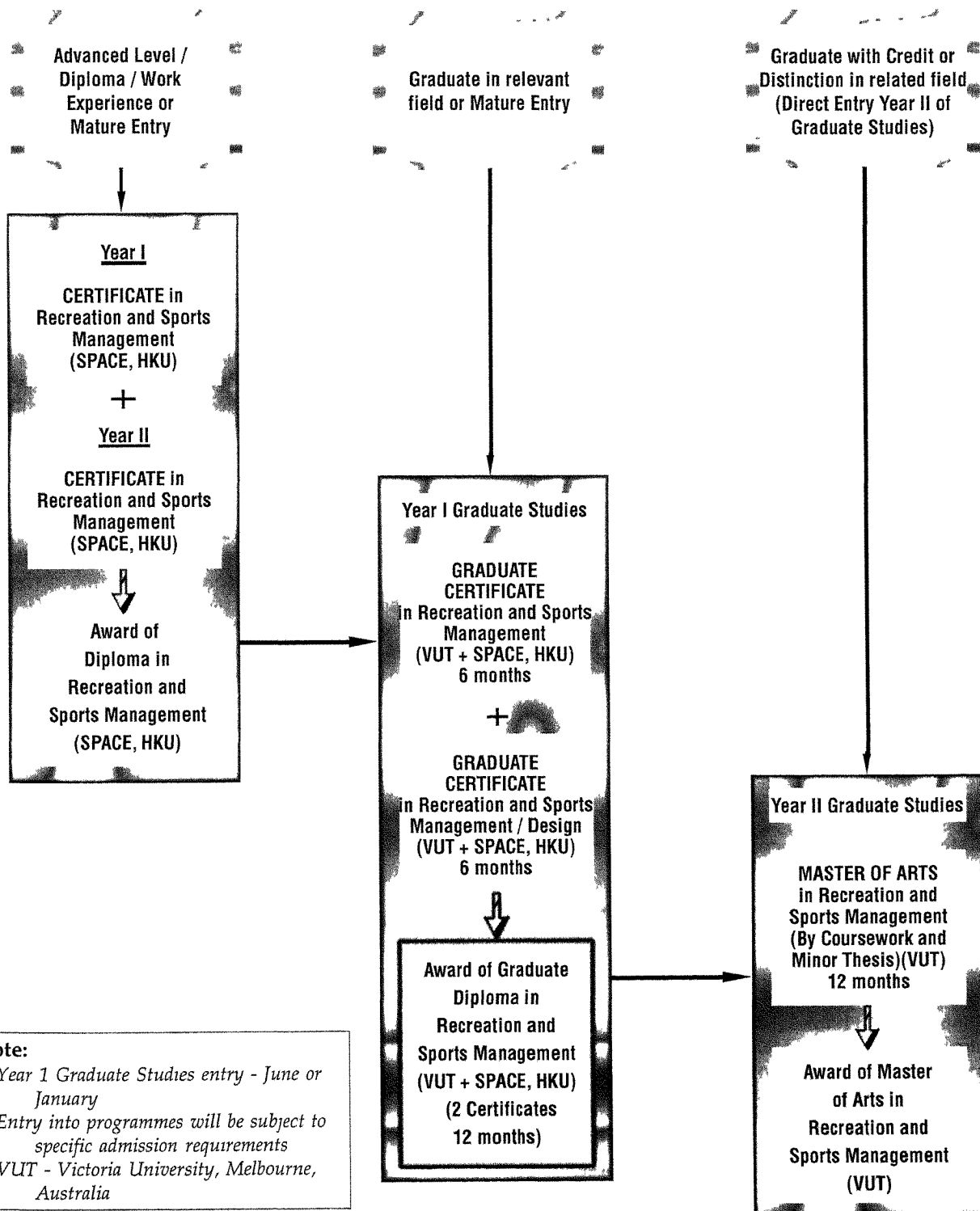
Teaching Consultant - Elizabeth Dendle

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

UNDERGRADUATE ENTRY

GRADUATE ENTRY



Note:

1. Year 1 Graduate Studies entry - June or January
2. Entry into programmes will be subject to specific admission requirements
3. VUT - Victoria University, Melbourne, Australia

**VICTORIA UNIVERSITY
(Melbourne, Australia)**

**Master of Arts/Graduate Diploma/
Graduate Certificates 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 requirement may apply.

COURSE STRUCTURE

The structure of the Master of Arts / Graduate Diploma / Graduate Certificates in Recreation and Sports Management, offered part-time, allows for multiple options of entry and exit according to professional and personal study needs. The course contains both discrete and sequential modules, and is structured in such a way that students undertaking the Master of Arts (by Course Work and Minor Thesis / Syndicate Research Project) will first complete the Graduate Certificate in Recreation and Sports Management, and the Graduate Certificate in Recreation and Sports Management / Design. Together these two qualifications will constitute the Graduate Diploma in Recreation and Sports Management and will require two semesters of study. The second year, 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 9 hours per week.

Graduate Diploma in Recreation and Sports Management (HGSM)

Semester I Graduate Certificate in Recreation and Sports Management/Design (HTRS): Commencing on January 20, 1997

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 1997

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 1997

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 20, 1997
Graduate Certificate in Recreation and Sports Management - June 1997
Master of Arts in Recreation and Sports Management - July 1997

FURTHER INFORMATION AND APPLICATION

Further information and application forms are available 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. Tel: 2975 5726 Fax: 2546 0295 (Specify which programme).

Application deadlines:

Graduate Certificate in Recreation and Sports Management/Design - January 3, 1997
Graduate Certificate in Recreation and Sports Management - April 12, 1997
Master of Arts in Recreation and Sports Management - April 12, 1997

COURSE COST

The course fees are as follows:

Graduate Certificate in Recreation and Sports Management/Design	HK\$22,000
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 a career in the management of leisure services. The course is built on a modular system with each subject area designed to introduce participants to the range of skills and practices normally required in a management situation. Upon completion of the relevant 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 1997. 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:

- 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:

- 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 the following:

- Either two passes at Advanced Level and three passes at ordinary level or equivalent;
- Or an undergraduate degree;
- Or a diploma from a recognised post-secondary institution;
- Or mature age applicants with relevant industrial experience;
- Or candidates with extensive administrative experience in Recreation and Sport.

Proficiency in English is essential.

TEACHING AND ASSESSMENT

Students accepted 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 3, 1997.

COURSE FEE

The fee for each year of study in the Diploma in Recreation and Sports Management is HK\$13,000.

SCIENCE & MATHEMATICS

Lecturer in charge: Stephen W.N. Wu

Telephone: 2975 5683

8555. Getting to Know Some Important Rheumatic Diseases

Rheumatology is a special branch of internal medicine which deals with diseases of joints and connective tissues. It embraces a wide spectrum of diseases ranging from the common soft tissue rheumatism syndrome to the less common but potentially life-threatening connective tissue disorders such as systemic lupus erythematosus. The management of rheumatic diseases involves a team approach. It relies on cognitive skills, a long term relationship with a patient who has a chronic disease, a commitment to educate patients about their disease, and the ability to coordinate a team of professionals that may include nurses, physical and occupational therapists, social workers, and orthopaedic surgeons among others. The course seeks to increase the awareness of some important rheumatic diseases as a serious health problem and to dispel the belief that little can be done to help people with rheumatic disorders. Disability as an outcome of rheumatic disease can have profound economic and social costs, and disability from these diseases can be prevented. Topics include discussion on clinical manifestations and management of 4 important rheumatic disorders viz. rheumatoid arthritis, systemic lupus erythematosus, ankylosing spondylitis and gout. The course is especially suitable to paramedical personnel who are involved in the caring of these patients. It would also be helpful to the patients themselves and their relatives. The general public would also find this course interesting. Lectures will be conducted in Cantonese.

Tutor : R.W.S. Wong, M.B.,B.S.(H.K.), M.R.C.P.(U.K.)

Venue : Room 11, SPACE Town Centre, 9/F

Date : Mondays, 8.00-9.30 p.m., commencing February 24, 1997

4 meetings

Fee : \$270

8556. The Ecology of Hong Kong

Ecology is the study of communities of biological organisms and how they interact with one another and how stability is normally maintained in such communities. The interactions among organisms can be complex and can be either positive or negative but nevertheless plants, animals and micro-organisms combine to form systems of trophic levels which comprise biological and functional niches. Pressures to destabilize exist and these will be explained. Ecology can be studied from the grand scale of continents to the microscopic level and all levels in between these two extremes. This course will consider the particular ecology of areas of Hong Kong such as seashores, streams, hillsides, roadsides and even urban areas. Particular emphasis will be placed on the plants and animals of the Territory and how it is important that everyone recognises the need for conservation of species and acts accordingly.

Tutors : C.M. Clarke, B.Sc.(Hons.), (Monash), Ph.D.(New England)
M.A. Weatherhead, B.Sc., Ph.D.(Birm), C.Biol., M.I.Biol.

Venue : Room G4, James Hsioung Lee Science Bldg., HKU

Date : Mondays, 6.30-8.00 p.m., commencing April 7, 1997

12 meetings

Fee : \$720

8557. Fruit and Vegetables in Hong Kong

A wealth of different fruit and vegetables can be found in Hong Kong ranging from the exotic to the prosaic. However the multitude of items available can be bewildering in terms of identification and potential usage. This course will look at market fruit and vegetables describing their identity, background and how to get the most out of purchases. The history of how species and related cultivars have been especially developed for our use is also an interesting topic. Fruit and vegetables are cholesterol free which is an important consideration in our modern, health conscious day to day life. While cost is rarely a problem for such food items a great deal of satisfaction and enjoyment can be gained by growing your own at home. So the course will also study how this can be accomplished even in the smallest space.

Tutor : M.A. Weatherhead, B.Sc., Ph.D.(Birm), C.Biol., M.I.Biol.

Venue : Room LG105, K.K. Leung Building, HKU

Date : Wednesdays, 6.30-8.00 p.m., commencing May 14, 1997

6 meetings

Fee : \$360

8558. A Beginner's Course in Computer

This course aims to introduce the basic concepts of computer hardware and software. Individual components of a personal computer will also be explained. The course is suitable for computer beginners and after the course participants should be able to appreciate the different facets of computer application. Topics include: computer architecture; main components and peripherals of a computer; the evolution of personal computers and their latest and projected development; the concept of operation systems; common application softwares; word processing, data processing and graphics processing softwares; multi-media; and the internet. Lectures will be conducted in Cantonese.

Tutors : K.K. Soo, B.Sc.(Eng.)(H.K.), A.M.I.E.E.

Venue : Room 11, SPACE Town Centre, 9/F

Date : Mondays, 8.00-9.30 p.m., commencing March 24, 1997

8 meetings

Fee : \$480

Medium of Instruction : Cantonese

8559. Laboratory Medicine in the 21st Century

The course aims to give laymen an understanding of the various classical and modern techniques used in the management of patients. Emphasis will be put on the current and potential applications of molecular biology in the field of medical diagnosis. Other new developments, like the use of robots, internet services etc., will be briefly discussed. In addition, an overview of the pathogenesis of various common diseases will also be covered.

Tutor : K.Y. Lam, M.B.,B.S.(H.K.), F.R.C.P.A.

Venue : Room 23, SPACE Town Centre, 9/F

Date : Fridays, 6.20-8.00 p.m., commencing April 4, 1997

7 meetings

Fee : \$420

8560. 體重調詳基本法 (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詳的重要性。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 23 室（信德中心西翼九樓）

時 間：一九九七年二月二十八日起每星期五下午七時至八時三十分

全期學費：一百八十元（共三講）

8561. 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敘飲食，而在懷孕過程中孕婦所須面對的健康問題如：嘔吐、禁忌、便秘、高血壓、水腫、高血糖等等，亦對其飲食構成不少麻煩。

本課程將以輕鬆的型式，以營養的角度來探討胎兒的成長和需要、準媽媽的身體變化和不適、產後傷口的癒合及哺乳期的需要、還有如何控制體重等等，歡迎準父母或任何有興趣的人士參加。

主 講 人：梁胡敏慈女士 B.Sc.(H. Econ.)(W. Ont.), Postgrad. Dip. Dietetics (Leeds Poly.), S.R.D.(U.K.)

地 點：市區中心 23 室（信德中心西翼九樓）

時 間：一九九七年五月二十三日起每星期五下午七時至八時三十分

全期學費：一百八十元（共三講）

8562. 不同年齡階段的營養需要 (Nutritional Requirements at Different Stages of Life)

每個人由初生至年老，都經過一個漫長的階段。在這過程中，由於生理上隨著年齡的增長而變化，再加上許多環境因素的影響，因此在營養角度上都有不同的需要。

本課程著重介紹不同年齡階段的營養知識。其中包括：初生、兒童、少年、青年、成年及老年等，亦會加插一些有關素食營養的知識。

主 講 人：劉倩芳女士 B.Sc.(Oxford Brookes), Postgrad. Dip. in Dietetics, M.Sc.(Leeds Metropolitan U.)

地 點：市區中心 11 室（信德中心西翼九樓）

時 間：一九九七年二月二十四日起每星期一下午六時三十分至八時

全期學費：三百元（共五講）

8563. Food Allergy and Food Additives

This course aims to introduce a general idea about the causation of food allergies and the basis for some specific food avoidance such as gluten, lactose, wheat, egg and milk products. The course will also include discussions on some commonly employed food additives.

Tutor : R. Lau, B.Sc.(Oxford Brookes), Postgrad. Dip. in Dietetics, M.Sc.(Leeds Metropolitan U.)

Venue : Room 11, SPACE Town Centre, 9/F

Date : Mondays, 6.30-8.00 p.m., commencing April 14, 1997

3 meetings

Fee : \$190

8564. A Comprehensive Course in Pure Mathematics

The course is designed for participants intending to continue their studies in science, engineering and technology in the university or those preparing for public examinations on pure mathematics. Students studying this course are expected to have acquired mathematical knowledge at the HKCEE level, however previous knowledge of Additional Mathematics at the HKCEE level would be a definite advantage. Topics include: matrices; system of linear equations in two or three unknowns; complex numbers; differentiation; integration; and analytical geometry.

Tutor : O.K.K. Tam, B.Sc.(H.K.), Dip. Ed.(C.U.H.K.), M.Phil.(H.K.U.S.T.)

Venue : Room 23, SPACE Town Centre, 9/F
Date : Fridays, 8.00-9.45 p.m., commencing February 21, 1997

9 meetings

Fee : \$630

8565. Quantitative Analysis I

This course is designed to give an introduction of the basic concepts of probabilities, statistics and their applications. It is suitable for researchers in science, social science and business. Candidates preparing for professional examinations in accounting should also find this course relevant. Topics to be discussed include: elementary probability; probability distributions including the binomial, Poisson and Normal; sampling distributions including the Normal, t-, chi-square and F distributions; confidence interval and hypothesis testing; regression analysis and correlation. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : W.K. Tsui, Ph.D.(UCLA)

Venue : University Campus
Date : Wednesdays, 6.20-7.50 p.m., commencing February 19, 1997

11 meetings

Fee : \$730

8566. GMAT Mathematics and Logic

This is a course designed for those who intend to take the official Graduate Management Admission Test. Two types of GMAT questions will form the subject for discussion: 1. Problem Solving; 2. Data Sufficiency. The course provides revision lectures and practice tests, aiming at improving participants' basic mathematical skills and ability to reason quantitatively. Tactics for solving different question types will also be discussed. The course will be conducted in Cantonese and supplemented with English.

Tutor : W.K. Tsui, Ph.D.(UCLA)

Venue : University Campus
Date : Wednesdays, 8.00-9.30 p.m., commencing February 26, 1997

6 meetings

Fee : \$400

8567. 天文學入門 (Introduction to Astronomy)

天文學可說是一門古老，但亦是最尖端的科學之一。近年由於太空科技的急速發展，很多宇宙的奧秘亦逐漸被揭開。

鑑於自香港太空館於多年前成立以來，香港市民對天上的日、月、星辰漸感興趣，本課程藉此向愛好天文學的人士提供一個較系統性的系列專題講座。

內容包括：天文學的發展歷程、太陽、月球、行星世界、恆星、星雲、星團、銀河系等的概括認識。此外，還會對恆星演化、黑洞、外太空生命、宇宙起源等有趣問題加以探討。同時亦會介紹如何認識星空及使用望遠鏡觀察等實用技術。如天氣情況許可，還會安排一次實地觀星活動。

主 講 人：黃衍蕃先生
地 點：香港大學邵仁枚樓101室
時 間：一九九七年二月二十日起每星期四下午八時至九時三十分
全期學費：五百一十元 (共八講)

8568. 星空觀測入門 (Introduction to Celestial Observation)

宇宙的奇景異象，引人入勝。不過對初入門的天文愛好者來說，星海中的一切似乎高不可測，難於捉摸。本課程將從最簡單的星座認識開始，介紹西方的星空神話傳說，中西星空觀念之異同，星圖的種類與使用，望遠鏡的選擇與應用，肉眼及望遠鏡中可見的各種天象奇景，四季的星空巡禮及未來廿年的天象先睹等。參加者將會掌握觀星的技術及懂得安排自己星海漫遊的旅程。如天氣情況許可，講座後將安排短暫的觀星實習，亦另會安排一次郊外觀星宿營活動(自費)。

主 講 人：黃衍蕃先生
地 點：香港大學邵仁枚樓101室
時 間：一九九七年四月二十四日起每星期四下午八時至九時三十分
全期學費：五百五十元 (共九講)

8580. 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 10 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 10

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 February 28, 1997

10 meetings

Fee : \$1,050 (including art material fee)

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

8581. 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 February
24, 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.

8582. 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, life-lines, 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 March 3,
1997

12 meetings

Fee : \$840

Medium of Instruction: Cantonese supplemented with English

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

8583. Introduction to Group Counselling

The purpose of this course is to introduce basic group counselling skills, group dynamics theory and practice, and the application of current group counselling models to the appropriate settings.

Topics to be covered include: Basic skills of group counselling; Group structure and dynamics; Survey of group modalities; Group counselling for children and adolescents; Group counselling for adults and the elderly; Group counselling for the mentally disturbed; Group counselling for the gifted; and Relationship-oriented group model will be stressed.

The course will be appropriate for school guidance teachers, social workers, paraprofessional counsellors, physicians, nurses, and other helping professionals.

Enrolment is limited to 20

Tutors : C.W. Lo, Ph.D. Ed.D.(Counselling & Ed. Psy.)(San Francisco) and Guest Lecturers

Venue : Room 504, T.T. Tsui Building, HKU

Date : Thursdays, 7.45-9.45 p.m., commencing March 6, 1997

12 meetings

Fee : \$830

Medium of Instruction: Cantonese supplemented with English

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

8584. 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 preferably have some basic 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 14, SPACE Town Centre, 9/F

Date : Mondays, 6.00 - 8.00 p.m., commencing March 3, 1997

10 meetings

Fee : \$600

Medium of Instruction : Cantonese and some English

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

8585. 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 2, SPACE Shek Kip Mei Study Centre

Date : Saturdays, 2.30-5.30 p.m., commencing March 8, 1997

6 meetings

Fee : \$670

Medium of Instruction: Cantonese supplemented with English

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

8586. Healthy Lifestyles: A Mind/Body Approach to Stress Management

The purpose of this course is to facilitate learning by participants of a variety of skills to manage stress in their lives. It is called a Mind/Body Approach because both the mind and the body and their interaction will be considered.

The curriculum will include how to recognize personal signs of stress and various stress management techniques including cognitive-behavioral methods, meditation and self-relaxation. As a result of skills learned in this course, it is expected that participants will be better able to cope with stress, eliminate unnecessary stresses and generally improve the quality of their life. *Enrolment is limited to 20*

Tutor : C.W.Lo, Ph.D. (Clin. Psy.)(Pacific Southern)

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

Date : Sundays, 2.00 - 4.00 p.m., commencing March 9, 1997

10 meetings

Fee : \$600

Medium of Instruction : English and Cantonese

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

8587. Law for Social Workers

This course aims at giving social workers a basic understanding of the relevant areas of laws. It will emphasise 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, SPACE Town Centre, 9/F

Date : Tuesdays, 6.00-7.45 p.m., commencing March 4, 1997

12 meetings

Fee : \$600

Medium of Instruction: Cantonese supplemented with English

8588. 兒童文藝教育課程 (一) (Introduction to Children's Art Education I)

本課程專為家長及關心兒童文藝教育的人士而設，旨在對兒童文藝教育提供一個全面性的認知，使學員能夠指導兒童，正確地和有效地接觸兒童文藝，從中獲得樂趣和一些基礎知識。課程將會包括兒童舞蹈、戲劇、兒童畫、合唱及填寫兒童歌詞的技巧等五方面。

(限收三十人)

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士

地 點：市區中心29室（信德中心西翼九樓）

時 間：一九九七年二月二十八日起每星期五下午七時三十五分至九時三十五分

全期學費：三百五十元（共五講）

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第1x頁。

8589. 兒童文藝教育課程 (二) (Introduction to Children's Art Education II)

本課程專為家長及關心兒童文藝教育的人士而設，旨在對兒童文藝教育提供一個全面性的認知，使學員能夠指導兒童，正確地和有效地接觸兒童文藝，從中獲得樂趣和一些基礎知識。課程將會包括兒童插花藝術、閱讀技巧、圖書製作和欣賞、朗誦技巧及活動英文教學法等五方面。

(限收三十人)

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士

地 點：市區中心29室（信德中心西翼九樓）

時 間：一九九七年四月十八日起每星期五下午七時三十五分至九時三十五分

全期學費：三百五十元（共五講）

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第1x頁。

8590. 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、幼兒工作人員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適的語言刺激幫助兒童語言理解、表達、及發音能力發展。此課程除講授外，亦輔以研討、分組活動等方式。

(限收二十五人)

主 講 人：賴秀瓊小姐（言語治療師）

地點：市區中心29室（信德中心西翼九樓）
時間：一九九七年二月二十四日起每星期一下午七時四十分至九時四十分
全期學費：四百元（共五講）

教師可獲教育署退還半費。詳參第ix頁。

8591. 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：賴秀瓊小姐（言語治療師）
地點：市區中心29室（信德中心西翼九樓）
時間：一九九七年四月十四日起每星期一下午七時四十分至九時四十分
全期學費：五百元（共六講）

教師可獲教育署退還半費。詳參第ix頁。

8592. 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仕如幼兒教育工作者，小學教師，學生輔導主任等參加。（限收二十五人）

主講人：曾潔雯博士（社會科學博士，臨床心理學碩士）及客座講師
地點：香港大學徐展堂樓504室
時間：一九九七年二月二十五日起每星期二下午六時十五分至七時四十五分
全期學費：四百元（共八講）

教師可獲教育署退還半費。詳參第ix頁。

8593. 兒童成長問題專探 (Exploration in Child Development Issues)

本課程以探討兒童在成長中的三個主要方面——學習，性心理、情緒及行為為主，並會介紹處理這些問題之適當及有效方法。兒童學習方面包括：（一）討論兒童一般的學習問題及其表現出的徵狀——如逃學，欠交功課，成績低落，不專心等；（二）如何幫助兒童面對學習問題？如何培養兒童學習興趣及能力。

性心理方面會介紹：（一）兒童的性心理發展及他們所面對的一般有關「性」的問題；（二）如何與兒童談性？（三）如何幫助/教導兒童預防性侵犯。

情緒及行為方面包括：（一）兒童究竟是否會有焦慮，悲傷等的情緒？兒童是否有權發脾氣，發洩憂傷及憤怒的情緒？兒童有偷竊，說謊，食慾不振或甚至攻擊性行為是否不正常呢？親子關係等如何影響兒童的情緒及行為發展？（二）面對兒童的一般情緒或行為問題如抑鬱，憤怒，偷竊，說謊，甚至攻擊他人等的時候，究竟用甚麼方法來處理呢？——斥責，體罰，嚴厲禁止，不加理會或其他方法？

主講人：社會工作者
地點：香港大學專業進修學院石硤尾教學中心2室
時間：一九九七年六月七日，十四日，二十一日及七月五日星期六下午二時三十分至五時三十分
全期學費：三百二十元

〔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。

8594. 輔導工作坊——風暴少年的再思 (Counselling Workshop – Reflection on Student-at-risk)

本課程旨在協助有興趣的學員認識及掌握在處理學生問題時要注意的輔導技巧及策略。除理論層面的講解外，課程亦會探討現實個案。學員可一方面對輔導的理論及技巧有初步的認識，而另一方面又可從實際的個例子中有更深刻的體會。

課程內容包括：（一）輔導理論的基礎及策略；（二）輔導過程需知；（三）輔導員的條件及預備；（四）個案研究：（1）逃學威龍的檢視；（2）行為問題學生的初探；（3）軟性藥物濫用的問題；（4）性裡尋真的再思；（5）自毀前景的衝動；（五）總結。課程形式將以課堂講解輔以筆記，小組討論，個案研究及工作坊形式進行。本課程對象以中小學在職老師為主。（限收二十五人）

主講人：蘇明波先生（教育輔導碩士）
地點：市區中心14室（信德中心西翼九樓）
時間：一九九七年二月二十八日起每星期五下午七時四十分至九時四十分
全期學費：四百五十元（共七講）

教師可獲教育署退還半費。詳參第ix頁。

8595. 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。學員必須是在訓或從事輔導的人

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：一九九七年三月五日起每星期三下午六時三十分至九時
全期學費：七百元（共八講）
講授語言：粵語（輔以英語）

8596. 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28室（信德中心西翼九樓）
時 間：一九九七年二月二十八日起每星期五下午六時至七時三十分
全期學費：五百八十元（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。

8597. 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，而必需要尋求專業治療。本課程歡迎任何有興趣人士參加。（限收二十五人）

主 講 人：吳兆文先生（精神科社會工作者），
C.Q.S.W.(U.K.), M.Sc. in Psychiatric Social
Work(Manchester).
地 點：香港大學專業進修學院石硤尾教學中心8室
時 間：一九九七年三月七日起每星期五下午七時三十分至九時三十分

全期學費：五百五十元（共八講）
講授語言：粵語（輔以英語）

教師可獲教育署退還半費。詳參第ix頁。

8598. 了解及協助青少年物質濫用者 (Understanding and Helping Adolescent Substance Abusers)

本課程是為與青少年物質濫用者有接觸的人士如教師，社工及醫療服務人員等而設；目的是協助參加者掌握與青少年物質濫用者有相關的實用概念，及處理此問題的基本技巧。

課程內容包括：（一）常被青少年濫用的物質如白粉，咳水，大麻，丸仔及有機溶劑等的使用方法，外顯特徵，長期濫用的常見後果及脫癮徵狀等；（二）青少年物質濫用者的特性，促使濫用的原因及成癮的演變歷程等；（三）與物質濫用者初步接觸的態度及技巧（如何誘發改變動機及評估等）；（四）協助間歇使用者及慣性使用者的策略及手法。

上課形式，除一般講授外，並會加插個案討論，模擬練習及小組討論等。（限收二十五人）

主 講 人：香港基督教服務處戒毒康復服務資深社工
地 點：市區中心14室（信德中心西翼九樓）
時 間：一九九七年三月一日起每星期六上午九時三十分至中午十二時三十分
全期學費：四百五十元（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]

教師可獲教育署退還半費。詳參第ix頁。

8599. 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，和促進女性心理健康。

課程內容包括：（一）女性生理發展與心理成長、性發展與性需要；（二）吸毒酗酒、減肥、厭食症、青少年期性問題、抑鬱症、產後抑鬱症、經前緊張焦慮、婦產科問題引致的精神困擾；（三）婚姻家庭引致的情緒問題；（四）中年危機；（五）年老婦女面對的挑戰。

上課形式以講座討論為主，輔以個案分析，自我測驗。（限收三十人）

主 講 人：梁若芊小姐（臨床心理學碩士）及簡重盛醫生（精神科醫生）

地點：香港大學徐展堂樓507/8室
時間：一九九七年三月十七日起每星期一下午七時至九時
全期學費：六百二十元（共八講）

8600. 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：香港大學徐展堂樓504室
時間：一九九七年三月七日起每星期五下午六時三十分至八時三十分
全期學費：六百元(共十講)

8601. 學前教育服務機構行政管理證書課程 (Certificate in the Administration and Management of Preschool Education Institutions)

課程主旨：本課程專為擔任幼兒中心及幼稚園督導工作之人士而設，目的在為學員提供一套有效的管理方法，以改善學前教育服務機構之行政管理，進而改善服務的質素。本課程已舉辦了十二屆，著重理論和實踐；除一般理論講授外，並透過小組研習及「計劃習作」(Project Work)，使學員更有效地掌握一套較有系統和可行的管理方法，應用於學前教育服務機構日常的管理工作上。

課程內容：主要包括：(一)管理理論；(二)目標與年度計劃製訂；(三)設計課程之小組方法；(四)員工挑選與僱用過程；(五)職員培訓與發展；(六)員工督導之形式、方法與安排；(七)員工評核方法；(八)領導之風格與技巧；(九)解決員工衝突之方法；(十)財政預算與控制；(十一)課程評估；(十二)大型活動之策劃方法；(十三)處理問題員工之技巧；(十四)如何主持會議；(十五)園內外活動場所設計、辦公室管理及檔案系統之建立等。此外，學員將被編配到研習小組進行「計劃習作」，每一小組由一位導師負責指導。

主講人：梁偉康先生 B.S.Sc.(CUHK), M.S.Sc.(HK), PQSW., D.T.M.
黃玉明先生 B.S.Sc.(CUHK), M.S.W.(CUHK) 及客座講師
全期學費：三千五百元

地點：香港大學專業進修學院石硤尾教學中心1室
時間：一九九七年三月十八日至七月八日及九月二日至十二月九日每星期二下午六時三十分至九時三十分

入學資格：(一)中學會考合格及擁有幼兒服務文憑或幼稚園教師文憑之在職幼兒中心或幼稚園主任或副主任，或(二)曾在幼兒中心或幼稚園任教七年或以上幼師。

畢業證書：課程結束後，學員若能符合下列條件者，將獲頒發證書：
(一)上堂出席率不少過八成；
(二)完成課程習作及「小組計劃習作」，並獲得六十分合格分數及
(三)考試合格。

報名手續：申請者須於二月十七日前，將(一)申請表格(二)三千五百元支票及(三)學歷證件副本寄回香港大學專業進修學院(學前教育服務機構行政管理證書課程)主任收。各申請人並應於申請表格上寫上幼兒中心或幼稚園名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。(限收三十五人)

教師可獲教育署退還半費。詳參第1X頁。

8602. 綜合社會科學證書課程 (Certificate in Social Studies)

課程目標：本課程專為學員提供基礎社會科學理論及研究方法，主要目的是指導學員如何將理論應用於香港文化及社會，運用多元學科知識來分析問題，並以社會科學觀點去了解個人、群體及社會。

課程內容：本課程共有七個主要科目包括：

- (一)社會學導論(三十六小時)
本科目針對學員背景，除啟發學員從社會學角度理解社羣生活和社會問題外，並將就以下專題，進行分析和討論：(一)社會學觀點；(二)社會分層與階級結構；(三)科層化組織；(四)都市社會與社會變遷；(五)社會運動與革命；(六)政治、政府與國家。本科目強調理論與實際的結合。講師專題講授外，學員並需進行資料的搜集及分析，提交報告，參與討論。
- (二)社會研究方法(三十六小時)
本科目主要是讓學員認識社會研究之基本概念及技巧。課程內容集中介紹觀察法、實驗研究法及調查研究法。討論範圍有二：(一)從研究問題之確定到研究之全盤設計；(二)從抽樣之方法到資料處理及分析之技巧。
- (三)心理學導論(三十六小時)
本科目旨在使學員對心理學有基本認識。內容包括：(一)心理學的本質；(二)人類行為的生物基礎、成長與發展；(三)意識狀態、感官與認知；(四)記憶、思想與語言；(五)學習；(六)動機與情緒；(七)性格與智能；(八)

壓力與適應。

(四) 應用心理學 (三十六小時)

本科目集中探討社會心理學及發展心理學的理論及其應用。選講範圍包括：(一)何謂社會心理學？(二)發展心理學之「青年、中年及老年」；(三)階級與心理及(四)心理學的應用：(甲)社會服務；(乙)管理工作。

(五) 社會福利及政策 (三十六小時)

本科目介紹基本福利政策概念、香港各社會福利服務設施的現況及未來趨勢。內容包括：(一)社會福利政策；(二)生活質素與社區發展；(三)社區照顧與社區復康；(四)健康與醫療服務政策；(五)人力訓練與教育政策；(六)土地運用與房屋政策；(七)青少年問題與服務；(八)社會保險、勞工保障；(九)家庭照顧與社會福利；(十)社會福利與經濟發展；(十一)社會福利政策趨勢；(十二)社會福利政策總結。

(六) 政治及公共行政學 (三十六小時)

本科目旨在提供一個瞭解現代政治及公共行政的基本理論架構，分別從組織制度、運作程式、政策過程等多個角度去探討政治及公共行政範圍內的重要問題。內容包括：(一)何謂政治學；(二)政府的組織及運作；(三)政黨及選舉；(四)政治文化及參與；(五)政治思想—民主及共產主義；(六)何謂公共行政學；(七)決策過程與決策模式；(八)資源調配及財政預算管理；(九)政策的執行及公共服務供應與組織模式、「私營化」問題；(十)公共行政人員的角色及對公共行政的控制與監察。

(七) 經濟學導論 (三十六小時)

本科目主要分兩部份：(一)宏觀經濟學：這部份主要探討國民所得水平之決策與經濟活動理論，討論題目包括國民產值與國民所得之計算，就業理論、穩定經濟之貨幣與財政政策，以及若干國際經濟問題。(二)微觀經濟學：這部份主要探討自由企業經濟體系下之價格理論。討論題目包括基本經濟概念需求理論，生產與成本，廠商在競爭、寡佔與獨佔性市場下之操作，生產因素之訂價以及市場經濟下政府干預之積效與成本。

(限收五十人)

主 講 人：何國良博士 (香港理工大學應用社會科學學系助理教授)

梁世榮博士 (香港理工大學應用社會科學學系助理教授)

林德民博士 (香港城市大學公共及社會行政學系副教授)

徐永德先生 (香港大學社會工作及社會行政學系導師)

曾潔雯博士 (香港大學社會工作及社會行政學系講師)

吳乃江先生 (臨床心理學家)
及客座講師

講授語言：粵語

地 點：市區中心14室 (信德中心西翼九樓)

時 間：本課程的特色是利用週末授課，由一九九七年三月十五日起每隔一星期六下午二時至五時半及晚上六時半至十時舉行，每月上課兩次，於一九九八年八月底完成，共二百五十二小時，學員可以週末兼讀形式修讀此課程。

全期學費：八千元

入學資格：課程秉承「公開教育」精神，凡有三年工作經驗，經語文考試合格者，均可申請入學。

結業證書：(一)課程結束後學員若能符合下列條件，可獲頒發證書：(甲)出席率不少過百分之八十；(乙)課程習作平均達五十分合格標準；(丙)考試合格。(二)持有本課程結業證書者均可以申請修讀本學院在一九九八年秋季與暨南大學合辦之一系列課程包括漢語寫作、管理學原理、組織行為學、邏輯學等，共一百五十小時。費用約五千元。學員若能滿足課程各項要求及成績合格，將獲頒發暨南大學社會學大專文憑。具有兩年實際工作經驗者持該文憑經考核可申請進入暨南大學相近專業本部三年級就讀。

報名手續：申請者須於二月二十一日前，將(一)申請表格；(二)八千元支票及(三)學歷證件副本寄回香港大學專業進修學院(綜合社會科學證書課程)主任收。

8603. Certificate in Hospital Play Specialists Training

Children in hospital have many psycho-social needs. In order to help them and their families adjust to the often stressful experience of hospitalisation, play can be used therapeutically, recreationally, educationally, and diversionally. Children may learn to cope with the stresses and anxieties during short and long-term stays in hospital by using play to (i) prepare them for treatments and procedures; (ii) regain skills, confidence and self-esteem; and (iii) provide an opportunity to ventilate feelings. Workers using play as their method of help would need to equip themselves with the relevant knowledge and skills in Hospital Playwork. To this end, a course of study in hospital play specialist training has been developed by the School of Professional and Continuing Education, The University of Hong Kong and Playright. This course will model after the Certificate in Hospital Play offered by the Business and Technology Education Council (BTEC, UK) and is planned to fulfill the requirements of the Hospital Play Staff Education Trust (HPSET, UK). It will be fully accredited by these two UK institutions.

Course Aims and Objectives

The course is for individuals intending to be a professional hospital play specialist or those who wish to incorporate the therapeutic play approach in their own profession. In addition to theories of (i) child development and (ii) play, students will be taught practical play skills suitable for individuals and groups in a hospital setting as well as how to apply play for various purposes, (e.g. assessment, treatment preparation) for the wide ability and age ranges met in paediatric in- and out-patient departments. Report writing, budgeting, and organisation skills will also be covered.

Course Content

The course is comprised of five modules each of 60 hours taught in weekly sessions in addition to ongoing supervised practical skill application throughout each term. The modules cover the following topics: (i) Human growth and development through play; (ii) Hospital play; (iii) Practice in hospital and the community; (iv) Organisation and management; (v) Project.

Assessment and Awards

Successful completion will be dependent upon a minimum attendance at 80% of the lectures. Assessment consists of written assignments, the integrative project, class tests, and weekly supervised practical work. One certificate each will be awarded by the following institutions: the School of Professional and Continuing Education (HKU), the Hospital Play Staff Education Trust (HPSET, UK), and the Business and Technology Education Council (BTEC, UK).

Enrolment is limited to 20.

Tutors : Ms. Y.B. Becher, B.A. (Hons), M.Clin.Psych.(Coordinator)
Ms. B.M.C. Kwok, B.Nurs., Cert. in Hospital Play Specialist Training (BTEC, HPSET),
Guest Lecturers from HPSET, UK and
Local Guest Lecturers.

Venue : Room 12, SPACE Shek Kip Mei Study Centre

Contact Hours

300 hours of classroom learning, 190 hours of concurrent practical work in hospital play during the course, and a one week block placement.

Course Duration and Meeting Time

February 22, 1997 - Early August, 1998 (with scheduled breaks in summer and at Christmas)

Every Saturday, 9.30 a.m.-1.00 p.m. and 2.00-5.30 p.m.

Medium of Instruction

English supplemented with Cantonese

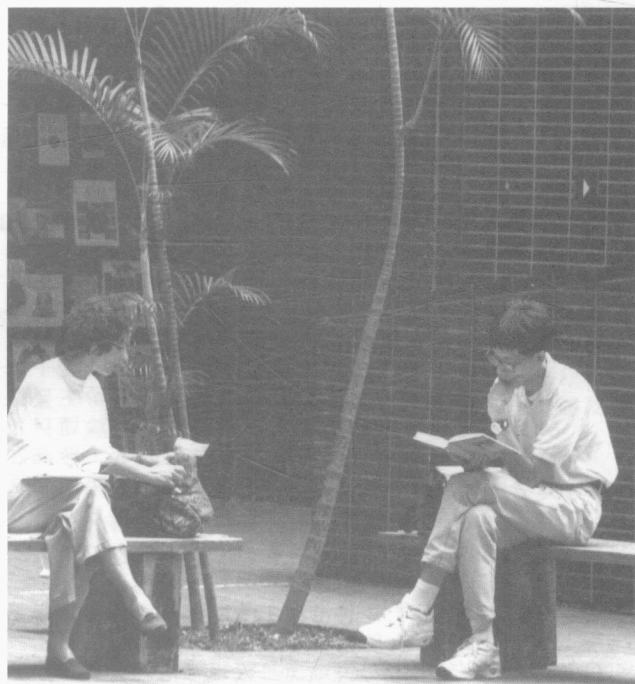
Fee : Course Fee: \$18,000
UK Registration Fee: £200

Admission Requirements

Applications will be considered from all aged 21 and above with a qualification in a related discipline, i.e. social work, nursing, teaching, occupational therapy, speech therapy, physiotherapy, child care.

Special application forms will be available on request.

Closing date for applications: January 25, 1997.



Relaxing on campus during a break

In order to receive the next issue of this Prospectus, please turn to page 113.

如欲收到下期課程手冊，請翻閱第113頁。

秋季課程手冊
Autumn Prospectus 97

秋

THEATRE STUDIES

Lecturer in charge : Peter Kennedy

Telephone : 2975 5689
Fax : 2858 3404



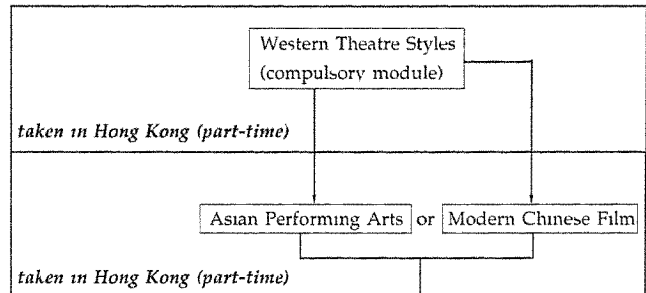
M.A. IN EAST/ WEST THEATRE STUDIES (MIDDLESEX UNIVERSITY, LONDON)

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.

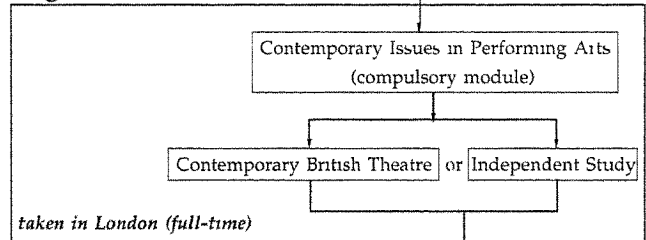
Holders of the SPACE Postgraduate Diploma in East/West Theatre Studies are eligible for "advanced standing" at Middlesex University and will be deemed to have completed two of the four taught modules. Students who complete two further modules during a fifteen week stay in London and then submit a satisfactory dissertation will be awarded the M.A. in East/West Theatre Studies.

M.A./Postgraduate Diploma in East/West Theatre Studies

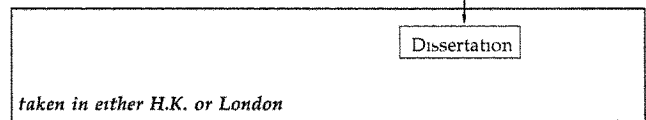
Stage One [leads to Postgraduate Diploma (SPACE)]



Stage Two



Stage Three [leads to M.A.(Middlesex)]



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:

1. those working professionally in fields such as arts management, theatre performance and television broadcasting in Hong Kong;
2. those teaching in schools, tertiary institutions and in adult education;
3. staff of the Urban and Regional Councils involved in performing arts;
4. 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, HKU

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 Kung Fai, Dean of Drama, Academy for Performing Arts, 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, Part-time Lecturer, Academy for Performing Arts, Hong Kong

Mr. Dmo 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

Dr. 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 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.

60. Certificate Programme in East/West Theatre Studies

INTRODUCTION

The SPACE Certificate in East/West Theatre Studies is a one-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;



Asian Drama – the preparation

- 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	A Doll's House
O. Wilde	The Importance of Being Earnest
B. Brecht	Mother Courage
S. Beckett	Waiting for Godot
E. Albee	The Zoo Story
A. Wesker	Chips with Everything
D. Mahoney	Yo-Yo

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, Part-time Lecturer, Academy for Performing Arts, Hong Kong
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.

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)

Date : Thursdays, 7.30 - 10.30 p.m., commencing January 9, 1997

Venue : Room 104, Main Building, HKU

25 meetings (75 hours)

Fee: \$5,500



Lecturer-in-charge : Peter Kennedy

TRANSLATION

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone : 2975 5682

8621. Diploma In Translation

Course Directors : Koon-ki T. Ho, B.A. (C.U.H.K.),
A.M., Ph.D. (Illinois), LL.B. (Lond.),
P.CLL. (H.K.)

Teaching Medium: The medium of instruction will be either English, Cantonese or Mandarin, depending on the preference of individual lecturers.

Teaching Staff:

Daniel K.W. Au, B.A. (H.K.), M.A. (C.U.H.K.)
Elsie K.Y. Chan, HDTI (CPHK), M.A. (C.U.H.K.)
Koon-Ki T. Ho, B.A. (C.U.H.K.), A.M., Ph.D. (Illinois),
LL.B. (Lond.), P.CLL. (H.K.)
Leung Lai-chu, M.A. (CPHK)
Luk Man-shun, HDTI (CPHK), M.A. (C.U.H.K.)
Mak Wai-ho, B.Soc.Sc. (C.U.H.K.),
M.A. (Birmingham), M.A. (CPHK)
Joseph H.K. Poon, B.A., M.Phil. (H.K.)
K.K. Sin, B.A., M.A. (C.U.H.K.), Ph.D. (S. Illinois)
Tam Tak-ming, M.A. (City U.H.K.)
Elaine Tsoi, B.Soc.Sc. (H.K.), M.A. (C.U.H.K.)
Loretta S.P. Woo, M.A. (City U.H.K.)
and guest lecturers.

Admission:

- I. Applicants must possess the Higher Certificate in Translation awarded by the School or Certificate in Translation (Advanced) awarded by the School's predecessor, i.e. Department of Extra-Mural Studies. No other qualifications will be considered as equivalent.
- II. Students who has just finished the Higher Certificate course in March are also encouraged to apply.

Award of Diploma:

The Diploma in Translation will be awarded provided that students (1) pass the written examination; (2) attend at least 80% of the meetings, (3) complete the project and all course assignments.

Duration of Studies:

Two evenings of two and a half hours each week* for 14 weeks for lectures and 3 months for the completion of the project.

*see the Dates of Commencement.

Course Fee:

- I. The tuition fee is **HK\$6,200** and must be paid upon receipt of official notice of admission.

- II. For those who have not paid the initial registration fee, a continuing fee of **\$180** is also payable. Any fee paid are not refundable or transferable.

Application Procedures:

Special application forms should be used. Completed application forms should be accompanied by the photostat copy of Higher Certificate in Translation.

Closing date : February 28, 1997.

Enrolment is limited to 35.

Date of Commencement: Tuesday, March 18, 1997

Time and Place:

Lectures: Tuesdays, 7:00pm - 9:30pm
Room 16, SPACE Town Centre, 9/F;
Fridays, 7:00pm - 9:30pm
Room 10, SPACE Town Centre, 9/F.

Note : This is the last time for the Diploma in Translation to be mounted. All eligible students interested should apply.

8622. 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：香港大學邵逸夫樓 2 0 8 室
時 間：一九九七年二月十八日起每星期二下午六時
十五分至八時十五分
全期學費：五百八十元 (共十二講)

8623. 實用翻譯 (Practical Translation)

翻譯是一種工具，作為一個東西文化交匯與世界工商金融中心的香港，這種工具更顯得重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時事、會議程序及紀錄、議案、商業信札、演講辭、科技用字、及公事文件的翻譯。
(限收二十五人)

主 講 人：余懿迪先生 (前德臣西報編輯)
地 點：香港大學屬樹雄科學館 G 1 室
時 間：一九九七年二月十九日起每星期三下午七時
十五分至八時四十五分
全期學費：四百二十元 (共十二講)

8624. 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16室（信德中心西翼九樓）

時 間：一九九七年五月十二日起每星期一下午八時廿分至九時五十分

全期學費：四百二十元（共十講）

Intermediate Translation : From English to Chinese

These courses are specially designed for junior translators in government, media, China trade agencies and students who have already received basic translation training. Courses 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. *(Enrolment is limited to 30)*

Tutor : Mr Shek Tit-sang (former managing editor of the United States Information Service)

8625. Thursdays, 6:15pm - 7:45pm, commencing April 10, 1997

Venue : Room 20, SPACE Town Centre, 9/F

8626. Tuesdays, 8:00pm - 9:30pm, commencing April 8, 1997

Venue : Room 21, SPACE Town Centre, 9/F

12 meetings

Fee : \$580



Students with full attention in class

秋季課程手冊
Autumn Prospectus 97

秋
1997

Autumn Prospectus

The next issue of the School Prospectus will be available in early August 1997. If you wish to be sent a copy of the Prospectus in early August 1997, please send in a self-addressed 23 cm X 30 cm (9" X 12") envelope 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 "Autumn Prospectus 97". Alternatively, you may collect copies from one of the counters listed on page iii.

一九九七秋季課程手冊

本學院將於一九九七年八月初派發一九九七年秋季課程手冊。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〔郵索九七年秋季課程手冊〕字樣，寄【香港薄扶林道香港大學專業進修學院】，或親臨本院任何中心索取（地址詳載iii頁）。

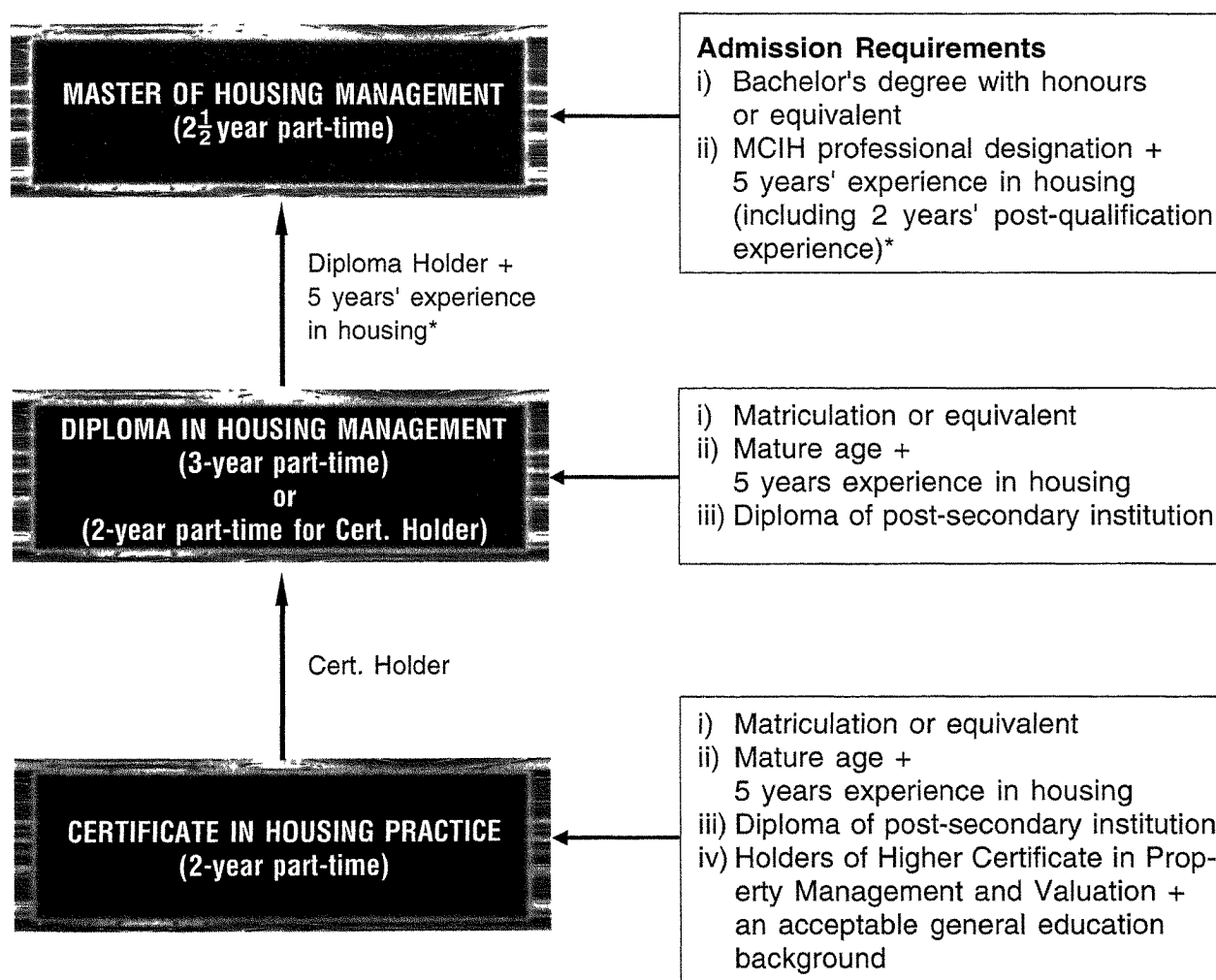
URBAN STUDIES

Lecturer in charge: T.M. Kwong

Telephone: 2975 5660
2975 5668

Tutors : Emily Ni Li
Lina W.S. Ma

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 1997/98 intake close in March, 1997. Please write in for further information enclosing a pre-stamped (\$2.50) and self-addressed envelope (17cm x 24cm).

Diploma in Housing Management

The course aims to provide a professional qualification in Housing Management for people already working in the field. It is intended to provide a firm grounding in the theory and practice of housing management. This course is recognised by the 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.

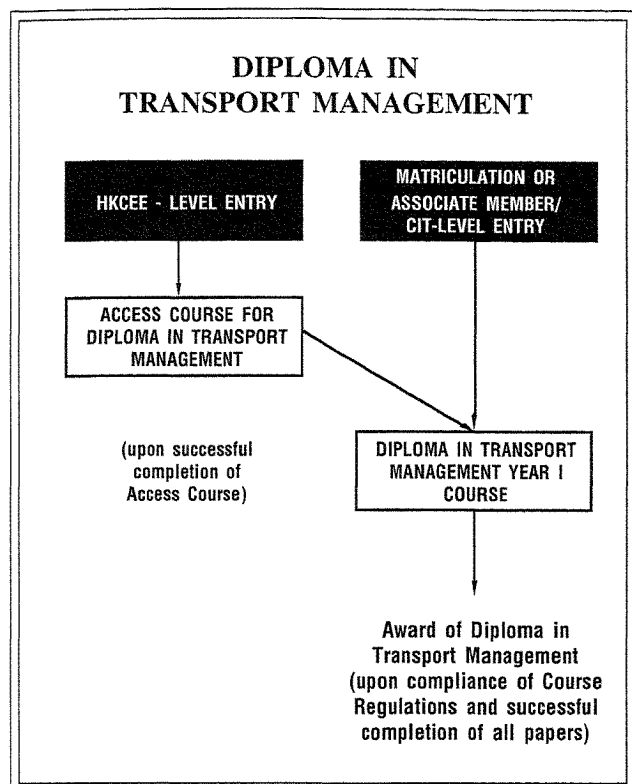
The course runs over three academic years. Each year will cover five papers ranging from housing studies, through management studies, building studies and legal studies to social studies. Students will be assessed by coursework and examination at the end of each year.

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 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, 1997. Applications for admission to the Pre-course must be submitted before January 15, 1997. Admission to the Diploma course in September 1997 will be based on successful completion of the Pre-course.

Please write in for further information enclosing a stamped (\$3.00) self-addressed envelope (34cm x 24cm).



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. have satisfied the University Entrance Requirements as specified in the prevailing University Regulations.
OR
- b. be Associate Members of the Chartered Institute of Transport.

Application Procedures

Applications for the 1997/98 intake close in August 1997. Please write in for further information enclosing a pre-stamped (\$2.50) and self-addressed envelope (17cm x 24cm).

8630. 城市規劃與香港的發展 (Town Planning and The Development of Hong Kong)

由於香港都市及新市鎮迅速發展，而土地利用規劃直接影響一個都市或地方的生活環境，所以城市規劃已漸受市民重視。

這課程旨在介紹都市規劃的概念、理論及實踐。本課程內容包括規劃理論，規劃大綱，區域規劃的實踐及發展管制，新市鎮的規劃及城市規劃條例的演變等。

主 講 人：香港都市規劃師學會

講授語言：粵語（輔以英語）

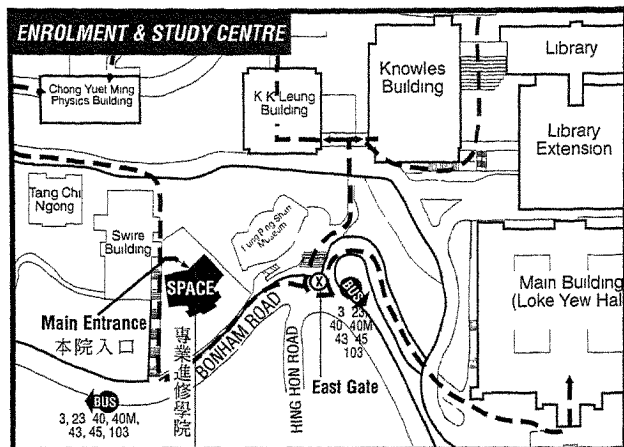
地 點：香港大學（另行通知）

時 間：一九九七年二月二十七日起每星期四下午七時三十分至九時正

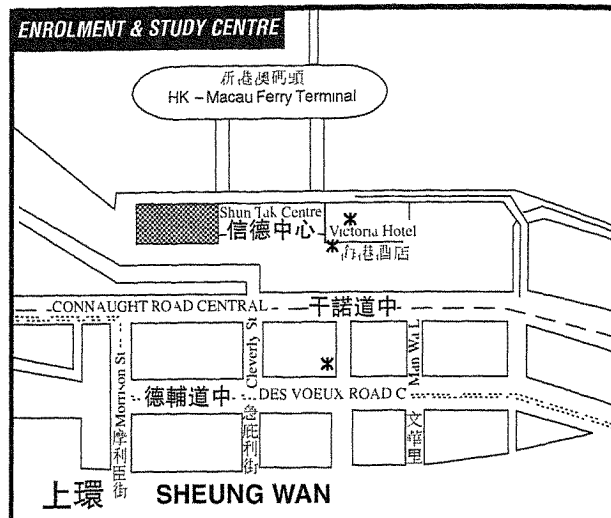
全期學費：四百三十元正（共十講）

Centre Location Maps 主要上課地點示意圖

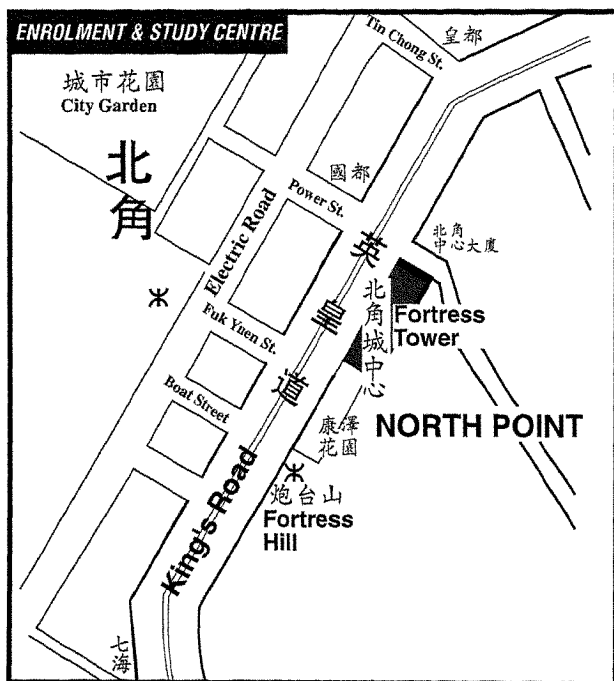
ENROLMENT AND STUDY CENTRES 報名及上課中心



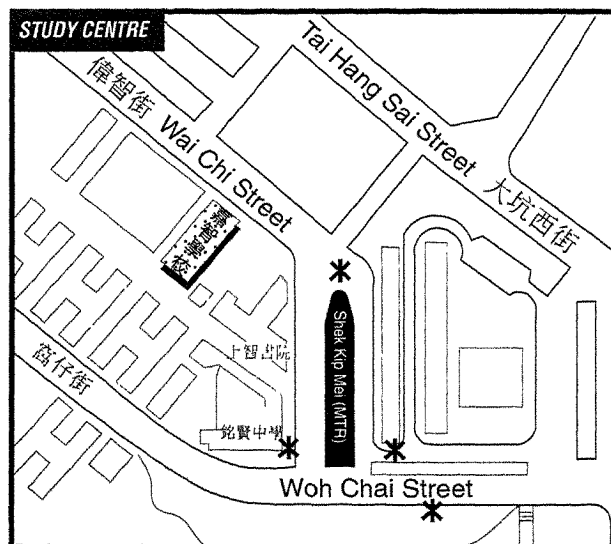
SPACE Campus Office, 3/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Main Entrance at 3/F Level Swire Bridge) 香港大學專業進修學院，香港薄扶林道香港大學徐展堂樓（本學院入口，太古樓側）



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）〕

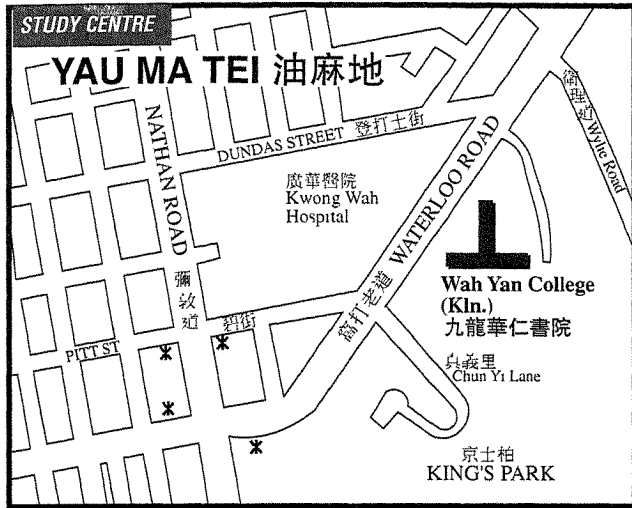
Student Card for Access to Town Centre and North Point Centre after Office Hours

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.

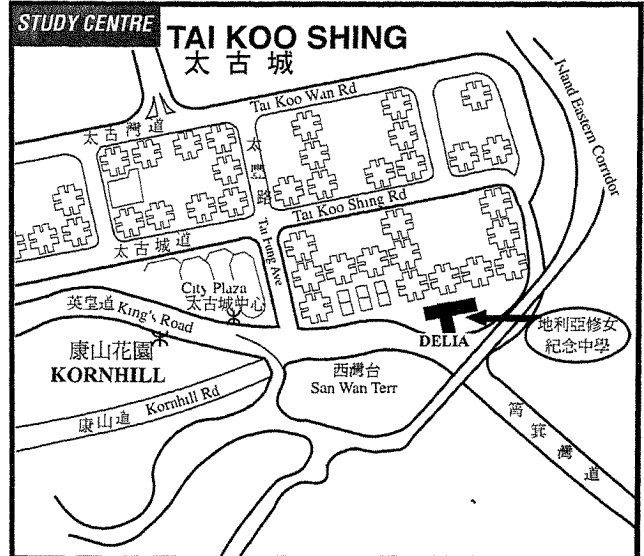
學員証

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。

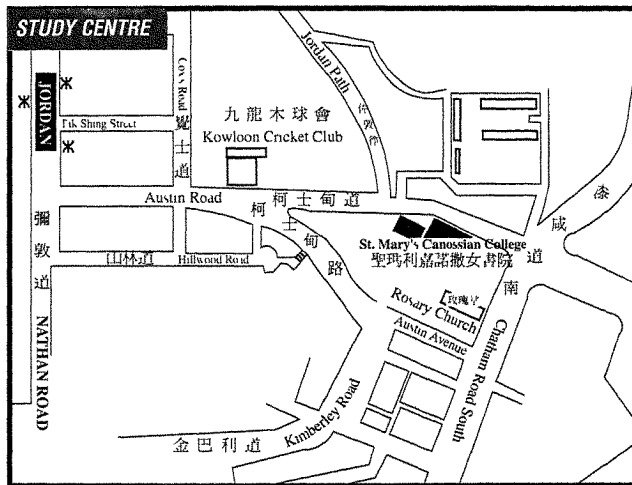
STUDY CENTRES 上課中心



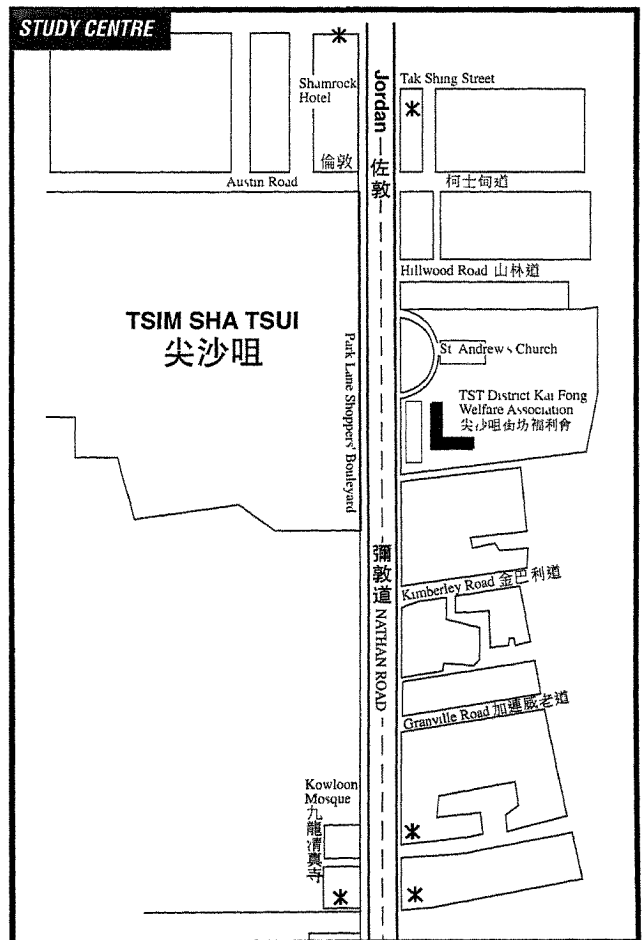
Wah Yan College, 56 Waterloo Road, Kowloon
九龍華仁書院九龍窩打老道56號 (油麻地地鐵站)



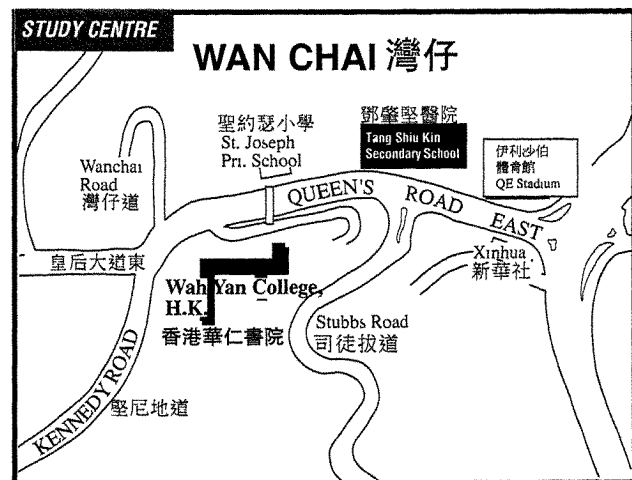
Delia Memorial School, Tai Koo Shing, Hong Kong 香港太古城地利亞修女紀念中學 (由中學部太豐路入口)



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, H.K., 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9號

Teaching Venues

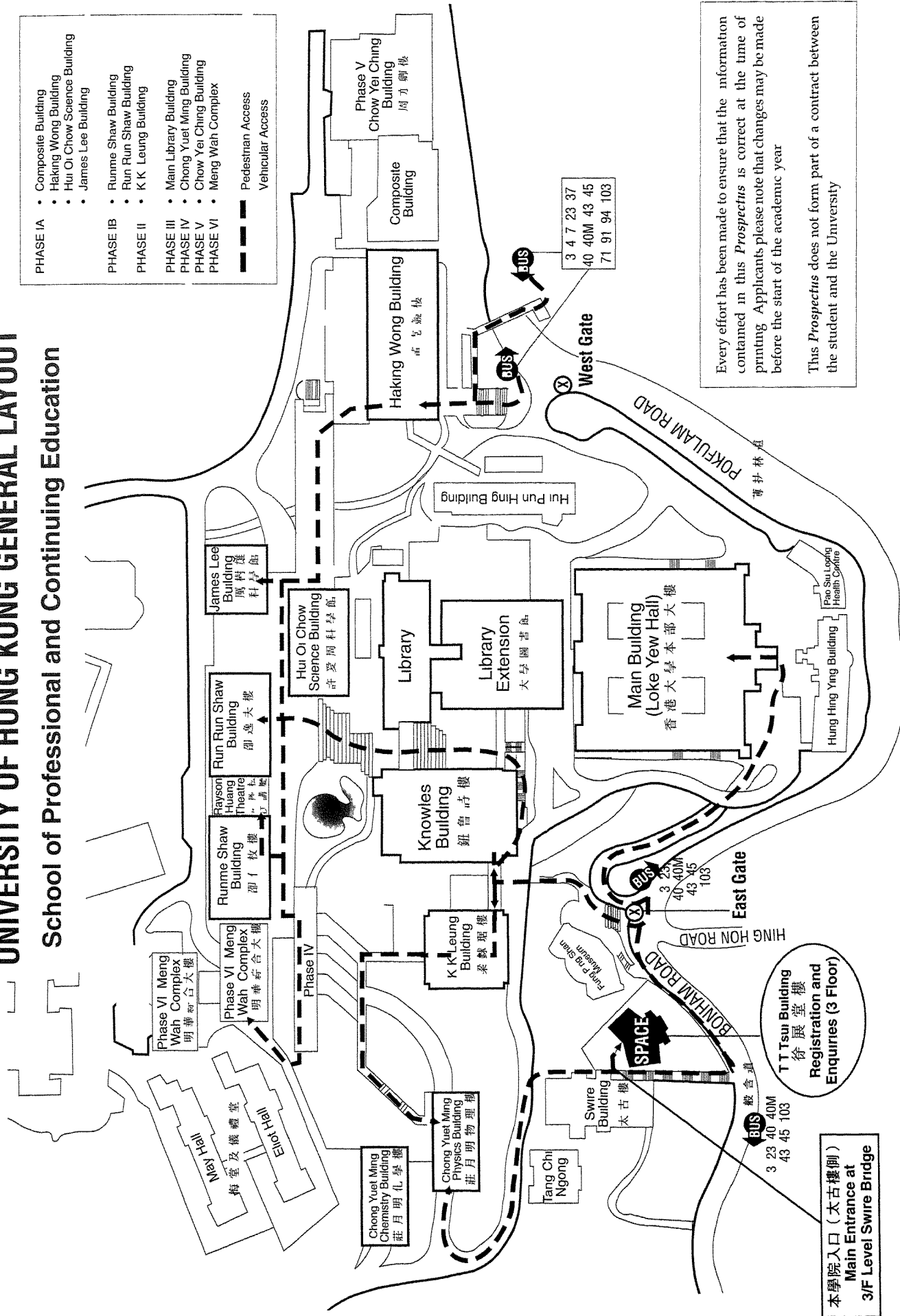
The short form and full addresses of major teaching centres named in this prospectus are as follows:-

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 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

UNIVERSITY OF HONG KONG GENERAL LAYOUT

School of Professional and Continuing Education

- PHASE IA
 - Composite Building
 - Haking Wong Building
 - Hui Oi Chow Science Building
 - James Lee Building
 - PHASE IB
 - Runme Shaw Building
 - Run Run Shaw Building
 - PHASE II
 - K K Leung Building
 - PHASE III
 - Main Library Building
 - PHASE IV
 - Chong Yuet Ming Building
 - PHASE V
 - Chow Yei Ching Building
 - PHASE VI
 - Meng Wah Complex
- - - 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

•

North Point Centre

14/F, Fortress Tower, 250 King's Road

North Point, Hong Kong

Tel: (852) 2570 9266 • Fax: (852) 2508 9349

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SPACE Web Site

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



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