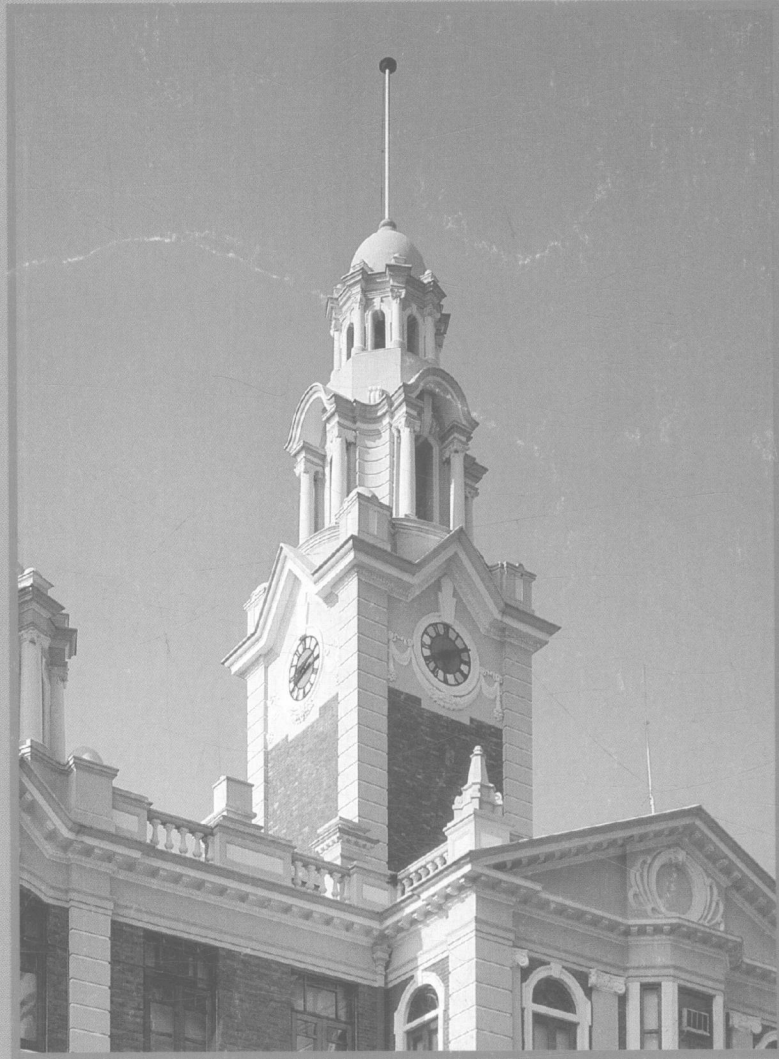


SPRING PROSPECTUS 1998



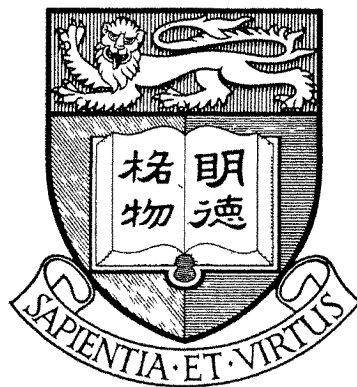
The University of Hong Kong  
香港大學



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

*Full-time Commitment to Part-time Education*  
優質教育 專業進修

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# TELEPHONE ENQUIRIES 詢問電話

General Enquiries 一般電話查詢: 2975 5680 or 2547 2225 or 2570 9266

(Fax: 2559 7528) [unless otherwise stated]

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

Hotline 熱線: 2559 9771 (effective from February / March 1998)

## APPLIED SCIENCE 應用科學

Biomedical & Health Sciences 生物醫學及衛生科學	
Health Sciences & Nursing Studies 衛生科學及護理學	2975 5687 or 2975 5688 (Fax: 2858 3404)
Life Sciences/Biomedical Sciences 生命科學及生物醫學	2975 5697 or 2975 5698 (Fax: 2858 3404)
Nutritional Science & Dietetics 營養科學與治療	2975 5698 (Fax: 2858 3404)
Pharmaceutical Science 藥物科學	2975 5723 (Fax: 2546 0295)
Computer Science & Information Technology 電腦科學及資訊科技	2975 5645-7 or 2975 5618 (Fax: 2975 4953)
Engineering 工程學	2975 5619 (Fax: 2975 4953)
Library & Information Science 圖書館學及資訊科學	2975 5619 (Fax: 2975 4953)
Mathematics / General Science 數學/科學	2975 5683 (Fax: 2858 3404)

## ARTS & HUMANITIES 文學及人文科學

Art & Design 藝術及設計	2975 5761 or 2975 5762 (Fax: 2975 4953)
History & Archaeology 歷史及考古學	2975 5682 (Fax: 2858 3404)
Languages & Literature 語言及文學	
English Studies 英國語言及文學	2975 5689 / 2975 5695 (Fax: 2858 3404)
European Languages 歐洲語言	2975 5695 (Fax: 2858 3404)
Oriental Languages 東方語言	2975 5692 (Fax: 2858 3404)
Museum Studies 博物館學	2975 5618 (Fax: 2975 4953)
Music 音樂	2975 5696 (Fax: 2858 3404)
Oriental Studies 東方研究	2975 5682 (Fax: 2858 3404)
Philosophy 哲學	2975 5691 (Fax: 2858 3404)
Theatre Studies 戲劇研究	2975 5689 (Fax: 2858 3404)
Translation 翻譯	2975 5682 (Fax: 2858 3404)

## BUSINESS STUDIES 商業學

Accounting 會計	2858 4515 / *2975 5784 (Fax: 2858 4750)
Administrative Management (Institute of Administrative Management) Programme 行政管理 (IAM)	2858 4515 / *2975 5783 (Fax: 2858 4750)
Economics, Management, Banking & Finance 經濟、管理、銀行及金融	2975 5662 (Fax: 2858 8472)
Marketing 市場學	2858 4515 / * 2975 5776 (Fax: 2858 4750)

## LAW 法律

Law 法律	2975 5721 (Fax: 2546 0295)
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## REAL ESTATE, HOUSING & URBAN STUDIES 房地產管理、房屋及城市研究

Construction Management & Real Estate Management 建築及房地產管理	2975 5717 (Fax: 2546 0295)
Housing Management 房屋管理	2975 5668 (Fax: 2858 8472)
Real Estate Agency/ Administration 地產代理及行政	2858 4515 / *2975 5774 (Fax: 2858 4750)
Urban Studies 城市研究	2975 5660 or 2975 5668 (Fax: 2858 8472)
Transport Management 交通運輸管理	2975 5660 (Fax: 2858 8472)

## SOCIAL SCIENCES & EDUCATION 社會科學及教育

Adult Education & Training, HRM 成人教育、培訓及人力資源管理	2975 5686 or 2975 5690 (Fax: 2858 3404)
Criminal Justice & Public Order 刑事執法及公安	2975 5685 or 2975 5691 (Fax: 2858 3404)
Education, INSTEP 教育及在職教師進修課程	2975 5686 (Fax: 2858 3404)
Journalism & Communication 新聞及傳播學	2975 5696 (Fax: 2858 3404)
Political Science 政治學	2975 5682 (Fax: 2858 3404)
Psychology 心理學	2975 5655 (Fax: 2858 8472)
Recreation & Sports Management 康樂及體育管理	2975 5726 (Fax: 2546 0295)
Social Work & Sociology 社會工作及社會學	2975 5657 (Fax: 2858 8472)

## TRADITIONAL CHINESE MEDICINE 中醫藥

Acupuncture 針灸學	2975 5723 (Fax: 2546 0295)
Chinese Medicine Pharmaceutics 中藥學	2975 5718/2975 5719 (Fax: 2546 0295)
Traditional Chinese Medicine (TCM) 中醫藥	2975 5724 (Fax: 2546 0295)

London University 倫大入學組:  
Student Registration

2559 7628  
(Fax: 2559 4666)

## MESSAGE FROM THE ACTING DIRECTOR

Professor Young Chien-ming, Enoch will assume the Directorship of the School with effect from 1 February, 1998.

Professor Young has been able to act as Consultant to the School from September 1997. He has led the School to develop strategic plans which will focus on

- developing the culture of life long education in the community
- raising awareness of, and ensuring the maintenance of, quality assurance in the programmes offered and the services provided to the public
- fostering professionalism within the School
- progressing the localization of awards and course content
- launching new courses and programmes to meet the needs of the community.

Under Professor Young's leadership, I am sure the School will further maintain and enjoy its status as the leading Continuing and Professional Education provider in Hong Kong. He will also ensure its commitment to excellence in performance.

The School's Town Centre has relocated to the 3/F of Admiralty Centre since late October, 1997. The new Centre is directly above the Admiralty MTR station, and provides better teaching facilities, more spacious public areas and convenient access to the public.



Professor Young Chien-ming, Enoch  
Director designate

With the recent rapid changes in Hong Kong's economy to move from a manufacturing to a service base, there is a continuing need to provide high level courses both to meet individual retraining requirements and to ensure the supply of appropriately trained personnel. Moreover, formal education up to university degree level, as the foundation of education, has to be complemented by professional and continuing education since the advancement of knowledge and technology means that continuous updating is needed in all professions. This is where the concept of life long learning comes into play as a worldwide trend in higher education. Life long education is necessary to equip adult students with the necessary knowledge and tools for enhancing career mobility and survival in the rapidly developing world.

The School is committed to the vision of life long education and is meeting the challenge of ensuring appropriate procedures for the assurance of high quality in its provision of relevant programmes.

In order to emphasise this commitment, the School will hold an Open Week in the new Admiralty Centre from January 14, 1998. This will feature the wide range of activities of the School.

Your participation in the Open Week will help us to understand your needs in life long education and help you to know the scope and extent of the courses, mainly in the part-time and distance learning modes, which the School offers.

From January 1st 1998 the School has been reorganised into 7 academic Divisions. These will help align the School's work more closely with the University Faculties and the contents of this Prospectus give details of the new structure.

Full Time Commitment to Part time Education.

Professor S.T.H. Chan  
Acting Director

## 署理院長序言

候任院長楊健明教授將於一九九八年二月一日正式出任本院院長。楊教授由九七年九月一日起在本院擔任顧問一職，其間他領導學院規劃未來發展政策，其重點包括：

- 為香港培養終身教育的社會文化
- 提升本院同寅對課程質素的重視，並確保本院提供的課程和服務品質優良
- 在本院確立專業精神
- 學歷及教材本地化
- 開發新課程以應社會所需

在楊健明教授的領導下，我有信心學院將會繼續在持續及專業進修界保持及享有現時的領導地位，楊教授也會確保學院實踐其追求卓越的承諾。

學院的市區中心已於一九九七年十月底搬往金鐘地鐵站上蓋的海富中心三樓。新市區中心不單選址更為交通方便，亦提供了更佳的教學設施及更寬倘的空間。

近年香港經歷速促的經濟轉型，由製造業為本位轉型至服務行業，故對高程度的課程不斷需求殷切，以應人才再培訓的需求，以及確保受過適當訓練的專才供應源源不絕。由小學至大學的正規教育只能視為個人的基礎教育，是需要專業及持續教育相輔相成的。因為科技及知識不斷進步，令到各專業人士都了解到需要終身不斷進修。這就是需要實行終身教育的原因。終身教育已成為了整個世界的教育潮流。終身教育必須提供適當的知識和技能，使學員加強他們晉升及轉換職業的機會，並使他們能夠在這瞬息萬變的世界上屹立不倒。

學院已把終身教育視為己任，亦已積極面對挑戰，制定適當程度以確保所提供的課程能夠保持優良的高質素。為了強調學院對這使命的承諾，本院將於一九九八年一月十四日起一連七天在新市區中心舉辦開放週，把本院多元化的課程活動向外界展露。

我誠意邀請各位光臨開放週，只有你的參與，才可以讓我們了解你對終身教育的需要。我們更樂意為你提供有關本院的兼讀及遙距課程資料。

由一九九八年一月起，學院將重組成七個學部，從而方便與大學各學院緊密合作。有關新架構詳載在本手冊內文。

優質教育，齊來兼讀。  
全情投入，專業進修。

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如欲收到下期課程手冊，請翻閱第187頁。

秋季課程手冊  
Autumn Prospectus 98

秋



## 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。

## Accommodation for Lease

The school has a number of well-equipped classrooms, seminar rooms, and computer laboratories which are available for lease during normal office hours. The seating capacity ranges from 20 to 165 at convenient locations close to the MTR stations in Admiralty, Fortress Hill and Shek Kip Mei. Non-profit making organizations are eligible for a discounted rate.

### Interested parties should liaise with

Ms. Elsa Leung at 2975 5743 or 2559 7528 (fax) or  
E-mail to [elsaleu@hkuspace.hku.hk](mailto:elsaleu@hkuspace.hku.hk) for details.

## 場地租用

本院位於金鐘地鐵站上蓋的市區中心、北角中心（砲台山地鐵站側）、及石硤尾中心（石硤尾地鐵站斜對面）的教室、會議室、及電腦室，設備完善，可容納人數由二十至一百六十五人，現可供有興趣者日間租用，以作教學或會議用途。非謀利機構可享有折扣優惠。查詢請電2975 5743聯絡梁小姐或傳真至2559 7528或電郵至Elsa@hkuspace.hku.hk。

## Communication with the School

### a. Interactive Telephone Enquiry System

The system will be in place in February/March, 1998. Please call 2559 9771 if you need information, particularly after office hours.

### b. E-mail Address

Alternatively, if you wish to contact us electronically, please feel free to send your E-mail to [enquiry@hkuspace.hku.hk](mailto:enquiry@hkuspace.hku.hk).

## 學院聯系

### 〔甲〕 互動電話諮詢系統

這系統將於一九九八年二 / 三月投入服務。如須在非辦公時間查詢資料，請電2559 9771。

### 〔乙〕 電子郵箱

此外，亦可來信電子郵箱：[enquiry@hkuspace.hku.hk](mailto:enquiry@hkuspace.hku.hk) 與我們聯絡。

# OPEN WEEK 14 - 20 January, 1998 (Wednesday to Tuesday)

The School will be holding an Open Week immediately after the formal Opening of its new Town Centre in Admiralty on 13 January 1998. To see how quality life long education can help you progress in your career, please come to the Open Week held on 3/F of the Admiralty Centre, 18 Harcourt Road (above the Admiralty MTR station, access through the escalators on the 2/F of the Shopping Arcade) daily from 10.00 a.m. to 7.30 p.m. There will be staff members from various subject areas of the 7 Divisions of the School to answer enquiries. The 7 Divisions of the School are as follows:

## 開放週 一九九八年一月十四日 (星期三) 至一月二十日 (星期二)

想瞭解優質的持續及專業教育如何能配合你工作的需要，請親臨本院在金鐘地鐵站上蓋的海富中心三樓全層 (由二樓商場自動樓梯上) 的市區中心舉辦的開放週，本院的職員將可協助你了解優質終身教育對你事業的幫助。 介時本院將展出七個部門的學科如下：—

<p><b>APPLIED SCIENCE 應用科學</b>            Biomedical &amp; Health Sciences 生物醫學及衛生科學            Computer Science &amp; Information Technology            電腦科學及資訊科技            Engineering 工程學            Environmental Sciences 環境學            Library &amp; Information Science            圖書館學及資訊科學            Mathematics / General Science 數學 / 科學</p>	<p><b>REAL ESTATE, HOUSING &amp; URBAN STUDIES</b>            房地產管理、房屋及城市研究            Construction &amp; Real Estate Management            建築及房地產管理            Housing Management 房屋管理            Real Estate Agency/Administration 地產代理及行政            Urban Studies 城市研究</p>
<p><b>ARTS &amp; HUMANITIES 文學及人文科學</b>            Art &amp; Design 藝術及設計            Languages &amp; Literature 語言及文學            History &amp; Archaeology 歷史及考古學            Museum Studies 博物館學            Music 音樂            Oriental Studies 東方研究            Theatre Studies 戲劇研究            Translation 翻譯</p>	<p><b>SOCIAL SCIENCES &amp; EDUCATION</b>            社會科學及教育            Adult Education &amp; Training, Human Resource            Management 成人教育、培訓及人力資源管理            Criminal Justice &amp; Public Order 刑事執法及公安            Education, INSTEP (In-Service Teacher Education            Programme) 教育及在職教師進修課程            Journalism &amp; Communication 新聞及傳播學            Political Science 政治科學            Psychology 心理學            Recreation &amp; Sport Management 康樂及體育管理            Social Work &amp; Sociology 社會工作及社會學</p>
<p><b>BUSINESS STUDIES 商業學</b>            Accounting 會計            Economics, Management, Banking &amp; Finance            經濟、管理、銀行及金融            IAM (Administrative Management) 行政管理            Marketing 市場學</p>	<p><b>TRADITIONAL CHINESE MEDICINE 中醫學</b>            Traditional Chinese Medicine (TCM) 中醫學            Chinese Medicine Pharmaceuticals 中藥學            Acupuncture 針灸</p>
<p><b>LAW 法律</b>            law 法律</p>	

### 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。

## Samsung Hong Kong Ltd. Scholarship

Samsung Hong Kong Ltd. has kindly donated HK\$50,000 to set up 10 scholarships of \$5,000 each for outstanding students on award bearing programmes of the School. The awards will be announced in early 1998.

On September 8, 1997, Mr. Kim Byung Hoo, President of the Samsung Hong Kong Ltd. exchanged an agreement on the donation with the Director Designate of the School, Professor E. Young and also the Chairman of the Scholarship Committee, Professor M C Liu. The company has also donated another \$150,000 to the University for full-time students. The list of successful candidates for the Scholarship will be published in February / March, 1998.

## 三星香港有限公司獎學金

三星香港有限公司慷慨地捐出港幣五萬元作為十個每個五千元的獎學金，以鼓勵成績優異的本院證書、文憑、學士及碩士或同等程度課程的學生。獎學金名單將於一九九八年初公佈。三星香港有限公司亦同時捐出十五萬港元給香港大學作為全日制學生的獎學金。

三星香港有限公司的董事長金柄厚先生於一九九七年九月八日蒞臨本院，與侯任院長楊健明教授及獎學金委員會主席廖明哲教授簽署捐款同意書。



左起：三星香港有限公司董事長金柄厚先生，侯任院長楊健明教授及獎學金委員會主席廖明哲教授

## Traditional Chinese Medicine Clinical Centre

A Chinese Medicine Clinical Centre will be in operation from early 1998 in the new University of Hong Kong Town Centre at the Admiralty Centre (3/F). This clinical centre offers consultation in the traditional Chinese medicine mode to the public. The Centre will be staffed by experienced visiting Chinese Medicine scholars and medical practitioners from PRC universities and hospitals together with Chinese medical practitioners employed by the School.

This centre also provides students of the SPACE Diploma in Traditional Chinese Medicine programmes with the opportunity to observe clinical practice by experienced Chinese medicine practitioners. For appointment or consultation, please call 21436871.

## 中醫臨床中心

本中心將於一九九八年初投入服務，為公眾人士提供中醫門診。主診醫師包括由國內大學及醫院的經驗中醫訪問學人及中醫師及本院聘請的中醫師。本中心除了提供中醫門診外，也為本院的中醫藥文憑課程學生提供見習機會。請電 21436871 作門診預約。

## New University of Hong Kong Town Centre (The SPACE Town Centre) and Opening Hours

The Town Centre has relocated to 3/F Admiralty Centre 18, Harcourt Road since late October, 1997 (access through 2/F Shopping Arcade of the Admiralty Centre which is immediately above the Admiralty MTR station - exit A).

The Centre office opens from 8.30 a.m. to 7.30 p.m. on weekdays and 8.30 a.m. to 5.30 p.m. on Saturdays to provide better and more convenient access to the public.

The SPACE Campus Office has also extended its opening hours to 8.30 a.m. - 6.00 p.m. on weekdays for better and more convenient access to the public and the students.

## Relocation of the Business, Real Estate Agency/ Administration Areas to T.T. Tsui Building, University Campus

The Business Area will be relocated from the offices on 14/F Shun Tak Centre to 8/F of the T.T. Tsui Building on the University campus on 16 January, 1998. The fax number will remain unchanged as 2858 4750 and the new telephone enquiry number will be as follows w.e.f 19 January 1998:

- Accounting 2975 5784
- IAM 2975 5783
- Marketing 2975 5776
- Real Estate Agency/Admin. 2975 5774

A representative from the Business Area will be stationed in the new Town Centre in Admiralty to deal with enquiries and enrolment on business courses.

## 新香港大學市區中心〔香港大學專業 進修學院市區中心〕及辦公時間

本院市區中心已於一九九七年十月底搬往位於金鐘夏慤道十八號海富中心三樓〔金鐘地鐵站A出口由商場二樓電動樓梯上〕。

本中心辦公時間由星期一至五上午八時三十分至下午七時三十分，星期六上午八時三十分至下午五時三十分。

本院校園中心辦公時間亦延長由星期一至五為上午八時三十分至下午六時正。

## 商業、地產代理及行政課程部搬遷通告

本院商業課程部將於一九九八年一月十六日由信德中心十四樓遷往香港大學徐展堂樓八樓，新聯絡電話如下（一九九八年一月十九日起生效）：

- |            |           |
|------------|-----------|
| 會計         | 2975 5784 |
| 行政管理 (IAM) | 2975 5783 |
| 市場學        | 2975 5776 |
| 地產代理及行政    | 2975 5774 |

圖文傳真電話維持不變 2858 4750

## CLOSING DATE

The closing date for courses that start before 15 February 1998 will be 2 February, 1998. The closing date for courses that start on or after 15 February, 1998 but before 1 March, 1998 will be two weeks before the commencement of the course. The closing dates for courses that start in March 1998 or after will be one month before the commencement of the course unless otherwise stated. Late applications will only be considered if there are still vacant places available.

## 截止報名日期

除另行通告外，在一九九八年二月十五日前開課的課程截止報名日期將為一九九八年二月二日。在一九八八年二月十五日至二月底期間開課的課程截止報名日期為開課前兩星期。在一九九八年三月一日或以後開課的課程，截止報名日期為開課前一個月。逾期遞交的申請表格，只有在該課程仍未滿額的情況下才會被考慮是否接納。



## 視像會議

本院是香港大專界第一所擁有視像會議設備的院校。視像會議室設於香港大學徐展堂樓，可為跨校園教學，與海外機構作學術交流、面試、會議等作出安排。

## Video Conference Services

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

Cost of hiring the services is reasonable and affordable:-

### 設施收費：

辦公時間（星期一至五上午九時至下午五時 星期六上午九時三十分至十二時三十分）	每小時一千元
非辦公時間	每小時一千七百元
〔最低收費：一小時以後以每十五分鐘計算〕	

### 查詢：

電話：2975 5744

傳真：2559 7528

電子郵箱地址：susanna@hkuspace.hku.hk

### Facility Charge：

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

Contact the School to discuss your requirements

Telephone: 29755744

Fax: 25597528

Email: susanna@hkuspace.hku.hk

## SPACE Home Page

### 香港大學專業進修學院網頁

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.

本網頁設計以方便進入為原則，提供另一有效獲取本院資料的途徑。透過網頁的電子郵箱，歡迎各位與我們聯絡。

網址：<http://www.hku.hk/space/>



New SPACE Town Centre, 3/F., Admiralty Centre, 18 Harcourt Road, H.K.



## IN-HOUSE TRAINING 在職培訓課程

The School also organises in-house training courses in the many subject areas which are tailor-made to specific company needs. For further details please contact the respective lecturers-in-charge. Their enquiry numbers can be found from the Telephone Directory on the inside cover of this prospectus. Examples of courses organised by SPACE are listed below: 本院可為各工商機構及政府部門，設計及教授在職培訓課程。欲索取詳情，請聯絡各學科負責人，電話詳載於本手冊封面內頁。以下是本院參與的培訓課程簡介：

### Biomedical & Health Sciences 生物醫學及衛生科學

Certificate Course in Public Health Inspection

- USD Training School, Urban Services Department, The Government of Hong Kong (SAR)

### Computer Science & Information Technology

電腦科學及資訊科技

Introduction to ACCPAC Computer Accounting (DOS version)

- Inland Revenue Department, The Government of Hong Kong (SAR)

Exploring the retrieval of educational resources through the Internet

Introduction to Internet and Its Teaching Resources

Introduction to Spreadsheets and Database in Chinese Windows environment

The Use of Database and Spreadsheet for teachers

Using Powerpoint to develop educational resources

- Curriculum Development Institute, Education Department, The Government of Hong Kong (SAR)

### Education, INSTEP (In-Service Teacher Education Programme)

教育及在職教師進修課程

Refresher Training Course for Teacher-Librarians

- The Library Section, Advisory Inspectorate Division, Education Department, The Government of Hong Kong (SAR)

### Economics, Management, Banking & Finance

經濟，管理，銀行及金融

Stages I & II of the Chartered Institute of Bankers Associateship Examinations.

- Hong Kong Bank

Short Professional Updating Courses

- China Merchants Holdings.

### Library & Information Science 圖書館學及資訊科學

Advanced Learning in World Wide Web for Teacher-Librarians

Introduction to the World Wide Web for Teacher-Librarians

In-service Training Course for Teacher-Librarians

- Education Department, The Government of Hong Kong (SAR)

### Oriental Languages 東方語言

A) Putonghua Course (Mandarin)

- Civil Service Training & Development Institute
- The Travel Industry
- Kowloon-Canton Railway Corporation
- Credit Lyonnais
- Wong Tung & Partners Limited
- Caltex Oil Hong Kong Limited
- Schuck Limited
- Willas-Array Mgt. & Cons. Ltd.
- Warner-Lambert (HK) Ltd.
- United Airlines
- Emperor Group
- Fung Yiu King Hospital
- United Christian Hospital
- Provisional Legislative Council Secretariat
- Civil Aviation Department
- Urban Service Department
- Independent Commission Against Corruption (I.C.A.C.)
- The Land Registry

B) Japanese Course

- Customs and Excise Department

### Psychology 心理學

Certificate in School Counselling and Guidance

Certificate in Careers Teachers Training

Workshop on Helping Students to Cope with Stress

- Education Department, The Government of Hong Kong (SAR)

### Real Estate Agency / Administration 地產代理及行政

Investment Development Programme for Financial Consultants

- HKBC Investment Funds Hong Kong Ltd

Foundation course in Real Estate Administration

- Cheung Kong (Holdings) Limited

### Social Work and Sociology 社會工作及社會學

Certificate in Management for Judiciary Managers

- Judiciary, The Government of Hong Kong (SAR)

Short Course on Working with Drug Abusers in Residential Setting

Certificate in Counselling Drug Abusers

Short Course on Working with Drug Abusers in Residential Setting

- The Society for the Rehabilitation of Offenders

Staff Development Course for CCF Taiwan Field Office

- The Chinese Children's Fund, Inc., Taiwan

Certificate in Social Work for Correctional Service Officers

- Correctional Services Department, The Government of Hong Kong (SAR)

Introduction to Counselling

Public Speaking Skills

- United Christian Hospital

Training Course for Home Helpers

- Hong Kong Family Welfare Society

Quality Management Course for Social Security Officers

Management Course for Supervisory Staff in Elderly Service

Rehabilitation Management and Supervision Course

Management Course for Supervisors of Child Care Centres/

Early Education and Training Centres

Management Course for Home Helpers in-Charge and Home Help

Units-in-Charge

- Social Welfare Department, The Government of Hong Kong (SAR)

Basic Training Course for Wardens

Working in Hostels for the Elderly

- Hong Kong Housing Authority

### Urban Studies 城市研究

Training Course for Technical Officer Trainees (Traffic)

- Transport Department, The Government of Hong Kong (SAR)

Junior Management & Personnel Supervision

Principles of Estate Management and Supervision Skills

- Housing Department, The Government of Hong Kong (SAR)

Legal Aspects of Multi-storey Building Management

- Home Affairs Department, The Government of Hong Kong (SAR)

### Others 其他

Continuing and Professional Development Courses for Graduate Trainee Engineers

- Hong Kong Institution of Engineers

RSH Diploma Course for Inspectors of Meat and Other Foods

- USD Training School, Urban Services Department

# HOW TO ENROL / GENERAL INFORMATION

## HOW TO ENROL

- 1) Complete the relevant application form as specified in the course description.
- 2) A separate application form is required for each course.
- 3) Submit the completed application form with the appropriate course/application fee and supporting documents (if required).
- 4) You are encouraged to pay the fee by crossed cheque, banker's draft (one for each course) or electronically (EPS) at the enrolment counter. The crossed cheque or banker's draft should be made payable to "The University of Hong Kong".

## WHERE TO ENROL

- 1) Apply in person at any of the following Centres:
  - i) SPACE Town Centre, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong (Access via escalators on 2/F of the Shopping Arcade)  
Weekdays : 8:30 a.m. to 7:30 p.m.  
Saturdays : 8:30 a.m. to 5:30 p.m.  
Telephone : 2559 7628 (Fax: 2559 4666)
  - 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 6:00 p.m.  
Saturdays : 9:30 a.m. to 12:30 p.m.  
Telephone : 2570 9266 (Fax: 2508 9349)
  - iii) SPACE Campus Office, Room 304, 3/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong  
Weekdays : 8:30 a.m. to 6:00 p.m.  
Saturdays : 8:30 a.m. to 12:30 p.m.  
Telephone : 2975 5680 (Fax: 2546 3538)

*Offices are not open on Sundays, Public and University Holidays*

OR

- 2) Send a postal application to any of the above Centres enclosing the appropriate fee. Please DO NOT send cash.

Note: SPACE would not be responsible for any loss of payment sent by mail or course fee receipt posted to the applicant.

## ENTRY REQUIREMENTS

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

## ADMISSION

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

## CLASSES

- 1) The first meeting of classes will be at the time and place advertised. If a change has to be made to this schedule, participants will be informed of this.
- 2) SPACE will make every effort to ensure that classes continue to meet at the place and time advertised, and with the same tutor. However, we reserve the right to make changes if necessary.

- 3) Unless special arrangements are made, no classes will be held on:
  - Public holidays;
  - University Holidays: March 16, Christmas Eve, New Year's Eve, Lunar New Year's Eve.
- 4) Unless stated otherwise, courses that are advertised in English will be conducted in English, and courses advertised in Chinese will be conducted in Chinese.
- 5) Students are required to bring along their course fee receipts when attending classes. Admission to classes will not be allowed without a valid receipt which corresponds to the identity of the student. If necessary, students may be required to produce their Hong Kong Identity Cards to prove their identity.

## STUDENT CARD (Shun Tak and North Point Study Centres)

Students at the Shun Tak and North Point Centres need a student card for access after office hours. You will be informed how to get this card when you enroll. Students studying in other centres may be required to carry a student identity card for admission to specific classes.

## TYPHOON & BLACK RAINSTORM WARNING

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

## STATEMENT OF ATTENDANCE / TRANSCRIPT / COURSE FEE RECEIPT

- 1) For courses without formal academic awards, students would receive a Statement of Attendance upon fulfilment of the 75% attendance requirement within three months of the completion of the course. The Statement will be sent to the last known address registered with the School. The School would not be responsible for any loss of the Statement posted to the student.
- 2) Application for a Transcript, a replacement copy of a Statement of Attendance or a replacement copy of the course fee receipt will be at a fee of \$30 per copy. Applicants should send a self-addressed envelope with appropriate postal stamps and a \$30 processing fee for each copy. Please pay by crossed cheque made payable to "The University of Hong Kong". Replacement copy of the course fee receipt will normally be issued at the end of the course and cannot be used for the purpose of admission to classes.

## DISCIPLINARY POLICY

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

## GENERAL INFORMATION

- 1) Fees are not refundable except under exceptional circumstances and as statutorily provided.
- 2) Fees and places on courses cannot be transferred to other applicants.
- 3) Successful applicants are only accepted onto the course they applied for. They cannot decide to attend a different course without prior approval from SPACE. A processing fee of \$120 will be levied if the approval is granted.
- 4) The School reserves the right to cancel courses, as and when necessary, e.g. insufficient enrolment or unavailability of tutor.

# 報讀手續及有關資料

## 報讀程序

- (一) 根據個別課程簡介指示，填妥有關報名表格。
- (二) 每報讀一個課程須使用獨立的報名表格。
- (三) 除特別注明外，所有學員及其他費用必須於遞交報名表格時一併繳交，如有需要，請同時附上所需證明文件。
- (四) 所有費用，請以劃線支票、銀行本票書名「香港大學」或以「易辦事」支付。

## 報讀地址

(一) 親往下列地點報名：

- 1) : 香港大學專業進修學院市區中心  
香港夏慤道18號海富中心三樓。  
(由二字樓商場自動電梯上)  
電話：2559 7628 (圖文傳真：2559 4666)  
星期一至五 : 上午八時三十分至  
下午七時三十分。  
星期六 : 上午八時三十分至  
下午五時三十分。
- 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：2570 9266 (圖文傳真：2508 9349)  
星期一至五 : 上午九時三十分至  
下午六時。  
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：2975 5680 (圖文傳真：2559 7528)  
星期一至五 : 上午八時三十分至  
下午六時。  
星期六 : 上午八時三十分至  
下午十二時三十分。

(辦事處於星期日，公眾假期及大學假期休息。)

或

- (二) 把申請表，學費及所需證明文件副本〔如適用〕郵寄至以上各中心，請勿郵寄現金。

註：本院對因郵遞失誤而遺失的付款或學費收據，概不負責。

## 入學條件

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

## 入學手續

- (一) 學院院長有權決定是否接受任何入學的申請。
- (二) 如所報讀學科是以「先到先得」方式取錄學生，當繳交費用證實已過帳，則表示申請已獲接納，本院不會再另行通告學員。學員請依本手冊的時間地點上課。
- (三) 如所報讀學科須經甄選程序(如面試或筆試)決定收生，本院會通知取錄結果並為落選申請人安排退回學費。

## 上課

- (一) 請依本課程手冊註明的上課時間及地點上課。如有更改，本院將另行通告。
- (二) 本院會盡可能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)：大學假期；(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，帶備學費收據。如有效收據上所列學員名字與上課者不同，上課者將會被請離課室。(如有需要，學員將須出示身份證以證明其身份)。

## 學員証 (在信德及北角教學中心上課者適用)

學員在非辦公時間進入信德及北角教學中心上課，須出示本院的學員証，詳情將於註冊時通告。如有需要，在其他中心上課的學員須出示學員証。

## 颱風及黑色暴雨警告

- (一) 如颱風訊號八號風球或黑色暴雨警告在上午六時三十分後至中午十二時之前懸掛，日間課程(上午八時至下午五時三十分)全部取消。
- (二) 如颱風訊號八號風球或黑色暴雨警告在正午十二時正或以後懸掛，晚間課程(下午五時三十分至十時)全部取消。

## 聽講證或成績證書或學費收據

- (一) 學員參加沒有頒授學歷資格的一般課程的，如上課滿75%或以上，可獲本院免費簽發的聽講證。聽講證在於課程完成後三個月內寄出。郵寄的地址將根據學員在本院的記錄為準。本院對因郵遞失誤的聽講證概不負責。
- (二) 如學員欲申請補發聽講證、學歷證書、學費收據，必須繳付每張\$30的手續費。申請者請以抬頭“香港大學”的劃線支票付款，連同貼足郵票的回郵信封交回本院。學費收據一般於課程末期補發，並不能作上課時証名學員身份之用。

## 校規

- (一) 如學員擾亂上課秩序或不遵守院方規則，院長有權敕令學員離校。
- (二) 課室及學院中心內不准吃喝吸煙。
- (三) 院長有權就考試作弊或抄襲等事宜作出紀律處分。本院的紀律處分以大學校規為標準，學員可向本院查詢。

## 其他資料

- (一) 除特殊情況及法例規定外，一切已繳學費，概不退還。
- (二) 學費及學額不得轉讓他人。
- (三) 學員所繳學費只適用其所報讀課程，學員不可以憑所繳學費轉讀其他課程，本院會因應學員的特殊情況批准其轉讀的申請，惟學員須繳交手續費一百二十元。
- (四) 如有必需和特別情況下，本院有權取消有關課程。

# STAFF LIST 職員表

## DIRECTOR 院長 (Effective February 1, 1998)

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

## ACTING DIRECTOR 署理院長 (Until January 31, 1998)

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

## PROFESSOR 教授

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

## SENIOR LECTURERS / ASSOCIATE PROFESSORS 高級講師 / 副教授

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

## LECTURERS / ASSISTANT PROFESSORS / ASSOCIATE PROFESSORS 講師 / 助理教授 / 副教授

- Richard M. Booker 卜克, M.A., P.G.C.E. *Oxon.*
- # F.T. Chan 陳訓廷, B.Sc., M.Phil., M.B.A. *H.K.*, C.Eng., M.B.C.S., M.H.K.C.S., M.H.K.I.E.
- Y.L. Cheng 鄭鍾幼齡, B.Soc.Sc. *H.K.*, M.Phil. *C.U.H.K.*
- Bruce S.N. Cheung 張少能, B.Sc., M.Phil., Ph.D. *H.K.*
- Bronwyn Lee Davies, LL.B. *Auck*, Barrister and Solicitor of the High Court of New Zealand,  
Solicitor of the Supreme Court of England & Wales and of Hong Kong
- Michael J. Fisher, LL.B. *Manc.*, M.A. *Brunel*, Cert.Ed. *Manc.*, Barrister-at-Law *Gray's Inn*
- @ K.Y. Fong 方光怡, B.B.A., M.B.A. *S Fraser*
- Koon-ki T. Ho 何冠驥, B.A. *C.U.H.K.*, A.M., Ph.D. *Ill.*, LL.B. *Lond.* P.C.I.L.L. *H.K.*, Barrister of the Supreme Court of Hong Kong
- Peter Kennedy 甘令德, B.A. *Wales*, M.A. *Sussex*, M.A. (*ApplLing*) *Essex*, M.Phil. *Dub.*,  
Cert.Ed.F.E. *Lond.*, Dip./Cert. T.E.F.L. *Roy Soc. of Arts*
- @ T.M. Kwong 鄺子文, M.A., Ph.D. *Georgia*, F.C.U.P.E.M.
- @ David H.Y. Lam 林孝仁, B.A. *Macalester Coll.*, C.A., C.M.A., F.H.K.S.A., Hon. CPA(China), Hon. CGA (Can)
- S.M. Ma 馬兆明, B.B.A. *C.U.H.K.*, M.B.A. *Br.Col.*, C.P.A.U.S., A.H.K.S.A., FHKSA
- Jennifer G.H. Ng 黃玉虹, B.A. *S Fraser*, M.Soc.Sc., P.C.Ed. *H.K.*
- @ Tina M.Y. Ng 吳慕賢, BAppSc(Nursing) *WAIT*; M.Ed. *W.Aust.*
- # Carole J. Petersen 白嘉露, B.A. *Chic.*, J.D. *Harv.*, PDip. L (P.R.C.) *H.K.*, Attorney *U.S.A.*, Admitted to practice  
in New York State and Federal Courts
- J. Sodusta 舒婕素, B.S. M.A. *San Carlos*, Ph.D. *Calif.*
- K.C. Tan-Un 阮陳健貞, B.Sc. *Bath*, M.Sc. *Lond.*, Ph.D. *H.K.*
- @ Moses Y.K. Tse 謝銳光, B.A., B.Ed., M.Ed. *Murdoch RN(T)*
- \*@ Gemma K.C. Wong 黃羅錦注, B.Soc.Sc. *Wolv.*, M.Phil. *H.K.* RN(M)
- \* N.K. Wong 黃雅各, B.TCM, *Shanghai U of Traditional Chinese Medicine*
- Stephen W.N. Wu 胡永年, B.Sc., Ph.D. *H.K.*

## TEACHING CONSULTANTS 教學顧問

Elizabeth A. Dendle 杜麗莎, B.Ed. *Lond.*, M.Sc. *Lough.*

Y.K. Ho 何月貴, B.Econ. *Malaya*, F.C.I.I. *U.K.*

Melinda J. Sturges 施美蓮, B.Sc. *Lond.*, LCSLT

O.W. Wong 黃靄雲, PGDip. *HKPolyU*, M.B.A. *Sydney.*

+ temporary    # Associate Professor    @ Assistant Professor    \* part-time



## TUTORS 導師

- Edith Ann Browne, B.Soc.Sc *Liverpool*, C.P.E. *Manc.*, Solicitor of the Supreme Court of England & Wales  
Renée P.L. Chan 陳碧蓮, B.F.A. *Long Beach*, M.Sc. *Bank St.*  
T.Y. Chan 曾德源, B.Sc. *Santo Tomas*, M.Phil. *H.K.P.U.*, C.Biol., M.I.Biol., F.R.S.H.  
+ Y.B. Chan 陳瑤冰, B.B.A *HKBU*, MEcon *HKU*  
Tracey Fielding, LL.B. *Manc. M.U.* Solicitor of the Supreme Court of England & Wales and of Hong Kong  
C.F. Ha 夏志輝, B.Soc.Sc. *Lingnan Coll.* M.A. *Essex*  
H.H. How 侯瑋芳, B.Bus.GDip (Prop) *S.Aust.FIMS*, GVIE, MIRR, MASI  
Albert W.K. Hung 熊運球, B.Soc.Sc. *C.U.H.K.*, B.A. *York*, M.A., *CityU.H.K.*, Dip.M., *M.C.I.M.*  
L.K. Lam 林立佳, B.Med. *Beijing U of Traditional Chinese Medicine*  
+ Ruby P.W. Lee 李寶雲, B.Bus.*Deakin*, M.Bus.Sys. *Monash*  
Emily Ni Li 李妮, B.Soc.Sc. *C.U.H.K.*  
T.M. Ng, Simon 吳達明, LL.B. *CityU.H.K.* MPhil, *CUHK*  
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H.M. Tse, Sonny 謝慶綿, BScMed. *China Med Coll.*  
Allen M.W. Wong 黃文華, B.A. *McMaster*, MInstAM

## VISITING ASSOCIATE PROFESSOR 客座副教授

- Li Zu Zhen 李祖珍教授，北京醫科大學 M.B. *Beijing Medical U.*  
Leung Yin Hei 梁延熙教授，湖北中醫學院 B.Med. *Hubei TCM College*

## VISITING ASSISTANT PROFESSOR 客座助理教授

- P.R. Kalmund, Dip. Y.W., Grad.Dip. *Wales*, B.Ed., M.Ed., *La Trobe*  
Zhou Jie Fang 周杰芳 B.Med. M.Med. *Guangzhou U. of TCM*

## HONORARY PROFESSORS 名譽教授

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

## HONORARY SENIOR LECTURERS / HONORARY ASSOCIATE PROFESSORS 名譽高級講師 / 名譽副教授

- C.W. Chan 陳智榮, M.B.,B.S. *H.K.*, FRCPath *UK*, FRCPA *Aust.*, FHKAM (Path.), FIBMS *UK*  
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Erik Kvan, M.BE; Candtheol *Copenhagen*; HonDSocSc. *HK*  
K.N. Leung 梁國南, B.Sc. *C.U.H.K.*, Ph.D. *ANU*  
J.S.M. Peiris, M.B.,B.S. *Ceylon*, D.Phil. *Oxon*, M.R.C.Path, F.R.C.Path

## HONORARY LECTURERS / HONORARY ASSISTANT PROFESSORS 名譽講師/名譽助理教授

- T.H.K. Ching 程漢祺, BSc. MBBS *NSW*, Dip. Acupuncture, HK, Ad.Cert. Acupuncture & Moxibustion, Guangzhou,  
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Agnes S.L. Lam 林舜玲, B.A. Sing, M.A. *Sing Nat.*, Ph.D., Cert. T.E.S.O.L. *Pitt*  
J.S.K. Lee, B.Sc. *Hull*, Ph.D. *H.K.*, C.Biol., M.I.Biol., C.Chem., M.R.S.C., F.A.C.B.  
P.S. Leung, B.Sc. *Lond.*, M.Sc. *Newcastle-upon-Tyne*, M.A.I.M.S. *Aust.*, A.I.B.M.S., F.I.B.M.S., A.C.B.C.Biol., M.Biol.

+ temporary

Paul W.C. Li, B.Sc. *Bradford*, M.Phil. *C.U.H.K.*, AMLS, MIST, MBSoc.Immun., M.Biol., C.Biol.  
J.M.L. Ling, BSc., MPhil, Ph.D. *HK*, *MLS W Ont*  
E.S.K. Ma, MBBS, *H.K.*, MRCP, MHKCP, M.HKC(Path), M.R.C.Path, F.H.K.C.Path, F.R.C.P.A., F.H.K.A.M.(Path.)  
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F.H.K.A.M.(Path)  
W.C. Yam, B.Sc. *Lond.*, Ph.D. *H.K.*, C.Biol., M.I.Biol., F.I.B.M.S.  
T.T.C. Yip, B.Sc. *Lond.*, Ph.D. *H.K.*  
M.L.Y. Yeung 楊樂賢, B.App.Sc.(Acupuncture) *Syd*, MBBS, *HK*, F.R.C.S. *Edin.* F.H.K.A.M.(Orth.)

## DEMONSTRATORS 助教

- \* C.H. Chau 周志豪, B.Sc. *H.K.B.U.*
- \* H. Siau 蕭虹, B.Sc. *Sing*, Ph.D. *Cantab.*
- \* Jackson K.S. Cho 曹吉蓀, B.Soc.Sc. *Lingnan Coll.* M.A. *Hull*  
Helen L. Wong 王玲, B.Med. *Guangzhou U. of TCM*

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## ADMINISTRATIVE STAFF 行政人員

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### SCHOOL SECRETARY 行政主任

John Cribbin 祁樂彬, B.Sc. *Lond.*

### SENIOR ASSISTANT FINANCE DIRECTOR 財務處高級助理處長

Y.C. Chang 張賢鈞, B.Soc.Sc. *H.K.*, ACIB, AHKIB, CDipAF, MMS, FCIS, FCS, Fellowship of HKISCSA

### SENIOR ASSISTANT REGISTRAR 高級助理教務主任

Cathay K.T. Chan 陳國泰, B.A. *H.K.*

### ADMINISTRATIVE ASSISTANT 行政助理

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

### COMPUTER OFFICER 電算師

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

### EXECUTIVE OFFICERS 事務助理

Heidi S.Y. Chan 陳少英, Dip. Legal Studies, MInstAM(AdvDip), Legal Executive  
Jenny L.W. Sin 冼麗華, B.Sc. *Bristol*, C.P.E. *Manc.M.U.*

### SENIOR SECRETARIAL STAFF 高級秘書

Selin S.L. Poon 潘素齡

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\* *part-time*

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# UNIVERSITY OF LONDON UNIT

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## Diploma, Degree and Postgraduate Programmes for External Students

### Why Study for a University of London Qualification?

The University of London, like the University of Hong Kong, is committed to academic excellence and its awards are highly regarded by employers, professionals and academics throughout the world. The University has in place vigorous quality assurance mechanisms. Only students who are committed to hard work and high standards will succeed.

Special features of the University of London programmes are:-

- Same award for both external and internal students
- The degrees and introductory study materials developed by academic staff of the University
- No admission quota
- Self-study at students' own pace
- Study independently or take tuition at SPACE
- 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
- Graduates of the External Programme can often obtain exemptions from related professional examinations

There have been over 9,200 registered students in Hong Kong since September 1989.

### Programmes Where Applications and Registrations are Handled at SPACE

#### Undergraduate

Bachelor of Laws (LLB)

BSc Economics

BSc Accounting & Finance

BSc Information Systems & Management

BSc Management with Law

BSc Management

BSc Economics & Management

BA & Diploma in English

BA Italian

BA French

BA German

BA Spanish and Latin American Studies

BA Joint Languages Degree (French & German;  
French & Italian; or  
German & Italian)

BA Geography

BA Philosophy

BA Jewish History

Bachelor of Divinity (BD)

Bachelor of Music (BMus)

To study for the following qualifications, students **must** also attend classes at SPACE.

Diploma in Computing and Information Systems

BSc in Computing and Information Systems

Diploma in Economics

#### Postgraduate

Master of Laws (LLM)

MSc in Financial Management (through SOAS)

Diploma in English Commercial Law

Diploma in Financial Policy (through SOAS)

### Entry Requirements

#### Diploma programmes

Diploma in Economics - Form 5 level with passes at grade 'C' or above in 'O' level Mathematics

Diploma in Computing & Information Systems - Passes at grade 'C' or above in 4 'O' level subjects including Mathematics plus a pass in an acceptable English proficiency test

#### Degree programmes

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

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

### Postgraduate programmes

- Usually a Second Class Honours level in a relevant first degree.

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

### Tuition at SPACE

SPACE offers tuition in many of the above subjects. Access programmes for Law, Management with Law, Economics, Management, Accounting & Finance, Economics & Management and Computing and Information Systems are also organized for interested applicants who possess no formal qualifications. Please refer to relevant sections in this prospectus for details. Please make sure that you have registered with the University of London before enrolling on supporting courses at SPACE. Of course, you are also welcome to join SPACE courses for interest, in which 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, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong.  
(Tel. No. 2559 7628; Fax No. 2559 4666)  
Weekdays : 8:30 a.m. - 7:30 p.m.; Saturdays : 8:30 a.m. - 5:30 p.m.  
Please mark the programme(s) you are interested in on the envelope.
- (2) Application and registration deadlines for students who wish to sit examinations in 1999 are September 17 and November 30, 1998 respectively.
- (3) For the Diploma in Economics, Diploma in Computing & 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.
- (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, and/or if you wish to seek partial exemption or if you want to enrol on SPACE supporting courses.

### UNIVERSITY OF LONDON OPEN DAY 1998

A University of London Open Day will be held in June/July 1998 in the SPACE Town Centre, 3/F Admiralty Centre, 18 Harcourt Road, 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 Open Day and seminar sessions will be available by sending a \$1.3 self-addressed envelope to :

The University of Hong Kong Town Centre,  
School of Professional and Continuing Education,  
3/F Admiralty Centre, 18 Harcourt Road, Hong Kong.  
Attn : University of London Unit  
(Tel No.: 2559 7628 Fax No.: 2559 4666)



# 倫敦大學校外學位課程

## 為何報讀倫敦大學課程？

猶如香港大學一樣，倫敦大學皆以追求卓越之學術成就為承諾；其所頒發之學歷獲得各種專業人士、學術界及僱主之高度重視。倫敦大學擁有既定之教育學術質素保證機制。只有那些勤奮及優秀的學員才得以成功結業。

## 倫敦大學校外課程之特色：

- 學歷與校內之學生一樣
- 教材由大學教職員編寫
- 不設入讀人數限額
- 學員可根據個人學習進度自修
- 學生可以自修形式修讀或選擇在香港大學專業進修學院上課
- 除音樂科需到英國應試外，所有課程可在香港修畢
- 高經濟效益！（尤對於全職工作人士而言）
- 畢業同學可申請豁免個別相關專業考試

自一九八九年九月至今，已有超過9,200名人士透過香港大學專業進修學院註冊成為倫敦大學校外課程之學生。

## 可由香港大學專業進修學院申請註冊之課程

### 文憑/學位課程

- 法律學士學位
- 經濟科學士學位
- 會計及財政科學士學位
- 資訊系統及管理科學士學位
- 法律及管理科學士學位
- 管理科學士學位
- 經濟及管理科學士學位
- 英文學士學位及文憑
- 意大利文學士學位
- 法文學士學位
- 德文學士學位
- 西班牙文及拉丁文學士學位
- 雙語學士學位（法文及德文  
法文及意大利文或  
德文及意大利文）
- 地理學學士學位
- 哲學學士學位
- 猶太歷史學學士學位
- 神學學士學位
- 音樂學學士學位

欲報讀下列課程，學生必須在香港大學專業進修學院上課。

- 資訊及電腦系統文憑課程
- 經濟文憑課程
- 資訊及電腦系統科學士學位課程

### 研究院課程

- 法律碩士學位
- 英國商業法文憑
- 財務管理碩士學位
- 財務政策碩士學位

## 入學資格

### 文憑課程

- 經濟文憑 — 中五程度〔倫敦大學入學試（普通程度）（其中包括數學科獲C級或以上）〕
- 電腦及資訊系統文憑 — 倫敦大學入學試（普通程度）獲四科C級或以上合格（其中包括數學科）及具理解英語能力

## 學位課程

- 一般須具有高級程度兩科合格（E級或以上）及會考三科合格（C級或以上）
- 除了具備一般入學資格，學生也要符合個別課程之要求。如：

學士學位課程	學歷要求
經濟學，管理學，法律及管理學，會計及財政學，經濟及管理學，資訊系統及管理學	倫敦大學入學試(普通程度)數學科合格(C級或以上)及倫大認可的英語能力測驗合格
資訊及電腦系統學	高級程度會考或高級補充程度會考數學科合格
法文，意大利文	高級程度會考相關語文科目考獲C級或以上，或於高級補充程度會考相關語文科目考獲B級或以上
英文，德文	高級程度會考相關語文科目合格

## 研究院課程

- 一般須具有相關的二級榮譽學士學位或以上程度。

以上資料只作參考用途。詳情請參閱倫敦大學之手冊。手冊可於香港大學專業進修學院索取。詳細地址，請閱以下的 '申請手續'。

## 香港大學專業進修學院提供之課程

香港大學專業進修學院舉辦多項以上科目之課程。對於未持有指定學歷之人仕，本院亦提供入門（先修）課程如法律初階，法律及管理學，經濟學，管理學，財政及會計學，經濟及管理學，資訊及管理學。詳情請參考本手冊有關的課程資料。在報讀本院的有關課程前，請務必先註冊成為倫敦大學之學員〔報讀經濟文憑、資訊及電腦系統文憑、資訊及電腦系統科學士學位者，請閱申請手續（三）〕。當然祇為興趣而修讀者亦可。

## 申請手續

- (一) 有興趣之人仕，可親臨或寄回郵信封，並附一元三角郵票，到香港夏慤道18號海富中心三樓索取資料。  
電話：2559 7628 傳真：2559 4666

星期一至五：上午八時三十分 至 下午七時三十分  
星期六：上午八時三十分 至 下午五時三十分

請於信封面註明索取倫敦大學校外學位課程。

- (二) 如欲於一九九九年考第一次試，學生必須於一九九八年九月十七日前報名及於一九九八年十一月三十日前完成註冊手續。
- (三) 如有興趣報讀經濟文憑，資訊及電腦系統文憑，資訊及電腦系統科學士學位課程之人仕，必須先報讀本院所提供之有關課程。
- (四) 請各位申請人於截止日期前提出申請。如有未符指定學歷要求，或希望申請科目豁免，或有意入讀香港大學專業進修學院之課程者，則務必預早提出申請。

## 一九九八年倫敦大學校外課程開放日

香港大學專業進修學院將於六月尾或七月初於海富中心三樓舉行倫敦大學校外課程開放日。屆時，香港大學專業進修學院之教職員及倫敦大學之代表將會主持專題研討會。如有興趣人士，可寄回郵信封，並附一元三角郵票，到以下地址索取詳情。

香港夏慤道18號海富中心三樓（索取倫大開放日資料）

電話：2559 7628 傳真：2559 4666

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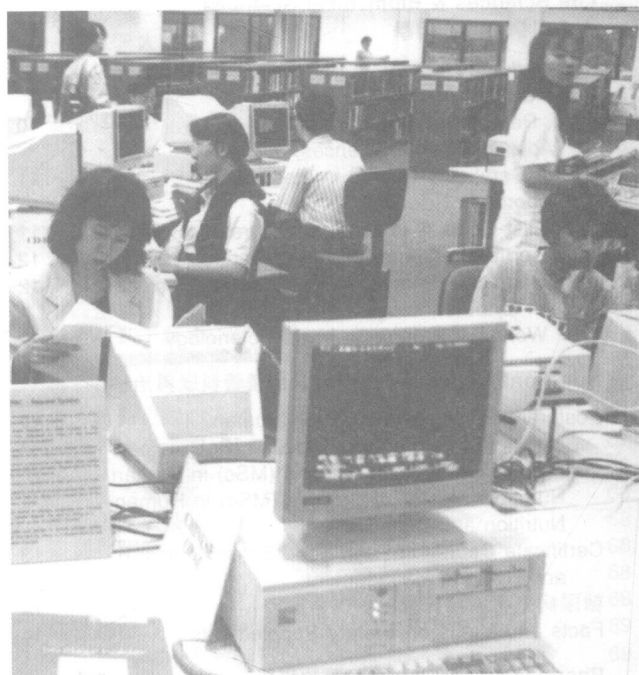
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University Library

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## NEW DEVELOPMENTS 課程預告

### **Postgraduate Diploma / M.A. in Fine Art (Under Development)**

A Postgraduate Diploma/M.A. in Fine Art programme is being developed. Further details will be announced in due course.

### **Bachelor of Health Science (Paramedic) (Subject to Approval)**

This degree - conversion course is designed for qualified ambulance officers. There is a proposal to launch the course in mid-1998 under joint partnerships with the Victoria University of Technology and the Ambulance Services Institute of Hong Kong. The course aims to situate paramedical practice within the healthcare context.

### **Bachelor of Science in Pharmaceutical Management (Under development)**

The possibility of launching a course combining studies in pharmaceutical science and business with an overseas university is being explored. The course aims to provide highly qualified personnel for the pharmaceutical industry and business sectors. The tentative schedule for the course to be launched is September 1998.

### **Bachelor of Science in Environmental Health**

(The course is being developed as a joint initiative between SPACE and the Department of Ecology and Biodiversity)

This course emphasizes the study of core environmental subjects in relation to human health. It is designed as a degree - conversion course for higher diploma holders who intend to pursue studies leading to competence in the various aspects of environmental health management and education. The course is proposed to be launched in September 1998.

For details of the above courses, please contact Mr. T.Y. Chan; phone: 2975 5729 fax: 2546 0295

### **MSc in Public Order Studies and MSc in Criminal Justice Studies Programmes**

The *MSc in Public Order Studies* and *MSc in Criminal Justice Studies* are new Masters awards proposed to be offered in September 1998 by the University of Leicester in collaboration with the School of Professional and Continuing Education. Both MSc programmes are in the distance learning mode developed in response to an increasing demand from students to undertake advanced study in their own time and place.

These degrees which are entirely studied in Hong Kong provide rigorous and high-quality self study packages supported by monthly discussions and seminars as well as study groups.

The MSc programmes build upon the foundation of the Diploma levels of study in Criminal Justice and Legal Studies, or their equivalent.

The Scarman Centre for the Study of Public Order of the University of Leicester has strong links with Bramshill, The UK Police Staff College, a prestigious seat of learning for current and future police leaders and international police training.

Further information will be available from April 1998, and can be obtained by enclosing a stamped self-addressed envelope from:

School of Professional and Continuing Education  
Attn: Ms Emily Chin  
9/F, T.T. Tsui Building, The University of Hong Kong,  
Pokfulam Road, Hong Kong (Telephone: 2975 5691)

### **MASTER OF ARTS/GRADUATE DIPLOMA/ GRADUATE CERTIFICATES IN AGEING, DISABILITY AND RECREATION MANAGEMENT VICTORIA UNIVERSITY (Melbourne, Australia)**

For details, please refer to page 195.

### **FACILITATING ADVENTURE THERAPY AND EDUCATION (An Introductory course)**

For details, please refer to page 196.

# 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(2975 5695)

(訂購表格在後頁。)

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

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

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

The self-study pack contains:

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

**Student's book and study guide :**

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

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

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

For enquiries : Please call Mr. Richard Booker or  
Ms. Vienna Chui (2975 5695)

(Order form overleaf.)



## ORDER FORM 訂購表格

Send your order to

SPACE Town Centre  
3/F, Admiralty Centre  
18 Harcourt Road, HONG KONG  
(Attn: Mr Richard Booker Tel 2975 5695)

Course No 課程資料編號 8980 Course package title 課程資料名稱 The Lost Secret Self-Study Pack

Fee enclosed 附費 \_\_\_\_\_ Cash/Cheque No. 現金/支票號碼 \_\_\_\_\_

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

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

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

Correspondence Address 通訊處 \_\_\_\_\_

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

Telephone Nos. 電話 : Home 住宅 \_\_\_\_\_ Office 辦事處 \_\_\_\_\_

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

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

OR

I wish to pay cash for \_\_\_\_\_ pack(s) at the SPACE Town Centre, 3/F, Admiralty Centre, 18 Harcourt Road, 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), 並附上支票總數: \_\_\_\_\_  
(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: 香港夏愨道18號海富中心三樓, 香港大學專業進修學院市區中心領取。

Date 日期 \_\_\_\_\_

Signature 簽字 \_\_\_\_\_

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

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

## Biomedical and Health Sciences 生物醫學及衛生科學

### Health Sciences & Nursing Studies 衛生科學及護理學

#### 8500. Diploma in Intensive Care Nursing

Lecturer-in-charge: Mr. Moses Tse (Tel:2975 5675)

##### Introduction

Scientific and technological advances have a great impact on health care delivery and the scope of nursing practice in Intensive Care Units (ICU). Nurses working in ICU are required to have a better understanding of the biopsychosocial and technological aspects of health care in order to assume greater responsibility for providing quality care and support to patients and their families.

The aim of the Course is to provide Registered Nurses with learning opportunities to enhance their knowledge, and psychomotor skills in Intensive Care Nursing. The design of the curriculum and teaching strategies will help participants to acquire in-depth knowledge and skills to a proficiency level which enables them to function competently in the Intensive Care areas.

##### Course Objectives

On completion of the Course, the learners will be able to:

1. evaluate different treatment and management modalities in ICU
2. demonstrate advanced clinical knowledge of Intensive Care Nursing
3. provide comprehensive nursing care incorporating specialized skills in promoting and maintaining optimal health of the patient
4. integrate principles of scientific enquiry and a research based approach to improve patient outcomes
5. collaborate with the health care team, patients and their families to promote and maintain the optimal health of the patients
6. demonstrate accountability for his/her nursing practice

##### Teaching Strategy

Participants are required to attend a 33 week (3 hours/week) course on theoretical components and a 4 weeks supervised clinical practice (160 hours)

Total Contact : 259 hours

Venue : Room 151, Main Building, HKU.

Date : Wednesdays, commencing April 22, 1998

Fee : \$15,500

Closing date for application: March 23, 1998

#### 3001. Certificate in Communication & Counselling for Nurses

Lecturer-in-charge: Mr. Moses Tse (Tel:2975 5675)

This certificate course is an innovative programme aims at helping practising Registered Nurses to achieving basic effective communication and counselling skills. This is an intensive course. Participants are expected to be willingly and actively involved in group discussion and group activities - sharing and learning of personal experiences from each other. A two-day workshop will be organised (most likely on Saturdays). All participants are expected to attend.

This course is recommended to Registered Nurses who are highly motivated and committed and who have a genuine desire to improve their communication and counselling skills.

Venue : Room LG 101, K K Leung Building, HKU

Date : Thursdays, commencing March 26, 1998

Contact hour: 100 hours

Fee : \$9,500

Closing date for application: March 12, 1998

#### Certificate in Psychiatric Rehabilitation

Lecturer-in-charge: Mr. Moses Tse (Tel:2975 5675)

##### 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 the 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 so as to live and socialize in the community and thus acquire confidence and self esteem through success in a social role and lead to a satisfactory level of quality of life.

### Objectives

On successful completion of the Course the learner will be able to

1. synthesise principles of psychiatric rehabilitation to clinical settings,
2. demonstrate the ability to assess the psychiatric, emotional, social and educational status of the client and their significant others,
3. evaluate different treatment and management modalities in psychiatric rehabilitation,
4. take up responsible positions in the field of psychiatric rehabilitation,
5. demonstrate the ability, in collaborating with the client and the health care team, to enhance the effectiveness of rehabilitation services,
6. examine in depth the implication of public policies in psychiatric rehabilitation,
7. demonstrate the ability to conduct a rehabilitation project on a selected clientele,
8. Synthesise principles of scientific inquiry in the design and implementation of nursing care.

### 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, Associate Professor (Hons), Dept. of Psychiatry, HKU.

### Advisors

Prof. F. Lieh-Mak, Head, Dept. of Psychiatry, HKU.  
Dr. P.S. Shum, HCE, Kwai Chung Hospital

### Overseas Advisors (Honorary)

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.

Closing date for application: March 23, 1998

## 695. Basic Course in Psychiatric Rehabilitation

### Objectives

Upon successful completion of the course, the learner will be able to:

1. synthesise the principles of psychiatric rehabilitation;
2. accurately assess, recognize and monitor the psychiatric needs of the clients;
3. discuss at least three (3) different modes of therapeutic interventions in psychiatric rehabilitation;
4. apply different strategies and skills in the management of psychiatric rehabilitation;
5. describe the implications of public policies on psychiatric rehabilitation;
6. analyse 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, Admiralty Centre (To be confirmed)

Date : Mondays, 9:30 a.m. - 12:30 p.m. (To be confirmed)

13 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 experience in the psychiatric field.

## 696. Advanced Course in Psychiatric Rehabilitation

### Objectives

Upon the successful completion of the course, the learner will be able to:

1. demonstrate the ability to assess physical, emotional, social and psychiatric status of the client;
2. evaluate different therapeutic interventions for supportive, restorative and rehabilitative psychiatric clients;

3. discuss the role of a rehabilitation health care professional in collaborating with clients and health care teams 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;
6. synthesise principles of scientific inquiry in the design and implementation of nursing care.

The course includes Theoretical and Clinical components.  
*Enrolment is limited to 20*

Venue : Room S26, New SPACE Town Centre, 3/F, Admiralty Centre, 18 Harcourt Road, H.K

Date : Mondays, 9:30 a.m. - 12:30 p.m., commencing February 9, 1998

15 meetings Fee : \$5,500

Closing date for application: February 9, 1998

#### 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

Lecturer-in-charge: Mr. Moses Tse (Tel:2975 5675)

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.

### 8508. Essentials of Nursing Research

#### Objectives

Upon successful completion of program, the learner will be able to:

1. discuss the principles of the research design;
2. critically evaluate research findings;
3. distinguish the characteristics of qualitative research from those of quantitative research;
4. critically review the ethical and legal issues impinging on nursing research;
5. demonstrate a knowledge of descriptive and inferential statistics;
6. formulate a research protocol.

#### Course Components

1. Research Methodology
2. Introduction to statistics

*Enrolment is limited to 30*

Venue : Room S20, SPACE New Town Centre, 3/F, Admiralty Centre, 18 Harcourt Road, HK.

Date : Tuesdays, 6:00 - 8:00 p.m., commencing March 3, 1998

16 meetings Fee : \$3,500

Closing date for application: February 17, 1998

#### Entry Requirement

Nurses (general or psychiatric) registered with the Nursing Board of Hong Kong.

### 8010. Nursing Research - Advanced Level

#### Objectives

Upon successful completion of the course, the learner will be able to:

1. demonstrate skills in the use of the computer in performing statistical analysis;
2. formulate a research protocol;
3. demonstrate the ability to conduct a research project;
4. present a research report.

#### Course Components

1. Computing
2. Research Project

*Enrolment is limited to 20*

Venue : HKU (To be confirmed)

Date : Wednesdays, 6:00 - 8:00 p.m., commencing March 4, 1998

Course duration: 1 year

9 meetings plus continuous individual research project supervision. Fee : \$7,000

Closing date for application: February 4, 1998

### 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.

## 691. Certificate in Palliative Care

Lecturer-in-charge: Ms. Gemma Wong (Tel:2975 5678)

### General Aims

The development of hospice palliative care is one of the main advances in health care for the terminally ill in Hong Kong.

In order to give health professionals an understanding of the concepts of hospice palliative care and multidisciplinary care for the terminally ill, the course will adopt a dynamic approach to look at death and the dying.

The aims are to provide an opportunity for all levels of health care professionals who are working in oncology to further their studies in this specialty so that the quality of care provided of care provided for their clients will be enhanced. It is particularly beneficial to those who may have to provide care for patients with cancer in general clinical settings as well to those who may wish to enter oncology as their future career choice.

### Objectives

Upon successful completion of the Course, the student will be able to :

- Discuss concepts of hospice palliative care
- Describe the patho-physiological process of cancer
- Apply the principles of the Hospice Palliative Care
- Demonstrate skills in symptoms control and pain assessment
- Provide a holistic approach in the care of the cancer patient
- Recognize the significance of cultural and ethical factors in caring for the dying
- Discuss the concept of developing home care systems and community support
- Identify the different stress factors facing cancer patients and their relatives
- To become proficient in the management of stress
- Discuss the carer's role as a health advocate

*Enrolment is limited to 50*

Tutors : A panel of tutors

Placement : Students are required to spend a minimum of two weeks under supervision in Nam Long Hospital including community visits with home care nurses. (80 hours)

Venue : Seminar Room 1, G/F. SPMET, Patrick Manson Building, Sassoon Road, HK.

Date : Wednesdays, 5:30 - 8:30 p.m., commencing January 7, 1998

24 meetings Fee : \$5,500

Medium of Instruction: English supplemented with Cantonese

Closing date for application: January 7, 1998

## 3162. Foundation of English Writing Skills for Nurses

Lecturer-in-charge: Mr. Moses Tse (Tel:2975 5675)

### General Aims

Many everyday nursing documents are written in English. There is a need for nurses to improve their English writing skills if they are to carry out some of their work requirements more efficiently and effectively. The course aims to help participants, especially Enrolled nurses and newly registered nurses, in techniques of writing English with relevance to the nursing environment. The course materials are realistic. They relate to clinical situations in hospitals and health care institutions. In addition to lectures, the course also adopts a workshop approach for students to collaborate and work together. There will be plenty of opportunities in class to integrate language points with guided writing tasks. Class feedback will highlight common errors and show participants how to correct them.

### Objectives

Effective writing in English requires many years of learning and practice. The course is part of a long-term and on-going process of improving skills in this respect. On completion of this course, participants will be able to:

1. better organize and structure written work;
2. build up medical terminology and vocabulary;
3. improve grammatical accuracy;
4. improve clarity of expression;
5. improve writing techniques;
6. use the appropriate tone and formality.

### Course content

1. brief notes;
2. progress memos / Kardex;
3. requisition memos;
4. objectives, action plans and criteria for success in the performance and nursing process;
5. incident reports and statements;
6. application letters;

7. case summaries;
8. case studies.

*Enrolment is limited to 20*

Venue : Room S13, SPACE New Town Centre, 3/F Admiralty Centre, 18 Harcourt Road, HK.

Date and Time: Thursdays, 9:00 am - 12:00 noon, commencing February 12, 1998

Teacher: Mrs Bernadette Stoneman, SRN (UK), D.N.A., RSA Cert. in TEFLA, M.A. in Applied Linguistics

Medium of Instruction: English

10 meetings Fee: \$2,400

Closing date for application: February 12, 1998

### 3161. English Writing Skills for Nurses

Lecturer-in-charge: Mr. Moses Tse (Tel:2975 5675)

#### General aims

The amount of written workload required of nurses is increasing, whether it be short memos or long reports and proposals in English. There is a need for nurses to improve their English writing skills if they are to carry out some of their work requirements more efficiently and effectively. The course aims to help participants, especially senior nurses, in techniques of writing English with relevance to the nursing environment. The course materials are realistic. They relate to clinical situations in hospitals and health care institutions. In addition to lectures, the course also adopts a workshop approach for students to collaborate and work together. There will be plenty of opportunities in class to integrate language points with guided writing tasks. Class feedback will highlight common errors and show participants how to correct them.

#### Objectives

Effective writing in English requires many years of learning and practice. The course is part of a long-term and on-going process of improving skills in this respect. On completion of this course, participants will be able to:

1. better organize and structure written work;
2. improve grammatical accuracy;
3. improve clarity of expression;
4. improve writing techniques;
5. use the appropriate tone and formality;
6. write with confidence and competence.

#### Course content

1. memoranda;
2. performance appraisals and references;
3. instruction and manuals;
4. objectives, action plans and criteria for success in performance and nursing process;

5. formal letters - letter of request / enquiry  
- letter giving information  
- letters of complaint  
- letters of apology

6. incident reports and statements;
7. proposals;
8. agenda and minutes.

*Enrolment is limited is 20*

Venue : Room S19, SPACE New Town Centre, 3/F Admiralty Centre, 18 Harcourt Road, HK.

Date and Time: Tuesdays, 9:00 am - 12:00 noon, commencing February 10, 1998

Teacher: Mrs Bernadette Stoneman, SRN (UK), D.N.A., RSA Cert. in TEFLA, M.A. in Applied Linguistics

Medium of Instruction: English

10 meetings Fee: \$2,400

Closing date for application: February 10, 1998

### 8501. Principles of Nursing Management for Enrolled Nurses

Lecturer-in-charge: Mr. Moses Tse (Tel:2975 5675)

In recent years, changes in health care services in Hong Kong have led to the changing role of nurses, Enrolled Nurses are no exception. Nurses are now required to participate in policy planning and act as resource persons. In order to promote better understanding among the different parties at ward level, acquiring knowledge of management skills would enhance nurses' understanding of how a ward/unit functions, thus fostering better co-operation and co-ordination among team members.

This course aims at providing Enrolled Nurses with the basic principles of management in Nursing. The design of the course focuses on the principles appropriate for implementation in day to day clinical practice. This course will be appropriate for Enrolled Nurses working in hospitals, clinics and especially those working in Nursing homes and community agencies.

#### Course Content

- Management - historical development
- Management Principles and Functions
- Organisational Concepts
- Concepts of planning; Time management
- Situational assessment; Decision-making; Problem solving
- Teams and team work
- Basic principles and applications of communication and counselling skills in nursing
- Principles of quality management in nursing
- The need for changes
- Managing conflicts



### 3147. 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. For information, call 2975 5683 (Mr. Tommy Tsang)

Tutor : R.W.S. Wong, M.B.,B.S.(H.K.), M.R.C.P.(U.K.)

Venue : Room S9, SPACE Town Centre, Admiralty Centre, 3/F, Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing March 2, 1998

4 meetings

Fee : \$280

Closing date for application: February 16, 1998

### 3149. 體重調節基本法 (Weight Management)

很多人對個人體重十分重視，甚至不惜花費大量時間與金錢來保持體態的健康，但如果不得其法，結果可能適得其反。

本課程將討論各類常見的保持體態方法，分析其特性、優點和缺點，並說明均衡的飲食對體重調節的重要性。本課程將以粵語授課。

主 講 人：梁胡敏慈女士 B.Sc.(H.Econ.)(W.Ont.), Postgrad. Dip. Dietetics (LeedsPoly.), S.R.D.(U.K.)

地 點：市區中心S21室（金鐘海富中心三樓）

時 間：一九九八年四月二十日起每星期一下午八時至九時三十分

全期學費：二百七十元（共三講）

截止報名日期：一九九八年三月二十日

查詢詳情，請電曾先生（Tel: 2975 5683）

### 3150. 產前產後的飲食健康 (Pre-natal and Post-natal Nutritional Requirements)

胎兒的營養來源就是母親的日常飲食，而在懷孕過程中孕婦所須面對的健康問題如：嘔吐、禁忌、便秘、高血壓、水腫、高血糖等等，亦對其飲食構成不少麻煩。

本課程將以輕鬆的型式，以營養的角度來探討胎兒的成長和需要、準媽媽的身體變化和不適、產後傷口的癒合及哺乳期的需要、還有如何控制體重等等，歡迎準父母或任何有興趣的人士參加。

主 講 人：梁胡敏慈女士 B.Sc.(H.Econ.)(W.Ont.),

Postgrad. Dip. Dietetics(LeedsPoly.), S.R.D.(U.K.)

地 點：市區中心S9室（金鐘海富中心三樓）

時 間：一九九八年六月十五日起每星期一下午六時三十分至八時

全期學費：二百七十元（共三講）

截止報名日期：一九九八年五月十五日

查詢詳情，請電曾先生（Tel: 2975 5683）

### 3151. 防癌飲食 (Cancer Prevention Diet)

癌症已經愈來愈普遍，而我們對癌症的認識亦已比以往較多，知道其實有不少類別的癌症都可以藉著注重飲食來預防。

本課程將討論各類營養素對增強抵抗力及防癌的功用，並舉例說明如何從食物中攝取這些營養素。本課程將以粵語授課，歡迎任何有興趣人士參加。

主 講 人：梁胡敏慈女士 B.Sc.(H.Econ.)(W.Ont.), Postgrad.

Dip. Dietetics(LeedsPoly.), S.R.D.(U.K.)

地 點：市區中心S19室（金鐘海富中心三樓）

時 間：一九九八年四月二十日起每星期一下午六時三十分至八時

全期學費：二百七十元（共三講）

截止報名日期：一九九八年三月二十日

查詢詳情，請電曾先生（Tel: 2975 5683）

### 3152. 糖尿病飲食治療 (Dietary Therapy in Diabetes)

糖尿病是一種慢性疾病，只可以控制而不能根治。飲食治療，俗稱「戒口」，是糖尿病患者維持正常血糖水平最基本及重要之一環，可是，不少病者在飲食這方面有着很多錯誤的觀念，不是抱着任性放棄的態度，就是矯枉過正，以致適得其反。

本課程將從專業營養師的角度詳盡解釋正確的糖尿飲食知識，當中包括患病時各種飲食需知、家居烹調及外出進食指引等。歡迎各糖尿病患者及其親屬、醫護人員、或任何有興趣的人士參加。

主 講 人：張翠芬女士 M.S.(Cornell), R.D.

地 點：市區中心S19室（金鐘海富中心三樓）

時 間：一九九八年五月十八日起每星期一下午六時三十分至八時

全期學費：二百七十元（共三講）

截止報名日期：一九九八年四月十八日

查詢詳情，請電曾先生（Tel: 2975 5683）

### 3153. 飲食衛生與健康生活 (Food Hygiene for Better Health)

香港人愈來愈着重飲食健康，但往往卻忽略食物衛生的重要，我們每天進食大量食物，其中包括早、午、晚三餐。如果食物受外在因素所污染，又或者食物本身含有有害物質，都會令我們染上各種傳染疾病。例如，近年引起歐洲人對食肉恐慌的「狂牛病」，肆虐日本的「大腸桿菌O-157」，所以無論是注重健康的你，或是家庭主婦，甚至飲食業從業員，都適合修讀此課程。本課程希望能深入淺出，從理論到實踐，解釋怎樣達到「飲食衛生，生活稱心」的目的。課程內容包括：各種經不潔食物傳染的疾病之介紹及其預防方法，細菌性及化學性食物中毒的種類及預防方法。

主 講 人：梁溢景先生  
地 點：市區中心S19室（金鐘海富中心三樓）  
時 間：一九九八年二月六日起每星期五下午八時至九時三十分  
全期學費：二百元（共三講）  
截止報名日期：一九九八年二月二日  
查詢詳情，請電曾先生（Tel. 2975 5683）

### 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。本課程將會向學員概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S24室（金鐘海富中心三樓）  
時 間：一九九八年五月十九日起每星期二下午六時十五分至七時四十五分  
全期學費：四百七十元（共五講）  
查詢詳情，請電溫小姐（Tel. 2975 5719）

### 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S24室（金鐘海富中心三樓）  
時 間：一九九八年四月三日起每星期五下午八時零五分至九時三十五分  
全期學費：八百元（共十講）

### 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.), Diplomat, American Board of Internal Medicine, (Internal Medicine & Nephrology)  
地 點：香港大學專業進修學院市區中心S19室（金鐘海富中心三樓）  
時 間：一九九八年六月十九日起每星期五下午八時零五分至九時三十五分  
全期學費：六百元（共七講）  
查詢詳情，請電溫小姐（Tel: 2975 5719）

## Life Sciences & Biomedical Sciences 生命科學及生物醫學

Lecturers-in-charge: Dr. W.S. Ng (Tel:2975 5697)  
Dr. Stephen Wu  
Dr. K.C. Tan-Un

### Postgraduate Courses in Biomedical Sciences

The School, jointly with Napier University, Edinburgh, UK offers a programme leading to the awards of Advanced Diploma (AD), Post-Graduate Diploma (PGD), and Master of Science (M.Sc.) in Biomedical Sciences so as to meet the needs of medical laboratory science as it becomes an all graduate profession with a requirement for continuing professional education at postgraduate level. The M.Sc. is designed to satisfy the academic requirements of the Institute of Biomedical Science (IBMS) so that students on completion will be eligible for its Fellowship (FIBMS). These courses have been accredited by IBMS and the Council for Professions Supplementary to Medicine (U.K.). They therefore enable students to gain advanced qualifications within the professional bodies and to enhance their employment opportunities and professional status. The proposed courses, with suitable intermediate exit points, are shown in the diagram on page 9.

#### Aims

The aim of the course is to allow degree students to pursue post-graduate studies in Biomedical Sciences and to obtain qualifications commensurate with the academic requirements of international professional bodies, i.e. IBMS and CPSM.



**Course Structure and Duration**

The course will normally be offered on a part-time evening basis. Students will normally meet three evenings per week during the semesters. The programme leads to the award of (a) an Advanced Diploma after completing a 32-week taught course; (b) a Post-Graduate Diploma after completing a 32-week taught course as in (a), plus one additional semester (a total of 18 months); and (c) a Master of Science after completing the taught course as in (b), followed by a 6-month research project. The M.Sc. course therefore extends over two full calendar years.

**Examination and Awards**

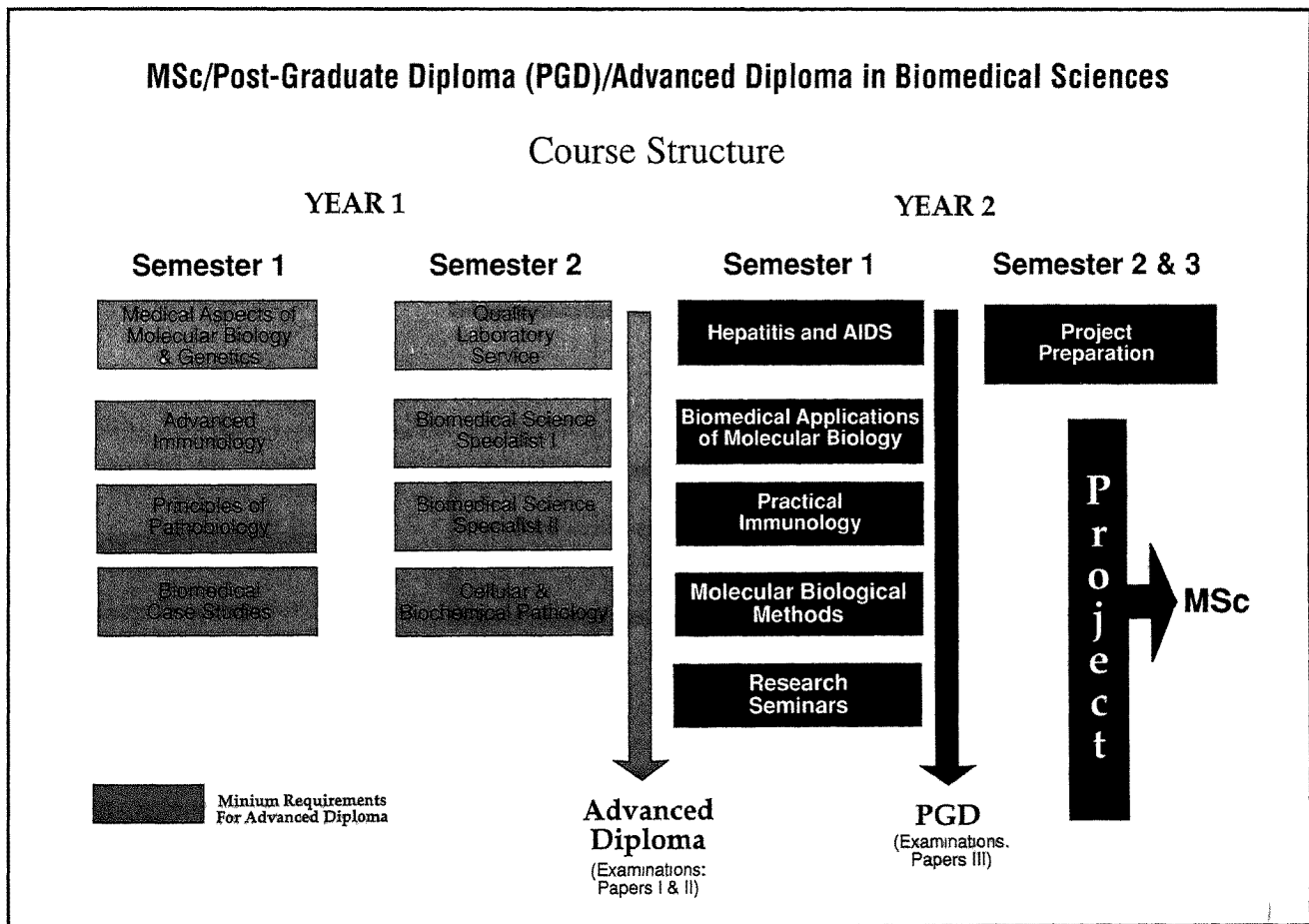
The course is assessed by a combination of coursework assessment and written examinations (3 papers). Suitable candidates who complete the examinations and assessment of the Post-Graduate Diploma may proceed to the M.Sc.; and for this award, candidates are required to complete a Research Project.

The written examinations will be held at the end of the second semester (Papers 1 & 2), and at the end of the third semester (Paper 3). Papers 1 and 2 will cover all the modules which constitute the Advanced Diploma, whilst Paper 3 will cover the modules of the Post-Graduate Diploma.

To gain the awards of Advanced Diploma and Post-Graduate Diploma, a student must normally obtain a mark of not less than 40% in the coursework assessment and not less than 40% average in the two (AD) and three (PGD) written examination papers.

To obtain a Master of Science degree, a candidate must normally obtain a mark of not less than 50% in the coursework assessment, not less than 50% average of the three written examination papers at the Advanced Diploma and Post-Graduate Diploma stages, and not less than 50% in the research project.

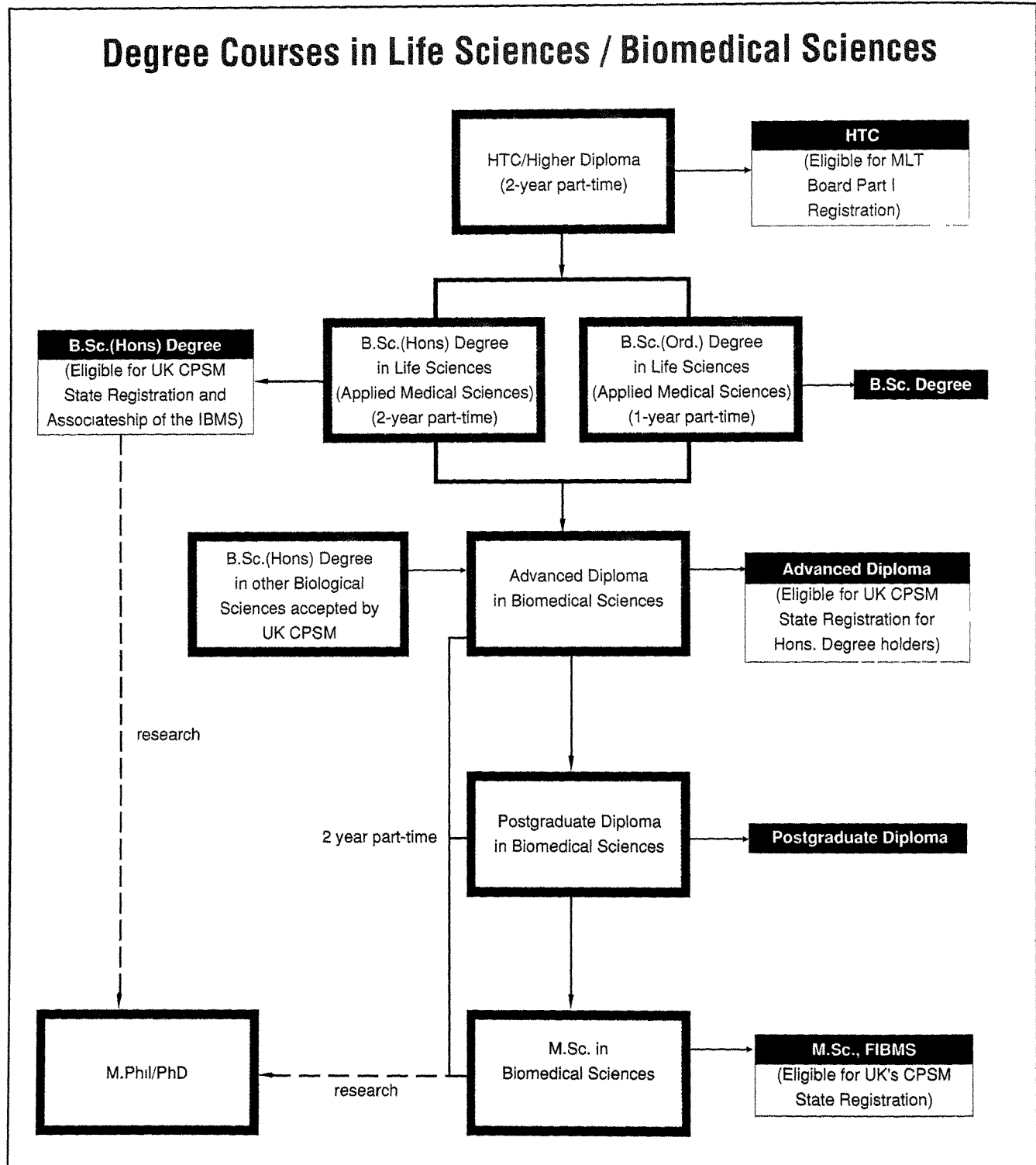
The normal admission requirement is a B.Sc. degree in Life Sciences (Applied Medical Sciences) or in other Biological Sciences (refer to flow diagram on page 10). Exemption from certain modules may be granted to candidates who hold a B.Sc.(Hons) Degree in Life Sciences (Applied Medical Sciences) of Napier University. The next enrolment for the course will be in January 1998. Invitation for application will be advertised 2-3 months prior to enrolment. Further details are available on request.



**8030. B.Sc. Degree in Life Sciences  
(Applied Medical Sciences)**

In view of the decision by the medical laboratory science profession in the United Kingdom to move to graduate level and the overwhelming demand for part-time training at degree level, the School of Professional and Continuing Education, University of Hong Kong in collaboration with Napier University, Edinburgh are jointly offering a BSc

degree course in Life Sciences. The course is structured so as to provide a link between academia and the professionals, complementing the aspects of both education and training. It allows the student an enhancement of qualification whilst maintaining a career within the laboratory as well as meeting the needs of the employers. All teaching and examination for this course will be conducted in Hong Kong.



## Aims

The aim of this course is to provide an integrated, coherent and advanced education in medical laboratory sciences. On completion of the programme students will obtain a well-recognised qualification commensurate with the academic requirements of the appropriate professional body.

## Course Structure

The programme will normally be offered on a part-time evening basis and extend over a period of one year. The course comprises three taught modules and a dissertation. The course content for the modules is outlined below:-

### Basic and Applied Immunology (120 hours)

- Physiology of the immune system, Hypersensitivities, Autoimmunity, Immunodeficiency, Transplantation, Tumour immunity and Immunomodulation.

### Molecular and Biochemical Aspects of Diseases (120 hours)

- Biochemical basis of genopathies and enzymopathies, Applications of recombinant DNA technology to diagnosis and treatment of diseases, infectious and inherited diseases (e.g. hepatitis and thalassaemias) and Gene and enzyme therapy.

### Industrial and Related Studies (160 hours)

- Technique in presentation of information using visual aids and oral presentation, planning and organising a report, laboratory management in the organisation of medical laboratory services and problem-solving exercises based on epidemiology and health related topics

### Dissertation (200 hours)

- Topic to be chosen by the student in consultation with his/her adviser. Length of the dissertation should be 3000-5000 words.

## Examination and Award

Each module, with the exception of the dissertation module will be examined by coursework and an examination. The dissertation module is assessed by a written submission. Successful students will be awarded a BSc degree and graduation will normally take place in Hong Kong.

## Admission Requirements

The normal entry requirement is either the Higher Technician Certificate awarded by School of Professional and Continuing Education, University of Hong Kong or the Hong Kong Polytechnic University's Higher Diploma in Medical Laboratory Science or their equivalent, together with at least two years of working experience in an appropriate laboratory. Selection will be on a competitive basis and places will be offered on academic merits as well as other relevant criteria.

## Enrolment

The course is offered annually and invitations for the next application will normally be advertised in March. Successful candidates will be informed 2-3 months before the commencement of the course in September. Further details are available on request.

## Higher Certificate Course in Medical Laboratory Sciences

The School of Professional and Continuing Education offers a Higher Certificate course for technicians employed in medical laboratories. The next intake will probably be in September 1999. 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. (Enquiries: Tel. 2975 5698)

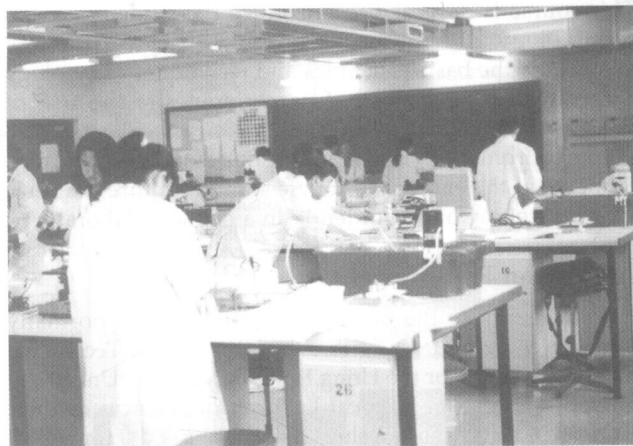
## Specialist Courses in Medical Laboratory Sciences

Lecturer-in-charge: Dr. W.S. Ng (Tel:2975 5683)

As part of the continuing professional development (CPD) programme for the further education and training of medical technicians/technologists in Hong Kong, the School of Professional and Continuing Education (SPACE) is offering a series of specialist courses in the area of Medical Laboratory Sciences/Biomedical Sciences.

## Aims

The aim of these courses are for the further training of medical technicians with the view to strengthen their diagnostic competency and to update them on state-of-the-art technologies which have been introduced in the field. For junior staff, these courses would help to enhance their training opportunities and to facilitate their career development.



Students attending practicals of the medical laboratory science courses, QMH

### Course Structure and Curriculum

These are targeted and intensive training courses centred on topics of current medical importance in Hong Kong. For example, it is necessary for medical technologists to be alert on emerging pathogens, both old and new such as *Vibrio cholerae* O129, *E.coli* O157:H7 and multiple drug-resistant *Mycobacterium tuberculosis* and to be acquainted with the current techniques for their detection and characterization. On the other hand, the advent of molecular biology and computer technology has led to the development of new techniques such as PCR, gene probes and flow cytometry which have found wide applications in a number of disciplines. There is therefore a need for medical technicians to attend courses which will allow them to update their knowledge and master these state-of-the-art technologies. Since these courses are in-service training programmes, teaching will normally take place on weekday evenings (6-8 pm), while for workshop-type courses, meetings could be held on Saturday afternoons. When appropriate, lectures will be supported by suitable practicals and/or demonstrations. The topics of the courses to be offered will be determined from time to time, after consultation with end-users such as the Institute of Pathology, the Department of Health and the Hospital Authority. Some examples of the courses are given below:-

#### 8807. Certificate Course in Basic Diagnostic Virology

This course is designed to teach the basic principles of viral infections and their diagnosis for those laboratory staff who are interested in virology or likely to work in a viral diagnostic laboratory in future. Students will be given demonstrations and hands-on experience of some common virological techniques, including molecular biology. It is expected that on completion of the course students will have a basic understanding of common viral diseases and their diagnostic procedures.

#### 8809. Certificate Course in Basic Gynaecological Cytotechnology

This course is designed to introduce the students to: the terminology and the organisation of a cytopathology laboratory; the basic principles and techniques of cytology screening; the concepts of carcinogenesis; the use of fixatives; stains and mountants on smears collected and prepared from cell samples and from a female genital tract. Students at the end of the course should acquire the basic knowledge to work confidently in a cytology laboratory.

#### Admission Requirements

For admission to these courses, applicants are normally expected to be holders of either the HKU Higher Technician Certificate (HTC) or the Hong Kong Polytechnic University Higher Diploma in Medical Laboratory Sciences or their equivalent e.g. Associateship of the Institute of Biomedical Science (AIBMS).

### Teaching Staff

Teaching staff will be drawn from a large panel of University lecturers and professors as well as clinicians/Biomedical Scientists from the Hospital Authority and the Institute of Pathology, Department of Health.

### Venue

Most teaching will be carried out in the University's Pathology Building at Queen Mary Hospital, Pokfulam Road, Hong Kong.

### Dates and Application procedure

The first course of this series will be offered in February 1998. The exact dates for each of the respective courses will be announced in due course and information will be sent to the relevant hospitals/laboratories and their employers. For further information about these courses, please call 2975 5683 (Mr. Tommy Tsang).

### 8808. Workshop Course in Mycobacteriology

Mycobacterial infections continue to be a major health problem and in spite of vigilant health control and mass vaccination programmes, almost one-third of the world's population is still being affected. The resurgence of tuberculosis is complicated by the emergence of multiple-drug-resistant *Mycobacterium tuberculosis* and the persisting AIDS epidemic era. The course aims to give a comprehensive introduction to epidemiology and biology of *Mycobacteria*, with emphasis on the modern technologies applicable for its diagnosis.

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## Nutritional Science & Dietetics

### 營養科學與治療

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Lecturer-in-charge: Dr. K.C. Tan-Un (Tel:2975 5698)

#### 45. Postgraduate Diploma (PgD) in Human Nutrition/ Postgraduate Diploma (PgD) in Dietetics/ Master of Science (MSc) in Human Nutrition/ Master of Science (MSc) in Human Nutrition and Dietetics

The School in association with University of Ulster, U.K. offer a 2 year programme leading to the awards of Postgraduate Diploma (PgD) in Human Nutrition/ Postgraduate Diploma (PgD) in Dietetics/ Master of Science (MSc) in Human Nutrition/ Master of Science (MSc) in Human Nutrition and Dietetics. The course is offered on a part-time basis (except the catering and hospital placements) which falls in line with the School's mission in delivering flexible programmes which meet the need of potential students and the community.

The PgD/MSc course aims to fulfil both the requirements for postgraduate level education laid down by the Academic Advisory Committee of the School of Professional and Continuing Education, University of Hong Kong and University of Ulster and also the professional requirements of the Dietitians

Board of the Council for Professions Supplementary to Medicine (CPSM), U.K.

On successful completion of the PgD in Dietetics, a Hong Kong graduate may present her/himself for consideration for State Registration in Dietetics (SRD) with CPSM, U.K.

Holders of the PgD in Dietetics fulfill the criteria for employment as dietitians by the Hospital Authority, H.K.

**Aims :**

This course is designed to provide academically challenging postgraduate education for graduates in nutrition and related sciences who wish to pursue a qualification in dietetics. The course will provide students with the opportunity to extend their knowledge and critical skills in human nutrition and dietetics, to apply such methods and techniques to the resolution of nutritional problems and to practice dietetics with individuals and groups in the hospital and the community setting.

**Admission Requirements :**

Entrance to the course will be for graduates in human nutrition and related sciences such as physiology, biochemistry, food science and related science subjects from universities recognised by the University of Hong Kong and University of Ulster.

Students undertaking this course must have good interpersonal and communication skills and a commitment to the caring of others. Therefore, prior to acceptance to the course, students will be interviewed by a panel consisting of University representatives and local dietitians.

**Enrolment Date :**

The next intake of the course will be normally in November 1999. Application forms are available from Ms. C. Ko (Tel.29755698) from July 1999.

**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 namely: Nutrition and Metabolism; Behavioural Studies; Epidemiology; Community Nutrition and Nutritional Controversies; Applied Nutrition and Dietetics 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 catering and hospital dietetics. The 6 weeks catering placement, 28 weeks hospital dietetics placement and 1 week debriefing are undertaken in Year 2. Students should graduate after successfully completing the dietetics hospital placement and final Dietetics examinations (2 papers).

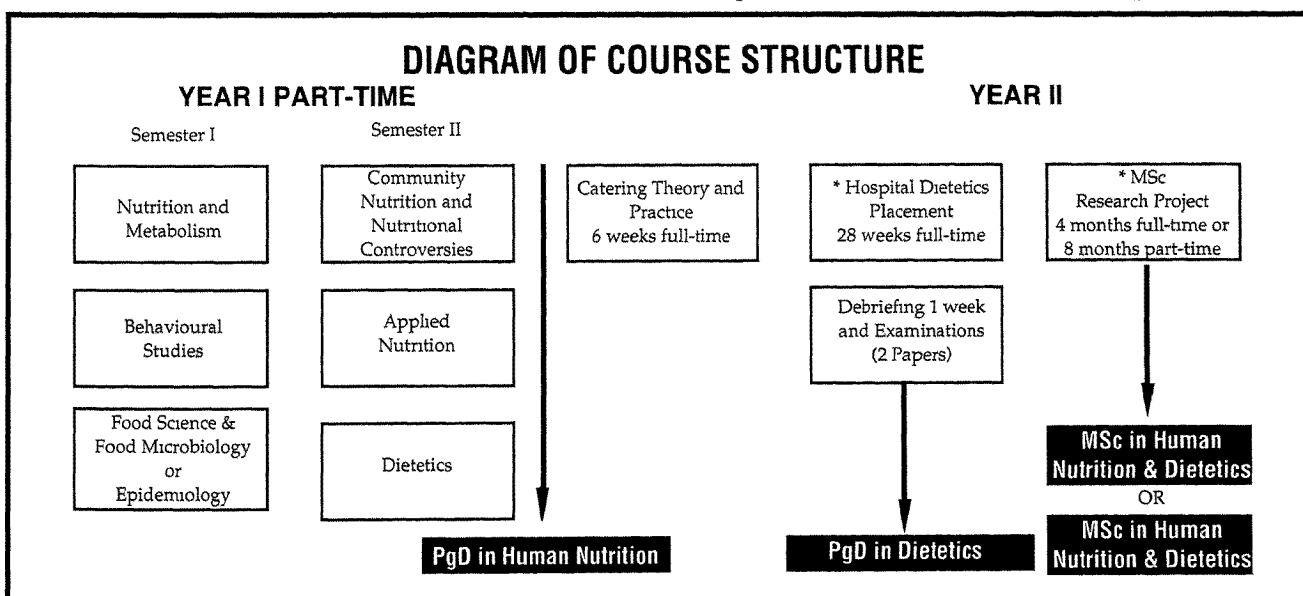
For the MSc in Human Nutrition/ MSc in Human Nutrition and Dietetics, all students should have enrolled on the PgD in Human Nutrition. Those students who achieve an average mark of 50% or more in all components, may proceed to the MSc and undertake a Research Project.

*Enrolment is limited to 25*

**3127. Certificate Course in Total Food Safety (Hazard) and Hygiene Management**

Lecturer-in-charge: Dr. W.S. Ng (Tel:2975 5703)

This course aims to provide a working knowledge on Total Food Safety and Hygiene Management in the food/catering industry through a food safety program, HACCP, endorsed by FDA of the United States and accepted as a major part of quality assurance procedure in the certification of ISO9000. In addition to the theory and documentation, students will learn a practical approach to write their own HACCP plan in the context of Good Hygiene Practice (GHP). Students will also be introduced to laboratory testing procedures. They will be provided with the opportunity to observe the food-borne pathogens under the microscope and to do plate counts. They will also understand how the environmental factors affect the spread and growth of these food-borne pathogens. Upon completion of the course, student will be qualified to work



\* Depending on the availability of placements students may be required to undertake the research project before the clinical placements.

in the field of Food Safety and Quality Assurance for all sectors of the food industry such as food importers/exporters, catering outlets, food production factory and central production kitchen. The knowledge gained in this course will enable students to prepare for all audits and certification procedures involving hazards and ISO. The course will consist of both lectures and laboratory demonstrations and the intake will be in April/May 1998.

### 3159. 糖尿病患者通識課程 (Practical Information for Diabetics)

本課程由專業醫學界導師及資深營養師主講，以深入淺出方式，教授糖尿病患者及其家屬提供重要而實用的知識，包括病情概要、自我檢查、日常飲食需知等。希望藉此加深患者對病情的了解，從而減輕憂慮與缺乏有關知識而引起的苦痛或併發病症，以及領悟與貫徹健康的飲食習慣，使能正常及靈活適應現今社會生活。

課程共分四節：

第一節	飲料與糖尿控制 家居自我檢查	醫生主講 專科護士	一個半小時 一個半小時
第二節	飲食守則 食物換算		二小時
第三節	外出飲食「換算+建議」 購物常識「食物標識」		二小時 二小時
第四節	食物建議		二小時

主持導師：許綺賢，S.R.D.，U.K.

地點：市區中心（海富中心三樓）

時間：一九九八年五月初起每星期六下午二時三十分至五時三十分

全期學費：八百元（共四講）

截止報名日期：一九九八年四月一日

查詢詳情請電29755698高小姐。

### 3172. Facts and Myths on Dietary Supplements

There is a trend for the increase in use of dietary supplements. Numerous products are available in the market with various claims of efficacy. The purpose of this course is to provide a balanced perspective on the role of dietary supplements in personal health care management. The biological impact of popular bioactive ingredients from plants, animals and microorganisms will be reviewed. The issues on needs, health benefits, and hazards in relation to a healthy dietary and lifestyle pattern will be addressed.

Course Coordinator: Edmund T.S. Li, Ph.D.

Venue : University Campus

Date : Saturday, 2.00 - 7.00 p.m., commencing June, 1998  
Sunday, 10.00 - 3.00 p.m.

2 meetings

Closing date for application: May 1, 1998

Enquiries: Tel. 2975 5698

## Pharmaceutical Science 藥物科學

Lecturer-in-charge : Prof. Sarah Hui

Tutor: T.Y. Chan

### 16. Bachelor's Degree in Pharmacy

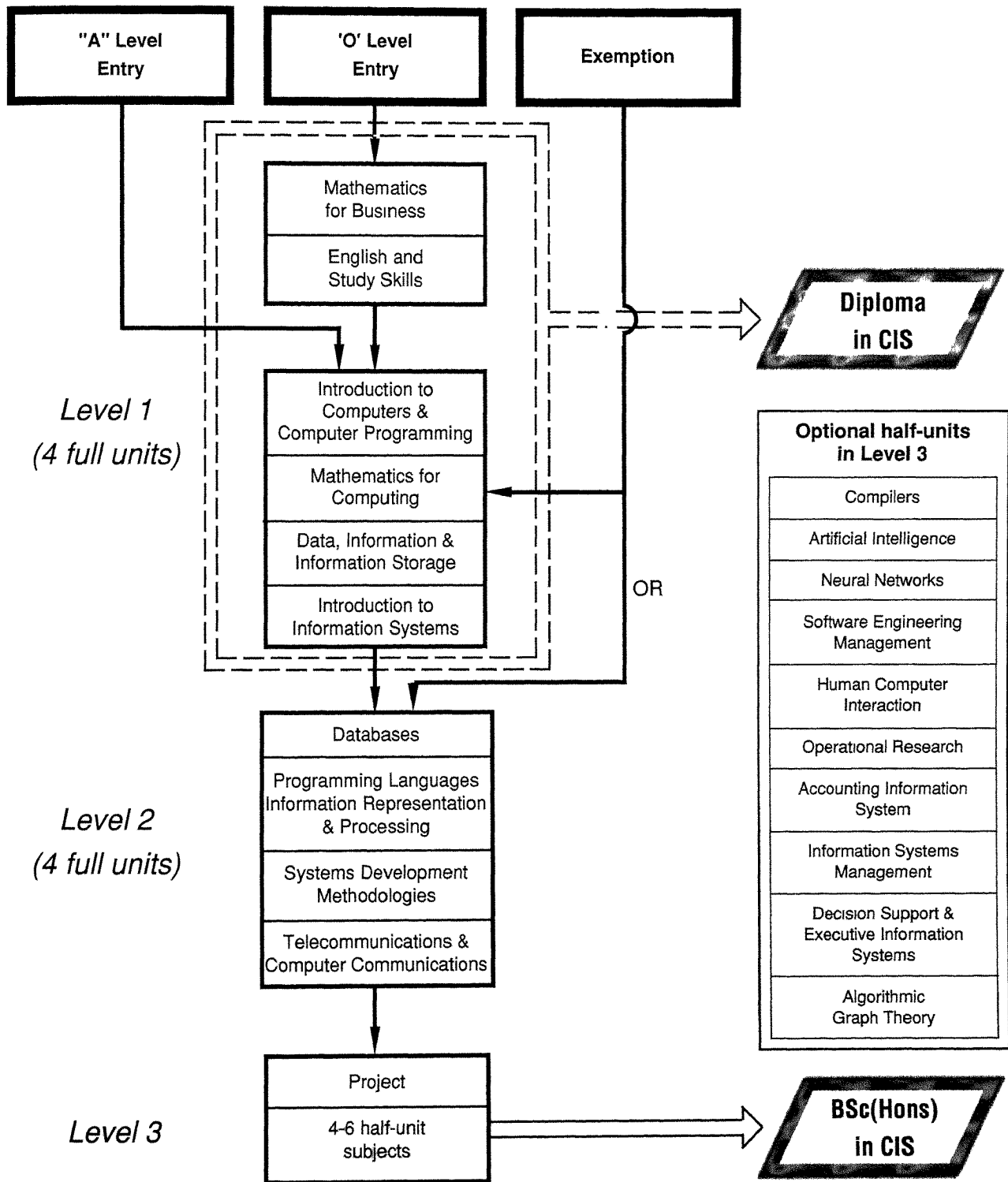
Since September, 1992 the School has offered a Bachelor's degree programme in Pharmacy (B.Pharm.) in association with the University of Otago, in addition to the M.Clin.Pharm. degree. The course aims to provide professional training in Pharmacy for practising dispensers, matriculants, graduates and others 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.

### 171. Certificate Course in Pharmacology and Pharmaceutical Management

The School of Professional & Continuing Education in conjunction with the Hong Kong Association of The Pharmaceutical Industry will offer the Certificate Course in Pharmacology and Pharmaceutical Management. This programme is particularly of interest to staff working in the pharmaceutical industry and related fields. Individuals who find this course beneficial may also apply. The course will start in October 1998 and the next admission exercise will be in May/June 1998. For further details and for special enrolment forms, please contact Miss Mak, School of Professional and Continuing Education, University of Hong Kong. (Tel. 2975 5718).

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





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# I. ACADEMIC AWARD/ PROFESSIONAL TRAINING PROGRAMMES

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

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

Telephone : 2975 5645-8

### Introduction

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

### Entrance Requirements

To be eligible for admission, applicants should

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

### General Entrance Requirements:

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

### Qualifications which satisfy General Entrance Requirements:

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

### B.Sc. (CIS) Course Requirements:

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

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

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

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

### Course Structure and Content

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

#### Level 1: 4 compulsory full-units

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

#### Level 2: 4 compulsory full-units

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

#### Level 3: 4 - 6 half-units plus project

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

### Examination

Examinations will be held once a year commencing in early-May. Students may attempt examinations in a minimum of 2 full course-units and up to a maximum of 4 full course-

units. The maximum number of attempts permitted at any full or half course-unit examination is three.

### Course Tuition

Tuition will be in the form of lectures, tutorial/computer workshop sessions and revision sessions.

### Library Access

Students will be given a Library Borrower's card to access to the library facilities of the University of Hong Kong.

## Courses offered in Year 1998/9

### Introduction to Computers and Computer Programming (CIS 101)

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

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

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

Revision sessions: about 12 hours as scheduled

### Mathematics for Computing (CIS 102)

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

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting from September, 1998 (14 meetings)

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

Revision sessions: about 12 hours as scheduled

### Data, Information and Information Storage (CIS 104)

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

Lecture meetings: Tuesdays, 7.00 - 10.00 p.m. starting from January, 1999 (14 meetings)

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

Revision sessions: about 12 hours as scheduled

### Introduction to Information Systems (CIS 105)

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

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting from January, 1998 (14 meetings)

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

Revision sessions: about 12 hours as scheduled.

### Databases (CIS 205)

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

History of database development; from single files and programs to integrated systems. Logical database analysis and design: entity/relationship analysis; the relational model; functional dependency, normalisation and normal forms; null values. Maintenance of security, integrity and consistency in the database. User views. Queries and query languages: relational algebra and relational calculus; user-friendly front ends for data manipulation and querying; query optimisation. Distributed databases. Alternatives to the relational model. Current and future developments: knowledge bases; co-operative databases; natural language front ends; storage and presentation of graphic and aural data.

Lecture meetings: Wednesdays, 7.00 - 10.00 p.m. starting from January, 1999 (14 meetings)

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

Revision sessions: about 12 hours as scheduled

### Programming Languages, Information Representation and Processing (CIS 206)

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

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

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

Lecture meetings: Mondays, 7.00 - 10.00 p.m. starting from January 1999 (14 meetings)  
Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays  
Revision sessions: about 12 hours as scheduled

### **Systems Development Methodologies (CIS 207)**

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

Lecture meetings: Mondays, 7.00 - 10.00 p.m. starting from September, 1998 (14 meetings)  
Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays  
Revision sessions: about 12 hours as scheduled

### **Telecommunications and Computer Communications (CIS 208)**

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

Lecture meetings: Wednesdays, 7.00 - 10.00 p.m. starting from September, 1998 (14 meetings)  
Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays  
Revision sessions: about 12 hours as scheduled

### **Compilers (CIS 309)**

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

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

### **Artificial Intelligence (CIS 310)**

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

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

### **Neural Networks (CIS 311)**

A neural network is given as an alternative form of computing machine to an electronic digital computer, of radically different architecture. Its characteristics and ability to learn are described along with some of its problems and shortcomings. The half unit includes the following topics: Fundamental concepts derived from the biological neuron. Characteristics of a single neuron, the perception and the construction of neural networks. Implementation of neural networks by hardware and software. Properties of neural networks. Learning in neural networks. Applications of neural networks.

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

### **Software Engineering Management (CIS 314)**

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

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

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays  
Revision sessions: about 6 hours as scheduled

### Human Computer Interaction (CIS 315)

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

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

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

Revision sessions: about 6 hours as scheduled

### Mathematical Techniques of Operational Research (CIS 316)

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

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

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

Revision sessions: about 6 hours as scheduled

### Accounting Information Systems (CIS 317)

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

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

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

Revision sessions: about 6 hours as scheduled

### Information Systems Management (CIS 318)

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

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

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

Revision sessions: about 6 hours as scheduled

### Decision Support and Executive Information Systems (CIS 319)

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

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

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

Revision sessions: about 6 hours as scheduled

### Project (CIS 320)

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

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

## Algorithmic Graph Theory (CIS 321)

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

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

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

Revision sessions: about 6 hours as scheduled

### Teaching Venue

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

Fee	97/98	98/99
Course fee to SPACE	HK\$ 6,900 for one unit subject ) HK\$ 3,750 for half unit subject ) HK\$ 9,600 for Project )	To be advised )
Application fee to University of London	£38 (on or before 31.8.98)	) To be advised
Registration fee to University of London.	£376 (on or before 31.8.98)	

### 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, 1998.

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.

- A fee is payable for all applications for exemptions for exemption received, except for those where exemption is granted automatically (See paragraph 3 below). This fee is currently £50 for each full unit for which exemption is requested. The exemption application fee is not refundable, even if the exemption is not granted. Exemption applications will take a long processing time, and those applicants are strongly advised to submit their applications as soon as possible.
- Students who have the qualifications listed below will be given automatic exemption from the units indicated:
  - British Computer Society part I : all level 1 units (CIS 101 - 105).
  - NCC International Higher Diploma : CIS 105), also CIS 101 provided the student can prove competence in PASCAL.
  - Institute of Data Processing Management : Higher Diploma - CIS 102 and CIS 105.
  - Informatics Computer School : Advanced Diploma in Computer Studies - CIS 104 and 105. In addition, students who have passed MA214 Mathematics for computing and AP207 Advanced programming techniques will be awarded exemption from CIS 101 and 102.
  - Hong Kong Polytechnic : Higher Diploma in Information Systems -all level 1 units (CIS 101 - 104); Higher Diploma in Systems Analysis - CIS 101, 103, 104; Higher Diploma in Software Engineering - CIS 101, 103, 104.
  - City University of Hong Kong : Higher Diploma in Computer Studies - all Level 1 courses (CIS 101 - 104).
- The University gives notice that it reserves the right to review the exemption policy in respect of the BSc degree in Computing and Information Systems each year.

Application forms and further details can be obtained from:

- |   |  |
|---|--|
| (1) New SPACE Town Centre,<br>3/F.,<br>Admiralty Centre<br>18 Harcourt Road<br>Hong Kong.<br>(Tel: 2559 7628) | (2) University Office,<br>3/F.,<br>T.T. Tsui Building,<br>Pokfulam Road,<br>Hong Kong.<br>(Tel: 2975 5645-8/2975 5651) |
|---|--|

In order to receive the next issue of this Prospectus, please turn to page 187.

如欲收到下期課程手冊，請翻閱第187頁。

秋季課程手冊  
Autumn Prospectus 98



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## University of London

### Diploma in Computing and Information Systems for External Students

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Telephone : 2975 5645-8

#### Introduction

The Diploma in Computing and Information Systems 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. Besides, they will directly access the Second Level of the B.Sc. Computing & Information Systems.

The School of Professional and Continuing Education (SPACE) is the only institution in Hong Kong offering 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.

Besides, the University of London will also accept the following qualifications as satisfying the General Entrance Requirement :-

- 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).

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

#### Course Structure and Content

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

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

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

1. CIS001 Mathematics for Business
2. CIS101 Introduction to Computers and Computer Programming
3. CIS102 Mathematics for Computing
4. CIS104 Data, Information and Information Storage
5. CIS105 Introduction to Information Systems

PLUS

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

Note: Although "Study skills in English" 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 up to a maximum of 3 full course-units. The maximum number of attempts permitted at any full or half course-unit examination is three. "Study skills in English" 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 the library facilities of the University of Hong Kong.

#### Courses offered in Year 1998/1999

#### Study Skills in English

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

- accuracy and conciseness in technical English
- structure, format, etc. for technical reports and theses

- comparing and contrasting other aspects of short reports (such as for assignments) and long dissertations (such as for projects).

Lecture meetings : Saturdays, 2:00 p.m. - 5:00 p.m., starting from January, 1999. (14 meetings)

### Mathematics for Business (CIS001)

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

Lecture meetings : Thursdays, 7:00 p.m. - 10:00 p.m., starting from January, 1999. (14 meetings)

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

### Introduction to Computers and Computer Programming (CIS 101)

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

Lecture meetings: Tuesdays, 7.00 - 10.00 p.m. starting from September, 1998 (14 meetings)  
 Workshop/tutorial: two hours per week as scheduled on Saturday afternoons  
 Revision sessions: about 12 hours as scheduled

### Mathematics for Computing (CIS 102)

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

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting from September, 1998 (14 meetings)  
 Workshop/tutorial: two hours per week as scheduled on Saturday afternoons  
 Revision sessions: about 12 hours as scheduled

### Data, Information and Information Storage (CIS 104)

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

Lecture meetings: Tuesdays, 7.00 - 10.00 p.m. starting from January, 1999 (14 meetings)  
 Workshop/tutorial: two hours per week as scheduled on Saturday afternoon  
 Revision sessions: about 12 hours as scheduled

### Introduction to Information Systems (CIS 105)

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

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting from January, 1999 (14 meetings)  
 Workshop/tutorial: two hours per week as scheduled on Saturdays afternoon  
 Revision sessions: about 12 hours as scheduled

### Teaching Venue

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

<u>Fee</u>	<u>97/98</u>	<u>98/99</u>
Course fee to SPACE	HK\$ 5,000 for CIS001 and "Study skills in English" HK\$ 6,900 for each unit of CIS Level 1	) To be advised ) To be advised
Application fee to the University of London	£38 (on or before 31.8.98)	) To be advised
Registration fee to the University of London	£376 (on or before 31.8.98)	) To be advised

### 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, 1998.

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 New Town Centre, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong  
(Tel 2559 7628, Fax 2559 7545)
- (2) University Office, 3/F., T T. Tsui Building, Pokfulam Road, Hong Kong  
(Tel 2975 5645-8, Fax 29754953)

## Diploma in Information Technology

### 1. Introduction

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

### 2. Course Structure

Students will take five subjects equivalent to 6 units. Two subjects will be taught in the face-to-face teaching mode and three subjects will be taught in the distance learning mode (DL) supported by tutorials. All distance learning modules are supplied by the Charles Sturt University, Australia. Occasionally, students may be required to attend some day-time teaching.

- Subject 1 – Foundations of Programming (1 unit) (DL)  
Subject 2 – Advanced Digital Computer Programming (2 units)  
Subject 3 – Information Analysis and Design (1 unit) (DL)  
Subject 4 – Database Design and Management (1 unit)  
Subject 5 – Computing Topics I (1 unit) (DL)

The normal progress schedule is as follows:

#### Semester 1

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

#### Semester II

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

### 3. Entry Qualifications

Applicants should either:

- a.) possess an undergraduate degree;  
or b.) be able to demonstrate professional development by one or more of the following:
- membership of a professional association which requires academic experience-based qualifications;
  - higher diploma holder with at least 3 years of relevant experience;
  - professional seniority or status with at least 8 years of relevant experience.

No prior academic knowledge of computing is required.

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

### 4. Study Schedule and Fee

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

Most of the time, students are expected to attend about five to seven hours of lectures, tutorials, and workshops per week (two sessions per week on weekday evenings or on Saturdays). They are also expected to spend another 5 hours per week on distance learning study materials and self-study.

Fee should be paid in two instalments, one in June and the other in March/April. The total fee for the 97-98 programme is HK\$40,000. (first instalment: HK\$18,500, second instalment: HK\$21,500)

### 5. Exemptions

Students who have successfully completed the Certificate Course in Advanced Digital Computer Programming or the Certificate Course in Database Design and Management awarded by SPACE within the past 8 years may apply for exemption from the corresponding papers.

### 6. Assessment

Assessment will be based on the following:

- a.) students will be required to attend at least 75% of the scheduled meetings.  
b.) continuous assessment of assignments in each subject.  
c.) a written examination for each subject.



## 7. Access to Further Studies and Australian Computer Society Accreditation

Those who successfully complete the SPACE Diploma in Information Technology course will be admitted to the Graduate Diploma of Applied Science (Information Technology) course offered by Charles Sturt University. Students with an interest in this option may apply for registration on this Graduate Diploma course at the beginning of their Diploma studies so that they may carry on with their studies immediately following the award of the SPACE Diploma. The Graduate Diploma course may be completed in Hong Kong by distance learning by taking 2 more units (Computing Topics 2, Information Systems Implementation). The fee for these two final subjects in 1997/98 is HK\$5,500 per subject. The CSU Graduate Diploma has been accredited by the Australian Computing Society as meeting the academic requirements for admission at Level 1 (the highest level).

### Application

Details of the course arrangement will be announced in April 1998. Persons interested in this course could send a self-addressed envelop to Ms Alice Wong, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong.

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## Cambridge Information Technology Certificate

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

### Cambridge Information Technology (CIT)

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

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

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

### Information for Employers

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

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

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

### How to Apply

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

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

To be eligible for the award of the CIT module Certificate, applicants should have satisfied the requirements as specified in each course.

The School of Professional and Continuing Education and the University of Cambridge Local Examinations Syndicate reserve the full right to assess whether or not an applicant satisfies the requirements for the award of the Certificate.

### Available Modules and Related Courses

SPACE has offered courses for the following CIT modules:

#### A) 001 Computer Literacy

SPACE courses designated as CIT modules in Computer Literacy are:

- Practical Computer Application Course for Teachers - Windows Applications (Course 1797, 3041 on page 28)
- Microcomputer Literacy (Courses 1798-1799 on page 29)
- 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 designated as CIT modules in Word Processing:

- Microsoft Word for Windows 95 (Course 1807, 3042 on page 30)
- Certificate Course in Business Computing using Microcomputer (available in Autumn session)

Students of any of the above SPACE courses may apply for the CIT Certificate in Word Processing if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work or other assessment to the satisfaction of the Tutor.

## C) 102 Spreadsheets

SPACE courses designated as CIT modules in Spreadsheets:

- Introduction to EXCEL (Courses 1813, 3043 on page 32)
- Certificate Course in Business Computing using Microcomputer (available in Autumn session)

Students of the above SPACE courses may apply for the CIT Certificate in Spreadsheets if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work or other assessment to the satisfaction of the Tutor.

## D) 103 Databases

SPACE courses designated as CIT modules in Databases:

- Introduction to dBASE IV (Course 1817 on page 33)
- Introduction to Microsoft Access 95 (Course 1811 on page 31)
- Database Management using FoxPro 2.6 for Windows (Course 1814, 3044 on page 32)
- Certificate Course in Business Computing using Microcomputer (available in Autumn session)

Students of any of the above SPACE courses may apply for the CIT Certificate in Databases if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work or other assessment to the satisfaction of the Tutor.

## E) 105 Programming

SPACE courses designated as CIT modules in Programming:

- Introduction to C (Course 1825 on page 35)
- Advanced Programming Using C (available in Autumn session)
- Programming in dBase IV (Course 1819 on page 33)
- Database Programming using FoxPro 2.6 for Windows (Courses 1815-1816 on page 32)

Students of any of the above SPACE courses may apply for the CIT Certificate in Programming if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work or other assessment to the satisfaction of the Tutor.

## F) 117 Chinese Word Processing

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

- Certificate Course in Chinese Computing (Courses 258, 1790-1791 on page 25)

Students of any of the above SPACE courses may 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)

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 (伍山科技發展有限公司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：一九九八年二月二十三日起逢星期一下午七時至九時，香港夏慤道18號海富中心三樓

實習課程：一九九八年二月二十六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。(十一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：一九九八年二月二十三日起逢星期一下午七時至九時，香港夏愨道18號海富中心三樓  
實習課程：一九九八年二月二十七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（十一課講授及十二課實習，另加十二小時試前實習時間）  
全期學費：四千五百元（包括上課時所用之磁碟及講義）  
入學資格：本課程適合一般辦公室文員、秘書及從事出版、新聞、廣告以及其他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。  
截止報名日期：一九九八年二月六日

若獲結業證書，又加上能完成按導師規定的格式打印出二份中文書信，則同時可申請由本學院和英國劍橋大學Local Examination Syndicate聯合頒發之證書。  
(參看CIT 117 CHINESE WORD PROCESSING)

(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 & UNIX operating system environment. 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.

UNIX shell (the Bourne, Korn & C Shells) programming basic concepts, common Shell commands, shell control structures, shell programming.

SQL (Structure Query Language) as the relational database language that is used to create, store, modify, retrieve, and manage information in an RDBMS (Relational Database Management System) and its implementation in ORACLE7 Server.

C as the first system programming language: basic data types, operators, expressions, control structures, standard input/output processing, overview of C library functions, programming styles. *Enrolment is limited to 20*

Tutors : Nick H.Y. Chi, B.Sc(Hons)(Information Technology), CityUHK,  
M.Sc(Computer Science), HKUST  
Tommy M.H. Chu, B.Eng(COMP.), HKU

Venue : Room 505, T.T. Tsui Building, HKU  
(Workshop) Room 201, Run Run Shaw Building, HKU

Date : Thursdays, 8.00-9.30 p.m., commencing March 5, 1998  
(Workshop) Wednesdays, 7.00-9.00 p.m., March 18, 1998

28 meetings & 25 workshops Fec : \$5,800

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 14, 1998.

## 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 databases. The Microsoft FoxPro database management system will be used to illustrate the concepts being taught. Students will gain practical experience by tackling simple cases. In each case study, students have to analyze the problem, design the data model and associated applications, and eventually implement the system using FoxPro. 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 142, Main Bldg., HKU  
(Workshop) Room 135, Old Library Bldg., HKU  
Date : Fridays, 6.30-9.30 p.m., commencing May 8, 1998  
(Workshop) Wednesdays, 6.00-10.00 p.m., May 20,  
1998

16 meetings & 12 workshops                      Fee : \$5,800

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, 1998.

### Certificate Course in Advanced UNIX

This certificate course aims at producing high quality UNIX professionals who will 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 of 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 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 4, James Hsioung Lee Science Bldg., HKU  
(Workshop) LG102, Chow Yei Ching Building,  
HKU

1794. Thursdays, 6.30-9.30 p.m., commencing April 30,  
1998  
(Workshop) Wednesdays, 6.00-8.00 p.m., May 13,  
1998

1795. Thursdays, 6.30-9.30 p.m., commencing April 30,  
1998  
(Workshop) Wednesdays, 8.00-10.00 p.m., May 13,  
1998

26 meetings & 28 workshops Fee : \$8,200

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: April 18, 1998.

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Windows95升級操作
5. 倉頡中文輸入法
6. 中文文書處理及Word7.0功能深入運用
7. 中文試算表及Excel7.0功能深入運用

8. PowerPoint圖文展示系統
9. 中文資料庫管理及Access7.0特殊功能運用
10. Office7.0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

(限收二十四人)

主 講 人：Mr. Wilson LAU, B.Sc.(OU)  
Mr. Geoffrey NG, B.Sc.(Staffordshire)  
Mr. LEE Sui Yip, M.Sc.(CUHK), B.Sc.(HKU)  
Mr. TAM Yuk Cheong, B.Eng.Elec.(HKU)

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：一九九八年三月八日起每星期日日上午九時三十分至十二時

全期學費：HK\$6,800 (共三十二講)

截止報名日期：一九九八年二月十六日

## III. INTRODUCTORY COURSES

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

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

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

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

(限收十六人)

主 講 人：JaneLau, 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)

1797. 一九九八年二月十三日起逢星期五下午七時至九時三十分  
截止報名日期：一九九八年二月三日

3041. 一九九八年三月十二日起逢星期四下午七時至九時三十分  
截止報名日期：一九九八年三月二日

全期學費：三千一百元正（共十二講）

教師可獲教育署退還半費。詳參第v頁。

Other Computer Courses for Teachers on pages 175-176.

## 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, be aware of the trends of software and hardware standard, and 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. Venue : Room S4, 3/F, Admiralty Centre  
Time : Wednesdays, 6.30-9.30 p.m., commencing February 25, March 18, 1998

1799. Venue : Room 2, SPACE North Point Study Centre  
Time : Tuesdays, 6.30-9.30 p.m., commencing May 12, 1998

3170. Venue : Room S4, 3/F, Admiralty Centre  
Time : Saturdays, 9.30 a.m.-12.30 p.m., February 7, 21, March 7, 21, 1998

3171. Venue : Room S4, 3/F, Admiralty Centre  
Time : Saturdays, 9.30 a.m.-12.30 p.m., February 14, 28, March 14, 28, 1998

4 workshops

Fee : \$1,200

Medium of Instruction: Cantonese supplemented with English for Courses 1799, 3170  
English for Courses 1798, 3171

Each student will be assigned to use one microcomputer.

Remarks : a) Courses 1798, 3170-1 are limited to 28.  
b) Course 1799 is limited to 20.

## 1800. 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 : Room 4, TST District Kai Fong Welfare Association

Date : Mondays, 7.00-10.00 p.m., commencing February 23, 1998

4 workshops

Fee : \$1,400

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 28*

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

Venue : Room S4, 3/F, Admiralty Centre  
Date : Wednesdays, 6.30-9.30 p.m., commencing  
February 4, 1998

3 workshops

Fee : \$1,000

### 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 : Room 136, Old Library Building, HKU  
Date : Thursdays, 6.30-9.30 p.m., commencing March 5, 1998

7 workshops

Fee : \$2,300

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 trouble-shooting 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 : HKU

Date : Mondays, 7.00-9.30 p.m., commencing February  
23, 1998

9 meetings

Fee : \$1,000

Medium of Instruction: Cantonese, supplemented with  
English terminologies

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

## IV. APPLICATION SOFTWARE

### 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.

Text Formatting - alignment, font, size etc.; Paragraph Formatting: bullet, border and shading, spacing etc.; Style; Table; Multi-Columns formatting; Image Frames and Graphics; Mail Merge and Label printing. Data embedding from other software packages eg. Excel or Access.

*Enrolment is limited to 28*

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

Venue : (Workshop) Room S4, 3/F, Admiralty Centre

1807. (Workshop) Tuesdays, 6.30-9.30 p.m.,  
commencing April 7, 1998

3042. (Workshop) Saturdays, 2.30-5.30 p.m.,  
commencing February 21, 1998

5 workshops

Fee : \$1,550

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

Medium of Instruction: English for Course 1807  
Cantonese with English  
terminologies for Course 3042

### 1808. 中文WINDOWS95與WORD7.0文書處理 (Chinese Word Processing Using Win- 95 and Word7.0)

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

本課程特別適合一些行業須經常製作高質素中文稿件。各學員均以每人一機上課。  
(限收二十四人)

入學資格：須有基本電腦操作認識。

主 講 人：K.M.Leung, B.Sc.(Waterloo), Dip.Ed.(CUHK)  
地 點：弘智電腦學會，灣仔譚臣道114號廣亞大廈四樓  
時 間：一九九八年二月十三日起逢星期五下午六時至八時  
全期學費：一千二百元正 (共六講)

### 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：一九九八年三月二十八日起逢星期六下午二時至五時  
全期學費：一千六百元正 (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 : Room 135, Old Library Building, HKU  
Date : Mondays, 6.30-9.30 p.m., commencing February 9, 1998

7 workshops Fee : \$1,700

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 Report Wizard, 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 28*

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

Venue : Room S4, 3/F, Admiralty Centre  
Date : Tuesdays, 6.30-9.30 p.m., commencing February 24, 1998

5 workshops Fee : \$1,550

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, procedures of connecting Internet using modem; sending Email through Internet, PC remote control and communication using modem and pcAnywhere for Windows, 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 : Room 2, SPACE North Point Study Centre  
Date : Saturdays, 2.00-5.00 p.m., commencing May 9, 1998

3 workshops Fee : \$1,000

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

### 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.

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

1813. Room S4, 3/F, Admiralty Centre  
Date : Fridays, 6.30-9.30 p.m., commencing May 8, 1998

3043. Room 2, SPACE North Point Study Centre  
Date : (Workshop) Mondays, 6.30-9.30 p.m., commencing June 15, 1998

7 workshops Fee : \$2,200

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

Medium of Instruction: Cantonese supplemented with English terminologies for Course 1813  
English for Course 3043

Remarks : Course 1813 is limited to 28  
Course 3043 is limited to 20

### 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.

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.

1814. Room 2, SPACE North Point Study Centre  
Date : Mondays, 6.30-9.30 p.m., commencing February 23, 1998

3044. Room S4, 3/F, Admiralty Centre  
Date : Thursdays, 6.30-9.30 p.m., commencing April 23, 1998

6 workshops Fee : \$1,600

Participants are not required to have prior computer knowledge.

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

Remarks : Course 1814 is limited to 20  
Course 3044 is limited to 28

Medium of Instruction: Cantonese supplemented with English terminologies for Course 1814  
English for Course 3044

### 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.

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.

1815. Room 2, SPACE North Point Study Centre  
Date : Mondays, 6.30-9.30 p.m., commencing April 20, 1998

1816. Room S4, 3/F, Admiralty Centre  
Date : Thursdays, 6.30-9.30 p.m., commencing February 19, 1998

8 workshops Fee : \$2,200

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.

Remarks : Course 1815 is limited to 20  
Course 1816 is limited to 28

Medium of Instruction: Cantonese supplemented with English terminologies for Course 1816.  
English for Course 1815

### 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 : Room 4, TST District Kai Fong Welfare Association  
Date : Fridays, 6.30-9.30 p.m., commencing February 20, 1998

7 workshops Fee : \$1,780

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 : Room 4, TST District Kai Fong Welfare Association  
Date : Tuesdays, 6.30-9.30 p.m., commencing April 7, 1998

5 workshops Fee : \$1,400

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), City U

Venue : Room 808, K.K. Leung Building, HKU  
Date : Mondays, 6.30-9.30 p.m., commencing February 16, 1998

10 workshops Fee : \$2,300

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

Each student will be assigned to one microcomputer.

### Business Graphical Presentation

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

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

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

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

1820. Room S4, 3/F, Admiralty Centre  
Date : Fridays, 6.30-9.30 p.m., commencing March 27, 1998

3045. Room 2, SPACE North Point Study Centre  
Date : Wednesdays, 6.30-9.30 p.m., commencing March 25, 1998

3 workshops Fee : \$1,050

Remarks : Course 1820 is limited to 28  
Course 3045 is limited to 20

Medium of Instruction: Cantonese supplemented with  
English terminologies for Course  
1820.  
English for Course 3045

## 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 "Edutainment" (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*

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

Venue : Room 708, T.T. Tsui Building, HKU

1821. Wednesdays, 6.30-9.30 p.m., commencing May 27,  
1998

1822. Tuesday and Wednesday, 9.30 a.m.-5.00 p.m.,  
April 7 & 8, 1998

Fee : \$2,100

Students are required to design and develop their own multimedia presentation based on real-life examples. They will be given a set of raw materials including text information, sound clips and graphics. They will present their work in the last session of the workshop.

Microsoft PowerPoint 4.0 will be used for developing the presentation project. Overview of other presentation software such as Action, Harvard Graphics will also be given.

Entry Requirement : Applicants should have basic Windows 3.1 knowledge.

Remarks : Course 1821 has 4 workshops.  
Course 1822 has 2 workshops.

## 3055. Multimedia Workshop for Primary School Teachers

Multimedia refers to the use of computer technology to seamlessly integrate text, movies, pictures, animation and sound. With pointers to the right direction, teachers and students can easily create their own multimedia projects.

This workshop is designed for Primary School Teachers who are interested in exploring the use of multimedia for teaching and learning. It aims to introduce teachers to easy-to-use multimedia authoring tools; get teachers started to combine text, sound, pictures, videos in classroom projects; and help teachers develop curriculum ideas to try out in their classrooms.

*Enrolment is limited to 40*

Tutor : K.C. Fung, B.A.(HKU), M.Ed.(HKU)

Venue : Room 708, T.T. Tsui Building, HKU

Date : Wednesdays, 6.30-9.00 p.m., commencing April 1,  
1998

5 workshops Fee : \$1,000

Prerequisite: Technical computer knowledge is not required.

Medium of Instruction: Cantonese supplemented with  
English terminologies

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

*Other Computer Courses for Teachers on pages 175-176.*

## 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.

Each student will be assigned to use on microcomputer.  
*Enrolment is limited to 24*

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

Venue : Whiz Club Ltd., 4/F., Kwong Ah Building, 114 Thomson Road, Wanchai, Hong Kong

Date : Fridays, 8.10-10.10 p.m., commencing February 13, 1998

6 workshops Fee : \$1,200

Medium of Instruction: Cantonese supplemented with English terminologies

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

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## V. PROGRAMMING LANGUAGES

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### 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 : HKU  
(Workshop) Room 808, K.K. Leung Building, HKU

Date : Mondays, 6.45-9.15 p.m., commencing April 20, 1998

(Workshop) Wednesdays, 7.00-9.00 p.m., commencing April 29, 1998

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 28*

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

Venue : Room S4, 3/F, Admiralty Centre

Date : Mondays, 7.00-10.00 p.m., commencing April 27, 1998

4 workshops Fee : \$950

Each student will be assigned to use one microcomputer.

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## VI. COMPUTER NETWORKING/ TELECOMMUNICATION

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### 1827. Introduction to Local Area Networks with Microcomputers

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

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

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

*Enrolment is limited to 20*

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

Venue : Room 2, SPACE North Point Study Centre  
Date : Tuesdays, 6.45-9.15 p.m., commencing February  
17, 1998

10 workshops Fee : \$2,000

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

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

### 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 : Room 2, SPACE North Point Study Centre  
Date : Fridays, 6.30-9.00 p.m., commencing March 6, 1998

8 workshops Fee : \$2,250

Medium of Instruction: Cantonese, supplemented with English terminologies

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

### 3046. Growing Business through Telecommunication

Telecommunication is inevitably an essential tool to facilitate business operation. Dissemination of messages and information in the timely manner is most important for making business decisions. This course is designed for Management, Sales and Marketing executives. Participants would appreciate the principles and the cost & benefit of various telecom operations, be able to optimize the cost,

increase the productivity and improve the efficiency of business operation. The expansion of sales channels and improvement to customer service are also made possible through the use of telecommunication.

#### Syllabus:

Scope of telecommunication, telecom equipment, the Regulatory Regime, PSTN & ISDN, Cellular and PCS, economics of Call Back Service, efficiency of Cabling Network, Voice Data Integration, Video Conferencing, Caller Number Display, Interactive Voice Response Systems, Internet and E-Mail, the management of Call Centre, Outbound Tele-marketing, Cashless Society, privacy & security and Man-machine Interface.

Tutor : Ernest Lee, B.Sc.(Eng), HKU, M.H.K.C.S.

Venue : Room 507-8, T.T. Tsui Building, HKU  
Date : Tuesdays, 6.30-9.30 p.m., commencing April 7,  
1998

5 meetings Fee : \$800

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## VII. INTERNET/INTRANET AND WORLD WIDE WEB (WWW)

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### 1831. Business on the Internet

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

This course focuses 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)(Information  
Technology)(City U, H.K.),  
M.Sc.(Computer Science)(HKUST)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU  
 Date : (Workshop) Fridays, 7.00 - 9.00 p.m., commencing  
 May 1, 1998

6 workshops Fee : \$840

### Workshop on Basics of Business Using the 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 22*

Tutor : Malcolm Y.C. Tam, B.Eng. Elec.(HKU), HKISP (Spider Net) Founder

Venue : Whiz Club Ltd., 4/F, Kwong Ah Bldg., 114 Thomson Road, Wanchai, Hong Kong

1832. Mondays, 9.30 a.m.-1.30 p.m. & 2.30-4.30 p.m., commencing February 16, 1998

1833. Mondays, 6.00-8.00 p.m., commencing February 9, 1998

Fee : \$900

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

Remarks: Course 1832 has 1 workshop  
 Course 1833 have 3 workshops

### Internet Web Page Design and Setup Workshop

The World Wide Web (WWW) likes a big hypermedia book of the Internet. You can flip through the book, follow its references (in the form of link points to different pages), and

even write notes in the margins (with features such as filling-out forms). You would get lost in such a huge book if you navigate through by the theory of muckin. In this universal database, you can find vast amounts of information like international news, stock quotes, virtual tourism, product updates, home shopping, movie preview and many more to come. Indeed behind all the information of the huge book, there are a lot of publishers, each putting 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 your 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 22*

Tutor : Malcolm Y.C. Tam, B.Eng. Elec.(HKU), HKISP (Spider Net) Founder

Venue : Whiz Club Ltd., 4/F, Kwong Ah Bldg., 114 Thomson Road, Wanchai, Hong Kong

1834. Mondays, 9.30 a.m.-1.30 p.m. & 2.30-4.30 p.m., March 2, 1998

3047. Sundays, 1.00-3.00 p.m., commencing February 15, 1998

Fee : \$900

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 v.*

Remarks : Course 1834 has 1 Workshop  
 Course 3047 has 3 Workshops

### Internet Workshop

This course is designed for persons who are new to the Internet. From the course, they should learn the basic knowledge of the 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 connected with the 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 Engines. *Enrolment is limited to 40*

Tutors : Reggie Wong, B.Sc.(Hull), Consultant - AVIT Solutions Ltd.

Eric Liang, B.Eng.(Hull), Producer (Design & Production) - AVIT Solutions Ltd.

Venue : Room 708, T.T. Tsui Building, HKU

1836. Saturdays, 9.00 a.m.-1.00 p.m., April 4, 1998

1837. Fridays, 7.00-9.00 p.m., commencing April 17, 1998

Fee : \$630

Entry Requirements: Basic windows operation experience is required.

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

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

### Building a Successful Corporate Internet Strategy

Internet is becoming increasingly relevant to daily personal and business discourse. This course will help the management & business personnel confidently plan, develop, implement and manage a corporate-wide Internet strategy.

#### Topics Outline:

Develop strategic objectives: your internet business goal; budgeting: setup & on-going maintenance cost of an internet project; people: expertise and human resource required to run a web site; latest tools & technologies available; usability test: find out how friendly your web site really is; measuring success; case study & discussion.

*Enrolment is limited to 40*

Tutors : Reggie Wong, B.Sc.(Hull), Consultant - AVIT Solutions Ltd.

Eric Liang, B.Eng.(Hull), Producer (Design & Production) - AVIT Solutions Ltd.

Venue : Room 708, T.T. Tsui Building, HKU

3048. Fridays, 9.30 a.m.-12.30 p.m. & 2.00-5.00 p.m., May 1, 1998

3049. Fridays, 6.30-9.30 p.m., commencing June 12, 1998

Fee : \$840

Prerequisite: Basic Windows and Internet browsing experience are preferred.

Remarks : Course 3048 has 1 workshop  
Course 3049 have 2 workshops

### 1840. Exploring the Internet

This course intends to enumerate the rich information services such as World-Wide Web, USENET News, Mailing list, etc., available on the Internet in non-technical terms. It also describes how we can make best use of them in finance, management, marketing, direct-selling, research, and recreation. This course dissects into culture, customs (Netiquette) and security aspects of the Internet. A brief introduction to Java applications will be given.

Topics include: History of the Internet, Information services of the Internet, World Wide Web, FTP, Gopherspace, Internet Robots, World Chats, Internet Search Engines, Internet Phones, VDOphone, E-Shops, Cybercash, CGI programs, Java, 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 : Room 708, T.T. Tsui Building, HKU

Date : Mondays, 6.30-9.00 p.m., commencing April 20, 1998

3 workshops

Fee : \$840

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

### 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 mechanisms of the Internet such as TCP/IP and portocol stacks. Programming the Internet Services 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.,  
 commencing May 12, 1998

12 workshops Fee : \$2,600

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

### 1842. An Introduction to the Internet for Teachers

Do you want to enrich your teaching with Internet resources but do not know much about how to access them? Do you know little about computers but want to become a reasonably competent Internet user? If yes, then this course 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 much geared to the teaching profession. To remedy the situation, this course is designed by a practising educational professional to help teachers who are new to the Internet. It encompasses a brief overview of the Internet, the World Wide Web, Netscape, and the design of simple home pages. Last but not the least, it includes an introduction to the Internet resources related to education. 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 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 : Room 708, T.T. Tsui Building, HKU  
 Date : Tuesdays, 6.00-8.00p.m., commencing February 24,  
 1998

6 workshops Fee : \$880

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

### Business Opportunities in the Cyber World

This course is designed for non-technical people who are looking for business opportunities using Internet.

The course introduces the basic concepts and the advantages of using internet. The idea of virtual stores/virtual trading and other kinds of business opportunities available in the Internet community will be covered. There will be discussions on how to set up a company with minimum investment. Participants will be introduced to the unique features provided by the World Wide Web, including on-

line purchasing, inquiry services, marketing research. This course will be presented with minimum technical jargons. Participants will be given hands-on practice on using e-mail, search engines and Web surfing.

Syllabus: What is the Internet? History, terminology and basic knowledge. How to get connected? Internet tools: email, WWW and FTP. Doing business on the Internet: Business opportunities; virtual stores/virtual trading business; marketing plan on the Internet; advantages of having Web Sites. Web Sites Browsing.

*Enrolment is limited to 40*

Tutor : Miss Candy Chui

Venue : Room 708, T.T. Tsui Building, HKU

3050. Fridays, 9.30-12.30 p.m. & 1.30-4.30 p.m., April 17,  
 1998

3051. Mondays, 6.30-9.30 p.m., commencing June 15,  
 1998

Fee : \$840

Remarks : Course 3050 has 1 workshop  
 Course 3051 have 2 workshops

### 3052. Introduction to Java

Java is described as a simple, object-oriented, distributed, interpreted, robust, secure, architecture-neutral, portable, high-performance, multithreaded and dynamic programming language. Because of these exceptional features, Java has gained world-wide acceptance especially in the Internet technology. This course offers lectures and workshops to teach the theory and techniques of Java programming.

Topic includes: Java features; Java development toolkit; virtual machine concept; object-oriented programming; applet; exception handling; input and output facilities; abstract Windows toolkit; advanced graphics and image drawing; multi-threading; networking.

*Enrolment is limited to 40*

Tutors : Marcus C.K. Lee, B.Sc.(Eng.) (CUHK), M.Phil.  
 (HKUST)  
 Thomas Y.T. Lee, B.Sc.(Eng.) (HKU), M.Sc. (CS)  
 (HKU)

Venue : Room 708, T.T. Tsui Building, HKU  
 Date : Thursdays, 6.30-9.30 p.m., commencing May 7,  
 1998

10 workshops Fee : \$2,700



### 3056. Intranet – A New Age of Corporate Network Solution

The Internet gets most of the press, but the real computing revolution going on inside companies today is the fast-growing use of Web technology to create enterprise-wide intranets. What are intranets? The short answer is that they are private corporate networks that take advantage of the same basic properties as the Internet. Over the next few years, the intranet will be enhanced with new services that will thrust it into the intelligent as the key component of corporate networks. The rise of the standard-based 'Extranet: Intranet + Internet' will come at the expense of proprietary network operating systems.

#### What is an Intranet/Extranet?

Briefing of Intranet productivity enhancement including Internal E-Mail, collaborative processing, access enterprise memory, order processing, personal pages, department pages, group communications, enterprise communications, product and company information.

Tour of Intranet core technology such as HTTP Web browser & server, DBMS database connection, POP/IMAP E-Mail communication and content 'PUSH' technology. Building of Microsoft IIS Web server for 'Extranet'. Usage of Web-enhancing tools such as MS Office 97, MS Outlook 97 and MS FrontPage 97. Implementation paradigm of corporate-wide information navigation with Web browser and MS Active Desktop. Enhanced communication through E-Mail messaging and electronic bulletin board with MS Exchange server between businesses and their customers and partners. Case study and demonstration of real corporate intranet solution. *Enrolment is limited to 22*

Tutor : Malcolm Tam, B.Eng.Elec. (HKU), HKISP (Spider Net) Founder

Venue : Whiz Club Ltd., 4/F, Kwong Ah Bldg., 114 Thomson Road, Wanchai, Hong Kong  
Date : Mondays, 9.30a.m.-1.30p.m. & 2.30p.m.-4.30p.m., February 23, 1998

1 workshops

Fee : \$900

### Introduction to Computer and Network Security

This course highlights information security and the entire range of computer security issues that modern organizations face. Participants will learn how to identify computer security risks and design a successful computer security program that protects information of your company. Participants will also learn about security administration and technologies, how to define responsibilities within the organization, and how to measure the success of the security program.

Topics covered include: threats; hackers, spoofing, sniffing, viruses, Trojan Horses, masquerading, password crackers; defenses: shadow passwords, firewalls, Virtual Private Networks strong authentication, encryption (DES, RSA), security tools and application (PGP, SATAN, ISS, crack, tripwire). Security needs planning: confidentiality, data integrity, availability, consistency, control, and audit; Risk assessment: identifying assets, identifying threats, calculating risks; cost-benefit analysis: the cost of loss, the cost of prevention, working with management; creating policies that meet your needs: policies, standards and guidelines; implementing your security policy: assigning responsibility, educating users; audit and incident response: tracking and responding to security incidents.

Tutor : John Lauderdale, B.Sc., (California), M.Phil (HKUST), Information Security Consultant, Price Waterhouse

#### 3057.

Venue : Room 708, T.T. Tsui Building, HKU  
Date : Tuesdays, 6.30-9.30 p.m., commencing April 14, 1998

#### 3080.

Venue : Room S4, 3/F, Admiralty Centre  
Date : Friday and Saturday, 9.30a.m.-12.30p.m. & 1.30-4.30p.m., May 22 & 23, 1998

Fee : \$850

Target audience: Information Technology/Information Systems professional and managers

Remarks: Course 3057 have 4 lectures  
Course 3080 have 2 lectures  
Course 3057 is limited to 40  
Course 3080 is limited to 28

### Web Security and Internet Commerce Technologies

This course identifies the security risks involved with browsing the World Wide Web and running a Web site. It is designed to help Web Users, Web Masters, and Web Developers learn cutting-edge techniques for securing their web site, securing their privacy when browsing the web, and accepting payment over the Internet. It should be a "must take" course for anyone considering "doing business" on the Net.

Topics covered include: Introduction: Why the fuss about Web Security? Web security in context; Risks of Browsing the Web: browser malfunctions, security risks with advanced technologies (Java, Java Scripts, Active X), privacy issues; Authenticating Web users and Web Servers: Digital IDs, certificates, and code signing; Encryption on the Web: Cryptography fundamentals (public and private key, DES, RSA), secure web services: SSL, TLS, and encryption systems; running a secure Web site: Securing the host,

securing the site, controlling access, secure CGI/API programming; getting paid: credit cards (SET), digital cash (cybercash, smartcards), electronic wallets; Internet Commerce Applications: virtual stores, shopping carts, auctions.

Tutor : John Lauderdale, B.Sc. (California),  
M.Phil.(HKUST), Information  
Security Consultant, Price Waterhouse

3058. Room 708, T.T. Tsui Building, HKU  
Date : Mondays, 6.30-9.30 p.m., commencing May 18, 1998

3081. Room S4, 3/F, Admiralty Centre  
Date : Friday and Saturday, 9.30a.m.-12.30p.m. & 1.30-4.30 p.m., commencing June 12 & 13, 1998

Fee : \$850

Prerequisite: Participants should be Internet-savvy and be familiar with basic web browsers and web servers technology.

Remarks: Course 3058 have 4 lectures  
Course 3081 have 2 lectures  
Course 3058 is limited to 40  
Course 3081 is limited to 28

## 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.  
Tyrant S.L. Tang, B.Sc.(HKU), P.C.Ed. (HKU)

Venue : HKU  
Date : Saturdays, 2.30-4.30 p.m., commencing March 7, 1998

12 meetings Fee : \$880

Medium of Instruction: Cantonese supplemented with English terminologies

8201. *Computer-aided Design with Personal Computer* (For details, please refer to page 183.)

*Other Computer Graphics* (For details, please refer to pages 71-72).

### AutoCAD R14 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: Concepts of AutoCAD drafting, editing of a CAD drawing, drawing annotation, display control, inquiry, introduction to layer. *Enrolment is limited to 25*

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

Venue : Room 314, Knowles Building, HKU

1845. Wednesdays and Fridays, 6.30-9.30 p.m., commencing March 6, 11, 13, 18, 20, 25 & 27, 1998

1846. Wednesdays and Fridays, 6.30-9.30 p.m., commencing April 29, May 1, 6, 8, 13, 15 & 20, 1998

7 workshops Fee : \$2,150

Entry Requirement: Applicants should have basic knowledge of microcomputer and be familiar with Window 95/NT operations. Each student will be assigned to use one workstation.

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

### 1847. AutoCAD R14 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, block and referencing, drawing management, attributes, zooming techniques, plotting, setup prototype drawing. *Enrolment is limited to 25*

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

Venue : Room 314, Knowles Building, HKU  
Date : Wednesdays and Fridays, 6 30-9.30 p.m., May 27,  
29, June 3, 5, 10, 12 & 17, 1998

7 workshops Fee : \$2,150

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

### 1849. AutoCAD R14 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, wireframe modelling, surface modelling, solid modelling, rendering within AutoCAD, controlling UCS & slide show. *Enrolment is limited to 25*

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

Venue : Room 314, Knowles Building, HKU  
Date : Wednesdays and Fridays, 6.30-9.30 p.m., April 3,  
8, 15, 17 & 22, 1998

5 workshops Fee : \$1,730

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 : Room 314, Knowles Building, HKU  
Date : Wednesdays and Fridays, 6.30-9.30 p.m., June 19,  
24, 26, July 3 & 8, 1998

5 workshops Fee : \$1,950

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

### 3053. Microstation 2D/3D Basic Operation

This course is intended to equip participants with the fundamental concepts and operational knowledge of Microstation (Version 5). Most of the basic features will be covered.

Syllabus: Microstation fundamentals, I/O devices, user interactions, Alternative command and co-ordinate input methods, basic commands. *Enrolment is limited to 20*

Tutor : S.K. Tai, B.Eng.(Surrey)

Venue : Room 2, SPACE North Point Study Centre  
Date : Fridays, 6.30-9.30 p.m., commencing May 8, 1998

8 workshops Fee : \$2,600

Prerequisite: Applicants should have basic knowledge of microcomputer and be familiar with DOS operations.

### 3054. Digital Video Production Using Personal Computer

Due to the advance in technology, the computing speed and storage capacity of personal computer are greatly improved. As a result, the production of movies using personal computers at a relative low cost becomes possible. This course discusses the concepts and procedures of using personal computer in video production. Following the production of a video tape, participants will learn the skills of the whole process.

Syllabus: Introducton to video production; basic concepts of digital video editing; capturing video clips; assembling video clips; using transitions; using Filters; creating superimpositions & titles; adding sound to the video; compiling and videotaping movies.

*Enrolment is limited to 20*

Tutors : Michael C.K. Yuen, B.Sc.(CUHK), Cert.Ed. (HKU),  
MACS, MHKCS.  
Tyrant S.L. Tang, B.Sc.(HKU), P.C.Ed.(HKU)

Venue : HKU  
Date : Wednesdays, 7.00-9.00 p.m., commencing March  
4, 1998

10 meetings

Fee : \$1,200

Medium of Instruction: Cantonese supplemented with English terminologies

## IX. SYSTEM ANALYSIS & DESIGN

### 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 : K. Chan, B.Sc. (CIS)  
P. Ngai, B.Eng. (Information)

Venue : To be confirmed

Date : Tuesdays and Thursdays, 6.30-9.00 p.m., commencing March 3, 1998

20 meetings

Fee : \$2,750

## X. CHINESE COMPUTING

### 倉頡輸入法 (Chinese Input Method)

隨著中文電腦的普及，中文輸入便成為使用中文電腦的必修課程。本課程重點介紹倉頡輸入法的有關規則，並配以一人一機的電腦操作實習，務求使學員熟悉在電腦上輸入中文。

主 講 人：陳耀輝先生

1855. (限收十五人)  
日 期：一九九八年二月二十六日起逢星期四下午六時三十分至九時  
地 點：九龍彌敦道136號A，尖沙咀街坊福利會2字樓4室

1856. (限收二十八人)  
日 期：一九九八年六月四日起逢星期四下午六時三十分至九時  
地 點：香港大學專業進修學院新市區中心（金鐘中心）三樓S4室

全期學費：九百元正（共四講）



*Students can practise their computer skills at the well-equipped computer laboratory*

## 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，幫助學員了解品質在商業社會競爭中的重要性及面對提高品質的挑戰。期間會討論一些成功的個案，供學員在策劃及推行品質改進時作參考。

完成課程後，學員應可：

- 明白品質管理的術語及其定義；
- 認識品質管理的基本原理；
- 了解品質改進的架構；
- 使用品質管理的工具；和
- 增進在策劃及進行品質改進的能力。

入學資格：學員應具有兩年或以上的工作經驗

內容：

- (1) 品質革命：  
包括品質管理作為商業管理概念的歷史及演進；品質管理及ISO9000的趨勢；品質的定義、術語及ISO8402的詞匯。
- (2) 品質管理的原理：  
包括品質管理的要素和品質改進架構的介紹及實習。以個案如Motorola的經驗來說明。
- (3) 品質工具：  
包括一批主要品質管理工具（如基本七工具、管理七工具，品質功能調度法和批標改進法等）的使用。以近期個案如香港政府房屋署來作說明。

主講人：蘇國良先生

地點：另行通知

時間：一九九八年二月九日起每星期一下午六時四十五分至九時十五分

全期學費：八百元（共六講）

講授語言：粵語（以英語輔助）

截止報名日期：一九九八年二月二日

## 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，改善服務及面對提高品質的挑戰。

課程除了提供品質管理的基礎概念和理論外，亦會透過成功的個案作說明。重點在於品質管理的知識，技能和技巧，為學員在推行顧客服務的品質改進作好準備。

完成課程後，學員應可：

- 明白品質管理的術語及其定義；
- 認識品質管理的基本原理；
- 制定機構的服務改進策略；

- 增進對顧客概念的認識；
- 實行品質推廣和服務改進；和
- 改進服務的技能及技巧

入學資格：學員應具有兩年或以上的服務行業工作經驗

內容：

- (1) 品質革命：  
包括品質革命的最近趨勢；品質的定義和術語；有效率的全面品質服務管理的基礎；和顧客滿意的概念。
- (2) 品質服務的技巧：  
包括品質領導基礎；顧客服務的機構策略目標；競爭性品質推廣的簡介；前綫服務的應對技能；服務支援的交往；和有效的工作隊建設。以成功個案如Yokagawa, Hewlett-Packard來說明。
- (3) 改進工具：  
包括 Kaizen 或不斷改進的概念；推行品質的工具；和顧客滿意的量度。以個案如 AT&T Consumer Communications Services 來說明。
- (4) 卓越品質：  
包括品質獎項和證書的簡介；ISO9000管理制度的基本和以品質獎項和證書作不斷改進的工具。以個案如GTE Directories Corporation 來說明。

主講人：蘇國良先生

地點：市區中心S13室(海富中心三樓)

時間：一九九八年四月二十日起每星期一下午六時四十五分至九時十五分

全期學費：八百元（共六講）

講授語言：粵語（以英語輔助）

截止報名日期：一九九八年三月二十日

## 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 : Room S19, 3/F, Admiralty Centre  
Date : Thursdays, 6.45 - 9.15 p.m., commencing February  
12, 1998

6 meetings Fee : \$1,780

Closing date for application: February 5, 1998

### 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 : Room S26, 3/F, Admiralty Centre  
Date : Thursdays, 6.45 - 9.15 p.m., commencing April 2,  
1998

5 meetings Fee : \$1,500

Closing date for application: March 2, 1998

### 3002. Human Errors and Safety

Despite the development of highly sophisticated machineries, which nevertheless has to rely on human operators, human capacities are not in pace with the advancement of technology. The cost of human errors could be huge and is escalating. It is imperative to manage such risk factors in the workplace. The adoption of psychological perspectives in the understanding of "accidents" and safety is essential.

This course aims to develop a basic understanding of human psychology in relation to work and to develop basic skills in human job design. In addition to lecturing, case studies, group discussions, games, exercises and role plays will be used.

Targetted participants are managers, architects, engineers, occupational health and safety officers.

**Syllabus:** Human factors, cognitive factors, psychological constraints, human-machine interface, socio-technical systems, quality and reliability, occupational health, human errors, job stress, performance and motivation.

*Enrolment is limited to 30*

Tutor : Miss Mary Lee, M.Org.Psy.(Queensland),  
M.Soc.Sci.-Clin.Psy.(HKU),  
Organizational Psychologist, Clinical  
Psychologist

Venue : To be confirmed.

Date : Mondays, 6.30 - 9.30 p.m., commencing February  
9, 1998

8 meetings Fee : \$1,300

Medium of Instruction: Cantonese, Supplemented with  
English

Closing date for application: February 2, 1998

### Workshop on Calibration

#### INTRODUCTION

Calibration is one requirement of the ISO 9000 and ISO Guide 25 series of quality standards. With the adoption of the ISO Guide to the Expression of Uncertainty in Measurement by major organisations internationally (e.g. BIPM, IEC, IFCC, ISO, IUPAC, IUPAP, OIML), calibration laboratories and the testing community are taking steps in applying the Guide in estimating, evaluating and presenting measurement results. This 3-day intensive workshop aims to provide a practical treatment to the topics of calibration and the application of the ISO Guide to the Expression of Uncertainty in Measurement to real-life calibrations and measurements.

## OBJECTIVES

- To introduce the concept of calibration and traceability.
- To introduce methods for the estimation and expression of uncertainty in measurement.
- To discuss how measurements and calibrations should be performed and presented in reports in order to satisfy requirements of accreditation bodies (e.g. HOKLAS).
- To provide hands-on experience on estimation of measurement uncertainties and optimisation of calibration procedures to improve cost-effectiveness.

## TOPICS

1. Requirements of standards and accreditation bodies on calibration
  - ISO9000, ISO Guide 25, HOKLAS
2. Principles of calibration
  - accuracy, precision, tolerance, reproducibility, repeatability, traceability, uncertainty
3. Mathematical approaches for compounding uncertainties
  - limit summation, root sum squares, statistical approach, normal distribution, rectangular distribution, Student t distribution, central limit theorem
4. ISO Guide to the Expression of Uncertainty in Measurement
  - measurand, input quantities, Type A & Type B approaches, combined standard uncertainty, correlation, expanded uncertainty, coverage factor
5. Applications of ISO Guide to real-world situations
  - calibration of in-house reference equipment
  - calibration of standard thermometer
  - measuring tensile strength of material
  - determining uncertainty of measurement in chemical analysis
  - estimation of uncertainty in the measurement of radiated emissions

## WHO SHOULD ATTEND

Managers and engineers of calibration laboratories will learn how they can apply the ISO Guide to the Expression of Uncertainty in Measurement in their laboratories in order to satisfy requirements of accreditation bodies (e.g. HOKLAS). Managers and engineers of testing laboratories will learn how calibration of their test equipment can be done in-house or by external calibration laboratories. Quality managers and auditors will learn how calibration should be done according to the recommendations of the above ISO Guide and quality standards.

## PROGRAMME

1st day (Wednesday)	Lecture and tutorial Visit Calibration Laboratory of Electronic Services Unit
2nd day (Thursday)	Lecture and tutorial
3rd day (Friday)	Lecture and tutorial Practical sessions

Due to the arrangement of practical work, seats are limited for the workshop. Applications will be entertained strictly on a first-come first-serve basis. Early enrolments will permit specific practical examples to be prepared for attendees of the workshop and are highly recommended.

This course is jointly organized with the Electronic Services Unit, The University of Hong Kong

Fee : \$5,800 including lecture notes, tea and lunch for three days and a Statement of Attendance.

*Enrolment is limited to 20*

Tutor : S.H. Lau and K.Y. Tsang, Electronic Services Unit, HKU

**1994.** Room 204C, Chow Yei Ching Building, HKU  
Date : Wednesdays, Thursdays and Fridays, 9 a.m. - 5 p.m., March 18, 19 & 20, 1998

Closing date for application: February 18, 1998

**1995.** Room 204C, Chow Yei Ching Building, HKU  
Date : Wednesdays, Thursdays and Fridays, 9 a.m. - 5 p.m., May 13, 14 & 15, 1998

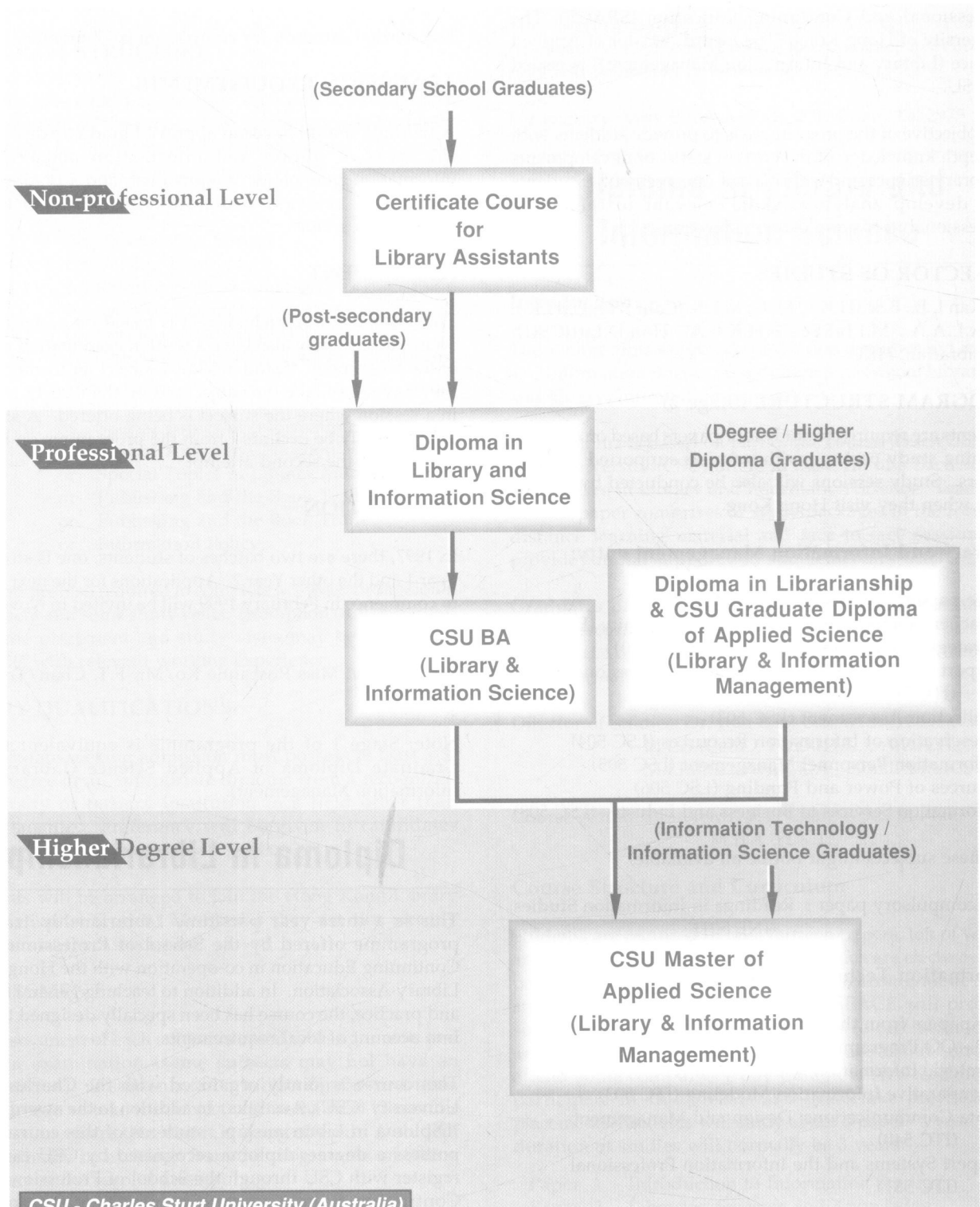
Closing date for application: April 14, 1998



*The University Main Building*



# Library & Information Science Education Opportunities at SPACE





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## Master of Applied Science

### (Library and Information Management) (Stage 2 Admission)

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This is a part-time course offered in Hong Kong jointly by Charles Sturt University (CSU), Australia and the School of Professional and Continuing Education (SPACE), The University of Hong Kong. The award "Master of Applied Science (Library and Information Management)" is issued by CSU.

The objective of the programme is to provide students with in-depth knowledge of the current status of developments in library science and information management. Students will develop analytical skills relevant to their own professional needs and career aspirations.

#### DIRECTOR OF STUDIES

Dr. Kan L.B., B.Sc.(H.K.), M.A., M.L.S. (Calif.), Ph.D.(H.K.),  
A.L.A.A., M.I.Inf.Sc., F.H.K.L.A., Hon.D.Litt(CSU),  
Librarian, HKU

#### PROGRAM STRUCTURE (Stage 2)

Students are required to study four papers based on distance learning study package with tutorials supported by local Tutors. Study sessions will also be conducted by staff of CSU when they visit Hong Kong.

#### Library and Information Management entry:

Three papers from the following:

- Teacher Librarian in the Learning Community (ETL 521)
- Strategic Information Management (ITC 501)
- Expert Systems and the Information Professional (ITC 561)
- Collection Assessment (LSC 503)
- Preservation of Information Resources (LSC 504)
- Information Personnel Management (LSC 505)
- Sources of Power and Funding (LSC 506)
- Information Services to Business and Industry (LSC 508)

(These subjects might not be all available)

One compulsory paper : Readings in Information Studies  
(INF 501)

#### Information Technology entry:

Four papers from the following:

- C++ OO Programming Concepts (ITC 470)
- Strategic Information Management (ITC 501)
- Comparative Information Modeling (ITC 503)
- Data Communications: Design and Management (ITC 540)
- Expert Systems and the Information Professional (ITC 561)

#### STUDY SCHEDULE

Students will study one subject in each session.

Session	Date
1	Feb-Jun
2	Jul-Nov
3	Dec-Feb
4	Feb-Jun

The normal duration for completion is 17 months.

#### ADMISSION REQUIREMENTS

Applicants should have: an approved graduate diploma in the areas of library and information management, information technology or equivalent; and a minimum of two years' relevant professional experience in the information sector.

#### ASSESSMENT

The assessment of each subject is based on assignments. Some subjects may also have a written examination as part of the assessment. If students fail a subject for the first time, they have to re-take the subject within the next 12 months in a session where the subject is being offered. A student will normally be excluded from the programme on failing a subject at the second attempt.

#### APPLICATION

In 1997, there are two batches of students, one is studying Year 1 and the other Year 2. Applications for the next intake to commence in February 1999 will be invited in November 1998.

For Enquiry: Miss Roseanne Ko/Mr. F.T. Chan/Tel.2975 5647

Note: Stage 1 of the programme is equivalent to the Graduate Diploma of Applied Science (Library and Information Management).

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## Diploma in Librarianship

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This is a three-year part-time Librarianship training programme offered by the School of Professional and Continuing Education in co-operation with the Hong Kong Library Association. In addition to teaching general theory and practice, the course has been specially designed to take into account of local requirements.

This course is jointly organized with the Charles Sturt University (CSU), Australia. In addition to the award of the "Diploma in Librarianship", students of this course who possess a degree/diploma recognised by CSU can also register with CSU through the School of Professional and Continuing Education with a view to obtaining the "Graduate Diploma of Applied Science (Library and Information Management)" award.

This course is accredited by the Australian Library and Information Association (ALIA) for professional recognition.

### DIRECTOR OF STUDIES

Dr. Kan L.B., B.Sc.(H.K.), M.A., M.L.S.(Calif.), Ph.D.(H.K.), A.L.A.A., M.I.Inf.Sc., F.H.K.L.A., Hon.D.Litt.(CSU), Librarian, HKU

### PROGRAM STRUCTURE

Students take eight papers over three years. Four papers will be taught in the face-to-face teaching mode and four papers will be taught in the distance learning (DL) mode supported by lectures and residential schools conducted in Hong Kong.

- Paper I - The Information Society
- Paper II - Organising Information
- Paper III - Information Sources and Services
- Paper IV - Information Technology in Libraries
- Paper V - Collection Development (DL)
- Paper VI - Human Resources Management in Libraries (DL)
- Paper VII &- Research Evaluation (DL/DL)
- 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 Publishing and the Book Trade  
or Information Policy

Students are also required to complete a 3-week professional placement and some study visits. Exemption (full or partial) from the placement and study visits may be granted to students with relevant working experience.

### ENTRY QUALIFICATIONS

A candidate seeking admission must possess at least a 3-year degree or an appropriate diploma from a recognized University or tertiary institution in a field other than Librarianship. Preference will be given to candidates working in libraries or related fields.

Students will be arranged to join the Hong Kong Library Association as Student Member if they are not already members of the Association.

### ASSESSMENT

The assessment of each subject is based on assignments and written examination (some subjects may not have an examination). If students fail a subject for the first time, they have to re-take the subject within the next 12 months in a session where the subject is being offered. A student will normally be excluded from the programme on failing a subject at the second attempt.

### FURTHER STUDIES

Graduates of this course can continue to study for the Master of Applied Science (Library and Information Management) Degree of CSU. This Master's course is offered in Hong Kong jointly with SPACE.

### APPLICATION

The current batch of students is studying Year 1. Applications for the next intake to commence in February 1999 will be invited in November 1998.

For enquiry: Miss Edith Au/Mr. F.T. Chan/Tel.2975 5619

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## Diploma in Library and Information Science

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### Introduction

This course aims to provide professional studies in Library and Information Science. It is designed for School Librarians and library/information personnel.

The Diploma is based on part of the course which Charles Sturt University (CSU) offers in the form of a Bachelor of Arts degree in Library and Information Science. Teaching in each paper comprises of study packages in the form of distance learning material and face to face sessions to provide tutorial support and supplementary teaching.

Graduates of the Diploma in Library and Information Science programme will be deemed by CSU to have partially fulfilled the requirements of their Bachelor of Arts (Library and Information Science) degree.

Director of Studies: Dr. Kan L.B., B.Sc.(H.K.), M.A.(Calif.), M.L.S.(Calif.), Ph.D.(H.K.), A.L.A.A., M.I.Inf.Sc., F.H.K.L.A., Hon.D.Litt.(CSU)

Course Administrator: Mr. F.T. Chan, B.Sc., M.Phil., M.B.A.(H.K.)

### Course Structure and Curriculum

Students are required to take thirteen papers, ten of which are compulsory papers and three of which are electives. All papers will be taught in the distance learning mode with study packages supplied by CSU. SPACE will provide support teaching in the form of face to face sessions of around 12 hours per paper. Students are also required to attend some compulsory day-time intensive teaching, to participate in study visits and undertake professional placements. Students will study about 5 papers a year. The duration of studies will normally be 3 years.

- Paper 1 - Introduction to Information Studies
- Paper 2 - Libraries, Systems and Knowledge
- Paper 3 - Library Management
- Paper 4 - Theory of Knowledge

- Paper 5 - Cataloguing and Classification
- Paper 6 - Collection Development
- Paper 7 - Introduction to Library Management Theory
- Paper 8 - Basic Reference Services
- Paper 9 - Understanding and Using Computers
- Paper 10 - Introduction to Information Management

And 3 more papers from the following:

- Elective 1 - Processing Circulation and Preservation
- Elective 2 - Advanced Information Organisation
- Elective 3 - Library Personnel Management
- Elective 4 - Library Financial Management
- Elective 5 - Marketing of Library and Information Services
- Elective 6 - Advanced Reference Services
- Elective 7 - Special Reference Services
- Elective 8 - Library Automation and Computer Applications

### Entry Qualifications

Applicants should:

1. have completed a programme at post secondary level in a recognised institution, or equivalent; and
2. be proficient in written and spoken English.

Applicants working in positions related to the library/information profession will be at an advantage.

### Exemptions

Successful applicants who hold the HKLA/SPACE Certificate for Library Assistants will be granted exemption from Introduction to Information Studies, Processing, Circulation and Preservation and some of the Professional Study Visits.

Students with appropriate experience may also gain exemption from one or both Professional Placements and some of the Professional Study Visits.

### Assessment

The assessment of each subject is based on assignments and written examination (some subjects may not have an examination). If students fail a subject for the first time, they have to re-take the subject within the next 12 months in a session where the subject is being offered. A student will normally be excluded from the programme on failing a subject at the second attempt.

### Access to Further Studies

A student enrolled in the SPACE Diploma in Library and Information Science who has appropriate academic background may apply for enrolment in the Bachelor of Arts (Library and Information Science) degree course offered by Charles Sturt University at the beginning of their studies. They could complete the other required subjects of the B.A.(LIS) degree with Charles Sturt University. Students with a Teacher's Certificate, Higher Certificate/Diploma, Diploma of VTC Technical Institutes, or relevant qualifications will be given credits for some of the BA subjects.

### Application

There are two batches of students in 1997, one is studying Year 1 and the other Year 3. Applications for the next intake to commence in February 1999 will be invited in November 1998.

For enquiry: Miss Edith Au/Mr. F.T. Chan/Tel.2975 5619

### Certificate Course for Library Assistants

The course is planned in co-operation with the Hong Kong Library Association and is designed to provide a non-professional training for Library Assistants and those working in children's libraries.

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 1998. Applications will be invited in August 1998.

#### 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.

Medium of Instruction: Cantonese, supplemented with English terminologies

Tutor : C.F. Lee, B.A., M.A.(H.K.), M.S.(Columbia)

Venue : Room LG105, K.K. Leung Building, HKU

Date : Mondays and Wednesdays, 6.30 - 8.30 p.m.,  
commencing May 4, 1998

6 meetings

Fee : \$680

**3144. Quantitative Analysis I**

This course is designed to give an introduction to 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 Cantonese and supplemented with English.

Tutor : W.K. Tsui, Ph.D.(UCLA)

Venue : Room 505, T.T. Tsui Building, HKU

Date : Thursdays, 6.30-8.00 p.m., commencing February 5, 1998

11 meetings

Fee : \$800

Closing date for application: February 5, 1998

**3145. Mathematical Economics**

This course is designed to help economics students to study economics from the mathematical view point and to understand the fundamental aspects in mathematics and economics. Topics to be discussed include: applications of graphs and equations in economics, use of the derivatives in mathematics and economics, optimization of multivariable functions, economic dynamics and differential equations, and linear programming. Applications of mathematical techniques to various economic problems will also be discussed intensely in the course. Lectures will be conducted in Cantonese.

Tutor : W.K. Tsui, Ph.D.(UCLA)

Venue : Room 206, Run Run Shaw Building, HKU

Date : Tuesdays, 8.05-9.35 p.m., commencing February 10, 1998

12 meetings

Fee : \$980

Closing date for application: February 10, 1998

**3148. A Layman's Approach to Gene Cloning**

In recent years genetically engineered animal models have become an important tool in our understanding of the causes of genetic diseases and will be invaluable in the development of therapeutic regimens. To be able to appreciate how these goals can be accomplished, one would need to have some knowledge in molecular biology and gene cloning. This course aims by taking a layman's approach to explain the basic knowledge of molecular biology, gene concepts, gene and animal cloning. Topics include: uncovering the mysteries of DNA and gene; applications of these technologies in medicine and industry; and animal cloning. Lectures will be conducted in Cantonese and supplemented with English. Participants are expected to have some biology background at A-level.

Tutor : K.M. Kwan, B.Sc.(H.K.)

Venue : Room 102, SPACE Town Centre, Shun Tak Centre, West Tower, 10/F, Hong Kong

Date : Fridays, 8.00-9.30 p.m., commencing February 27, 1998

6 meetings

Fee : \$520

Closing date for application: February 13, 1998

**3154. 野外觀鳥 (Watching Birds in the Wild)**

香港人煙稠密，大自然似乎遙不可及，但是就在這樣的環境中，竟然有四百多種鳥類跟我們一起分享這一片有限的天地。祇要你放開日常的營營役役，打開心窗，便會發現雀鳥的踪影經常陪伴你左右。祇要你稍加留意，便會欣賞到鳥類生活中無數趣味盎然的片段，讓你體會到生命的喜悅。

本課程以幻燈片介紹香港野鳥的種類，辨認鳥類的方法和觀鳥常到的熱門地點，並討論野外觀鳥的基本技巧、鳥類的習性、香港鳥類繁多的原因等。除講座外，課程又會安排兩次野外觀鳥活動，讓學員有機會觀賞到五十種以上的鳥類和學懂辨認其中約二十種常見的品種。

主 講 人：林超英先生（香港觀鳥會會長）

地 點：市區中心S11室（金鐘海富中心三樓）

時 間：一九九八年二月九日起每星期一下午六時三十分至八時（野外觀鳥活動暫定於二月十五日及三月十五日，星期日）

全期學費：六百八十元（共八講，包括兩次野外觀鳥活動）

截止報名日期：一九九八年一月二十六日

### 3155. 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：一九九八年三月五日起每星期四下午八時零五分至九時三十五分

全期學費：五百二十元 (共八講)

截止報名日期：一九九八年二月二十日

### 3156. 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：一九九八年四月三十日起每星期四下午八時零五分至九時三十五分

全期學費：五百六十元 (共九講)

截止報名日期：一九九八年三月三十日



*Students actively discussing various academic issues after class*

Art & Design 藝術及設計 • History & Archeology 歷史及考古學 • Languages & Literature 語言及文學 • Museum Studies 博物館學 • Music 音樂 • Oriental Studies 東方研究 • Philosophy 哲學 • Theatre Studies 戲劇研究 • Translation 翻譯 •

## Art & Design 藝術及設計

### ART & DESIGN

Tutor-in-charge 導師: Renée P. L. Chan 陳碧蓮

Tel: 2975 5762

### ORIENTAL ART

Lecturers-in-charge 講師: Owen H. H. Wong 黃康頌  
Koon-ki T. Ho 何冠駿

Tel: 2975 5696

The following courses are managed by Renée P.L. Chan.  
For enquiries, please call 2975 5762.  
以下課程由陳碧蓮負責。查詢請電2975 5762。

## Postgraduate Diploma / M.A. in Fine Art

A Postgraduate Diploma/M.A. in Fine Art programme is being developed. Further details will be announced in due course.

## Diploma Courses 文憑課程

### 3010. DIPLOMA in INTERIOR DESIGN

#### OBJECTIVES

The last decade has seen an increasing demand for interior design education. The rapid development of the property market, people's growing awareness of their living environment, and development in Mainland China are some of the factors accounting for the growing need for interior design expertise in Hong Kong. This two-year Diploma Course is a comprehensive interior design programme that focuses on conceptual analysis and creative problem-solving. The intensive curriculum is designed to enable participants to:

- gain an understanding of interior design in its historical and contemporary contexts;
- develop and refine their aesthetic sensibility and creativity;
- formulate and communicate ideas in verbal and visual forms.

#### COURSE STRUCTURE

The course has eighty (80) weekly meetings of three hours each, organised in three modules: 1) Contextual Studies; 2) Design Studies; 3) Professional Practice. Tutors will provide participants with support and direction throughout the course to help them develop:

- the confidence to engage in open and critical dialogues in class;
- the self-motivation to pursue projects independently;
- the innovative ability to experiment and explore freely in the realm of design.

#### COURSE PERSONNEL

The teaching team consists of practising architects and interior designers. The Course Coordinator will oversee the whole programme with the support of the Art and Design Tutor-in-charge.

Coordinator : Barrie HO, B.A.(A.S.)(Hons.), M.Arch.  
(Dist.) (H.K.), B.A. (H.K. Poly.),  
Diploma Member of the C.S.D.

Tutors : Barrie HO, B.A.(A.S.)(Hons.), M.Arch. (Dist.)  
(H.K.), B.A. (H.K. Poly.), Diploma  
Member of the C.S.D.

Dennis MAK, B.F.A. (Mass.), M.C.S.D., I.D.A.  
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.

HO Ming-Bun, B.A. (Hons.) (H.K. Poly. U.),  
Diploma Member of the C.S.D.

David TSUI, B.A. (H.K. Poly.),  
M.B.A.(Southeastern), M.C.S.D.

Guest Speakers : Professionals in the field

#### AWARD of DIPLOMA

Course members will be awarded a SPACE Diploma in Interior Design provided that they:

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

#### MEDIUM of INSTRUCTION

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

## ENTRY REQUIREMENTS

Applicants should have a basic knowledge of interior design as well as skills in drafting and rendering. They should also be aware of the intensity and heavy workload of the course, and be prepared to devote a great deal of time to completing assignments.

Admission is by selection. All applicants will be invited to attend an interview two weeks before the course begins. Priority will be given to those who have successfully completed both the introductory and intermediate courses in Interior Design offered by SPACE.

Graduates of our Certificate in Interior Design may apply for admission to Year Two of the Programme which starts in February 1999. However, they must register before the end of February 1998.

## DATE & VENUE

Regular meetings will take place in Admiralty Centre on Thursdays, 7:00 to 10:00 p.m., starting late February or early March 1998.

## FEES

- The tuition fee for the two-year course is HK\$25,800, which students have to pay in three instalments:
  1. \$10,000 in February 1998,
  2. \$6,000 in June 1998, and
  3. \$9,800 in January 1999.
- Those who enrol in Year Two only will pay HK\$14,000 in February 1998.
- Participants will share the expense of staging a Graduate Show at the end of the course.

## APPLICATION PROCEDURE

- Applicants are required to complete a special application form and a registration form, and submit them to Ms Ivy Yu at the following address by 22 January 1998:

7/F, T.T. Tsui Building  
The University of Hong Kong  
Pokfulam, Hong Kong

Application/registration forms can be obtained from our enrolment centres (addresses on page ix).

- A non-refundable application fee of \$100 (payable to "The University of Hong Kong") should be enclosed with the application.
- The admissions interview will be held in mid-February.
- Successful applicants will be notified of the method of fee payment.

## 3011. 中國書法文憑課程 (Diploma in Chinese Calligraphy)

臨時市政局香港藝術館協助 (Organised with the assistance of the Hong Kong Museum of Art, Provisional Urban Council)

### 課程宗旨

本課程為中國書論、書法審美及書寫技巧實習全面並舉之文憑課程，以深入研習傳統書法為基本，以書法創作為目標，培養學員建立「古不乖時，今不同弊」的中國文化精神。

### 課程大綱

課程為期兩年，約240小時（包括堂課及參觀活動），內容大致分成四部分：

- (一) 書法史、書法理論及書法藝術審美觀念：配合以歷代重要書家作品析賞，約佔課程的六分之一；
- (二) 書法實習（以書體為分）：臨寫、仿作、創作；
- (三) 款識與鈐印的配合、裝裱形式介紹；
- (四) 篆刻：篆刻史、篆刻實習（刻印、草法）、篆刻作品析賞。

此外，課程亦包括以下活動：

- (一) 前往香港藝術館及香港中文大學文物館參觀名家真蹟；
- (二) 由香港藝術館專家主持的專題講座；
- (三) 由中國書法家及學者主持的講座；
- (四) 導師及畢業學員作品展，由香港藝術館協助籌辦。

### 課程顧問

曾柱昭先生（香港藝術館館長）  
高美慶教授（香港中文大學文物館館長）

### 師資

課程統籌：葉民任先生

導師：萬青力博士（香港大學藝術系高級講師）  
莫家良博士（香港中文大學藝術系副教授）  
敘宗豪先生（前香港中文大學中文系教授）  
馬國權先生（香港中文大學文物館研究所研究員）  
葉民任先生  
客席導師  
及香港藝術館有關專家

### 成績評審

課程期間將舉行測驗及作業評議，課程結束前學員須完成畢業作品一輯，以供導師們評分及作畢業展覽之用。

### 結業文憑

符合下列所有要求的學員，可獲本院頒發文憑：

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

### 入學資格

申請者須具備書法基礎，經面試及格者始獲錄取。

### 上課日期

開課日期暫定為一九九八年二月二十八日，基本每週上課一次，每課三小時。大部分堂課於星期六下午二時三十分至五時三十分舉行，其他須配合香港藝術館的堂課或活動則會另定日期和時間。

**上課地點**

大部分堂課將於香港大學專業進修學院市區中心S17室舉行（香港金鐘夏愨道18號海富中心3樓），導師亦會帶領學員前往香港藝術館及香港中文大學文物館參觀和欣賞歷代名家真蹟。

**全期學費**

學費為一萬九千二百元，分三期繳交：

第一期 一九九八年二月	\$8,000
第二期 一九九八年六月	\$4,000
第三期 一九九九年一月	\$7,200

（不包括畢業作品展覽的費用）

**報名手續**

- 請在一九九八年一月三十一日前填妥特別報名表格，將表格連同\$100報名費（請以支票付款，抬頭請書「香港大學」，報名費將不獲退還。）寄往香港薄扶林道香港大學徐展堂樓7樓707室，于小姐收。報名表格可向本院各報名中心索取（地址請參閱第ix頁）。
- 入學面試暫定於一九九八年二月十四日舉行。
- 本院將另行通知獲取錄者繳付學費辦法。

## 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 1998)****1. Practical**

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

- Basic Drawing (#1672 or #1674 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: Impressionism to Post-Modernism (#1729 or #1730).

#### **PART TWO — in Europe (Four weeks in July 1998; exact dates to be announced.)**

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

**1. Practical**

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

**2. Lectures**

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

**3. Visits to European museums and galleries**

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

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

**COURSE PERSONNEL****HKU - SPACE**

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

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

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



Lo Yat-lun, B.A.(Hons.)(Goldsmiths'),  
M.F.A.(Hunter)  
Peter Mak, B.A.(Valley City), M.F.A.(Arizona)  
Eileen Yeung, B.A.(York)

#### University College Chester

Course Co-ordinators:

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

Tutors: John Renshaw, B.A., D.A.(Manc.)

Robert Jones, B.A., M.A.(Slade)  
John Stephens, M.S.(Berlin), M.A.(Manchester)  
Ian Hayes, M.A., Ph.D.(Essex)

#### AWARD OF CERTIFICATE

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

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

#### ENTRY REQUIREMENTS

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

#### EXPENSES

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

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

Airfares : Participants have to pay for their own round-trip airfares from Hong Kong to the U.K.

Visits : The cost of accommodation and transportation during visits to London and Paris is HK\$4,000 approximately. Applicants are responsible for their own visa applications to both the U.K. and France.

#### APPLICATION PROCEDURE

- Applicants should complete a special application form and submit it to SPACE with a cheque for HK\$15,000 payable to "University of Hong Kong". Application forms can be obtained from our enrolment centres (addresses on page ix).
- As some of the required courses start in February 1998, applicants are advised to apply by late January.
- 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 #1674 or #1675)
2. Basic Painting (#1679)
3. Introduction to the History of Western Art I (*To be offered in Autumn '98*)  
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)
- Basic Computer Graphics (#1701 - #1707)
- Introduction to Graphic Design (#1714) (*Conducted in Cantonese only*)
- Introduction to Interior Design (#1719) (*Conducted in Cantonese only*)
- Basic Photography (#1723) or Introduction to Photography (*To be offered*)

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

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

### AWARD OF CERTIFICATE

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

- attend at least 80% of the classes in each course;
- complete and obtain a passing grade in all assignments;
- complete all six courses within three years from the date of registration.

### FEE

- A registration fee of HK\$4,500 is payable at the time of registration.
- In addition, students have to pay the current fee for the six courses as they take them.

### APPLICATION PROCEDURE

Applicants should complete a special application form and submit it to SPACE with a cheque for HK\$4,500 payable to "University of Hong Kong". Application forms can be obtained from our enrolment centres (addresses on page ix).

## 3015. 多媒體美術設計證書課程 (Certificate in Multi-media Graphics)

### 課程宗旨

電腦美術設計因應市場之需要及高科技之普及化，已演進為動態多媒體美術設計。本課程針對市場需要而設計，務求學員在完成課程後能以個人電腦繪製立體圖像、處理影像及結合聲響，製作出多元化之電腦設計作品，包括個人網頁、互動設計、電子刊物及多媒體展示等。本課程適合對電腦美術設計有認識的人士及平面設計師報讀。

### 課程大綱

學員須於一年至年半內（二至三個學期）完成以下六個科目；每個學期最多可選讀四個科目。

- \* 電腦美術設計中階（電腦影像）（課程編號1708）
- \* 電腦立體影像設計（課程編號1711或1712）
- \* 電腦動畫初階（課程編號1713）
- \* 多媒體電腦設計基礎（課程編號3074）
- \* 互動設計基礎（課程編號3075）
- \* 多媒體展示工作坊（Multi-media Presentations Workshop, 於1998年秋季開辦）

上課詳情請參閱個別課程資料。

由於學員必須早交指定習作，曾修讀以上任何課程的學員將不會獲得豁免。

### 證書頒發

符合下列所有要求的學員，可獲本院頒發「多媒體美術設計」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上作業及家課，並獲合格成績；
- （三）由註冊學期起計，連續三個學期內完成所有科目。

### 費用

項目	款項
註冊費	\$2,000
學費	學員須繳交個別科目之學費，款項請參閱每期課程手冊

### 註冊手續

申請人請先填妥特別註冊表格，將表格連同\$2,000之劃線支票（抬頭請書「香港大學」）郵寄香港薄扶林道香港大學徐展堂樓七樓「藝術及設計科」于小姐收。註冊表格可於本院各報名中心索取（地址請閱第xx頁）。

### 報讀科目手續

申請人遞交註冊表格時可同時報讀個別科目。請為每個選修科目填寫一份普通報名表格，連同劃線支票（每課程一張），郵寄香港薄扶林道香港大學徐展堂樓七樓「藝術及設計科」于小姐收。報名表格可於本院各報名中心索取（地址請閱第xx頁）。

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

### 課程宗旨

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

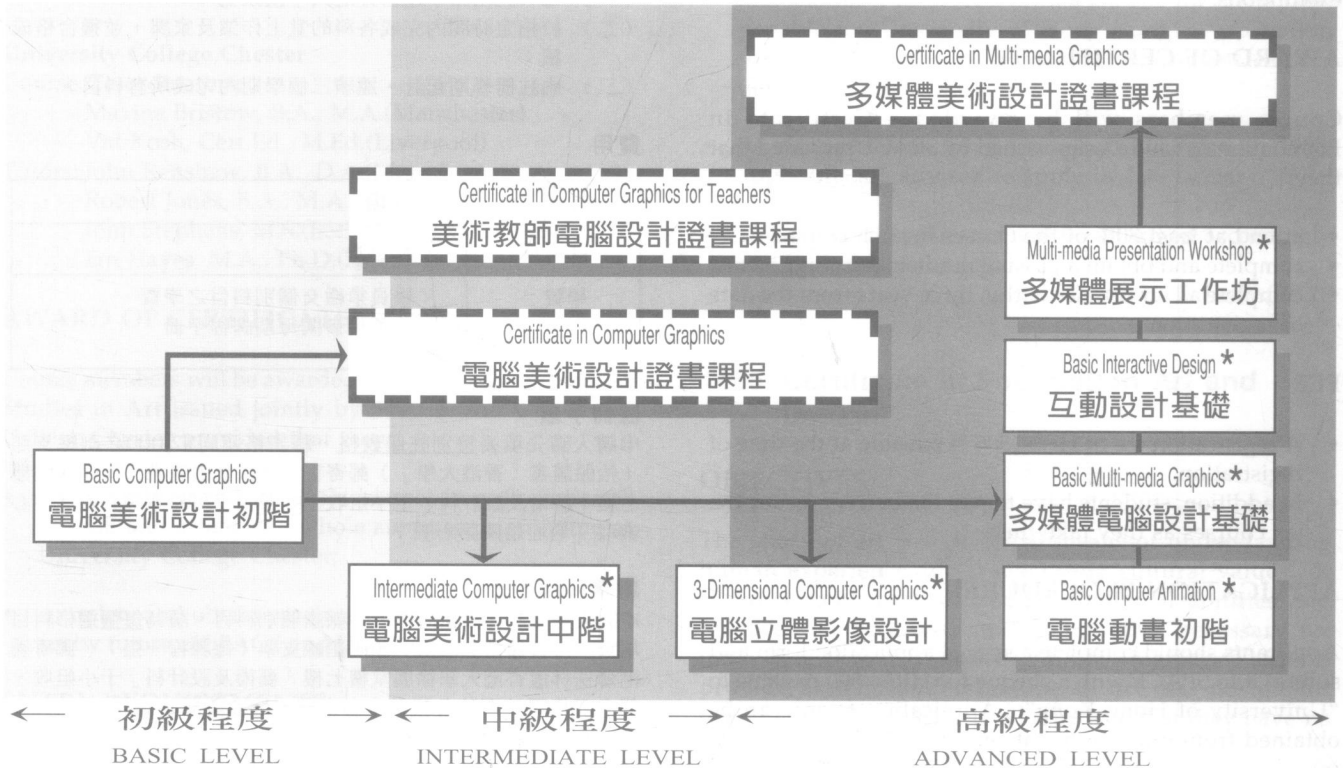
### 課程大綱

本課程為期六個月（共一百小時），採用講課及堂上練習工作坊形式，並安排參觀活動，加上家課及作業評論及畢業專題習作等，訓練學員搜集和分析資料，加強其構思及創作能力。學員每週必須完成指定的習作。課程包括以下五個單元：

- 電腦基礎技術 (Computer Fundamentals)  
本單元深入講授FreeHand, PageMaker及Photoshop等常用軟件的使用方法以及完成有關之基本平面設計及圖片修描練習。
- 美術及設計理論 (Art and Design Principles)  
本單元指導學員以電腦為繪圖工具，表達美術及設計概念。課程內容包括造型、色彩、字體、商標及報紙廣告設計等。
- 技術進階 (Technical Essentials)  
本單元深入探討電腦美術設計之技術，內容包括相片修描技巧(photo retouching)、分色片套疊(knockout & overprint)與及電腦正稿製作。

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

申請人請按個別需要及程度報讀有關課程。



\* 有此符號者為多媒體美術設計證書課程必修科；  
非證書生可按個別興趣選修。

短期課程（十至十二講）

課程為期約六個月至一年半

## 應用美術設計 (Applied Art & Design)

學員可選擇美術設計範疇內其中一些項目嘗試創作，例如插圖、公司形象設計等，務使學員能應用電腦技術於實際設計工作中。

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

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

## 應用軟件

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

## 入學資格

申請人必須對美術設計有濃厚興趣，並具備電腦操作之基本知識，例如完成本學院所主辦之「電腦美術設計初階」或同等程度課程，方可申請。如申請人未達此水平，校方可能建議該生在課程初期同時修讀一個短期課程。此外，學員也須具備閱讀英文的能力及進修兼讀課程的毅力。

## 證書頒發

符合下列所有要求的學員，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

申請人請於一九九八年四月二十六日前填妥報名表格，將表格連同\$11,000之劃線支票（抬頭請書「香港大學」）郵寄香港薄扶林道香港大學徐展堂樓3樓304室，香港大學專業進修學院。申請人必須攜帶有關作品前來面試，日期另行通知。未被取錄者將獲退還學費。（注意：報名日期的先後可能影響申請人獲取錄機會。）（每班限收十二人，一人一機操作）

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

地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心（由船街入）

全期學費：一萬一千元（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。）

1669. 一九九八年五月十八日起每星期一、三下午六時三十分至八時三十分

1670. 一九九八年五月十八日起每星期一、三下午八時三十分至十時三十分

1671. 一九九八年五月二十三日起每星期六下午二時至四時及四時至六時

## 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。內容包括商標造型、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之技術運用於專題作品上，作為個人之畢業作品集。這單元為平面設計教學範圍之專題研究，鼓勵學員創作和建立個人風格。

### 應用軟件

本課程介紹FreeHand, PageMaker, Photoshop, Claris Work及PowerPoint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

符合下列所有要求的學員，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 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：一九九八年三月十三日起每星期五及六下午六時三十分至八時三十分

全期學費：壹萬壹千元（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v頁。

## Western Art 西洋藝術

### 1675. Basic Drawing

This course is designed for people who have some experience and for those who want to draw but feel that they have no talent and cannot do so. The course will help students see as artists see, engage all their senses, and draw expressively. In a step-by-step approach, students will build essential drawing skills. Among the topics to be covered are pure, modified and cross contours, the shapes of negative space, proportion, and the essence of gesture. There will be sessions devoted to drawing the human figure with the support of a model. Participants are urged to set time aside for practice outside class meetings. (Model fee included)  
*Enrolment is limited to 18*

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

Venue : Room S18, 3/F, SPACE Town Centre

Date : Mondays, 5.50-7.50 p.m., commencing February 9, 1998

12 meetings

Fee : \$950

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

### 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。課程包括一項戶外寫生活動，於星期六、日或公眾假期舉行。（每班限收十八人）

### 1672.

主 講 人：畢子融先生 M.Sc.(Bank St.)

地 點：市區中心S18室（海富中心三樓）

時 間：一九九八年二月九日起每星期一下午八時至十時

全期學費：九百五十元（共十二講）

教師可獲教育署退還半費。詳參第v頁。

### 1674.

主 講 人：盧壹麟先生 B.A.(Hons.)(Goldsmiths'), M.F.A.  
(Hunter)

地 點：市區中心S18室（海富中心三樓）

時 間：一九九八年二月十一日起每星期三下午五時五十分  
至七時五十分

全期學費：九百五十元（共十二講）

教師可獲教育署退還半費。詳參第v頁。

### 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/colour pencil etc.) emphasizing the role of colour as a descriptive as well as an expressive element in drawing. Various issues and approaches pertaining to contemporary forms of expression will be dealt with. Attention will be given to practical problem solving using the medium as a focus for the realization of the idea. Different modes of perception will be explored through a thematic approach to subject matter and stylistic variations, and special consideration will be given to the relationship of the medium to the meaning of a work. (Model fee included)

*Enrolment is limited to 15*

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

Venue : Room S18, 3/F, SPACE Town Centre

Date : Mondays, 5.50-7.50 p.m., commencing May 25,  
1998

10 meetings

Fee : \$970

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

### 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，於星期六、日或公眾假期舉行。（限收十八人）

主 講 人：畢子融先生 M.Sc.(Bank St.)

地 點：市區中心S18室（海富中心三樓）

時 間：一九九八年五月二十五日起每星期一下午八時至十  
時

全期學費：七百七十元（共八講）

教師可獲教育署退還半費。詳參第v頁。

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

*Enrolment is limited to 18*

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

Venue : Room S18, 3/F, SPACE Town Centre

Date : Tuesdays, 5.50-7.50 p.m., commencing February  
17, 1998

12 meetings

Fee : \$1,350

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

### 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 personal expression through drawing of the human figure. Students will be expected to initiate their own program of thematic development in consultation with the course instructor. Emphasis will be placed on both conceptual and technical concerns in the development of the students' capacity for critical assessment. (Model fee included)

*Enrolment is limited to 15*

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

Venue : Room S18, 3/F, SPACE Town Centre

Date : Tuesdays, 5.50-7.50 p.m., commencing May 12,  
1998

10 meetings

Fee : \$1,400

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

### 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. (Model fee included)

*Enrolment is limited to 18*

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

Venue : Room S18, 3/F, SPACE Town Centre  
Date : Wednesdays, 8.00-10.00 p.m., commencing  
February 11, 1998

12 meetings Fee : \$950

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

### 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

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

*Enrolment is limited to 15*

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

Venue : Room S18, 3/F, SPACE Town Centre  
Date : Wednesdays, 7.00-10.00 p.m., commencing May  
13, 1998

10 meetings Fee : \$1,500

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



Work by Student of "Basic Painting"



Work by Student of "Basic Painting"

### 3018. Combined Media Painting Workshop

This course provides an opportunity for participants to experiment with the integration of various media painting, such as impasto, imprinting, image transferring, texturing, collage, assemblage, and environment. Apart from the application of combined media, the interdependence of content and form will also be discussed.

Participants will benefit more fully if they have some experience in drawing and painting. Throughout the course, the tutor will try to help each participant to explore in new directions so as to develop a portfolio with individual style. *Enrolment is limited to 18*

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

Venue : Room S18, 3/F, SPACE Town Centre  
Date : Tuesdays, 8.00-10.00 p.m., commencing May 12, 1998

12 meetings Fee : \$970

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

*Enrolment is limited to 20*

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

Venue : Room S17, 3/F, SPACE Town Centre  
Date : Tuesdays, 8.00-10.00 p.m., commencing February 10, 1998

12 meetings Fee : \$950

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

### 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. Emphasis will be on the pursuit and

completion of students' own series of paintings and in-class critiques will be conducted on a regular basis. (Model fee included) *Enrolment is limited to 20*

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

Venue : Room S17, 3/F, SPACE Town Centre  
Date : Tuesdays, 8.00-10.00 p.m., commencing May 12, 1998

10 meetings Fee : \$960

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

### 3115. Watercolour Painting for Beginners

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

*Enrolment is limited to 20*

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

Venue : Room S17, 3/F, SPACE Town Centre  
Date : Thursdays, 2.30 -4.30 p.m., commencing February 26, 1998

12 meetings Fee : \$950

### 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：吳松先生 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：一九九八年二月十八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）



### 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：吳松先生 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：一九九八年四月十五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)

### 3072. 陶藝工作坊 (一) (Ceramics Workshop I)

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

主 講 人：盧珮珊女士 B.Ed.(Wolverhampton)  
地 點：賽馬會體藝中學二樓陶泥室(沙田火炭樂景街5-7號，火炭火車站旁)  
時 間：一九九八年二月十日起每星期二下午七時至九時  
全期學費：九百元 (包括燒窯費)(共八講)  
學員須於第一講另繳材料費約400元(材料包括陶泥、釉藥及石膏粉)

### 3021. 陶藝工作坊 (二) (Ceramics Workshop II)

本課程為「陶藝工作坊(一)」之延續。導師指導學員就意念的發展，以一種或以上的成形法，製作一些陶藝創作。作品最後會用素燒或釉燒法完成。申請人須具備基礎陶藝知識。  
(限收十五人)

主 講 人：盧珮珊女士 B.Ed.(Wolverhampton)  
地 點：賽馬會體藝中學二樓陶泥室(沙田火炭樂景街5-7號，火炭火車站旁)  
時 間：一九九八年四月二十一日起每星期二下午七時至九時  
全期學費：九百元 (包括燒窯費)(共八講)  
學員須於第一講另繳材料費約400元(材料包括陶泥、釉藥及石膏粉)

### 3091. 基礎拉坯工作坊 (Wheel-throwing Workshop)

本課程介紹基本拉坯及修底技巧，學員毋須具備陶藝製作經驗。所有作品最後會以釉燒法完成。  
(限收十五人)

主 講 人：盧珮珊女士 B.Ed.(Wolverhampton)  
地 點：賽馬會體藝中學二樓陶泥室(沙田火炭樂景街5-7號，火炭火車站旁)  
時 間：一九九八年二月十二日起每星期四下午七時至九時  
全期學費：一千一百元 (包括燒窯費)(共十講)  
學員須於第一講另繳材料費約400元(材料包括陶泥、釉藥)

## Oriental Art 中國美術

### 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活動，於星期六、日或公眾假期舉行。(每班限收二十人)

1689.  
主 講 人：熊海先生  
地 點：市區中心S17室(海富中心三樓)  
時 間：一九九八年二月九日起每星期一下午五時五十分至七時五十分  
全期學費：九百八十元 (共十二講)

教師可獲教育署退還半費。詳參第x頁。(祇適用於課程編號1689)

1690.  
主 講 人：熊海先生  
地 點：市區中心S17室(海富中心三樓)  
時 間：一九九八年五月十九日起每星期二下午五時五十分至七時五十分  
全期學費：九百八十元 (共十二講)

### 1691. 山水畫研習班 (Intermediate Chinese Landscape Painting)

本課程為「基本山水畫」之延續，讓具備山水畫基礎人士以較自由的學習模式，對山水畫作更深廣的研習。導師會引導學員把基礎技法推進至結構完整的作品，及將個人獨特意念融會於藝術創作中。課程包括兩次戶外寫生活動，於星期六、日或公眾假期舉行。  
(限收二十人)

主 講 人：熊海先生  
地 點：市區中心S17室(海富中心三樓)



時 間：一九九八年二月二十四日起每星期二下午五時五十分至七時五十分

全期學費：九百八十元（共十二講）

教師可獲教育署退還半費。詳參第v頁。

### 3073. 寫意花鳥畫初階 (Basic Chinese Painting of Birds and Flowers)

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

(限收二十人)

主 講 人：鍾育淳先生（浙江美術學院）

地 點：市區中心S17室（海富中心三樓）

時 間：一九九八年二月十五日起每星期日下午二時三十分至四時三十分

全期學費：八百八十元（共十二講）

### 3023. 寫意花卉畫初階 (Basic Chinese Painting of Flowers)

本課程講授花卉的基本寫意畫法，包括較具代表性之梅、蘭、菊、竹。學員通過觀摩示範和臨摹練習去了解構圖及用筆用墨用色的基本方法。

(限收二十人)

主 講 人：鍾育淳先生（浙江美術學院）

地 點：市區中心S17室（海富中心三樓）

時 間：一九九八年五月二十五日起每星期一下午五時五十分至七時五十分

全期學費：八百八十元（共十二講）

### 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S17室（海富中心三樓）

時 間：一九九八年二月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：七百七十元（共十講）

教師可獲教育署退還半費。詳參第v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S17室（海富中心三樓）

時 間：一九九八年五月八日起每星期五下午五時五十分至七時五十分

全期學費：七百七十元（共十講）

教師可獲教育署退還半費。詳參第v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S17室（海富中心三樓）

時 間：一九九八年三月四日起每星期三下午五時五十分至七時五十分

全期學費：七百七十元（共十講）

教師可獲教育署退還半費。詳參第v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S17室（海富中心三樓）

時 間：一九九八年五月十三日起每星期三下午五時五十分至七時五十分

全期學費：七百七十元（共十講）

教師可獲教育署退還半費。詳參第v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S21室（海富中心三樓）  
時 間：一九九八年二月十四日起每星期六下午四時四十五分至六時四十五分  
全期學費：七百七十元（共十講）

教師可獲教育署退還半費。詳參第v頁。

Courses 8400, 3006-7, 8412-36, 3093, 8438-40 are managed by Dr. Owen Wong and Dr. K.K. Ho. For enquiries, please call 2975 5682 .

課程 8400, 3006-7, 8412-36, 3093, 8438-40 由黃康顯博士及何冠驥博士負責。查詢請電29755682。

## 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), (Former chairman of the Hong Kong Archaeology Society)

Venue : Room S19, SPACE Town Centre, 3/F  
Date : Saturdays, 2:15pm - 3:45pm, starting May 9, 1998

10 meetings Fee : 700

Closing date for application: April 25, 1998

## 3006. 中國「泥人張」彩塑藝術 (Introduction to Chinese Clay Sculpture)

「泥人張」彩塑是清末北方雕塑代表，是「塑」與「繪」的結合—先塑造後繪色。作品取材於神話、戲劇、小說、歷史及現實生活。《中國美術全集—古代美術史》中所載的最後一位雕塑家張名山便是「泥人張」彩塑藝術的創始人，而本課程導師張澤珣女士即為「泥人張」第五代嫡系傳人，編著有《「泥人張」張鉞的作品》（西安：陝西人民美術出版社）一書；是中國以外唯一教授「泥人張」彩塑藝術的導師。課程適合對有興趣者選讀，內容包括（一）泥的性質；（二）工具的使用；（三）塑造的基本技巧；（四）繪色。通過講解和示範，導師會引導學員摹製小型泥

塑，讓學員對中國泥塑有一個初步的認識。導師會代學員購買泥和工具，費用約一百二十元，由學員自付。  
(限收十八人)

主 講 人：張澤珣女士（「泥人張」第五代傳人。曾任教於南開大學東方藝術系）  
地 點：市區中心S 2 1室（海富中心三樓）  
時 間：一九九八年三月十日起每星期二上午十時至下午十二時  
全期學費：八百八十元（共十二講）  
授課語言：普通話  
截止報名日期：一九九八年二月二十四日

## 3007. 中國工筆人物畫 (Introduction to Chinese Figure Painting)

中國工筆人物畫有幾千年的歷史。本課程講授運筆、用紙、勾線、施色等技法，通過講解、示範、臨摹，使學員對中國「線」的藝術及有初步的了解，達到獨立臨摹的能力。課程分兩個階段進行：（一）勾——即勾輪廓，以線造型，勾出人物形體結構、體態動勢，達到建胎立骨；（二）染色——在勾的基礎上，由淺入深的渲染（這是中工人物畫很重要的一結），使畫面的人物生動、真實。  
(限收十八人)

主 講 人：張澤珣女士（「泥人張」第五代傳人。曾任教於南開大學東方藝術系）  
地 點：市區中心S1 8室（海富中心三樓）  
時 間：一九九八年三月十二日起每星期四上午十時至下午十二時  
全期學費：八百八十元（共十二講）  
授課語言：普通話  
截止報名日期：一九九八年二月二十六日

## 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S 2 1室（海富中心三樓）  
時 間：一九九八年二月十七日起每星期二下午六時十五分至七時四十五分  
全期學費：四百三十元（共十二講）  
截止報名日期：一九九八年二月三日

## 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33-35號世紀工業中心11樓G室

時間：一九九八年三月廿二日起每星期日十時至十二時  
全期學費：四百三十元（共九講）

**8414. 何秉聰先生主講**

地點：新界沙田火炭坳背灣街33-35號世紀工業中心11樓G室

時間：一九九八年五月廿四日起每星期日十時至十二時  
全期學費：四百三十元（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S17室（海富中心三樓）

時間：一九九八年三月三日起每星期二上午九時卅分至十一時卅分

全期學費：六百元（共十講）

截止報名日期：一九九八年二月十八日

**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S17室（海富中心三樓）

時間：一九九八年五月十二日起每星期二上午九時卅分至十一時卅分

全期學費：六百元（共十講）

截止報名日期：一九九八年四月二十八日

**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：市區中心S17室（海富中心三樓）

時間：一九九八年三月四日起每星期三上午九時卅分至十一時卅分

全期學費：六百元（共十講）

截止報名日期：一九九八年二月十九日

**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S17室（海富中心三樓）

時間：一九九八年五月十三日起每星期三上午九時卅分至十一時卅分

全期學費：六百元（共十講）

截止報名日期：一九九八年四月二十九日

**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S17室（海富中心三樓）

時間：一九九八年二月十六日起每星期一上午九時卅分至十一時卅分

全期學費：六百元（共十講）

截止報名日期：一九九八年二月二日

**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S17室（海富中心三樓）

時間：一九九八年五月十八日起每星期一上午九時卅分至十一時卅分

全期學費：六百元（共十講）

截止報名日期：一九九八年五月四日

**8421. 中國畫基本技法  
(Basic Techniques in Chinese Painting)**

本課程適合初學人士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S12室（海富中心三樓）

時間：一九九八年三月五日起每星期四上午九時卅分至十一時卅分

全期學費：六百元（共十講）

截止報名日期：一九九八年二月十九日

### 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S17室(海富中心三樓)

時 間：一九九八年五月十四日起每星期四上午九時卅分至十一時卅分

全期學費：六百元 (共十講)

截止報名日期：一九九八年五月一日

### 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、錦鏢、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：一九九八年三月三日起每星期二下午六時卅分至八時卅分

全期學費：五百元 (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：一九九八年五月十二日起每星期二下午六時卅分至八時卅分

全期學費：四百八十元 (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516室(中學部太豐路入口)

時 間：一九九八年二月廿六日起每星期四下午六時卅分至八時卅分

全期學費：五百元 (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516室(中學部太豐路入口)

時 間：一九九八年五月七日起每星期四下午六時卅分至八時卅分

全期學費：四百八十元 (共八講)

### 8427. 花鳥與山水畫技法 (Techniques of Chinese Paintings: Flowers, Birds & and 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、斧劈皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲法、染雲、瀑布、波濤等。課程由淺入深，輔助學員領會花鳥與山水畫的結合精華，每講臨場示範、實習、欣賞及派發畫稿，歡迎有興趣人士及曾修讀花鳥與山水畫課程的同學參加。

(限收二十五人)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)

時 間：一九九八年二月廿七日起每星期五下午六時卅分至八時

全期學費：四百六十元(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、繁散、疏密等構圖法。題材以紫藤、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：一九九八年五月十五日起每星期五下午六時卅分至八時  
全期學費：四百五十元（共七講）

### 中國山水畫(Chinese Landscape Painting)

分階段以理論及示範同時施教，由淺入深，使學員明白山水畫樹石及構圖要訣，基本皴法及種類，對畫面皴法之統一，點苔之要義及作用，用筆及用墨之要點及變化，控制水分，粗筆及幼筆之作用，畫面之深淺遠近，透視比例，最後能達至墨韻之要義，並兼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。

(每期限收二十五人)

8429. 吳祖蔭先生主講  
地 點：市區中心S21室（海富中心三樓）  
時 間：一九九八年三月六日起每星期五下午六時三十分至八時  
全期學費：四百八十元（共十講）

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：一九九八年三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：四百八十元（共八講）

### 中國山水畫技法 (Method of Chinese Landscape Painting)

本課程專供修業完畢初級山水國畫班之學員深入山水國畫之技法研究，除簡略重溫習基本畫法外，更進一步研究山水國畫之技法和構圖，皴擦、運筆、用墨、染墨、染色、乾筆之蒼茫，濕筆之潤厚及乾濕筆之並用，點線之美化等技巧及其效果，並示範如何達氣韻生動及氣勢磅礴之境界，更進一步研究瀑布及雲海之繪寫過程及技巧，亦根據學員之成績調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。  
(每期限收二十人)

8431. 吳祖蔭先生主講  
地 點：市區中心S20室（海富中心三樓）  
時 間：一九九八年五月廿二日起每星期五下午六時三十分至八時  
全期學費：四百八十元（共九講）

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：一九九八年五月十八日起每星期一下午六時三十分至八時三十分  
全期學費：四百八十元（共七講）

### 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：一九九八年三月五日起每星期四下午六時十五分至七時四十五分  
全期學費：四百六十元（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S20室（海富中心三樓）  
時 間：一九九八年三月七日起每星期六下午四時十五分至五時四十五分  
全期學費：四百六十元（共十二講）

### 篆刻深造班(Advanced Seal Engraving)

深造班專為已完成篆刻初級班人士或有篆刻基礎和興趣繼續深造者而設。此深造班課程全面以篆刻示範，治印技巧。學員作業，導師改印，教與學均以實踐為主。復以刀法、手法、佈白等等為輔。務令學員刻印盡量領略方寸之間的篆刻藝術，讓學印者多嘗治印的樂趣。  
(每期限收二十五人)

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：一九九七年五月廿八日起每星期四下午六時十五分至七時四十五分  
全期學費：三百四十元（共八講）

**8436. 盧人俊先生主講**  
 地點：市區中心S20室（海富中心三樓）  
 時間：一九九七年六月十三日起每星期六下午四時十五分至五時四十五分  
 全期學費：三百四十元（共八講）

### 3093. 書法講座（一）教師班 (The Learning and Teaching of Chinese Calligraphy I)

本課程為初學書法的教師而設，講授書法基礎知識。目標有二：  
 （一）引起教師對書法藝術的興趣，進而學習傳統書法的基本理論和實踐，以建立書學研習基礎。（二）教師們在研習中，掌握了書法藝術，學習上循序漸進的基本理論與方法，便可在學校中指導學生們進行學習。凡對書法藝術有興趣，而能撥出時間進行練習者，歡迎參加研習。（限收二十人）

主講人：王齊樂先生主講  
 地點：市區中心S21室（海富中心三樓）  
 時間：一九九八年二月十六日起每星期一下午三時至五時  
 全期學費：一千元（共十六講）  
 截止報名日期：一九九八年二月二日

### 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。（限收十人）

主講人：王齊樂先生主講  
 地點：市區中心S21室（海富中心三樓）  
 時間：一九九八年二月十八日起每星期三上午九時至十一時  
 全期學費：一千九百四十元（共十六講）  
 截止報名日期：一九九八年二月四日

### 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。（限收十人）

主講人：王齊樂先生主講  
 地點：市區中心S21室（海富中心三樓）  
 時間：一九九八年二月十九日起每星期四上午九時至十一時  
 全期學費：一千九百四十元（共十六講）  
 截止報名日期：一九九八年二月五日

### 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。（限收十人）

主講人：王齊樂先生  
 地點：市區中心S21室（海富中心三樓）  
 時間：一九九八年二月十七日起每星期二上午九時至十一時  
 全期學費：一千九百四十元（共十六講）  
 截止報名日期：一九九八年二月三日

## Graphic Design 平面設計

### 1714. 基本平面設計 (Introduction to Graphic Design)

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

主講人：周婉美女士 B.F.A., M.F.A. (San Francisco)  
 地點：市區中心S18室（海富中心三樓）  
 時間：一九九八年二月十二日起每星期四下午八時至十時  
 全期學費：九百七十元（共十二講）

### 3092. 平面設計進階 (Intermediate Graphic Design)

此課程為「基本平面設計」之延續。學員透過策劃性的習作，利用基礎平面設計的知識，（如色彩學、字體及版面設計、商標設計等）進一步了解平面設計在商業上的應用。習作包括：公司形象設計、策略性廣告設計及書刊設計。（限收二十四人）

主講人：周婉美女士 B.F.A., M.F.A. (San Francisco)  
 地點：市區中心S18室（海富中心三樓）  
 時間：一九九八年五月十四日起每星期四下午八時至十時  
 全期學費：九百七十元（共十講）

### 1716. 開啟創意工作坊 (Creativity Enhancement Workshop)

近年來許多人開始明白到「創意」的重要性並不侷限於藝術和設計工作的範疇，創意思考不但可以幫助各行各業的人士（如工商、科學、教育界等）提升工作表現，也可以為平淡生活增添姿彩。

許多人誤以為創意思考能力的高低是與生俱來的，但近代心理學者發現它與其他能力一樣，若有系統地加以訓練，是可以不斷提升的。本課程就嘗試以活潑生動的遊戲和討論，幫助學員提高創意思考能力。（限收二十四人）

主講人：雷健生先生 B.A. (H.K. Poly.)  
 地點：市區中心S20室（海富中心三樓）

時間：一九九八年五月二十二日起每星期五下午八時至十時  
全期學費：七百八十元（共八講）

地點：市區中心S17室（海富中心三樓）  
時間：一九九八年二月十三日起每星期五下午八時至十時  
全期學費：九百七十元（共十二講）

## Interior Design 室內設計

### 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。  
(限收三十人)

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S17室（海富中心三樓）  
時間：一九九八年二月九日起每星期一下午八時至十時  
全期學費：九百七十元（共十二講）

### 1720. 室內設計進階 (Intermediate 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S17室（海富中心三樓）  
時間：一九九八年五月二十五日起每星期一下午八時至十時  
全期學費：九百七十元（共十講）

### 1718. 室內設計繪圖 (Drafting & Rendering for Interior Design)

室內設計繪圖，乃建築師、承建商、室內設計者相互溝通的「共同語言」。本課程為學員介紹室內設計繪圖的基本知識，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：何銘斌先生 B.A.Int.Des.(Hons.)(H.K.Poly.U.),  
Diploma Member of the C.S.D.

### 1721. 室內設計繪圖及表達技巧 (Visualization and Presentation Skills for Interior Designers)

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

主講人：徐敏聰先生 B.A.(H.K.Poly.), M.B.A.(Southeastern)  
M.C.S.D.

地點：市區中心S17室（海富中心三樓）  
時間：一九九八年五月二十二日起每星期五下午八時至十時  
全期學費：七百元（共八講）

## Computer Graphics 電腦美術設計

### 電腦美術設計初階 (Basic Computer Graphics)

本課程為「電腦美術設計證書課程」之先修科目，旨在為初學者提供入門知識。課程範圍包括：（一）介紹電腦機種及磁碟用法；（二）平面設計原理；（三）介紹電腦桌上繪圖軟件之操作，如檔案處理、繪圖技巧、字體運用、排字功能、版面構圖基礎；（四）通過圖案設計、書版設計、名片卡或賀卡設計等習作而認識電腦繪圖技巧；（五）介紹兩大通用軟件FreeHand及PageMaker。學員可同時學習IBM-compatible及Macintosh兩大電腦系統之運作及相關之軟件。  
(每班限收十二人，一人一機操作)

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

地點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心（由船街入）  
全期學費：二千三百元（共十二講）  
(學員須於第一講額外繳交按金500元及材料費約200元，按金將於最後一講退還。)

1700. 一九九八年三月十三日起每星期五下午四時三十分至六時三十分  
1701. 一九九八年三月三日起每星期二及四下午六時三十分至八時三十分  
1702. 一九九八年三月三日起每星期二及四下午八時三十分至十時三十分



1703. 一九九八年四月十四日起每星期二及四下午六時三十分至八時三十分
1704. 一九九八年四月十四日起每星期二及四下午八時三十分至十時三十分
1705. 一九九八年五月二十六日起每星期二及四下午六時三十分至八時三十分
1706. 一九九八年五月二十六日起每星期二及四下午八時三十分至十時三十分

### 1707. Basic Computer Graphics

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

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

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 8*

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

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

Date : Wednesdays, 8.30-10.30 p.m., commencing March 18, 1998

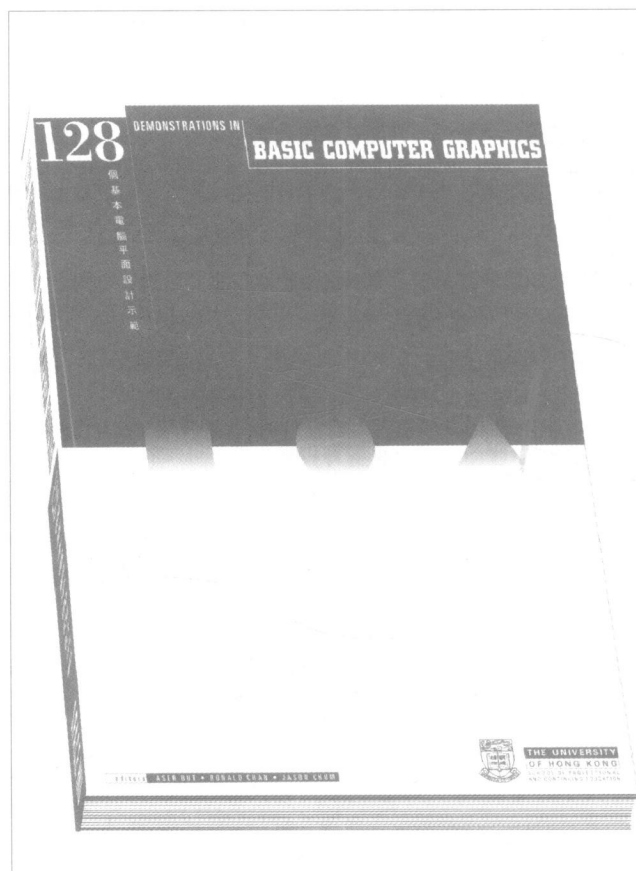
12 meetings

Fee : \$2,600

### 1708. 電腦美術設計中階 (電腦影像) (Intermediate Computer Graphics : Digital Imaging)

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

課程範圍包括：(一) 圈選(selection & channel operation)；(二) 工具箱使用(tool box)；(三) 色彩應用(bitmap & duotone)；(四) 退地效果(path & clipping path)；(五) 影像修改(image correction)；(六) 濾鏡處理(filters)；(七) 層面處理(layer and layer mask)；(八) 配合其他軟件使用。  
(限收八人，一人一機操作)



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

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

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18 Harcourt Road, Admiralty, Hong Kong  
(Tel: 2559 7628)

#### SPACE North Point Study Centre

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

**HK\$60**



主 講 人：余秀芳女士 H.C.(H.K.Poly.)  
及客席導師  
地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心（由船街入）  
時 間：一九九八年五月二十六日起每星期二及四下午六時三十分至八時三十分  
全期學費：二千元（共十講）  
（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。）

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

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

課程範圍包括：（一）探討圖片修描效果；（二）繪製立體模型；（三）改變堅硬模型的形態；（四）設計柔軟的立體模型；（五）如何運用光源及投影，使畫面達至更真實效果。  
（每班限收八人，一人一機操作）

主 講 人：趙國良先生  
及客席導師  
地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心（由船街入）  
全期學費：二千元（共十講）  
（學員須於第一講額外繳交按金500元及材料費約240元，按金將於最後一講退還。）

1711. 一九九八年三月二十三日起每星期一及三下午六時三十分至八時三十分  
1712. 一九九八年五月四日起每星期一及三下午六時三十分至八時三十分

### 1713. 電腦動畫初階 (Basic Computer Animation)

隨著電腦科技進步，動畫製作亦日益簡易和普及。本課程採用Director及相關之繪圖軟件，講授製作電腦動畫的基礎技巧。內容包括：（一）編寫劇本；（二）電腦圖文及相片的創作；（三）電腦旁白及配樂；（四）畫面換場配合技巧；（五）自創動畫短片。學員須具備基本電腦操作知識。  
（限收八人，一人一機操作）

主 講 人：冼煒強先生 H.C.(H.K.Poly.)  
地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心（由船街入）  
時 間：一九九八年三月二十日起每星期五下午六時三十分至八時三十分  
全期學費：二千元（共十講）  
（學員須於第一講額外繳交按金500元，按金將於最後一講退還。）

### 3074. 多媒體電腦設計基礎 (Basic Multi-media Graphics)

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

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

本課程以示範形式講授，學員會分組進行設計活動。有關之軟件為Premiere及Director。  
（限收八人，一人一機操作）

主 講 人：潘嘉良先生 B.A.(Hons.)(East London)  
冼煒強先生 H.C.(H.K.Poly.)  
地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心（由船街入）  
時 間：一九九八年六月五日起每星期五下午六時三十分至八時三十分  
全期學費：二千元（共十講）  
（學員須於第一講額外繳交按金500元，按金將於最後一講退還。）

### 3075. 互動設計基礎 (Basic Interactive Design)

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

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

本課程以示範形式講授，學員會分組進行設計活動。有關之軟件為Authorware及Director。  
（限收八人，一人一機操作）

主 講 人：趙國良先生  
及客席導師  
地 點：香港灣仔皇后大道東119號欣景閣地下E店設計連電腦中心（由船街入）  
時 間：一九九八年六月三十日起每星期二及四下午六時三十分至八時三十分  
全期學費：二千元（共十講）  
（學員須於第一講額外繳交按金500元，按金將於最後一講退還。）

1844. *Computer-aided Art Design and Desktop Publishing*  
(For details, please refer to page 41.)

8201. *Computer-aided Design with Personal Computer*  
(For details, please refer to page 183.)

## Photography 攝影

### 1723. 基礎攝影 (Basic Photography)

本課程為初學者提供基礎攝影訓練，內容包括黑白和彩色攝影原理、照相機和攝影器材的運用、菲林與光源處理，反差與曝光控制等。學員須自備器材和菲林作實習用途，詳情會在第一講討論。  
(限收二十四人)

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

地 點：市區中心S18室（海富中心三樓）

時 間：一九九八年二月十七日起每星期二下午八時二十分至十時

全期學費：八百七十元（共十二講）

教師可獲教育署退還半費。詳參第v頁。

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

本課程是「基礎攝影」的延續班，為學員提供進一步的攝影技巧訓練。內容包括光源控制，特殊攝影技巧及人物攝影入門等。課程包括一次夜景實習，及一次戶外人像攝影（於星期六、日或公眾假期舉行）。學員須於課程完結時呈交個人作品集。  
(限收二十四人)

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

地 點：市區中心S18室（海富中心三樓）

時 間：一九九八年五月十五日起每星期五下午八時至十時

全期學費：九百元（包括模特兒費）（共十講）

教師可獲教育署退還半費。詳參第v頁。

### 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：一九九八年二月十二日起每星期四下午七時至九時

全期學費：一千四百元（共十講）

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

教師可獲教育署退還半費。詳參第v頁。

### Other Photography Courses for Professionals & Advertising

(Please refer to pages 185-186)

## Critical Studies 美術析賞

### 1730. 西洋美術史導論（二）：印象主義至後現代主義 (Introduction to the History of Western Art II: 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：楊靜儀女士 B.A.(York)

地 點：市區中心S18室（海富中心三樓）

時 間：一九九八年二月十三日起每星期五下午八時至十時

全期學費：九百三十元（共十二講）

教師可獲教育署退還半費。詳參第v頁。

### 1729. Introduction to the History of Western Art II: 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 S18, 3/F, SPACE Town Centre

Date : Thursdays, 5.50-7.50 p.m., commencing February 26, 1998

12 meetings

Fee : \$930

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

### 3076. Women Artists from the Baroque to the Twentieth Century

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

*Enrolment is limited to 30*

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

Venue : Room S18, 3/F, SPACE Town Centre

Date : Thursdays, 5.50-7.50 p.m., commencing May 21, 1998

8 meetings

Fee : \$780

## Miscellaneous 其他

### 1736. 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，教授噠嘑、華爾滋、慢四、牛仔、倫巴、的士高等多種舞步。學員須帶備一對鞋底清潔的有跟皮鞋在堂上替換。

(限收十八人)

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

地 點：香港灣仔軒尼詩道167號台山商會大廈10樓「飛躍·藝廊」（灣仔地鐵站A2出口）

時 間：一九九八年二月二十一日起每星期六下午六時至七時三十分

全期學費：八百八十元（共十講）

### 爵士舞初階 (Basic Jazz Dance)

本課程為對舞蹈有興趣之初學人士而設，通過流行音樂及輕快的舞步組合，培養學員的節奏感及訓練肢體的協調。內容包括：（一）基本舞步；（二）爵士舞步；（三）舞步組合。學員必須穿著輕便運動服及技巧鞋。

(限收十五人)

### 3078.

主 講 人：余世好女士 Adv.Dip.(A.P.A.)

地 點：香港灣仔軒尼詩道167號台山商會大廈10樓「飛躍·藝廊」（灣仔地鐵站A2出口）

時 間：一九九八年二月十七日起每星期二下午八時三十分至九時四十五分

全期學費：八百八十元（共十講）

### 3090.

主 講 人：徐偉業先生 Adv.Dip.(A.P.A.)

地 點：香港灣仔軒尼詩道167號台山商會大廈10樓「飛躍·藝廊」（灣仔地鐵站A2出口）

時 間：一九九八年二月二十一日起每星期六下午三時十五分至四時三十分

全期學費：八百八十元（共十講）

### 3028. 現代舞初階 (Basic Modern Dance)

導師會講述現代舞的基本步法，並指導學員以各種動作，配合現代音樂，帶出不同力量之舞蹈。學員必須穿著輕便運動服裝。

(限收十五人)

主 講 人：徐偉業先生 Adv.Dip.(A.P.A.)

地 點：香港灣仔軒尼詩道167號台山商會大廈10樓「飛躍·藝廊」（灣仔地鐵站A2出口）

時 間：一九九八年二月二十一日起每星期六下午二時至三時十五分

全期學費：八百八十元（共十講）

### 護膚及化粧初階 (Skin Care and Make-up I)

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

(限收二十四人)

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

全期學費：八百八十元（共十講）

### 1732.

地 點：市區中心S21室（海富中心三樓）

時 間：一九九八年二月十一日起每星期三下午二時三十分至四時三十分

### 1733.

地 點：市區中心S16室（海富中心三樓）

時 間：一九九八年二月十一日起每星期三下午五時五十分至七時五十分

### 3077. 化粧深造課程

#### (Advanced Course in Make-up)

本課程旨在幫助對化粧有基本認識的學員提升化粧技巧。內容包括：流行化粧與配色技巧、輪廓修飾要點、新娘化粧和晚宴粧。

(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：香港大學專業進修學院北角教學中心6室

時 間：一九九八年五月二日起每星期六下午二時三十分至四時三十分

全期學費：八百四十元（共八講）

### English Studies 英國語言及文學

Lecturers-in-charge:

Richard Booker Tel: 2975 5695, 2975 5764, 2975 5765

Peter Kennedy Tel: 2975 5689, 2975 5681

### European Languages 歐洲語言

Lecturer-in-charge:

Richard Booker Tel: 2975 5695

### Putonghua 普通話

Lecturer-in-charge:

Owen H.H. Wong Tel: 2975 5692, 2975 5693

### Oriental Languages 東方語言

Lecturer-in-charge:

Owen H.H. Wong Tel: 2975 5692, 2975 5693

## ENGLISH STUDIES 英國語言及文學

#### GENERAL ENGLISH

- Communicate in English
- Essential English
- Active Grammar
- Academic Writing Skills
- Effective Writing Skills
- Critical Reading
- Effective Listening
- Pronunciation & Fluency
- English Intonation

#### BUSINESS ENGLISH

- Certificate Programme in Business English
- Business Correspondence
- Business Speaking & Listening
- Effective Presentations

#### ENGLISH FOR TEACHERS

- Certificate Programme in English Language Teaching (Secondary)
- Designing TOC Materials for English

#### LITERATURE IN ENGLISH

- Certificate Programme in English Literary Studies

### COMMUNICATE IN ENGLISH

Lecturer-in-charge : Peter Kennedy Tel: 2975 5681

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.

#### Courses

##### In Hong Kong

Venue : Shun Tak Centre/Admiralty Centre

8101. Sundays, 10.00 a.m. - 1.00 p.m., commencing February 22, 1998

Venue : SKH - Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

8102. Fridays, 6.30 - 9.30 p.m., commencing February 27, 1998

Closing date for application: February 13, 1998

### In Kowloon

Venue : Wah Yan College, 56 Waterloo Road, Kowloon.  
(MTR: Yau Ma Tei)

8103. Wednesdays, 6.30 - 9.30 p.m., commencing  
February 25, 1998

8104. Thursdays, 6.30 - 9.30 p.m., commencing February  
26, 1998

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek  
Kip Mei)

8105. Mondays, 6.30 - 9.30 p.m., commencing February  
23, 1998

15 meetings Fee: \$1,800

Closing date for application: February 13, 1998

### Essential English

Lecturer-in-charge : Richard Booker Tel: 2975 5764

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 1998.

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.

### Classes

Venue : SPACE Town Centre (MTR : Admiralty)

8108 Wednesdays, 6.30 - 9.30 p.m., commencing March  
25, 1998.

Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan  
Road, Wanchai, HK

8109 Mondays, 6.30 - 9.30 p.m., commencing April 20,  
1998

8110 Tuesdays, 6.30 - 9.30 p.m., commencing March 24,  
1998

8111 Thursdays, 6.30 - 9.30 p.m., commencing April 9,  
1998

8112 Fridays, 6.30 p.m. - 9.30 p.m., commencing March  
27, 1998

Venue : Wah Yan College, 56 Waterloo Road, Yaumati,  
Kowloon

8113 Wednesdays, 6.30 - 9.30 p.m., commencing March  
4, 1998

8114 Thursdays, 6.30 - 9.30 p.m., commencing March 5,  
1998

8115 Fridays, 6.30 - 9.30 p.m., commencing March 6,  
1998

Venue : SPACE Shek Kip Mei Study Centre (MTR : Shek  
Kip Mei)

8116 Tuesdays, 6.30 - 9.30 p.m., commencing May 5,  
1998

8117 Wednesdays, 6.30 - 9.30 p.m., commencing April  
1, 1998

3082 Thursdays, 6.30 - 9.30 p.m., commencing May 7,  
1998

3083 Fridays, 6.30 - 9.30 p.m., commencing March 20,  
1998

3084 Saturdays, 2.00 - 5.00 p.m., commencing April 18,  
1998

15 meetings (45 hours)  
Fee: \$2,000 (including textbook)

### Active Grammar

Lecturer-in-charge : Richard Booker Tel: 2975 5764

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 you are given.

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 a copy of your HKCEE certificate with your application.

In each teaching outlet, there will be two classes taking place at the same time. At the first session of the course participants will be given a placement test to see which class is best for them to go in.

*Entry will be on a "first-come, first-served" basis.*

**Venue :** Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, Hong Kong

**8118.** Wednesdays, 6.30 - 9.30 p.m., commencing June 10, 1998

**Venue :** SPACE Shek Kip Mei Study Centre

**8119.** Tuesdays, 6.30 - 9.30 p.m., commencing June 9, 1998

**8120.** Thursdays, 6.30 - 9.30 p.m., commencing June 11, 1998

10 meetings (30 hours) Fee : \$1,600

### Academic Writing Skills

Lecturer-in-charge : Richard Booker Tel: 2975 5764

This course will help you if you are taking a degree or diploma course that uses English as the medium of instruction. Its aim is to help you write clearly and coherently by providing you with examples of academic writing and practice materials.

The course will cover all aspects of academic writing such as:

- structure and cohesion
- writing descriptions
- writing narrative
- giving examples
- making contrasts
- developing arguments
- interpreting data
- presenting conclusions.

The course teacher will help you both to recognise structural and grammatical weaknesses in your writing and to take steps to remedy them.

The course will be very practical, with emphasis on guided writing tasks.

Applicants for the course should either be already studying or about to study a diploma or degree programme that requires them to write English. They should produce evidence that they have been accepted into such a programme at the time of applying.

Applications will be accepted on a first-come, first-served basis.

**Venue :** SPACE Town Centre (MTR : Admiralty)

**3085** Mondays, 6.30 - 9.30 p.m., commencing June 8, 1998.

**3086** Saturdays, 2.30 - 5.30 p.m., commencing June 13, 1998.

10 meetings (30 hours)

Fee : \$2,000 (including textbook)

### Effective Writing Skills

Lecturer-in-charge : Richard Booker Tel: 2975 5764

Do you have problems in getting your message across when writing English? Do you feel embarrassed by the style of your written English? If so, this course will help you solve these problems.

The course teacher will focus on many of the common problem areas that are faced by language learners to help you to recognise and correct your errors.

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.

Our aim is to help you to write well-structured English that is interesting, easy to understand and easy to read. You will learn essential writing skills so that you can get your meaning across to the reader, whatever you are writing.

In order to benefit from the course, you should have a Grade "D" pass in English Language (Syllabus B) in the HKCEE. You should submit the following with your application:

- a copy of your HKCEE certificate.
- a letter stating why you think the course will benefit you.

*Enrolment will be by selection of those most likely to benefit from the course of instruction.*

**Venue :** SPACE Town Centre (MTR: Admiralty)

**8132** Fridays, 6.30 - 9.30 p.m, commencing June 12, 1998

**Venue :** SPACE Shek Kip Mei Study Centre

**8133** Saturdays, 2.00 - 5.00 p.m, commencing June 13, 1998

Closing date for applications : 29 May 1998

10 meetings (30 hours) Fee : \$1,600

### 3130. Critical Reading

Lecturer-in-charge : Peter Kennedy Tel: 2975 5681

This is no ordinary reading course. Usually, in a "reading comprehension" class, students are asked to extract information from a text, do comprehension exercises, look at the organisation of the text and deal with unfamiliar words or structures. The texts are often on topics of general interest or job-related material such as forms or letters. In either case, the text is there to be "worked on" not questioned.

The reader is often asked to accept the text uncritically. But texts are not neutral or innocent. An advertisement, for instance, is designed to manipulate and 'position' the reader. 'Romantic fiction' makes assumptions about the attitudes and beliefs of the intended consumers of such texts.

Reading is a process of interaction between reader and text. The reader can either accept the text or question it. The main aim of this course is to help students analyse the language of the texts they read in English so as to enable them to read more critically.

The course will explore such questions as:

- How is language used in the media, advertising, politics?
- How do texts such as newspaper reports, adverts, public information leaflets etc. come to us? Who are the intended consumers ?
- How is a certain topic written about? What other ways of writing about the topic are there?
- How are texts interpreted? What factors influence text interpretations?

If you would like to improve your reading skills but are tired of the usual "reading comprehension" approach, this is the course for you!

Tutor : Peter Kennedy, B.A. (Wales), M.A. (Sussex), M.A. (Essex), M.Phil. (Dublin), Lecturer (English Studies), SPACE, The University of Hong Kong

Venue : Room LG101, K. K. Leung Building, HKU  
Date : Wednesdays, 6.30 - 9.30 p.m., commencing March 4, 1998

8 meetings Fee: \$840

Closing date for application: February 13, 1998

### 8123. Effective Listening

Lecturer-in-charge : Peter Kennedy Tel: 2975 5681

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.

Venue : Room S17, SPACE new Town Centre, 3/F., Admiralty Centre  
Date : Sundays, 10.00 a.m. - 1.00 p.m., commencing March 1, 1998

8 meetings Fee: \$840

Closing date for application: February 13, 1998

### Pronunciation & Fluency

Lecturer-in-charge : Richard Booker Tel: 2975 5765

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 (MTR : Admiralty)

8125. Sundays, 2.30 - 5.30 p.m., commencing June 14, 1998

Venue : SPACE North Point Study Centre

8126. Saturdays, 9.30 a.m. - 12.30 p.m., commencing June 13, 1998

Venue : SPACE Shek Kip Mei Study Centre

8127. Wednesdays, 6.30 - 9.30 p.m., commencing May 13, 1998

8128. Saturdays, 2.30 - 5.30 p.m., commencing June 13, 1998

10 meetings (30 hours)

Fee : \$1,600

### 8131. English Intonation

Lecturer-in-charge : Peter Kennedy Tel: 2975 5689

This is a short introductory course in intonation in English. It will introduce participants to the main features of sentence stress, rhythm, pitch, the falling tone, the rising tone, and the uses to which these two tones can be put. Also included will be information on focus and the appropriate placing of main stress, so that students learn to indicate meaning clearly. In order to make good progress, students should be prepared to put into practice what they are learning and plenty of opportunity will be given for this. Those whose work brings them into contact with native speakers of English should find the course of particular interest, especially as they will be able to use outside the classroom what they are learning inside it. (A course outline is available upon request. Tel.: 29755689)

In order to benefit from the course, applicants should have a grade "E" pass in English Language (Syllabus B) in the HKCEE.

Tutor : John Bensly, M.A.(Oxon), M.A.(Reading)

Venue : Room S12, SPACE new Town Centre, 3/F., Admiralty Centre

Date : Tuesdays, 6.30 - 9.00 p.m., commencing March 24, 1998

6 meetings

Fee: \$525

Closing date for application: February 27, 1998

## Certificate Programme in Business English

Lecturer-in-charge : Richard Booker Tel: 2975 5695

### What are the Aims of the Programme ?

The SPACE Certificate Programme in Business English has been specially designed to help anyone who has to use English in everyday work situations. It is suitable for students from all walks of life.

Its two main aims are :

- To improve your ability to carry out the English language writing tasks you may be faced with at work, by helping you to express yourself clearly and concisely on paper;
- To give you greater confidence and fluency when speaking English in front of others in situations that you are likely to encounter in your work.

### How is the Programme Organised ?

- It consists of three Parts, each with 30 hours of classroom instruction.
- If you wish to be awarded the SPACE Certificate in Business English, you must complete all three Parts, totalling 90 hours of classroom instruction. These Parts must be completed within two years.
- At the end of each Part you will be sent a letter that tells you whether or not you have completed it successfully. Our decision will be based on your attendance, your on-course work and your performance in a final examination.
- Each Part will be complete in itself, though we hope that you will do the whole programme. However, if you do not wish to complete the full Certificate programme, you can apply to take any individual Part that you are interested in, without any requirement to apply for another Part.

### What do the Parts consist of ?

The focus of the different Parts is :

- Part 1 - Modern Business Writing Skills (External)  
The focus of this Part is writing. We will cover several different kinds of useful letters that you might send to a different company or organisation. A feature of this Part is that it will include two workshops in which you have to write letters based on real life situations.
- Part 2 - Modern Business Writing Skills (Internal)  
The focus of this Part is writing. We will cover the skills involved in writing memos, minutes and short reports, which are all things that you might have to write within the company or organisation you work for.
- Part 3 - Modern Business Oral Skills  
This Part will concentrate on developing the speaking



and listening skills that are essential in a work environment. These different Parts can be taken in any order. For instance, Part 1 does not have to be finished before Part 2.

### How can you enter the Programme ?

#### Entrance Test

All applicants must take an entrance test, which will last about 75 minutes. The test has two parts : grammar and writing.

The entrance test takes place at the following times :

**At the SPACE Town Centre (Admiralty Centre, 3/F., [MTR: Admiralty])**

26 February, 1998 (Thursday)	6.30 p.m.
28 February, 1998 (Saturday)	2.00 p.m., 4.00 p.m.
15 May, 1998 (Thursday)	6.30 p.m.
16 May, 1998 (Saturday)	2.00 p.m., 4.00 p.m.

*Having chosen the most suitable time to take the test, you must fill out an entrance test application form at any SPACE office.*

Note : The **minimum** qualification that you should have is a grade "D" pass in English Language in Syllabus B of the Hong Kong Certificate of Education Examination. Copies of all relevant certificates should be submitted with application forms.

#### Entrance Test Fee

A non-refundable fee of \$50 will be made to cover the cost of processing this test. The purpose of the test is to ensure that you are only accepted into the programme if it is suitable for you.

#### Admission to the Course

You will be informed of your performance in the entrance test as soon as possible after the test. You can then apply for firm entry to the Part of your choice. Applications will be accepted on a first-come, first-served basis.

#### **Part 1 - Modern Business Writing Skills (External)** (Course nos. 8136 and 8137)

Part 1 will focus on writing, concentrating on the skills that are essential for people who have to write to a different company or organisation. It will include :

- general principles of business writing;
- job application letters;
- letters of enquiry and replies to them;
- complaint letters;
- workshops to help you write letters that are based on real situations.

The lessons will not consist of a series of lectures that just tell you the principles of letter writing. They will require you to take a full part in practical activities and so will include a lot of practice. The teachers will pay a great deal of attention to correcting and explaining the language mistakes that Hong Kong students often make.

At all times, the emphasis will be on helping you to organise what you say, so that your meaning is clear and unambiguous.

**Venue : SPACE Town Centre (MTR: Admiralty)**

- |              |  |
|--------------|--|
| <b>8136.</b> | Sundays, 10.00 a.m. - 1.00 p.m., commencing March 22, 1998 |
| <b>8137.</b> | Thursdays, 6.30 p.m. - 9.30 p.m., commencing April 2, 1998 |

Students will be required to buy a textbook costing about \$150

(10 meetings) 30 hours Fee : \$1,600

#### **Part 2 - Modern Business Writing Skills (Internal)** (Course nos. 8143-8145)

Part 2 will also focus on writing, though the emphasis will now be on the writing that is done within a company or organisation. It will include :

- memos;
- minutes;
- short reports.

As with Part 1, the approach that our teachers take will be very practical. They will set a lot of activities that you will be expected to take a full part in. As in Part 1, they will put a lot of effort into correcting and explaining the language mistakes that Hong Kong students often make.

**Venue : SPACE Town Centre (MTR: Admiralty)**

- |              |  |
|--------------|--|
| <b>8143.</b> | Sundays, 10.00 a.m. - 1.00 p.m., commencing March 22, 1998 |
| <b>8144.</b> | Sundays, 10.00 a.m. - 1.00 p.m., commencing June 7, 1998   |

**Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, HK**

- |              |   |
|--------------|---|
| <b>8145.</b> | Wednesdays, 6.30 p.m. - 9.30 p.m., commencing June 24, 1998 |
|--------------|---|

Students will be required to buy a textbook costing about \$150

(10 meetings) 30 hours Fee : \$1,600

#### **Part 3 - Modern Business Oral Skills** (Course nos. 8139 and 8140)

Part 3 will focus on the listening and speaking skills that you may need in a modern work environment. It will include :

- telephoning;
- networking;
- taking part in and chairing meetings;
- conducting and attending interviews;
- receiving and entertaining visitors.

You will be exposed to a variety of realistic work contexts and will carry out tasks designed to improve both your listening and speaking skills. The methods used will include group work, rôle play, and simulations.

**Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, HK**

8139. Wednesdays, 6.30 p.m. - 9.30 p.m., commencing April 1, 1998

**Venue : SPACE Shek Kip Mei Study Centre**

8140. Mondays, 6.30 p.m. - 9.30 p.m., commencing June 22, 1998

(10 meetings) 30 hours

Fee : \$1,600

### Business Correspondence

Lecturer-in-charge : Richard Booker Tel: 2975 5695

This course will suit you if you have recently started working in an office.

It will focus on how business letters, faxes and memos should be written and presented. By the end of the course you will :

- have a clearer understanding of the writing process;
- be better able to identify poor or inappropriate writing;
- have improved the style and tone of your writing;
- have improved your grammatical accuracy;
- have enlarged your business vocabulary.

The classes will allow you to practise the conventions and expressions used in modern business correspondence. We will cover important functions of business letters, such as requesting information, complaining, and apologising.

#### Entrance Qualifications:

You should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. You should attach a copy of your certificate to your application form. If you have a higher qualification you will not usually be accepted for this course, but should apply for a place on the Certificate Programme in Business English.

Applications will be accepted on a "first-come, first-served" basis.

**Venue : SPACE North Point Study Centre**

8146. Fridays, 6.30 - 9.30 pm, commencing April 3, 1998

3087. Fridays, 6.30 - 9.30 pm, commencing June 26, 1998

10 meetings (30 hours)

Fee : \$1,700 (including textbook)

### Business Speaking and Listening

Lecturer-in-charge : Richard Booker Tel: 2975 5695

This course will help you to develop your English listening and speaking skills in a business context.

You will be given a variety of exercises that include grammar, vocabulary and pronunciation work.

Real-life business situations will introduce you to the language used when doing things like :

- giving and understanding directions;
- meeting people for the first time;
- taking and leaving telephone messages;
- making comparisons;
- talking about business trips.

To get full benefit from the course you must be prepared to take a full part in the activities and exercises given to you.

To apply for this course, you should have a Grade "E" pass in English language in HKCEE (Syllabus B) or an equivalent qualification. You should attach a copy of your certificate to your application form.

Applications will be accepted on a "first-come, first-served" basis while places are available.

**Venue : SPACE Shek Kip Mei Study Centre**

3109. Mondays, 6.30 p.m. - 9.30 p.m., commencing March 23, 1998

**Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, HK**

3110. Tuesdays, 6.30 p.m. - 9.30 p.m., commencing March 31, 1998

3088. Tuesdays, 6.30 p.m. - 9.30 p.m., commencing June 23, 1998

10 meetings (30 hours)

Fee : \$1,700 (including textbook)

## Effective Presentations

Lecturer-in-charge : Richard Booker      Tel: 2975 5695

This practical course will benefit you if you :

- have to make presentations in English but feel uncomfortable about doing so;
- want to prepare yourself for giving presentations in the future.

Among the key presentation and language skills covered will be :

- starting and concluding a presentation;
- ways of making a transition from one part of a presentation to the next;
- useful words and phrases for linking ideas;
- describing graphs, charts and trends;
- using body language to emphasise and minimise your message;
- preparing and using visual aids;
- dealing with questions.

You will be shown examples of good and bad presentations for analysis and discussion, to help you avoid making the mistakes that many people make when giving presentations.

After practising the skills you have been taught, you will have a chance to give a final presentation on a subject of your choice to the rest of the class.

To apply for this course, you should have a Grade "D" pass in the HKCEE (Syllabus B) or an equivalent qualification. You should attach a copy of your certificate to your application form.

Applications will be accepted on a "first-come, first-served" basis while places are available.

*Note : Though this course deals with the techniques of giving a good presentation, it is primarily an English language course. You should only apply for a place on this course if you want to practise and improve your English language skills.*

Enrolment is limited to 12 to allow you to practise what you learn to the full.

**Venue : SPACE Town Centre (MTR : Admiralty)**

3111.      Sundays, 2.30 p.m. - 5.30 p.m., commencing March 22, 1998
3112.      Sundays, 2.30 p.m. - 5.30 p.m., commencing June 7, 1998
3113.      Thursdays, 6.30 p.m. - 9.30 p.m., commencing June 25, 1998

10 meetings (30 hours)

Fee : \$2,400 (including textbook)

## ENGLISH FOR TEACHERS

### ENGLISH FOR SECONDARY SCHOOL TEACHERS

#### Certificate Programme in English Language Teaching (Secondary) (Course numbers : 8148, 3123, 3124, 3125, 3126)

Lecturer-in-charge : Peter Kennedy      Tel: 2975 5689

ELT courses offered by SPACE aim to address the practical concerns of English teachers in Hong Kong and to explore recent developments in the field.

#### • Who is the programme for ?

The Certificate programme is open to all secondary school teachers of English. However, the courses offered are likely to be of particular interest to teachers at an early stage in their careers. Having completed their initial training, they may feel the need for a "refresher" course but not be able to attend full-time courses. These teachers may well intend to go on to further part-time study for a degree in ELT.

#### • How is the programme structured ?

- The SPACE Certificate in English Language Teaching (Secondary) is offered in modular form.
- To be awarded the Certificate a teacher has to complete **SIX modules** two of which must be Core A and Core B.
- The other four modules may be selected from the range of options on offer in the Autumn and Spring terms.
- Core modules are 20 hours long and optional modules 15 hours.
- At the end of each module a "statement of completion" is issued based on course assessment and attendance.
- **The modules are "free-standing" so that a teacher may enrol for a course without necessarily having in mind the accumulation of credits towards the Certificate.**
- The schedule of courses on offer is as follows:

		Options
Autumn 97	Core A	1 - 5
Spring 98	Core B	6 - 9

#### • What are the Core modules ?

**Core A** will focus on the language content of the secondary syllabus for forms 1 - 5. Tense, modality, transitivity, etc. will be considered in relation to the language systems inherent in the secondary syllabus.

Close attention will also be paid to the language of classroom management. Two further aims of the module are to enrich a teacher's understanding of language as discourse and to enhance her own language awareness.

**Core B** will explore a range of practical classroom techniques and teaching strategies designed to make the process of language learning more enjoyable and effective. Proper account will be taken of what is realistic and appropriate in the Hong Kong context.

• **Who are the tutors ?**

The tutors for these courses have had many years experience in teaching and teacher-training. Several of them have written textbooks for Hong Kong secondary schools and all of them know what the situation is in local schools right now.

*Fee Refunds : Teachers may apply for a half fee refund for these courses. See Page v.*

**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 : Carol MacLennan, B.Ed., M.Phil., M.A., M.Ed. (Waikato), M.A. (Reading), Ph.D. (H.K.)

Venue : Lecture Theatre 1, SPACE Shek Kip Mei Study Centre

Date : Saturdays, 9.30 a.m. - 12.00 noon, commencing February 14, 1998

8 meetings Fee: \$980

Closing date for application: February 2, 1998

**3123. The Use of Drama Techniques in Hong Kong English Classes (Optional Module)**

This course offers practical and realistic advice on the use of drama in English lessons. It aims to provide participants with the techniques, materials and confidence which they can apply in their own teaching situations. The course will be designed to take account of such factors as large class sizes, lack of space, an overloaded curriculum, passive students and the need to prepare students for the HKCEE exam. Teaching will be by means of workshops, seminars and micro-teaching situations and will include games, improvisations, role plays, short plays and stylistic analysis of texts. There will also be advice on entering a play for the Hong Kong Schools' Drama Festival.

**WEEK 1: Why drama? How do I do it?**

- Brief introduction to the theoretical basis for using drama in English lessons
- Suggestions as to why it might be a useful teaching tool in the Hong Kong classroom
- Practicalities: how to allow students greater freedom without losing control  
how to motivate students to take part  
how to manage a group of 40 students in a small classroom for a drama lesson
- Getting started - tips on how to introduce drama

**WEEK 2 & 3: Workshops**

- Drama in the classroom - quiet games, role plays, play writing and project work
- Drama in the hall or special room - louder and livelier games and improvisations
- A drama course - gradually introducing students to work of a more challenging nature

**WEEK 4: Using dramatic texts**

- Authentic dramatic text versus dramatic text written specifically for a TEFL situation
- Alternative methods of presenting texts to promote student motivation
- Group work activity in which participants are asked to present a short dramatic text

**WEEK 5: Putting on a play - some advice**

- Advantages and disadvantages of putting on a play
- Choosing a text or subject
- Planing and rehearsals
- Props, costume, sets, sound and lights
- Summing up

*(Enrolment is limited to 30)*

Tutor : Sarah Woodhouse, B.A. (King Alfred College), M.A., P.G.C.E. (Lancs.)

Venue : Lecture Theatre 3, SPACE Shek Kip Mei Study Centre

Date : Mondays, 6.30 - 9.30 p.m., commencing February 9, 1998

5 meetings Fee: \$735

Closing date for application: February 2, 1998

### 3124. Grammar for Teachers II (Optional Module)

The aim of this course is to supplement the initial Grammar for Teachers course (no. 617) provided in our Autumn programme. It will provide teachers of English with a detailed survey of aspects of the Grammar of English other than those previously covered. The Grammar will be descriptive and designed especially to enhance the teacher's own knowledge of the language.

Teachers, whether or not they have attended the previous Grammar for Teachers course, may apply for this course.

As before, the course will provide a source which will be valuable for the teacher's own teaching purposes. Grammar will be presented as being meaningful rather than as an inventory of forms defined by rules. The course will focus on those aspects of the clause, the nominal group and the verbal group not previously covered.

Teachers will be provided with a comprehensive set of notes that have been specifically written for this course.  
(Enrolment is limited to 30)

Tutor : John Bensly, M.A (Oxon), M.A. (Reading)

Venue : Room 102, 10/F., West Tower, Shun Tak Centre,  
200 Connaught Road Central, Hong Kong  
Date : Tuesdays, 6.30 - 9.30 p.m., commencing February  
10, 1998

5 meetings Fee: \$735

Closing date for application: February 3, 1998

### 3125. Becoming Better Teachers Through Reflective Practice (Optional Module)

As teachers we spend so much of our time and energy planning, preparing and teaching that there seems to be little time for us to continue growing as learners and as developing teachers. However, it is still important for us to stand back from what we are doing and look at how we might do it differently and/or better.

In this course we will consider a number of different approaches to reflective practice including:

- peer observation
- teaching journals
- Video recording
- Team/Co-teaching
- Writing Teaching portfolios
- Mentoring and Coaching

We will look at the similarities and differences between these approaches and consider how they can be put to best use in our individual teaching and learning contexts.  
(Enrolment is limited to 30)

Tutor : Andy Curtis, B.Ed. (Sunderland), M.A., Ph.D. (York), Lecturer in English, The Chinese University of Hong Kong

Venue : Lecture Theatre 1, SPACE Shek Kip Mei Study Centre

Date : Saturdays, 9.30 a.m. - 12.00 noon, commencing April 18, 1998

6 meetings Fee: \$735

Closing date for application: March 20, 1998

### 3126. Language Testing in the Classroom (Optional Module)

This course is for teachers who are interested in knowing more about language testing in the classroom. The course will use non-technical and non-statistical approaches to help teachers design, use and evaluate their own language tests. This course will adopt a workshop approach.

The course aims to:

- introduce the basic concepts, terms and techniques of test design
- raise awareness of how to test and why we do so
- consider the kinds of language tests widely used in Hong Kong and their classroom application
- design, evaluate and integrate tests into daily classroom teaching

(Enrolment is limited to 30)

Tutor : Cheng Liying, B.A. (Xian Jiaotong), M.A. (Reading), Ph.D. (H.K.), Lecturer, School of Education, Open University of Hong Kong

Venue : Lecture Theatre 3, SPACE Shek Kip Mei Study Centre

Date : Mondays, 6.30 - 9.30 p.m., commencing April 20, 1998

5 meetings Fee: \$735

Closing date for application: March 20, 1998

## ENGLISH FOR PRIMARY SCHOOL TEACHERS

### 1953. Designing TOC Materials for English

For course details, please see p.177 in Education Section (INSTEP programme)

## LITERATURE IN ENGLISH

### Certificate Programme in English Literary Studies (Course numbers 3131, 3132, 3133, 3134, 3135)

Lecturer-in-charge : Peter Kennedy Tel: 2975 5689

#### Who is it for ?

- Anyone who has an interest in literature and would like to find out more about it;
- those who intend to study (part-time) for a degree in English, or for an Arts degree in which literature is a major component;
- those intending to study subjects other than literature at degree level who will first need a good foundation in English Studies;
- teachers of English (language as well as literature) who wish to enhance and refresh their knowledge of English;
- students of English who recognise that language learning entails more than understanding a set of grammar rules.

#### What are the aims of the programme ?

- to introduce a variety of literary texts in English for close reading and discussion
- to help students develop the skills needed to read literature critically and to write about it effectively
- to acquaint students with the genres, conventions and devices of poetry, fiction and drama, as well as the basic terminology used in critical analysis
- to encourage students to explore and articulate their own responses to literary texts rather than to repeat second-hand opinions

#### How is it structured ?

The Certificate is offered in modular form. To be awarded the Certificate a student has to complete **FIVE** modules. These must include the **THREE** Core modules:

Autumn 97	Core 1	Reading short fiction
Spring 98	Core 2	Reading poetry
Autumn 98	Core 3	Reading drama

The other **TWO** modules may be selected from the range of options on offer in the Autumn and Spring terms. At the end of each module a "statement of completion" is issued based on course assessment and attendance.

The modules are "free-standing" so that a student may take a course for its own sake without necessarily having in mind the accumulation of credits towards the Certificate.

*Fee Refunds : Teachers may apply for a half fee refund for these courses. See Page v.*

### 3131. Reading Poetry (CORE Module)

This course will introduce poems by such major C20th poets as T.S. Eliot, W.H. Auden, Dylan Thomas, Philip Larkin, Ted Hughes and Seamus Heaney as well as more recent work by contemporary English poets.

The poems have been chosen not just for their intrinsic merits, but also to illustrate the patterns of sound, syntax, tone and figurative language poets use to achieve their effects.

The classes will not be lectures on poetry but close readings and discussion of individual poems. Applicants should have a good reading knowledge of English, a willingness to participate in discussion and, above all, an interest in literature. *(Enrolment is limited to 25)*

Tutor : Peter Kennedy, B.A. (Wales), M.A. (Sussex), M.A. (Essex), M.Phil. (Dublin), Lecturer (English Studies), SPACE, The University of Hong Kong

Venue : Room 103, Runme Shaw Building, HKU

Date : Fridays, 6.30 - 9.30 p.m., commencing February 20, 1998

7 meetings

Fee: \$980

Closing date for application: February 13, 1998

### 3132. An Introduction to Literary Theory (Optional Module)

The aim of this series of five three-hour lectures is to introduce and discuss some current literary theories. What is a (literary) text? How can its limits be described and its meaning limited? The course will use as background Professor Tambling's two introductory books What Is Literary Language? and Narrative and Ideology (Open University Press 1988 & 1991). Examples will be taken from readings which are set each week.

#### 1. "Poetry is the subject of the Poem" (Stevens)

This class will read a number of texts (Keats, Blake, Wordsworth, Eliot, Stevens, William Carlos Williams) distinguishing the topics of "poetry" and "the poem" by reference to literary modernism, and suggesting some of the difficulties involved in "reading" a text as about something outside it. Use will be made of theoretical material derived from Paul de Man and Heidegger's The Origin of the Work of Art.

#### 2. Meaning inside and outside the text

"To Marlow, the meaning of an episode was not inside like a kernel, but outside, enveloping the tale which brought it out only as a glow brings out a haze..." (Conrad, Heart of Darkness)

Using this crux statement of literary modernism, students will look at the question of where meaning comes from in the text, from inside or outside, and begin to consider what it means to put a frame around the text, to delimit it, to pronounce that it has borders. Examples will be taken mainly from poetry, but Roland Barthes's post-structuralist text S/Z will also be referred to.

### 3. The Purloined Letter debate

By referring to Edgar Allen Poe's short story, The Purloined Letter and Lacan and Derrida's account of it, participants will consider psychoanalytic and deconstructive readings of the text. Is there an unconscious to the text? If there is, can we read it without imposing our own meanings on it?

### 4. Literature and Gender

Current literary theory, especially that which is inspired by feminist thought, suggests that there is no single reading of a poem, because all readings are "gendered". Does the text contain in it any markers of sexual difference? If so, how does that influence meaning, and the way the poem can be understood? Examples will be taken from Virginia Woolf, Elizabeth Bishop, Marianne Moore, Sylvia Plath - as well as from the male modernist writers already cited.

### 5. Framing James: The Turn of the Screw

In this last lecture, participants will try out the different forms of reading they have experimented on - post-structuralist, psychoanalytic, gendered - in order to look at Henry James's most famous and puzzling ghost story.

*(Enrolment is limited to 25)*

Tutor : Jeremy Tambling, B.A. (York), M.Phil. (Notts.), Ph.D. (Essex), Reader, Dept. of Comparative Literature, The University of Hong Kong

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

Date : Tuesdays, 6.30 - 9.30 p.m., commencing March 10, 1998

5 meetings

Fee: \$735

Closing date for application: February 20, 1998

## 3133. Modern Chinese Women's Writings (Optional Module)

This course will look at writing by Chinese women and aims to explore the social, cultural and political pressures which help determine how (Chinese) women are supposed to act, behave and think.

### 1. Tradition and Patriarchy

In this class we will look at how Chinese traditional concepts shape the way men impose their expectations on women and how women are manipulated through patriarchal ideology.

Texts: Maxine Hong Kingston "No Name woman" (from Woman Warrior)

Xiao Hong "The Child Bride"

Henrik Ibsen The Doll's House

### 2. Looking for Love

In this class we will consider issues of love of marriage.

Texts: Zhang Jie "Love Must Not Be Forgotten"

Cheng Naishan "In My Heart There Is Room For Thee"

Su Wei-chen "Old Love"

Chen Ruoxi "Ding Tun"

Zhang Xinxin "How Did I Miss You?"

### 3. Mothers and Daughters

In this class participants will explore some fictional accounts of mother-daughter relationships.

Texts: Maxine Hong Kingston "Song of a Barbarian Reedpipe"

Hsieh Ping Ying Autobiography of a Chinese Girl

Xi Xi "Mother fish"

Liao Hui Ying "The Rapeseed"

Toni Morrison Sula (excerpts)

### 4. Self-Discovery and Expression

This class will focus on introspective narratives by women.

Texts: Ding Ling "Miss Sophie's Diary"

Li Ang "Curvaceous Dolls"

Zhong Ling "Isle of Wang'an"

Alice Walker The Colour of Purple (excerpts)

Charlotte Perkins Gilman "Yellow Wallpaper"

### 5. Alienation and Solitude

This session will look at the plight of isolated women in hyper-consumerist societies such as Hong Kong and Taiwan.

Texts: Shen Rong "Not Your Average Girl"

Xin Qishi "Stuck in the Throat"

P'ing Lu "Death in a Cornfield"

Xi Xi "A Girl Like Me"

*(Enrolment is limited to 25)*

Tutor : Amy Lee Wai Sum, B.A., M.Phil. (H.K.)

Venue : Room 507+8, T. T. Tsui Building, HKU

Date : Thursdays, 6.30 - 9.30 p.m., commencing February 26, 1998

5 meetings

Fee: \$735

Closing date for application: February 13, 1998

### 3134. An Introduction to New Zealand Literature (Optional Module)

The aims of this module are to offer participants an introduction to some of the main themes evident in New Zealand literature, and to provide opportunities for them to become familiar with the works of major New Zealand writers through workshops and discussion.

#### Session One

- Introduction: Historical Background and the Early Years
- Katharine Mansfield: Overview of her life and work
- Study of selected Mansfield texts

#### Session Two

- 1930-50: "Man Alone" and the Realist tradition
- Study of selected prose and poetry texts including works by Mulgan, John A. Lee, Fairburn, Brasch and Glover

#### Session Three

- Sargeson: General Overview and study of selected short stories

#### Session Four

- 1950-70: Ihimaera and the Maori Tradition
- selected works by Duggan, Ballantyne, Shadbolt, Cross and Gee

#### Session Five

- The non-realist tradition
- Women writers of the later C20th  
(Enrolment is limited to 25)

Tutor : Carol MacLennan, B.Ed., M.Phil., M.A., M.Ed.  
(Waikato), M.A. (Reading), Ph.D. (H.K.)

Venue : Lecture Theatre 3, SPACE Shek Kip Mei Study Centre

Date : Saturdays, 9.30 a.m. - 12.00 noon, commencing April 18, 1998

6 meetings Fee: \$735

Closing date for application: March 18, 1998

### 3135. An Introduction to Chinese-American Literature (Optional Module)

The aim of this course is to introduce students to an area which is becoming increasingly important in the American literary scene. The course will begin with a brief description of the history of Chinese-American Literature dating back to the early 1900s. The interplay between history, society and literature will be examined. We will then explore some of the major works by Chinese-American writers produced in the last thirty years. Discussion of these works will focus on recurrent themes such as the struggle to integrate into American society, the search for Chinese "roots", inter-generational conflicts and the establishment of a distinct Chinese-American identity. The works to be studied include the following:

#### FICTION (excerpts from)

Fae Myenne Ng *Bone*

Norman Wong *Cultural Revolution*

Shawn Wong *American Knees*

Maxine Hong Kingston *China Men & The Woman Warrior*

Louis Chu *Eat a Bowl of Tea* (film version)

#### DRAMA

David Henry Hwang *F.O.B.*

#### POETRY

Selected short poems from *Songs of Gold Mountain* (ed. Marlon K. Hom)

(Enrolment is limited to 25)

Tutor : Max Hui-Bon-Hoa, B.A., M.A., M.A., M.A.  
(Stanford), Ph.D. (London)

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

Date : Tuesdays, 6.30 - 9.30 p.m., commencing April 28, 1998

5 meetings Fee: \$735

Closing date for application: March 28, 1998

## EUROPEAN LANGUAGES

## 歐洲語言

### FRENCH

- French Level 1
- French Level 2
- French Level 3

### SPANISH

- Spanish Level 1
- Spanish Level 2
- Spanish Level 3

Lecturer-in-charge: Richard Booker Tel: 2975 5695

### The SPACE European Language Programme

In recent years, Hong Kong people have become much more interested than before in learning European languages. There are two main reasons for this :

- they plan to travel to Europe;
- they work for a European company.

To meet this growth in interest, SPACE offers courses in the following European languages :



- French
- Spanish
- German
- Italian

### How Are They Organised?

#### French & Spanish

The programmes we offer in French and Spanish lead to the award of SPACE Certificates in French and Spanish. They are 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 & Italian

The SPACE German and Italian programmes consist of a single course with 92 hours of instruction. The next German and Italian courses start in Autumn 1998.

### Certificate Programme in French Language

#### French : Level 1

This course is for complete beginners. By the end of the course students should :

- understand and use basic French grammar;
- introduce themselves and talk about their interests, things, they like to do and things they have recently done;
- ask and reply to simple questions;
- understand the essentials of french pronunciation;
- handle simple shopping situations.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.  
(entrance from Kimberley Road, Tsim Sha Tsui)

8161. : Mondays & Wednesdays, 6.30 - 8.15 p.m., commencing March 2, 1998.

32 meetings (56 hours)

Fee : \$2,000

Students who complete Level 1 successfully can take Level 2 on Mondays & Wednesdays at St Mary's College in Autumn 1998.

#### French : Level 2

This course is intended for students who have successfully completed Level 1, or have received 50 to 60 hours of instruction in basic French at a different institution. This Level continues and develops the skills taught in Level 1. By the end of Level 2, students should be able to use French confidently and clearly when :

- talk about their possessions;
- order food in a restaurant;
- ask for and give directions;
- ask for and give information about time and schedules;
- hold a basic conversation with a native speaker of French.

In addition, students will :

- extend their active vocabulary;
- consolidate their understanding of French grammar.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.  
(entrance from Kimberley Road, Tsim Sha Tsui)

8156. Tuesdays & Thursdays, 6.30 - 8.15 p.m., commencing March 3, 1998.

32 meetings (56 hours)

Fee : \$2,200

Students who complete Level 2 successfully can take Level 3 on Tuesdays & Thursdays at St Mary's College in Autumn 1998.

#### French : Level 3

The Level 3 course is meant for students who have completed Level 2 or who have received 100 to 120 hours of French in a different institution. The language of instruction will mainly be French, supplemented by English as necessary.

The course will help students :

- develop greater fluency in French;
- hold conversations with native speakers.

By the end of the course, students will :

- have a deeper knowledge of sentence structure and grammar;
- be able to talk accurately about past experiences and events;
- be able to make plans for the near future;
- be able to handle work and travel situations.

At the end of Level 3, students sit an exam. Those who pass this exam, and attend at least 75% of the classes, will be awarded the SPACE Certificate in French Language.

Applicants who have not completed French Level 2 at SPACE but wish to be given direct entry into French Level 3 should produce supporting documents to show the course of study they have previously undertaken. They will then be contacted by SPACE and given an informal 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)

8157. : Mondays & Wednesdays, 6.30 - 8.30 p.m., commencing March 2, 1998.

32 meetings (64 hours) Fee : \$2,800

## Certificate Programme in Spanish Language

Lecturer-in-charge : Richard Booker Tel: 2975 5695

### 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)

8158. Tuesdays & Thursdays, 6.30 - 8.15 p.m., commencing March 3, 1998.

32 meetings (56 hours) Fee : \$2,000

Students who complete Level 1 successfully can take Level 2 on Tuesdays & Thursdays at St Mary's College in Autumn 1998.

### Spanish : Level 2

This course is intended for students who have successfully completed Level 1, or have received 50 to 60 hours of instruction in basic Spanish at a different institution. This Level continues and develops the skills taught in Level 1.

By the end of Level 2, students should be able to use Spanish confidently and clearly when :

- travelling;
- asking for directions;
- ordering food in a restaurant;
- shopping;
- making telephone calls, etc.

In addition, students will :

- extend their active vocabulary;
- consolidate their understanding of Spanish grammar.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.  
(entrance from Kimberley Road, Tsim Sha Tsui)

8159. Mondays & Wednesdays, 6.30 - 8.15 p.m., commencing March 2, 1998.

32 meetings (56 hours) Fee : \$2,200

Students who complete Level 2 successfully can take Level 3 on Mondays & Wednesdays at St Mary's College in Autumn 1998.

### Spanish : Level 3

The Level 3 course is meant for students who have completed Level 2 or who have received 100 to 120 hours of Spanish in a different institution. The language of instruction will mainly be Spanish, supplemented by English as necessary.

The course will help students :

- develop greater fluency in Spanish;
- hold conversations with native speakers.

By the end of the course, students will :

- be able to compose simple texts;
- be able to read simple Spanish texts;
- know more about Spanish life and culture.

At the end of Level 3, students sit an exam. Those who pass this exam, and attend at least 75% of the classes, will be awarded the SPACE Certificate in Spanish Language.

Applicants who have not completed Spanish Level 2 at SPACE but wish to be given direct entry into Spanish Level 3 should produce supporting documents to show the course of study they have previously undertaken. They will then be contacted by SPACE and given an oral test. The purpose of this test is to make sure that only those who will benefit from the course are accepted into it.

*Enrolment is limited to 20.*

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.  
(entrance from Kimberley Road, Tsim Sha Tsui)

8160. Tuesdays & Thursdays, 6.30 - 8.30 p.m., commencing March 3, 1998.

32 meetings (64 hours)

Fee : \$2,800

## PUTONGHUA 普通話

### Putonghua

- Basic Putonghua
- Teaching Putonghua
- Teaching Chinese as a Second Languages

Enquiries : 2975 5692  
2975 5693

### 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，由於香港環境的轉變，普通話更受各界人士的重視，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。

### 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，以便學員於九月升讀高班）。內容有國語注音符號（包括注音符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：一千九百元正 (HK\$1,900)

課 本：學員請到以下地點購買課本：普通話教程（上冊）（附錄音帶），香港大學專業進修學院編，每套港幣六十八元正 (HK\$68)。（三聯書店：香港中環域多利皇后街九號地下，電話：2525 0102-7 及中華書局，九龍彌敦道450號地下，電話：2385 7238）

8344. 高宏先生主講（共二十七講）

地 點：香港大學邵仁枚樓 102 室

時 間：一九九八年二月六日起每星期五下午六時卅分至九時卅分

8345. 鮑茂振先生主講（共四十一講）

地 點：市區中心 S23 室（金鐘海富中心三樓）

時 間：一九九八年三月二日起每星期一及星期四下午五時卅分至七時卅分

8346. 陳萬里女士主講（共二十七講）

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：一九九八年二月四日起每星期三下午六時四十五分至九時十五分

8347. 劉仁憲先生主講（共三十三講）

地 點：香港太古城地利亞修女紀念中學 518 室（中學部太豐道入口）

時 間：一九九八年三月十七日起每星期二及星期五下午六時四十五分至九時十五分

8348. 蔡艷霞女士主講（共二十七講）

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：一九九八年二月七日起每星期六下午二時至五時正

8349. 張孝先生主講（共三十七講）

地 點：九龍柯士甸道號聖瑪利嘉諾撒女書院 29 室（金巴利道入口）

時 間：一九九八年三月三日起每星期二及星期五下午六時卅分至八時四十五分

8350. 張文娟女士主講（共三十三講）

地 點：九龍美孚百老匯街地利亞預科夜校（男校大樓）一樓 214 室

時 間：一九九八年三月九日起每星期一及星期二下午六時四十五分至九時十五分

8351. 劉仁憲先生主講（共二十七講）

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：一九九八年二月七日起每星期六下午二時至五時正

### 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：申請人必需具備中學/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：申請人必須於一九九八年二月十四日前將

- (1) 申請表格；
- (2) 劃線支票（抬頭寫『香港大學』）；
- (3) 學歷證明副本（中學或以上程度）；

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 S19 室（金鐘海富中心三樓）

時 間：一九九八年三月二日起每星期一下午四時至六時正

全期學費：一千四百元 (HK\$1,400)

人 數：限收三十人（共二十講）

教師可獲教育署退還半費（50%）。（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：香港大學厲樹雄科學館 G1 室  
 時 間：一九九八年三月六日起每星期五下午七時十五分至九時十五分  
 全期學費：一千四百元 (HK\$1,400)  
 人 數：限收三十人 (共二十講)

3169. 普通話教學法  
 主 講 人：張文娟女士及張丹女士 (講授語言：普通話)  
 地 點：九龍旺角彌敦道691號永如大廈二樓 2A 室 (旺角站快富街出口)  
 時 間：一九九八年三月七日起每星期六下午二時至四時正  
 全期學費：一千四百元 (HK\$1,400)  
 人 數：限收三十人 (共二十講)

### 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，兼懂英語，而有志從事本科教學工作，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)  
 講授語言：英文與普通話  
 地 點：市區中心 S20 室 (金鐘海富中心三樓)  
 時 間：一九九八年二月二十四日起每星期二上午十時二十分至十二時五十分  
 全期學費：二千二百元 (HK\$2,200)  
 人 數：限收十五人 (共十四講)

## ORIENTAL LANGUAGES 東方語言

### Mandarin (for non-Chinese speakers)

- Intensive Introductory Mandarin
- Intermediate Mandarin
- Certificate Course in Mandarin

### Cantonese

- Cantonese I
- Cantonese II
- Cantonese III

### Chinese Characters

### Japanese

- Basic Japanese
- Advanced Japanese Conversation
- Audio-visual Japanese
- Business Japanese

Enquiries: 2975 5692, 2975 5693

## MANDARIN

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.

### Intensive Introductory Mandarin (for non-Chinese speakers)

This is an experimental course for non-Chinese speaking people who wish to learn to speak Mandarin in a relatively short period of time. The emphasis will be on the more practical aspects of the language, stressing daily usage. 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 10, 1998  
 20 meetings Fee: \$2,600

8301. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room G1, James Hsioung Lee Bldg., HKU  
 Date : Wednesdays, 7.15-9.30p.m., starting March 18, 1998  
 20 meetings Fee: \$2,600

8302. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room S20, SPACE Town Centre  
 Date : Mondays and Thursdays, 8.30a.m.-9.45a.m. (Morning), starting March 23, 1998  
 36 meetings Fee: \$2,600

8303. Ms Ming Chen, B.A. (Kansas)

Place : Room S12, SPACE Town Centre  
 Date : Thursdays, 5.30-8.00p.m., starting March 26, 1998  
 18 meetings Fee: \$2,600

8304. Ms Jenny Sze, B.A. (Tientsin)

Place : Room S18, SPACE Town Centre  
 Date : Fridays, 5.30-7.30p.m., starting March 13, 1998  
 22 meetings Fee: \$2,600

8305. Ms Xiao Yan Liu, M.A. (Warwick)

Place : Room 104, Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wan Chai, Hong Kong  
 Date : Mondays, 7.00-9.30p.m., starting March 23, 1998  
 18 meetings Fee: \$2,600

### Intermediate Mandarin (for non-Chinese speakers)

This course is intended for students who have completed Introductory Mandarin or who can prove that they have done 50 hours of Mandarin in the past. Some idiomatic expressions will be introduced and students will be taught to read simple passages.

Textbook : Sarah Lu Tsou, Teach Yourself Living Mandarin, Volume I (with tapes)(Longman) and supplementary. (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

8312. Mrs Sarah Lu Tsou, M.A.(San Diego State)/  
Ms Josephine Wong, B.A.(O.U.)

Place : Room 122, University Main Bldg., HKU  
Date : Wednesdays, 7.15-9.30p.m., starting March 18, 1998

20 meetings Fee: 2,800

8313. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room S20, SPACE Town Centre  
Date : Mondays, 9.45a.m.-12.00p.m., starting March 9, 1998

20 meetings Fee: 2,800

8314. 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 25, 1998

18 meetings Fee: \$2,800

### Certificate Course in Mandarin (for non-Chinese speakers)

Participation is limited to students who have completed Mandarin courses of at least one hundred hours duration in the past. The emphasis here will be on pronunciation and fluency, also students should be able to read simple passages by the completion of the course. Students will be awarded a SPACE Certificate in Mandarin provided that they pass the final examination, and have attended at least 75% of the meetings.

Textbook : Sarah Lu Tsou, Teach Yourself Living Mandarin, Volume II (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)

8317. Ms Jenny Sze, B.A. (Tientsin)

Place : Room S20, SPACE Town Centre  
Date : Mondays, 7.30-9.45p.m., starting March 23, 1998

40 meetings Fee: \$5,600

### CANTONESE 廣東話

#### 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, HK  
Date : Mondays, 6.45-9.15p.m., starting March 2, 1998

20 meetings Fee: \$2,600

8319. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 101, Runme Shaw Bldg., HKU  
Date : Wednesdays, 8.05-10.05p.m., starting March 11, 1998

24 meetings Fee: \$2,600

8320. Mrs Caroline Law, B.A. (U.C.)

Place : Room S20, SPACE Town Centre  
Date : Tuesdays and Fridays, 2.00-3.30p.m., starting March 17, 1998

33 meetings Fee: \$2,600

8321. Mrs Caroline Law, B.A. (U.C.)

Place : Room S21, SPACE Town Centre  
Date : Fridays, 10.15a.m.-12.30p.m., starting March 13, 1998

22 meetings Fee: \$2,600

8322. 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 24, 1998

20 meetings Fee: \$2,600

## 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. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 102, Runme Shaw Bldg., HKU  
Date : Tuesdays, 8.05-10.05p.m., starting March 24, 1998

15 meetings Fee: \$2,800

8326. Mrs Caroline Law, B.A. (U.C.)

Place : Room S19, SPACE Town Centre  
Date : Thursdays, 2.00-4.00p.m., starting March 19, 1998

15 meetings Fee: \$2,800

## 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 102, Runme Shaw Bldg., HKU  
Date : Mondays, 8.05-10.05p.m., starting March 23, 1998

15 meetings Fee: \$2,800

## 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 S17, SPACE Town Centre  
Date : Wednesdays, 2.00-4.00p.m., starting March 25, 1998

15 meetings Fee: \$2,800

8331. Chinese Characters I

Tutor : Mrs Caroline Law, B.A. (U.C.)  
Place : Room S21, SPACE Town Centre  
Date : Fridays, 8.00-10.00p.m., starting March 27, 1998

15 meetings Fee: \$2,800

## JAPANESE 日語

### 日語證書班(Certificate Course in Japanese)

宗旨：為符合香港環境所需，本學院特開設一項日語證書課程，給予從事工商、文教等各業人士一個進修日本語文的機會，通過一項有系統的訓練，得以了解另一種文化，從而提高他們的工作條件。

課程概括：本課程分為「基本日語」和「高級日語」兩階段，每階段為期九個月至一年。（於春季開課之「基本日語」，則為期六至八個月，以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。

結業考試：『基本日語』：由各班導師個別安排。  
『高級日語』：一九九八年八月廿日下午七時舉行（考試地點另行通告）。

結業證書：本學院只頒發日語證書予『高級日語』畢業學員，惟學員須符合下列三項條件：  
(1) 在每階段之上課次數達五分之四；  
(2) 在學習過程中，充分完成所有習作；  
(3) 必須考試合格。

## 基本日語 (Basic Japanese)

全期學費：二千元正 (HK\$2,000)

課本：學員請到以下地點購買課本：常用初級日語（附錄音帶），香港大學專業進修學院編，每套港幣六十八元（HK\$68）。（三聯書店：香港中環域多利皇后街九號地下，電話：2525 0102-7 及中華書局：九龍彌敦道450號地下，電話：2385 7238）

8332. 張菲洲先生主講（共四十講）  
地點：香港般含道聖保羅書院 611 室  
時間：一九九八年三月二日起每星期一及星期四下午六時四十五分至九時正

8333. 蔡長謀先生主講（共三十六講）  
地點：香港太古城地利亞修女紀念中學 511 室（中學部太豐道入口）  
時間：一九九八年三月十日起每星期二及星期五下午六時四十五分至九時十五分

8334. 陸詠儀小姐主講（共二十七講）  
地點：香港太古城地利亞修女紀念中學 520 室（中學部太豐道入口）  
時間：一九九八年二月七日起每星期六下午二時至五時正

8335. 梁芳小姐主講（共四十講）  
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院 23 室（金巴利道入口）  
時間：一九九八年三月二日起每星期一及星期三下午六時三十分至八時四十五分

8336. 何家輝先生主講（共四十講）  
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院 25 室（金巴利道入口）  
時間：一九九八年三月二日起每星期一及星期三下午六時三十分至八時四十五分

8337. 關惠梅小姐主講（共二十七講）  
地點：九龍美孚百老匯街地利亞預科夜校（男校大樓）一樓 212 室  
時間：一九九八年二月十二日起每星期四下午六時三十分至九時三十分

8338. 陸詠儀小姐主講（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：一九九八年三月十七日起每星期二及星期四下午六時四十五分至九時十五分

## 日語深造班課程 (Follow-up Japanese Courses)

本學院開辦下列各項日語深造課程，如會話、文法及商業日語等，主要給予高級班學員結業後繼續進修，外界人士曾修讀日文二百小時以上者亦可參加。每班均有限額，以便各學員得以小組研討方式學習日文寫作與會話。每人均可同時報讀下列課程，名額有限，請盡快報名。

## 高級日語會話 (Advanced Japanese Conversation)

8339. 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：一九九八年三月十一日起每星期三下午八時至十時  
全期學費：一千三百元 (HK\$1,300)

8340. 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：一九九八年三月六日起每星期五下午六時四十五分至八時四十五分  
全期學費：一千三百元 (HK\$1,300)

## 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。每節上課二個半小時，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  
地點：香港大學專業進修學院北角教學中心 3 室（北角城中心，14 字）  
時間：一九九八年三月七、十四、廿一、廿八日星期六下午二時至四時三十分  
全期學費：八百元正 (HK\$800)（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以上左右之程度，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 37 室（金巴利道入口）  
時間：一九九八年三月十二日起每星期四下午六時卅分至八時四十五分  
全期學費：一千四百元 (HK\$1,400)（共二十講）

**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) 灰窰製造業；(十) 最新科學古物鑑定；(十一) 考古遺址。並參觀考古學會發掘過程，及安排參與實習。

主 講 人：盧金球先生 B.A.(Lingnan)，(前香港考古學會主席)

地 點：市區中心 S21 室 (海富中心三樓)

時 間：一九九八年二月十六日起每星期一下午六時至七時三十分

全期學費：六百三十元 (共十二講及二次野外實習。野外實習之交通費由學員自付)

截止報名日期：一九九八年二月二日

**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。

主 講 人：盧金球先生 B.A.(Lingnan)，(前香港考古學會主席)

地 點：市區中心 S15 室 (海富中心三樓)

時 間：一九九八年二月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：六百五十元 (共十四講及一次現場參觀。現場參觀之交通費及入場費由學員自付)

截止報名日期：一九九八年二月四日

**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。

主 講 人：盧金球先生 B.A.(Lingnan)，(前香港考古學會主席)

地 點：市區中心 S21 室 (海富中心三樓)

時 間：一九九八年六月一日起每星期一下午六時至七時三十分

全期學費：五百二十元 (共九講及二次實地考察。實地考察之交通費由學員自付)

截止報名日期：一九九八年五月十八日

**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。五十歲以上的人士，亦可藉本課程重溫舊夢，與講者共同回味過去甘苦。

主 講 人：盧金球先生 B.A.(Lingnan)，(前香港考古學會主席)

地 點：市區中心 S15 室 (海富中心三樓)

時 間：一九九八年五月二十七日起每星期三下午六時十五分至七時四十五分

全期學費：四百五十元 (共八講及一次實地考察。實地考察之交通費由學員自付)

截止報名日期：一九九八年五月十三日

**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).

Tutor : Lo Kam-kau, James, B.A. (Lingnan), Former chairman of the Hong Kong Archaeological Society

Venue : Room S21, SPACE Town Centre

Date : Saturdays, 2:15pm - 3:45pm, starting February 21, 1998

10 meetings & 1 Field Trip Fee : \$600

Closing date for application: February 7, 1998



## Graduate Diploma in Museum Studies

### 1. Introduction

This Graduate Diploma course is jointly organized by SPACE, The University of Hong Kong and The University of Sydney. It provides knowledge and skills relevant to the theory and practice of professional museum work. The Graduate Diploma award is issued by The University of Sydney.

### 2. Course Structures

The program combines coursework and internship. Students are required to study six papers and complete a 60 days internship project. For each paper, students will be provided with a set of course notes. Staff of The University of Sydney will come to Hong Kong to conduct intensive study workshops, three days for each paper on Fridays and Saturdays in October, February, and June. Local tutorial sessions will be arranged as appropriate. During their visits, Staff of The University of Sydney will discuss internship requirements with students and their employers.

#### Papers

The Museum	Collection Management
Communication and Visitor Programs	Museums Education
Exhibitions	Museum Management

#### Directors of Studies:

The University of Sydney:-

Ms Shar Jones, BA(Hons) ALAA, Director, Museum Studies Unit

SPACE, HKU:-

Mrs. C.D. Muir, BA(Wellesley), MA(Penn), Head, Department of Fine Arts, HKU

Mr. C.T. Yeung, BA, MPhil(HK), Acting Executive Director, University Museum and Art Gallery, HKU

### 3. Assessment

#### Coursework requirements

The assessment of each paper is based on:

- contribution to the workshops
- classroom presentations
- written assignments

#### Internship requirements

Students will undertake 60 days of internship in a museum. Internships will be negotiated by visiting teachers during the first study session. Students who already work in museums are expected to undertake

internship in their own work place. Museum placements will be arranged for students who do not work in museums.

Each student will be assessed by his/her superior officer in the museum, according to a provided form. Students will be required to give a classroom presentation and submit a 2,000 word report for marking by the teacher.

#### Unsatisfactory performance

Students fail in the assessments will be required to resubmit the unsatisfactory work within a specified time.

### 4. Admission Requirements

Applicants should have a Bachelor's degree or equivalent. Graduates from non-English medium Universities are required to prove proficiency in English. Applicants should submit the following documents together with the SPACE application form:

- (a) a personal statement outlining the applicant's objectives in undertaking the course;
- (b) reports from two referees who can comment on the applicant's suitability and competence for the course;
- (c) a statement from the applicant's supervisor/ employer, if the applicant is working in a museum, to indicate their support to the applicant's internship project at the workplace and their agreement to participate in the internship negotiations and assessment.

### 5. Study Schedule and Fee

The course will commence in October. The duration of study will normally be 10 months. Visiting teachers from The University of Sydney will conduct intensive study workshops (three Fridays and Saturdays on each visit) in October, February, and June. The internship negotiations, visits, and presentations will take place during these periods.

The fee for the course in 1997 is HK\$60,000 and will be collected during admission registration.

### 6. Application

The next intake is tentatively scheduled in February 1999. Invitation for applications will be around October/November 1998.

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

## KINGSTON UNIVERSITY BA HONS IN MUSIC (HONG KONG)

One of Britain's reputable universities, Kingston University, is offering through SPACE of the University of Hong Kong a part-time BA Honours in Music degree programme from March 1995. It is based on Kingston University's own BA, modularly structured and staged in three levels, but specially designed to suit local needs in Hong Kong. It is built on the existing certificate courses that SPACE offers, including the Certificate in Piano Performance Pedagogy, Certificate in Advanced Piano Performance Pedagogy, Certificate in Music Language and History, and Certificate in Music History, Composition, Advanced Keyboard Skills and Improvisation.

The course will be entirely taught in English at SPACE mainly by Music staff from Kingston University. There will be two intensive teaching blocks each year: four weeks over Easter period and eight weeks in July/August. Outside these two teaching periods, students will be given distance learning materials and students may seek tutorial support from lecturers by correspondence/Email/FAX.

Exemption will be given to those who have successfully completed the above-mentioned feeder-certificates and those who hold a Teacher's Certificate in Music or Advanced Certificate in Teacher Education in Music from a former College of Education. **Details of exemption and admission requirements (including English proficiency) are outlined below.**

The programme is divided into three levels. Students not given exemption must take 8 modules to complete each level. Structures of each level and the options available are illustrated in the diagrams below. Assessment at each level is by coursework and/or examination.

Students will have access to the Hong Kong University's Music Library. However, students are expected to purchase copies of certain books and scores as directed by the teaching staff from time to time. Illegal photocopying is strictly forbidden.


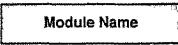
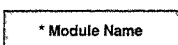
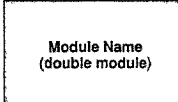
**The Diploma in Higher Education (DipHE)** is awarded to those who have successfully completed Level 2 but not Level 3 of the course.

**The Honours Degree** is classified as follows:

- First Class
- Second Class, Upper Division (Iii)
- Second Class, Lower Division (Iiia)
- Third Class
- Pass

The maximum permitted period of registration is six years with advanced standing (i.e. with exemptions), or nine years without. The modular structure of the course, together with the provision of Credits Accumulation Transfer Scheme to give recognition for previously gained qualifications, will enable students to take the modules at their own pace within the maximum permitted period of registration. **To remain registered for an award, a student must take and pass a minimum of one module per year.**

### Kingston University BA Hons in Music (Hong Kong) Modules and Exemptions - Notes

	Hong Kong Certificate : Unshaded blocks indicate exemptions
	Module Name : Shaded blocks indicate Kingston University taught modules consisting of 40-50 hours of face-to-face teaching spread over 4 or 8 weeks
	* Module Name : * Indicates an optional module available at both levels 2 and 3. Clearly, a module taken at level 2 can not be taken again at level 3.
	Module Name (double module) : Double modules are mostly self-study, distance-taught by correspondence. Email where available, and occasional tutorials from visiting staff, over a 6-12 month period.

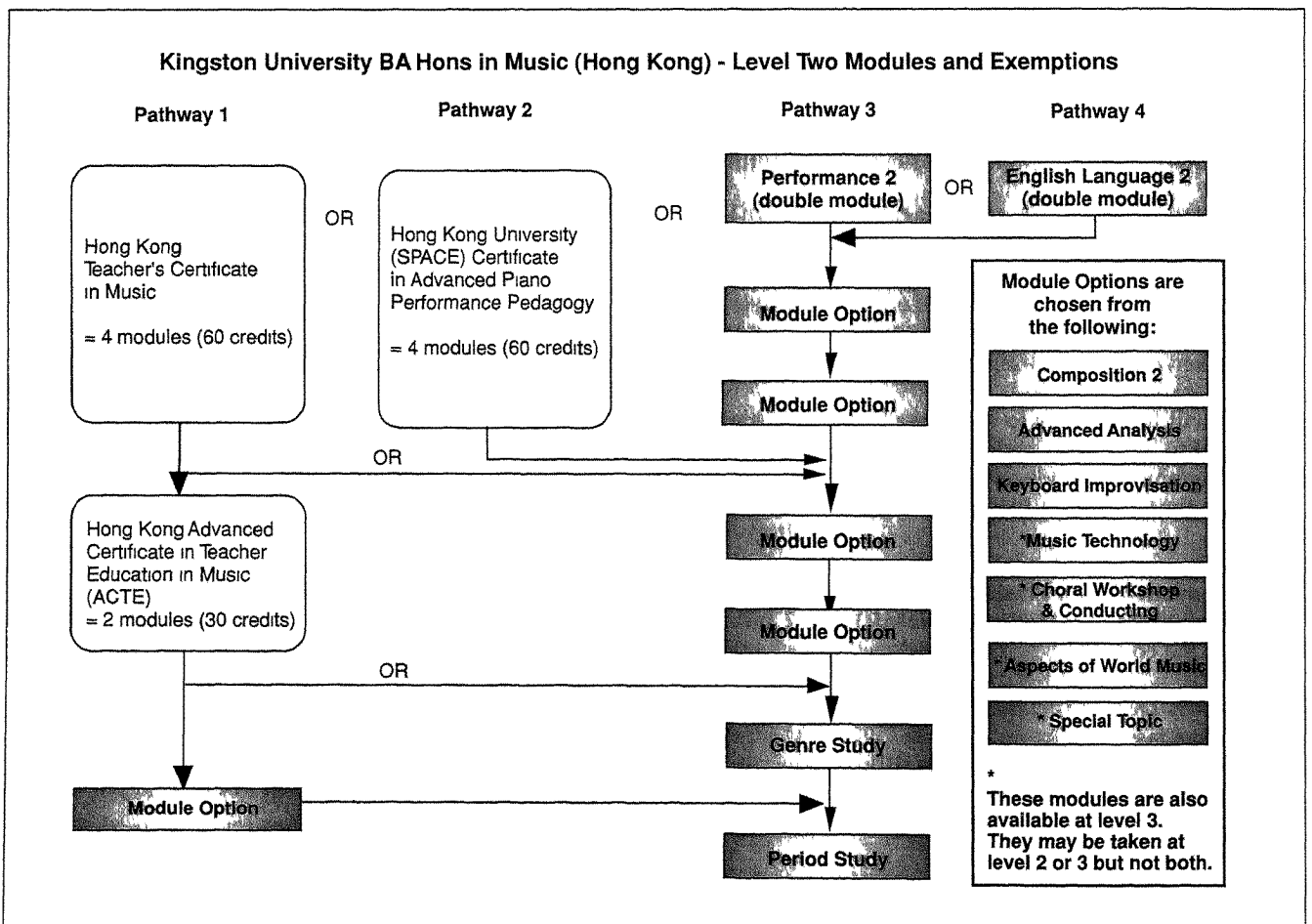
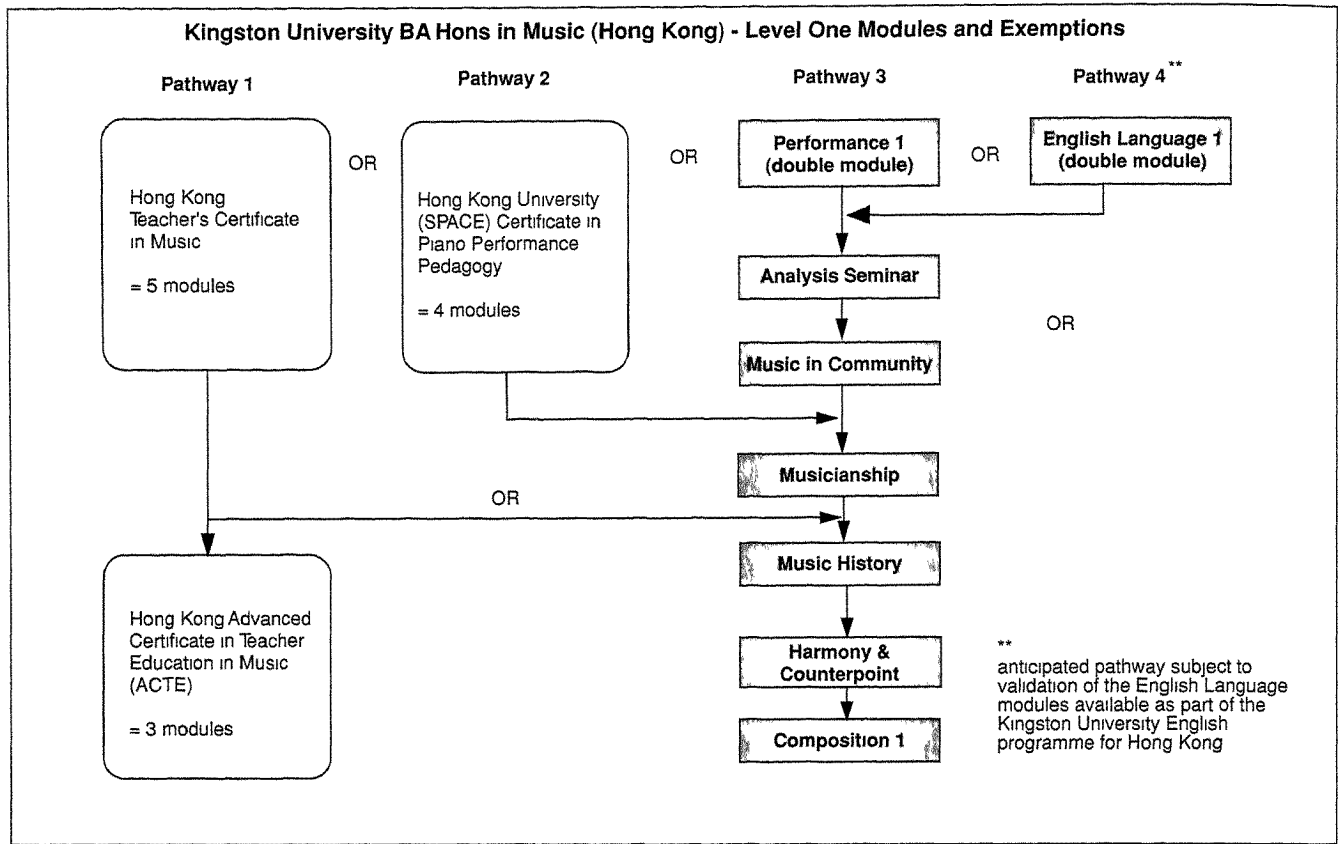
Not all of the taught optional modules will necessarily be offered, depending upon staff availability and student demand. Students will be encouraged to make first, second and possibly even third choice preferences. Modules which fail to recruit above minimum viable numbers will not be run.

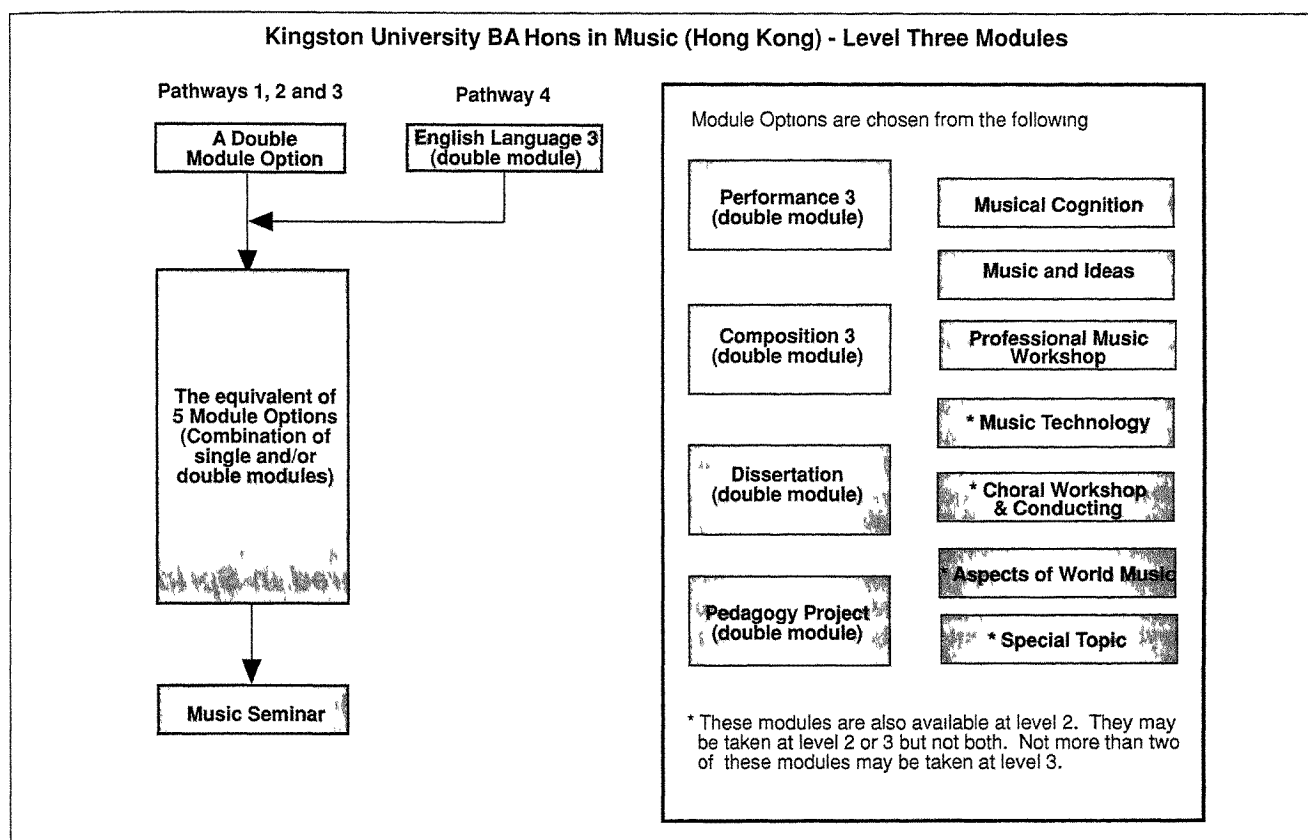
The detailed contents of some level 2 modules may be changed each time they are offered. Past experience suggests that some modules will recruit sufficiently well to offer them twice, possibly taught by different staff, in which case the duplicate module may offer a different content so that students may choose according to their preference.

Single modules have a CATS rating of 15 credits.  
Double modules have a CATS rating of 30 credits.

### Exemptions

- i) An applicant who has gained the SPACE Certificate in Piano Performance Pedagogy will be given 60 credits which are equivalent to 4 modules of Level 1 of the course.
- ii) An applicant who has gained the SPACE Certificate in Advanced Piano Performance Pedagogy will be given 60 credits which are equivalent to 4 modules of Level 2 of the course.





- iii) An applicant who has gained the SPACE Certificate in Music Language and History will be given 60 credits which are equivalent to 4 modules of Level 1 of the course.
- iv) An applicant who has gained the SPACE Certificate in Music History, Composition, Advanced Keyboard Skills and Improvisation will be given 45 credits which are equivalent to 3 modules of Level 2 of the course.
- v) An applicant who has gained the Teacher's Certificate in Music from any of the three colleges of education will be given 135 credits which are equivalent to 5 modules of Level 1 and 4 modules of Level 2 of the course.
- vi) An applicant who has gained the Teacher's Certificate in Music and the Advanced Certificate for Teacher Education in Music from any of the three colleges of education will be given 210 credits which are equivalent to 8 modules of Level 1 and 6 modules of Level 2 of the course.
- vii) Those applicants with qualifications such as Advanced Certificate of ABRSM, ATCL, LTCL, FTCL, LRSM, or other musical/academic qualifications may be considered for exemption from certain modules. They should contact Ms Viven Chan (2711-8341) or Professor Edward Ho direct.

- Note: 1. An applicant who possesses all the four Certificates awarded by SPACE will have to take "Genre Study" to complete the requirements of Levels 1 and 2.
2. Kingston University will levy a charge on any modules exempted.

### Admission:

#### Pathways 1 & 2

Applicants should possess

#### A. Music Qualification

*Either*

1. Teacher's Certificate in Music from any College of Education in Hong Kong (Pathway 1) or
2. Certificate in Piano Performance Pedagogy PLUS: Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice); Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard; Grade 7 Theory of the ABRSM or Trinity College of Music. (Pathway 2)

AND

#### B. English Qualification

Any of the following qualifications

1. HKCEE English Language (Syllabus B): Grade E or above
2. GCE English O-level: Pass or above

3. TOFEL: 500 or above
4. IELTS Grade 5 or above

No other English qualifications will be considered as equivalent. Applicants who do not possess any of the above qualifications are advised to take the TOFEL or IELTS examination as soon as possible.

#### Pathways 3 & 4

1. Applicants without advanced standing will need to take courses as alternatives to exemptions, and these are described under Pathway 3 in the course diagrams of the section on Modules and Exemptions.
2. Minimum entry requirements for mature students (aged 21 or above):
  - i) Hong Kong School Certificate or its equivalent;
  - ii) Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice);
  - iii) Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard;
  - iv) Grade 7 Theory of the ABRSM or Trinity College of Music.

Mature students without the above qualifications may be admitted to the course by virtue of their relevant experience and qualifications, e.g. a successful career as a professional musician.

3. Minimum entry requirements for those aged 18-20:
  - i) Two passes in the Hong Kong Advanced Level (or equivalent qualification) and three passes at Grade C or above in the Hong Kong School Certificate Examination (or equivalent qualification) with no duplication of subjects; OR
  - ii) Three passes in the Hong Kong Advanced Level (or equivalent qualification) and one pass at Grade C or above in the Hong Kong School Certificate Examination (or equivalent qualification) with no duplication of subjects.

PLUS:

Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice);  
 Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard;  
 Grade 7 Theory of the ABRSM or Trinity College of Music.

4. The University may, in exceptional circumstances, admit a student whose qualifications do not conform to the above entrance requirements but who presents other evidence which, in its opinion, indicates that the candidate has the capacity and attainment to pursue the course of study.
5. Level 1 Analysis and Music in Community under Pathway 3 may be taught by distance learning.

6. English Proficiency: the same as Pathways 1 & 2

**Note :** Initially, only Pathways 1 and 2 will be open for admission. Applicants for Pathway 3 will be considered on an individual basis. Enquiries for Pathway 3 should address to Ms Viven Chan at 27118341. Pathway 4 will be offered at a later time to be determined.

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## Kingston University B.A. Honours in Music at SPACE, University of Hong Kong

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### *Courses to be offered in Spring 1998.*

#### **Level 1 History of Music (36 hours of lecture plus tutorials)**

This course surveys the main stylistic developments in the history of western music from c.1200 to the 20th century. The main topics will include: Mass and motet, English madrigals and Tudor anthems, rise of the opera, Baroque concerto, emergence and development of the classical symphony and string quartet, the classical piano concerto, Mozart's operas, Romantic piano music, German Lied, the Romantic symphony, Nationalism, Impressionism, developments in the 20th century including expressionism, neoclassicism, serialism, aleatoricism and minimalism.

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 encourage students to write for various media, including voice, keyboard solo and ensemble groups. Students will be given help to develop ideas through improvisation at the keyboard. Students will be encouraged to perform and evaluate each other's compositions.

Assessment by Folio of Compositions for a variety of media (100%)

#### **Level 3 Music Seminar (27 hours of lecture plus tutorials)**

Each student will prepare and present a seminar on a topic agreed with the lecturer. Assistance will be given in developing good seminar techniques with a series of practice seminars. In addition to writing a presentation, students will be expected to prepare visual aids, listening examples, handouts, etc. In the seminars students will be

encouraged to promote and manage debate, not just to present facts.

Students will be given a list of suggested topics in advance.

Assessment by Seminar presentation and Continuous Assessment of contribution to seminars and discussion (50%) and student's seminar presentation (50%)

**Level 3 Performance Part 1 (Double or Triple Module) (30 hours of lecture plus tutorials)**

This course aims to promote professional standards in the performance of solo or chamber music or a combination of both.

Students will be given tutorial guidance and preparation for their recitals. Masterclasses and workshops will be held during which matters such as style and interpretation, projection and communication, and programming planning and preparation for viva will be discussed. Students will be required to perform in class.

The assessment will include a 30-40 minute recital (for Double module) OR 45-60 recital (for Triple module) of solo or chamber or a combination of both, followed by a viva examination on the works performed.

**Level 3 Pedagogy Project Part 1 (Double Module) (15 hours of lecture plus tutorials)**

Students will be encouraged to undertake original research into teaching methods, either in class music, or instrumental/vocal teaching. The project involve 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 includes such topics as approaches to instrumental teaching in non-western musical training, or trials of computer-assisted learning packages, new technology in the home studio or classroom, the use of CD-Roms etc. Students will be given help to plan and prepare a detailed scholarly study on an agreed topic with the lecturer. The study will need to demonstrate a mature, critical aptitude.

The assessment will include a 5,000 - 7,000 word project which may include audio tape, video or other media presentations. There will also be a viva examination on the submission.

**Level 3 Free Composition Part 1 (Double or Triple Module) (15 hours of lecture plus tutorials)**

Students will be given tuition and support to develop an independent, self-motivated, self-critical and professional approach to composition in preparation for continuing to work on composition folios over the next few months before coming together again for Part 2. The assessment will

include a composition folio which will normally consist of at least four fairly substantial pieces (for Double module) OR at least 6 fairly substantial pieces or an extended work such as a sonata, string quartet or concert overture of 10-15 minutes (for Triple module) and a viva examination. The compositions should show evidence of an emerging, mature style.

**Level 3 Dissertation Part 1 (Double or Triple Module) (24 hours of lecture plus tutorials)**

Students will be given help to plan and prepare a detailed scholarly study on an agreed topic with the lecturer. The study will need to demonstrate a mature, critical aptitude. Students will be encouraged to tackle original and lively topics which offer the opportunity to carry out their own field research rather than relying on published materials. Their work should demonstrate an awareness of current thinking and scholarship in the chosen area. The normal length of the dissertation is about 7,000-10,000 words for Double module OR 10,000-13,000 words for Triple module. There will be a viva examination on the dissertation.

**Teaching Staff for Courses in Spring 1998**

Professor Edward Ho, DMus, MMus, BAHons, LRSM, FTCL, LMusTCL, LTCL, Head of School of Music, Kingston University

Kevin Jones, B.A.(York), M.Phil.(Aston), Ph.D.(City University, London), Reader in Music, Kingston University

**Application Procedures:**

Special Application Forms should be used. These forms are available at all of our enrolment centres or by sending in a stamped self-addressed envelope. Completed forms with relevant supporting documents should reach Mr. F.S. Tang on or before February 28, 1998.

- 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 1998 (April 2-22, 1998)**

**8270. Level 1 History of Music**

Tutor : Professor Edward Ho  
 Venue : Room S16, SPACE Town Centre, Admiralty Centre, 3/F.  
 (Room S15 for April 16 & Room S11 for April 19)  
 Date : April 4, 7, 8, 10, 16, 19 (9-12 noon & 1-4p.m.), 1998  
 12 meetings plus tutorials Fee: \$9,800.00

**8271. Level 1 Free Composition**

Tutor : Dr. Kevin Jones  
 Venue : Room S15, SPACE Town Centre, Admiralty Centre, 3/F. (Room S10 for April 5)  
 Date : April 5, 9, 14, 18 (9-12 noon & 1-4p.m.), 1998  
 8 meetings plus tutorials Fee: \$9,000.00

**8272. Level 3 Free Composition – Part I**

Tutor : Dr. Kevin Jones  
 Venue : Room S15, SPACE Town Centre, Admiralty Centre, 3/F.  
 Date : April 4, 11, (9-12 noon & 1-4p.m.), 17 (7-10p.m.), 1998  
 5 meetings plus tutorials (plus 5 more meetings in July/August 1998)  
 Fee: \$9,500.00

**8273. Level 3 Dissertation - Part I**

Tutor : Dr. Kevin Jones  
 Venue : Room S15, SPACE Town Centre, Admiralty Centre, 3/F.  
 (Room S16 for April 16)  
 Date : April 3 (7-10p.m.), 10, 16 (9-12 noon & 1-4p.m.), 1998  
 5 meetings plus tutorials (plus 5 more meetings in July/August 1998)  
 Fee: \$9,500.00

**8274. Level 3 Music Seminar**

Tutor : Dr. Kevin Jones  
 Venue : Room S16, SPACE Town Centre, Admiralty Centre, 3/F.  
 (Room S15 for April 7, 8, 20 & Room S10 April 19)  
 Date : April 2 (7-10p.m.), 7 (9-12 noon & 1-4 p.m.), 8 (9-12 noon), 19 (9-12 noon & 1-4p.m.), 20, 21, 22 (7-10p.m.), 1998  
 9 meetings plus tutorials Fee: \$9,200.00

**8275. Level 3 Performance - Part I**

Tutor : Professor Edward Ho  
 Venue : Leighton Piano Studio, 33 Tunglwan Road, G/F, HK.  
 Date : April 5, 9, 13, 14, 18 (9-12 noon & 1-4p.m.), 1998  
 10 meetings plus tutorials (plus 10 more meetings in July/August 1998)  
 Fee: \$12,000.00

**8276. Level 3 Pedagogy - Part I**

Tutor : Professor Edward Ho  
 Venue : Room S16, SPACE Town Centre, Admiralty Centre, 3/F.  
 (Room S11 for April 12 & Room S15 for April 15)  
 Date : April 6 (9-12 noon), 12, 15 (9-12 noon & 1-4p.m.), 1998  
 5 meetings plus tutorials (plus 5 more meetings in July/August 1998)  
 Fee: \$9,500.00

**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: \$1,900

- 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 Music Language and History

This course has four units which will be taught by academic staff from the School of Music, Kingston University during Easter or Summer holidays.

#### Curriculum:

7. Music History
8. Harmony and Counterpoint
9. Composition
10. Musicianship

These units are the same as the units of the same titles at Level 1 in the Kingston B.A. Programme. Please refer to the courses above.

Note : Students who possessed the Certificate in Piano Performance Pedagogy and Certificate in Advanced Piano Performance Pedagogy or were admitted to these two programmes prior to 1997-98 can apply for the award Diploma in Music Performance Pedagogy (Piano) upon completion of this Certificate. Those who are interested to redeem the Diploma in Music Performance Pedagogy (Piano) must finish all the three Certificates by the end of 1997-98.

New students who want to study only this Certificate can also apply.

### Time Table for Spring 1998

#### 8270. Level 1 History of Music (Unit 7)

Tutor : Professor Edward Ho  
 Venue : Room S16, SPACE Town Centre, Admiralty Centre, 3/F.  
 (Room S15 for April 16 & Room S11 for April 19)  
 Date : April 4, 7, 8, 10, 16, 19 (9-12 noon & 1-4p.m.), 1998

12 meetings plus tutorials Fee: \$9,800.00

#### 8271. Level 1 Free Composition (Unit 9)

Tutor : Dr. Kevin Jones  
 Venue : Room S16, SPACE Town Centre, Admiralty Centre, 3/F.  
 (Room S10 for April 5)  
 Date : April 5, 9, 14, 18 (9-12 noon & 1-4p.m.), 1998

8 meetings plus tutorials Fee: \$9,000.00

### Admission requirements:

- Either University or conservatory graduates who took music as a major part of their degree or diploma course;
- or in-service piano teachers with a minimum of three years experience;
- or holders of Grade VIII Certificate (theory and practical) of the Associated Board of the Royal Schools of Music, the Trinity College of Music, or music academies of similar standing;
- or in exceptional cases, candidates who do not have the qualifications listed above will be considered for admission if they possess the necessary knowledge of piano music and skill. (These candidates may be asked to attend an interview.)

### Awards:

Students will be awarded a Certificate provided they: (1) pass the examination(s); (2) attend at least 80% of the meetings scheduled; & (3) complete all the course assignments.

### Application procedure:

Use the general application form. Do not use the Kingston Programme Special Forms. Completed application forms should be accompanied by copies of relevant certificate(s) and diploma(s) and a crossed cheque for the course fee in favour of "The University of Hong Kong" and should reach School of Professional and Continuing Education, The University of Hong Kong not later than **February 28, 1998**.

### 初級二胡班(Basic Erh-hu)

二胡是我國傳統拉弦樂器，其音色柔美而細緻，特別適合演奏如泣如訴、哀怨淒楚的樂曲，具代表性的曲目有「二泉映月」、「江河水」、「賽馬」、「病中吟」、「三門嶼暢想曲」、等。本課程內容由淺入深，適合初學者，配合二胡基礎教程及民歌、小調加以練習，使學員能循序漸進的掌握正確的二胡演奏方法及左右手技巧，並以科學、系統的方法指引學生進行練習，有效的幫助習琴者奠定良好的演奏基礎。（備有特價二胡供應，學員可於第一課時登記購買）。（每班限收十四人）

主 講 人：王德先生（香港胡琴名家）  
 地 點：香港銅鑼灣景隆街20-28號新安大廈一樓A室中國古箏學院

8283. 一九九八年三月十二日起每星期四下午六時四十五分至七時四十五分  
 全期學費：六百四十元（共十二講）

8284. 一九九八年三月十三日起每星期五下午六時三十分至七時三十分  
 全期學費：六百四十元（共十二講）



### 中級二胡班(Erh-hu: Intermediate Level)

本課程供完成初級班學員繼續進修，就演奏與技巧方面作進一步的指導。(每班限收十二人)

主 講 人：王德先生(香港胡琴名家)  
地 點：香港銅鑼灣景隆街20-28號新安大廈一樓A室中國古箏學院

8285. 一九九八年六月十一日起每星期四下午六時四十五分至七時四十五分  
全期學費：五百八十五元 (共七講)

8286. 一九九八年六月十二日起每星期五下午六時三十分至七時三十分  
全期學費：五百八十五元 (共七講)

### 初級古箏班(Guzheng: an Introduction)

古箏是中國歷史久遠的傳統樂器，音色優雅而古朴，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. 一九九八年三月四日起每星期三下午六時至七時  
全期學費：七百七十五元 (共十二講)

8288. 一九九八年三月五日起每星期四下午七時至八時  
全期學費：七百七十五元 (共十二講)

### 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：一九九八年五月廿七日起每星期三下午六時至七時  
全期學費：七百二十元 (共七講)

### 8291. 聲樂初階(Introduction to Vocal Singing)

聲樂的訓練，發聲的方法，發音的練習，咬字的準確，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：張希全先生  
地 點：市區中心S16室(海富中心三樓)  
時 間：一九九八年二月廿六日起每星期四下午五時四十分至七時(四月二日、四月十六日及四月三十日三天暫停上課)  
全期學費：五百六十元 (共十六講)

### 8292. 中級聲樂(Intermediate Vocal Singing)

聲樂的訓練，發聲的方法，著重呼吸的控制，發音的練習，咬字的準確，節奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧，參加者最宜先選修本學院之「聲樂初階」，初級班學員須於上課前十四天報名，始獲優先考慮機會。(限收十八人)

主 講 人：張希全先生  
地 點：市區中心S16室(海富中心三樓)  
時 間：一九九八年二月廿六日起每星期四下午七時十分至八時廿五分(四月二日、四月十六日及四月三十日三天暫停上課)  
全期學費：四百六十元 (共十講)

### 8293. 高級聲樂 (Vocal Singing: Advanced Level)

講授範圍將包括美聲發聲法、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：張希全先生  
地 點：市區中心S16室(海富中心三樓)  
時 間：一九九八年五月廿八日起每星期四下午七時十分至八時廿五分  
全期學費：四百六十元 (共七講)

### 8402. 文學創作研習班 (Writing in Modern Chinese Literature)

在文學的範疇裏，欣賞和創作是相輔相成的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體會「文章千古事，得失寸心知」的妙諦。

本課程主要是向文學愛好者和文學教師提供。講授內容除一般文學理論外，並將選讀現代中國文學名家作品，透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部分將以創作為主。學員除了有機會各種文學類別外，還得嘗試一項大型創作，內容視乎該班次主題而定，於課程完結前完成。優秀作品將會被推薦給本港的文藝刊物登載，並收入本班作品集。

本課程目的除提高學員的欣賞和創作能力外，並為大家提供一個集體學習的環境，希望透過不斷的訓練和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。（限收十八人）

主 講 人：吳登人先生（市政局特聘作家，編輯，出版人）  
地 點：市區中心S16室（海富中心三樓）  
時 間：一九九八年二月十六日起每星期一下午八時二十分至九時五十分  
全期學費：四百四十元（共十講）  
截止報名日期：一九九八年二月二日

### 3094. 現代新詩寫作技巧 (Techniques in Modern Poetry)

中國新詩自一九八七年倡導「新古典主義」之後，詩壇發生巨大變化，中國新詩傾向新古典主義。新古典主義一掃詩壇的頹廢、晦澀之風，以嶄新的技巧席卷詩壇。本課程以新古典主義的倡導者，現身說法，將其各種技法公諸於世，並逐一講授。內容包括：（一）新古典主義的「二十四大聯想律」詩法；（二）新古典主義意象的運變詩法；（三）新古典主義的典故運用變化詩法；（四）新古典主義的排比運變詩法。漢賦、唐詩、宋詞的排比，如何應用在新詩之中，如何化整為零，如何裁種，如何呼應，逐一實例教授。

主 講 人：藍海文教授（美國「世界文化藝術學院」榮譽文學博士，同濟大學客座教授）〈世界中國詩刊社長兼主編〉  
地 點：市區中心S 23室（海富中心三樓）  
時 間：一九九八年三月十日起每星期二下午七時至八時三十分  
全期學費：一百八十五元（共四講）  
截止報名日期：一九九八年三月十八日

### 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.

Tutor : Mr Raymond H.L. Lo, B.Soc.(H.K.)

Venue : Room S11, SPACE Town Centre, 9/F  
Date : Mondays, 6:30pm - 8:00pm, commencing  
February 16, 1998

6 meetings

Fee : \$470

Closing date for application: February 2, 1998

### 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511室（中學部太豐路入口）  
時 間：一九九八年三月十九日起每星期四下午七時三十分至九時三十分  
全期學費：五百二十元（共十講）  
截止報名日期：一九九八年三月五日

### 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511室（中學部太豐路入口）  
時 間：一九九八年五月廿八日起每星期四下午七時三十分至九時三十分  
全期學費：五百二十元（共十講）  
截止報名日期：一九九八年五月十四日

### 8405. 佛學要義 (Outline of Buddhist Philosophy)

本課程講授重點，有如下：（一）佛法的緣起觀；（二）根本及部派佛教緣起觀所展開的契機；（三）性空及唯識佛教緣起觀所展開的契機；（四）真常佛教起觀所展開的契機；（五）空義的展開。

主 講 人：釋淨達法師  
地 點：市區中心S9室（海富中心三樓）  
時 間：一九九八年三月十八日起每星期三下午六時十五分至七時卅分  
全期學費：四百元（共十一講）  
截止報名日期：一九九八年三月四日

### 8406. 佛經專書導讀(Special Buddhist Text)

佛學八大人覺經：此經為諸佛菩薩聖者所覺悟的八大事理。易言之，此經所列出道理，計有八條，而這八條經文所詮釋的道理，為做大人所應覺悟的。如是者，若學者對這文所說八條道理有所洞察的話，您亦即有資格堪稱為大人矣。

主 講 人：釋淨達法師  
地 點：市區中心S9室（海富中心三樓）  
時 間：一九九八年三月十八日起每星期三下午七時四十五分至九時  
全期學費：四百元（共十一講）  
截止報名日期：一九九八年三月四日

### 3095. 中國長生觀念 (The Chinese Concept of Longevity)

長生不老人人愛，中華民族從來講究飲食和養生，亦不斷在尋覓長生不老和永生不死（與宇宙虛空共存）之道。長生實指健康長壽，在現今安定和進步的社會環境中，更是人人渴望和追求的。世間沒有長生藥，但有養生方。中國自古以來所形成的世界特有養生長壽方法，是人類的瑰寶。不論男女老幼，只要掌握實踐，便很快便收到立竿見影之效，便生命過得舒適、快樂、幸福。進一步而言，國人若都奉行的話，定可提高全民的身體質素，因而在一生中，可以對社會和人類作出更多的創造和貢獻。本課程探討的範圍有下列四個方面：（甲）從科學角度看長生；（乙）中外長壽者的紀錄；（丙）長生與中國文化；（丁）導致長壽的因素。

主 講 人：姚文博先生BSc(H.K.)  
地 點：市區中心S21室（海富中心三樓）  
時 間：一九九八年四月二十日起每星期一下午六時三十分至八時  
全期學費：一百四十五元（共四講）  
截止報名日期：一九九八年三月三十日

### 8407. 命運、緣份、愛情之心理哲學之「IQ」、「EQ」(The Psychology & Philosophy of Fate and Love)

內容：（一）愛情、命運及緣份為何與「IQ」、「EQ」有關？世界偉大之心理哲學家以IQ（智商）+EQ（情商）=「成功」（或「幸福的愛」）仍犯錯誤。何故？答案是主講者之新創見。（二）研論：學員可自由提供研討資料及解答難題；熟知之名人之婚愛「秘」聞及「趣」聞。「隨緣」一義為何常有人解錯？（三）占測：婚愛與命相關係；免費為未婚學員占測婚期。

主 講 人：鄭炯堅先生B.A., M.Phil(CUHK)  
上課地點：香港元朗石崗林錦公路香港大學嘉道理農業研究所  
期 間：一九九八年二月廿八日（星期六）下午三時至三月一（星期日）下午五時  
集合時間：二月廿八日下午三時於九龍窩打老道「豪華酒樓」及地點 門前（培正中學附近）  
住 宿：香港大學嘉道理農業研究所宿舍，七人冷氣房（請自備手提電筒）  
全期費用：三百八十五元（包括學費、食宿及交通費）  
名 額：四十人（先到先得）（二十人以下取消）

截止報名日期：一九九八年二月七日

### 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（啟發學員自創新學問）（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)愛恩斯坦及羅素論「上帝」及善惡因果報應(十一)警惕易犯之錯：為何快樂≠幸福；(十二)十二種以上之人生觀供選擇(十三)中西哲學鑑定認可之「三個我」、「三不朽」、「六項需求」、「四件人生大事」、「四大修養境界」(十四)西方名哲選講：蘇、柏、亞、叔本、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S9室(海富中心三樓)  
時 間：一九九八年三月二日起每星期一下午六時三十分至七時四十五分  
全期學費：三百八十五元(共十二講)  
截止報名日期：一九九八年二月十七日

### 8409. 認識中國文化與哲學 (Understanding Chinese Culture and Philosophy)

中思博大精深，具實效價值及有對西方文化病痛之矯治功能。本課程寓高深於趣味，並與「中西哲學人生觀」課程相配合。選講(一)中國文化、哲學對世界之貢獻與勝過西方之處；(二)中國過去文化所遇危難及回應法，各期思想比較；(三)中哲誕生，對今人創造新學問有何啟發；(四)中哲如何通過真善美教人安身立命；(五)「道成肉身」之歷史偉人；(六)孝道與倫理道德之「兩難」，羅素如何評價孝道；(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、理與慾；(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S9室(海富中心三樓)  
時 間：一九九八年四月二十日起每星期一下午八時至九時三十分  
全期學費：三百八十五元(共十二講)  
截止報名日期：一九九八年三月三十日

### 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S12室(海富中心三樓)  
時 間：一九九八年四月三十日起每星期四下午六時至八時  
全期學費：三百四十元(共六講)  
截止報名日期：一九九八年三月三十日

### 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)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S12室(海富中心三樓)  
時 間：一九九八年六月十一日起每星期四下午六時至八時  
全期學費：三百四十元(共六講)  
截止報名日期：一九九八年五月二十八日

In order to receive the next issue of this Prospectus, please turn to page 187.

如欲收到下期課程手冊，請翻閱第187頁。

秋季課程手冊  
Autumn Prospectus 98

秋

### 1192. 思考方法導論 (Introduction to General Methodology)

要思考得清晰合理和嚴謹，唯有掌握正確的方法。「思考方法」正是一門探討正確思考原則的學問。「思考方法」主要有四部份，分別是（一）語理分析、（二）邏輯方法、（三）科學方法和（四）謬誤剖析。

除了講授思考方法的內容，我們還會通過實際的討論（例如討論安樂死的問題）去學習應用思考方法的原則。另外，還提供習題作為練習之用，加深了解。

主 講 人：梁光耀先生 B.A., M.Phil.(C.U.H.K.)  
地 點：香港大學專業進修學院石硤尾教學中心 LT8 室  
時 間：一九九八年五月七日每星期四下午八時至九時四十五分  
全期學費：六百二十元（共十講）  
截止報名日期：一九九八年四月二十三日

### 1193. 哲學淺說(Introduction to Philosophy)

採用深入淺出的方法去介紹哲學這門學科。內容包括引介哲學的不同部門，例如形上學、知識論、倫理學、政治哲學、邏輯、美學、科學哲學及宗教哲學等等。並且將各部門所處理的一些典型問題提出來加以探討，例如「道德的基礎是什麼？」、「人生有什麼意義？」、「藝術的定義問題」及「人類知識的構成要素」等等。

主 講 人：梁光耀先生 B.A., M.Phil.(C.U.H.K.)  
地 點：香港大學專業進修石硤尾教學 LT8 室  
時 間：一九九八年五月七日每星期四下午六時三十分至八時  
全期學費：六百二十元（共十講）  
截止報名日期：一九九八年四月二十三日

### 1194. 倫理學導論 (Introduction to Ethics)

道德價值問題是人生最重要的問題之一，而倫理學正是研究這方面的學問。課程分為兩大部分：理論部分和應用部分。理論部分，一方面是重點講述西方倫理學的主要學派及其基本主張，包括快樂主義、德性倫理學、道德情感學派、契約主義、功利主義和義務論等；另一方面，是概述西方諸大哲的倫理思想，包括柏拉圖、亞里士多德、休謨、霍布斯、穆勒和康德等。至於應用部分，則選講現代社會的熱門倫理問題，包括自殺、安樂死、人工生殖、同性戀、環境保護及動物權利等。適合喜歡反省和思考人生問題的人士修讀。

主 講 人：劉桂標先生 B.A.(H.K.B.U.), M.Phil.(C.U.H.K.)  
地 點：市區中心  
時 間：一九九八年三月廿八日每星期六下午二時十五分至三時四十五分  
全期學費：六百二十元（共十二講）  
截止報名日期：一九九八年三月十四日

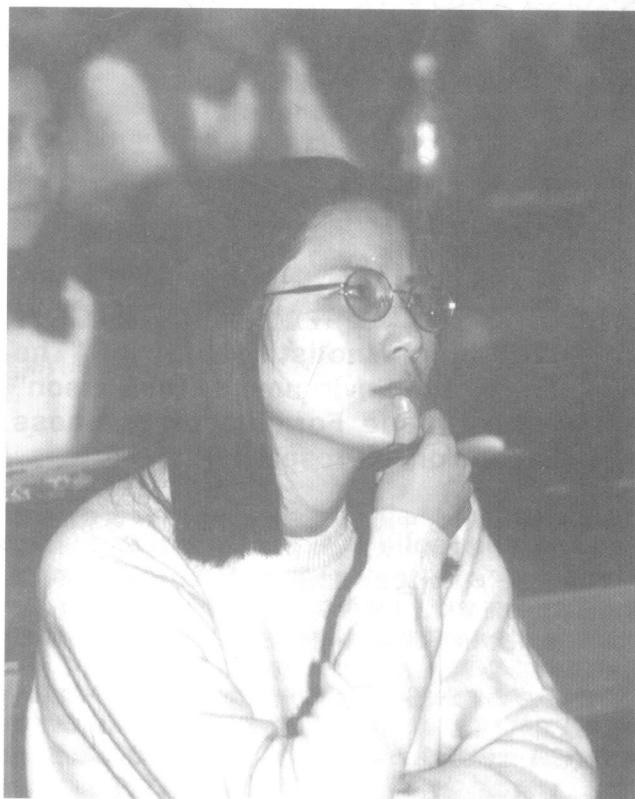
### 3128. 《莊子》初探 (Introduction to Chuang Tzu)

《莊子》是一部不易看懂的書，一方面由於其成書經過複雜，作者不只一人；另一方面，文字瑰麗，天馬行空，多用寓言和荒誕的比喻，加上長久權威的向、郭註釋有不少誤導成分，故一般人未能把握<莊子>的神髓。

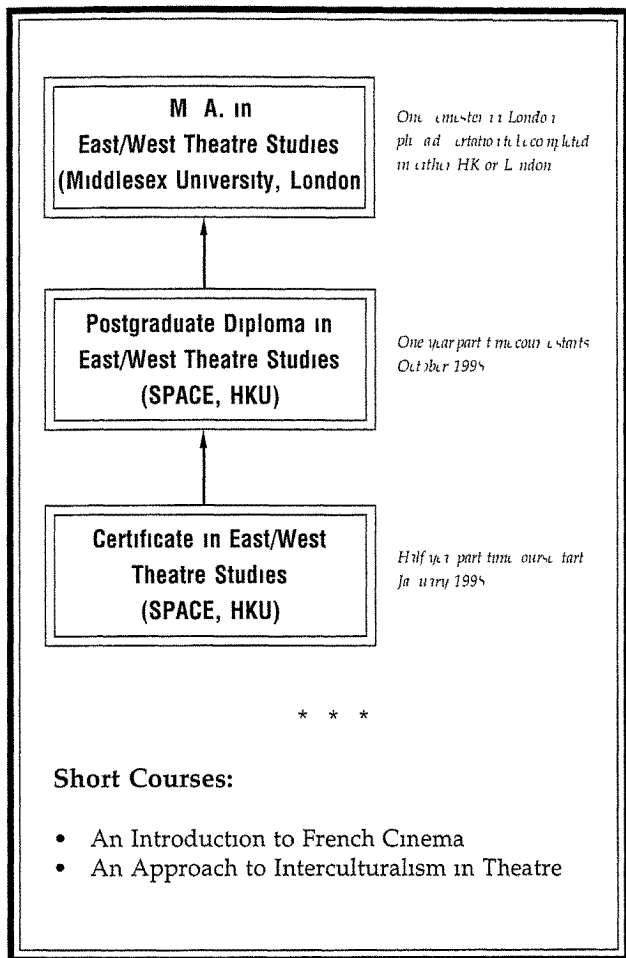
這課程從歷史背景和哲學史的角度，將《莊子》一些重要的或家傳戶曉的問題提出，用分析、比較的方法揭示其獨特的意義。內容包括：《莊子》的時代思想背景；《莊子》的結構；《莊子》與《老子》的關係；《莊子》與章明義的<逍遙遊>，釐清一般人的誤解；作為貫通莊學脈絡的<齊物論>；《莊子》應世的態度，及其中與儒家的對話；《莊子》美學觀，及其對中國文學和美術史的影響；《莊子》的現代精神。

主 講 人：區惠蓮小姐 B.A.(Taiwan National Chung Hsing University), M.A.(H.K. New Asia Chinese Advanced Studies) B.Fine Arts (The University of Paris VIII) Ph.D. Candidate (The University of Paris VII)

地 點：香港大學邵仁枚樓 104 室  
時 間：一九九八年二月廿三日每星期一下午八時零五分至九時三十五分  
全期學費：六百二十元（共十二講）  
截止報名日期：一九九八年二月九日

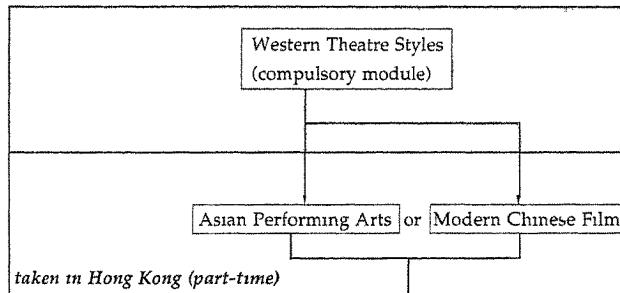


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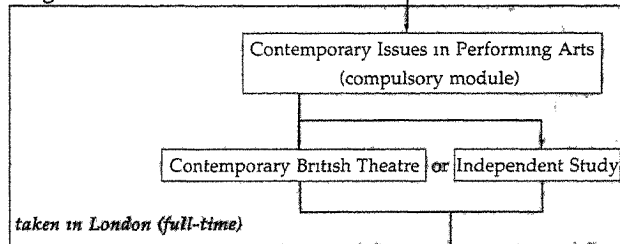


### M.A./Postgraduate Diploma in East/West Theatre Studies

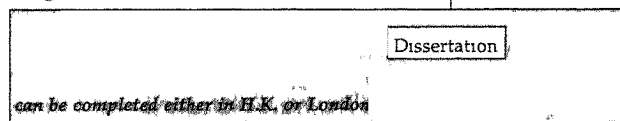
#### Stage One [leads to Postgraduate Diploma (SPACE)]



#### Stage Two



#### Stage Three [leads to M A (Middlesex)]



## 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.

## 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 '98)

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 '99)

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 '99)

This module examines questions of cultural identity in Hong Kong, China and Taiwan as expressed in films. The focus of the module will be the changes which have taken place in this genre in the last fifty years. Attention will also be given to how these changes intersect with changes in Hong Kong, Chinese and Taiwanese society brought about by economic, political and social forces. The changes in modern Chinese film will be related to the changes in form and content as seen in the module on Asian Performing Arts.

## How long will it take?

The SPACE Postgraduate Diploma programme lasts for one academic year. The course requires attendance on one day a week for two semesters a year. The classes will be held at the University of Hong Kong on Saturday afternoons (2 p.m. to 6 p.m.). In addition to attending classes and tutorials, participants will also be expected to read widely within the subject area.

## Who will teach it?

Teaching is conducted by a team of expert lecturers from the University of Hong Kong and from other Hong Kong tertiary institutions.

### Course Director:

Dr. Vicki C.H. Ooi, Senior Lecturer in English, The University of Hong Kong

## Lecturers:

- Dr. Chan Sau Yan, Lecturer in Music, The Chinese University of Hong Kong  
Mr. Cheung Ping Kuen, Theatre Critic, Member of HK Arts Development Council  
Mr. Chung King Fai, Dean of Drama, Academy for Performing Arts, Hong Kong  
Mr. Peter Kennedy, Lecturer (English Studies), SPACE, The University of Hong Kong  
Mr. Lau Shing Hon, Lecturer, Film/TV Dept., Academy for Performing Arts, Hong Kong  
Mr. Lau Yiu Kuen aka Law Kar, Programmer/Editor, HK International Film Festival  
Mr. Lee Cheuk To, Programme Co-ordinator, HK International Film Festival  
Dr. Lo Wai Luk, Assistant Professor, Film & TV Dept., School of Communication, Hong Kong Baptist University  
Mr. Dino Mahoney, Associate Professor, Dept. of English, The City University of Hong Kong  
Mr. Ng Ho, Senior Lecturer, Film/TV Dept., Baptist University, Hong Kong  
Professor Andrew Parkin, Dept. of English, The Chinese University of Hong Kong  
Professor Tam Kwok Kan, Chairman and Director of Studies, Dept. of English, The Chinese University of Hong Kong

## How is it assessed?

Students are required to submit two seminar papers per module per semester. They will also need to attend meetings with their supervisors to discuss their written assignments. On successful completion of the programme, students will be awarded the SPACE Postgraduate Diploma in East/West Theatre Studies.

## Who may apply?

- (1) Applicants should possess a Bachelor's degree in an appropriate subject from a Hong Kong university or a recognized overseas university. Applications are also welcomed from holders of a professional qualification which could be regarded as a degree equivalent such as a three-year full-time teaching certificate or a three-year Diploma from a Drama School. (Copies of all certificates awarded must be attached to application forms).
- (2) Applicants who do not possess the above qualifications but who have significant relevant experience in the field will also be considered.

In assessing the ability of such candidates to undertake post-graduate study in this field, SPACE pays particular attention to candidates' professional records and to referees' reports. Such applicants should submit a letter in support of their application. They will be required to attend an interview and may also be asked to take a qualifying examination.



### How much will it cost?

The fee for the postgraduate Diploma is **HK\$35,000**.<sup>\*</sup> 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 1998. Further information and application form can be obtained by sending a \$2.1 stamped self-addressed envelope to Miss Gladis Lee at 9/F., T.T. Tsui Building, HKU, Pokfulam, HK (Tel.: 2975 5689)

<sup>\*</sup> *The minimum enrolment for this program is 15 students.*

## 60. CERTIFICATE PROGRAMME IN EAST/WEST THEATRE STUDIES

### INTRODUCTION

The SPACE Certificate in East/West Theatre Studies is a half-year, part-time programme. It is primarily designed for teachers with a strong interest or theatre workers with a professional record in the theatre whose formal educational qualifications would normally prevent them from gaining entry to a university degree programme.

The aims of the programme are:

- to introduce some of the fundamental concepts of Theatre Studies;
- to help students develop an understanding and appreciation of the theatrical conventions of Asian and Western drama;
- to develop the reading and critical skills necessary to analyse drama texts and performance techniques;
- to foster an understanding of the historical and cultural contexts of dramatic forms and theatrical styles;
- to enable participants to analyse the process of transferring a dramatic text from the page to the stage;
- to equip students with a critical vocabulary for interpreting and evaluating visual texts;
- to acquaint students with the aesthetics and conventions of the Chinese cinema;
- to encourage a broad multi-cultural approach to the study of theatre.

### PROGRAMME STRUCTURE

The programme comprises three taught modules. Classes will usually be held at the University of Hong Kong on Thursday evenings, 7.30 p.m. to 10.30 p.m. In addition to attending classes participants will also be expected to read widely within the subject area.

#### Module 1 The Development of Asian Theatre

The first half of this module aims to provide students with an overview of some of the major trends in Asian drama. Students will be introduced to some of the dramatic forms and theatrical conventions of Japan, China, India and Hong Kong.

In the second half students will explore critically a selection of key Chinese texts. These will include the zaju genre (雜劇) of the Yuan dynasty, Chuan qi (傳奇) of the Ming and Ching Dynasties as well as works by contemporary Chinese dramatists.

#### Module 2 Trends in Modern Western Drama

This module will provide an overview of some of the major developments in C19th and C20th European and American drama. Students will explore a variety of critical and theoretical approaches to plays exemplifying Naturalism, Epic Theatre, the Theatre of the Absurd, Black Comedy, Political Theatre and contemporary Alternative Theatre. In lectures and seminars discussion will centre on readings from the following key plays:

H. Ibsen	<u>A Doll's House</u>
O. Wilde	<u>The Importance of Being Earnest</u>
B. Brecht	<u>Mother Courage</u>
S. Beckett	<u>Waiting for Godot</u>
E. Albee	<u>The Zoo Story</u>
J. Osborne	<u>Look Back in Anger</u>
D. Mahoney	<u>Yo-Yo</u>

#### Module 3 Contemporary Chinese cinema: Form & Aesthetics

This module will offer an historical perspective on the styles and conventions of Chinese cinema from the Cultural Revolution to the present day. Participants will study and compare the contemporary cinema in Hong Kong, Taiwanese and mainland China. Topics include:

- Chinese cinema after the Cultural Revolution;
- New Chinese film-makers of the "Fifth Generation";
- Pre-1980's Taiwanese cinema;
- Taiwanese cinema in the 1980's;
- The emergence of "New Wave" Hong Kong cinema in the 1970's and 1980's;
- A comparison of the work of "Second Wave" Hong Kong directors with that of their Western contemporaries;
- The international significance of Chinese and Taiwanese cinema in the 1990's;
- Hong Kong cinema, its relationship with China and the Hollywood market;



## ASSESSMENT

Students will be awarded the Certificate if they:

- complete satisfactorily the required (three) assignments
- attend at least 75% of the lectures and seminars

## FURTHER STUDIES

Students who complete the Certificate course with a Credit (60% or above) will be guaranteed entry to the M.A./Postgraduate Diploma programme in East-West Theatre Studies offered by SPACE and the University of Middlesex, London.

Students who receive a Pass (50%) will be awarded the SPACE Certificate in East-West Theatre Studies and are eligible to apply for entry to the M.A./Postgraduate Diploma programme.

## LIBRARY ACCESS

Students will be eligible for a reader's card for the Main Library of the University of Hong Kong. To obtain a borrower's card, students will need to pay an additional fee.

## COURSE PERSONNEL

- Lecturers :
- Mr. Peter Kennedy, Lecturer (English Studies), SPACE, HKU
  - Mr. Lau Yiu Kuen aka Law Kar, Programmer /Editor, HK International Film Festival
  - Dr. Lo Wai Luk, Assistant Professor, Film & TV Dept., School of Communication, Hong Kong Baptist University
  - Mr. Dino Mahoney, Associate Professor, Dept. of English, The City University of Hong Kong
  - Dr. Vicki C.H. Ooi, Senior Lecturer in English, Dept. of English, HKU

## 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 \$2.1 stamped self-addressed envelope to Miss Gladis Lee, 9/F, T. T. Tsui Bldg., HKU, Pokfulam Road, HK. (Tel: 2975 5689)

Closing date for applications: December 20, 1997

Date : Thursdays, 7.30 - 10.30 p.m., commencing January 8, 1998

Venue : Room 104, Main Building, HKU

24 meetings plus 3 tutorials (80 hours) Fee: \$6,500

## 3120. An Introduction to French Cinema

The course will introduce some of the most famous names in French cinema, consider trends in French film, such as poetic realism and the New Wave, and present the works of such directors as Carne, Renoir, Bresson, Godard, Truffaut, Rohmer, Tavernier and Blier.

Tutor : Philip Leetch, M.A. (Oxon), Cert. Ed. (H.K.)

Venue : Room S10, SPACE new Town Centre, 3/F., Admiralty Centre

Date : Saturdays, 10.00 a.m. - 1.00 p.m., commencing April 25, 1998

5 meetings Fee: \$735

## 3121. An Approach to Interculturalism in Theatre

Intercultural exchanges have become essential for all societies. The theatre is an expressive and concrete medium for reflecting and representing such exchanges and the attitudes underlying them. The result has been a specialized area of studies for the theatre, sometimes involving other methodologies from such areas as anthropology and social sciences. In this course, we will conduct a critical examination of Interculturalism both as a theatre practice and as a methodology for theatre studies. We will look at cross-cultural productions and adaptations such as Peter Brooks' Mahabharata and the Chinese Opera version of Hamlet. We will also consider theoretical works by critics such as Patrice Pavis, Richard Schechner and Rustom Bharucha.

This course will be conducted primarily in English, supplemented by Chinese as required.

Tutor : Jessica Yeung, B.A., M. Phil. (H.K.)

Venue : Room S18, SPACE new Town Centre, 3/F., Admiralty Centre

Date : Saturdays, 10.00 a.m. - 1.00 p.m., commencing March 7, 1998

5 meetings Fee: \$735

8203. *Film & Video: Art Appreciation*  
(For details, please refer to page 183)

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## Postgraduate Diploma in Translation

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### Introduction:

This programme aims to provide a systematic and comprehensive curriculum for applicants possessing a degree other than translation who wish to pursue a career in professional translation. Students are expected to have high proficiency in both Chinese and English. The courses are designed to hone their skills in the application of their language proficiency in the contexts of translation.

Students who do not wish to pursue a career in the professional translation field but are required to exercise their language skills in a bilingual environment will also find this programme useful.

### Course Director:

Koon-ki T. Ho, B.A.(C.U.H.K.), A.M., Ph.D(Illinois), LL.B(Lond.), P.C.LL(H.K.), Barrister of the Supreme Court of Hong Kong

### Teaching Medium:

The medium of instruction will be either English, Cantonese or Mandarin, depending on the preference of individual lecturers.

### Curriculum:

The Postgraduate Diploma will be presented in two parts. In each part, students are required to take six courses. Students who complete the first part may leave the programme and receive an exit qualification.

### Part I: Postgraduate Certificate in Translation

All units in this part are compulsory. Students who successfully complete all the following six units may be awarded a Postgraduate Certificate in Translation and they may cease study at this stage.

- Basic Concepts and Techniques in Translation
- Consecutive Interpretation
- Cross-cultural Translation
- Translation and Contrastive Studies
- Translation from Chinese into English
- Translation from English into Chinese

Each unit will have 6 meetings of three hours, and there will be a final written examination at the end of this part. (Total contact hours: 108 hours)

### Part II: Postgraduate Diploma in Translation

This part consists of 6 elective units and a Translation Project. Students are required to take one compulsory unit and any five of the elective units.

#### Compulsory Unit

- Translation Project

For the compulsory unit, students are required to translate from Chinese into English or vice versa, a piece of work of considerable length, chosen by themselves and subject to the approval of the relevant instructors.

Supervision and study will be the equivalent of 35 hours. This must be completed within three months after the final examination. (Total contact hours: 120 hours)

#### Elective units

- Commercial Translation
- Legal Translation
- Literary Translation
- Technical Translation
- Translation for Government and Public Administration
- Translation in the Media

Each elective unit will have 7 meetings of two and a half hours, and there will be a final written examination to conclude this part. (Total contact hours: 105 hours)

#### Course offered this term:

### Course No.8620- Postgraduate Certificate in Translation

#### Admission:

Applicants should either

- A) possess a degree in any discipline, or
- B) be a member of the Institute of Linguists (MIL)

Any relevant qualifications which demonstrate applicants' proficiency in English and Chinese will be an advantage.

#### Award of Postgraduate Certificate:

The Postgraduate Certificates in Translation will be normally awarded provided that students (1) pass the written examination; (2) attend at least 80% of the meetings, (3) satisfactorily complete all course assignments.

#### Duration of Studies:

Two evenings of three hours each week\* for 36 weeks  
\*see the Date of Commencement.

## Translation

### Course Fees:

- I. An initial registration fee of \$250
- II. The tuition fee is HK\$7,000 and must be paid upon receipt of official notice of admission.

Any fee paid is not refundable or transferable.

### Application Procedures:

Special application forms, available upon request at the reception counters at the University office and Town Centre Office, should be used. Completed application forms should be accompanied by (1) photostat copies of official certificates and examination results; (2) other relevant documents (Selection is normally solely based upon the application materials submitted. Make sure you include all relevant documents with your application) and should reach **Dr. K.K. Ho, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, not later than January 31, 1998.** Do not send in cheque with your application. If applications received are more than 35, applicants may be admitted to the same course scheduled to start in September 1998. *Enrolment is limited to 35*

**Date of Commencement:** Tuesday, March 3, 1998

**Time and Place:** Tuesdays 6:40pm - 9:40pm  
Room S15, SPACE Town Centre, 3/F

Fridays, 6:40pm - 9:40pm  
Room S9, SPACE Town Centre, 3/F

### 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：市區中心 S23 室（海富中心三樓）

時 間：一九九八年四月二日起每星期四下午七時四十五分至九時十五分

全期學費 五百八十元（共十二講）

截止報名日期：一九九八年三月十九日

### 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：香港大學邵仁枚樓 102 室

時 間：一九九八年二月十八日起每星期三下午八時零五分至九時三十五分

全期學費 四百六十元（共十二講）

截止報名日期：一九九八年二月四日

### 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. Tuesdays, 8:00pm - 9:30pm, commencing February 17, 1998

Venue : Room S20, SPACE Town Centre, 3/F (Admiralty Centre)

12 meetings Fee : \$640

8626. Thursdays, 6:15pm - 7:45pm, commencing February 19, 1998

Venue : Room 102, SPACE Town Centre, 10/F (Shun Tak Centre)

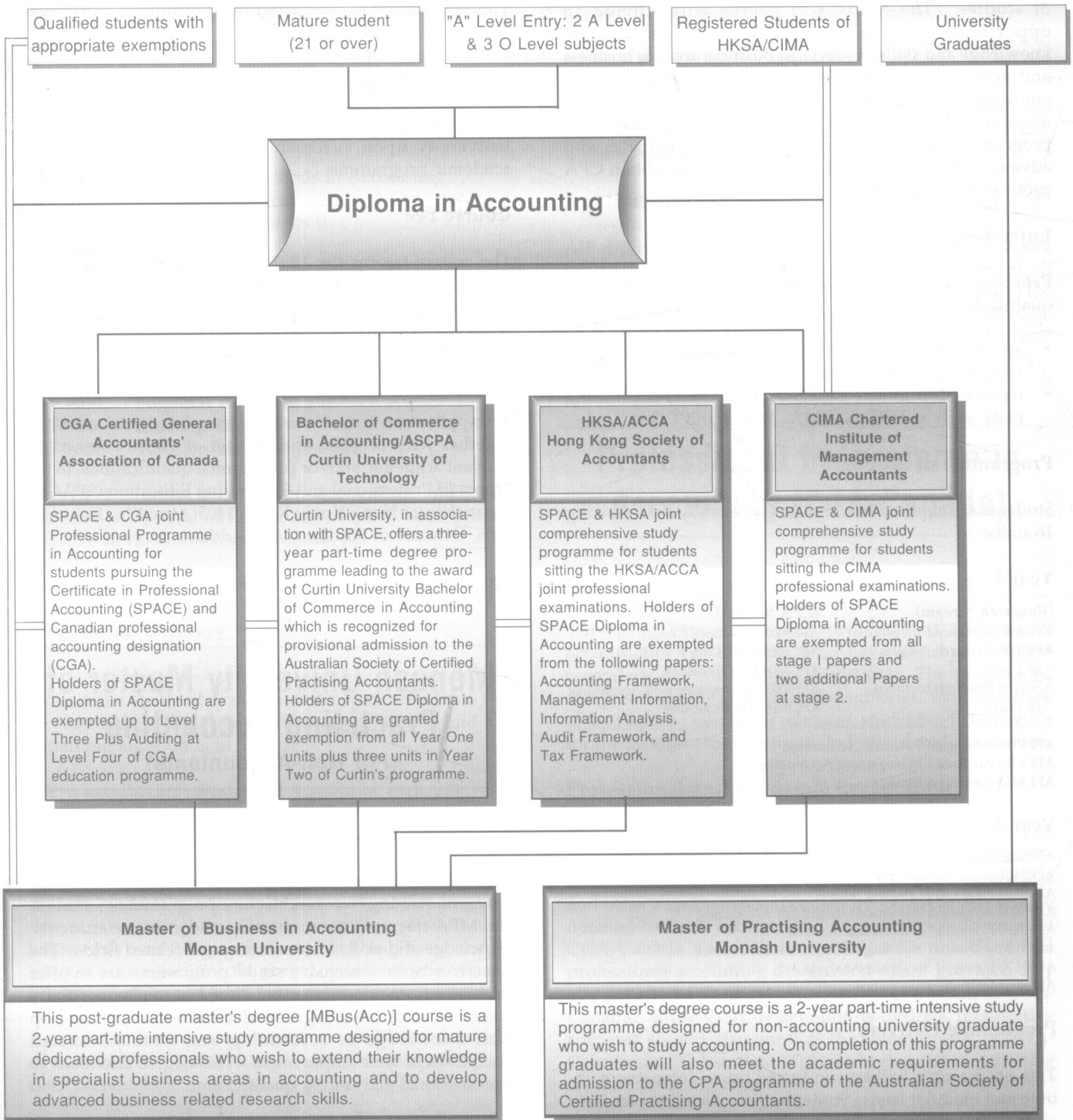
12 meetings Fee : \$640

Closing date for application: February 7, 1998

## Accounting 會計

Lecturers-in-charge 講師 : Tel : 2975 5784 (w.e.f 19 Jan 98)  
K.Y. Fong 方光怡  
David H.Y. Lam 林孝仁  
S.M. Ma 馬兆明

### EXTERNAL PROGRAMMES IN PROFESSIONAL ACCOUNTING



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## Monash University Master of Business in Accounting (For Accountants)

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### 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)

AFF4040 Advanced Investment  
AFF4050 Research Projects  
(2 Units)  
AFF4060 Research Methods  
(2 Units)

##### (CPA Stream)

AFF5001 CPA Core I  
AFC5002 CPA Core II  
AFC5004 CPA Treasury  
AFF5005 CPA Management Accounting  
AFC5006 CPA Auditing

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AFF4010 Advanced Financial Accounting  
AFF4020 Advanced Management Accounting  
AFF4030 Advanced Finance

#### Year 2

AFF5200 Issues in Competitive Advantage I  
AFF5401 Issues in Competitive Advantage II  
AFF5150 Financial Reporting Issues  
AFF5100 Advanced Strategic Management Accounting  
AFF5110 Advanced Information Systems  
AFF5120 Advanced Auditing and Professional Practice  
AFF5130 Financial Statement Analysis  
AFF5140 International Finance

### Programme Delivery

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

The academic year is divided into 3 terms of 4 months each. The first, second and third session commence in July, November and March respectively. Students will be provided with comprehensive course materials prepared by Monash University, lectures will be given by staff from Monash University and School of Professional and Continuing Education (SPACE), University of Hong Kong. Local tutorials will also be provided. Assessment of student performance will be based mainly on examinations combined with continuous assessment and class presentation.

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

### Award

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

### Course Fee

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

### Application Procedure

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

A programme brochure can be obtained upon request (Tel: 2858 4515, 2975 5784 *w.e.f 19 Jan 98*).

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

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### 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

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

#### Year 2

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

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

(Exemptions may be granted for equivalent qualification)

### Programme Delivery

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

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

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

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

### Award

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

### Professional Recognition

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

### Course Fee

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

### Application Procedure

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

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## Professional Programme in Accounting (CGA-Canada)

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### Introduction

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

### Professional and Academic Recognition

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

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

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

### Entry Requirement

An applicant must normally possess one of the following qualifications:

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

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

### Syllabus

A student will be required to complete up to eight of the modules listed below. The requisite number of modules to be taken by each student shall depend on the previous studies of the student (see Exemptions below) and shall be specified by SPACE at the beginning of the programme.

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

Level 4, 5 and 6 modules:

- |   |   |        |
|---|---|--------|
| (1) Management Accounting 2                                 | - | MA2    |
| (2) Taxation 1  | - | TX1    |
| (3) Auditing 1  | - | AU1    |
| (4) Financial Accountin 4                                   | - | FA4    |
| (5) Finance 2   | - | FN2    |
| (6) Auditing 2  | - | AU2    |
| * (7) Financial Accounting 5                                | - | FA5    |
| * (8) Management Auditing 1                                 | - | MU1    |
| * (9) Mgmt. Information Systems 2                           | - | MS2    |
| * (10) Taxation 2   | - | TX2    |
| * (11) Strategic Management 1                               | - | ST1    |
| * Any two of these modules are required for this programme. |   |        |
| (12) Professional Accreditation Comprehensive Examination   | - | PACE 2 |

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

enrols 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 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 **February 6, 1998 and May 8, 1998 for 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  
8/F, T. T. Tsui Building,  
Hong Kong



## Fees

The fee for 1997/98 is HK\$5,300 per module which includes:-

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

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

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# Curtin University Bachelor of Commerce Degree Programme in Accounting

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

## Bachelor of Commerce (Accounting)

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

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

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

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

## Professional Membership

Holders of the Curtin Bachelor of Commerce (Accounting):

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

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

## Course Structure

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

* Accounting (Communication)	142
Accounting (Financial Reporting)	211
* Accounting (Managerial)	222
Accounting (Information Systems)	252
Accounting (Theory)	311
Accounting (Corporate Issues)	212
Accounting (Professional Practice)	314
Accounting (Public Sector)	316
Accounting (International)	317
Accounting (Managerial Issues)	323
Accounting (Ethics)	342
Applied Reasoning	200
Auditing	331
Auditing (Internal)	333
* Finance (Principles)	215
Law (Corporation)	224
Taxation	331

Applicants who hold Certificate Stage ACCA or the Diploma in Accounting from the School of Professional and Continuing Education, the University of Hong Kong are exempted from the units marked with an \* above. These students complete 13 of the 14 units.

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

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



and 2 of the 7 optional units listed below

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

### Teaching Methods and Assessment

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

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

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

### Entrance Requirements

1. Applicants must be proficient in the English language.
2. Applicants must hold qualifications equivalent to an Australian Technical and Further Education (TAFE) diploma in accounting. For example, the Diploma awarded by the Chartered Association of Certified Accountants (UK) and diplomas from the Institute of Chartered Secretaries and Administrators (UK), the Institute of Bankers, or accounting diplomas issued by recognised post-secondary institutions, the Diploma in Accounting from the School of Professional and Continuing Education – The University of Hong Kong, a Higher Diploma from the Hong Kong Baptist University, Lingnan College or Shue Yan College; or a Diploma or Higher Certificate from the Hong Kong Polytechnic University or the City Polytechnic University, would be eligible for consideration.

### Fees

For 1998 and 1999 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 1998. Classes are expected to commence in July 1998. Please write in for an application form enclosing a HK\$2.1 stamped self-addressed envelope to Curtin Programme, 8/F, T. T. Tsui Building, HKU (full address on page ix).

## 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, 1998.

#### 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; 2.00 to 5.00 p.m., 2.30 to 5.30p.m. or 6.30

to 9.30 p.m. on Saturdays; or 9.30a.m. to 12.30p.m. or 2.00 to 5.00 p.m. on Sundays.

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

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

Lectures are tentatively set to commence in the first week of March, 1998. The timetable and venue arrangement will be given to enrolled students at the time of accepting their registration.

\* 2 classes will be offered

### Course Fees

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

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

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-serve 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 3/F Admiralty Centre 18 Harcourt Road 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 1998.

### 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 1998 respectively.

The course offerings, subject to enrolment, are:

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

\* Hong Kong law and taxation

### Course Fees

The tuition fees are HK\$1,980 per subject in stage 2 and HK\$2,250 per subject in stage 3 and 4. All cheques must be made payable to "The University of Hong Kong".

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

### Application Procedure

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

SPACE Town Centre  
The University of Hong Kong  
8/F  
T T Tsui Building  
Pokfulam Road  
Hong Kong  
(Mr. David H.Lam  
Tel: 2975 5784)

The Chartered Institute of Management Accountants (CIMA)  
Hong Kong Division  
Unit A, 13/F., Cindic Tower  
128 Gloucester Road  
Wanchai, Hong Kong  
(Ms. Susie Woo  
Tel: 2511 2003)

## Diploma Programme in Accounting

### Introduction

The programme is a three-year part-time diploma course which will provide students with a solid foundation in the accounting field. The subjects within the course are so designed that holders of the Diploma can seek exemptions from various professional examinations. Moreover, the

subjects are comparable in both content and academic standards to courses at the first levels of undergraduate degree programmes. This feature will facilitate accreditation by overseas universities or other tertiary institutions.

### Professional Recognition

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

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

### Programme Structure

The programme includes instruction and assessment in the following modules:

- Year I Basic Accounting  
Law  
Economics  
Statistics
- Year II Intermediate Accounting I  
Management Information Systems  
Intermediate Accounting II  
Quantitative Methods
- Year III Management Accounting  
Auditing  
Financial Management  
Hong Kong Taxation  
Business Organisation and Organisational Behaviour

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

## Entry Requirements

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

## Exemption

Exemption from relevant subjects may be granted to prospective students who have completed courses of equivalent content and level taken at recognised post-secondary institutions or professional examinations. No exemption will be given to more than 8 modules so that students must enrol for at least 5 modules before receiving the Diploma.

Subject to availability of places, students holding appropriate exemptions may be allowed direct enrolment into Year Two or Year Three in 1997/98.

## Teaching

The first term of the 1997/1998 academic year will commence in September 1997 and end in December 1997. The second term will commence in January 1998 and end in April 1998. The summer term will commence in May 1998 and end in August 1998. Classes will be held twice a week in the evenings (6.30-9.30p.m.) or Saturday afternoons (2.30-5.30p.m.).

## Award of the Diploma in Accounting

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

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

## Application Procedure

Complete and return to SPACE a special application form for the Diploma Programme in Accounting. The closing dates for application are August 31, 1997 for the first term, December 15, 1997 for the second term and April 15, 1998 for the summer term, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Special application forms can be obtained from SPACE centres (full address on page x).

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

## Fees

### A. Course Fee

For 1997/1998 academic year, the fee for Year 1 modules is HK\$3,100 per module which includes:

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

The fee for Year 2\* and Year 3# modules is HK\$4,180 per module which includes:

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

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

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

### B. One-time Software Fee

Starting in September, 1995, students who enrol in any module using the CGA study materials are required to pay HK\$1,550 (The cheque should be made payable to "CGA-Canada") as the one-time software fee. The fee would cover the cost of all computing softwares required in the programmes like ACCPAC and Lotus 1-2-3.

There is a HK\$150 application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

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## Short Course/HKSA

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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 : Peter Chan, B.Com., CMA

Venue : Room S22, 3/F, Admiralty Centre

Date : Saturdays, 2.30-5.30 p.m., commencing February 21, 1998

16 meetings Fee : \$1,750

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 : William Chan

Venue : HKU

Date : Saturdays, 2.30-5.30 p.m., commencing February 21, 1998

12 meetings Fee : \$1,110

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 : HKU

Date : Saturdays, 3.30-6.00 p.m., commencing February 21, 1998

14 meetings Fee : \$1,110

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 : HKU

Date : Saturdays, 2.30-5.00 p.m., commencing February 21, 1998

16 meetings Fee: \$1,210

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 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 21, 1998

15 meetings Fee : \$1,110

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 : William Chan

Venue : HKU

Date : Wednesdays, 6.00-7.30 p.m., commencing February 25, 1998

10 meetings Fee : \$560

Medium of Instruction: Cantonese supplemented with English where appropriate

### 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証。

主 講 人：區啟昌先生 B.A.(York)

地 點：香港大學

時 間：一九九八年二月廿五日起每星期三下午七時十五分至九時十五分

全期學費：八百一十元 (共十二講，限收四十人)

### 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：容後公佈

時 間：一九九八年二月廿五日起每星期三下午六時十五分至七時四十五分

全期學費：七百七十元 (共十五講)

由於專門術語為本，學員須具有英語知識。

### 1784. Introduction to Import / Export Practice

This course aims at introducing the various aspects of import/export practice for those working in import/ export firm 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.

Topic 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 S25, Admiralty Centre, 18 Harcourt Road

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

8 meetings

Fee:\$875

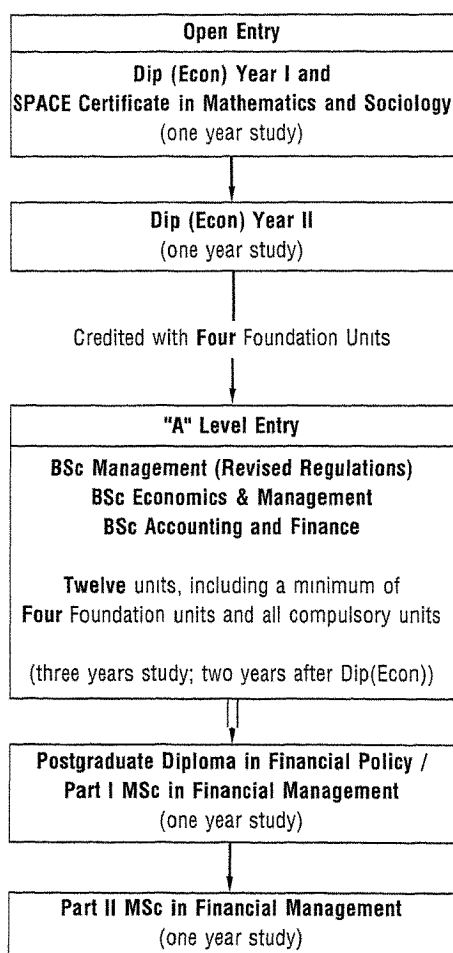
Medium of Instruction: Cantonese supplemented with English where appropriate

### IN-HOUSE TRAINING COURSES

Institutes, companies, societies and government departments who are interested in arranging in-house training courses in Accountancy studies or related topics for their employees/ members should contact Miss Clara Lok at 2858-4515 or 2975 5784 after 19 January 1998.

**UNIVERSITY OF LONDON PROGRAMMES  
 FOR EXTERNAL STUDENTS**

**Diploma in Economics**  
**BSc Management (Revised Regulations)**  
**BSc Economics & Management**  
**BSc Accounting and Finance**  
**Postgraduate Diploma in Financial Policy**  
**MSc in Financial Management**



→ Denotes possibility of applying to study these courses subject to admission by University of London

**UNIVERSITY OF LONDON  
 CENTRE FOR INTERNATIONAL  
 EDUCATION IN ECONOMICS  
 SCHOOL OF ORIENTAL AND  
 AFRICAN STUDIES  
 362. Postgraduate Diploma in  
 Financial Policy /  
 MSc in Financial Management  
 for External Students**

**I. Introduction**

SPACE offers two postgraduate distance learning programmes leading to awards by the University of London. These two programmes are studies in financial management for the awards of Postgraduate Diploma in Financial Policy and MSc in Financial Management. These distance learning programmes are designed and produced by the Centre for International Education in Economics (CIEE), School of Oriental and African Studies, University of London. SPACE will provide the local administrative support such as registration and tuition services.

Applicants may initially be registered on either the Pg. Diploma or the MSc programme, depending on their ability to meet the entrance requirements of the University of London.

The MSc degree is designed for students who have an undergraduate degree with thorough training in economics and / or finance. It may be completed in a minimum of two years and a maximum of five years.

The Pg. Diploma is designed for students who want the option of completing a shorter programme in one year. Subject to approval by the University of London, Pg. Diploma holders who obtain a grade equivalent to the pass mark of the MSc Part I examinations will be entitled to transfer to study Part II of the MSc programme. For those who pass Part II of the MSc programme, the Pg. Diploma status will be superseded by the MSc award. However, those who do not pass the MSc Part II, will be awarded the Pg. Diploma Certificate earned in the first year of study.

**II. Distance Teaching Support**

These two Postgraduate programmes are specially designed for external students and are based on distance learning methods. Lectures are conducted through specially written study texts and some courses include a/v materials or computer software. Each student will be assigned a tutor

or tutors for each course. The tutors will aid and monitor students' progress by grading and commenting in considerable detail on their assignment work. Support staff from CIEE are also available to give academic assistance to individual students via e-mail and fax communication. SPACE will provide local teaching and administrative support services such as registration and handling of students' assignments.

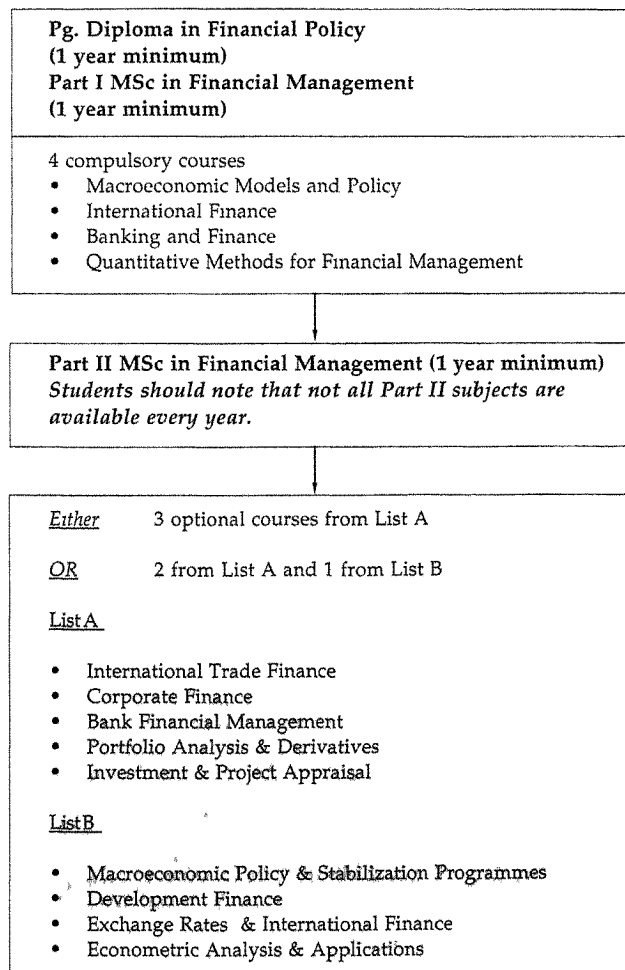
Face-to-face teaching in Hong Kong will be provided as follows:

	Pg. Dip.	Contact Hours		
		MSc		Total
		Pt. I	Pt. II	
(a) Face-to-face lectures by local tutors *	72	72	48*	120
(b) Face-to-face revision lectures by U.K. tutors	24-48	24-48	18-36	42-84

\* Usually held over weekends  
 \* for 3 optional courses, to be determined later

### III. Course Structure

The MSc and Pg. Diploma programmes focus on the principles and techniques needed at various levels of management in commercial banks, investment banks, fund management institutions or corporate treasurers' departments.



### IV. Course Materials

The learning materials are specially designed by experts in the field of distance learning. For each course, the student will receive a student handbook and a package of study materials including the following items:

- specially written course units
  - textbooks
  - published articles
  - audio cassette exercises
  - computer software
  - video cassette lectures
- } with all courses  
 } with some courses only

### V. Assessment

Students' performance in each course will be assessed both by a final examination and by 'continuous assessment' of course assignments which are graded by experienced distance learning tutors from the U.K. The course assignments and the examinations respectively count for 30% and 70% of the students' final grade and both must normally be passed for successful course completion. Examinations are held in Hong Kong and world-wide September - November each year.

### VI. Entrance Requirements

To be admitted either into the Pg. Diploma or MSc programmes, applicants must hold a first degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance, Business or related studies. Applicants with senior work experience and / or appropriate professional qualifications which include economics or finance may also be considered. In all cases, the selection of applicants will be made by CIEE on the merits of each case.

### VII. Course Fees

Local lectures for these programmes are expected to commence in Jan / Feb 1998. Course fees for the two year MSc programme are payable at the beginning of each study year while that for the Postgraduate Diploma is payable upon acceptance on to the course. Students studying through SPACE shall pay in accordance with the following course fee schedule and not that stated in CIEE's Prospectus. The course fees for the 1998 intake for both the MSc and the Pg. Diploma programmes are:

#### 1998 intake

- MSc programme (2 years)

1998 Part I	GBP4,947
1999 Part II	GBP2,945
Both Parts	GBP7,892



• Pg. Diploma programme (1 year)

1998	GBP4,645
1999 (if progress to MSc Part II)	GBP3,247
Total for Pg. Diploma successfully progressing to MSc Part II	GBP7,892

The course fee covers the University of London registration and external examination fees, course materials, University of Hong Kong Library Card (Reader's Card only) and face-to-face teaching conducted in Hong Kong by both local lecturers and UK visiting lecturers. Students may also apply for a Borrower's Card to borrow books from the Library upon payment of an additional fee. Please note that the same Part II course fee will be levied on all students, notwithstanding that a student may have chosen courses for which face-to-face teaching may not be made available in the year of embarking on the Part II studies. Students will also be required to pay an additional sum directly to the Hong Kong Examinations Authority in respect of the local processing fee for examination.

**VIII. Application Procedures**

All applicants are required to complete and return the "University of London MSc in Financial Management / Postgraduate Diploma in Financial Policy" application form not later than **October 20, 1997** to:-

The University of London External Student Registration  
SPACE Town Centre  
3/F., Admiralty Centre  
18 Harcourt Road  
Hong Kong (Tel: 2559 7628)

Applications should be accompanied by a certificate of identification, all tertiary academic transcripts and a statement in 500 words, explaining why you wish to study the MSc or Pg. Diploma programme.

**Late applications may only be considered at the discretion of the Director.**

The application form and detailed information on the MSc / Postgraduate diploma programmes can be obtained by enclosing a \$2.4 stamped self-addressed 7" x 10" envelope or in person from any of the 3 enrolment centres stated in page ix.

Enquiries on the course should be directed to:

**Director of Studies** : Ms. Ng, J.G.H., B.A. (Simon Fraser), M.Soc.Sc., P.C.Ed. (H.K.)

**Teaching Consultant:** Miss Ho, Y.K., B.Econ (Malaya), F.C.I.I. (U.K.)

Tel: 2975 5669

Acceptance on to the course is at the discretion of the Centre for International Education in Economics.

**The University of London  
BSc Management (Revised Regulations), BSc Economics & Management and BSc Accounting & Finance for External Students  
Revision Courses**

Revision courses for the following subjects of the above captioned University of London degree programmes will be taught in March / April, 1998 either by teaching staff from LSE, other U.K. universities or local institutions.

- 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)
- 1894. Elements of Statistics (L.U. Syllabus No. 07)
- 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)

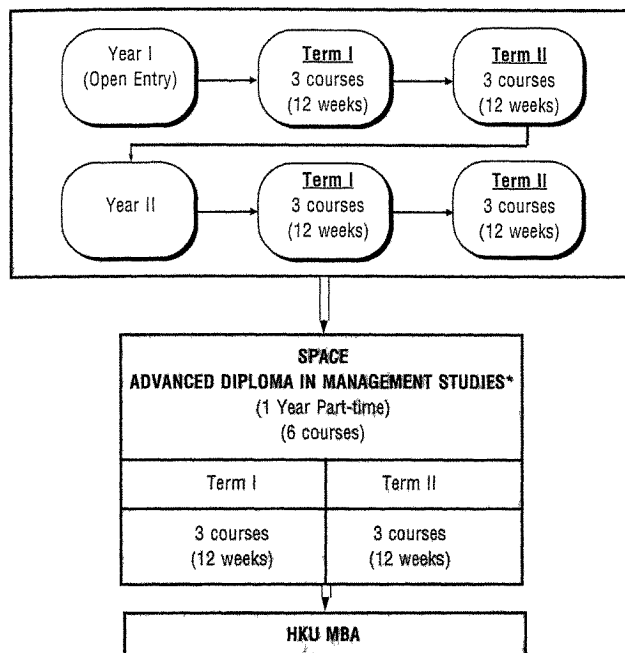
Please write to the following for details by enclosing a \$2.10 stamped self-addressed envelope:-

Ms. Y.B. Chan  
Economics, Management, Banking and Finance Section  
School of Professional and Continuing Education  
The University of Hong Kong  
8/F., T.T. Tsui Building  
Pokfulam Road, Hong Kong



*The 1996 Presentation Ceremony*

**SCHOOL OF PROFESSIONAL AND CONTINUING EDUCATION**  
**DIPLOMA IN MANAGEMENT STUDIES**  
 (2 Year Part-time)  
 (12 courses)



\* to be offered in near future

→ denotes eligibility to apply for admission

**The University of Hong Kong**  
**SPACE Diploma in**  
**Management Studies**  
**Course Nos. 3097 - 3108**

### Introduction

The School of Professional and Continuing Education (SPACE) offers a part-time programme leading to a Diploma in Management Studies (DMS) to be awarded by SPACE, The University of Hong Kong. This programme is a collaborative venture between SPACE, Poon Kam Kai Institute of Management and the School of Business of The University of Hong Kong.

The DMS provides students with basic management skills and a solid foundation in the academic disciplines in business studies. It provides an opportunity for business executives to enhance their formal academic qualifications. Holders of the SPACE DMS will be eligible to apply for admission to the SPACE Advanced Diploma in Management Studies (ADMS) which will be offered in the near future. The ADMS aims to prepare students for post-

graduate level studies. Upon attainment of the ADMS, students will be eligible to apply for entry to study the MBA programme offered by The University of Hong Kong.

### Course Structure

This is a part-time programme covering 12 courses to be studied over four terms of study. It may be completed between a minimum of 2 years and a maximum of 5 years. The courses to be studied over two terms per year are as follows :

#### First Year

##### Term I (12 weeks)

Course DMS 1	Business Language Skills (Part I)
Course DMS 2	Introduction to Business Computing
Course DMS 3	Business Mathematics

##### Term II (12 weeks)

Course DMS 4	Introduction to Social Psychology
Course DMS 5	Hong Kong Business Environment
Course DMS 6	Macroeconomics

#### Second Year

##### Term I (12 weeks)

Course DMS 7	Business Language Skills (Part II)
Course DMS 8	Business Law of HK and PRC
Course DMS 9	PRC Business Environment

##### Term II (12 weeks)

Course DMS 10	Business Presentation Skills
Course DMS 11	Introduction to Accounting
Course DMS 12	Business Microeconomics

(For details of syllabus, please contact Ms. Grace Ho at Tel. No. : 2975 5670)

### Entrance Requirements

Applicants must have 5 passes in the HKCEE or equivalent; these passes to include English, Chinese and Mathematics. A continuous 2 to 3 years of relevant working experience, preferably at the executive or managerial level is also required. Preference will also be given to those who have completed a post-secondary academic course.

### Course Tuition

Each of the 12 courses will be taught by face-to-face lectures held on weekday evenings and weekends. The 12 courses will involve a minimum of 360 contact hours of lectures. Courses DMS 1 and 7 will be taught in both the English and Chinese Languages.

### Exemptions

Where appropriately qualified, students may apply for exemptions for up to a maximum of 3 courses for the whole programme. A separate fee of HK\$500 (non-refundable) per course is payable for making an application for exemption. Applications for exemptions must be made

simultaneously with applications for enrolment in each term of study. Only qualifications on which the application for exemption is based which have been gained within the three years preceding the application will be considered.

### Assessments, Examinations and Awards

To obtain the Diploma award, students must satisfy the Board of Examiners both in the completion of course work assignments and examinations for each of the 12 courses. Course work assignments are conducted on a continuous basis while examinations are held at the end of each term. The assignments and written examinations for courses DMS 1 and 7 shall be conducted in both the English and Chinese Languages. All other courses shall be examined in English. Performance in the examinations and course work assignments respectively count for 60% and 40% of the student's final grade and both must normally be passed for successful course completion.

Students are allowed a maximum of two attempts at the examinations for each course. Students who fail in their first attempt in the examination(s) for any course(s) may, with the recommendation of the examiner(s), be allowed to proceed to the following stage of study and carry the failed course(s). Students sitting the examination for any course(s) at the second attempt may or may not be required to repeat the study programme for such course(s).

Students embarking on their first attempt at the examinations upon registration are required to sit for the examinations for 3 courses. Thereafter, at the subsequent stages of study, they shall adopt the following routes of progression :

- (I) For students who have passed all 3 courses in the preceding term; take 3 next term courses,
- (II) For students who have failed courses in the preceding term;
  - i) if failed in all 3 courses, repeat all 3 courses
  - ii) if failed in 2 courses, repeat in 2 failed courses, plus 1 or 2 next term courses
  - iii) if failed in 1 course, repeat the failed course, plus 2 or 3 next term courses

Furthermore, all students are required to complete the programme within 5 years' of registration.

### Library Facilities

Students will be eligible for a Borrower's Card for access to the Main Library of The University of Hong Kong.

### Course Personnel

#### Course Directors

SPACE : Ms. Ng, J. G. H., B.A. (Simon Fraser), M.Soc.Sc.,  
P.C.Ed. (H.K.)

Poon Kam Kai Institute of Management :  
Wong, G.Y.Y., B.Sc. (H.K.), M.B.A. (Manc), Ph.D. (Brad.)

School of Business : Kira, D.S., B.Sc., M.Sc. (Simon Fraser),  
Ph.D. (Br. Col.)

Telephone : 2975 5670

### Course Fees

The programme is designed on a modular basis to facilitate flexibility for time to complete the programme and for payment of fees. The fee per course for the February / March 1998 intake is HK\$3,000 making a total of HK\$36,000 for the whole programme. Where students are not required to repeat the study of any failed course, they are further required to pay a sum of HK\$800 per course for re-sitting the examination in each failed course. Course fees and fees for repeating the examination shall be paid at the commencement of each term of study and both these fees are not refundable, unless a course is over-subscribed or cancelled.

### Application Procedures

1. The programme is expected to commence in February / March 1998.
2. All applicants must complete an application form which can be obtained in person or by enclosing a \$2.40 stamped self-addressed 7" x 10" envelope from any of the 3 enrolment centres stated in page ix.
3. Applications must be accompanied by a non-refundable processing fee of HK\$200.
4. The **CLOSING DATES** for submitting an application for the February / March 1998 intake are :

First batch : 26 January, 1998

Second batch : 6 February, 1998

**(Applicants are strongly advised to submit their applications by the first batch closing date to avoid disappointment. Late applications may only be considered at the discretion of the Director of SPACE.)**

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## Short Courses in Economics, Management, Banking and Finance

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Enquiries: 2975 5662

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### 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 : Steven K. W. Lai, B.A.(C.U.H.K.)

Venue : Room S16, 3/F, Admiralty Centre

Date : Tuesdays, 6:45-9:45 p.m., commencing February 10, 1998

6 meetings Fee : \$715

Medium of Instruction: Cantonese supplemented with English

Closing date for application: January 26, 1998

### 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 102, 10/F, Shun Tak Centre

Date : Tuesdays, 7:00-10:00 p.m., commencing April 7, 1998

4 meetings Fee : \$490

Medium of Instruction: Cantonese supplemented with English

Closing date for application: March 26, 1998

### 1907. Foreign Exchange Management and Investment

This course is intended for corporate executives, banking staff, brokers and individual investors who wish to have a good understanding of foreign exchange mechanisms, its risk and management. Topics include: FX system, FX risk, money market, monetary system, ECU, Eurodollars, Asian dollars, monetary theories and policies, profitable investment techniques, hedging and arbitrage on FX and interest rates, technical analysis, specific analytical tools, stochastic analysis, financial futures, currency option, portfolio management.

Tutor : Roland C. C. Lam, B.A.(York)

Venue : Room S12, 3/F, Admiralty Centre

Date : Mondays, 6:45-9:45 p.m., commencing February 9, 1998

6 meetings Fee : \$715

Medium of Instruction: Cantonese supplemented with English

Closing date for application: January 26, 1998

### 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; and technical analysis.

Tutor : Roland C. C. Lam, B.A.(York)

Venue : Room 6, 14/F, SPACE North Point Study Centre

Date : Mondays, 7:00-9:30 p.m., commencing April 20, 1998

8 meetings Fee : \$790

Medium of Instruction: Cantonese supplemented with English

Closing date for application: April 4, 1998

### 1910. Equity Analysis

This course is designed for 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 : Kenny S.H. Tang, B.Bus.(Edith Cowan), Assoc. in Arts (East Asia)

Venue : Room S16, 3/F, Admiralty Centre

Date : Tuesdays, 6:45-8:45 p.m., commencing April 28, 1998

8 meetings Fee : \$640

Medium of Instruction: Cantonese supplemented with English

Closing date for application: April 17, 1998

### 1911. How to Read Financial Statements

This course is intended for the general investing public as well as for those who need to peruse financial statements in their work. The course will cover the introduction to the regulatory and conceptual framework of accounting; contents of financial statements and components of different financial reports (including annual accounts, prospectuses, analyst's reports and press announcements); foundation of financial ratios analysis; traps of financial statements; principal accounting policies; cash flow analysis and profits forecast techniques. This course will make use of case studies to address current accounting and financial issues in Hong Kong. Upon completion of this course, participants are expected to gain an understanding of financial concepts and have the ability to analyse and interpret the financial condition of a company.

Tutors : S.Y. Wu, B.A.(H.K.P.U.), M.B.A.(Hull), C.P.A., A.H.K.S.A., A.C.C.A., A.C.S., A.C.I.S., C.I.S.A., M.Inst.C.M., S.I.A.(Aff.)

Venue : Room S6, 3/F, Admiralty Centre

Date : Saturdays, 2:30-5:30 p.m., commencing May 2, 1998

5 meetings Fee : \$600

Medium of Instruction: Cantonese supplemented with English

Closing date for application: April 22, 1998

### 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 S21, 3/F, Admiralty Centre

Date : Mondays, 7:45-9:45 p.m., commencing February 9, 1998

8 meetings Fee : \$640

Medium of Instruction: Cantonese supplemented with English

Closing date for application: January 26, 1998

### 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. 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 an introduction to fixed income securities, theory of interest rates, term structure of interest rates, currency forwards/non-deliverable forwards - their application to create synthetic loans and deposits and their importance in currency speculation and central bank defence, forward rate agreement and interest rate futures, interest rate swaps and options, concept of duration hedging and portfolio insurance, interest rate risk and asset/liability management, 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 S12, 3/F, Admiralty Centre

Date : Mondays, 7:30-9:30 p.m., commencing May 18, 1998

8 meetings Fee : \$640

Medium of Instruction: Cantonese supplemented with English

Closing date for application: May 7, 1998

### 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：一九九八年二月十日起逢星期二下午六時三十分至八時十五分

全期學費：五百元（共七講）

講授語言：粵語

截止報名日期：一九九八年一月二十六日

### 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：一九九八年四月十四日起逢星期二下午六時三十分至八時十五分

全期學費：四百三十元（共六講）

講授語言：粵語

截止報名日期：一九九八年三月三十日

Loretta Leung, B.A., M.Ed.(C.U.H.K.)

Venue : To be advised

Date : Wednesdays, 7:45-9:15 p.m., commencing February 11, 1998

12 meetings

Fee : \$715

Medium of Instruction: Cantonese supplemented with English

Closing date for application: January 31, 1998

### 3000. 利率期貨簡介 — 三個月港元利率期貨 (Introduction to Interest Rate Futures – Three-Month HIBOR Futures)

利率在過去幾年所出現的變化，令投資者體會到利率波幅的變動在財務上所帶來的影響。本課程適合對利率期貨買賣，特別是三個月港元利率期貨有興趣的人仕參與。學員於完成本課程後，可進一步了解利率期貨的概念及有關應用。對於個人之理財及投資定能獲得最大益處。課程內容包括：1. 港元利率期貨的基本概念。2. 學息曲線分析。3. 港元利率期貨的運用。4. 中央銀行的經濟政策。5. 影響利率波動的經濟因素。6. 其他交易所的利率期貨。

主 講 人：由香港期貨交易所有限公司安排業內人仕主講

地 點：香港灣仔港灣道六至八號瑞安中心401A室

時 間：一九九八年三月四日起逢星期三下午六時三十分至八時十五分

全期學費：四百三十元（共六講）

講授語言：粵語

截止報名日期：一九九八年二月二十一日

### 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 S12, 3/F, Admiralty Centre

Date : Saturdays, 2:00-4:00 p.m., commencing April 4, 1998

9 meetings

Fee : \$715

Medium of Instruction: Cantonese supplemented with English

Closing date for application: March 25, 1998

### 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 : To be advised

Date : Tuesdays, 6:30-8:30 p.m., commencing March 3, 1998

6 meetings

Fee : \$490

Closing date for application: February 20, 1998

### 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仕修讀，務求學員於完成課程後，可掌握從事管理工作之要點。

主 講 人：趙志光先生 B.Soc.Sc.(HK), M.B.A.(Macau), M.Sc.(UK), MIPD(UK), MIHRM(HK)

地 點：另行通告

時 間：一九九八年二月十日起逢星期二下午六時三十分至九時

全期學費：七百九十元（共八講）

講授語言：粵語

截止報名日期：一九九八年一月二十六日

### 1919. Developing Managerial Skills

A Manager is expected to be competent in technical and professional knowledge as well as managerial skills. The first two of these areas are in large measures taken care of through formal education. For the vast proportion of managers, managerial skills are learnt through their own direct experiences. This course has been developed to bridge the gap between the two different types of experiences. It covers studies on the management of people, work and time, problem-solving, the development of creativity, staff development related to improving the quality of work, problems of communication and interpersonal skills, and self-development. This course is designed for junior and middle level managers.

Tutors : Raysen Cheung, B.Soc.Sc.(H.K.), M.B.A.(Strathclyde)

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## Diploma in Administrative Management and Advanced Diploma in Administrative Management

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Applications are invited for enrolment in courses offered by the School of Professional and Continuing Education (SPACE), University of Hong Kong, commencing in July 1997 and January 1998 to prepare students for the Institute of Administrative Management (IAM) examinations in December 1997 and June 1998 respectively for the Diploma in Administrative Management and Advanced Diploma in Administrative Management.

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

### The Institute of Administrative Management, UK and Administrative Management

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

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

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

### Professional Recognition

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

### Study Programme

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

### Structure of Programme

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

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

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

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

Plus Two option modules:

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

### Entry Requirement

#### Diploma in Administrative Management

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

#### Advanced Diploma in Administrative Management

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

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

### Exemption

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

### Fees

The fee is HK\$1,900 per module for the Diploma Programme and HK\$2,700 per module for the Advanced Diploma Programme, which includes lectures and marking of assignments but does not include course materials.

### Examinations and Diplomas

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

### Application Procedure

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



## 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
(k) Internet and International Marketing	4 credits
Sub total	20 credits
<b>Total for Postgraduate Diploma</b>	<b>48 credits</b>
(l) Dissertation	12 credits
<b>Total for Master's Degree</b>	<b>60 credits</b>

### Teaching and Assessment

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

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

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

### Entry Requirements

Prospective applicants should normally possess the following qualifications:

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

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



### Award of the MSc. Degree

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

### Tuition Fees

For the 1997/98 academic year, the tuition fee covers the following:

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

The fee schedule is listed below:

Normal Route

- |  |               |
|--|---------------|
| Option I: Single Payment                         | GBP9,000      |
| Option II: Double Payments                       | GBP4,700 each |
| Option III: Four Installments (every six months) | GBP2,400      |

There is a **HK\$150** application fee (cheque should be crossed and made payable to "The University of Hong Kong") to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

### Application Procedure

Application forms can be obtained from:-

New SPACE Town Centre 3/F Admiralty Centre 18 Harcourt Road, Hong Kong	School of Continuing Education Hong Kong Baptist University 4/F, Kai Fong Welfare Association Bldg. 136A Nathan Road Kowloon
Tel No. 2975 5776	Tel No.: 2721 1911 Internet Home Page IMOL co uk

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

- a) A completed application form;
- b) One set of completed reference forms;
- c) Originals and 2 copies of certificate and official transcripts;
- d) Two passport-sized photographs;
- e) Application fee of HK\$150 (cheque should be crossed and made payable to "The University of Hong Kong").

## Diploma Programme in Marketing

### Introduction

Commencing in January 1998, the HKIM offers a Diploma Programme in Marketing to students who intend to study for a professional marketing qualification. The programme is a one-year part-time diploma course which will provide an opportunity for students to acquire ability and skills in applying fundamental marketing knowledge and techniques to the realization of corporate objectives. The syllabuses of all diploma subjects are comparable to those of the Diploma in Marketing offered by the Chartered Institute of Marketing in England. On successful completion of the programme, students will be awarded a Diploma in Marketing issued by HKIM. Holders of the Diploma in Marketing will satisfy the academic requirement for full membership of HKIM. The School of Professional and Continuing Education of the University of Hong Kong (SPACE/HKU) will organize students registration and a programme of lectures to prepare students for the examinations.

### Professional Recognition

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

### Programme Structure

The programme includes instruction and assessment in the following modules:

- Marketing Planning and Control
- Marketing Management
- International Marketing
- Marketing Communications

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

### Entry Requirements

Applicants should possess

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

- 3) a Certificate in Marketing endorsed by CIM, OR EQUIVALENT.

### Course Fees

For the 1997/98 academic year, the fee for each module is **HK\$3,100** which includes:

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

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

### Award of the Diploma in Marketing

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

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

### Application Procedure

Complete and return the application form to SPACE/HKU. The closing dates for the application for enrolment are August 31, 1997 for the first term, December 31, 1997 for the second term and April 29, 1998 for the summer term but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from SPACE Town Centres (full address on page ix).

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## Certificate Programme in Marketing

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### Introduction

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

### Professional Recognition

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

### Programme Structure

The programme includes instruction and assessment in the following modules:

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

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

### Entry Requirement

- Applicants with age over 18
- (1) 5 passes at 'O' level and one year's full time practical marketing experience; or
  - (2) 4 passes at 'O' level and one pass at 'A' level.

- Applicants with age over 21
- (3) three years' full-time marketing experience and recommendation from employer or course tutor.

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

### Exemption

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

### Course Fees

For the 1997/1998 academic year, the fee for each module is **HK\$2,050** which includes:

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

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

### Award of the Certificate in Marketing

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

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

### Application Procedure

Complete and return the application form to SPACE. The closing dates for application are August 31, 1997 for the first term, December 31, 1997 for the second term and April 29, 1998 for the summer term, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from SPACE Centres (full addresses on page ix).

**1924. Marketing Communications**  
(For details, please refer to page 133.)

## 中國商貿課程

### 中國法律、金融及商貿證書課程

#### 課程簡介

本課程由香港大學專業進修學院主辦及上海復旦大學國際經濟法系協辦。

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,金融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、金融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、金融及管理的人仕。修畢本課程的學員會對中國有關商貿法律、金融法律、仲裁及商貿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

本課程共分為五個不同之獨立授課單元,內容以中國法律、經貿及金融理論配合實際個案。課堂理論外各學員需提交一個中國經貿專題個案研究報告。

### 修讀形式

課程以講授為主,教材主要由復旦大學國際經濟法系提供。復旦大學國際經濟法系將派具經驗學者來港講授。本課程講授共為六十九課時,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商貿專題個案研究及參加考試。

授課語文:中文(普通話)

開課日期及時間表:請留意各大報章廣告及本校之通告

結業證書:凡修畢本課程,出席率不少於80%,考試合格,並能於限期前提交合格的專題研究報告,將獲香港大學專業進修學院頒發中國法律、金融及商貿證書。

全期費用:全期學費為HK\$10,500,請以劃線支票抬頭【香港大學】繳交學費。

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

宗旨:本課程的目的,在於從高層次研討中國自改革、開放以來,在對外貿易和利用外資等對外經濟合作方面的成效與問題,現行的體制、政策和法律,以及對中國進行貿易和投資的操作技巧。學員不僅接受課堂教學,並且安排與內地官員會晤及到各有關單位訪問,作直接溝通。從而做到理論密切結合實際,去了解如何開展對中國的貿易和投資,以取得良好的經濟效益。

課程內容與教學方式(總課時共50小時,用粵語講授):

(甲) 在香港上課兩週共六次,每次三小時。共八個講題:(1) <<對外貿易法>>與中國對外貿易的經營管理;(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、對外加工裝配與補償貿易企業和外貿企業,參觀與洽談四次。

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

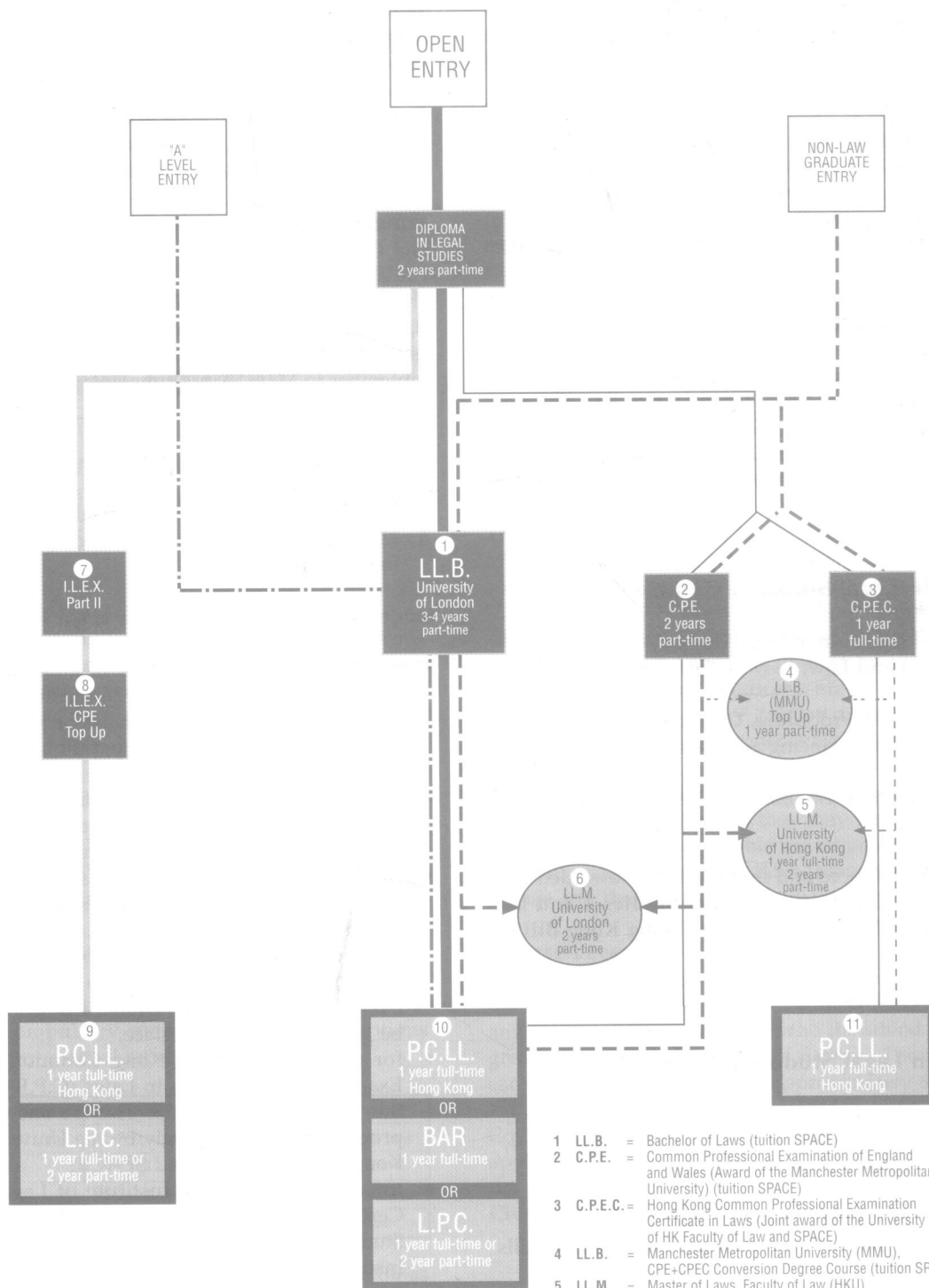
主講人:張志鏗教授(中山大學嶺南(大學)學院經濟系講座教授、香港大學專業進修學院榮譽教授、廣州國際經濟貿易學會副會長)

地點:在香港大學及廣州(詳情容後公佈)

時間:一九九八年三月起,星期二、四下午六時三十分至九時三十分、星期六下午二時三十分至五時三十分在香港上課。一九九八年五月中赴廣州調查、洽談。

全期學費:三仟四百七十元(往返廣州的交通費及在廣州的食宿費用,均由學員自費)

## ROUTES TO LEGAL QUALIFICATIONS



After P.C.L.L. or L.P.C. or Bar, students proceed to the trainee solicitorship or pupillage stage in order to qualify as a solicitor or barrister.

- 1 LL.B. = Bachelor of Laws (tuition SPACE)
- 2 C.P.E. = Common Professional Examination of England and Wales (Award of the Manchester Metropolitan University) (tuition SPACE)
- 3 C.P.E.C. = Hong Kong Common Professional Examination Certificate in Laws (Joint award of the University of HK Faculty of Law and SPACE)
- 4 LL.B. = Manchester Metropolitan University (MMU), CPE+CPEC Conversion Degree Course (tuition SPACE)
- 5 LL.M. = Master of Laws, Faculty of Law (HKU)
- 6 LL.M. = Master of Laws, University of London (tuition SPACE)
- 7 I.L.E.X. = Part II, Institute of Legal Executives
- 8 I.L.E.X. = CPE Top Up, Institute of Legal Executives
- 9 P.C.L.L. = Postgraduate Certificate in Laws  
L.P.C. = English Solicitors Legal Practice Course
- 10 P.C.L.L. = as above  
BAR = English Barristers Examinations  
LPC = as above
- 11 P.C.L.L. = as above

## Courses Requiring No Formal Entry Qualifications

### DIPLOMA IN LEGAL STUDIES (DEGREE ACCESS PROGRAMME) Course Nos. 702-705

#### Introduction

The Diploma programme is intended to educate students in the study of law and prepare them for formal training in law, legal practice and for future career development. The course has been specifically designed to assist students to develop the academic and practical skills needed for practice in law.

#### Programme Structure

The Diploma is a two-year, part-time programme based on the provisions of Hong Kong law and Hong Kong legal practice. It consists of four Certificate courses taken over two academic years of study and includes two Summer Certificates.

#### Year 1

##### Certificate in Legal Studies 1 (Course No. 702)

- Law 1 - Hong Kong Legal System, Criminal Law, Land Law, Law of Tort and Law Skills
- Practice 1 - Civil Procedure, Criminal Procedure, Conveyancing and Law Skills

##### *Summer Certificate in The Basic Law and The Hong Kong Bill of Rights*

At the end of Year I successful students will be awarded two Certificates: the **Certificate in Legal Studies 1** and the **Certificate in the Basic Law and The Hong Kong Bill of Rights**.

#### Year 2

##### Certificate in Legal Studies 2 (Course No. 704)

- Law 2 - Elements of Contract Law, Business Law, Law Skills and options from Family Law, Labour Law, Succession
- Practice 2 - Elements of Matrimonial, Probate & Business Practice, Litigation and Law Skills

##### *Summer Certificate in the Introduction to the Chinese Legal System*

At the end of Year 2 successful students will be awarded two Certificates: the Certificate in Legal Studies 2 and the **Certificate in the Introduction to the Chinese Legal System**.

On successful completion of all four Certificates students will be awarded the Diploma in Legal Studies.

#### Tuition:

Lecture, Seminar, Revision and Law Skills sessions will be provided.

#### Course Materials:

Specially prepared course manuals, textbooks and lecture materials are provided as part of the programme package.

#### Timetable:

The Certificate in Legal Studies 1 will commence on Tuesday, September 29, 1998, 6:30 - 9:30 p.m., Lecture Theatre 1, Library Extension Building, The University of Hong Kong, Pokfulam Road, Hong Kong. Classes will usually be held every Tuesday and some Thursdays from September to May. A full timetable will be distributed at the first lecture.

#### Career Progression

Q. What can I do with my qualification?

A. There are many different career paths that can be followed.

Students who hold the Diploma in Legal Studies are eligible:

- to progress to the University of London LL.B. degree programme. Students who complete the programme will be given guaranteed places on the University of London LL.B. first year preparation courses held by SPACE;
- to apply to the University of Hong Kong Law Faculty LL.B. full-time law degree programme provided they are over 25 at the time of application;
- for entry to the Common Professional Examination of England and Wales (C.P.E.) providing they are over the age of 25. The CPE is a two-year, part-time programme offered by Manchester Metropolitan University in collaboration with SPACE. Those students obtaining an overall distinction in the Diploma in Legal Studies will be guaranteed a C.P.E. place;
- for entry to the Hong Kong Common Professional Examination Certificate in Laws (C.P.E.C.) providing they are over the age of 25. This is a one-year, full-time programme offered jointly by the University of Hong Kong Faculty of Law and SPACE;
- to enter Part II of the Institute of Legal Executives Certificate programme (passes in Certificate in Legal Studies 1 and 2 satisfies Part I) with a view to taking the Institute's examinations;
- to apply for entry to the University of Leicester Master of Arts (M.A.) degree programme in Public Order. The M.A. in Public Order is a two-year, part-time programme offered in Hong Kong in association with SPACE.

- to apply for many full-time law degree programmes overseas.

Additionally, Diploma holders working in a solicitor's office may use the term Legal Executive as a professional title.

### Admission Requirements

#### Eligibility:

There are no formal entry requirements. However, students should have a proficiency in English demonstrated by, for example, a pass in English in the H.K.C.E.E. or other similar qualification, or on the basis of their business, commercial, academic or other experience.

#### Course Fees:

The course fee for the Certificate in Legal Studies 1 will be approximately \$9,500.

Closing date for applications: August 29, 1998

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## Degree Courses

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### THE UNIVERSITY OF LONDON BACHELOR OF LAWS (LL.B.) PREPARATION COURSES Course Nos. 706-717

#### Introduction

LL.B. courses may be studied by those who wish, ultimately, to become lawyers; by others such as accountants, who see Law as useful to their careers; and by those who are merely interested in learning more about some, or all, of the courses offered.

Those who wish to practise Law in Hong Kong will need to complete the P.C.LL. (Postgraduate Certificate in Laws) programme. Those who successfully complete the LL.B. having studied with SPACE are guaranteed a place on the SPACE P.C.LL. programme.

#### Programme Structure

SPACE runs courses of tuition for 12 of the LL.B. subjects, including the compulsory subjects and the "core" options necessary for professional recognition.

Intermediate (First year)	Part I (Second year)	Part II (Third year)
C 706 Constitutional Law	C 710 Evidence	C 714 Company Law
C 707 Criminal Law	C 711 Land Law	C 715 Family Law
C 708 Contract Law	C 712 Law of Tort	C 716 Jurisprudence
C 709 English Legal System	C 713 Law of Trusts	C 717 Succession

Those who are recognised by the University of London as graduate entrants must study 9 subjects over a minimum of two years. Non-graduates must study 12 subjects over a minimum of three years.

LL.B. preparation courses are specifically geared to those taking University of London examinations but are open to all those with minimum University entrance requirements (see below). However, those intending to take the University of London examinations must register as students of that university. The sessional examinations are in June each year and those wishing to sit must ensure that they register in time [please see the current *University of London External Programme: Undergraduate and Postgraduate study in Laws* prospectus which is available on request from SPACE Admiralty Centre].

#### Tuition:

Lecture and revision courses are presented by a team of very experienced lecturers invited by SPACE; most of them from the University of London or other leading U.K. universities. Students on the first year will also receive small group seminars taught by local academics and legal practitioners.

#### Course Materials:

All SPACE students will receive a course manual in each subject. In addition, lecturers will provide supplementary materials including lecture outlines, model answers and legal up-dates.

#### University of London Entrance Requirements

The University of London LL.B. degree programme is open to all those who satisfy the University's minimum entrance requirements. These requirements are the attainment of 2 'A' levels and 3 'O' levels (not necessarily obtained in one sitting); or the successful completion of Year 2 of the Certificate in Legal Studies offered by SPACE. A full explanation of entry requirements is provided in the Prospectus, *University of London External Programme: Undergraduate and Postgraduate study in Laws*.

Places on the courses are not limited to University of London LL.B. students and they may well be attractive to those attempting comparable examinations; for example, the University of London's B.Sc. [Management with Law] degree and the Diploma in English Commercial Law.

#### Course Fees:

Those studying for University of London examinations are not required to enrol on the SPACE courses or, indeed, on any course. However, those who do attend courses will greatly improve their chances of success. The course fee for each subject package will be approximately \$3,800.

Courses are invariably over-subscribed so it is important to apply early.

Closing date for applications: August 29, 1998

## UNIVERSITY OF LONDON LL.B. DEGREE REVISION COURSES Course Nos. 8244-8251

Revision courses for candidates sitting the University of London LL.B. and other similar examinations will be offered in March/April 1998. They will be taught mainly by lecturers invited from the United Kingdom.

The courses offered will be in:

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: \$1,500 (per subject)

### The University of London LL.B. - Registration

Application and registration deadlines for students who wish to sit examinations in 1999 are September 17 and November 30, 1998 respectively.

## THE MANCHESTER METROPOLITAN UNIVERSITY BACHELOR OF LAWS (LL.B.) (FOR C.P.E./C.P.E.C. HOLDERS) Course No. 718

### Introduction

This course, leading to the award of LL.B. with Honours, is designed for students who have passed the C.P.E. examinations of Manchester Metropolitan University or those of the University of Hong Kong C.P.E.C. The course will be of one year's duration commencing at the beginning of October, 1998.

### Programme Structure

The subjects which must be taken in this course are (subject to review):

Commercial Law  
Fiscal and Corporate Regulation  
Intellectual Property Law

### Tuition:

Introductory lectures for all three subjects will be delivered in one-week "blocks" by Manchester Metropolitan University staff between October 1998 and February 1999. Manchester staff will also deliver revision lectures in March/April 1999.

### Course Materials:

Students will be provided with distance learning materials and two textbooks for each subject. The lecturers will provide their own notes to students to supplement these materials and will advise on further reading.

### Examinations:

Students will sit the examinations of Manchester Metropolitan University, in Hong Kong, and assessment will be on the basis of examination performance and an assessed essay in each subject (75% for examination; 25% for assessed essay). The sessional examinations will take place in June/July 1999.

The Honours degree classification will be based on results in the three new subjects plus the three C.P.E./C.P.E.C. subjects: Criminal Law, Equity & Trusts and Land Law.

### Professional Stage of Training:

Those students wishing to qualify as lawyers in Hong Kong must complete the P.C.LL. course. Prior to this students will be required to complete two short courses in Business Associations and Evidence. Successful candidates who pass all subjects at their first sitting will be guaranteed a place on the P.C.LL. course offered by SPACE in the academic year immediately following completion of the LL.B.

Alternatively students may choose to apply to one of the English institutions offering the Legal Practice Course.

### Admission Requirements

#### Eligibility:

All those who have successfully completed the Manchester Metropolitan University C.P.E. or Hong Kong C.P.E.C. programmes are eligible for the conversion course. The LL.B. degree will, however, be awarded only to those who have passed the three new subjects and completed the two SPACE Summer courses in Evidence and Business Associations.

#### Course Fee:

The course fee for the Manchester Metropolitan University LL.B. will be approximately \$20,000. Cheques should be made payable to "The University of Hong Kong" and submitted together with the application for enrolment.

A separate examination fee of approximately £400.00 sterling is payable to Manchester Metropolitan University in January 1999.

#### Closing date for applications:

For details of closing dates, see course brochure, available early 1998.

**THE MANCHESTER METROPOLITAN  
UNIVERSITY LL.B. DEGREE  
(FOR C.P.E. / C.P.E.C. HOLDERS)  
REVISION COURSES 1997-8  
Course Nos. 8258-8260**

Revision courses for candidates sitting the M.M.U./LL.B. examinations in 1998 will be offered in March to May 1998.

Course No. 8258 - Commercial Law  
Course No. 8259 - Fiscal & Competitive Activities  
Regulation  
Course No. 8260 - Intellectual Property Law

Course Fee: \$1,500 (per subject)

## Post-graduate Degree Courses

**THE UNIVERSITY OF LONDON MASTER OF  
LAWS (LL.M.) PREPARATION COURSES  
Course Nos. 723-724**

### Introduction

SPACE will offer preparation courses in the 1998/99 academic year to assist students who wish to take the University of London LL.M. programme for external students.

### Programme Structure

The University of London LL.M. degree consists of written papers in four subjects. Students may choose to take all four subjects on the same occasion (but not less than two years after registration) or, alternatively, may take the examination in two parts. Although the minimum period of study is two years, registration on the University of London programme is valid for five years so students can spread their studies over a five year period.

### Tuition:

SPACE offers preparation courses for at least two LL.M. subject options in each academic year. In the 1998/99 academic year courses will be offered for 2 of the more popular options, probably:

Course No. 723 Carriage of Goods by Sea, and  
Course No. 724 Insurance (excluding Marine Insurance)

These subject options have been chosen due to their popularity with students enrolled on the LL.M. programme. In the 1999/2000 academic year SPACE is likely to offer courses in the following three subjects as these have also proved popular with past students:

Company Law  
Marine Insurance  
Modern Chinese Law

### Course Fees:

The tuition fee for each subject package is currently \$7,200 but is subject to increase.

### Professional Courses

The Law Section operates 3 major professional courses; the C.P.E. (Post-graduate Diploma in Law); the C.P.E.C.; and the P.C.LL. The C.P.E. and C.P.E.C. are offered to graduates in non-law disciplines and represent the academic stage of their training. The P.C.LL. is offered to law graduates and C.P.E. or C.P.E.C. holders and represents the professional stage. In the great majority of cases applicants for these courses would be intending a career in law or at least qualification as a lawyer. For those seeking a non-graduate career in law the Institute of Legal Executives (U.K.) offers distance learning programmes leading to Part II examinations. The Institute's Part II courses are open to all those who have obtained Certificate of Legal Studies 2 or the Diploma in Legal Studies.

**HONG KONG COMMON PROFESSIONAL  
EXAMINATION CERTIFICATE IN LAWS  
(C.P.E.C.)  
Course No. 8003**

The Hong Kong Common Professional Examination Certificate in Laws (the "C.P.E.C.") is a full-time, one-year programme leading to a joint award of the University of Hong Kong Faculty of Law and the School of Professional and Continuing Education (SPACE). The C.P.E.C. is designed for graduates in non-law disciplines who wish to qualify as solicitors or barristers in Hong Kong without completing a three-year LL.B. C.P.E.C.. Students study six law subjects during the academic year: Constitutional and Administrative Law; Contract; Tort; Criminal Law; Trusts; and Land Law. Candidates who successfully complete these six subjects are awarded the C.P.E.C. and become eligible for two special summer courses in Business Associations and Evidence. Those who successfully complete Business Associations and Evidence may proceed directly to the Hong Kong Postgraduate Certificate in Laws, (the "P.C.LL.") and then to trainee solicitorship or pupillage in Hong Kong. C.P.E.C. holders who have completed the summer courses in Business Associations and Evidence are also eligible to apply for the Manchester Metropolitan University LL.B. Degree Course, (described on P. 142), 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).

Students who hold degrees or will complete a degree prior to September 1998 are encouraged to apply to the C.P.E.C. programme. The course brochure and application will be available in early 1998.

The 1997-8 Hong Kong C.P.E.C. course fee is \$54,000. The 1998-9 course fee will be announced prior to the start of that academic year.

**Closing date for applications:** June 1, 1998

**COMMON PROFESSIONAL EXAMINATION OF ENGLAND AND WALES (POST-GRADUATE DIPLOMA IN LAW)  
Course Nos. 721-722**

**Introduction**

The C.P.E. is the most popular of the law courses run by SPACE and demand always exceeds supply of available places. The programme is of two years' duration and is intended for graduates in a non-law discipline. Those who are regarded as degree equivalent, or who are mature applicants with suitable background may also apply. Places on the course are guaranteed for those obtaining an overall Distinction on the SPACE Diploma in Legal Studies.

**Programme Structure**

The C.P.E. course, beginning in September 1998, will lead to the award of a Post-Graduate Diploma in Law from Manchester Metropolitan University (MMU). It comprises eight subjects taken over two years of part-time study:

Year I	Year II
Constitutional and Administrative Law	Criminal Law
European Union Law	Equity and Trusts
Contract Law	Land Law
Law of Tort	An "additional legal subject"

Students will receive "blocks" of lectures from MMU staff at the beginning of the course. They will then receive lectures and tutorials from local academics and legal practitioners. MMU staff will return to give revision lectures around the Easter period. All tuition will be in the evenings or on weekends. Except during the block lectures, attendance will be for a maximum of two evenings and one Saturday afternoon each week. There is an attendance requirement and students are required to attend at least 70% of classes.

**Modes of Assessment:**

Assessment will be on the basis of written examination and assessed essay. The examinations will be those of MMU but will be sat in Hong Kong. Sessional examinations will take place in May/June 1999 with referral examinations in August/September.

**Course Materials:**

Students will receive course manuals for all examined subjects. MMU and local staff will also provide detailed further materials.

**Career Progression:**

Those who successfully complete the course are eligible to take the professional stage programme (P.C.LL.) in the same way as Law graduates. They will be guaranteed a place on the SPACE P.C.LL. programme in the year following their completion of the C.P.E. They will also be eligible to take a Legal Practice Course in England and, if they are graduates with at least a second-class honours degree, the English Bar Vocational Course.

**Course Fee:**

The course fee for year one will be \$21,000. An additional examination fee of approximately £285 is also payable to MMU.

**Closing date for applications:**

For details of closing dates, see course brochure, available early 1998.

**COMMON PROFESSIONAL EXAMINATION (C.P.E.) OF ENGLAND AND WALES REVISION COURSES 1997-8  
Course Nos. 8252-8257**

Revision courses for candidates sitting the C.P.E. examinations of Manchester Metropolitan University will be offered in March/April 1998.

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: \$1,500 (per subject)

## The Postgraduate Certificate in Laws (P.C.LL.)

Full-time (Course No. 8001)

Part-time (Course No. 8002)

The Postgraduate Certificate in Laws (P.C.LL.) is a full-time curriculum extending over one academic year, from September to June, and is offered in conjunction with the Law Faculty of the University of Hong Kong. The course comprises the following subject areas: Conveyancing and Probate Practice, Civil and Criminal Procedure, Commercial Law and Practice, Revenue Law, Accounts and Financial Management, Professional Practice, and Advocacy. The Part-time P.C.LL. extends over two academic years with students attending day-time classes for up to 3 half days per week.

The P.C.LL. exists as the usual method of entry into the Hong Kong legal profession. Having completed the P.C.LL. those intending to practise as solicitors must complete a two-year traineeship; intending barristers must complete one-year of pupillage.

The 1997-8 course fee for the Hong Kong P.C.LL. full-time is HK\$94,000. The fee for Part I of the part-time programme 1996-7 is HK\$42,500. The 1998-9 fees will be announced prior to the start of the academic year.

## SPECIAL INTRODUCTORY COURSES IN BUSINESS ASSOCIATIONS AND EVIDENCE

In order to comply with P.C.LL. entrance requirements any applicant who has not studied Business Associations and/or Evidence in their law qualification should enrol in the Special Introductory Courses offered through SPACE. These courses are held in August/September and each subject involves 3-4 hour lectures each day for 10 days. Assessments and/or assignments will be administered and a minimum attendance rate of 80% of classes is required.

The closing date for enrolment is July 31, 1998.

Course fees (including all course materials) are:

Business Associations	\$2,200
Evidence	\$2,200

Those who wish to know more about all these Law courses may apply for a brochure and application form from The Law Section, SPACE, 10/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

*Details of courses in Criminal Justice & Public Order are on pages 170-172.*

## 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，官地契約條款，樓宇交易之手續，買賣合約之內容及違約之後果，按揭類別，物業交易之法律文件，例如轉讓契、授權書、信託聲明書等基本認識，地產發展有關之法律問題，例如收地賠償、城市設計、租務管制、樓花買賣等。

主 講 人：莊重慶先生

地 點：市區中心101室（信德中心西翼十樓）

時 間：一九九八年二月二十四日起每星期二下午八時至九時三十分

全期學費：五百元（共十講）

### 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S9室（金鐘海富中心三樓）

時 間：一九九八年五月五日起每星期二下午八時至九時四十五分

全期學費：二千元（共十講）

1549. 中國對外經濟貿易：政策、法律與實務（與中山大學聯合舉辦的專業證書課程）

中國法律、金融及商貿證書課程

（詳情請參閱第138頁）



Ms. Carole Peterson, Associate Professor in Law

**Construction & Real Estate Management**  
建築及房地產管理

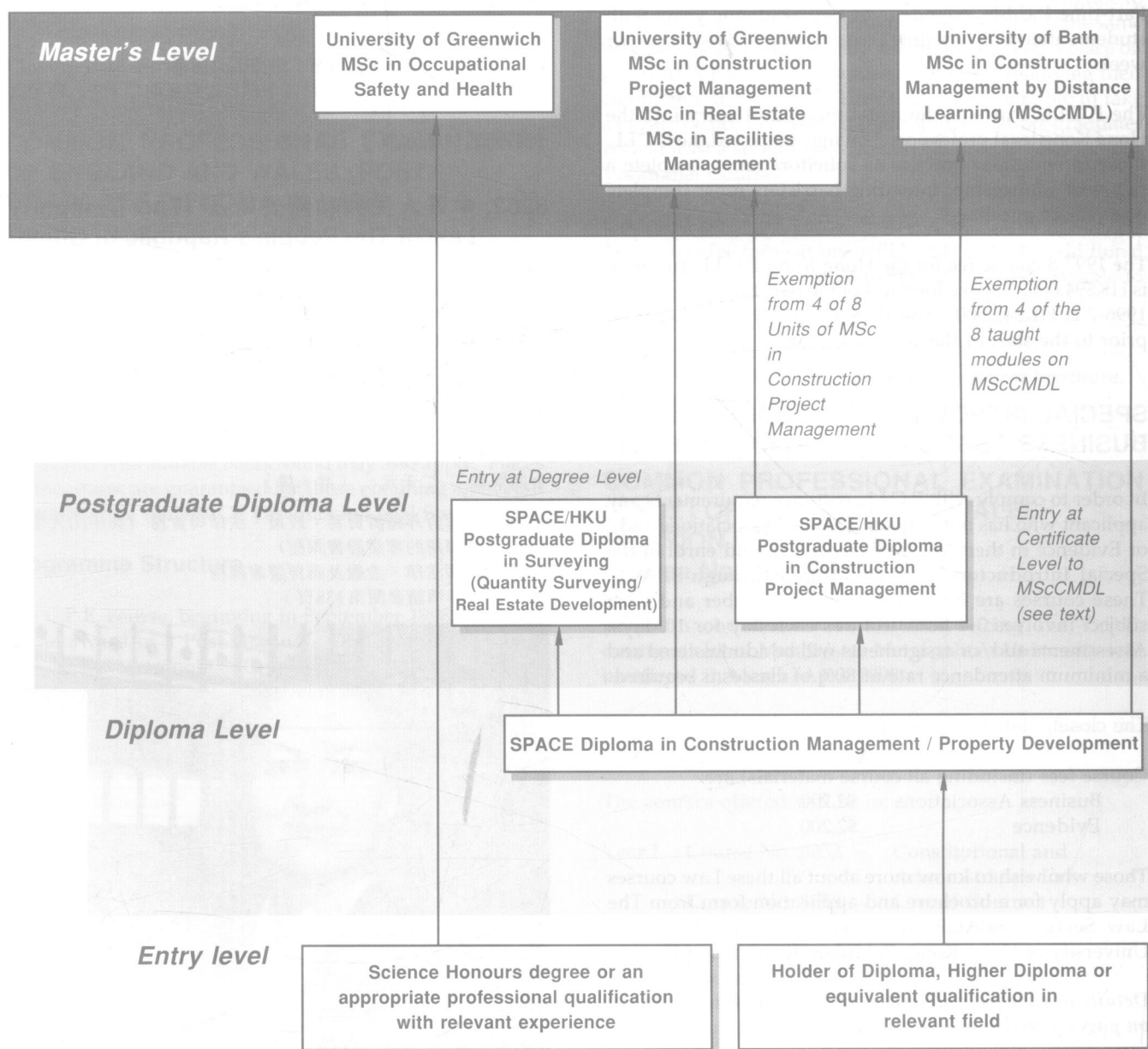
Teaching Consultant 教學顧問:

Tel: 2975 5717

O.W Wong, Evia 黃靄雲 (from Jan 20, 98)

Tutor 導師: H.H. How 侯瑋芳

**Course Progression (Construction / Property Section)**



# UNIVERSITY OF BATH MSc in Construction Management by Distance Learning

## INTRODUCTION

This is a Master's degree of the University of Bath, U.K. which is offered in association with SPACE, Hong Kong University. The course focuses upon developing managers for the property and construction industries and seeks to apply techniques and themes to the 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 in 1997. Fully integrated weekend residential schools are held in Hong Kong twice a year run by Bath University staff. The Bath MSc in Construction Management by Distance Learning has CIOB recognition.

## 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
<b>Stage 1</b>		
Introductory pack	Compulsory	Variable
Management theory	Compulsory	3 months
Residential one	Compulsory	4 days
Construction economics	Compulsory	3 months
<b>Stage 2</b>		
Legal Issues for construction	Compulsory	3 months
Residential two	Compulsory	4 days
Pre-contract management	Compulsory	3 months
Human resource management and cultural issues	Compulsory	3 months
Residential three	Compulsory	4 days
Construction futures - planning and forecasting	Compulsory	3 months
Optional modules - choose two from Environmental issues Design management Project management Property development and facilities management Operational research	Optional (must complete any two chosen from list)	3 months per module
<b>Stage 3</b>		
Research methods	Compulsory	Variable
Dissertation workshop	Optional	2 days
<b>DISSERTATION</b>	Compulsory for MSc students	6 months

Workbooks, Readings, Textbooks, Audio Tapes and Video Tapes are provided

## METHODS OF ASSESSMENT

The MSc is assessed by way of Assignments, Weekend School participation, Set Examinations and a Dissertation.

## TUTORING

Each student is appointed an academic tutor for every assessed piece of work as well as a personal tutor to help with any non-academic issues which might arise. Tutors from Bath University attend and run each weekend school. A student 'helpline' is also provided.

## ENTRY REQUIREMENTS

You can apply to join the course at any time if you have

- a first degree of a recognised university
- professional qualifications such as MCIQB, ARICS, RIBA and MIAS
- substantial experience in the construction industry

Students who hold the SPACE Diploma in Construction Management/Property Development are eligible to apply for entry to the MSc programme at certificate level in the first instance.

Students who hold the SPACE/HKU Post-graduate Diploma in Construction Project Management are eligible to apply for exemption from 4 of the 8 taught modules.

Entrants without formal academic qualifications (certificate level entrants) will need to achieve the required standard in the two Stage One introductory modules (Management Theory and Construction Economics - see course structure diagram) in order to register as candidates for the MSc Degree.

Non-native English speakers may additionally be required to show evidence of proficiency in the English language. As a guide, this means a score of at least 6.0 in the IELTS test (the preferred proficiency test) or over 550 in the TOEFL, together with good passes in the Test of Written English (TWE) and/or the Test of Spoken English (TSE) also offered by TOEFL. Alternative qualifications may also be considered adequate.

Whilst academic qualifications are important in deciding admissions, there is also a need for applicants to be committed to developing their management knowledge and skills in the property and construction industry. As with any study, but particularly for distance learning, it is important that course participants are highly motivated and self directed learners.

## COURSE APPLICATIONS

Applications for MSc CMDL are accepted at any stage during the year and students may commence their studies on registration with the Introductory pack of materials. Main intake dates to the first modules are in May & November each year.

## PERMITTED PERIOD OF REGISTRATION

The maximum period of registration is 5 years.

## 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 HK\$8,000. All fees are reviewed annually.

For information concerning further course details, please see address on page 157.

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# UNIVERSITY OF GREENWICH

## MSc in Construction Project Management

### by Distance Learning

### (previously entitled MSc in Construction Management and Economics)

### (Course No. 8016 - February 98 Intake)

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## INTRODUCTION

The MSc in Construction Project Management 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 over 2 semesters.

### 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 in Year 2 counts as 2 units and is a significant feature of the course. It is supported by a unit in which introduces research methods. This unit exposes students to a range of methodologies which are available for their Dissertation research. The Dissertation affords students an opportunity to select a theme of relevance to the pathway, and of value / interest to themselves, and to undertake an in-depth investigation into their chosen subject. This is presented formally 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 an academic tutor and a fax helpline will be available to deal with subject unit problems.

Although the course is studied on a distance learning basis each unit will comprise a series of introductory lectures by Greenwich University Staff, together with tutorials and seminars offered throughout the programme. Each student will be allocated a personal tutor who will give guidance on written work, assessment and examinations.

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the student's study materials.

Participants on the course will be able to develop their analytical, technical and managerial skills in preparation for active participation in the construction and property industries.

## THE AWARD

Each unit of the course is self-contained and credits of individual units will be awarded. A student who successfully completes year 1 of the course but decides not to proceed further will be awarded the Post-graduate Certificate. Similarly, a student who successfully completes the year 2 taught units but decides not to proceed further will be awarded the 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 Diploma in Construction Management and Property Development are eligible to apply for entry to the MSc programme.

Students who hold the SPACE/HKU Post-graduate Diploma in Construction Project Management may apply for exemption from up to 4 of the 8 units of the full MSc.

## PERMITTED PERIOD OF REGISTRATION

The maximum period of registration is 5 years part-time.

## 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 [Unit fees to be revised to HK\$11,000 for intake commencing in September 1998].

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

## APPLICATIONS

Applications for MSc in Construction Project Management are accepted twice per year in Hong Kong (in June - July and in November - December). Applicants may commence their studies in either September or February.

Closing date for applications: no applications can be considered after January 9, 1998 and July 31, 1998 for the February and September intakes respectively.

For information concerning further course details, please see address on page 157.

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# UNIVERSITY OF GREENWICH

## MSc in Real Estate

### by Distance Learning

### (previously entitled MSc in Property Development and Investment)

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#### (Course No. 8017 - February 98 Intake)

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## INTRODUCTION

The MSc in Real Estate 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 over 2 semesters. The dissertation in Year 2 counts as 2 units and is a significant feature of the course. It is supported by a unit which introduces research methods. This unit exposes students to a range of methodologies which are available for their Dissertation research. The Dissertation affords students an opportunity to select a theme of relevance to the pathway, and of value / interest to themselves, and to undertake an in-depth investigation into their chosen subject. This is a presented formally 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 an academic tutor and a fax helpline will be available to deal with subject unit problems.



Although the course is studied on a distance learning basis, each unit will comprise a series of introductory lectures by Greenwich University Staff, together with tutorials and seminars offered throughout the programme. Each student will be allocated a personal tutor who will give guidance on written work, assessment and examinations.

The course teaching approach will include the use of case studies and simulations as well as individual study. This approach permits the integration of knowledge and experience from all students and staff involved. At the end of the course, students will have a better understanding of the property development process and investment markets. With a wide range of the essential skills necessary for the outcome of projects they will also be equipped to tackle the complex problems of today's rapidly changing environment.

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the students' study materials.

#### **THE AWARD**

Each unit of the course is self-contained and credits of individual units will be awarded. A student who successfully completes year 1 of the course but decides not to proceed further will be awarded the Post-graduate Certificate. Similarly, a student who successfully completes the year 2 taught units but decides not to proceed further will be awarded the 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 Real Estate & Construction (HKU) Post-graduate Diploma in Construction Project Management may apply for exemption from up to 4 of the 8 units of the full MSc.

#### **PERMITTED PERIOD OF REGISTRATION**

The maximum period of registration is 5 years part-time.

#### **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 [Unit fees to be revised to HK\$11,000 for intake commencing in September 1998].

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

#### **APPLICATIONS**

Applications for MSc in Real Estate are accepted twice per year in Hong Kong (in June - July and in November - December). Applicants may commence their studies in either September or February.

Closing date for applications: no applications can be considered after January 9, 1998 and July 31, 1998 for the February and September intakes respectively.

For information concerning further course details, please see address on page 157.

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## **UNIVERSITY OF GREENWICH**

### **MSc in Facilities Management**

### **by Distance Learning**

**(Course No. 3173 - February 98 Intake)**

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#### **FIRST INTAKE COMMENCED SEPTEMBER 1997**

The MSc course in Facilities Management is a new addition to the modular programmes in Real Estate (formerly Property Development and Investment) and Construction Project Management (formerly Construction Management and Economics). It incorporates a core set of modules including a specialist module in facilities management and a specialist dissertation. This entry should therefore be read in conjunction with the programmes already on offer through SPACE.

#### **BACKGROUND**

The MSc in Facilities Management has been developed as a response to the identified growing demand for professionals, with a particular mix of abilities from within the sphere of the Property and Construction Industries. Building management, maintenance management and

property management are terms which have been around for some time, and which have a clear meaning to the property industry. Facilities Management (FM) has evolved recently in the United Kingdom, and even more recently in Hong Kong. One of the factors which has raised the profile of FM has been the shift in emphasis from investment in property to a greater concentration on the effective and efficient use of business related property. The British Institute of Facilities Management defines the FM role "as the practice of co-ordinating the physical workplace with the people and work of the organisation". By necessity, the definition of FM is broad covering multiple disciplines and activities, which enable the role to be responsive to the needs of a particular building, its function and organisational objectives. A particular job description can be tailored, therefore, to the needs of the organisation, by the selection and balance / emphasis between particular areas of competence.

## INTRODUCTION

The course is intended to enable professionals to:

- broaden their career opportunities;
- develop new or greater competence in some of the key areas within the remit of the FM function;
- support their continuing professional development.

The first intake of this pathway commenced in September 1997. The course may be taken over 2 years of part-time study and is built on a course unit accreditation structure. Students will study 4 units each year over two semesters.

### Year 1 (4 Units)

Management Principles  
Research Methods  
Economics  
Facilities Management

### Year 2 (4 Units)

Property Development and Finance  
Project Management  
Dissertation (2 Units)

The Dissertation in Year 2 counts as 2 units and is a significant feature of the course. It is supported by a unit which introduces research methods. This unit exposes students to a range of methodologies which are available for their Dissertation research. The Dissertation affords students an opportunity to select a theme of relevance to the pathway, and of value / interest to themselves, and to undertake an in-depth investigation into their chosen subject. This is presented formally in a report of 12,000 - 15,000 words.

Attendance at course lectures is required. These lectures will be held at weekends (4 weekends per year), and seminars and tutorials will be held on average once or twice a month on a weekday evening. Each student will be provided with an academic tutor and a fax helpline will be established 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.

Participants on the course will be able to develop their analytical, technical and managerial skills in preparation for active participation in the construction and property industries.

## THE AWARD

Each unit of the course is self-contained and credits of individual units will be awarded. A student who successfully completes year 1 of the course but decides not to proceed further will be awarded the Post-graduate Certificate. Similarly, a student who successfully completes the year 2 taught units but decides not to proceed further will be awarded the Post-graduate Diploma. On completion of the Dissertation, the student will be awarded the MSc.

## METHODS OF ASSESSMENT

The MSc will be assessed by a number of methods.

### Set Assignments and Case Studies

Each unit of the course, other than the dissertation, will require the student to complete a set of assignments or case studies. This coursework will count as 50% of a student's overall assessment in the unit. The remaining 50% will come from a 3-hour written examination in that unit. In research methods the coursework counts as 100% of the assessment.

### Dissertation

Students will complete a dissertation (12,000-15,000 words) in Year 2. This is a major feature of the course and counts as two units. The research skills necessary for the preparation of the dissertation will be taught in Year 1 through the unit in Research Methods.

### Course Materials

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the student's study materials.

## 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 good international links with Europe and the Asia Pacific Rim.

## 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.

Application 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 Diploma in Construction Management and Property Development are eligible to apply for entry to the MSc programme.

Students who hold the SPACE/HKU Post-graduate Diploma in Construction Project Management may apply for exemption from up to 4 of the 8 units of the full MSc programme.

#### PERMITTED PERIOD OF REGISTRATION

The maximum period of registration is 5 years part-time.

#### 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 [Unit fees to be revised to HK\$11,000 for intake commencing in September 1998].

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

#### APPLICATIONS

Applications for MSc in Facilities Management are accepted twice per year in Hong Kong (in June - July and in November - December). Applicants may commence their studies in either September or February.

Closing date for applications: no applications can be considered after January 9, 1998 and July 31, 1998 for the February and September intakes respectively.

For information concerning further course details, please see address on page 157.

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## UNIVERSITY OF GREENWICH

### MSc in Occupational Safety and Health

#### by Distance Learning

(Course No. 8017 - February 98 Intake)

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#### FIRST INTAKE COMMENCED AUTUMN 1997

SPACE, in conjunction with the Department of Real Estate and Construction at HKU, is offering a new MSc in Occupational Safety and Health awarded by the University of Greenwich. This is a 2-year programme in the distance learning mode.

#### BACKGROUND

The heightened awareness by governments and industry of their responsibilities to the environment, public health and safety of the workforce has resulted in a wider number of career opportunities in the fields of environmental science and environmental and occupational health. This has been heightened in the Hong Kong context by the vast array and complexity of infrastructure works and associated building

and civil engineering works. Graduates from a programme such as the MSc in Occupational Safety and Health can now enter a widening range of employment sectors including industry, government authorities, education, environmental organisations and the voluntary sector. Increasing numbers are taking the opportunity to enhance their knowledge through post-graduate study and research. Essentially the principal objectives of the health and safety practitioner are to prevent accidents and ill health in the work place. This involves the creation and maintenance of a safe working environment as well as the promotion of safe behaviour or the avoidance of human error by people who are working with hazards or in hazardous situations. Traditionally in Hong Kong as elsewhere policy towards health and safety has been reactive whereby activity has concentrated on the prevention of the recurrence of accidents rather than the prevention of their occurrence in the first place. The proposed programme is an attempt to respond to this. Opportunities will be taken to incorporate local expertise from Government, the Productivity Council, the Airport Authority etc into the programme.

#### INTRODUCTION

The course will necessitate completion of six taught units comprising five core units in:

- Occupational Safety Practice,
- Safety and Risk Management,
- The Monitoring, Analysis and Control of Toxic Substances in the Workplace,
- Industrial Toxicology, Occupational Health Practice and Epidemiology,
- The Thermal and Acoustic Environment.

In addition, students will take ONE unit from the following options [these will be added to over time, and a unit in construction site safety is currently being developed]. The optional units are:

- Lighting, Ionising and Non-Ionising Radiation,
- Ergonomics and Workplace Psychology

Completion of the 6 units will give students the 90 credits for the award of a PGDip. It is, however, anticipated that most candidates will complete the MSc via a 30 credit dissertation which will be based on an empirical investigation.

#### ASSESSMENT

Each unit will be assessed by way of summative coursework and an examination for each module. Throughout the individual units students knowledge will be reinforced by the completion of self assessment question (SAQS) which will have feedback and where necessary recommendations for remedial reading. At the end of each unit there will be a synoptic SAQ which integrates the material studied.

#### TUTORIAL SUPPORT

There will be an induction weekend at the beginning of the course led by Greenwich University Staff. A further weekend school will be held part way through the term led by the Hong Kong tutors.

In addition UK tutors will be contactable via E-mail and local tutor support will be afforded by the staff of the Department of Real Estate and Construction at the University of Hong Kong.

### ENTRY REQUIREMENTS

Candidates seeking admission to the course must demonstrate that they have the ability and determination to successfully complete the course. Interviews may be held locally to determine a candidate's potential to benefit from this course of study. Candidates seeking admission must normally possess one of the following qualifications (or its equivalent):

1. an honours degree or equivalent award in which one of the physical sciences formed a major field of study;
2. an appropriate professional qualification coupled with professional experience;
3. holders of other qualifications will be admitted if the combination of their formal academic qualifications and relevant experience is considered equivalent to an honours degree. Reports will be sought from referees and these candidates will have an in-depth interview to establish that their existing level of knowledge is sufficient for them to follow the course effectively.

Entrants must have a high level of written and spoken English as this is a very demanding course. A student's command of English may be evaluated through a locally administered test. A score of 550 points (TOEFL) or equivalent will be required.

Students will normally be expected to be working in an appropriate professional field.

The University of Greenwich's access policy supports the accreditation of prior academic and experiential learning. This enables prospective students to receive credit towards the degree on the basis of their prior professional and learning experience. Exemption from some core units may be approved on production of evidence which demonstrates a candidate's achievement of the designated learning outcomes of specific units.

### PERMITTED PERIOD OF REGISTRATION

The maximum period of registration is 5 years part-time.

Candidates who are successful in the core taught programme but who do not wish to proceed to the dissertation stage will be awarded a Post-graduate Diploma.

### 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 [Unit fees to be revised to HK\$11,000 for intake commencing in September 1998].

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

### APPLICATIONS

Applications for MSc in Occupational Safety and Health are accepted twice per year in Hong Kong (in June - July and in November - December). Applicants may commence their studies in either September or February.

Closing date for applications: no applications can be considered after January 9, 1998 and July 31, 1998 for the February and September intakes respectively.

For information concerning further course details, please see address on page 157.

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## POSTGRADUATE DIPLOMA IN CONSTRUCTION PROJECT MANAGEMENT (1998/99)

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The Post-graduate Diploma is a joint award of the School of Professional and Continuing Education and the Department of Real Estate & Construction (Faculty of Architecture). It is intended for graduates and professionals with extensive work experience in the construction management or related fields.

The course is designed to update, expand and develop the knowledge of professionals working in the construction industry. It is equivalent to first year master's degree studies and will draw on the professional and work experience of the student.

The course is modular in nature and students will study four modules in two semesters extending over one full year.

### COURSE DURATION

The course has been designed around one year of part-time study. Classes are held in the evening over two 14 week semesters per year.

### COURSE FORMAT

The course is divided into four modules all of which are compulsory.

Term 1 - September - December  
Project Management  
Law and Finance

Term 11 - February - May  
Construction Management  
Construction Management Practice

### TIMETABLE

The course will take place on two evenings per week (Monday and Wednesday, 6:30 - 9:30 p.m.) over two terms. The first term will commence in early September 1998 (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 Project Management (previously Construction Management and Economics). Bath University have also given their approval for exemption from 4 of the 8 taught modules on the MScCMDL to holders of the Post-graduate Diploma in Construction Project Management.

The distance learning MSc programmes from Bath and Greenwich Universities are offered in Hong Kong by SPACE (see this section of the prospectus).

## ENTRY REQUIREMENTS

To be eligible for admission a candidate should hold:

- (i) a degree or other qualification of equivalent standard, or,
- (ii) a professional qualification and membership of an appropriate professional body accepted for this purpose; e.g., A.R.I.C.S.; A.H.K.I.A.; A.R.I.B.A.; M.H.K.I.E. (currently under review). or,
- (iii) the SPACE Diploma in Construction Management/Property Development and be a mature applicant with sufficient and relevant working experience.

## COURSE COST

The course fee is HK\$29,500 (payable in 2 instalments) and should be paid once the student has received an offer of a place on the course.

## COURSE APPLICATIONS

The next intake will be in September 1998 and the closing date for applications is July 14, 1998.

For information concerning further course details, please see the address on page 157.

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# POSTGRADUATE CONVERSION PROGRAMMES

## POSTGRADUATE DIPLOMA IN SURVEYING (REAL ESTATE DEVELOPMENT)"

1998/99 Full Time (Course No. 8020)

1998/99 Part-Time (Course No. 8021)

## POSTGRADUATE DIPLOMA IN SURVEYING (QUANTITY SURVEYING)

1998/99 Full Time (Course No. 8022)

1998/99 Part-Time (Course No. 8023)

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## INTRODUCTION

The Postgraduate Diplomas are joint awards of the School of Professional and Continuing Education and the Department of Real Estate and Construction (Faculty of Architecture). The courses are designed to provide a postgraduate education as a foundation for entry into the surveying profession.

The programmes are designed to take graduates from a non-cognate discipline through an intensive programme of training courses and they provide graduates with sufficient knowledge and techniques to be capable of operating competently as professional surveyors within the relevant discipline.

## PROFESSIONAL EXEMPTIONS

Each award carries full exemption from the examinations of the Royal Institution of Chartered Surveyors and the Hong Kong Institute of Surveyors. They allow graduates from the two postgraduate diplomas to enter directly to the Test/Assessment of Professional Competence, a pre-requisite for professional recognition of the respective professional bodies. The programmes are specifically designed as postgraduate conversion pathways, directed at non-cognate degree holders who wish to attain a postgraduate qualification which provides a fully exempting award from the RICS/HKIS Quantity Surveying and General Practice Divisions.

## COURSE DURATION

The course has been designed to be offered in both a 1 year (12 months) full-time mode and 2 year (24 months) part-time mode.

Classes for the full-time mode will be scheduled during weekdays and Saturday mornings. Classes for the part-time mode will be scheduled on a minimum of the equivalent of two half days per week. Timetable will be announced.

**COURSE FORMAT**

The conversion pathways consist of five elements:

Core Taught Modules

Elective Modules

- Studio - Development Case Studies
- The Workshop Report
- Professional Report

The taught modules (both core and elective) provide the essential academic underpinning of the relevant surveying disciplines. However the studio components which comprise Development Case Studies, the Workshop Report and the Professional Report are critical to both conversion programmes. Studio provides the environment/context whereby the taught modules which tend to be developed discretely are integrated and where the necessary professional skills relevant to the selected discipline in the context of Hong Kong and the PRC can be more fully developed. More than 50% of the programmes are devoted to studio. Development Case Studies and the Workshop Report in particular place a strong focus on developing the relevant professional skill base.

The general aim of all the components of studio can be summarised as:

- to inculcate students with the professional skills and practices of their chosen surveying discipline (e.g. general practice surveying or quantity surveying) within the context of the land conversion process as a whole.

**COURSE STRUCTURE**

The overall structure of the progression including the taught course format consists of the following:

<p><b>Quantity Surveying</b></p> <p><b>Pre-course Programme</b> Construction Technology</p> <p><b>Core Taught Modules</b> Management Theory and Construction Projects Law and the Real Estate Industry Real Estate Economics Contract Strategies and Project Management Techniques Construction Economics Real Estate and Construction Management Practice * Economics for Professionals</p> <p><b>Elective Modules</b> * Two/Three electives to be offered from a group of courses to be reviewed annually</p> <p><b>Studio</b> Development Case Studies The Workshop Report Professional Report</p>	<p><b>Real Estate Development</b></p> <p><b>Pre-course Programme</b> Construction Technology</p> <p><b>Core Taught Modules</b> Urban Planning theory &amp; practice Law and the Real Estate Industry Real Estate Economics Land Economics Real Estate Investment and Finance Real Estate and Construction Business Management * Economics for Professionals</p> <p><b>Studio</b> Development Case Studies The Workshop Report Professional Report</p>
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- Normally candidates will be required to take three elective modules. However candidates without an economics background shall be required to study Economics for Professionals as a programme core module thus reducing the choice of electives to two

**TEACHING FORMAT**

Each taught module represents 24 hours of formal contact per student. Teaching takes the form of lectures, seminars, tutorials, case studies and student presentations. There is no prescribed format for the taught component. It is left to the discretion of each tutor to decide how best to use the time available depending on the nature of the material and the size of class. Naturally a great deal of reading will be required of students to support the basic modules. **The weight of a module is not seen to be simply the time that students spend in a classroom receiving conventional teaching.**

Each studio module i.e. Development Case Studies and the Workshop Report has a weighting of 4 x a taught module and therefore represents some 96 notional hours of prescribed work although in reality students are likely to have to spend a greater time on these activities. This reflects the emphasis placed on developing professional skills relevant to a conversion course of this nature.

The Professional Report has a notional allocation of 200 hours.

	<u>Hours</u>
Formal lecture modules 9 x 24	216 + reading and coursework
Development case studies 2 x 96 and workshop reports	192 minimum (total)
Professional Report (individual tutor)	200 minimum (total)

This structure can be conceived as comprising 408 notional hours of tuition plus the professional report and additional work to support the other components. This excludes the pre-course Construction Technology programme.

**Full-Time Mode**

The programme will extend over three semesters or a **full twelve months.**

Semesters one and two focus heavily on taught material with specialist skills developed through the module "Development Case Studies", which extends over the first two semesters. Semester two also sees the introduction of the "Workshop Report" which again focuses more heavily on the specialist aspects of the relevant disciplines. This is carried over into semester 3 where it will involve the workshop led by practising professionals in conjunction with members of academic staff.

The Professional Report commences during the first semester and is submitted during the first half of the third semester. The final part of the third semester is devoted solely to the Workshop Report. There is therefore a pattern

of development in the conversion programmes that emphasises a shift from the taught elements to professional skills as the programme progresses.

### Part-time Mode

The part-time mode of progression extends over a period of **not less than two years or six semesters** with taught components emphasised in semesters 1, 2, 4 and 5 and the specialist elements through the "Workshop Report" in semesters 5 and 6 and the module "Development Case studies" over semesters 2,3 and 4.

The classes for the taught modules take place on an equivalent of two half-days per week for the two semesters per year.

Studio components i.e. Workshop Report and Development Case Studies will be scheduled as additional elements during the week in the evenings or at weekends but will not be scheduled on weekday sessions.

The Professional Report commences during the third semester and is submitted during the first half of the sixth semester.

### ASSESSMENT

The courses are assessed by a number of methods. These include set assignments, case studies where both written and oral forms of presentation may be employed, examinations and the professional report. The weighting between examination and coursework for a given module is prescribed by the individual tutor/lecturer although coursework should form no greater than 50% of the overall assessment as prescribed by the individual tutor/lecturer. This is with the exception of the Workshop Report and Development Case Studies which is 100% coursework assessment.

### ENTRY REQUIREMENTS

To be eligible for admission, in addition to satisfying the general university entrance requirements, a candidate should hold a good honours degree or other qualification of equivalent standard.

Relevant employment experience and references are also taken into account and final decisions concerning admission to the course are made at the discretion of the University. Whilst academic qualifications are important in deciding admissions there is also a need for applicants to be committed to developing their management knowledge and skills in the property and construction industry. Due to the intensive nature of these programmes, it is important that course participants have the highest motivation and are capable of self-directed learning.

For students with a non-technology background, they will be required to enroll on the pre-course programme: Construction Technology of the Postgraduate Diploma in Surveying. The pre-course programme is a self-learning

package with tutorial support and will operate in tandem with the main conversion programmes.

### COURSE APPLICATIONS

The course will commence in September each year and the closing date for applications is 1st June, 1998. For application form, please contact SPACE, 10/F., T.T.Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Enquiries: Tel: 29755717 Fax: 25460295).

### COURSE FEE

The course fee for the 1998/99 is under review and will be promulgated later. As a reference point, the course fee for 1997/98 for full-time students is HK\$106,000 by 2 instalments. The first instalment should be paid once students have received an offer of a place on the course and in any case not later than the end of August 1998. The second instalment will be paid in early January 1999.

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## DIPLOMA IN CONSTRUCTION MANAGEMENT/PROPERTY DEVELOPMENT

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### 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 the choice to specialise in either property or construction. Students are expected to have a minimum of two years' practical experience on entry to the course. The course is offered in association with the Department of Real Estate & Construction of the University of Hong Kong.

### COURSE DURATION

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

## COURSE FORMAT

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

<b>Construction Management</b>	<b>Property Development</b>
Term I Legal Studies Construction Project Management	Term I Legal Studies Real Estate and Finance
Term II Economics Construction Management Practice	Term II Economics Investment & Cost Forecasting

## TEACHING AND LEARNING

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

## METHODS OF ASSESSMENT

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

## CAREER PROGRESSION

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

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

1. M.Sc. in Construction Project Management of the Department of Real Estate & Construction of the University of Hong Kong;
2. M.Sc. in Real Estate Development of the Department of Real Estate & Construction of the University of Hong Kong;
3. M.Sc. in Construction Management - Bath University, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE, H.K.U.); Diploma holders are admitted initially to the course at Post-graduate certificate level. Entry to the full master's programme is conditional upon passing the first two modules.
4. M.Sc. in Construction Project Management - 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 Real Estate - University of Greenwich, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE, H.K.U.);
6. M.Sc. in Facilities Management - University of Greenwich, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE, H.K.U.);
7. Postgraduate Diploma in Construction Project Management - joint award of SPACE and Department of Real Estate & Construction, University of Hong Kong, part-time evening programme.
8. Postgraduate Diploma in Surveying (Quantity Surveying/Real Estate Development)(Subject to approval)

## ENTRY REQUIREMENTS

1. Students should have a proficiency in English demonstrated by, for example,
  - (a) a pass in the H.K.C.E.E. examination at Grade D or above (or equivalent);
  - (b) a score of 550 or above in the Test of English as a foreign language (TOEFL) and
2. Students should have a Diploma, Higher Diploma, H.N.C., H.N.D. or equivalent qualification in a relevant subject area.
3. Students over the age of 25 with extensive business, commercial or other suitable professional working experience may apply. Such students may be required to sit a qualifying examination.

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

## COURSE COST

The course fee for the 1997 intake is \$19,000. This is paid once the student has received an offer of a place on the course (fee to be revised for 1998 intake).

The course will commence in April 1998 and the closing date for applications is March 2, 1998.

Please write or fax for details of the above Construction Management/Property Development courses to:

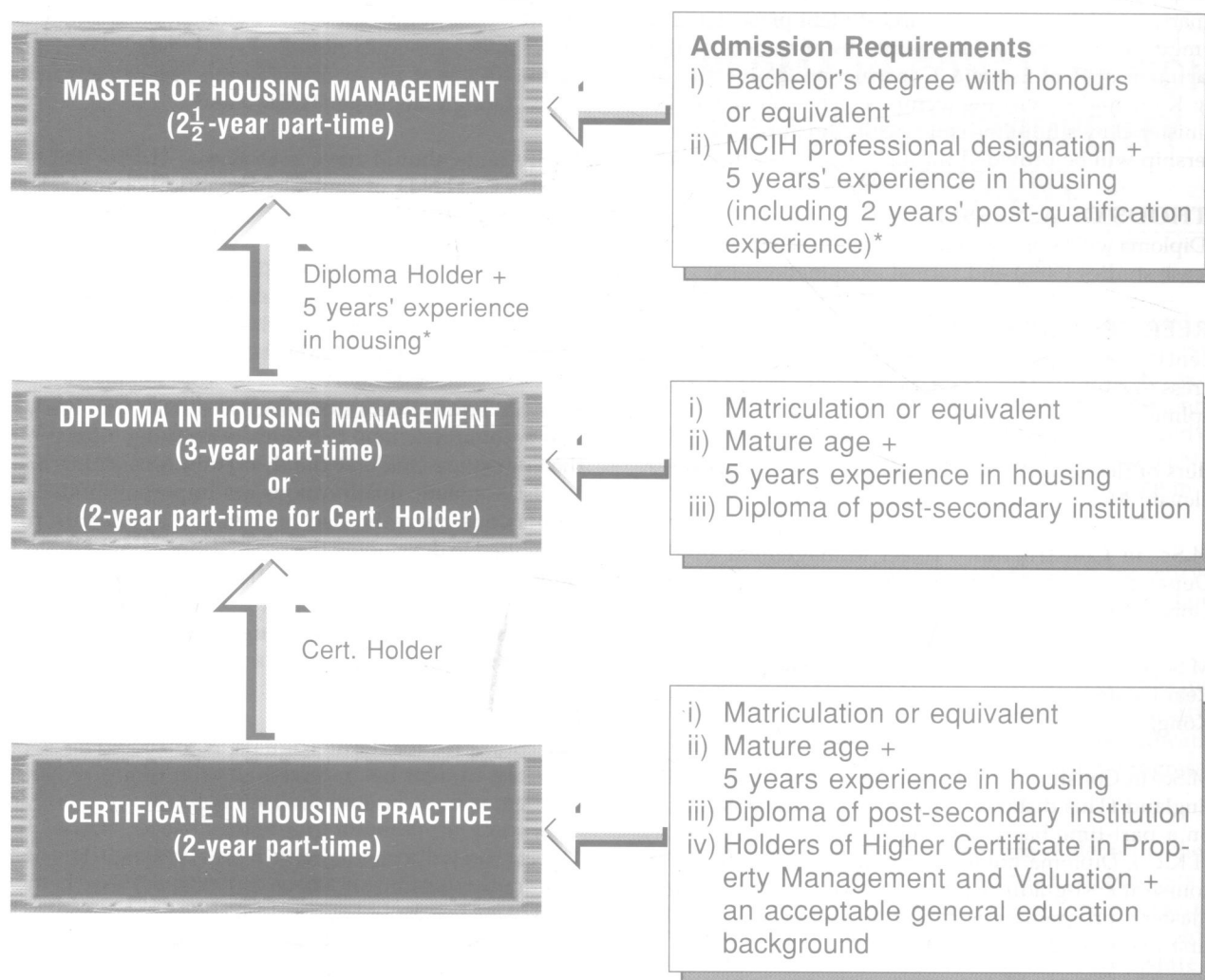
Course Administrator  
SPACE Construction /Property Section  
10/F, T.T. Tsui Building, The University of Hong Kong,  
Pokfulam Road, Hong Kong.

Tel: 2975 5717

Fax: 2546 0295

## Housing Management 房屋管理

### Master of Housing Management Diploma in Housing Management Certificate in Housing Practice



\* Admission subject to passing the requisite qualifying examination



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## Master of Housing Management

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### The Course

The Master of Housing Management course is an interdisciplinary programme designed not only to upgrade the training and skills of public and private sector professionals already working in the housing field but also to provide a firm intellectual foundation for those wishing to specialize in the housing area at postgraduate level.

### Course Structure

The programme extends over two and a half academic years of part-time study. Each year of the programme comprises four taught courses, a seminar series and field trips. Each course extends over one semester of study (i.e. 12 weeks). The last six months of the programme are engaged with the production of a dissertation. Lectures are mostly held on weekday evenings and Saturdays and are generally of two hours' duration.

During the first year of study students are required to take the following compulsory courses:

- Theories of Urban Development
- Quantitative Methods
- Management Theories and Techniques in Housing
- Sociology of Housing
- Seminar on Housing Policy and Management I

During the second year of study students are required to take the following compulsory courses:

- Housing Economics
- Comparative Housing Policy and Management
- Seminar on Housing Policy and Management II

Students are also required to take two optional courses from a list of those on offer. This list may vary from year to year.

### Who can apply

Applicants must be holders of

- (i) a Bachelor's degree with honours of this University; or
- (ii) a qualification of equivalent standard of this University or another university or comparable institution accepted for this purpose; or
- (iii) a Certificate in Housing Management or a Diploma in Housing Management awarded by the School of Professional and Continuing Education (formerly known as the Department of Extra-Mural Studies) and have at least five years of work experience in the housing field; or
- (iv) the MCIH professional designation and have at least five years of work experience in the housing field (at least two years of which must be post-qualification).

Applicants seeking entry under provisions (iii) and (iv) above, if selected by the Admission Committee, will not be offered admission until they have satisfied the examiners in a qualifying examination to test their academic ability to follow the courses of study prescribed.

### Application Procedures

Applications for the 1998/99 intake close in March, 1998. Please write in for further information enclosing a pre-stamped (\$2.80) and self-addressed envelope (17cm x 24cm).

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## Diploma in Housing Management

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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). MCIH and MHKIH are fully recognised for the purposes of career advancement and promotion by the Hong Kong Government.

The course runs over three academic years. Each year will cover five papers ranging from housing studies, through management studies, building studies and legal studies to social studies. Students will be assessed by coursework and examination at the end of each year.

A Diploma in Housing Management issued by the School of Professional and Continuing Education, the University of Hong Kong, will be awarded to a candidate on passing the Final Examination, on satisfactory fulfilment of the Practical Experience Requirement and on producing evidence of having had at least three years' approved experience in the housing field.

Applicants must be matriculants or mature age students with five years of working experience in housing and an acceptable general education background. They must also be sponsored by their employers as some of the lectures are held during office hours. Candidates must submit their application up to 9 months in advance as, on passing the Entrance Test, candidates are required to take and pass a Pre-course on "Communication" before being admitted to the Diploma Course. The next Pre-course will be held in February/March, 1998. Applications for admission to the Pre-course must be submitted before January 15, 1998.

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.

Please write in for further information enclosing a stamped (\$4.20) self-addressed envelope (34cm x 24cm).



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## Professional Diploma Programme in Real Estate Administration

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### 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 to reflect significance of the real estate business within the economy of Hong Kong. Many management decisions are affected by, and related to, the most effective use of real estate assets.

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

### Professional Recognition

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

### Aims of the Course

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

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

Course Structure (under review)

The course includes instruction and assessment in the following modules:

Year 1 General Principles of Law  
Principles of Economics  
Introduction to Property Valuation  
Principles of Management  
Building Construction

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

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

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

### Exemptions

Exemptions will be granted on a module by module basis.

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

### Minimum Entry Requirements

Applicants should possess either:-

1. (i) 2 'A' Level subjects and 3 'O' Level subjects, or  
(ii) 2 'A' Level subjects and 2 'AS' Level subjects, or  
(iii) 3 'A' Level subjects and 1 'O' Level subject; or
2. A university degree, or
3. A diploma of a recognised post-secondary institution, or
4. Alternatively, applicants aged over 21 years and with relevant experience may be considered for mature student entry

AND

Satisfy the English requirements in oral and written English specified by SPACE and H.I.R.E.A.

## Application Procedure

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

## Fees

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

- (1) Student Membership fee of the H.I.R.E.A.;
- (2) Lectures;
- (3) Marking of course assignments, reports and projects;
- (4) Examinations; and
- (5) One supplementary examination; if required.

There is an **HK\$90** application fee payable to "The University of Hong Kong" to be submitted with the application for enrolment. The application fee is to cover the cost of processing and is non-refundable.

## Scholarship

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

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# Certificate Programme in Real Estate Agency Practice

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## Introduction

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

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

## Programme Structure

The course includes instruction and assessment in the following modules:

a) Basic Property Valuation	30 hours
b) Law Relating to Real Property	30 hours
c) Sales, Marketing and Agency Management	30 hours
d) Selected Topics in Agency Practice	48 hours
<b>Total</b>	<b>138 hours</b>

## Entry Requirements

Applicants should meet at least one of the following requirement:

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

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

## Language of Instruction

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

## Assessment

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

## Course Duration

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

## Award of the Certificate in Real Estate Agency Practice

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

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

## Programme Fee

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

The programme fee will cover:

- a) Lectures;
- b) Marking of course assignments;
- c) Examinations; and
- d) One supplementary examination, if required.

### Application Procedure

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

- 1) the completed application for admission to this Certificate Programme;
- 2) photostatic copies of relevant academic documents;
- 3) employment references, if required; and
- 4) four crossed cheques for HK\$2,650 each, payable to "The University of Hong Kong" together with the relevant enrolment forms.

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

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

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

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

Class commencing in October 1998  
(Closing date of application: September 15, 1998)

For further information about this programme call 2858 4515.

### 房地產估價(中國)證書課程

#### 課程簡介

本課程由香港大學專業進修學院及華南建設學院共同開辦。

在一九九五年，華南建設學院是廣東省國家唯一的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：

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

#### 修讀形式

課程以講授形式為主，教材全部採用中國國家註冊房產估價師資格考試指定輔導教材並由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。

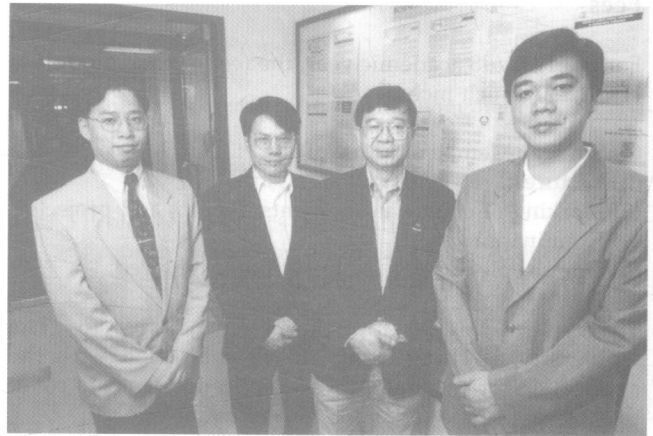
授課語文：中文

上課地點：香港及容後公佈

開課日期及時間：請留意各大報章廣告及本校之通告

結業證書：凡修畢本課程，出席率不少於75%，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。

全期費用：全期學費為HK\$10,500，請以劃線支票抬頭【香港大學】繳交學費。



Left: Mr. Allen Wong, Mr. S.M. Ma, Mr. David Lam and Mr. K.Y. Fong, academic staff of the Business Studies Division and Real Estate Agency / Administration Area

## Transport Management 交通運輸管理

### 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 Hong Kong and in the United Kingdom for graduate studies.

#### Who can apply

To be eligible for admission to the Diploma course, applicants must

- be at least 18 years of age; and
- have satisfied the University Entrance Requirements as specified in the prevailing University Regulations, or possess equivalent qualifications; OR
- be an Associate Member of the Chartered Institute of Transport; OR
- possess a Higher Diploma in Transport Studies granted by the Hong Kong Technical College and have at least two years of relevant post-qualification working experience; OR
- possess a Diploma in Business Studies (Freight Transport) granted by the Haking Wong Technical Institute and have at least two years of relevant post-qualification working experience.

#### Application Procedures

Applications for the 1998/99 intake close in August 1998. Please write in for further information enclosing a pre-stamped (\$3.50) and self-addressed envelope (17cm x 24cm). Applications for the 1998/99 intake must be submitted before August 22, 1998.

#### Short Course 短期課程

#### 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：香港大學厲樹雄科學館四室

時 間：一九九八年二月二十六日起每星期四  
下午七時三十分至九時正

全期學費：五百五十元正（共十講）

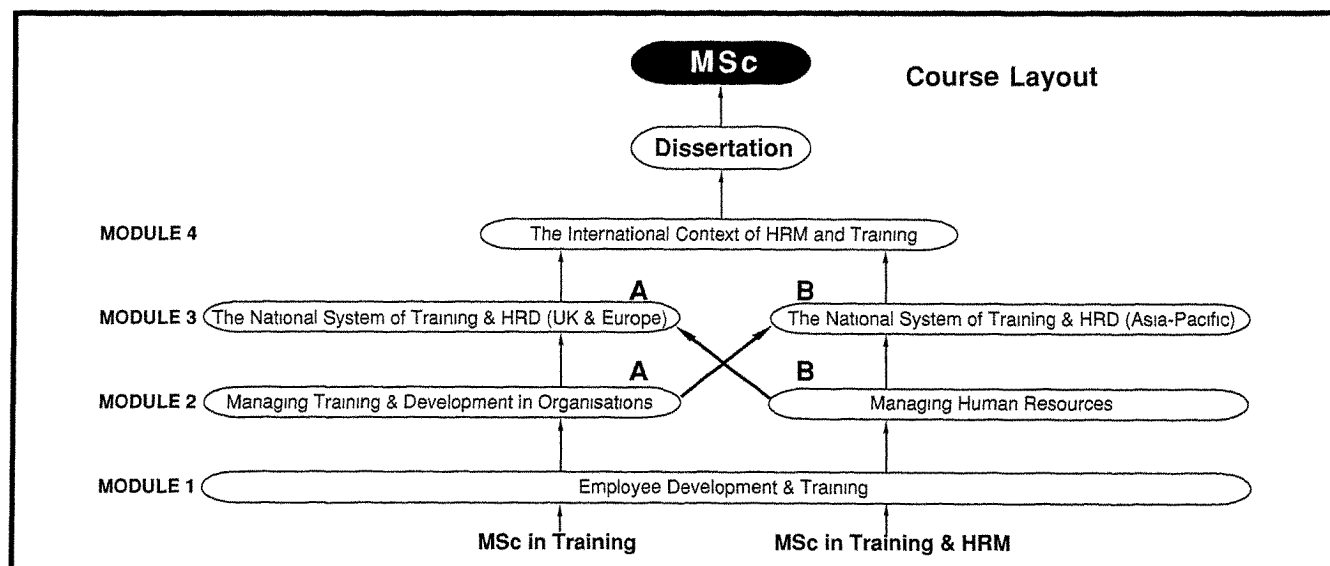
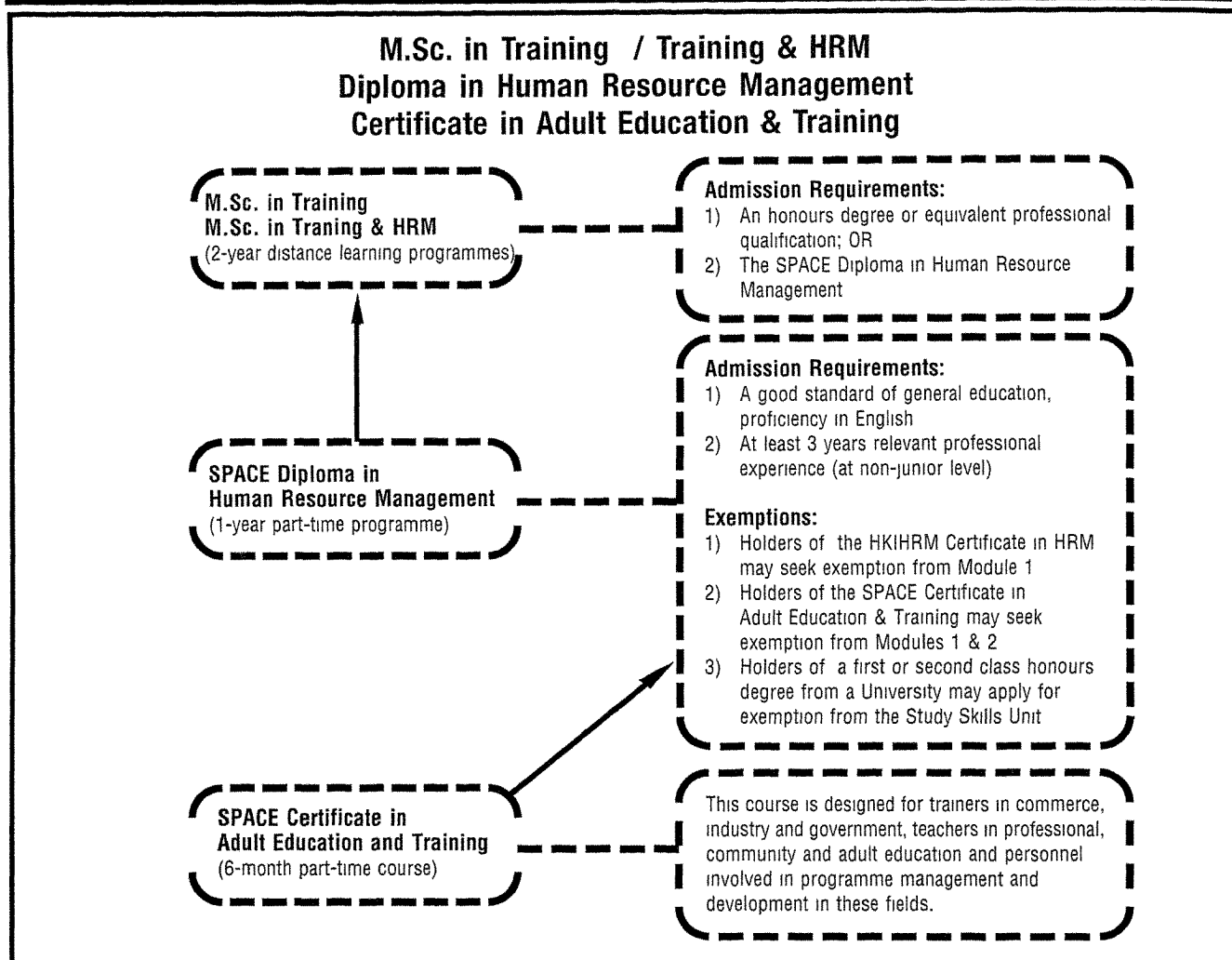


*If you want to learn more about how life-long education helps you to progress in your career, come to the Open Week from 14-20 January, 1998 at Admiralty Centre*

Adult Education & Training, Human Resource Management 成人教育、培訓及人力資源管理 • Criminal Justice & Public Order 刑事執法及公安 • Education, INSTEP 教育及在職教師進修課程 • Journalism & Communication 新聞及傳播學 • Political Science 政治學 • Psychology 心理學 • Recreation & Sport Management 康樂及體育管理 • Social Work & Sociology 社會工作及社會學

**Adult Education & Training, Human Resource Management** 成人教育、培訓及人力資源管理

Lecturers-in-charge 講師 Peter Kennedy 甘令心 Tel 2975 5690/686  
J Sodusta 舒楚素 2975 5685-86



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## 3089. M.Sc. in Training / M.Sc. in Training & HRM

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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 of the MSc programmes are two-year offered on a distance learning basis. Students are provided with a comprehensive range of self-study materials designed for use in Hong Kong and the Asia-Pacific Region. The self-study materials are complemented by seminars and tutorials held in Hong Kong bi-annually. Students are encouraged, but not obliged, to attend seminars and tutorials held in Hong Kong.

### Why two courses?

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

### Four modules are taken:

#### Module 1 - Employee Development & Training

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

#### Module 2a - Managing Training and Development (MSc in Training only)

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

#### Module 2b - Managing Human Resources (MSc in Training & HRM only)

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

#### Module 3 - The National System of Training

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

#### Module 4 - The International Context

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

### Assessment

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

### Dissertation

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

### Local support

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

## Enrolment

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

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

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

The Director (Attention: Ms 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: **28 February 1998.**

The course commences in April 1998, and if your application is accepted, the first instalment of your course fees (£2,900) must be paid within two weeks of that date. The second payment (£2,300) would be paid before commencing in Module 3.

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## 62. SPACE Diploma in Human Resource Management

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### INTRODUCTION

This one-year, part-time Diploma programme 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 normally be held on Saturday afternoons.

### Module 1 Organisational Behaviour

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

### Module 2 HRM - Employee Resources Management

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

### Module 3 HRM - Employee Relations

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

### Module 4 Training within the organisation

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

- Lectures

Students will be given two lectures per module in this course (eight lectures in total). Lecturers have been selected to provide the best available expertise in the various areas.

- Group Tutorials

Group tutorials will provide students with an opportunity to give presentations and meet in smaller groups (max. 25 students per group). Each group will be led by a person having both practical and theoretical expertise in the human resource field. Each module will be followed by two tutorials (eight tutorials in total).

- Practical Presentations

Leading HRM practitioners working in Hong Kong will share their personal experiences of the practice of HRM.



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

- Study Skills

The aim of this module is to introduce students to the requirements of academic writing and to presentation skills. Topics to be covered include: an introduction to research methods such as interviews, surveys and field studies, plagiarism and how to avoid it, the proper use of references and citations, presenting arguments and drawing conclusions, and the differences between quantitative and qualitative research techniques. Each module will be followed by two study skills sessions (eight sessions in total).

### ATTENDANCE

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

### ASSESSMENT

Students will be awarded the Diploma if they:

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

### EXEMPTIONS

Students may apply for exemptions from various units:

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

Students will not receive exemption from more than two modules.

### APPLICATION AND ADMISSION

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

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

The next course commences in October 1998. Further information can be obtained from Ms Betty Kwong in July 1998. (Telephone: 29755690 Fax: 28583404)

1925. 人力資源管理及勞資關係技巧  
(For details, please refer to page 133.)

## 79. Diploma in Basic Research Skills

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

### Course Content

#### Module 1: Basic Philosophy of research

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

#### Module 2: How to begin the research project

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

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

#### Module 3: Designing the research

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

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

#### Module 4: Quantitative design

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



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

Unit 3 Study skills.

### Module 5: Qualitative design

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

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

### Module 6: Thesis, referencing and plagiarism

Unit 1 What is a thesis? The thesis format, style and content. Selecting a title. Ways of organizing thesis content. What is referencing? Where and how to make acknowledgements. Standard forms for work citation.

How to document visuals such as illustrations, maps, charts, graphs and tables. What is plagiarism? How to avoid plagiarism. Serious consequences of plagiarism.

### Module 7: Problems of research writing

Unit 1 Challenges of writing a research paper. Skills needed in writing (facility for expression in English, typing, word processing, drawing, graphics). Financing the project.

Unit 2 How to organize data. Problems in using secondary data. How to reduce the gap between research design and problems. Rationale for the choice of a method.

### Module 8: Research writing (I)

Unit 1 How to get started in writing. Knowing the objective. Writing the opening. Importance of tone, nonsexist language, voice, verb tense, agreement of subject and verb, punctuations and quotations.

Unit 2 Procedures for writing the conclusion. Dos and don'ts in writing research reports.

Unit 3 Study skills.

### Module 9: Research writing (II)

Unit 1 Writing the first draft. Revising, punctuation, spelling, grammar, long sentences, long paragraphs.

Unit 2 Referencing: parenthetical, endnotes, footnotes, bibliography. Finalizing the research report.

Unit 3 Study skills.

### Course Director

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

Venue : University Campus

Date : Mondays, 6.30-9.30p.m., commencing September 28, 1998

30 meetings & 10 workshops

### Credits

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

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

### Eligibility

Students should:

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

### Assessment

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

The next intake will commence in September 1998. Course details will be available in May 1998 and can be obtained by sending a self-addressed envelope to:

Director (Attn: Ms Emily Chin)  
SPACE, University of Hong Kong  
9/F, T T Tsui Building,  
Pokfulam Road, Hong Kong (Tel: 2975 5691)

## 71. Certificate in Adult Education and Training

More and more people in Hong Kong today need to know how to train or teach adults, in the private and public sectors as well as in other adult education contexts. This Certificate course is designed for those who are keen to develop the essential skills involved in facilitating adult learning. It is suitable for trainers in commerce, industry and government; teachers in professional, community and adult education; and personnel involved in programme management and development in these fields.

### Objectives

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

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

### Contents

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

### Course Structure

The course will consist of the following elements:

1. Twenty-two 3-hour weekly meetings on Wednesdays.
2. Each course member will be expected to conduct one session of teaching, which will be observed by a course tutor and will be followed by an evaluative discussion with the tutor.
3. Each course member will visit one teaching or training session conducted by another course member and will conduct an evaluative discussion afterwards.
4. Each course member will complete an assignment and a project related to education or training within his or her own organisation or field: for example, identifying training needs within the organisation and designing possible programmes to meet these needs.

### Assessment

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

### Language of Instruction

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

### Application Procedure

Applicants should complete and return the standard SPACE enrolment forms, together with a letter briefly outlining their experience in adult education or training and how they think they will benefit from the course.

A ONE-YEAR DIPLOMA PROGRAMME IN ADULT EDUCATION AND TRAINING WILL BE OFFERED IN AUTUMN 1998.

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

### 3129. Privacy Ordinance Workshop

This is a two-day workshop which aims to introduce you to a range of privacy law issues including (a) protection of personal data, (b) worker's privacy, (c) healthcare privacy, and (d) computer privacy. The course also explores privacy attitudes in Hong Kong and privacy as a constitutional right. It will be delivered through lectures and workshops by experts in the field.

The course is useful for those involved in human resource management whether in commerce, industry, or government; executives in universities, medical and caregiving professions, and disciplined services; and members of the general public who are interested in privacy law issues.

Tutors : Team of experts

Venue : Room 102, 10/F, SPACE Town Centre (Shun Tak Centre, West Tower)

Date : Saturday and Sunday, 9.30 a.m. - 12.30 p.m. and 2.00-5.00 p.m., on May 9 & 10, 1998

2 meetings

Fee : \$750

Medium of Instruction: English supplemented with Cantonese

Closing date for application: May 2, 1998.

### 3160. Workshop on How to Develop Skills for "Creating" an Enjoyable Life – The Science of Being™

The aim of this innovative course is to provide new skills which help the participants (a) to deal with emotions and develop techniques of detaching from them especially those which harm the self and others, and (b) to create new points of view as well as new possibilities that will enhance their relationships with family members, friends and colleagues.

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

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

Venue : Room 102, 10/F, SPACE Town Centre (Shun Tak Centre, West Tower)

Date : Thursdays, 7.45-9.30 p.m., commencing February 12, 1998

12 meetings

Fee : \$950

Closing date for application: February 5, 1998

## 76. Diploma in Criminal Justice

This programme of professional and academic education is specially designed for staff of private and public sector agencies involved in the field of Criminal Justice.

The Diploma programme is also designed to provide students who have a strong professional record in the field (but whose formal educational qualifications would normally prevent them from gaining entry to a university degree programme) with a method of gaining entry to professionally-relevant Masters degree programmes. Students who complete the Diploma course successfully are eligible for entry to Masters programmes offered by the Scarman Centre for the Study of Public Order, University of Leicester, UK; former students of this programme have also been accepted onto other courses, including the M.Soc.Sc.(Criminology) at the University of Hong Kong.

### DIPLOMA IN CRIMINAL JUSTICE

#### PROGRAMME DURATION

The programme lasts for one academic year.

Students normally attend a Lecture on one Monday evening per week, 6.30-9.30 p.m., commencing in September 1998; 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 SPACE Town Centre, 3/F., Admiralty Centre, 18 Harcourt Road, Hong Kong, 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 readings, organisational, writing and evaluation skills for academic and professional purposes.

#### SYLLABUS

The course is made up of two modules. Both Module A and Module B consist of five units. There are also extra units devoted to study skills and to current issues. The modules and units are as follows:

#### Module A - Law, Crime, and Deviance

##### A1: An Introduction to the Criminal Justice System

An overview of the role and functions of the police, courts, corrections, and other agencies dealing with crime and criminals.

##### A2: Basic Research Skills

A good criminal justice programme, like all quality programmes, is based on sound research evidence. That is why this unit is introduced. This unit aims to provide students an understanding of how good evidence, whether for academic or professional purposes, is produced. It includes the following topics: methods of collecting and analyzing data; principles of reliability and validity; ethical responsibility of the researcher; and referencing and plagiarism.

##### A3: Crime and Deviance I: Theoretical Perspectives

This unit is an introduction to basic theories in criminology, and also introduces the student to the concept of 'deviance'. It looks at various theories, including functionalist theories, the 'Chicago School', anomie and strain theories, labelling theory, subcultural theories, Marxist and 'radical' criminology, biosocial approaches and the study of 'white collar' crime.

##### A4: Crime and Deviance II: Types of Crime

Many criminological studies have focused on specific types of crimes or offenders. This unit reviews such research, looking at, for example, homicide and assault, robbery, sexual offences, vice, and 'white collar' and organized crime.

##### A5: Criminal Statistics and Crime Surveys

The criminal law defines what kind of behaviour is considered by society to be criminal. But how do we know how much crime there is in society? This unit looks at the ways in which crime figures are collected

and examines some of the problems associated with these methods.

## **Module B - Crime and the Criminal Justice System**

### **B1: Police and Policing**

An examination of how a major component of the criminal justice system operates. Special consideration is given to sociological research into policing, including police discretion, the role of the police, public order and crime control, and informal social control and policing.

### **B2: Punishment and Corrections**

This will survey the history of punishment, prisons and penology, and the use of imprisonment and non-custodial options.

### **B3: Juvenile Justice**

Juvenile justice is organized in a very different fashion from 'adult justice', and the problems of juvenile delinquents are often seen to be distinct from those of adult criminals. This unit focuses on the creation of juvenile delinquency as a social problem, the nature of juvenile justice and its administration, and the specific arrangements for juvenile justice in Hong Kong.

### **B4: Victims in the Criminal Justice System**

An examination of how, historically, the role of victims in the criminal justice system has changed. This unit also provides an overview of the current position of victims and the problems they experience in the criminal justice process.

### **B5: Crime Prevention Strategies**

An examination of existing strategies and tactics, such as safe neighbourhood schemes, community crime prevention, community policing, and 'fight crime' committees.

## **Current Issues in Crime Justice**

This non-modular unit offers students an opportunity to explore and discuss a number of current issues, through contributions by guest speakers and others. The precise content varies from course to course.

## **Study and Writing Skills Component**

The Diploma programme provides the Study and Writing Skills Component to help students fulfill sound academic assignments. This Component which is an essential element of the programme involves the development of study, writing and drafting skills. Students are expected to learn the techniques of how to get started in writing and what are the dos and don'ts in writing essays and reports. Students are also expected to form their own study groups and with tutorial

support are required to submit an assessed essay assignment.

## **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 1999.

## **APPLICATIONS AND ADMISSION**

No formal qualifications are required for entry to the Diploma course in Criminal Justice. However, candidates must show evidence of their ability to undertake degree-level study in this field successfully. In assessing this ability, SPACE pays particular attention to candidates' professional records, and to referees' reports.

The course is conducted in English, and candidates will be expected to show evidence of their ability to undertake degree-level study successfully in English. They may be asked to sit a test to assess their competence in English.

Applicants may be asked to attend for interview.

Applications should be made on the special application form which may be available from early April 1998, and by enclosing a stamped self-addressed envelope from:

School of Professional and Continuing Education,  
Diploma in Criminal Justice  
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, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong	North Point Centre, 14/F, Fortress Tower, 250 King's Road, North Point, H.K.
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Venue : To be advised  
(Workshop) to be advised

Date : Mondays, 6.30-9.30 p.m., commencing in  
September 1998  
(Workshop) Wednesdays, 6.15-9.30 p.m.,  
commencing in October 1998

26 meetings & 12 workshops

## **Course Director**

Dr. Karen A. Joe Laidler, B.A. (Hons), M.A., Ph.D.  
(California)

Dr. Joe Laidler is Lecturer in the Department of Sociology at the University of Hong Kong. She is author of many journal articles and book chapters on drugs, alcohol and violence including *Unchartered Terrains: Contexts of Experience Among Women*

in the Illicit Drug Economy (1997), The Life and Times of Asian American Women Drug Users: An Ethnographic Study (1996), and The Dynamics of Running Away, Deinstitutionalization Policies and the Police (1995). She has wide experience and knowledge of sociological research on crime and delinquency, with specialism in drugs and violence. She has been Consultant to numerous projects including the National Institute on Drug Abuse Projects and is a member of numerous professional societies including the Academy of Criminal Justice Sciences, American Society of Criminology and Society for the Study of Social Problems.

## THE DIPLOMA: A MASTERS DEGREE "ACCESS" PROGRAMME

The Diploma programme is designed to provide an effective and valuable education in itself. It is also designed as an 'Access' programme to Master's degree courses in the field of Criminal Justice and Public Order.

The University of Leicester has agreed that students who complete the course successfully will be eligible for admission to the University's Master's Programmes in Public Order Studies and Criminal Justice Studies.

## NEW PROGRAMMES

### MSc in Public Order Studies and MSc in Criminal Justice Studies Programmes

The *MSc in Public Order Studies* and *MSc in Criminal Justice Studies* are new Masters awards proposed to be offered in September 1998 by the University of Leicester in collaboration with the School of Professional and Continuing Education. Both MSc programmes are in the distance learning mode developed in response to an increasing demand from students to undertake advanced study in their own time and place.

These degrees which are entirely studied in Hong Kong provide rigorous and high-quality self study packages supported by monthly discussions and seminars as well as study groups.

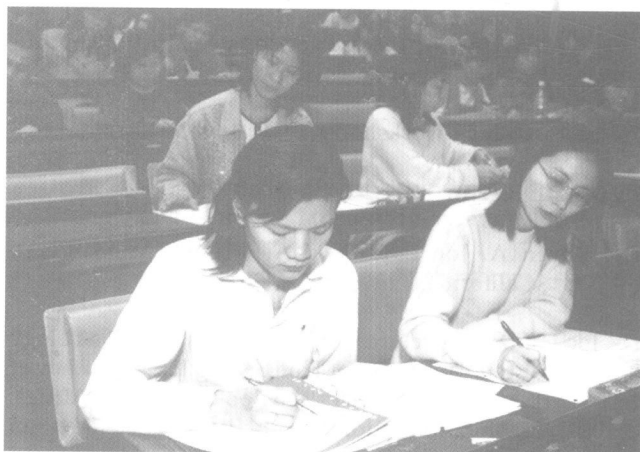
The MSc programmes build upon the foundation of the Diploma levels of study in Criminal Justice and Legal Studies, or their equivalent.

The Scarman Centre for the Study of Public Order of the University of Leicester has strong links with Bramshill, The UK Police Staff College, a prestigious seat of learning for current and future police leaders and international police training.

Further information will be available from April 1998, and can be obtained by enclosing a stamped self-addressed envelope from:

School of Professional and Continuing Education  
Attn: Ms Emily Chin  
9/F, T.T. Tsui Building, The University of Hong Kong,  
Pokfulam Road, Hong Kong (Telephone: 2975 5691)

*Students paying full attention at class*



## 69. Certificate Course in Tertiary Educational Administration and Management

Tertiary education is changing rapidly - and so are the needs of those who administer it. Administrators in higher education in Hong Kong need to know about a wide range of issues: the traditions and philosophies of higher education internationally, within Hong Kong, and within their own institution. In addition, management systems and approaches, characteristics and problems of students, technology and financial information systems all have impact on this field.

This course is designed to help tertiary educational administrators to develop the knowledge, skills and values which will meet their needs and enhance their effectiveness in the early stages of their careers. It provides a valuable foundation for administrators who are in the early years of their employment in a tertiary institution, in all the major aspects for tertiary education, and an introduction to some of the most important skills required by administrators.

### Aims and Objectives

The course aims:

1. to convey an understanding of the nature and purposes of higher education and of the contribution which administrators can make to achieving these purposes;
2. to provide some insight into the development of tertiary education in Hong Kong, and the different institutions which form part of it;
3. to provide an opportunity to learn from some of the most senior and experienced figures in Hong Kong tertiary education about the latest administrative practices, and about current policy issues affecting the work of educational administrators;
4. to provide an introduction to some of the key skills required by tertiary educational administrators and to the different areas in which these skills need to be exercised;
5. to provide an opportunity to exchange and compare experiences and problems arising in the day-to-day work of administrators;
6. to help course members to develop a professional network of contacts.

### Course Content

- **The Role of the Administrator in Tertiary Education**

The academic civil servant and the manager of resources; the notion of a "self-government academic community";

what the "academic prerogative" means; differences between institutions in managerial styles and expectations.

- **Development of Tertiary Education in Hong Kong**

The history of tertiary education in Hong Kong and of its different institutions.

- **The Role of the University Grants Committee**

UGC policies, rules and procedures, triennia; academic planning; student numbers and manpower planning; overseas students; financial matters and capital planning; the balance between government control and institutional autonomy.

- **Governance and Administration of Hong Kong Institutions**

The differences between Hong Kong tertiary educational institutions, centring on themes, e.g., the English-language issue, the China factor, technological institutions, research, distance education, quality assurance, etc.

- **Financial Management and Resource Allocation**

Accounts, budgeting, income generation, fund-raising and the allocation of resources.

- **Quality in Teaching and Research**

Teaching and research and their relatedness; the assessment of quality; collegiality; the nature, extent and limits of "academic freedom".

- **Administrative Skills in Tertiary Education**

Committees and committee secretaryship; the management of staff; the writing of minutes and reports; managing accounts and budgets; the planning and management of SPACE.

- **The Nature and Needs of Students**

Origins and destinations of students in Hong Kong; characteristics and aspirations of students; student organizations - social, sporting and residence; student problems and how to deal with them; student support services, varieties of provision.

- **Health and Work Safety in Tertiary Education**

An introduction to health, safety and welfare at work in tertiary education, looking at typical hazards and how to tackle them.

• **Career Development for Administrators**

An introduction to the basic techniques and concepts involved in planning and managing a career as an educational administrator.

• **The Use of Computers and Information Technology in Administration**

An Introduction to computers, to Management and Executive Information Systems and to Internet Resources available to administrators.

**Course Structure**

1) **Seminars and Workshops**

Held on Tuesdays weekly, 2.30-5.30 p.m., commencing on 6 January 1998, ending in July 1998.

Most sessions will be held in the SPACE New Town Centre, 3/F, 18 Harcourt Road, Admiralty Centre, Hong Kong.

A major feature of the Course, however, is a series of sessions which are held in turn at each of the Tertiary Educational Institutions. These sessions provide enriching opportunity for networking with leading figures in higher educational administrations.

2) **Individual project**, on which a report must be submitted and assessed.

3) **Assessed coursework and reading.**

**Projects and Assessments**

**Award of the certificate will depend on:**

a) Submission of a project of 3,000 to 5,000 words. The report will be graded, and a passing grade must be obtained.

b) Attendance at a minimum of 80 per cent of the sessions.

c) Submission of a satisfactory report on at least one of the modules of the course.

**Course Director**

Elfed V. Roberts, B.Sc.(Econ), M.Sc.(Econ), Dip.Ed.(Wales).

**Application Procedure**

Applicants should complete and return the enrolment form enclosing the appropriate course fee by crossed cheque or banker's draft made payable to "The University of Hong Kong". Applications should be addressed to:

Director (Attn: Miss Polly Kwok)  
School of Professional and Continuing Education  
The University of Hong Kong  
Pokfulam Road  
Hong Kong

25 meetings

Course Fee: \$14,600

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## In-Service Teacher Education Programme (INSTEP)

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The following courses are offered by the Faculty of Education in conjunction with the School of Professional and Continuing Education of the University of Hong Kong. The purpose of the programme is to provide in-service courses which will help teachers to implement changes and develop solutions to the problems which they face in schools.

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### I. Arts and Social Sciences

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#### 3029. 學校公民教育的理論與實踐 (Theory and Practice of Civic Education in Schools)

隨著廿一世紀的來臨，培養下一代成為有素質的公民，實為公民教育老師的當前急務。本課程適合公民教育統籌教師及對學校公民教育有興趣的同工修讀。完成課程後，希望各學員能：認識各種不同的公民教育理論；把握歐美、中國及香港公民教育發展的最新路向；掌握設計校本公民教育課程的技巧。

本課程探討題目包括：（一）公民教育理論：歐美及中國對公民教育理念的異同；民族教育與民主教育是否互不相融？及香港〈學校公民教育指引（96）〉的理念及施行。（二）各種公民教育教學法的介紹；（三）如何設計校本公民教育課程及教材。

本課程的教授方法包括講授、小組討論及工作坊。講員除本會的幹事外，還會邀請對各題目有研究的講者作專題探討。

（限收三十人）

（本課程與香港學校公民教育統籌教師協會合辦）

主 講 人：吳家立，B.A., Dip.Ed.(CUHK), M.A.(F&sex),  
M.A.(HKUST)  
蘇永強，B.Soc.Sc., Dip.Ed.(CUHK), M.Ed.  
(HKU)

地 點：新市區中心S19室（1-7講）及S16室（第八講於四月十七日）（金鐘海富中心三樓）

時 間：一九九八年二月十七日起逢星期二下午六時十五分至七時四十五分

全期學費：六百七十五元（共八講）

教師可獲教育署退還半費。詳參第v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 of computing but would like to learn how such software can help them in their work.

The following areas of knowledge will be outlined: basic computer concepts, kinds of operating system and basic operation, using English and Chinese Windows, MicroSoft Windows application such as "Word" to prepare 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, usage of modems, bulletin board system (BBS), Internet and World Wide Web (WWW), educational use of multimedia technology will also be introduced.

*Enrolment is limited to 20*

Tutor : Chan Siu Keung, B.Sc., P.C.Ed., M.Ed.(HKU)

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 12, 1998

12 meetings & 12 workshops                      Fee : \$1,860

Medium of Instruction: Cantonese with English terminology

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

### 1948. Writing Simple Programs in MicroSoft FoxPro for Windows to Help in Daily School Office Work

This is an introductory course in 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 such as report writer, screen builder, menu builder and project 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., M.Ed.(HKU)

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 15, 1998

8 meetings & 8 workshops                      Fee : \$1,560

Medium of Instruction: Cantonese with English terminology

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

### 1949. Writing Application in FoxPro for Windows to Assist School Administration

SAMS developed by the Education Department fulfils the basic administrative needs of most schools. As end users of the system, we can develop more add-on applications on top of SAMS to expand its capability. This course aims at sharing programming and administrative experience amongst the tutor and the participants so as to develop more applications that are specially designed for specific administrative needs of schools.

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 studies.

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., M.Ed.(HKU)

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 May 7, 1998



5 meetings & 5 workshops Fee : \$1,060

Medium of Instruction: Cantonese with English terminology

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

### 3030. Use of Corel Graphic Package for Teachers

Diagram drawings are common and essential tasks to 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 with basic skills and knowledge on using Corel graphic package (including Corel Draw, Corel Photopaints, Corel Move) to create and edit graphics, bit-maps and computer animations. Teachers can have ample opportunity to create/work on drawings/animations that are useful for their teaching.

*Enrolment is limited to 40*

Tutors : Raymond W.H. Fong, Dip.Ed.(CUHK),  
B.Sc.(Hons.), Adv.Dip.Ed.,  
M.Ed.(HKU)  
Y.T. Lau, B.Sc.(Hons.), Cert.Ed., P.C.C.E.(HKU),  
M.Ed.(Sydney)

Venue : Room 708, T.T. Tsui Building, HKU  
Date : Fridays, 6.00-9.00 p.m., commencing February 27, 1998

6 meetings Fee : \$1,360

Medium of Instruction : Cantonese

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

### Web Authoring and Mastering for Schools

The course will take teachers, through lectures, demonstrations and hands-on practice, from the ability to surf and search the "World Wide Web" for teaching and learning to building their own school home page. It will then consider maintaining a school web site for student educational use and interacting with a service provider to optimise teaching and learning through web resources use. The course is designed for teachers in any subject who wish to use the web and to become providers and users of teaching and learning via the "Web" for their schools in an information technology age. The ED/CDI Inspectorate may also find the course useful.

**This course may be considered as core material for those wishing to become leaders in the use of web-based teaching and learning in schools in relation to the Hong Kong Chief Executive's recent policy address.**

*(This course is organised in association with the Social Sciences Research Centre, HKU.)*

*Enrolment is limited to 20*

Tutors : Jeffrey Day, B.Sc., Ph.D.(E. Anglia),  
P.G.C.Ed.(Cantab.), Lecturer in  
Curriculum Studies, HKU.  
Angela Castro, M.Phil.(Lond.), B.A.(Hons).(HKU),  
Cert.Ed.(Gratham), Dip.Lib.(Charles  
Sturt), Resources Officer in Social  
Sciences Research Centre, HKU.  
Frederico Castro, B.A.(Hons).(HKU),  
M.A.(Reading), Grad.Dip.Comp.Sci.  
(Deakin).  
John Bacon-Shone, B.Soc.Sc.(Durh.), M.Sc.(Lond.),  
Ph.D.(Birm.), Centre Director in Social  
Sciences Research Centre, HKU.

3031.

Venue : Room 201, Run Run Shaw Building, HKU  
Date : Mondays, 6.30-8.30 p.m., commencing February 16, 1998  
(Workshop) Saturdays, 9.00 a.m. - 1.00 p.m., March 7 & April 4, 1998

3079.

Venue : Room 201, Run Run Shaw Building, HKU  
Date : Tuesdays, 6.30-8.30 p.m., commencing May 26, 1998  
(Workshop) Saturdays, 9.00 a.m. - 1.00 p.m., June 13 & July 4, 1998

6 meetings & 2 workshops Fee : \$1,565

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

教師應用電腦綜合課程-視窗應用  
(For details, please refer to page 28)

3055. *Multimedia Workshop for Primary School Teachers*  
(For details, please refer to page 34)

## III. Counselling and Guidance

### 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.

*(This course is organised in association with the Hong Kong Association of Careers Masters and Guidance Masters.)*

*Enrolment is limited to 25*

Tutors : Executive Committee Members of the Hong Kong Association of Careers Masters and Guidance Masters

Venue : To be advised  
Date : Wednesdays, 6.00-8.00 p.m., commencing February 18, 1998

10 meetings Fee : \$1,005

Medium of Instruction : Cantonese

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

### 1984. Education and Careers Counselling: Skills and Techniques for Practitioners

This course is designed for careers teachers, guidance teachers and social workers in Hong Kong to learn some practical skills and techniques of counselling in order to help students make wise and realistic education and careers decisions. These skills and techniques include:

- (1) how to help students understand their physiological characteristics, education and careers interests, abilities, temperaments, values, qualifications and related course and careers choices;
- (2) how to help students collect, analyse and evaluate education and careers information;
- (3) how to help students set up and achieve wise education and careers aims;
- (4) how to help students make realistic education and careers decisions.

*Enrolment is limited to 25*

Tutors : Zhang Wei-yuen, B.Ed., M.Ed.(ECNU), Ph.D.(Edinburgh), Post-doctoral Fellow and Honorary Lecturer in Education, HKU.

Venue : To be advised (HKU)  
Date : Thursdays, 6.30-8.30 p.m., commencing March 5, 1998

10 meetings Fee : \$975

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

### 3032. 中學生心智教育與輔導 (Emotional Education and Counselling for Secondary School Students)

研究顯示『心智教育』有助增強學生的自覺性，亦能提高其個人之處事能力及精神健康。課程旨在認識『心智發展』對中學生心理健康教育及輔導的重要性。幫助老師從『自我成長』的體驗中作起點，再由家庭，人際，個人心理等層面上了解自己及學生的心理需要，從而在推行心智教育及輔導工作上更有效。形式包括短講，習作，遊戲及分組討論。  
(限收二十五人)

主 講 人：梁林天替女士，M.S.W.(Toronto), 浸會愛群社會服務處幹事

蔡志強，M.S.W.(Alabama), 浸會愛群社會服務處輔導服務主任

崔淑嫻小姐，B.S.W.(HKBU), 浸會愛群社會服務處社工

郭廣輝，B.S.W.(HKPU), 浸會愛群社會服務處社工

地 點：新市區中心 S 1 3 室 (金鐘海富中心三樓)

時 間：一九九八年三月六日起逢星期五下午六時三十分至九時三十分

全期學費：一千九百一十五元 (共十講)

教師可獲教育署退還半費。詳參第v頁。

## IV. Languages, Communications and Speech & Hearing Sciences

### 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 50*

Tutor : Bob Adamson, B.A.(Hons.), PGCE, M.Phil.(Wales), Assistant Professor in Curriculum Studies, HKU.

Venue : Room S6, 3/F, Admiralty Centre  
Date : Saturdays, 10.00-11.30 a.m., commencing February 14, 1998

4 meetings Fee : \$290

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

### 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 25*

Tutor : Ms Lara Lam, B.A., B.Ed.(Toronto),  
M.A.A.L.(Reading), Language  
Instructor in English Centre, HKU.

Venue : To be advised  
Date : Mondays, 6.15-9.15 p.m., commencing February  
16, 1997

4 meetings Fee : \$590

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

### 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 25*

Tutor : Ms Lara Lam, B.A., B.Ed.(Toronto),  
M.A.A.L.(Reading), Language  
Instructor in English Centre, HKU.

Venue : To be advised  
Date : Mondays, 6.15-9.15 p.m., commencing April 27,  
1998

4 meetings Fee : \$590

*Fee refund: Teachers may apply for a half fee refund for this course. See page v.*

### 1958. A School-based English Language Enrichment Programme Framework and Resource Materials for English Language Activities

This course is primarily designed for secondary school English Panel chairpersons and English teachers who are responsible for planning and running English activities. 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. 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 S19, 3/F, Admiralty Centre  
Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing  
May 16, 1998

2 meetings Fee : \$320

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

### 1960. 中文閱讀能力訓練教學工作坊 (Workshop of Chinese Reading Skill Training)

本課題旨在通過講與研習，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（一）掌握閱讀的基本概念；（二）訓練與發展中文閱讀的視覺認知能力；（三）掌握閱讀理解的基本理論；（四）訓練與發展中文的閱讀能力；（五）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：吳鳳平女士，B.A., M.A.(Ed.)(CUHK), Dip.App.  
Ling. (Singapore), M.A.(Chin.  
Linguistics)(HK Poly U), 香港大學課程學系助理教授

關之英女士, B.A., M.Phil.(CUHK), Cert.Ed.,  
M.Ed.(HKU)  
黃瑞珍博士, B.A.(CUHK), M.A., Ph.D.(Paris)

地點：香港大學邵仁枚樓104室  
時間：一九九八年三月六日起逢星期五下午六時十五分至  
七時四十五分  
全期學費：七百六十五元（共九講）

教師可獲教育署退還半費。詳參第v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.(HKU), 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：新市區中心S16室（金鐘海富中心三樓）  
時間：一九九八年二月十六日起逢星期一下午六時至八時  
全期學費：一千零四十五元（共十講）

教師可獲教育署退還半費。詳參第v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.(HKU), 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

地點：稍後通知  
時間：一九九八年二月二十五日起逢星期三下午七時五十分至九時五十分  
全期學費：八百四十元（共十講）

教師可獲教育署退還半費。詳參第v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.Appl.Sc.(Lincoln), M.Phil.(HKU),  
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，菲臘視王牙科醫院5  
18室，香港醫院道34號  
時間：一九九八年三月三日起逢星期二下午六時至八時  
全期學費：七百二十元（共八講）

教師可獲教育署退還半費。詳參第v頁。

Other Counselling Courses are on page 199.

## V. Physical Education and Sports Sciences

The following courses 1965-1969, 1971, 1973-1974 are organized in conjunction with the Physical Education and Sports Science Unit, the University of Hong Kong.

### 初級器械健體教練班 (Elementary Instructor Training Course for 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.(HKU),  
香港奧委會運動課程講師

地點：香港大學何世光夫人體育中心，香港薄扶林道111-  
113號（理論課：G16室／實習課：健  
身房）

全期學費：九百三十元（共八講）

1965.

時間：一九九八年二月二十八日起逢星期六下午二時至四時

1966.

時間：一九九八年二月二十八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v頁。

### 中級器械健體教練班 (Intermediate Instructor Training Course for 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.(HKU),  
香港奧委會運動課程講師

地點：香港大學何世光夫人體育中心，香港薄扶林道111-113號（理論課：G 1 6室／實習課：健身房）  
全期學費：九百三十元（共八講）

1967.  
時間：一九九八年五月九日起逢星期六下午二時至四時

1968.  
時間：一九九八年五月九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v頁。

### 1969. Introduction to Tennis and the Teaching of Tennis

This course is designed for teachers who want to learn the basics of tennis and would like to develop the sport in their school. The course includes: forehand, backhand, volley, serve, smashes and footwork, etc.

*Enrolment is limited to 8*

Tutors : Ricky Chan, B.A.(Hons.)(CUHK), USPTA(Pro 1)  
(US Professional Tennis Assn.)

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong (Lecture: Room G16 / Workshop: Tennis Court #1-2)

Date : Sundays, 9.00 a.m. - 12.00 noon, commencing March 15, 1998

8 meetings Fee : \$2,645

Medium of Instruction : English & Cantonese

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

### 1971. Intermediate Course in the Teaching of Tennis

This course is designed for teachers who know the basic skills of tennis already but would like to learn more about the teaching of tennis and the training of tennis players. The course includes: strokes production, game/strategies and plan analysis etc.

*Enrolment is limited to 8*

Tutors : Ricky Chan, B.A.(Hons.)(CUHK), USPTA(Pro 1)(US Professional Tennis Assn.)

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong (Lecture: Room G16 / Workshop: Tennis Court #1-2)

Date : Sundays, 9.00 a.m. - 12.00 noon, commencing May 24, 1998

8 meetings Fee : \$2,645

Medium of Instruction : English & Cantonese

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

### 1973. Introductory Course in the Teaching of Badminton

This course is designed for teachers to enhance their ability to perform, teach and promote badminton activities. Participants are expected to understand the basic techniques of warm-up, strokes, footwork, rules and regulations upon completion of the course. *Enrolment is limited to 16*

Tutors : Ho Man-Fai, Dominic, Certificate of IBF Coaches Conference, HKBA certified coach.

Venue : Lindsay Ride Sports Centre, 111-113 Pokfulam Road, Hong Kong (for Tuesdays)  
Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong (for Saturdays)

Date : Tuesdays and Saturdays, 7.00-9.00 p.m. (for Tuesdays); 3.00-5.00 p.m. (for Saturdays), commencing March 17, 1998

10 meetings Fee : \$2,175

Medium of Instruction : Cantonese

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

### 1974. Intermediate Course in the Teaching of Badminton

This course is designed for teachers who have already finished the introductory course or possess 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*

Tutors : Ho Man-Fai, Dominic, Certificate of IBF Coaches Conference, HKBA certified coach.

Venue : Lindsay Ride Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Tuesdays, 7.00-9.00 p.m., commencing June 2, 1998

8 meetings Fee : \$1,750

Medium of Instruction : Cantonese

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

### 3033. 中學體育教師太極拳研習班 (Tai-Chi Chuan for Secondary P.E. Teachers)

本課程旨在介紹我國普及的「簡易太極拳廿四式」。該拳式由楊澄甫拳架簡化而成。王志遠師傅乃楊澄甫嫡系傳鍾文和沈壽的入室弟子，在課程中介紹廿四式動作串連、要點和教學法。課程亦包括太極拳的減壓功能和方法。

*(限收二十人)*

*(本課程與教育署課程發展處體育組合辦)*

主 講 人：王志遠先生，工學學士（浙江大學）  
阮詠春小姐，社會科學碩士（臨床心理學），商業管  
理學碩士（香港大學）

地 點：北角教師中心，香港北角百福道四號  
時 間：一九九八年二月二十八日起逢星期六下午二時半至  
四時半

全期學費：六百五十元（共八講）

## VI. School and Teacher Development

### 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-Conc, 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（油麻地地鐵站C出口）

時 間：一九九八年二月十六日起逢星期一下午七時三十分至十時

全期學費：一千八百四十五元（共十八講）

教師可獲教育署退還半費。詳參第v頁。

### 3034. 高大宜合唱教學法 (The Kodaly Choral Method of Music Teaching)

本課程是為小學音樂教師而設。內容介紹匈牙利音樂教育家高大宜所設計的合唱教學法，透過有系統的歌唱訓練提高學生歌唱與讀譜技巧及對音樂的理解能力。

（限收三十人）

主 講 人：林陳仕豐女士，A.Musc.TCL., LTCL, LRSM, ARCM

地 點：新市區中心S 17室（金鐘海富中心三樓）

時 間：一九九八年二月七日起逢星期六上午九時至十一時三十分

全期學費：一千四百一十元（共十二講）

教師可獲教育署退還半費。詳參第v頁。

### 3039. 弱能兒童音樂教育 (Music Education for Handicapped Children)

本課程旨在向從事弱能兒童音樂教育工作者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等教學法及在弱能人士音樂教學及治療上的應用；（2）探討『潛能發展模式』、『親子音樂教育模式』、『音樂—言語教育模式』及『新一代音樂教學法』在弱能兒童音樂教育的可行性；（3）研習上述教學法的教學技巧及音樂技巧，及基本和聲、指揮、配樂、敲擊樂器演奏等音樂技巧；和（4）綜論弱能兒童音樂教育的目的，課程設計，推行模式及與治療的關係。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（油麻地地鐵站C出口）

時 間：一九九八年二月十六日起逢星期一下午五時至七時三十分

全期學費：一千七百三十元（共十八講）

教師可獲教育署退還半費。詳參第v頁。

### 3040. 小學音樂教學法 (Teaching Music in Primary Schools)

本課程是為小學音樂教師和有興趣從事小學音樂教育工作，但未曾接受專業訓練的人士而設。內容包括音樂課程策劃及教學法的綜合性知識及理解，使參加者明白如何能有系統地策劃音樂課程，有創意地組織音樂活動及有效地進行評估。本課程理論與實習並重。

（限收二十五人）

主 講 人：林陳仕豐女士，A.Musc.TCL., LTCL, LRSM, LRAM, ARCM

地 點：新市區中心S 15室（金鐘海富中心三樓）

時 間：一九九八年二月九日起逢星期一及星期四下午四時至六時三十分

全期學費：二千二百元（共二十講）

教師可獲教育署退還半費。詳參第v頁。

### 1976. 課外活動主任訓練課程 (Management Course for Extra-Curricular Activities 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：田志強先生（香港課外活動主任協會主席）  
吳明祥先生（香港課外活動主任協會幹事）

地 點：稍後通知（金鐘海富中心三樓）

時 間：一九九八年三月四日起逢星期三下午六時十五分至七時四十五分

全期學費：八百一十元（共十講）

教師可獲教育署退還半費。詳參第v頁。

### 3035. 小學課外活動主任訓練課程 (Management Course for Primary Extra-Curricular Activities Co-ordinators)

本課程只適合小學課外活動主任或有關老師，為他們提供有關的專業訓練。內容包括在本港小學擔任課外活動主任的方法及技巧和一般學生管理原理。(限收三十人)

(本課程與香港課外活動主任協會合辦)

主 講 人：陳長洲先生(香港課外活動主任協會小學支部主席)

地 點：新市區中心S 2 6室 (金鐘海富中心三樓)

時 間：一九九八年三月四日起逢星期三下午八時至九時三十分

全期學費：五百三十元 (共六講)

教師可獲教育署退還半費。詳參第v頁。

## VII. Science and Mathematics

### 3036. Exploring Science Teaching through the Internet

The course is designed to give an introduction to various aspects of WWW and the internet, with particular emphasis on the teaching of science at secondary level. Through different surfing exercises, participants will have hands on experience in surfing the NET through the HKU server, with reference to local bookmarks. It is hoped that participants will develop a basic understanding of using the internet as a new form of teaching tool and an insight into the role of INTERNET in relation to school science teaching and enrichment of professional skills. Some necessary sharewares & freewares will be provided on disks for participants.

(This course is organised in association with the Hong Kong Association for Science & Mathematics Education.)

Enrolment is limited to 15

Tutors : C.K. Or, B.Sc., P.C.Ed., M.Ed. (HKU), Assistant Professor in Curriculum Studies, HKU.

C.K. Wong, B.Sc. (HKU), Dip.Ed. (CUHK), Grad.Dip. of Computing (Deakin) and HKASME Chemistry Sub-Committee.

Venue : Room 324, Runme Shaw Building, HKU  
Room 306, Runme Shaw Building, HKU

Date : Saturdays, 9.30 a.m. - 12.30 p.m. & 2.00-5.00 p.m. (for 1st session); 9.30 a.m. - 12.30 p.m. (for 2nd-5th sessions), commencing April 18, 1998

5 meetings

Fee : \$1,450

Medium of Instruction : Cantonese

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

## VIII. School Library Studies

The following courses 3037 and 3038 are organized in conjunction with the Hong Kong Library Association

### 3037. CDROM Application in School Libraries

This 2 half-day workshop aims at introducing the application of CDROMs in school libraries. School library experience is required. Topics to be covered: CDROM installation for standalone PC and in network environment; software selection; user orientation; and application in assisting teaching and learning. Enrolment is limited to 20

Tutors : Agatha Sit, B.A., M.L.S. (British Columbia), K.Y. Lau, BBA (OLI).

Venue : Room 708, T.T. Tsui Building, HKU

Date : Saturdays, 2.00-5.00 p.m., commencing May 2, 1998

2 meetings

Fee : \$600

Medium of Instruction : Cantonese

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

### 3038. Cataloging of Non-print Materials in School Libraries

This course aims at introducing the cataloging of non-printed materials for school libraries. Basic knowledge in AACRIIR and USMARC standard is required. School library cataloging experience is required. Topics to be covered: cataloging of computer files, video and sound recordings, and kits. Enrolment is limited to 10

Tutor : Agatha Sit, B.A., M.L.S. (British Columbia)

Venue : Room 708, T.T. Tsui Building, HKU

Date : Mondays, 6.15-9.45 p.m. on May 11, 1998  
Saturday, 9.30 - 5.30 p.m. (with 1 hour lunch break) on May 16, 1998  
Wednesday, 6.15-9.45 p.m. on May 20, 1998  
Saturday, 9.30 a.m. - 5.30 p.m. (with 1 hour lunch break) on May 23, 1998

4 meetings

Fee : \$2,665

Medium of Instruction : Cantonese

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

## 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：吳亞人先生 (資深報刊編輯、出版人)  
地 點：香港大學本部人樓122室  
時 間：一九九八年二月廿七日起每星期五下午七時十五分  
至九時十五分  
全期學費：三百二十元 (共七講)

## 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、廣告及美術而有志於探求電腦輔助設計的工作者而設。雖則課程未有安排任何的課堂實習，但學員須早交家課多份，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),  
MIKCS, MIEEE  
鄧紹龍先生 B.Sc., Cert.Ed. (HK)  
地 點：香港大學邵逸夫樓206室  
時 間：一九九八年五月一日起每星期五下午七時十五分至  
九時十五分  
全期學費：二百六十元 (共六講)

## 1844. Computer-aided Art Design and Desktop Publishing (For details, please refer to page 41).

### Other Computer Graphics

(For details, please refer to pages 71-72).

## 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, script writer 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(海富中心三樓)(三月七日至三月廿八日  
在S12室、四月四日在S23室、四月十八日至五月九日在S16室)  
時 間：一九九八年三月七日起每星期六下午二時三十分至  
五時三十分  
全期學費：八百二十元 (共九講)

## 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) 角色選取；(五) 工作崗位；(六) 實地拍攝(燈光/收音/攝影/演戲)；(七) 美術字幕；(八) 剪輯實習；(九) 配音配樂。各學員都可親手完成一部作品，由實戰中吸收寶貴的製作經驗，對照理論，反思原理。務求使理論與實際互相配合，歡迎對電影藝術及電影製作過程有興趣人士參加。

(限收廿四人)

主 講 人：貝格理(Gary Pollard)先生 TV producer/reporter  
for the award winning "Here & Now"  
program, script writer for "Legacy".  
王璐德女士 Director of the program "Legacy"  
BEST INTERNATIONAL TV DRAMA  
(San Francisco Film Festival, 1991)  
黎頌圖先生 (錄像工作者)  
黎秋華先生 Executive producer at R.T.H.K.

講授語言：粵語為主  
地 點：市區中心S23室(海富中心三樓)  
時 間：一九九八年五月十六日起每星期六下午二時三十分  
至五時三十分  
全期學費：八百二十元 (共九講)

## 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。

(限收三十三人)

主 講 人：香港公共關係學會委員  
地 點：市區中心S19室(海富中心三樓)(由三月廿日起  
在S20室)  
時 間：一九九八年二月廿七日起每星期五下午八時十分至  
九時五十分  
全期學費：四百三十元 (共十講)



## Advanced Learning Strategies: Theory & Practice

Dr. Chan has been conducting learning enhancement courses for more than twenty years in post secondary institutions in Hong Kong and Australia. He acquired his special skills from Stanford University, Evelyn Wood, Australia and Learning Method Group, London and his personal research. He has developed his own approach which incorporates the latest research findings in the areas of learning, reading, memory and concept maps. Participants of his courses in the past have consistently improved their reading speed by more than 100% with no loss in comprehension; be able to recall concepts, dates and numbers with ease and being able to condense key concepts in highly organized systems. Professionals who are required to cover high volume of information, teachers who are assisting students with learning would benefit from this course. *Enrolment is limited to 20 per class*

Reference: Buzan T. The Mind Map Book (London: BBC Publishing, 1995)

Medium of instruction: Cantonese and some English

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

### Course 3116

Venue : Room 507+8, 5/F, T.T. Tsui Building, HKU  
Date : Tuesdays, 6.00-10.00p.m., commencing February 10, 1998 (4 evenings)

16 Lecture hours Fee: \$520

Closing date for applications: January 26, 1998

### Course 3117

Venue : Room 507+8, 5/F, T.T. Tsui Building, HKU  
Date : Tuesdays, 6.00-10.00p.m., commencing March 10, 1998 (4 evenings)

16 Lecture hours Fee: \$520

Closing date for applications: February 24, 1998

## 3119. 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：一月廿六日，限收二十人)

主 講 人：陳毓祥博士

地 點：導論課

香港大學徐展堂樓五樓507+8室

進修宿營課

新界元朗石崗林錦公路香港大學嘉道理農業研究中心

時 間：導論課

一九九八年二月十二日星期四下午六時至十時

進修宿營課

一九九八年二月廿一日星期六上午八時至二月廿二日星期日下午十時

(集合時間及地點：二月廿一日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供) (共三十小時)

全期學費：八百八十元 (另食宿費二百八十元，報名時一共需繳費一千一百六十元)

## 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 (課室容後公佈)

時 間：一九九八年二月廿三日起每星期一下午六時三十分至九時

全期學費：四百八十五元 (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，我們無時無刻不在(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(人人書局董事經理兼總編輯)

地 點：市區中心S9室(海富中心三樓)

時 間：一九九八年三月三日起每星期二下午六時至七時三十分(四月七日及四月廿八日兩天暫停上課)

全期學費：三百四十五元 (共八講)

## 8600. Public Speaking Skills

(For details, please refer to page 201)

## 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(人人書局董事經理兼總編輯)

地 點：市區中心S19室(海富中心三樓)

時 間：一九九八年五月十二日起每星期二下午六時至七時三十分

全期學費：四百二十元 (共十一講)

## 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的「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S12室(海富中心三樓)

時 間：一九九八年三月廿六日起每星期四下午八時三十分至十時

全期學費：三百八十元 (共八講)

## 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S21室(海富中心三樓)

時 間：一九九八年五月廿一日起每星期四下午八時三十分至十時

全期學費：五百四十元 (共十二講)

## 專業及廣告攝影課程(初級班) (Photography for Professionals & Advertising - Basic Course)

本課程適合一般對攝影有興趣，有志於晉身「職業攝影」人仕選讀。課程中理論與實習並重。專業攝影電腦及黑房器材之介紹、使用方法及操作原理，先充份了解專業攝影器材各個系統，再從而掌握有關技術。包括(一)專業大型4 x 5 相機系統，(二)專業彩色及黑白沖晒技巧包括彩色自動沖機、幻燈片直接晒相及可變反差黑白放大，(三)影樓燈光系統及特性，(四)濾色片與廣告照片之配合，(五)測光系統，(六)專業鏡頭及特殊攝影配件，(七)背景前投式幻燈機操作，(八)支柱腳架天花路軌影棚設計，及(九)電子相機及電腦特技等。本課程將提供電腦中文講義、TV錄影示範教具及二百餘萬頂級專業攝影電腦及黑房器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等(約一百五十元)。

(每班限收十四人)

主 講 人：蔡克信先生(香港專業攝影師公會會員)

地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院(Studio 3)

8212. 一九九八年三月二日起每星期一下午七時三十分至九時三十分

全期學費：一千一百元 (共十講)

8213. 一九九八年三月六日起每星期五下午七時三十分至九時三十分

全期學費：一千一百元 (共十講)

8214. 一九九八年三月七日起每星期六下午四時三十分至六時三十分

全期學費：一千一百元 (共十講)

In order to receive the next  
issue of this Prospectus,  
please turn to page 187.

如欲收到下期課程手冊，請翻閱第187頁。

秋季課程手冊  
Autumn Prospectus 98

秋

## 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士修讀（如已修讀初級班課程）。課程注重介紹商業攝影技巧及方法，使晉身攝影助手、攝影師及開設影樓等職業攝影工作，課程包括（一）4 x 5 大型相機及商品攝影，（二）專業黑房沖晒技巧，（三）專業婚紗、人像及時裝攝影，（四）室內設計及建築職業攝影技巧，（五）舞台表演攝影，（六）海報、書面、明信片、月曆等插圖攝影，（七）專業全景624攝影，（八）電腦及專業電子相機商品拍攝法等。本課程提供二千呎黑房及影樓、二百餘萬頂級專業攝影電腦及黑房器材、電腦講義及 AV 視聽教具。但學員需自付消耗性材料如菲林、藥水等（約二百元）。（每班限收十四人）

主 講 人：蔡克信先生（香港專業攝影師公會會員）  
地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

8215. 一九九八年六月一日起每星期一下午七時三十分至九時三十分

全期學費：一千一百八十元（共十講）

8216. 一九九八年五月廿二日起每星期五下午七時三十分至九時三十分

全期學費：一千一百八十元（共十講）

## 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：一九九八年二月十八日）

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：一九九八年三月七日起每星期六下午二時至四時

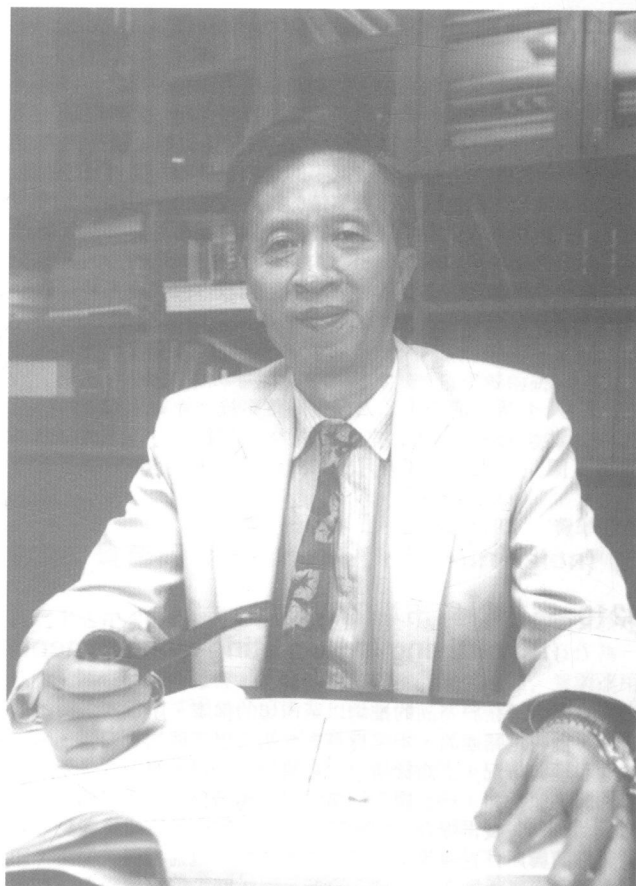
全期學費：二千六百元（共二十講）

1723 基礎攝影

1724 攝影進階

1728 黑房技巧與另類攝影工作坊

（請參閱 73頁）



Dr. Owen Wong, lecturer-in-charge of Journalism and Communication

### 3096. An Introduction to Political Science

This course will cover wide range of basic political concepts such as Government, State, Nation, sovereignty, constitution, the separation of powers. Theories on representative government, political parties and electoral system, etc. This course is suitable for students sitting for HKAL examination as revision lesson on political concepts and people who are interested in understanding political framework in analysing current affairs. Topics include: (1) Approaches to Political Science. (2) Government, State, Nation. (3) Sovereignty and Constitution. Legislature: (Parliamentary vs Presidential). (4) Executive. (5) Separation of power. (6) Theories of representative government. (7) Political parties and electoral system. (8) Public opinion, citizenship and mass media.

Medium of Instruction : This course is delivered in Chinese and supplemented with English.

Tutor : Dr Lui Kwok-man

Venue : Rm S11, SPACE Town Centre, 3/F

Date : Saturdays, 4:00pm - 5:30pm, commencing March 7, 1998

8 meetings

Fee : \$400

Closing date for application: February 21, 1998



SPACE Head Office - T T Tsui Building

## 1998 Autumn Prospectus

The next issue of the School Prospectus will be available in early June 1998. If you wish to be sent a copy of the Prospectus in early June 1998, 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 98". Alternatively, you may collect copies from one of the counters listed on page ix.

### 一九九八秋季課程手冊

本學院將於一九九八年六月初派發一九九八年秋季課程手冊。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〔郵索九八年秋季課程手冊〕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ix頁）。

**8536. Certificate in Youth Counselling****Course Objectives**

This programme is designed to provide a theoretical foundation and practical experience 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.

**(5) Practicum (40 hours)**

Students will be divided small practicum groups. These groups will meet regularly for 10 sessions to learn and practise micro counselling skills through skills demonstration, exercises, role plays in simulated situations.

**(6) Topical Issues in Youth Counselling (15 hours)**

This module will discuss topical areas such as adolescent suicide, stress management, substance abuse, sexuality and health related issues.

**Assessment and Awards**

Successful completion will be dependant upon a minimum attendance of 80%. Assessment consists of both written assignments and practical work. Students must pass all areas of assessment for the award of the Certificate.

Tutors : Alex C.W. Lo, Ph.D. (Clin.Psy.), Ed.D.  
(Counselling/Ed.Psy.)(Co-ordinator)  
Stephen Jang, Ph.D. (Clin.Psy.)  
Ms. Mimi Yiu, M.A. (Counselling Psy.)  
Simon K.K. Chow, M.A.(Ed.), P.D.(School Psy.)  
Guest Lecturers

Venue : Room S24, 3/F, Admiralty Centre

Date : Mondays, 6.30-9.30 p.m., commencing March 16, 1998

47 meetings

Fee : \$9,900

Medium of Instruction :Cantonese supplemented with English

**Admission Requirements**

Applications will be considered from all human service personnel who work directly with young people. The course will be limited to a maximum of 40 students.

Closing date for applications: February 21, 1998

**Course Duration**

March 16, 1998 - Early February, 1999 (about 160 contact hours)

Special enrolment forms will be available on request.

**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 504, T.T. Tsui Building, HKU

Date : Fridays, 7.50-9.20 p.m., commencing March 6, 1998

10 meetings

Fee : \$815

Medium of Instruction: Cantonese supplemented with English

### 3059. Applied Learning and Study Skills

Upon completing this course, students are expected to be proficient in the use of study skills and learning strategies in any content area. Topics to be covered include: The successful learner/Time management; Procrastination/Goal setting; Problem-solving model; Cognitive learning strategies; Finding main ideas/Note-taking; Metacognition/Comprehension monitoring; Pre-reading, during and post-reading strategies; Concentration and listening; Test taking skills/Coping with test anxiety; Stress model/Coping with academic stress and tension. Class activities include lectures, self-assessments and exercises.

*Enrolment is limited to 20*

Tutor : Sherman Hu, B.A.(Texas), Dip.Ed.(Baptist),  
Dip.Ad.Ed.(B.C.)

Venue : Room 503, The Boys' & Girls' Clubs Association of Hong Kong, 3 Lockhart Road, Wanchai, H.K.

Date : Mondays, 7.00-8.45 p.m., commencing March 2, 1998

12 meetings

Fee : \$850

Medium of Instruction : Cantonese

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

### 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; ie. eating disorders (Anorexia & Bulimia) of girls; anxiety disorders (Obsessive-Compulsive) of boys; problems of impotence in couples; and psychosomatic problems of women 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*

Tutors : Simon K.K. Chow, M.A.(Ed.), P.D.(School Psy.)  
and Guest Lecturers

Venue : Room S9, 3/F, Admiralty Centre

Date : Saturdays, 7.50-9.20 p.m., commencing March 7, 1998

12 meetings

Fee : \$830

Medium of Instruction: Cantonese supplemented with English

### 3060. Managing Aggressive and Violent Behaviour in Institutions

This course is designed to provide a practical solution for handling aggressive and violent behaviour in hospital and school settings. It will cover behavioural and communication theories, specific techniques in resolving potential violent crises, safe intervention and violence prevention. It is hoped that participants will learn to handle violent episodes with confidence, minimal anxiety and maximum security without any damage to the professional bond with the clients. The course will benefit health care workers, mental health personnel, school teachers, social workers, law enforcement and correctional officers.

*Enrolment is limited to 20*

Tutor : C.C. Chan, M.Sc.(Psy.)

Venue : Room 504, T.T. Tsui Building, HKU

Date : Fridays, 6.20-7.50 p.m., commencing March 6, 1998

10 meetings

Fee : \$680

Medium of Instruction: Cantonese supplemented with English

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

### 3061. Working with Teams

This course aims at enhancing group facilitation skills of team leaders and managers. Topics to be covered: Group formation, group development, group processes, group conflict, group decision-making, facilitation skills, power and influence, the best and worst of teams.

The format of the class includes: Lecturettes, case studies, group discussions, games, exercises and role plays. High

participation is required. This course will benefit team leaders and managers working in the private and public sector.  
*Enrolment is limited to 15*

Tutor : Ms. Mary Lee, M.Soc.Sc.(Clin.Psy.), M.Org.Psy.

Venue : Room 504, T.T. Tsui Building, HKU

Date : Tuesdays, 6.30-9.30 p.m., commencing March 3, 1998

8 meetings

Fee : \$1,100

Medium of Instruction: Cantonese supplemented with English

### 3062. Workshop on Work Stress

Stress is very much a part of our work life. Optimal stress works as motivator for performance. Too much stress would be harmful to ourselves and to the workplace. The content of this course includes identifying symptoms and sources of stress at work, work/family interface, managerial stress, personality, social support and ways of managing work stress.

The format of the class includes: lecturettes, group discussions, games and exercises.

*Enrolment is limited to 20*

Tutor : Ms. Mary Lee, M.Soc.Sc.(Clin.Psy.), M.Org.Psy.

Venue : Room S26, 3/F, Admiralty Centre

Date : 9.00 a.m.-1.00 p.m. & 2.00-6.00 p.m., on June 27 & 28, 1998

2 meetings

Fee : \$760

Medium of Instruction: Cantonese supplemented with English

### 3063. 《心理與哲理之間》系列三 (Betwixt and Between Psychology and Philosophy, Series III)

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) 焦慮：是敵是友？(二) 成就抑或己；(三) 原地踏步或邁向親密—人際關係的發展進程；(四) 生命是一個整體。

講者在舖陳上列各主題的內容後，會與學員一起討論及反省。  
*(限收四十人)*

主 講 人：關俊榮博士 (羅馬天主教區大學倫理學博士)

地 點：新市區中心S26室 (海富中心三樓)

時 間：一九九八年三月四日起每星期三下午六時至七時四十五分

全期學費：五百六十元 (共七講)

### 3064. 心理學導論 (二) (Introductory Psychology II)

此課程乃心理學導論(一)之延續，其目的為使學員對普通心理學有進一步的認識，而其內容則著重社會及文化對個體行為之影響。

課程綱要：自然環境，文化背景及社會結構對心理發展及思想的影響；觀念之形成和改變；個性之偏差與異常行為；領袖和領導；偏見之形成；現代都市生活及稠密之人口對行為之影響等。

曾修讀「心理學導論(一)」者獲優先取錄。

*(限收二十五人)*

主 講 人：陳永昌博士

地 點：香港大學徐展堂樓504室

時 間：一九九八年二月二十五日起每星期三下午六時十五分至七時四十五分

全期學費：七百五十元 (共十二講)

教師可獲教育署退還半費。詳參第v頁。

### 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十一課。參加者應具有中五或以上程度。

*(限收二十五人)*

主 講 人：劉錦麟先生 (臨床心理學碩士)

地 點：香港大學徐展堂樓504室

時 間：一九九八年三月五日起每星期四下午六時三十分至八時三十分

全期學費：九百五十元 (共十一講)

教師可獲教育署退還半費。詳參第v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。



本課程共分十二講，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。

(限收四十人)

主 講 人：王得寶先生（臨床心理學碩士）及客座講師

地 點：新市區中心S23室（海富中心三樓）

時 間：一九九八年三月九日起每星期一下午七時三十五分至九時三十五分

全期學費：九百八十元（共十二講）

教師可獲教育署退還半費。詳參第v頁。

### 3065. 認識情緒智能 (Understanding Emotional Intelligence)

在丹尼爾·高曼所著 'Emotional Intelligence' 一書的引言中提到：人類智能的最大發現—最驚人的成就評量標準，稱為E.Q.，心理學家利用E.Q.可以精確預測到二歲幼童在十七歲時會不會成為罪犯，夫妻在幾年內會否離婚，重症病患的存活年限，企業領導人有沒有前途……等。人的悲歡喜樂；一切的可能與答案，都可以在E.Q.中找到輪廓。

本課程內括包括：找出自己情緒反應的規則、理解別人感覺及其背後原因、適當時機表達自己意見、善用形容感覺的字眼、紓解恐懼的方法、紓解焦慮的方法、紓解悲傷的方法、雙贏的協商技巧、何時領導？何時追隨別人等等。上課形式包括：啟發講授、示範及課堂實習。

(限收六十人)

主 講 人：余德淳先生（社會科學碩士）

地 點：新市區中心S27室（海富中心三樓）

時 間：一九九八年三月十一日起每星期三下午六時十五分至七時四十五分

全期學費：八百元（共十講）

教師可獲教育署退還半費。詳參第v頁。

### 3066. 認識及處理新移民學童在課室裏的問題 (Dealing with Chinese Immigrant Children from Mainland China in the Classroom)

近來由中國大陸移居本港的人數日多，這些兒童的學習適應，引起各方面注意，特別是在課室裏作為前線教育工作者的教師，需要處理的問題便越來越多。本課程會提供予各學員機會，商討應付方法，講者會作出心理學分析，指出原因，處理，及預防的措施，協助學員解決對這項問題的困擾。

本課程內容包括：（一）課室問題的種類；（二）一般原因的探討；（三）有關認知之處理；（四）有關情緒之處理；（五）理智方面之預防；（六）情感方面之預防。

(限收二十五人)

主 講 人：陳永昌博士

地 點：香港大學徐展堂樓504室

時 間：一九九八年二月二十五日起每星期三下午七時五十分至九時五十分

全期學費：六百八十元（共八講）

教師可獲教育署退還半費。詳參第v頁。



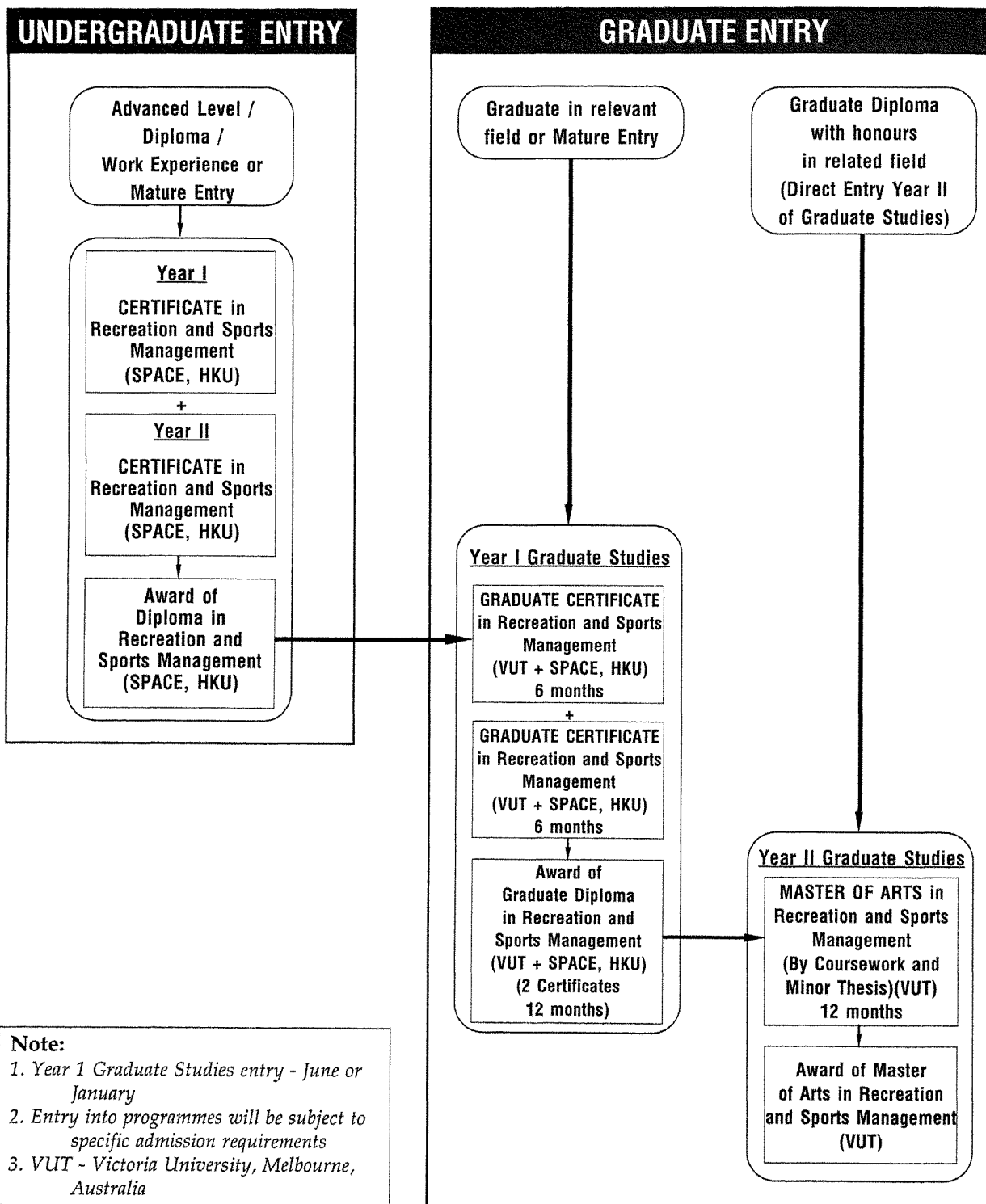
輔導實習

## 報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。



**Pathways to Graduate Studies in Recreation and Sports Management  
 offered by the School of Professional and Continuing Education and  
 Victoria University – Melbourne, Australia**



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**VICTORIA UNIVERSITY  
(Melbourne, Australia)  
Master of Arts/Graduate  
Diploma/Graduate Certificates  
in Recreation and Sports  
Management**

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### INTRODUCTION

The University of Hong Kong, School of Professional and Continuing Education (SPACE) in conjunction with Victoria University (V.U.T.) are offering joint Graduate Certificates and a Graduate Diploma programme in the area of Recreation and Sports Management with tuition provided in Hong Kong. Specific admission requirements may apply.

### COURSE STRUCTURE

The structure of the Master of Arts / Graduate Diploma / Graduate Certificates in Recreation and Sports Management, offered part-time, 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 Sport Management / Design. Together these two qualifications will constitute the Graduate Diploma in Recreation and Sports Management and will require two semesters of study. The second year, leading to the Master of Arts, will include Directed Study, Graduate Seminar and Minor Thesis or Syndicate Research Project, on an approved aspect of Recreation or Sports Management to complete the sequence of studies.

### COURSE CONTENT AND PROFILE

Each Graduate Certificate includes 4 subjects offered as 13 sessions of 3 hours duration (except in the case of the Professional Practicum) and students will need to attend class for an average of 9 hours per week.

#### Graduate Diploma in Recreation and Sports Management (HGSM)

Semester 1 Graduate Certificate in Recreation and Sports Management/Design (HTRS): Commencing in January 1998

#### Subjects Offered:

Recreation / Sport Professional Practicum  
Recreation / Sport Facility Management and Design  
Recreation / Sport Programme Administration and Delivery

Recreation / Sport Research and Investigation

Semester II Graduate Certificate in Recreation and Sports Management (HTSM): Commencing in June 1998

#### Subjects Offered:

Management Perspectives in Recreation / Sport Planning and Policy Development in Recreation / Sport Personnel Management in Recreation / Sport Recreation / Sport Marketing and Financial Management

**Master of Arts in Recreation and Sports Management (By Course Work and Minor Thesis / Syndicate Research Project) (HMSM): Commencing in July 1998**

Candidates are required to attend periodic seminars and 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 classrooms or The University of Hong Kong, Pokfulam Campus.

#### Commencement dates:

Graduate Certificate in Recreation and Sports Management/Design - January 12th, 1998  
Graduate Certificate in Recreation and Sports Management - June 22nd, 1998  
Master of Arts in Recreation and Sports Management (Year II) - July 1998

### FURTHER INFORMATION AND APPLICATION

Further information and application forms are available by writing to Miss K. Y. Lee, SPACE, Recreation and Sports Management Section, 10/F., T. T. Tsui Building, University of Hong Kong, Pokfulam Road, Hong Kong. Tel: 2975 5726 Fax: 2546 0295 (Specify which programme).

#### Application deadlines:

Graduate Certificate in Recreation and Sports Management/Design - January 2nd, 1998  
Graduate Certificate in Recreation and Sports Management - April 10th, 1998  
Master of Arts in Recreation and Sports Management - April 10th, 1998

### COURSE COST

The course fees are currently:

Graduate Certificate in Recreation and Sports Management/Design	HK\$23,500
Graduate Certificate in Recreation and Sports Management	HK\$28,000
Master of Arts	HK\$34,000

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 1998. During the first year students undertake the Certificate in Recreation and Sports Management and after successful completion of two years study the Diploma in Recreation and Sports Management is awarded.

### COURSE STRUCTURE AND PROFILE

Each year of study comprises 6 modules with each module requiring 20 hours of lectures extending over ten sessions. Classes will generally take place on two weekday evenings (7.00 - 9.00 p.m.), and occasionally at the weekend. The programme includes teaching and assessment in the following subject areas:

Year I: Commencing in April 1998

Principles of Management  
Recreation and Sport Administration in Practice  
Basic Accounting and Control  
Fundamentals of Marketing  
Office Administration  
Programming and Promotion in Recreation and Sport

### Award of the Certificate in Recreation and Sports Management - Part One Diploma in Recreation and Sports Management

Year II: Commencing in May 1999

Human Resources Management  
Recreation, Sport and the Law  
Strategic Management  
Management Skills in Recreation and Sport  
Financial Management  
Recreation and Sport Marketing

On successful completion of two years of study a candidate will be eligible for award of the Diploma in Recreation and Sports Management.

### ENTRY REQUIREMENTS

Applicants should have a minimum of:

- Either two passes at Advanced Level and three passes at ordinary level or equivalent;
- Or mature age applicants with relevant experience in the Recreation and Sport industry.

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 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. Tel: 2975 5726, Fax: 2546 0295.

Application deadline is March 2nd, 1998.

### COURSE FEE

The fee for each year of study in the Diploma in Recreation and Sports Management is HK\$18,000, but this is subject to annual review.

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**PROPOSED NEW PROGRAMME  
AGEING, DISABILITY AND  
RECREATION MANAGEMENT**

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**VICTORIA UNIVERSITY  
(Melbourne, Australia)  
Master of Arts/Graduate  
Diploma/Graduate Certificates  
in Ageing, Disability and  
Recreation Management**

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**INTRODUCTION**

As we enter the 21st century, the career opportunities for professionals in the field of ageing, disability and recreation management will continue to experience unprecedented growth and development. As Hong Kong's population of older adults and individuals with disabilities rapidly expands, so will the need for recreation professionals who not only understand the value of leisure to these populations but also possess the competencies necessary to ensure the provision of positive recreation activities and experiences.

The University of Hong Kong, School of Professional and Continuing Education (SPACE) in conjunction with Victoria University, Melbourne, Australia (VUT) plans to offer joint Graduate Certificates and a Graduate Diploma in the area of Ageing, Disability and Recreation Management with tuition provided in Hong Kong. The programmes are at graduate level and specific admission requirements may apply.

**COURSE STRUCTURE**

The structure of the Master of Arts / Graduate Diploma / Graduate Certificates in Ageing, Disability and Recreation Management allows for multiple options of entry and exit according to professional and personal study needs. The course contains both discrete and sequential modules. It is structured in such a way that students undertaking the Master of Arts (by Course Work and Minor Thesis / Syndicate Research Project), will first successfully complete the Graduate Certificate in Ageing, Disability and Leisure, and the Graduate Certificate in Ageing, Disability and Recreation Management. Together these two qualifications will constitute the Graduate Diploma in Ageing, Disability and Recreation Management and will require two semesters of part-time 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 Ageing, Disability and Recreation Management to complete the articulated sequence of studies.

**COURSE CONTENT AND PROFILE**

Each Graduate Certificate includes 4 subjects offered as 13 sessions of 3 hours duration (except in the case of the Professional Practicum) and students will need to attend

class for an average of nine hours per week.

**Graduate Diploma in Ageing, Disability and Recreation Management**

Semester I Graduate Certificate in Ageing, Disability and Leisure: Proposed to commence in June, 1998.

**Subjects offered:**

Leisure Perspectives in Ageing and Disability Services  
Ageing Well: Perspectives for the Future  
Comprehensive Overview of Disability and Society: Issues and Challenges  
Leisure Education: Individual, Group and Community Development

Semester II Graduate Certificate in Ageing, Disability and Recreation Management: Proposed to commence in January, 1999.

**Subjects offered:**

Recreation Management in Ageing and Disability Services  
Professional Practicum  
Recreation/Sport Research and Investigation  
Recreation Strategies in Ageing and Disability

**Master of Arts in Ageing, Disability and Recreation Management (By Coursework and Minor Thesis/Syndicate Project)**

Proposed to commence in July 1999.

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  
Syndicate Research Project: 19 weeks x 13 hrs

**CAREER 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 settings in which People with Disabilities and the Aged are involved. They may enter private or public organisations leading to careers in the provision and management of recreation in a variety of human service settings.

**TIMETABLE**

All classes will be held in the evening (6.45 - 9.45 p.m.), or occasionally at weekends, at SPACE Town Centre classrooms or The University of Hong Kong, Pokfulam Campus.

Proposed commencement dates:

Graduate Certificate in Ageing, Disability and Leisure -  
June 22nd, 1998

Graduate Certificate in Ageing, Disability and Recreation Management - January 11th, 1999

Master of Arts in Ageing, Disability and Recreation  
Management - July 1999.

Commencement of this course of studies is subject to final approval.

#### FURTHER INFORMATION AND APPLICATION

Further information is available by writing to Miss K. Y. Lee, Recreation and Sports Management Section at 10/F., T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong. Tel: 2975 5726, Fax: 2546 0295.

#### Application deadlines:

Graduate Certificate in Ageing, Disability and Leisure -  
April 14th, 1998

Graduate Certificate in Ageing, Disability and Recreation  
Management - December 11th, 1998

Master of Arts in Ageing, Disability and Recreation  
Management - April 12th, 1999.

#### COURSE COST

The course fees will be in the region of:

Graduate Certificate in Ageing, Disability and Leisure HK\$28,000

Graduate Certificate in Ageing, Disability and Recreation Management HK\$28,000

Master of Arts in Ageing, Disability and Recreation Management HK\$34,000

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.

### PROPOSED NEW PROGRAMME

#### FACILITATING ADVENTURE THERAPY AND EDUCATION: AN INTRODUCTORY COURSE

#### INTRODUCTION

The School of Professional and Continuing Education is offering a short course introducing the skills required to facilitate adventure programmes effectively. This original course of studies is designed to develop in participants an understanding of the dynamics of adventure experiences, their therapeutic application, and the skills required to facilitate and process the learning experience.

Persons involved in recreation, outdoor programmes, teaching, social work, community service agencies, corporate and government training schemes will find this short course of particular interest.

#### COURSE DURATION

A two week intensive course of studies comprising a variety of teaching methods, simulation exercises and an outdoor adventure experience. Classes will take place on six weekday evenings and over one full weekend.

#### COURSE CONTENT AND PROFILE

The two week programme will include 42 hours of contact time with the course facilitators comprised of six three hour sessions and a twenty-four hour overnight outdoor adventure education weekend camp.

The programme of studies will focus on the following areas:

1. The Development of Adventure Education and Therapy  
History  
Philosophy  
Rational
2. Applying Adventure Education to Different Specific Populations
3. Experiential Learning Exercises  
Group Dynamics  
Programming  
Processing  
Assessing
4. Application of Adventure Therapy and Education  
Leadership  
Risk Management Concerns  
Resources  
Current Issues

All successful candidates will receive a Short Course Certificate awarded by the School of Professional and Continuing Education, The University of Hong Kong.

#### TUITION

The expert lecturers for this programme of studies will be

Don DeGraaf, Ph.D. – Assistant Professor, University of Northern Iowa Certified Therapeutic Recreation Specialists (CTRS)

Jeff Ashby, Ph.D. – Associate Professor, Georgia State University Psychologist.

Enrollment on the programme is limited to 25 persons and the medium of instruction will be English.

#### TIMETABLE

All midweek classes will be held in the evening from 6.30 p.m. to 9.30 p.m. at classrooms of SPACE, and the weekend camp will be held from Saturday a.m. to Sunday p.m. The course is planned to be held between Monday July 13th, 1998 and Saturday July 25th, 1998, subject to enrollment. (Weekend programme on Saturday 18th July and Sunday 19th July, 1998.)

#### COURSE COST

The course fees will be in the region of HK\$8,000.

#### FOR FURTHER INFORMATION

Further information and enrollment forms are available by writing to Miss K. Y. Lee, at 10/F., T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong. Tel: 2975 5726, Fax: 2546 0295.

Application deadline: June 11th, 1998.

**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。本課程已舉辦了十三屆，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」(ProjectWork)，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：**四千三百五十元

**地 點：**香港大學專業進修學院石硤尾教學中心12室

**時 間：**一九九八年三月十七日至七月七日及九月一日至十二月八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)四千三百五十元支票及(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v頁。

**3068. 人羣服務機構質素保證及全面優質管理  
證書課程 (Certificate Course in Quality  
Assurance & TQM for Human Service  
Organizations)**

**課程目標：**完成此課程後，學員能夠：(一)對質素管理的重要概念和模式有較全面的認識；(二)掌握推行質素保證和全面優質管理之工具和方法；和(三)嘗試在其服務的機構建立質素管理的制度。

**課程對象：**主要是工作於人羣服務機構(醫療、教育、福利機構等)的工作人員，但申請者必須擁有專業的證書或學位，擔任主管級的人士優先考慮。

**課程內容：**本課程着重理論與實踐相結合，主要講授內容包括：(一)質素管理的發展及其哲學理念；(二)推行質素管理的方法、工具和技術；(三)ISO 9000之介紹及制訂「過程和成果標準」(Process & Outcome Standards)；(四)如何建立「監察機制」(Monitoring Mechanisms)；(五)顧客關懷文化之發展策略；(六)持續質素團隊之建立；(七)最新的管理思想(例如業務流程重整、學習型組織、成效管理等)與質素提昇之關係；(八)戰略的市場方法(Strategic Marketing)；和(九)管理控制等。除講授外，學員將被編排加入各研習小組及在導師之指導下，嘗試實踐質素改善的工具和方法，務求達致理論與實踐相結合。

**主 講 人：**梁偉康先生B.S.Sc.(CUHK), M.S.Sc.(HK), PQSW., D.T.M.及客座講師

**全期學費：**六千元正

**地 點：**新市區中心S12室(海富中心三樓)

**時 間：**一九九八年三月十八日至七月十五日及九月二日至十二月十六日每星期三下午六時三十分至九時三十分

**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「小組研習報告」及習作，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)六千元支票及(三)學歷證件副本寄回香港大學專業進修學院(人羣服務機構質素保證及全面優質管理證書課程)主任收。各申請人並應於申請表格上寫上服務機構名稱及其本人職位。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)

### 3069. 學前教育服務機構全面優質管理證書課程 (Certificate Course in Total Quality Management for Supervisors Working in Pre-school Education Institutions)

課程目標：完成此課程後，學員能夠：(一)對全面優質管理的重要概念和實踐方法能有較全面的認識；和(二)對推行全面優質管理的各個階段(如準備、策劃、評估、推行等)及在各階段所要履行的工作，都有所認識。

課程內容：本課程着重理論和實踐，主要講授內容包括：(一)質素管理發展趨勢；(二)全面優質管理與幼兒教育質素；(三)保障幼兒教育質素的「過程和成果標準」(Process & Outcome Standards)之制訂；(四)在幼兒教育機構建立質素「監察機制」(Monitoring Mechanisms)；(五)「顧客關懷文化」(Customer Care Culture)之發展策略；(六)顧客服務與家長工作；(七)質素改善團隊的建立；(八)幼兒服務的流程改善方法；(九)最新質素管理理論(如業務流程重組、學習型組織、成效管理等)之介紹。除講授外，學員將被編排加入各研習小組及在導師之指導下，嘗試在園內推行全面優質管理。

主講人：梁偉康先生 B.S.Sc.(CUHK), M.S.Sc.(HK), PQSW., D.T.M.及客座講師

全期學費：四千三百五十元

地點：香港大學專業進修學院石硤尾教學中心5室

時間：一九九八年三月二十日至七月十日及九月四日至十二月十一日每星期五下午六時三十分至九時三十分

入學資格：報名攻讀此課程之申請人，必須符合下列條件：(一)在幼稚園/幼兒中心/早期訓練中心擔任主管級職位；或(二)曾修讀本學院所舉辦之學前教育管理課程或其他專上教育機構所提供的認可管理課程。

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「小組研習報告」，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)四千三百五十元支票及(三)學歷證件副本寄回香港大學專業進修學院(學前教育服務機構全面優質管理證書課程)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v頁。

### 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 12 participants, within a therapeutic environment, using art as a tool for communication. Lectures by professionals from related disciplines, a video and colour slides of images will form part of this introduction. *Enrolment is limited to 12*

Tutors : Ms. Julia Byrne, M.A. in Art Therapy and Art Education (Florida State) and Guest Lecturers

Venue : Room S18, 3/F, Admiralty Centre

Date : Saturdays, 6.30-8.30 p.m., commencing March 7, 1998

10 meetings

Fee : \$1,400 (including art material fee)

### 8581. Introduction to Music Therapy

Music has long been used as a therapeutic tool since ancient times. The concept of music in therapy has evolved from mystical healing and exorcism to a scientific application of using music to affect human emotion and behavior.

The 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 16*

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 Centre, Room 1403, Loon Kee Building, 275 Des Voeux Road Central, Hong Kong.

Date : Mondays, 8.00-9.30 p.m., commencing March 2, 1998

10 meetings

Fee : \$730

Medium of Instruction: Cantonese supplemented with English

### 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 targetting at different emotional/behavioral problems, e.g. anxiety, depression, anger, stress, conduct and addiction problems; d) the interface of the cognitive-behavioral approach and Hong Kong/Chinese culture - the indigenization of western theories.

The learning will be comprehensive, experiential and practical. Various teaching methods such as mini-lectures, structured exercises, role-plays, discussions and simulated experiences will be used. This course would benefit counsellors, social workers, teachers, medical personnel, and other helping professionals. Participants should have basic training in counselling and preferably possess some knowledge of cognitive-behavioral therapy.

*Enrolment is limited to 25*

Tutor : Anthony Tong, Ed.D.(Coun.Psy.)(Toronto),  
M.So.Sc.(Clin.Psy.)(H.K.)

Venue : Room S23, 3/F, Admiralty Centre  
Date : Fridays, 6.00 - 8.00 p.m., commencing March 6,  
1998

10 meetings Fee : \$860

Medium of Instruction: Cantonese supplemented with  
English

### 3070. Introduction to Group Therapy

The purpose of this course is to introduce basic group therapy skills, group dynamics theory and practice, and the application of current group therapeutic models to the appropriate settings.

Topics to be covered include: Basic skills of group therapy; Group structure and dynamics; Survey of group modalities; Group therapy for children and adolescents; Group therapy for adults and the elderly; Group therapy for the mentally disturbed; Group therapy for the gifted; and the Relationship-oriented group model.

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 : Simon K.K. Chow, M.A.(Ed.), P.D.(School Psy.)  
and Guest Lecturers

Venue : Room S9, 3/F, Admiralty Centre  
Date : Saturdays, 6.15-7.45 p.m., commencing March 7,  
1998

12 meetings Fee : \$780

Medium of Instruction: Cantonese supplemented with  
English

### 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, lifelines, guided imagery, and termination rituals. Methods of avoiding counsellor burn-out and remaining personally balanced will also be addressed.

The class format will consist of lectures, discussions, role plays, and the use of video-tapes. The course is designed to benefit teachers, social workers, para-professional counsellors, and other helping professionals.

*Enrolment is limited to 20*

Tutor : Ms. Tammy Tam, M.Ed. in Guidance and  
Counselling (Bristol)

Venue : Room 504, T.T. Tsui Building, HKU  
Date : Mondays, 7.00-9.30 p.m., commencing February  
23, 1998

12 meetings Fee : \$1,300

Medium of Instruction: Cantonese supplemented with  
English

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

*Other Counselling Courses for Teachers are on page 176.*



### 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：劉麗儀小姐 (言語治療師)  
地 點：新市區中心S28室 (海富中心三樓)  
時 間：一九九八年二月二十三日起每星期一下午六時至七時五十五分  
全期學費：五百四十元 (共五講)

教師可獲教育署退還半費。詳參第v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：劉麗儀小姐 (言語治療師)  
地 點：新市區中心S28室 (海富中心三樓)  
時 間：一九九八年四月二十日起每星期一下午六時至七時五十五分  
全期學費：六百七十元 (共六講)

教師可獲教育署退還半費。詳參第v頁。

### 3071. 啟導幼童學習英語的要訣 (Basic Skills in the Teaching of English for Young Children)

本課程特為幼兒教育工作者及小學教師而設，旨在教導學員如何有效地為幼童學習英語作良好基礎。課程內容包括基本英語發音技巧、日常會話、問候語及常見的錯誤英語運用。講師除介紹多種不同活動教學方法如講故事、兒歌、遊戲、詩歌等外，亦會親身示範教學技巧，指導學員如何透過幼童參與引起他們學習英語的興趣。  
(限收六十人)

主 講 人：莫鳳儀校長  
地 點：新市區中心S28室 (海富中心三樓)  
時 間：一九九八年四月十六日起每星期四下午六時二十分至七時五十分  
全期學費：三百八十元 (共五講)

教師可獲教育署退還半費。詳參第v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? 一斥責，體罰，嚴厲禁止，不加工理會或其他方法?  
(限收五十人)

主 講 人：社會工作者  
地 點：新市區中心S7室 (海富中心三樓)  
時 間：一九九八年六月六日，十三日，二十日及二十七日  
每星期六下午二時二十分至五時三十分  
全期學費：四百八十元

[本課程與防止虐待兒童會合辦]

教師可獲教育署退還半費。詳參第v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士如幼兒教育工作者，小學教師，學生輔導主任等參加。  
(限收二十五人)

主 講 人：潘麥瑞雯女士 (臨床心理學碩士) 及客座講師  
地 點：新市區中心S10室 (海富中心三樓)  
時 間：一九九八年二月十日起每星期二下午六時至八時  
全期學費：五百六十元 (共六講)

教師可獲教育署退還半費。詳參第v頁。

### 8787. 不一樣家長教子法 (A New Approach to Parenting)

從前家長教子重德重智，現在家長教子重情(E.Q.)重理。從前着重父嚴母慈，現在着重恩威並濟；這親子課程，以現代理論為經，以實際經驗為緯，幫助小學生家長及幼兒教師認識自己及孩子，改善家庭生活，從而建立一套現代的正確的教子方法。課程內容包括：(一)認識孩子多面體；(二)I.Q.與E.Q.；(三)親子溝通之道；(四)給孩子自尊與自信；(五)E.Q.讀書法；(六)教子十全大法。  
(限收四十人)

主 講 人：何曾潔雯博士 B.Soc.Sc., M.Soc.Sc.(Clin.Psy.),  
Ph.D.及  
趙榮德先生 B.A., Dip.Ed., Dip. Guidance  
地 點：新市區中心S10室（海富中心三樓）  
時 間：一九九八年二月十九日起每星期四下午八時至九時  
三十分  
全期學費：四百五十元（共六講）

### 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：陳智川先生（心理學碩士）  
地 點：新市區中心S10室（海富中心三樓）  
時 間：一九九八年四月一日起每星期三下午六時至七時四十五分  
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、或輔導員對弱智人士有基本之了解，並在管理方面，有正確之認識。

課程內容包括：（一）弱智的成因，特徵，類別及評估；（二）教導各類別弱智人士的基本技巧；（三）行為處理的基本概念及應用技巧；（四）弱智人士的家居生活及對弱智人士家庭的輔導；（五）對弱智人士的專業服務（如言語治療、職業治療等）；（六）其他專題（如自閉症，弱智人士的精神健康等）。

講授方面以粵語為主。（限收四十名，在職專業者及弱智人士家長將獲優先取錄）

主 講 人：弱智人士服務協進會及本港對弱智人士服務有研究及直接工作經驗之專業人士擔任  
地 點：新市區中心S19室（海富中心三樓）  
時 間：一九九八年三月五日至三月二十六日及四月九日至五月二十八日每星期四下午六時至七時三十分  
全期學費：八百二十元（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v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，和促進女性心理精神健康。

課程內容包括：（一）女性生理發展與心理成長、性發展與性需要；（二）吸毒酗酒、減肥、厭食症、青少年期性問題、抑鬱症、產後抑鬱症、經前緊張焦慮、婦產科問題引致的精神困擾；（三）婚姻家庭引致的情緒問題；（四）中年危機；（五）年老婦女面對的挑戰。

上課形式以講座討論為主，輔以個案分析，自我測驗。  
（限收三十人）

主 講 人：梁若芊小姐（臨床心理學碩士）及簡重盛醫生（精神科醫生）  
地 點：新市區中心S19室（海富中心三樓）  
時 間：一九九八年四月十六日起每星期四下午七時四十五分至九時四十五分  
全期學費：八百四十元（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：新市區中心S27室（海富中心三樓）  
時 間：一九九八年三月十一日起每星期三下午七時五十分至九時五十分  
全期學費：八百六十元（共十講）

### 8207. 表達與理辯 (請參閱184頁)

## Traditional Chinese Medicine (TCM)

### 中醫學

Lecturers-in-charge 講師：Sarah S.C. Hui 許少珍教授 Tel: 2975 5728

Wong Ngar Kok 黃雅各副教授 2975 5767

Tutors 導師：T.Y. Chan 曾德源先生 2975 5729

Jenny L.K. Lam 林立佳中醫師 2975 5722

Sonny H.M. Tse 謝慶綿中醫師 2975 5768

### 『中醫全科大專文憑』課程

本課程於1997年9月開辦，是本學院為配合政府對中醫藥發展的政策，積極發展中醫、中藥的大專文憑課程。學員可根據學院指引修讀整個文憑課程或個別單科證書課程，課程特色是具有彈性，使學員能充分利用空餘時間修讀。現簡介如下：

#### 課程設置：

(秋季入學)

第一學年—中醫基礎理論、中草藥學、中醫診斷學、方劑學

第二學年—基礎醫學(I)、中醫內科學、中醫婦科學

第三學年—基礎醫學(II)、中醫兒科學、針灸學

第四學年—中醫外科學、中醫骨傷科學、經典著作、臨床實習

(春季入學)

第一學年—中醫基礎理論、中草藥學、中醫診斷學、方劑學

第二學年—中醫內科學、中醫婦科學、基礎醫學(I)、中醫兒科學

第三學年—基礎醫學(I)、針灸學、基礎醫學(II)、中醫骨傷科學

第四學年—基礎醫學(II)、中醫外科學、經典著作、臨床實習

#### 證書及文憑：

選修單科課程，經考試合格者，將頒發單科證書；全部學科課程修畢合格，則授予香港大學專業進修學院『中醫全科大專文憑』。

### 3136. 中醫全科大專文憑課程 (第一學年) (Diploma Course in Traditional Chinese Medicine – Year I)

如學員根據本學院所安排的課程設置就讀，包括：中醫基礎理論證書課程、中草藥學基礎證書課程、中醫診斷學證書課程及方劑學基礎證書課程四個學科，可獲優待。有關課程內容及申請表格，請致電2975 5724查詢。

### 3137. 中醫全科大專文憑課程 (第二學年) (Diploma Course in Traditional Chinese Medicine – Year II)

如學員根據本學院所安排的課程設置就讀，包括：中醫內科學證書課程、中醫婦科學證書課程、基礎醫學證書課程(I)及中醫兒科學證書課程四個學科，可獲優待。有關課程內容及申請表格，請致電2975 5724查詢。

### 1767. 中醫基礎理論證書課程 (Foundation Certificate Course in Traditional Chinese Medicine Theory)

本課程旨在研究和闡明中醫學的哲學基礎、中醫學對正常人體和疾病的認識，以及疾病防治原則的學科。使學員能系統地掌握中醫學的基礎理論知識，為學習中醫診斷學、中藥學、方劑學及臨

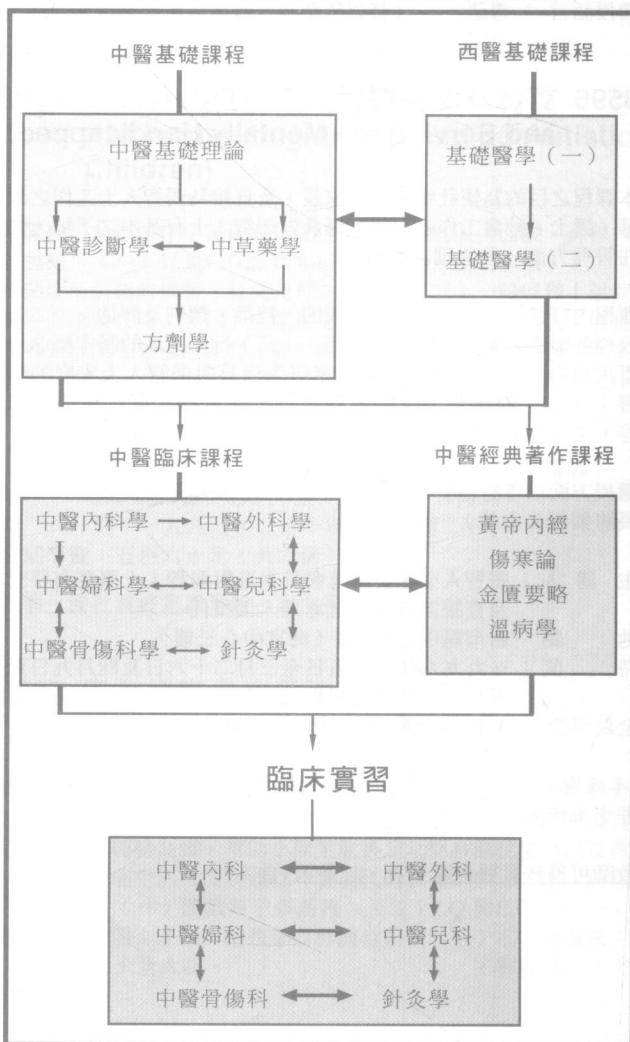
床各門學科知識，打下必要的基礎。本課程為初學中醫理論之人仕而設。

課程內容包括：緒論；陰陽五行；藏象學說；氣血津液；經絡；病因與發病；病機及防治原則。每星期授課兩次，每次兩小時。開課日期約在一九九八年二月。下次招生日期為一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

### 1766. 中草藥學基礎證書課程 (Foundation Certificate Course in Chinese Herbal Medicines)

本課程旨在研究中藥基本理論和中藥的來源、採製、性能、功效及臨床應用等基本知識的一門學科，是中醫專業的基礎課程之一。學習中藥的目的在於為學習方劑學及臨床各科課程打下基礎，本課程為具有中醫基礎理論之人仕而開設。

### 中醫全科大專文憑學生學習進程建議表



課程內容包括 (一) 總論 講述中藥的起源和發展、產地與採集、炮製、性能及應用等基本知識 (二) 各論 講述解表藥、清熱、瀉下、祛風、芳香化濕、溫裏、理血、消食、驅蟲、止血、活血化癥、化痰止咳平喘、安神、平肝息風、開竅、補虛、收澀、涌吐及外用藥等20類共300多種中藥的藥性、功效及臨床運用，初步懂得辨證用藥。每星期授課兩次，每次兩小時。開課日期約在一九九八年二月。下次招生日期為一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

### 3141. 方劑學基礎證書課程 (Foundation Certificate Course in Chinese Medical Prescription)

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

課程內容包括 (一) 方劑與治法、分類、組成、劑型及方劑的用法 (二) 介紹解表、瀉下、和解、清熱、祛暑、溫裏、表裏雙解、補益、安神、開竅、固澀、理氣、理血、治風、治燥、祛風、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。開課日期約在一九九八年二月。下次招生日期為一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

### 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士而設。

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、診斷與病案及病歷書寫等內容。每星期授課兩次，每次兩小時。開課日期約在一九九八年二月。下次招生日期為一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

### 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士而設。

課程內容包括 (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，及 (二) 各論分別介紹常見的內科病證49篇，每篇按概述、病因病機、辨證論治、結語分項敘述。每星期授課兩次，每次三小時。開課日期約在一九九八年二月。下次招生日期為一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

### 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士而設。

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。每星期授課一次，每次三小時。開課日期約在一九九八年二月。下次招生日期為一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

### 3143. 中醫兒科學證書課程 (Certificate Course in TCM Paediatrics)

中醫兒科學是研究小兒生長發育、預防、保健和疾病診治的一門學科。通過系統學習中醫基礎理論及中醫內科的課堂教學以後，本著理論聯系實際的精神，加強對兒科臨床專業教學，旨在使學員熟悉和掌握兒科的常見病、時行疾病和其他雜病的辨證治療方法，懂得對疾病的預防和保健。

課程內容有兒科學基礎及小兒常見病兩大項目。基礎包括中醫兒科學發展史、小兒生理病理特點、生長發育、營養與保健、四診概要和治療概要。常見病包括時行疾病、雜病、新生兒疾病等共約40種疾病的分析診斷及治療。每星期授課一次，每次三小時，開課日期約在一九九八年二月。下次招生日期為一九九八年六月。有關課程內容及申請表格，請致電2975 5719查詢。

### 3157. 針灸學證書課程 (Certificate Course in Acupuncture and Moxibustion)

針灸學是中國醫學的重要組成部分，通過教學，旨在使學員在學習中醫藥知識的基礎上，進一步掌握有關針灸的基礎理論和基本技能，以便能初步運用針灸有關知識診治常見病和多發病。

課程內容包括 十四經脈循行及與臟腑絡屬關係，熟悉十四經脈病候，全面了解十四經腧穴，根據中醫辨證施治原則，介紹針灸配穴處方的組成及變化規律。每星期授課一次，每次三小時。開課日期約在一九九八年二月。下次招生日期為一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

### 3158. 中醫骨傷科學證書課程 (Certificate Course in TCM Orthopaedics & Traumatology)

中醫骨傷科學是傳統中醫學的重要組成部分，主要研究防治人體筋骨、關節、皮肉、氣血、經絡、臟腑等各種損傷性疾病的學科。旨在使學員系統掌握中醫骨傷科學的基本理論，操作技能，常見病的辨證論治和在防治損傷疾病方面所取得的新成果。

課程內容包括 (一) 總論 中醫骨傷科學的發展簡史，病因病機、辨證和治療方法，及 (二) 各論 介紹骨折、脫位、傷筋、內傷等傷病的診治方法。每星期授課一次，每次三小時。開課日期約在一九九八年二月。下次招生日期為一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

### 172. 基礎醫學證書課程(I) [Certificate Course in Basic Medical Science (I)]

本課程將以教授醫學科學中的一些基礎及重要的問題為主。其中主要包括解剖學和生理學的大部份章節，敘述人體各器官和系統的基本結構和它們在日常活動中的協調及運作。對於有興趣的人仕，可以提供一個深入淺出而範圍廣泛的進修課程；而對於從事醫護及與健康有密切關係的專業人仕，如醫療、救護人員、中醫師、中草藥師和針灸師等提供超過半年的教授學習。另配合重點章節的實驗課程，可以令學員加深對人體的認識，作為日後選修其他有關的證書及文憑課程之入門及基礎。每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期約在一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

### 173. 基礎醫學證書課程(II) [Certificate Course in Basic Medical Science (II)]

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

本課程內容包括病理學和現代醫學診斷學基礎，旨在使學員了解疾病的原因，發病機理以及疾病過程中機體的功能，代謝和形態的改變及疾病的轉歸，為學習臨床醫學，促進中西醫結合奠定必要的理論基礎。每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期約在一九九八年六月。有關課程內容及申請表格，請致電2975 5719查詢。

### 203. 西醫研讀中醫深造證書課程 [Postgraduate Certificate Course in Traditional Chinese Medicine (for Medical Practitioners)]

中醫藥是中華文化的瑰寶，而國內中西醫結合已實行多年，並成績卓著。本學院秉承港大一向以來提供高質素教學的宗旨，應廣大現職西醫對中醫藥越來越高求知慾的要求，專為工作繁忙的執業西醫而設計一個精煉、全面、系統的中醫課程，使之對中醫理論有較深刻的理解，為今後在臨床和科學研究工作上進行中西醫結合打下堅實的基礎。

課程內容包括有中醫學精論、中醫學應用研究精粹、中西醫結合專題研究精華、臨床見習等。每星期授課兩次，每次兩小時，共約202學時。有關課程內容及申請表格，請致電2975 5724查詢。

### 197. 中醫骨傷科學進修文憑課程 (Diploma Course in TCM Orthopaedics and Traumatology)

本課程旨在為香港執業中醫骨傷科醫師、中醫師或針灸師，提供一個有系統並較全面的中醫骨傷科學進修課程。本課程內容以理論和實踐並重，學員將被安排到國內中醫醫院接受短期臨床實習訓練，使學員對骨傷科臨床有較深入的了解，並能掌握中醫骨傷科這門傳統醫學，有助提高其專業水平。

課程內容包括：中醫骨傷科學導論，與其有關的解剖、生理與病理醫學基礎、檢查與診斷、常用的治療概論、治療各論及臨床實習等。課程為期約十個月，每星期授課三次，每次兩小時，共約

230學時。開課日期在十月。下次招生日期約在一九九八年六月。

本院敦請本港及國內外中醫界知名人士及專家成立學術評審委員會，以對本課程發揮督導作用。並邀請多位本港及海內外知名及資深骨傷科專家教授講授課程。有關課程內容及申請表格，請致電2975 5723查詢。

### 196. 中醫臨床進修文憑課程 (Diploma Course in TCM Clinical Practice)

本課程旨在為香港執業中醫師、執業針灸師，或其他有中醫基礎的人仕，提供一個有系統並較全面的中醫臨床進修文憑課程。本課程內容是理論和實習並重，學員將被安排到國內大型綜合性中醫醫院接受短期臨床實習培訓，務使學員在短期內對中醫臨床各科有較深入的了解，提高其診治疾病的專業水平。

課程內容包括有中醫內科、中醫婦科、中醫兒科、中醫外科及皮膚科，與其最新研究進展。課程為期約十個月，每星期授課三次，每次兩小時，共約230學時。有關課程內容及申請表格，請致電2975 5724查詢。

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

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

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

課程內容包括：中醫經典著作選讀；中醫基礎理論及最近研究概況；溫病體系和中醫治療急性熱病；中醫養生學和老年醫學及中醫臨床醫學（包括內科、外科、婦科、兒科、骨傷科、針灸科）及中醫診斷學等。每星期授課三次，每次兩小時，共約208學時。開課日期約在九月。下次招生日期約在一九九八年六月。

本院敦請本港及國內外中醫界知名人士及專家成立評審委員會，以對本課程發揮督導作用。並邀請多位本港及海內外知名及資深中醫專家教授講授課程。有關課程內容及申請表格，請致電2975 5719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 S11, 3/F, Admiralty Centre

Date : Mondays, 6:15-7:45 p.m., commencing April 27,  
1998

8 meetings

Fee : \$1,100

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”。本課程宗旨在於提供中醫藥防治癌症的基本概念，使中西醫護同好及普羅大眾對中醫藥防治癌症的各個領域有全面而正確的認識。

課程內容包括：(一) 中醫藥防治癌症的淵源；(二) 單味中草藥治療癌症；(三) 中醫藥“辨證”治療癌症；(四) 中醫藥“辨證”結合“辨病”治療癌症；(五) 中醫藥配合“手術”治療癌症；(六) 中醫藥配合“放療”治療癌症；(七) 中醫藥配合“化療”治療癌症；(八) 中醫食療防治癌症；(九) 針灸、氣功防治癌症及(十) 中醫養生學防治癌症。

主 講 人：黃雅各中醫師 (香港大學專業進修學院副教授，上海中醫藥大學客座教授，美國加州執照針灸醫師公會會立中國醫學研究院學術顧問)

地 點：香港大學專業進修學院市區中心101室 (信德中心十樓)

時 間：一九九八年三月三日起每星期二下午六時十五分至七時四十五分

全期學費：一千零五十元 (共十講)

### 3142. 中醫專用普通話及繁簡字對照課程 (Putonghua and Simplified Chinese Characters for TCM Usage)

本課程為配合香港大學專業進修學院「中醫全科大專文憑」及其他中醫藥、針灸、骨傷科等證書或文憑課程教育，使學員適應部份中醫藥課程的普通話教學，及提高國內中醫專業高等院校統一教材的閱讀能力而開設的。其內容包括：漢語拼音；中醫、中藥、針灸等中醫專業專用名詞；繁、簡體字對照。曾修讀或現正修讀本學院所舉辦的中醫藥課程者，當優先取錄；而對本課程有興趣之人仕均可報讀。

主 講 人：段玉華女士 (吉林省白求恩醫科大學)

地 點：香港大學專業進修學院市區中心S9室 (金鐘海富中心三樓)

時 間：一九九八年三月七日起每星期六下午二時三十分至四時

全期學費：一千三百元 (共十六講)



香港大學專業進修學院針灸學進修文憑，一九九七年畢業典禮



### 『中藥經營管理學專業文憑』課程

中醫藥是中華民族傳統文化的瑰寶，隨著現代科技的發展，中醫藥的科學價值不斷得到驗證和體現。為配合香港政府積極推行中醫及中藥從業員註冊的政策下，香港大學專業進修學院除有全面的『中醫全科大專文憑』教育外，亦顧及中藥從業員求知需要，現與廣東藥學院合辦具香港特色的『中藥經營管理學專業文憑』教育，培養中藥經營管理的高級人才。通過有系統的課程，使學員能掌握中藥基本理論與技能；熟悉中藥藥理、毒理、藥用植物，認識中藥化學、質量監控、中藥鑒定、藥事法規，了解中藥制劑、栽培、廣告、中藥養護，及市場營銷學；掌握中藥經營管理的理論知識；具有一定整理、研究中藥的能力。現簡介如下：

#### 課程設置：

- 第一學年 — 中藥學、藥用植物學、中藥藥理學、中藥毒理學、中藥信息學  
第二學年 — 中藥化學、中藥制劑質量監控、中藥商品鑒定學、藥事法規  
第三學年 — 中藥制劑學、中藥栽培學、中藥廣告學、中藥養護學、市場營銷學

學員須具有中學畢業（包括中國語文科）。在職中藥配藥員，或中藥經營管理人員，或有志投身中藥行業的人仕，如曾修讀化學科者，當獲優先取錄。

#### 證書及文憑：

選修單項學科及考試合格，學員將獲取香港大學專業進修學院的單科證書。若全部學科修畢及合格則獲頒發香港大學專業進修學院的專業文憑與廣東藥學院的具寫實性學習證明書。

本課程是三年制兼讀大學專科課程，學員可依照課程設置完成整個「中藥經營管理學專業文憑」。如學員欲修讀第二學年及第三學年的單項學科，必須持有中藥學、藥用植物學、中藥藥理學、中藥毒理學及中藥化學的學歷證明。以上的五個學科為「中藥經營管理學專業文憑」的必修基礎課，學員需具有上述學科知識，方可單獨選擇其它學科。

### 199. 中藥經營管理學專業文憑課程（第一學年）(Diploma Course in Pharmaceutical Management in Chinese Medicine – Year I)

如學員根據本學院所安排的課程設置就讀，包括：中藥學證書課程、藥用植物學證書課程、中藥藥理學證書課程、中藥毒理學證書課程及中藥信息學證書課程五個學科，可獲優待。有關課程內容及申請表格，請致電2975 5718查詢。

### 200. 中藥學證書課程 (Certificate Course in Chinese Medicinal Pharmaceutics)

本課程是中醫藥各專業的專業基礎課，旨在向學員講述中藥的理論和臨床應用。課程以中醫基本理論為指導，突出辨証用藥的特點。學員通過學習，熟悉中藥的起源、發展、分類、產集、採收、炮制。掌握100多種常用中藥的藥性特點、功效、主治、配伍及某些特殊用法；并了解其來源，某些特殊的炮制意義、用量、用法及使用注意；初步懂得辨証用藥。

課程內容包括：中藥的起源、發展、產地、炮制及性能、應用等基本知識；詳細講解解表、清熱、瀉下、祛濕、祛風、祛痰、消導、理氣、理血、補益、收澀、安神、平肝息風等藥物共200餘種。每星期授課三次，每次3-4小時，共60學時。有關課程內容及申請表格，請致電2975 5718查詢。

### 201. 藥用植物學證書課程 (Certificate Course in Medicinal Botany)

本課程是利用植物學及有關學科的知識和方法來研究藥用植物的學科。通過講授植物形態學、解剖學、分類學、生理學、生態學及地理學等方面的知識，使學員掌握植物學的基礎理論，為學習中藥鑒定學、中藥栽培學和天然藥物化學等課程打下基礎；并能利用這些知識和方法來識別藥用植物，進行中藥原植物的鑒定及資源調查。

課程內容包括：植物形態學和解剖學、植物分類學、植物生態學和植物地理學。本課程內容以理論和實驗并重，學員將於暑假期間被安排到廣東藥學院上實驗課。每星期授課三次，每次3-4小時，共105學時。有關課程內容及申請表格，請致電2975 5718查詢。

### 3138. 中藥藥理學證書課程 (Certificate Course in Pharmacology of Chinese Medicine)

本課程旨在向學員講述中藥藥理，課程以中醫理論為核心，系統介紹和總結應用現代科學研究中藥的成果，闡明中藥作用的機理與現代醫學間的關係，使學員對數千年歷史的中藥學有較系統性及科學化的認識。

課程內容包括：總論和各論兩部分，重點講授14大類中藥與現代藥理的理論和實驗。本課程內容以理論和實驗并重，學員將於暑假期間被安排到廣東藥學院上實驗課。每星期授課三次，每次3-4小時，共90學時。開課日期約在一九九八年二月。有關課程內容及申請表格，請致電2975 5718查詢。

### 3139. 中藥毒理學證書課程 (Certificate Course in Toxicology of Chinese Medicine)

本課程是繼「中藥藥理學」後，又另一門『中藥學』的學科。隨著中藥與中成藥的廣泛應用，出現毒性反應的機率也會越來越大。鑒於此，本課程就是要使學員了解中藥毒理學的歷史和現狀，了解毒理學研究的方法，熟悉常見劇毒中藥的藥理，毒理及機制，掌握中藥中毒的防治，了解中藥炮制在防治中的重要作用。

課程內容包括：劇毒藥的研究與炮制原則，中毒的防治，各種常見劇毒藥的中毒症狀及防治。學員須曾修讀「中藥學證書課程」。每星期授課三次，每次3-4小時，共30學時。開課日期約在一九九八年四月。有關課程內容及申請表格，請致電2975 5718查詢。

### 3140. 中藥信息學證書課程 (Certificate Course in Pharmaceutical Informatics of Chinese Medicine)

本課程旨在通過基礎學習以增加學員對中醫藥信息情報的認識，并初步掌握檢索古今中醫藥文獻的方法和技能。

課程內容包括：中醫藥文獻的發展，檢索工具的類型，中醫藥文獻檢索的一般方法和途徑，以及常用檢索工具和參考工具書的內容、舉例等。每星期授課三次，每次3-4小時，共30學時。開課日期約在一九九八年五月。有關課程內容及申請表格，請致電2975 5718查詢。

### 205. 中藥專業深造證書課程 (Postgraduate Certificate Course in Chinese Medicines)

中醫學裡精湛而有效的治療方法是中藥療法。中藥藥性平和，其毒性與現代化學藥物相比可謂微不足道；中藥治療是一種無損傷的治療方法，又能治療各科的疾病，對現代醫學一些感到束手無策的病例有取長補短的功效。本課程乃應「香港執業藥劑師協會」及社會之需求，而開辦的一個精簡及系統性之中藥課程，為深入學習研究中藥專業建立穩固的基礎。

課程內容包括有中醫基礎理論簡介、中藥學、方劑學、中藥藥理學及毒理學概論、生藥學概念、中藥炮製學精選、中藥製劑學簡介、中藥鑑定學概述、藥事法規與藥政管理、參觀與見習等。每星期授課兩次，每次三小時，共約256學時。有關課程內容及申請表格，請致電2975 5718查詢。



中醫藥部學術主管— 許少珍教授



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

本課程為「針灸學基礎證書課程」之延續課程，並為香港執業針灸師、執業中醫師，或其他有中醫針灸基礎的人仕，提供一個有系統並較全面的針灸進修課程。本課程內容以理論和實習並重，學員將被安排到國內主要中醫院接受短期臨床實習訓練，務使學員對針灸臨床應用有較深入的了解；並能掌握針灸學這門傳統醫學學科，有助提高其專業水平。

課程內容包括：針灸學發展簡史、經絡學、腧穴學、針法灸法學、針灸治療學、臨床常見疾病的針灸治療及臨床實習等。課程為期約十個月，每星期授課三次，每次兩小時，共約230學時。開課日期在十月。下次招生日期約在一九九八年六月。

本院敦請本港及國內外中醫界知名人士及專家成立學術評審委員會，以對本課程發揮督導作用。並邀請多位本港及海內外知名及資深針灸專家教授講授課程。有關課程內容及申請表格，請致電 2975 5723查詢。

### 180. Diploma Course in Clinical Acupuncture

This course is an intercalated continuation of the Certificate Course in Acupuncture. It enables participants to pursue in-depth studies on clinical aspects of Acupuncture practice. The course aims to develop competence in the practice of acupuncture as an adjunct therapeutic modality and is designed primarily for Western-trained medical practitioners. The programme of study includes a 1-week clinical attachment at TCM hospitals in China.

#### Course Co-ordinator:

Dr. Michael L.Y. Yeung, M.B.,B.S.(H.K.), F.R.C.S.(Ed.),  
F.H.K.A.M.(Orthopaedic Surgery),  
Dip.Acup.(H.K.), B.App.Sc.Acup. (Australia),  
Honorary Lecturer,SPACE, HKU

The course will start in October 1998 and the next admission exercise will be in June 1998. For further details please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2975 5723)

### 3157. 針灸學證書課程 (中醫全科大專文憑必修課程) (Certificate Course in Acupuncture and Moxibustion)

針灸學是中國醫學的重要組成部分，通過教學，旨在使學員在學習中醫藥知識的基礎上，進一步掌握有關針灸的基礎理論和基本技能，以便能初步運用針灸有關知識診治常見病和多發病。

課程內容包括：十四經脈循行及與臟腑絡屬關係，熟悉十四經脈病候，全面了解十四經腧穴，根據中醫辨證施治原則，介紹針灸配穴處方的組成及變化規律。每星期授課一次，每次三小時。開課日期約在一九九八年二月。下次招生日期為一九九八年六月。有關課程內容及申請表格，請致電2975 5724查詢。

### 179. Certificate Course in Acupuncture

Acupuncture is a major branch of Chinese Medicine which has been practised and developed in China for more than 3000 years. Nowadays, acupuncture has become increasingly accepted in modern medical practice. The purpose of this course is to provide Western trained medical practitioners with an opportunity to acquire knowledge of acupuncture. This course constitutes Part I of the Diploma in Clinical Acupuncture, students upon successful completion can proceed to Part II of the Diploma Course.

#### Course Co-ordinator:

Dr. Tommy H.K. Ching, B.Sc.(N.S.W.), M.B.,B.S.(N.S.W.),  
Dip.Acup.(H.K.), B.App.Sc.Acup.  
(Australia), Honorary Lecturer,  
SPACE, HKU.

The course will start in October 1998 and the next admission exercise will be in June 1998. For further details please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2975 5723)

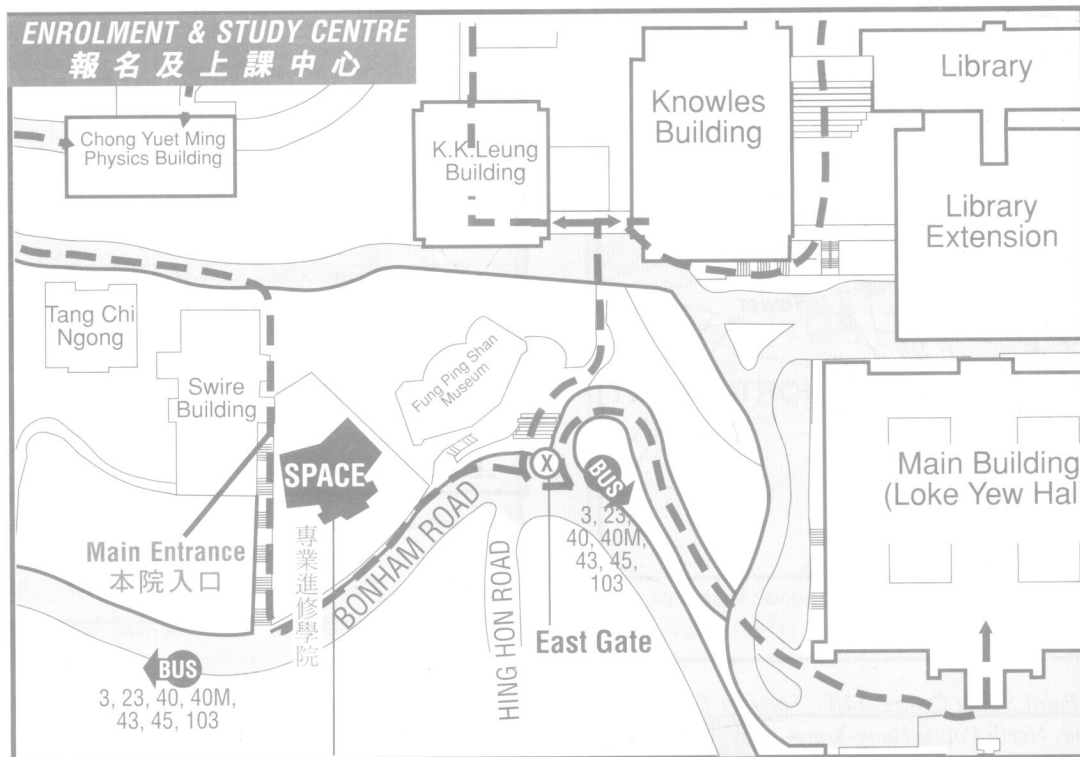
### 198. 針灸學基礎證書課程 (Foundation Certificate Course in Acupuncture and Moxibustion)

本課程旨在為有興趣學習針灸之社會人士而開設。本課程為針灸學的初級基礎理論，通過系統講授，使學員了解經絡的組成，生理功能，十四經的循行，腧穴的定位，主治和常用操作手法，以及常見病的針灸治療。

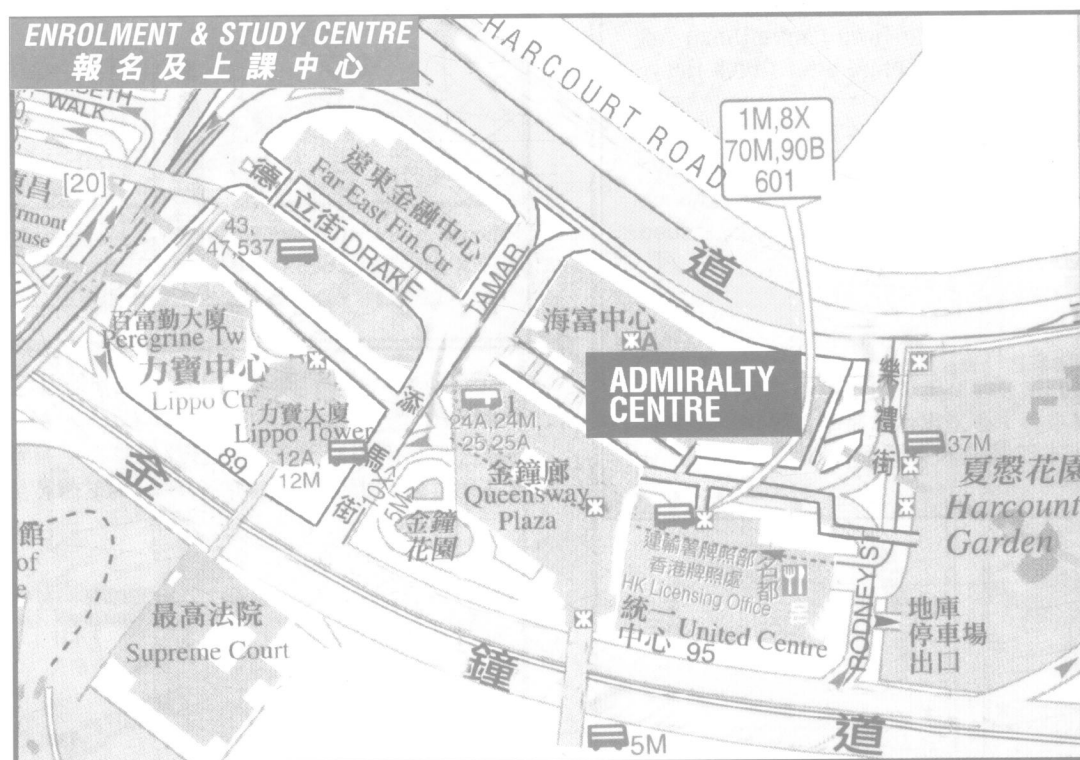
課程內容包括：針灸學緒論、針灸學之中醫基礎理論及人體解剖基礎、腧穴學基礎；針灸之示範、病歷書寫訓練、治療學基礎及治療的常見病證；耳針療法、穴位指壓及推拿等。課程為期約九個月，每星期授課三次，每次兩小時，共約208學時。開課日期在九月。下次招生日期約在一九九八年六月。

學員修畢本課程後，再修讀本學院所舉辦之「針灸學進修文憑課程」，可優先取錄。有關課程內容及報名表格，請致電2975 5719查詢。

# Centre Location Maps 主要上課地點示意圖

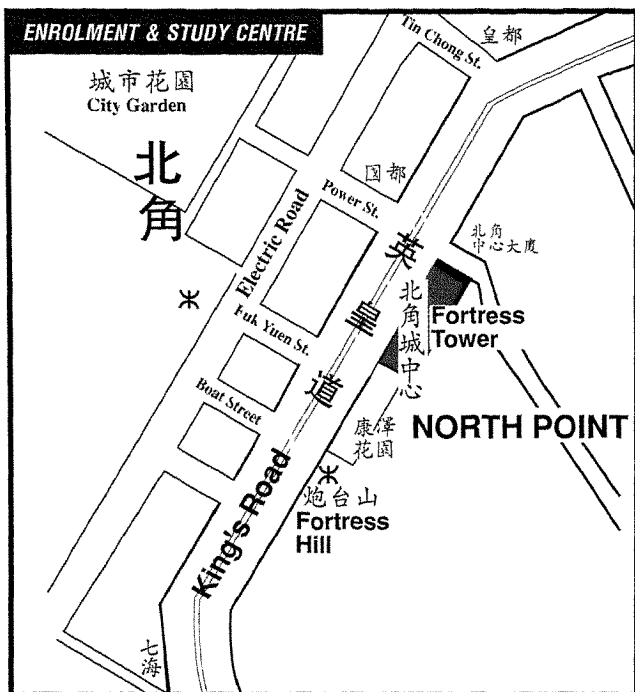


SPACE Campus Office, 3/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Main Entrance at 3/F Level Swire Bridge) 香港大學專業進修學院，香港薄扶林道香港大學徐展堂樓（本學院入口，太古樓側）

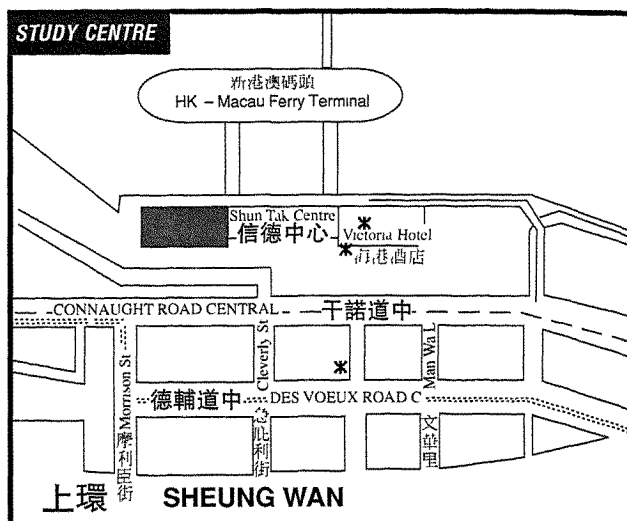


SPACE Town Centre, 3/F, Admiralty Centre, 18, Harcourt Road, Hong Kong (Access via escalators on 2/F of the Shopping Arcade) 香港大學專業進修學院市區中心香港夏愨道18號海富中心三樓。（由二字樓商場自動電梯上）

主要上課地點示意圖



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）



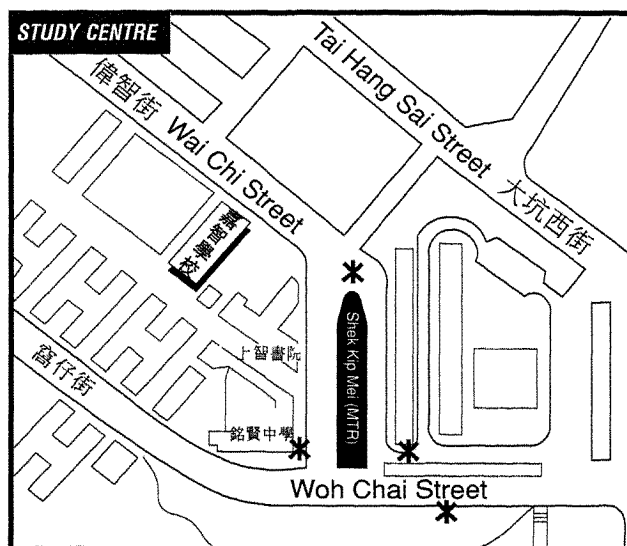
Shun Tak Centre, West Tower, 10/F., 200 Connaught Road Central, Hong Kong (Sheung Wan MTR Station)  
 信德中心，香港干諾道中二百號信德中心西翼10字樓〔由2字樓商場電梯上〕（上環地鐵站港澳碼頭出口）

**Student Card for Access to Town Centre (Shun Tak Centre) and North Point Centre after Office Hours**

Students attending classes at the Town Centre (Shun Tak 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.

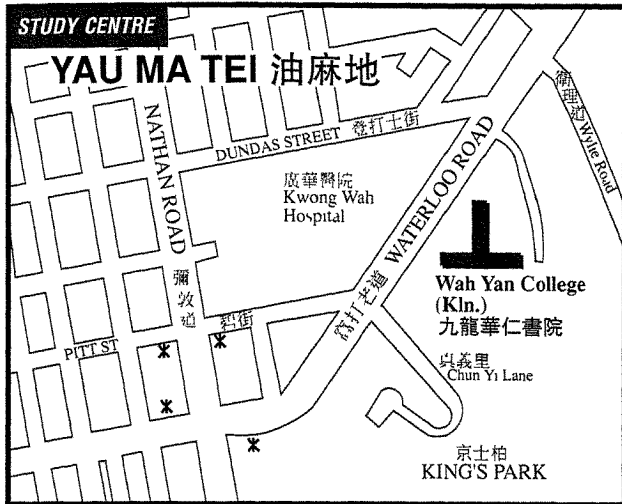
**學員証**

本院學員在非辦公時間進入市區中心（信德中心）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。

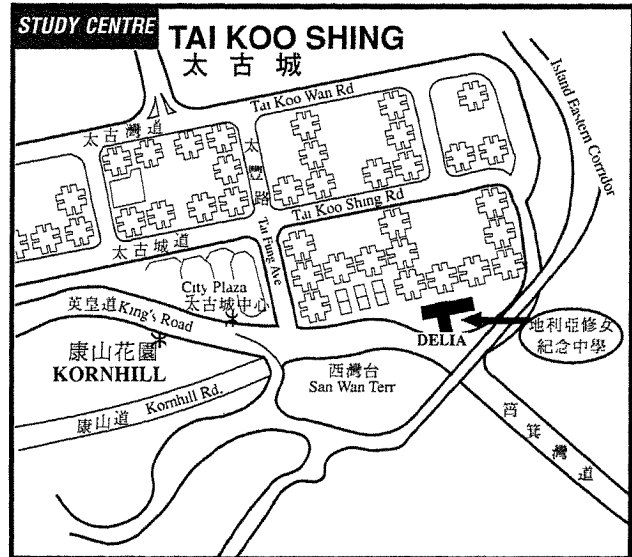


SPACE Shek Kip Mei Study Centre [Ka Chi School, 5 Wai Chi Street, 3/F., Shek Kip Mei, Kln.](Shek Kip Mei MTR Station)  
 香港大學專業進修學院石硤尾教學中心〔嘉智學校，九龍石硤尾偉智街五號四樓（石硤尾地鐵站偉智街出口）〕

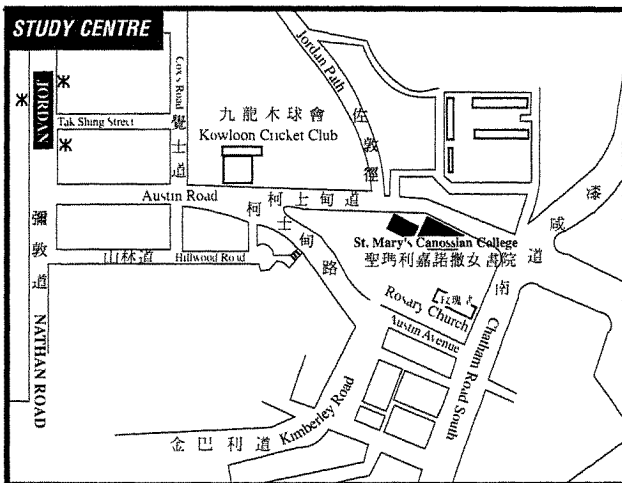
STUDY CENTRES 上課中心



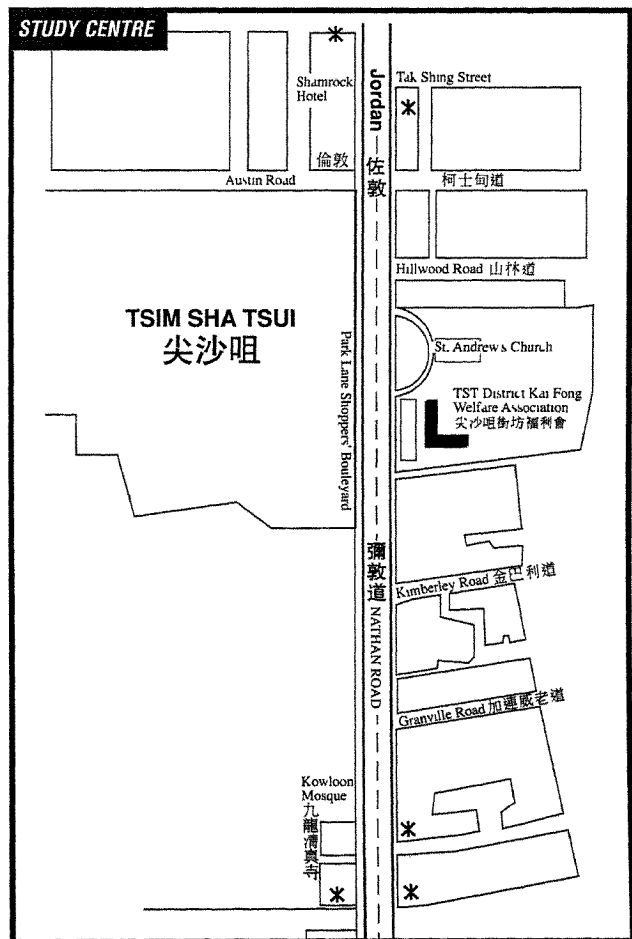
Wah Yan College, 56 Waterloo Road, Kowloon  
九龍華仁書院九龍窩打老道56號 (油麻地地鐵站)



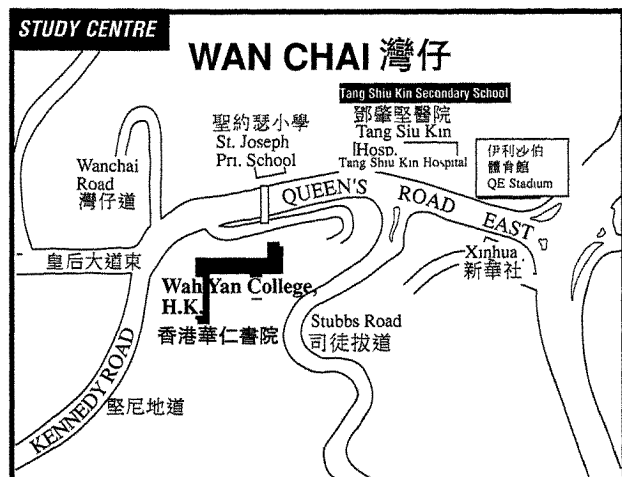
Delia Memorial School, Tai Koo Shing, Hong Kong  
香港太古城地利亞修女紀念中學 (由中學部太豐路入口)



St. Mary's Canossian College, 162, Austin Road, Kowloon  
(Entrance at the junction of Kimberley Road and Austin Avenue)  
聖瑪利嘉諾撒女書院九龍柯士甸道162號 (由金巴利道入口)



SPACE Tsim Sha Tsui Study Centre [TST District Kai Fong Welfare Association, 136A Nathan Road, Kowloon]  
香港大學專業進修學院尖沙咀教學中心 [尖沙咀街坊福利會九龍彌敦道136-A]



Wah Yan College, 281 Queen's Road East, Hong Kong  
香港華仁書院香港皇后大道東281號  
Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong  
香港鄧肇堅中學, 愛群道九號

## Teaching Venues

The short form and full addresses of major teaching centres named in this prospectus are as follows:-

Short Form	Full Addresses
新市區中心 (海富中心二樓)	香港大學專業進修學院市區中心 香港夏磬道18號海富中心三樓。
市區中心 (信德中心西翼十樓)	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十字樓 (由 2 字樓商場電梯上)
香港大學專業進修學院北角教學中心	香港大學專業進修學院北角教學中心, 香港北角英皇道250號北角城中心14字樓 (炮台山地鐵站)
香港大學專業進修學院石硤尾教學中心	香港大學專業進修學院石硤尾教學中心 (嘉智學校, 九龍石硤尾偉智街五號。〔石硤尾地鐵站偉智街出口〕)
New SPACE Town Centre, 3/F	New SPACE Town Centre, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong
SPACE Town Centre, 10/F	SPACE Town Centre, Shun Tak Centre, West Tower, 10/F., 200 Connaught Road Central, Hong Kong
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

## 1998 Autumn Prospectus

The next issue of the School Prospectus will be available in early June 1998. If you wish to be sent a copy of the Prospectus in early June 1998, 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 98". Alternatively, you may collect copies from one of the counters listed on page ix.

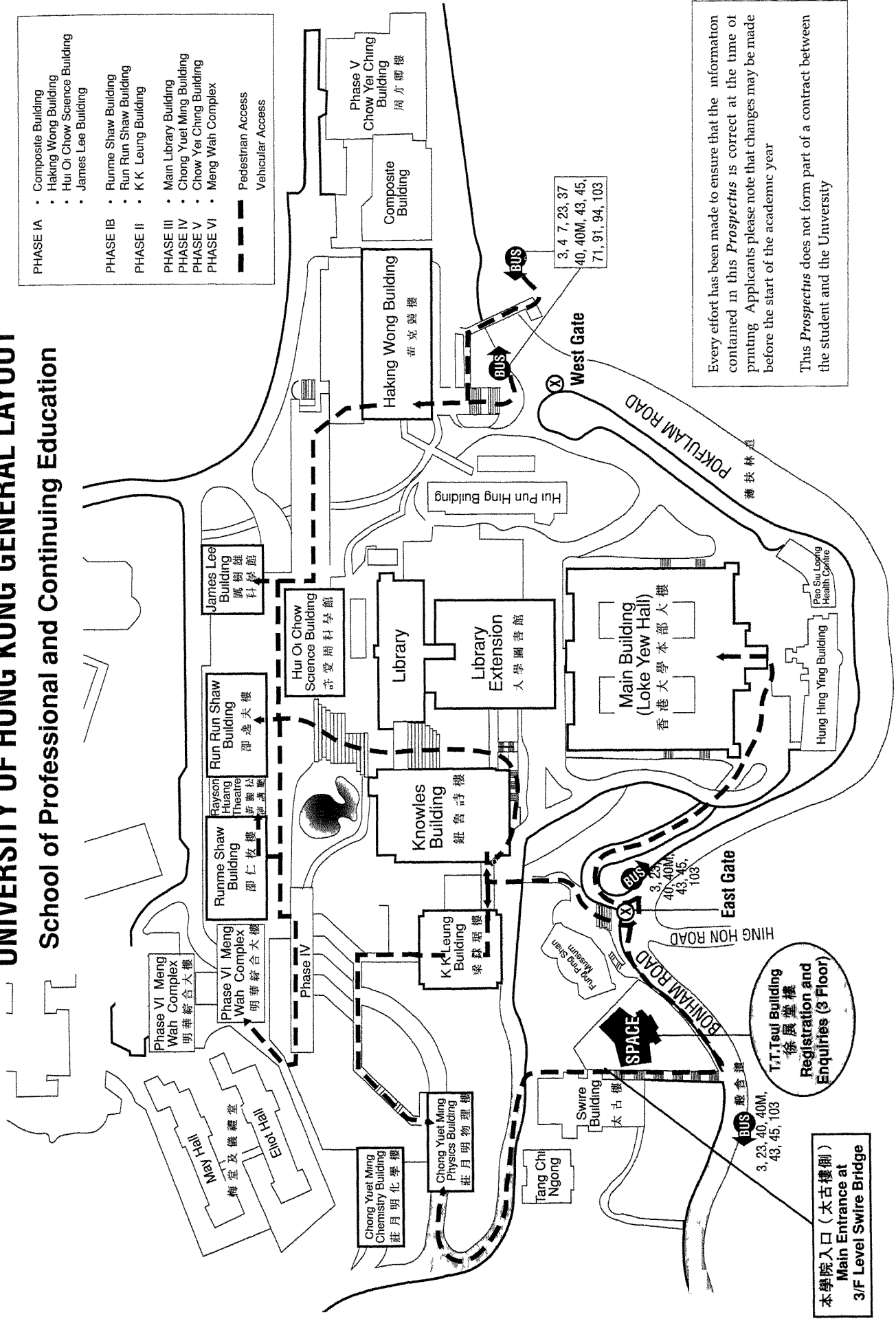
### 一九九八秋季課程手冊

本學院將於一九九八年六月初派發一九九八年秋季課程手冊。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〔郵索九八年秋季課程手冊〕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ix頁)。

# UNIVERSITY OF HONG KONG GENERAL LAYOUT

## School of Professional and Continuing Education

- PHASE IA
  - Composite Building
  - Haking Wong Building
  - Hui Oi Chow Science Building
  - James Lee Building
- PHASE IB
  - Runme Shaw Building
  - Run Run Shaw Building
  - K K Leung Building
- PHASE II
  - Main Library Building
  - Chong Yuet Ming Building
  - Chow Yei Ching Building
  - Meng Wah Complex
- PHASE III
  - 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. Teul Building  
徐展堂樓  
Registration and  
Enquiries (3 Floor)

BUS  
3, 23, 40, 40M, 43, 45, 103

BUS  
3, 4, 7, 23, 37, 40, 40M, 43, 45, 71, 91, 94, 103



**The University of Hong Kong**  
**School of Professional and Continuing Education**

**香港大學**  
**專業進修學院**

**Head Office**

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**North Point Centre**

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**北角中心**

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**石硤尾中心**

九龍石硤尾偉智街五號  
嘉智學校四樓  
(石硤尾地鐵站C出口)  
電話：(852) 2777 9995 傳真：(852) 2777 9599

**SPACE Hotline**

2559 9771  
(effective from February/March 1998)

**電話諮詢熱線**

2559 9771  
(由九八年二/三月起)

**SPACE Web Site**

<http://hkusuc.bku.hk/space/>

**專業進修學院網址**

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