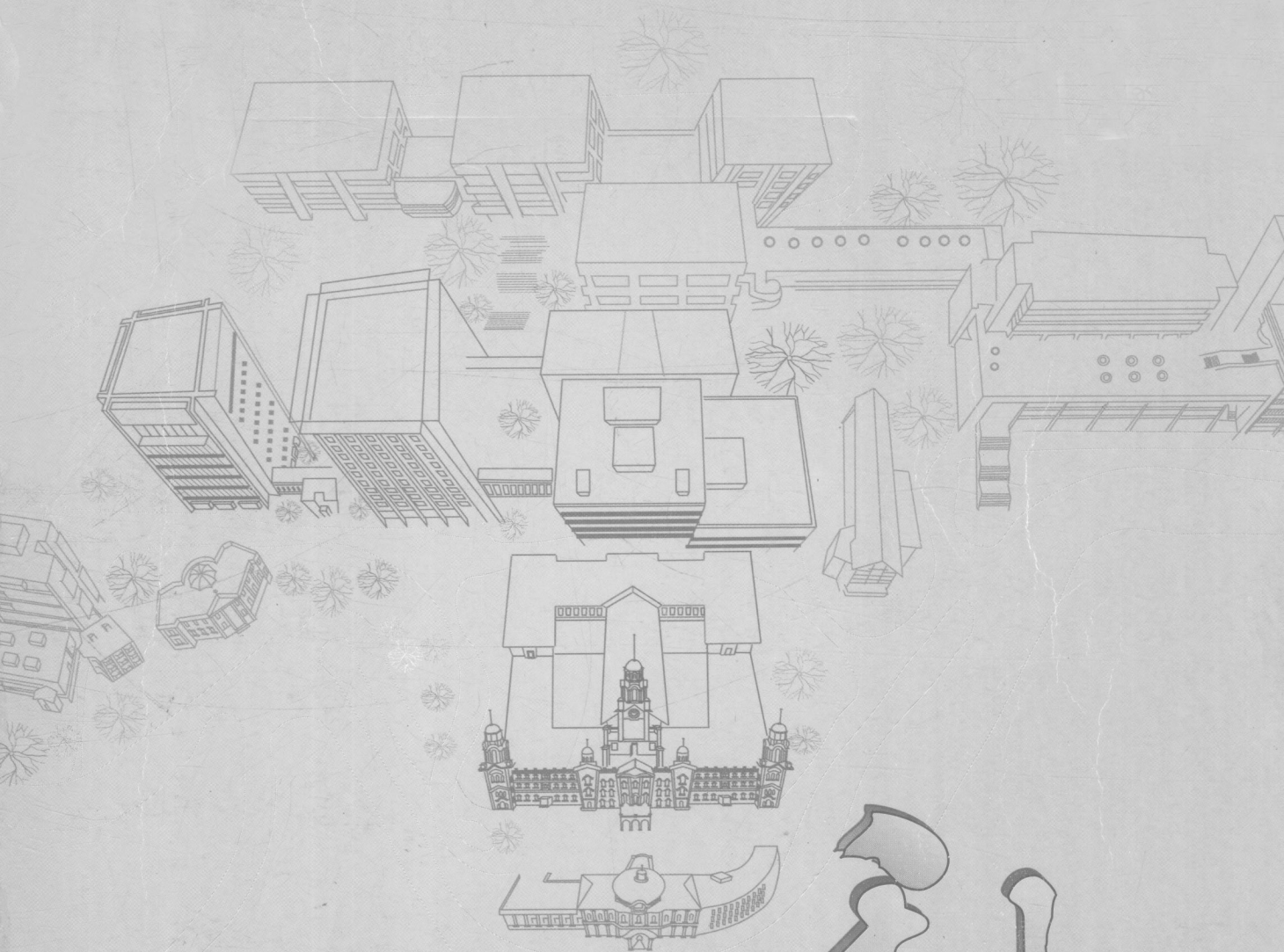


AUTUMN COURSES 1992 秋季課程

The University of Hong Kong
School of Professional and Continuing Education
Formerly Department of Extra Mural Studies



秋

香港大學專業進修學院
前校外課程部

TELEPHONE ENQUIRIES 詢問電話

General Enquiries: 859 2791, 859 2784, 859 2787 and 547 2225 (Fax: 559 7528)

1.	Accounting Professional Programmes in	858 4515
2.	Adult Education & Training	859 2421
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	Librarianship	859 1940
	Management Studies	859 2785
3.	Art & Design	547 2225
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5.	Business Studies	858 4611
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		(Fax 546 0295)
13.	Medical Laboratory Science	859 2789
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London University:
External Student Registration

858 4515
(Fax: 858 4750)

FOREWORD 前言

From early 1992 the School of Professional and Continuing Education replaced the former Department of Extra-Mural Studies. The new organisational structure is designed to maintain the fine work carried out by EMS and to develop new educational initiatives to meet community aspirations.

Extra-Mural courses have been offered in the University of Hong Kong since 1956 by the Department of Extra-Mural Studies and its mission has been to offer educational opportunity to the population outside the University, principally on a part-time, evening or weekend basis. The new School continues this mission and will be responsive to the need to provide career and training opportunities both in the form of continuing education as well as at degree, postgraduate and professional level; it has two divisions: Continuing Education, which coordinates short courses and certificate level courses awarded by the School; External Studies, which organises professional and degree courses in strategic areas such as Law, Accounting, Economics, Computing, Housing Management, Pharmacy and others in conjunction with this University or overseas universities and institutions.

In strengthening the School's international network, there are plans being developed to establish an international consortium for access to degree programmes involving local and overseas institutions. At the same time, the School structure enhances links with the University's faculties with a view to maintaining academic standards and optimising the use of teaching resources in a flexible way, including the use of the distance teaching mode. We continue to seek advice from community leaders in order to be responsive to the labour market and to meet the needs of Hong Kong.

自一九九二年一月始，校外課程部改名為專業進修學院。學生亦於一九九二年初正式在此新架構下進修。

香港大學開辦校外課程始自一九五六年，其主旨是為社會各界人士提供工餘進修機會。課程主要用兼讀形式，在晚上或週末授課。現專業進修學院除開辦各類延續教育課程外，兼重專業及職業訓練，開辦學位，高級學位及取得專業資格之課程。學院分為兩部：

- (一) 延續教育部統籌短期及由學院頒發的證書課程。
- (二) 學位及專業進修課程部則與海外大學或本校合作，開辦如法律、會計、經濟、電腦、房屋管理、藥劑學等重點學科的課程。

學院現正計劃加強與世界各地大專院校合作，成立一<<國際教育聯盟>>。及後將開設為外地一家或多家院校承認的入門課程(學位課程第一年)，學生修畢後，便可到外地聯盟院校，直接攻讀。除此以外新架構的建立，亦有助學院與香港大學各學系的意見交流和各方面的合作。此是一石二鳥，一方面既可保證學院課程的學術水平；另一方面又可靈活運用校內的各種資源，包括利用遙距教學模式教學。學院將繼續向社會各界人士徵詢意見開設新課程，以配合香港因經濟結構轉型而引至勞工市場需求急劇變化的新社會。



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Director

School of Professional and Continuing Education

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DEPUTY DIRECTORS 副院長

(Continuing Education 延續教育)

.. .. .
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DEPARTMENTAL SECRETARY 學系秘書 —— Sheila S.L. Yam 任瑞玲

GENERAL INFORMATION/ HOW TO ENROL

GENERAL INFORMATION

- 1 On short courses there are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
- 2 The Director may at his discretion refuse to admit an applicant.
- 3 No class will be held
 - (a) on any public holidays
 - (b) if a storm warning signal No. 8 or above is hoisted (Nor will any class or other activity be held on the day on which a No. 8 signal is lowered.)
 - (c) during the following holiday periods: December 21 1992 to January 1 1993 (Christmas & New Year) and January 22-28 1993 inclusive (Lunar New Year)
- 4 Fees are not refundable except in the event of a course being over-subscribed or cancelled.
- 5 Fees and places allocated on courses are not transferable.
- 6 A Statement of Attendance or transcript will be issued only on receipt of a \$20 processing fee and a stamped self-addressed envelope within two years of the completion of the course.
- 7 The School reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.

HOW TO ENROL

Some courses have specific instructions on enrolment which should be followed. Where none are mentioned the following general procedures apply.

- 1 Application forms (one for each course) should be sent together with the appropriate fee either in the form of a crossed cheque or bank draft (one for each course) made payable to UNIVERSITY OF HONG KONG. All forms should be sent to the Director, School of Professional and Continuing Education, University of Hong Kong [see (4) below].
- 2 To ensure that a class can take place the School would appreciate early application.
- 3 You will be notified if you are not admitted because of over-subscription or other reasons. **THE SCHOOL WILL NOT NOTIFY SUCCESSFUL APPLICANTS WHO ARE EXPECTED TO ATTEND THE FIRST MEETING OF THE CLASS AT THE PLACE AND TIME ADVERTISED.**
- 4 Applicants may also enrol in person at the following places, but it would be helpful if fee payments could be made by crossed cheque rather than by cash.
 - (i) SPACE Town Centre Shun Tak Centre West Tower 9/F 200, Connaught Road Central Hong Kong (Access via lifts on the 2/F of the Shopping Arcade) (Weekdays 9 30 a.m. to 5 45 p.m., Saturdays 9 30 a.m. to 12 30 p.m.) Telephone 547 2225 (Fax 559 7545)
 - (ii) School of Professional and Continuing Education, Room 1 University Main Building, G/F, Pokfulam Rd. Hong Kong (Weekdays 9 30 a.m. to 1 p.m., 2 to 4 45 p.m. Saturdays 9 30 a.m. to 12 30 p.m.) Telephone 859 2791 or 859 2784 or 859 2787 (Fax 559 7528)

入學須知

- (1) 除個別課程(例如專業訓練)有特定的人學資格外,本學院其他所有課程,歡迎各界人士報名選修,並無學歷限制,凡年滿十八歲即可。個別課程細則,請參閱課程簡介。
- (2) 專業進修學院院長有權決定是否接受任何入學的申請。
- (3) 本學院將在下列期間暫停授課
 - (甲) 本港所有公眾假期。
 - (乙) 天文台懸掛八號或以上風球。而無論該風球已否於較早時降下,當日一切課程與活動均全部取消。
 - (丙) 聖誕節與新年假期 一九九二年十二月二十一日至一九九三年一月一日。
 - (丁) 農曆新年假期 一九九三年一月二十二日至二十八日。
- (4) 除課程已飽滿或被取消外,一切已繳學費,概不退還。
- (5) 一經取錄,學費及學額不得轉讓他人。
- (6) 如非特別註明,所有用中文刊登的課程都以粵語講授。
- (7) 學員可於課程完結後的兩年內向本學院申請頒發聽講證書或結業證書。申請人須先繳交手續費廿元,並附上貼足郵票的回郵信封,否則概不受理。
- (8) 於必要時,本學院有權就原定主講人、上課地點和時間作出更改。

報名手續

- (1) 請先填妥報名表格然後連同劃線支票或銀行本票(每項課程請用報名表格和支票各一張),郵寄「香港大學專業進修學院院長」收[請參閱下列第(4)項]。劃線支票請書明支付「香港大學」。
- (2) 報名表格可隨時向本學院索取。請儘早報名,以便課程能如期舉行。
- (3) 本學院只在課程被取消、改期或申請人未獲取錄等情況下才會個別通知申請人。申請如獲接受,本學院不另行通知,申請人可依照章程所列的時間和地點上課。
- (4) 申請人亦可親往下列地點報名,(繳費時宜用劃線支票)
 - (甲) 香港大學專業進修學院市區中心
香港干諾道中二百號信德中心西翼(9)字樓。
(由(2)字樓商場電梯上)。
電話 547 2225 (圖文傳真 559 7545)
(星期一至五 上午九時三十分至下午五時四十五分。
星期六 上午九時三十分至下午十二時三十分)。
 - (乙) 香港大學專業進修學院
香港薄扶林道香港大學校本部大樓地下一號室。
電話 859 2791或859 2784或859 2787
(圖文傳真 559 7528)
(星期一至五 上午九時三十分至下午一時,下午二時至四時四十五分。
星期六 上午九時三十分至下午十二時三十分)。

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961	Introduction to Cognitive Behaviour Modification	135	1008	英譯中技巧研討班 (Seminar on Translation Techniques)	145
962	Application of Self and Communication in Youth Counselling	135	1009	商業翻譯 (Business Translation)	145
963	Introduction to Group Counselling	135	1010	口譯訓練課程 (Oral Translation Workshop [Intermediate])	145
964	Introduction to Music Therapy	135	URBAN STUDIES		
965	Introduction to Dance/Movement Therapy	136	—	Master of Housing Management	146
966	Understanding and Helping Depressed People	136	—	Diploma in Housing Management	146
967	認識及協助兒童語言之發展 (Introduction to Language Development in Children)	136	—	Certificate in Housing Practice	146
968	如何建立及提高特殊兒童的溝通能力 (Developing Communication Skills in Children with Special Needs)	136	—	Diploma in Transport Management	147
969	律動工作坊 (Movement Workshop for Primary and Pre-school Music Teachers)	137	1016	環境保護與環境教育 (Environmental Protection and Education)	147
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ADULT EDUCATION AND TRAINING

Lecturers in charge : John Holford
Agnes Lam

Telephone: 859 2415
859 2421

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 training and education; 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 technology in adult learning.

Course Structure

The course will consist of the following elements:

1. Eighteen 3-hour weekly meetings on Wednesdays and three 4-hour Saturday sessions.
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 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 written examination, a project, and another assignment.

Language of Instruction

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

Application Procedure

Applicants should complete and return the standard SPACE enrolment forms, together with a letter briefly outlining their experience in adult education or training and how they think they will benefit from the course. The closing date for application is 2 September 1992.

Enrolment is limited to 20

Tutors: John Holford, B.A.(Oxon.), M.Sc. (Surrey), Ph.D. (Edin.)

Agnes Lam, B.A., M.A.(Singapore), Ph.D.,
T.E.S.O.L. Cert.(Pittsburgh)

Specialists in the field will be invited to teach different sections of the course

Place : Room 20, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 6.00-9.00 p.m., commencing September 16, 1992 (and 3 Saturday sessions within the above period)

18 meetings & 3 workshops

Fee : \$3,400

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

72. Application of Interactive Videotape in Education and Training

This is a course focussing on the implementation of interactive video by using a low-cost domestic video cassette recorder and an 80286 microcomputer. The use of Cantonese interactive videotape courseware in education and training will be discussed. Using existing video segments, the procedure of authoring Cantonese interactive videotape courseware in the tutorial format will be demonstrated.

Educators and trainers will find this course useful in the planning and production of low-cost interactive video courseware. A basic knowledge of PC-DOS, Chinese word processing and programming skill will be an advantage.

Enrolment is limited to 15

Tutor : Johnson Y.K. Ngai, Cert.Ed.(HK), B.Sc.(HK)
Place : Room 28, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Mondays, 7.00-9.00 p.m., commencing September
21, 1992
4 meetings Fee : \$425

Medium of Instruction: Cantonese supplemented with
English

*Fee Refund: Teachers may apply for a half fee refund for this
course. See page 76.*

73. Business Communication (Introductory)

The ability to communicate effectively is becoming increasingly relevant in Hong Kong as the economy shifts from an industrial base to a services-related one wherein communication expertise is crucial to the entire business process. Communication styles also need to reflect changes in management styles from the authoritarian towards one governed by consensus. With rapid changes in modern telecommunications, there is further pressure added by almost instantaneous transmission of decisions. The course provides an introduction to basic concepts and strategies of communication; defines the role of the communicator and presents analyses and methodologies of effective communication. *Enrolment is limited to 25*

Tutor : Ms. Ildi Moran, B.A. (Toronto)
Place : Room 237, University Main Building
Date : Tuesdays, 7.15-8.45 p.m., commencing September
1, 1992
6 meetings Fee : \$460

74. Business Communication (Advanced)

Highly developed communication skills will characterize executives of the future as, increasingly, modern technology assumes the information function. Successful executives will need to possess analytical skills capable of assessing appropriate decisions, and, crucially, communication abilities which will allow these to be transmitted effectively. The course provides advanced level business communication skills, both verbal and non-verbal. Techniques for one-to-one and group communication as well as oral and/or visual presentation are included. Written communication will focus on style and appropriateness of media as much as on content. *Enrolment is limited to 25*

Tutor : Ms. Ildi Moran, B.A. (Toronto)
Place : Room 237, University Main Building
Date : Tuesdays, 7.15-8.45 p.m., commencing October 20,
1992
6 meetings Fee : \$460

A Chinese Calligraphy class at the Town Centre



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

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

Unless otherwise stated, students must provide all necessary materials, which will be discussed at the first meeting.

除特別註明外，藝術及設計系之所有課程均無人學資格規定。

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

學員必須自備與課程有關之材料，詳情將會在課程第一講闡述。

Certificate Courses 證書課程

76. 現代人物畫證書課程 (Certificate Course in Contemporary Figure Painting)

課程統籌：徐子雄先生

主講人：徐子雄先生、王季麟先生 B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota)、張若瑟先生及客席導師

地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時間：一九九二年十月十二日起每星期一下午七時三十分至十時正

全期學費：五千五百元(三十四節堂課，四次戶外寫生及兩次作業評論。)

課程主旨

人物繪畫是中國傳統繪畫中之重要畫科，可惜在近代畫壇之發展已被山水畫取代其領導地位。近代大師雖有兼作人物畫，但仍以山水花鳥居多。

人是社會的主體，人物畫與社會生活及精神之聯繫更是密切，而現代人物畫可以反映社會在變革中的現實情況和文化現象。近代畫家的反思挑起了人物畫的新發展，但傳統人物畫的造型難以表達時代氣息。本課

程導師將引導學員探索一個較具香港文化氣息和生活色彩的人物繪畫形式。

課程內容

基本上東方與西方的繪畫精神是相通的，只是媒介和表現手法有異。近代中國繪畫潮流是以傳統中國畫媒介(紙、筆、墨)加以現代主義的表現手法，務求與歐美現代繪畫同步發展。

本課程理論與實習並重，首先學習人體素描，透過寫生來認識人體結構，先以鉛筆和炭條練習速寫，繼而轉用毛筆、水墨甚至混合媒介實踐創作。研究重點如下：

- (一) 古典人物畫傳神寫照之研究：
 - a. 敦煌人物畫(中)
 - b. 古典人物畫(西)
- (二) 線條人物畫之研究
 - a. 浮世繪(日本)
 - b. 南北朝及連環圖
- (三) 與生活有關之人物畫
 - a. 普普藝術、超寫實主義、Photo-realism(美國)
 - b. 文革時代/新人物畫(中國)
- (四) 近代中西名家作品研討，包括葉淺予、丁雄泉、加山又造，Modigliani.
- (五) 人像寫生、速寫及人體寫生
- (六) 街頭速寫及創作

入學資格

學員必須具備繪畫基礎(中西畫皆可)，及持續上課和完成家課的恆心。如申請人數超額，本院將邀請申請人前來面試，日期容後公佈。

證書頒發

如學員在課程完結時符合以下條件，可獲頒發本院證書：

- (一) 上課出席率為百分之七十五以上。
- (二) 完成所有導師指定之作業。
- (三) 在作業總評論中得到全部主講導師同意其作業成績及格。

報名手續

申請人請於一九九二年九月十五日前將申請表及支票(\$5,500 抬頭寫「香港大學」)交回香港干諾道中200號信德中心西翼九樓，香港大學專業進修學院，郵寄者請於信封封面註明「現代人物畫證書課程」。

(限收24人)

77. Certificate Course: Introduction to the Ethics and Practice of Art Preservation, Conservation and Restoration

Objective

Whether you are a collector of art or art objects, involved in museum work, or just starting out with an interest in caring for your possessions, you should be aware of what steps you can take to minimize the damage Hong Kong's harsh climate causes to artwork.

Designed as an introduction to the theory and practice of art conservation, this Certificate Course will provide the participants with sufficient theoretical knowledge to make informed decisions about the basic preservation needs of artwork in their care, and with sufficient practical experience to carry out neat, effective and appropriate conservation treatments for that artwork. The inherent instabilities of artifacts and the processes by which environmental factors react with art materials to cause and accelerate deterioration will be studied. As is consistent with the code of ethics for professional conservators, only reversible treatments will be taught. All procedures demonstrated can be safely repeated at home. This Certificate Course is not intended as a professional training in conservation.

Course Structure

There will be six three-hour classes devoted to each of the following topics: Ceramics, Metals, Oil Paintings and Frames, Polychrome Wooden Sculpture, and Textiles. Class lessons will be divided into two parts: lectures and supervised practical work with demonstrations. Towards the end of each subject section a three-hour field trip covering a related topic will be held.

Lectures will introduce the history of the technological developments for each art form or material; provide basic instruction on material science, corrosion/deterioration mechanisms, and thoroughly explore relevant preventative conservation measures; and provide a good background knowledge of the conservation ethics and practical restraints governing the choices of conservation materials and techniques for each art form or material.

During the supervised practical work students will gain experience in handling art objects and their cleaning and repair materials. Students will examine, identify, and document their objects' materials, construction, and condition; carry out simple testing, cleaning, repair, and restoration procedures, as necessary; and produce treatment reports describing how and why work was done, noting each treatment's final effects, and recommending appropriate preventative conservation measures for each object's future storage and display.

Suitable practice pieces will be provided for those students who do not have their own objects. **The cost for materials for the 1992/93 certificate course will be \$1,600 per student.** At the preliminary meeting of the certificate course, students will pay the materials fee to the course co-ordinator.

They will receive their hand-tools and most of their conservation supplies at that time.

Teaching Team

Ms Barbara H.C. Reeve, Co-ordinator, B.A. (Bryn Mawr), B.Sc. (Lond.)
Ms Paola Dindo, CCI
Ms Diana Collins, IIC
Other specialists

Provisional Schedule

Date : Tuesdays starting September 29, 1992
Time : 6.15-9.15 pm.

Ceramics

Tutor : Barbara Reeve
Place : Art Studio, 1/F, 144 Pokfulam Road, Hong Kong
Date : September 29, 1992 - November 3, 1992

Metals

Tutor : Barbara Reeve
Place : Art Studio, 1/F, 144 Pokfulam Road, Hong Kong
Date : November 10 1992 - December 15, 1992

Oil Paintings and Frames

Tutor : Paola Dindo
Place : G/F, 8 Staunton Street, Hong Kong
Date : January 5, 1993 - February 16, 1993

Polychrome Wooden Sculpture

Tutor : Paola Dindo
Place : G/F, 8 Staunton Street, Hong Kong
Date : February 23 1993 - March 30, 1993

Textiles

Tutor : Diana Collins
Place : Art Studio, 1/F, 144 Pokfulam Road, Hong Kong
Date : April 6, 1993 - May 18, 1993

Preliminary meeting : Tuesday, September 22, 1992, 6.15 - 8.15 pm at Art Studio, 1/F, 144 Pokfulam Road, Hong Kong

Field trip : Saturday afternoons, 2.30 - 5.30 pm. Dates will be announced at the beginning of each section.

Enrolment is limited to 15
(12 certificate students plus 3 "singletons")

30 meetings

Fee : \$7,200

Award of Certificate

Course members will be awarded the SPACE Certificate in "Introduction to Art Preservation, Conservation and Restoration" provided they

- complete all practical work, treatment reports and a research project;
- pass all sectional quizzes and a written examination;
- and attend at least 26 classes and four field trips.

Application Procedure

While there are no formal entry requirements for this course, a reasonable level of manual dexterity and good colour vision are advantageous. Applicants should complete an application form and submit it to the School with a cheque of \$7,200 payable to "The University of Hong Kong" by September 11, 1992. Unsuccessful applicants will be informed accordingly and their fees refunded.

To ensure individual guidance and supervision, enrolment is strictly limited to 12 certificate students. Students not wishing to follow the whole certificate may enrol in one or more of the individual sections. Such enrolment is limited to 3 per section. For details, please see course nos.140-144.

Note

During the Spring Term of 1993 there will be a separate lecture course on preventative conservation for art collections. These lectures will be aimed at collectors, and artists, who are interested in gaining knowledge on how to maintain their objects in the best possible way in Hong Kong's difficult climate. This series will suit those who are interested in many different materials but do not have the time to commit to the full certificate course. For details, please see our Spring 1993 prospectus.

Photography and Film 攝影與電影

78. 基礎攝影 (Basic Photography)

在照相機日趨普遍的情況下，對攝影產生興趣的人士愈來愈多。本課程專為初學者而設，內容包括器材介紹、快門與光圈之關係、菲林與曝光處理、對焦與拍攝操作、長短焦距鏡頭之特性及應用等。透過名家作品欣賞、實習拍攝及作業評論，學員將可掌握基本的攝影原理及技巧應用。課程包括一次戶外拍攝實習(於星期日進行)。學員須自備器材及菲林。

(限收二十四人)

主講人：陳樹人先生
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年九月八日起每星期二下午八時至十時正
全期學費：六百二十元(包括模特兒費) (共十講)

79. 攝影進修 (A Guide to Better Photography)

本課程專為曾修讀基礎攝影課程而欲充實攝影知識者而設，使學員對攝影有更全面和深入的認識，對學術理論、技巧操作和藝術美感的綜合能力有進一步的掌握，方便日後獨立處理一般攝影問題。課程包括一次

室內人像拍攝及一次戶外實習(於星期日進行)。學員須自備器材及菲林。
(限收二十四人)

主講人：陳樹人先生
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年十一月十日起每星期二下午八時至十時
全期學費：六百四十元(包括模特兒費) (共十講)

80. 電影製作工作室 (Film Production Workshop)

本課程分為兩大部分，首先介紹電影製作的基本知識，包括菲林的特性、燈光、攝影、收音和剪接技巧等，繼而講述基本的蒙太奇運用、動畫、紀錄和實驗電影的製作過程等。學員必須參與每項製作，費用自付(約\$300)。至於超八毫米攝影器材，將會在附加條件的情況下免費借與學員使用，詳情將於第一講闡述。

(限收二十四人)

主講人：陳天成先生(獨立電影製作者)
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九二年九月十九日起每星期六下午二時至五時正。
全期學費：一千零五十元(共十二講)

Fine Art (Western) 西洋藝術

81. 素描基本實習 (Drawing Fundamentals)

素描是藝術創作中重要的思想過程，本課程將引導學員利用素描去記錄及分析眼前或腦海中的景象、意念、甚至情緒。討論範圍包括美學及構圖概念、視覺元素、空間處理及材料運用等，學員將會嘗試以木炭、木顏色筆及粉彩作基本練習及實驗。(限收二十人)

主講人：畢子融先生 M.Sc. (Bank St.)，張景光先生 Art Spec.Cert.
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九二年九月十五日起每星期二下午五時三十分至七時三十分
全期學費：六百九十元 (共十二講)

82. Life Drawing

The human figure, with its infinite variety of shapes, forms and movements, is probably the most ideal subject for developing visual perception and correlation of the hand and eye. The human figure will be studied through exercises in contour, gesture, weight and cross-contour draw-

ings, leading to details and finished work. A variety of media, including pencil, conte crayon, charcoal, etc. will be used. Reference to artists' works will be made. Homework assignments will be given each week and students should plan their time accordingly. *Enrolment is limited to 20*

Tutor : Rosalind Gordon, B.A. (N.Y.) M.S. (Indiana)

Place : Room 25, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 10.00 am -12.30 pm, commencing September 25, 1992

12 meetings

Fee : \$1,160

83. Life Drawing Workshop

Those interested in drawing from the human figure know that one can never get too much practice. For that reason we are offering this series of life drawing practice sessions aimed at those already engaged in the study of life drawing. No formal tuition will be given, but a co-ordinator will be present to plan and organize model poses. Applicants must have previous experience in life drawing or freehand drawing, and be able to plan their own drawing, choose materials, etc. *Enrolment is limited to 18*

Tutor : Rosalind Gordon, Co-ordinator, B.A. (N.Y.) M.S. (Indiana)

Place : Room 25, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 2.00 - 4.30 pm, commencing September 25, 1992

12 meetings

Fee : \$880

84. Personal Expression Through Dynamic Drawing

This course is designed to incorporate two fundamental approaches to drawing through the use of a model.

1. The first approach is structured and academic which would be directed at understanding projection, weight, volume and the three dimensional aspects of the human form. It is directed at gaining the needed tools and developing the necessary discipline for the expression of personal ideas.
2. The second approach is directed at freeing the emotions. This would be done by encouraging the development of individual self expression through gestural exercises, understanding rhythm, dynamics and elements of composition.

The student will then be expected to develop personal written statements of their views and ideas which will be transformed into a visual statement through the use and understanding of the STRUCTURED and UNSTRUCTURED approaches used in this course.

Enrolment is limited to 20

Tutor : Myrna Katz, B.F.A.(Otis), M.F.A. (Otis/Parsons)

Place : Room 25, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 10.00 am - 12.00 noon, commencing September 19, 1992

12 meetings

Fee: \$990

85. Basic Watercolour Painting

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

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

Place : Room 25, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 8.00 - 10.00 pm, commencing September 14, 1992

12 meetings

Fee: \$710

Fine Art (Oriental)

中國書畫

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

本課程為初學中國山水畫人士而設。內容著重山水畫之基本技法，包括用筆、用墨、用水、用紙、用色、構思、佈局等，以及各種寫樹法和山石皴法，如松、榕、竹、雜樹、披麻皴、斧劈皴、屋宇、亭台、樓閣及橋樑，並介紹工筆及意筆的寫法。課程亦包括臨摹名家畫冊及野外寫生，在技巧訓練之餘，導師亦鼓勵學員發展個人創作意念。課程包括一次戶外寫生，將於星期日或假日舉行。除課堂練習外，學員必須以課外時間做習作。 (限收二十人)

主 講 人：熊海先生

地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時 間：一九九二年九月十日起每星期四下午五時五十五分至七時五十五分

全期學費：五百七十元(共十講)

教師可獲教育署退還半費。詳參第76頁。

87. 山水畫研習班 (Chinese Landscape Painting Workshop)

本課程為「基本山水畫」之延續，適合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。導師將引導學員把基礎技法推進至結構完整的作品，及將個人獨特意念融匯於藝術創作中。課程包括一項戶外寫生活動，於星期日或假期舉行。除課堂練習外，學員必須以課外時間完成習作。(限收二十人)

主講人：熊海先生
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年十一月十二日起每星期四下午五時五十五分至七時五十五分
全期學費：五百七十元(共十講)

教師可獲教育署退還半費。詳參第76頁。

88. 週日戶外創作 (Sunday Outdoor Workshop)

速寫和寫生是藝術工作者自我鍛鍊的好方法，假日旅行寫生更可將藝術納入生活情趣中。本課程之兩位導師將於星期日輪流帶領學員到市區及郊外寫生，而學員可選用導師提議的媒介或自己慣用之材料繪畫。第一講將討論寫生方法及欣賞名家速寫作品，第五講及最後一講為作業評論，均在課室內進行。旅行費用和物料由學員自付。(限收二十人)

主講人：張若瑟先生、歐陽乃霽先生
地點：第一講(九月二十日)，第五講(十月十八日)及最後一講(十一月廿二日)將於信德中心西翼九樓25室舉行，其餘七講則於不同地點寫生
時間：一九九二年九月二十日起每星期日上午十時至十二時正
全期學費：六百八十元(共十講)

教師可獲教育署退還半費。詳參第76頁。

89. 篆書與隸書 (Chinese Calligraphy Workshop – Seal Script and Clerical Style)

篆隸書是淵源關係密切之書體。本課程將輔導學員掌握古樸之大篆與典雅之小篆的基本法度及書寫要領，進而研習隸書，並把篆隸書的結構，線條演變作綜合講解、示範。此外，導師亦會簡略介紹篆刻中的篆書。學期中將有一次參觀展覽活動，(於星期日或假日舉行)。除課堂練習外，學員須以課外時間做習作。(限收二十人)

主講人：葉民任先生
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年九月十六日起每星期三下午八時正至十時正
全期學費：五百七十元(共十講)

教師可獲教育署退還半費。詳參第76頁。

90. 篆書與篆刻 (Seal Script and Seal Engraving)

篆書是刻印藝術的主要應用文字，加深對篆書的認識，對篆刻有莫大的幫助。本課程輔導學員臨寫大、小篆書，並加以示範和講解，引導學員把篆書要則應用於篆刻的設計和刻治之中。(限收二十人)

主講人：葉民任先生
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九二年十二月二日起每星期三下午五時五十五分至七時五十五分(一九九二年十二月廿三日及三十日為學院假期，但仍須上課。)
全期學費：五百七十元(共十講)

91. 行草書研習 (Chinese Calligraphy Workshop – Running Script & Cursive Script)

本課程將以行書與草書為主，研習書道技法。俾學員能掌握基本技法，並進而發揮個人書道創作之能力。課程包括書刊介紹，書體與幅式實習，書寫示範，作業評議及參觀展覽，(在星期日或假日舉行)。學員必須以課餘時間做習作。(限收二十四人)

主講人：翟仕堯先生 B.A. (Taiwan Normal)
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年十一月十日起每星期二下午五時五十五分至七時五十五分
全期學費：五百七十元(共十講)

教師可獲教育署退還半費。詳參第76頁。

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

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

主講人：翟仕堯先生 B.A. (Taiwan Normal)
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年九月八日起每星期二下午五時五十五分至七時五十五分
全期學費：五百七十元(共十講)

教師可獲教育署退還半費。詳參第76頁。

93. 現代書法新試 (Creative Chinese Calligraphy)

二千年來中國書法會衍變出多種優美的字體，反映出每個時代不同的審美觀。隨著時代的改變，中國書法家面對西方藝術思潮和日本書道的沖擊，亦須起來革命。本課程將從不同角度去探索書法創新的大問題。徐子雄先生及梁巨廷先生將從抽象表現主義出發來探討書法的表現形式，從文字結構去研究字體造型觀念，葉民任先生則從傳統書法和日本書道的結構來追尋筆觸的表達功能。總括來說，本課程側重以不同的表現手法及書寫技巧來尋找書法的表現新形式。本課程適合有志研究創意書法人士和設計師進修。學員須完成家課，每週約四小時。
(限收二十人)

主講人：徐子雄先生，葉民任先生，梁巨廷先生
地點：香港大學專業進修學院市區中心(信德中心西翼九樓)25室

時間：一九九二年十一月十八日起每星期三下午八時正至十時正(一九九二年十二月廿三日及十二月三十日為學院假期，但仍須上課。)

全期學費：七百四十元(共十二講)

94. 彩墨畫實驗室(Experimental Ink and Colour Painting Workshop)

中國水墨畫傳入日本和韓國後，日、韓和台灣吸收了歐美的抽象表現主義精神與水墨畫融結而衍生彩墨。本課程將追尋彩墨畫的發展路向，並帶領學員尋找個人創作路線。兩位導師精研水墨畫多年，將與學員分享其心得及繪畫技巧。
(限收二十人)

主講人：徐子雄先生，梁巨廷先生
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時間：一九九三年一月六日起每星期三下午五時五十五分至七時五十五分

全期學費：六百九十元(共十二講)

95. 中國書畫裝裱技巧 (Basic Techniques in Picture Mounting and Framing – Chinese Style)

本課程導師將詳細示範裝裱中國書畫的完整過程，包括所需物料及漿糊的製法，各種技巧如托底、托綾、托絹、切邊、出線、鑲邊、複背、打磨、窩邊等，務使學員能認識及實習由托底至壓鏡整個裝裱過程。材料費自付(約\$150)。
(限收二十人)

主講人：宋冠成先生
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時間：一九九二年九月十二日起每星期六下午二時正至四時正

全期學費：四百一十元(共六講)

96. Basic Techniques in Chinese Landscape Painting

Landscape is the most popular subject matter in Chinese painting. In this introductory course, students will learn the basic facts about the tools, materials and techniques employed in Chinese landscape painting. The tutor will demonstrate the use of brush, ink and water and explain the various techniques as applied in depicting trees, rocks, grass, mountains, clouds, mist and water. In addition, philosophical and aesthetic approaches to Chinese landscape painting will be discussed with the aid of slides and reproductions. Towards the end of the course, students will be encouraged to explore and develop their personal approach to landscape painting in the Chinese medium. Students should note that there will be homework assignments each week and should plan their time accordingly.
Enrolment is limited to 20

Tutor : Chui Tze Hung

Place : Room 25, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays, 2.00 - 4.00 pm, commencing September 22, 1992

10 meetings

Fee : \$690

Media Arts 商業美術及設計

97. 基本平面設計 (Introduction to Two Dimensional Design)

基本平面設計研究的對象，是各種視覺藝術(如繪畫、平面設計、插圖、攝影等)背後的基本組織架構及原理。本課程將集中研究點、線、面、肌理、比例、色彩及其它視覺元素與構圖的關係，令學員熟識視覺藝術語言的基本字彙、法則和結構，以便進一步發展學員的視覺感性。課程除著重實際設計工作外，還希望培養學員對研究畫面表現能力的興趣。
(限收二十人)

主講人：單子融先生 M.Sc.(Bank St.)

地點：香港大學專業進修學院市區中心(信德中心西翼九樓)

時間：一九九二年十月二日起每星期五下午五時五十五分至七時五十五分

全期學費：六百九十元(共十二講)

98. 平面設計創意思考法(Creative Thinking Techniques for Graphic Designers)

要成為一位出色的設計師，必須具備不斷創新的思考能力。許多人以為這種能力是與生俱來的，但近代心理學者發現創意思考能力，與其他技能一般，若有系統地加以訓練，是可以不斷提高的。

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

主 講 人：雷健生先生 B.A (HK Poly), M.C.S.D
地 點：香港大學專業進修學院市區中心(信德中心西翼九樓)
時 間：一九九二年十月七日起每星期三下午八時止至十時正
全期學費：五百五十元(共八講)

99. Introduction to Advertising Concepts and Design (Print)

An advertisement is not considered successful unless it sells. And it won't sell unless it is created on the basis of a strong concept. This course aims at training potential designers/art directors to design creatively as well as to communicate effectively. Students will learn how to position a product on the basis of marketing research before going into the concept development stage, and how to develop a creative strategy with the help of a creative work plan. Emphasis will be placed on all print media including newspaper and magazine ads, direct mails, and three-dimensional promotional materials. Students are expected to complete weekly assignments and should plan their time accordingly. The ability to draw is not essential but students must be interested in thinking.

Enrolment is limited to 20

Tutor : Henry Kwok, B.S. (Utah State U.)
Place : Room 25, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Thursdays, 8.00 - 10.00 pm, commencing September 17, 1992
14 meetings Fee : \$800

100. Introduction to Advertising Concepts and Design (Film)

This course aims at training potential designers/art directors to design creatively as well as to communicate effectively. Students will learn how to position a product on the basis of marketing research before going into the concept development stage, and how to develop a creative strategy with the help of a creative work plan. Through lectures and practical projects, students will learn how to create an impressive television commercial which communicates effectively within a very short span of time (usually 20-30 seconds). In each session, students have the opportunity to watch award-winning TV commercials from all over the world. The tutor will explain the concept behind each commercial and students are expected to participate in the critique. In addition, students will be given class projects and home assignments on the technical skills required in storyboard presentation. In other words, students will

learn the different stages in the development of a TV commercial from conceptualization to sketches and the final presentation of a storyboard in marker rendering.

Enrolment is limited to 20

Tutor : Roy Tan, B.A. (London College)
Place : Room 26, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Tuesdays, 7.30 - 10.00 pm, commencing September 15, 1992
14 meetings Fee : \$1,000
Medium of Instruction: Cantonese supplemented with English

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

建築及透視繪圖，乃建築師、承建商、室內設計者相互溝通的「國際語言」。本課程為學員介紹建築及透視繪圖的基本知識，務使學員有足夠能力繪畫簡單和有效的圖則。課程將以實習為主，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、投影圖及透視圖等。學員必須利用課外時間做習作。
(限收二十人)

主 講 人：何超凡先生 B.A.A.S., B.Arch, M.Sc.(HK), H.K.I.A., R.I.B.A.
地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時 間：一九九二年九月十四日起每星期一下午五時五十五分至七時五十五分
全期學費：六百九十元(共十二講)

102. Introduction to Architectural Rendering

Architectural presentation drawings are an art-form in themselves: they can excite the imagination and engage the viewers' interest as self contained works. Students will be introduced to a wide range of equipment and techniques used for architectural rendering, such as technical approaches to drawing pens, selection of nib sizes in relation to the aims and objectives of rendition, the use of pencils to produce a full tonal/material range, the use of the felt markers to illustrate/enhance rendition work and a limited amount of background color theory and hand lettering. Monochromatic wash and brush techniques will be demonstrated as a final variable to this intensive beginner's course.

Enrolment is limited to 20

Tutor : Andrew Cherry, B.A. (High Wycombe)
Place : Room 25, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Mondays, 5.55 - 7.55 pm, commencing December 14, 1992
10 meetings Fee : \$570

基本室內設計 (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。申請人必須具備建築繪圖基本知識，未符合此條件人士可先修讀「建築繪圖基本知識」(No. 101)再修讀一九九三年一月開課之「基本室內設計」(No.104)。(限收二十四人)

103. 麥志暉先生主講 B.F.A. (Mass)
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年九月十八日起每星期五下午八時正至十時正
全期學費：八百元正 (共十四講)

104. 黃偉文先生主講 B.A. (HK Poly)
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九三年一月四日起每星期一下午八時正至十時正
全期學費：八百元正 (共十四講)

105. The Principles and Professional Practice in Architecture/Interior Design

This course is intended for those in the architectural/interiors business as well as property owners who want to play an active role in the management of their own design/renovation projects. The course will provide an overview of the whole process of implementing architectural/interior design. The following topics will be covered: 1) commissioning a professional; 2) client's briefing; 3) design process; 4) how to read architectural and presentation drawings; 5) plan submission; 6) choice of materials; 7) environmental comfort; 8) contractual implications; 9) supervision of works and coping with contractors; 10) payment/accounts.
Enrolment is limited to 24

Tutor : Edwin Chan, LLB (Hons)(London), Dip. Arch., BA (Hons), M.A. (Sheffield), R.I.B.A.

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays, 5.55 - 7.55 pm, commencing October 13, 1992

12 meetings

Fee : \$690

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

本課程特別為對時裝設計有興趣或希望從事時裝設計之初學者而設。內容主要研究及探討時裝設計之元素

及原理，如輪廓、比例、布料配搭、顏色運用等。透過課堂講解及幻燈片介紹名家作品，學員可了解如何運用這些元素，並從課堂及課外習作體會設計過程，繼而學習如何順應市場、對象及季節的需求。

(限收二十人)

主講人：吳文正先生主講 M.Des. (Royal College of Art), M.C.S.D., F.R.S.A.
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九二年九月十六日起每星期三下午五時五十五分至七時五十五分
全期學費：五百七十元 (共十講)

107. 時裝與形象的配合 (Fashion and Image)

適當的衣著配搭，不但可以增加美感，更可顯示個人品味。本課程旨在講解如何適當地利用衣著來傳達信息和配合不同的身段、職業及場合需要。導師將透過理論分析和實際設計練習，讓學員體會及掌握基本的衣著技巧，如輪廓及比例的處理，顏色及布料的配搭，手飾及配件的運用等。

(限收二十人)

主講人：吳文正先生 M.Des. (Royal College of Art), M.C.S.D., F.R.S.A.
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九二年九月十六日起每星期三下午八時至十時正
全期學費：五百七十元 (共十講)

108. 基本插圖設計 (Introduction to Illustration)

隨著廣告和出版事業的迅速發展，插圖的需求亦相繼增加。本課程專為在職插圖師或有志從事這行業的人士提供專業繪畫知識。導師將深入淺出地解說及示範「麥克筆」(felt marker)和水彩的應用技法，如各類物料質感表現法、人像及story-board表現法等。學員須具備素描基礎，未符合此條件人士可先修讀「素描基本實習」(No. 81)。

(限收二十人)

主講人：吳劍明先生
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九二年十二月八日起每星期二下午五時三十分至七時三十分
全期學費：六百九十元 (共十二講)

Art Appreciation 藝術欣賞

110. 中國繪畫史導論(一)：晉代至宋代 (Introduction to the History of Chinese Painting (Part I): Tsin Dynasty to Sung Dynasty)

中國繪畫歷史，源遠流長，曾有過光輝燦爛之時，亦有陳陳相因之日。本課程將有系統地闡述中國繪畫史，介紹歷代畫風的演變和具代表性之畫家及其作品。除放映幻燈片外，導師亦會在堂上傳閱名畫複製版本，講述畫家生平之餘，亦會解說作品之佈局、構圖及技法等；加上每堂派發之講義和圖片，學員在課程結束時，對中國繪畫發展史將有較全面及深刻的認識。本課程將討論晉代至宋代的畫史，包括中國繪畫之全盛時期—唐與宋代。而一九九三年二月將開辦「中國繪畫史導論(二)：元代至現代」課程。

(限收三十人)

主講人：徐煥光博士 Ph.D. (Taiwan)

地點：香港大學專業進修學院市區中心 26 室(信德中心西翼九樓)

時間：一九九二年九月十四日起每星期一一下午五時五十五分至七時三十分

全期學費：六百四十元 (共十五講)

教師可獲教育署退還半費。詳參第 76 頁。

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

文藝復興時代西方藝術急劇轉變，並出現無數優秀藝術家，如達文西，米開蘭基羅及拉斐爾等。不少西方藝術的傳統及觀念，亦始源於此。隨後的藝術流派如風格主義、巴羅克藝術、浪漫主義、新古典主義、寫實主義以至印象主義，雖然在思想及風格上各有不同，但仍然繼承不少文藝復興所建立的傳統。現代藝術也從這個重要傳統中產生出來。本課程將介紹由文藝復興至十九世紀末的印象主義的藝術發展。本部將於九三年初繼續開設「後印象主義至後現代主義」課程。

(每班限收三十人)

111. 李筱怡女士主講 B.A.(H.K.), M.Litt.(Oxon.)

地點：香港大學專業進修學院市區中心 26 室(信德中心西翼九樓)

時間：一九九二年九月二十四日起每星期四下午六時三十分至八時

全期學費：六百四十元 (共十五講)

112. 李筱怡女士主講 B.A.(H.K.), M.Litt.(Oxon.)

地點：香港大學專業進修學院市區中心 26 室(信德中心西翼九樓)

時間：一九九二年九月二十四日起每星期四下午八時零五分至九時三十分

全期學費：六百四十元 (共十五講)

教師可獲教育署退還半費。詳參第 76 頁。

中國近代繪畫認識及鑑辨 (Looking at Contemporary Chinese Painting : Appraisal and Appreciation)

本課程分兩部份：(一)探討近代中國畫的源流和發展(1840-現代)；(二)分析畫畫市場及討論畫畫真偽的辨証法。學員將有機會欣賞大量珍貴幻燈片，增強他們對中國近代畫畫的認識，繼而學習以圖表進行鑑辨及分析。

(限收三十人)

113. 魏天斐先生主講(文匯報中國書畫版編輯)
地點：香港大學專業進修學院市區中心 25 室(信德中心西翼九樓)

時間：一九九二年九月二十三日起每星期三上午十時三十分至中午十二時正

全期學費：六百三十元 (共十講)

114. 魏天斐先生主講(文匯報中國書畫版編輯)
地點：香港大學專業進修學院市區中心 26 室(信德中心西翼九樓)

時間：一九九二年十一月二十五日起每星期三下午八時正至九時三十分(一九九二年十二月廿三日及三十日為學院假期，但仍須上課。)

全期學費：六百三十元 (共十講)

115. 美國當代藝術概論 (A Survey of Contemporary Art in America)

美國藝壇正處於一個多物料、多媒體的有趣年代。啓明信稱之為「後現代」風貌。本課程將嘗試探討美國當代藝術豐富而複雜的內容，從而啓發學員對藝術本質的再思。內容包括攝影、錄像、表演、新物料及觀念藝術、裝置藝術、藝術系統批評及女性主義藝術等。

(限收三十人)

主講人：陳鳳儀女士 B.So.Sc.(H.K.), M.A. (N.Y.)

地點：香港大學專業進修學院市區中心 25 室(信德中心西翼九樓)

時間：一九九二年十二月二日起每星期三下午六時十五分至七時四十五分(一九九二年十二月二十三日及三十日為學院假期，但仍須上課。)

全期學費：六百二十元 (共十二講)

116. A Survey of Western Art (1900-1950)

This course offers a study of Western Modern Art from the beginning of the 20th century up to the 1950's. At the turn of the twentieth century, painting, sculpture and architecture were in search of new means of expression and representation and were breaking ties with the Renaissance conception of art. This search gave birth to several movements, such as (chronologically) Fauvism, Expressionism, Cubism, Futurism, Constructivism, Dada, Surrealism, Abstract Expressionism and Pop Art. These will be studied through leading artists (and their key works) who marked the most important steps of the story of Modern Art and put an end to what art had meant to Western culture for 400 years.

Enrolment is limited to 24

Tutor : Katia Baltera Cravetti, M.A. (Geneva)
Place : Room 25, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Wednesdays, 2.30 - 4.00 pm, commencing September 23, 1992
12 meetings Fee : \$520

Art Education 美術教育

118. 兒童遊戲與美勞活動教學 (Children's Play and Art Activities)

本課程專為小學美勞科教師及幼兒教育工作者而設。內容包括：美術教育及兒童心智成長理論，遊戲的功能，美勞學習活動的認識，兒童對環境的認知，成人輔導的角色，學習環境的佈置與美勞專題設計，材料的認識與搜集，兒童畫的認識與評估，美術欣賞等。學員能透過美勞遊戲的設計及課題系列實踐，領悟教導兒童美勞活動的方法。本課程將輔以幻燈片介紹及小組討論。學員須自備實習材料及輕便服裝參與課堂活動。
(限收二十四人)

主講人：黎佩娟女士 B.Ed. (Wolverhampton)
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年九月十八日起每星期五下午五時五十五分至七時五十五分
全期學費：九百五十元 (共十六講)

教師可獲教育署退還半費。詳參第76頁。

119. 兒童水墨字畫教學(Teaching Chinese Ink-writing & Ink-painting to Children)

本課程專為小學美術，書法科教師及幼童教育工作者而設。從水墨字畫實習課中，學員可瞭解中國筆墨工具材料的運用，並由美術角度去探討指導四至十四歲兒童學習中國水墨字畫的教學導向。內容包括：本港兒童對美術與中國書畫文化的認識，兒童成長階段的發展與筆墨文具操作的配合，中國文字書源、字形、書體與美術學習的關係，教學課題的設計與編排，兒童作品的評賞等。本課程將輔以幻燈片介紹、小組實習及課堂作品討論。學員須自備實習材料參與課堂活動。
(限收二十人)

主講人：黎佩娟女士 B.Ed. (Wolverhampton)
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年九月十六日起每星期三下午五時五十五分至七時五十五分
全期學費：八百四十元 (共十四講)

教師可獲教育署退還半費。詳參第76頁。

Crafts 手工藝

繩結藝術 (一) (The Art of Macrame I)

中國古代結繩記事，但隨著歷史的發展，繩結已演變為別樹一幟的裝飾工藝。本課程將介紹繩結藝術的基本技巧和工具，包括中國鈕扣結、酢漿草結、西方之梭織結、雙卷結等。導師除了堂上示範外，並將個別指導學員編織項鍊、耳環、腰帶、髮夾等飾物。學員須自付材料費。
(每班限收二十四人)

120. 王翠英女士主講
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年九月二十二日起每星期二上午十時至十二時正
全期學費：五百七十元 (共十講)

121. 王翠英女士主講
地點：香港大學專業進修學院市區中心(信德中心西翼九樓)
時間：一九九二年十月十二日起每星期一一下午五時五十五分至七時五十五分
全期學費：五百七十元 (共十講)

繩結藝術 (二) (The Art of Macrame II)

本課程專為略具繩結知識及喜愛編織首飾人士而設。導師將指導學員以繩結法配上各種半寶石及其他配件編製耳環、手鐲、項鍊、髮夾、腰帶、頭飾等雅緻飾物。學員須自付材料費。
(每班限收二十四人)

122. 王翠英女士主講
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年十二月一日起每星期二上午十時正至十二時正
全期學費：五百七十元 (共十講)

123. 王翠英女士主講
地點：香港大學專業進修學院市區中心(信德中心西翼九樓)
時間：一九九三年一月四日起每星期一一下午五時五十五分至七時五十五分
全期學費：五百七十元 (共十講)

原色壓花藝術入門 (Introduction to the Art and Craft of Pressed Flowers)

傳統的壓花技術，需時甚長，而本課程所講授之最新壓花技術，可以用極短暫的時間抽乾花材的水份，使花朵得以永遠保存。導師將討論壓花的基本知識、花材的選擇和處理法，學員可嘗試製造賀咭、書籤、風

鈴、掛畫、首飾盒等。花材由學員自備。
(每班限收二十人)

124. 黃慧萍女士主講 Dip.(HK Baptist); Lecturer of Japan Remiko Pressed Flower School

地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時間：一九九二年九月十七日起每星期四下午二時正至四時正

全期學費：七百三十元 (共十二講)

125. 黃慧萍女士主講 Dip.(HK Baptist); Lecturer of Japan Remiko Pressed Flower School

地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時間：一九九三年一月七日起每星期四下午八時至十時

全期學費：七百三十元 (共十二講)

**126. 半寶石珠飾設計
(Accessory Jewellery Design with Semi-precious Stones and Pearls)**

配戴親自設計及製作的飾物，比配戴商業製品更有價值和意義。本課程特為喜愛飾物設計人士而設，介紹學員認識及選購各類天然半寶石(如紫晶、虎眼、東陵等)及淡水珠，並教導學員利用各種造形的玉石如圍石、吊墜、圓珠、不定形石等進行設計，加上基本串配、打結及上扣的技巧，學員將可串製頸鍊，手鍊，耳環等飾物。
(限收二十人)

主講人：左彥芬女士 Cert. of Ed. (Sir Robert Black & Grantham)
地點：灣仔軒尼詩道255號，依時商業大廈2204室(英國文化協會樓上)

時間：一九九二年九月十六日起每星期三下午六時正至七時三十分

全期學費：六百三十元 (共十講)

127. 禮品包裝設計 (Gift Wrapping Design)

一份普通的禮物，只須稍加心思，即可包裝成爲一份精緻的禮品，爲收禮人帶來一份額外的喜悅。本課程將教導學員如何選擇禮物紙，絲帶配飾及花球結的製作，圓形、方形、三角形及柱體的包裝法，日式禮品特式裝璜，禮物袋和盒的製作等。學員須自付材料費約\$300。
(限收二十人)

主講人：左彥芬女士 Cert. of Ed. (Sir Robert Black & Grantham)
地點：灣仔軒尼詩道255號，依時商業大廈2204室(英國文化協會樓上)

時間：一九九二年九月十六日起每星期三下午七時四十分至九時四十分

全期學費：七百元 (共十講)

128. 麵粉花初階 (Introduction to Pan Art)

麵粉花藝術源自墨西哥，後傳至日本，經改良成爲一種防蟲的黏土，可用於製作花朵，蔬果，牆飾及胸針

等飾物。若手工精巧，作品幾可亂真。在這初級課程中，學員將會學習製作草莓、碗豆花及胸針等。導師將於第一講通知學員購買材料及工具，費用約五百元。
(限收二十人)

主講人：劉黃月堅女士 Dip. (Masuko Wakabayashi)

地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時間：一九九二年九月十九日起每星期六上午十時至中午十二時

全期學費：六百九十元 (共十二講)

129. Introduction to Tapestry Weaving

Tapestry appears early in the history of weaving; it was a favourite technique of Peruvian weavers from around 850 BC. As the principal form of pictorial weaving, tapestry reached the height of its popularity in medieval Europe. Today it is a medium of expression for many artists. In this course emphasis will be on practical work complemented with slides of historical and contemporary tapestries. Students will explore basic tapestry techniques and will be asked to collect source materials throughout the course (postcards, sketches, photos, newspapers/magazine cuttings). In the second half of the course students will be encouraged to develop their ideas and weave an individual piece. Material cost is about \$150 per student. (N.B Dec. 23 & 30, 1992 are School holidays but classes will take place as usual on these two days.)

Tutor : Anne Harte, Postgrad. Dip (Edinburgh)

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 10.00 am - 12.00 noon, commencing October 10, 1992

10 meetings

Fee : \$690

Dance 舞蹈

131. Introduction to Contemporary Dance

Contemporary dance is a fusion of different modern dance styles and this course will teach basic principles of movement, the use of weight, dynamics and coordination. The difference between the styles will be examined during class.

Through exercises students will learn to explore the range of the body's ability of movement, to develop flexibility and understand body alignment.

Students will work at developing a feeling of rhythmic and simple structures in improvisation. The class will start with an overall warm up, coordination exercises and development of short sequences, followed by movement combinations towards the second half of the class.

Tutor : Alexandra Brustmann, Dip (Laban Ctr.)
Place : UC Sheung Wan Complex, 345 Queen's Road Central, HK
Date : To be announced; please enquire in mid-August at 547 2225 (Ms. Tang or Ms. Yu)
12 meetings Fee : \$690

132. 流行爵士舞初階 (Introduction to Pop Jazz)

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。上課時，學員需要穿著輕便運動裝及技巧鞋。
(限收二十四人)

主講人：余世好女士 Dip. (A.P.A.)
地點：香港皇后大道中345號上環文娛中心
時間：請於一九九二年八月下旬查詢，電話：547 2225，鄧小姐或于小姐
全期學費：五百二十元(共十二講)

社交舞初階 (Basic Ballroom and Latin Dances)

學習社交舞，既可自娛，亦可加強個人自信心和改善人際關係的發展。本課程學習範圍根據澳洲國家舞蹈教師協會(A.N.D.A.)之銅章課程而編排，講授社交禮儀及八種社交舞蹈，包括的士高、華爾滋、探戈、噹噹、倫巴、牛仔、慢四步和舞會行列舞。
(每班限收三十人)

133. 屈網權先生 Director & Examiner A.N.D.A.(Aust.), M.I.S.T.D., M.N.A.T.D. (U.K.) 主講
地點：香港大學專業進修學院市區中心17室(信德中心西翼九樓)
時間：一九九二年九月十九日起每星期六下午五時十五分至六時四十五分
全期學費：七百六十元(共十四講)

134. 屈網權先生 Director & Examiner A.N.D.A.(Aust.), M.I.S.T.D., M.N.A.T.D. (U.K.) 主講
地點：九龍佐敦道寶寧街17號官涌市政大樓5樓2號室
時間：一九九二年九月十六日起每星期三下午七時正至八時三十分
全期學費：七百六十元(共十四講)

135. 社交舞進修班 (Intermediate Ballroom and Latin Dances)

本課程適合有社交舞基礎人士參加，課程根據澳洲國家舞蹈教師協會(A.N.D.A.)之銀章課程而編排，可視為比賽、表演示範或考試之準備課程。內容包括華爾滋、探戈、快三步、狐步、噹噹、倫巴、牛仔及扭腰舞共八項舞步。
(限收三十人)

主講人：屈網權先生 Director & Examiner A.N.D.A.(Aust.), M.I.S.T.D. (U.K.), M.N.A.T.D. (U.K.)
地點：香港皇后大道中345號上環文娛中心1106室
時間：一九九二年九月十五日起每星期二下午六時十五分至七時四十五分
全期學費：七百六十元(共十四講)

Miscellaneous 其他

136. 髮型設計及護理 (Introduction to Hair Styling and Hair Care)

本課程專為理髮業內人士及一般有興趣人士提供一套全面的護理頭髮方法，理論及實習並重；內容包括毛髮結構、PH值、分析頭髮性質之方法、理髮用品之類別及特性、頭髮洗、剪、和梳理技巧及電髮程序等。導師可代購工具一套，包括四吋半剪刀、假頭、假髮、髮夾、圍巾等，約\$250元，電髮水則由學員自備。
(限收二十人)

主講人：葉會權先生 B.Sc.(Chu Hoi) F.H.K.H., F.C.H.B.I.
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九二年九月十九日起每星期六下午五時十五分至七時十五分
全期學費：六百九十元 (共十二講)

137. 形象設計 (Image Design)

在香港這個國際大都市，個人形象包裝日漸受到重視，除了影視界人士外，其他行業如服務業和商界人士也開始注重個人外貌的修飾，期望有助其事業或人際關係的發展。本課程介紹形象的基本知識，包括髮型、護膚、化粧、時裝、飾物配搭、儀態、攝影造型等，導師將集體及個別指導學員如何建立或改善個人形象，並會對一些影視名人形象設計個案作簡單的分析。導師在課程中將會替學員個別拍照作分析及比較用途，費用約四十元，由學員自付。
(限收二十四人)

主講人：何幼霞女士，姚達明先生，葉會權先生 B.Sc. (Chu Hoi) 及客席導師
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九二年九月十九日起每星期六下午五時十五分至七時十五分
全期學費：六百九十元 (共十講)

138. The Basics about Diamonds

Asia offers some marvelous diamond-shopping opportunities. This illustrated lecture will provide practical information on what to look for when purchasing/judging the quality of a diamond. The Four C's (Colour, Clarity,

Cut and Carat) will be explained and students will learn how to read/interpret a diamond/report/certificate.

Enrolment is limited to 30

Tutor : Ms Anne C. Paul, F.G.A., G.G.

Place : Room 26, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 7.30 - 9.30 pm, commencing September 14, 1992

3 meetings

Fee : \$170

139. The Basics about Pearls

Are you in the market for pearls... or just interested in learning more about the "Queen of Gems", one of nature's loveliest creations? In this illustrated background lecture on freshwater and marine pearls you'll learn how to care for pearls as well as how to judge their quality (i.e., what to look for when buying). Detailed class notes will be provided. To those who sign up: It would be helpful if you brought any pearls you may have so that the class may enjoy together the fun of establishing their origin and attributes.

Enrolment is limited to 30

Tutor : Ms Anne C. Paul, F.G.A., G.G.

Place : Room 26, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays, 8.00 - 10.00 pm, commencing January 5, 1993

2 meetings

Fee : \$120

Basic Ethics and Practice of Art Preservation, Conservation and Restoration

Designed as an introduction to the theory and practice of art conservation, the following courses will provide the participants with sufficient practical experience and theoretical knowledge to make informed decisions about the basic conservation and preservation needs of artwork in their care. Students will learn the physical and chemical nature of art objects, and the materials with which they may be repaired. The material fee for each course varies. Students will pay the tutor for their tools and materials and will receive them at the first meeting.

There will be six meetings plus a fieldtrip in each section. Field trips will take place on Saturdays from 2.30 - 5.30 pm. The details will be announced at the beginning of the course.

Fee : \$1,200

Enrolment is limited to 3

140. Ceramics

Tutor : Barbara Reeve, B.A. (Bryn Mawr), B. Sc. (Lond.)

Place : Art Studio, 1/F, 144 Pokfulam Road, Hong Kong

Date : Tuesdays, 6.15 - 9.15 pm, commencing September 29, 1992

141. Metals

Tutor : Barbara Reeve, B.A. (Bryn Mawr), B. Sc. (Lond.)

Place : Art Studio, 1/F, 144 Pokfulam Road, Hong Kong

Date : Tuesdays, 6.15 - 9.15 pm, commencing November 10, 1992

142. Oil Paintings and Frames

Tutor : Paola Dindo, CCI

Place : G/F, 8 Staunton Street, Hong Kong

Date : Tuesdays, 6.15 - 9.15 pm, commencing January 5, 1993

143. Polychrome Wooden Sculpture

Tutor : Paola Dindo, CCI

Place : G/F, 8 Staunton Street, Hong Kong

Date : Tuesdays, 6.15 - 9.15 pm, commencing February 23, 1993

144. Textiles

Tutor : Diana Collins, IIC

Place : Art Studio, 1/F, 144 Pokfulam Road, Hong Kong

Date : Tuesdays, 6.15 - 9.15 pm, commencing April 6, 1993

PRIOR ENROLMENT IS ESSENTIAL

Failure to enrol prior to the opening of a particular course may mean the cancellation of that course. Prior enrolment is the only way the School of Professional and Continuing Education has of judging the response to its courses. Your co-operation is therefore invited in sending your application forms to the School as soon as possible.

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。

147. Certificate Course in Pharmacology and Pharmaceutical Management

The School of Professional and 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 runs from October to June each year and the next intake will be in April/May 1993. For further details and for special enrolment forms, please contact Mr. Tommy Tsang, School of Professional and Continuing Education, University of Hong Kong. (Tel. 859 2417).

148. 中醫進修證書課程 (Certificate 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。

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）等，為期約十個月，每星期授課三次，每次兩小時，共約二百零四個學時。開課日期在九月，限收一百人。

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及顧問委員會，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。有興趣報名參加的同學，請與本課程負責人「許少珍博士」聯絡，電話：【859 2793】

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

本課程旨在介紹西醫基礎醫學知識，如人體結構(解剖學)；器官的功能(生理學)在正常的情況下如何引致不正常改變(病理學)。課程是專為中草醫師而設計，使他們對解剖學，生理學及病理學有更深入的認識。內容包括理論學習及示範實驗等，為期約六個月，每星期授課兩次，每次兩小時。開課日期約在九月。

本課程是香港大學專業進修學院和全港中醫師公會聯合會合辦。學員必須是該會會員並由中醫師公會推薦。有興趣報名參加的同學，請與本課程負責人許少珍博士聯絡，電話：859 2793 或 859 2417。或直接與中醫師公會談靈鈞醫師接洽，電話：396 9410。

150. 實用中藥學 (Practical Chinese Medicines)

中藥學乃中國人歷千百年來利用自然資源以作保健療疾之經驗總結。雖然指導中藥臨症施用之中醫法則或見玄奧，文字艱深，渺不可測，但華人日常生活之中，總會用上某種中藥。職是之故，對中草藥材之鑑別分類，品質評選，貯存加工，湯劑配伍及臨症變化具備起碼之基礎知識，實有利於改善生活質素與身體健康。

本課程旨在介紹中藥學自學之法，使學員能用科學的態度，以判別日用中藥之取捨，猶有餘力，可以按圖索驥，走上自學中醫，自用中藥之道。

本課程分十節，每節兩學時。內容包括：(一)中醫學概論；(二)中藥學方法論；(三)中草藥分類及植物分類學初階；(四)中藥之鑑定，儲存，加工，炮炙；(五)中藥配伍；(六)中藥之劑型；(七)中藥之有效成份；(八)中藥之臨床應用；(九)中藥研究舉例；(十)中藥研究之前景。隨著教學進程以及學員之能力與興趣，將會邀請名家專題演講，輔讀文獻，參觀實習及上山採藥認約。課程結束後，歡迎學員自選題目，撰寫小型學術報告，然後擇其善者，覓地發表。

申請者須以支票繳費〔收款人為：香港大學〕並隨申請表格附上一份簡述個人之學歷及與中藥有關之資歷與經驗。

主講人：江潤祥、范兆恆、關培生及其他名家
主持導師：江潤祥〔中文大學，生物化學系講座教授〕
地點：香港大學校本部大樓7室
時間：一九九二年十月一日起每星期四下午七時至九時
全期學費：七百元（包括全期課程講義及參考資料費用二百元）（共十講）

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

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

本課程適合一般關心眼睛健康及其護理方法的人士選修。

主講人：麥湘醫生
地點：香港大學專業進修學院市區中心17室(信德中心西翼九樓)
時間：一九九二年十二月八日起每星期二下午六時十五分至七時四十五分
全期學費：二百元(共五講)

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

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

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

主講人：王紀慶醫生
地點：香港大學樹旗嶺科學館G4室
時間：一九九二年十月十二日起每星期一下午八時至九時三十分
全期學費：三百元（共十講）

153. 日常醫學知識 (Short Course in General Medical Knowledge)

在日常生活中我們常接觸到某些疾病或與健康有關的問題，一般人可能由於缺乏普通醫學常識往往會不知所措及產生恐慌。本課程是由香港大學專業進修學院與香港醫學聯合會合辦。目的是幫助各學員認識一些常見的疾病的成因和處理方法；介紹及討論一些新的醫學知識及一些在香港常接觸到的健康衛生問題。

主講人：香港醫學聯合會會員 (Members of the Federation of Medical Societies of Hong Kong)
講授語言：粵語（輔以英語）
地點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）
時間：一九九二年九月十一日起每星期五下午八時至九時三十分
全期學費：五百五十元（共十五講）

154. 常見婦科疾病淺釋 (Common disorders in Gynaecology)

本課程以深入淺出的形式介紹一些婦科常見的疾病，例如月經失調，不育症，懷孕早期的併發症（如流產、宫外孕）陰道及盆腔發炎，乳房及子宮等之良性及惡性腫瘤，使學員了解其成因，病狀，治療及預防方法，適合醫護人員，教師及一般有興趣之女士修讀。

主講人：林淑儀醫生 M.B.,B.S. (H.K.), Doctor of Medicine (Melbourne), M.R.C.O.G. (U.K.), M.R.A.C.O.G. (Australia)
地點：香港大學專業進修學院市區中心15室（信德中心西翼九樓）
時間：一九九二年十月二日起每星期五下午八時至九時三十分
全期學費：三百三十元（共十講）

155. 人生各階段營養學 (Nutrition Throughout the Lifecycle)

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

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

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

主講人：高玉瑩小姐 M.Sc.,R.D.
地點：香港大學邵逸夫樓209室
時間：一九九二年九月十六日起每星期三下午八時十五分至九時四十五分
全期學費：三百三十元（共十講）

156. 美容及化粧品學 (Skin Care & Cosmetic Science)

本課程旨在介紹美容護膚之要訣及化粧品對皮膚結構與功能之影響。內容包括化粧品的歷史與近代的發展；皮膚結構，功能及各類化粧品對此二者所引起之影響；頭髮與皮膚之護理；常見之皮膚不正常現象及其處理方法，香水之合成與選擇；指甲、牙齒與足部護理之用品，化粧品引起之皮膚敏感；電子美容儀器之介紹及其效果；整容手術及其他美容新科技等等。本課程適合美容及髮型師或對化粧品有興趣之人士參加。

主講人：蒙豪堅先生 B.Sc., Pharm (Leicester)M.P.S.,M.R.S.H., MIP, Pharm.M.
地點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）
時間：一九九二年九月十五日起每星期二下午六時至七時三十分
全期學費：四百元（共十二講）

157. Management of Urgent Health Problems

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

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

Place : Room 206, Run Run Shaw Building, HKU

Date : Mondays, 6.15-7.45 p.m., commencing September 21, 1992

12 meetings

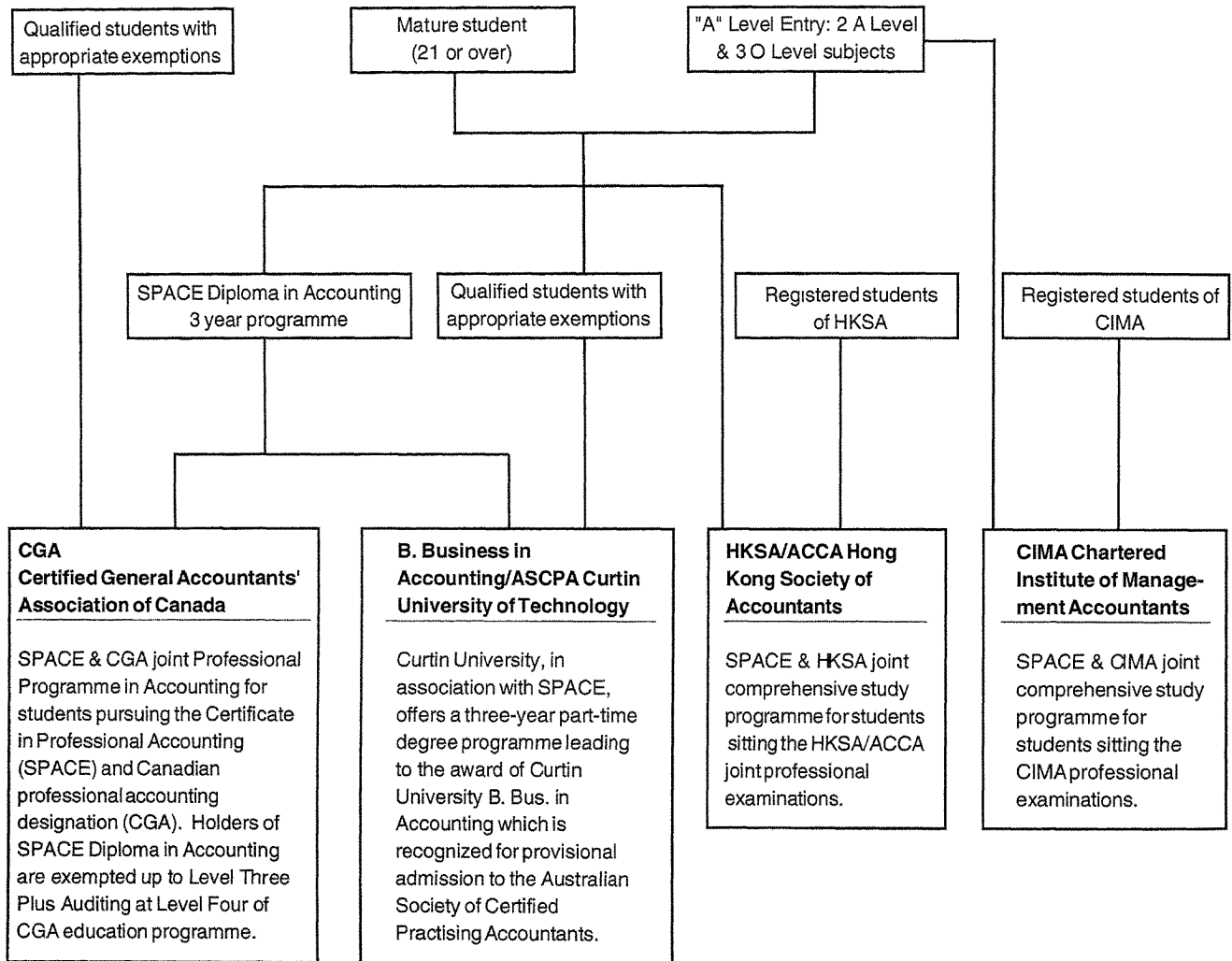
Fee : \$400

BUSINESS STUDIES

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

Telephone: 858 4515

EXTERNAL PROGRAMMES IN PROFESSIONAL ACCOUNTING



Professional Programme in Accounting (CGA-Canada)

Introduction

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

Professional 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.

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, City Polytechnic or other equivalent post-secondary institutions;
- (4) Completion of ACCA level 2 or equivalent; or
- (5) ACCA or CIMA 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 to 5) of the CGA education programme. The following modules are offered by SPACE:

Level 4 and 5 modules

- (1) Management Accounting 2 - MA2

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

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

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

Members of recognized professional accounting bodies may be allowed to enrol in CGA Program 80 which will be phased out after the academic year 1992/93. Details for enrolment in Program 80 are available at the CGA Canada Hong Kong Office. Conversion to Program 90 courses may be required for Program 80's courses not completed by the end of 1992/93 academic year.

Exemptions

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

Teaching

There will be three sessions of 13 weeks each in an academic year. The first, second and third session commence in September, December and March 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 aiming for the CGA designation should apply to CGA-Canada Hong Kong Office at Rm. 1601, Shun Tak Centre, West Tower, 200 Connaught Rd., Central, Hong Kong for an evaluation of exemptions prior to enrolment in this programme and submit the Confirmation of Exemption Status with the Enrolment Form. Applicants 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.

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

The closing dates for application for enrolment are August 14, 1992 for Session 1, November 13, 1992 for Session 2 and February 12, 1993 for Session 3. *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:

School of Professional and Continuing Education (SPACE)
University of Hong Kong
Suite 1504-5, West Tower
Shun Tak Centre, 200 Connaught Road Central,
Hong Kong Tel: 8584515

School of Professional and Continuing Education (SPACE)
University of Hong Kong
Rm. 1, G/F., University Main Bldg
Pokfulam Road
Hong Kong Tel: 8592791

Fees

The fee for 1992/93 is **HK\$3,500** per module which includes:-

- (1) Comprehensive distance learning, computer-integrated course materials;
- (2) A set of textbooks;
- (3) Lectures;
- (4) Marking of course assignments;
- (5) Examinations; and
- (6) 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 \$500 will be provided.

Diploma Programme in Accounting

Introduction

The programme is a three-year part-time diploma course which will provide students with a solid foundation in the accounting field. The subjects within the course are so designed that holders of the Diploma can seek exemptions from various professional examinations. *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. In addition, Curtin University of Technology of Perth, Western Australia grants exemption to holders of the Diploma from all Year One units plus four units in Year Two of its Bachelor of Business Degree Programme. Exemption from other professional accountancy bodies will continue to be sought with a view to obtaining the maximum professional recognition for the graduates.

Moreover, the subjects are so designed that they 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.

Programme Structure

The programme includes instruction and assessment in the following modules:

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

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

Entry Requirements

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

Exemption

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

Subject to availability of places, students holding appropriate exemptions may be allowed direct enrolment into Year Two or Year Three in 1992/93.

Teaching

The first term of the 1992/1993 academic year will commence in September 1992 and end in December 1992. The second term will commence in late January 1993 and end in late April 1993. The summer term will commence in June 1993 and end in late August 1993. Classes will be held twice a week in the evenings or Saturday afternoons.

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 an application form for the Diploma Programme in Accounting. The closing dates for application are August 31, 1992 for the first term, January 10, 1993 for the second term and May 30, 1993 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:

School of Professional and Continuing Education (SPACE)
The University of Hong Kong
Suite 1504-5, West Tower
Shun Tak Centre, 200 Connaught Road Central,
Hong Kong Tel: 8584515

School of Professional and Continuing Education (SPACE)
The University of Hong Kong
Rm. 1, G/F., University Main Bldg
Pokfulam Road
Hong Kong Tel: 8592791

Fees

For 1992/1993 academic year, the fee for Year 1 modules is **HK\$2,250** 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\$2,920** per module which includes:

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

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

The fee for the Hong Kong Taxation module is **HK\$2,250**, but the course material and text book will have to be purchased by the students.

There is a \$55 application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Curtin University B.Bus. Degree Programme in Accounting

The School of Professional and Continuing Education in association with the Curtin University of Technology in Western Australia offers a part-time degree programme leading to the award of the Curtin University B.Bus. Degree in the field of Accounting. The academic programme is jointly organised by Curtin University and the School of Professional and Continuing Education; the teaching in Hong Kong is mainly provided by the School with active support from Curtin staff. The curriculum is designed for in-service executives in Hong Kong who aspire to work towards an accounting qualification while holding a full-time job. It consists of three years of study on a part-time basis. Lectures and workshops are conducted on some evenings and there are occasional weekend schools in Hong Kong. These are complemented by a carefully designed package of self-study material and consultation sessions so that the learning process can be most effective. This is a quality distance learning programme for which the teaching services provided by the School will give extensive academic support.

On graduation, students will be eligible for *provisional membership* of the Australian Society of Certified Practising Accountants.

Applications will be invited from prospective students in November 1992. Classes are expected to commence in February 1993.

The prerequisites for admission are : (1) five General Certificate of Education passes of which two must be at the Advanced Level, or equivalent; (2) a good command of English; (3) previous business studies at post-secondary level (e.g. an acceptable diploma or certain passes obtained in professional examinations).

Please write in for a detailed prospectus enclosing a \$1.40 stamped self-addressed envelope to Curtin Programme, School of Professional and Continuing Education, University of Hong Kong, Suite 1504-05, 15/F., West Tower, Shun Tak Centre, 200 Connaught Road, Central, Hong Kong or call 858 4515.

SPACE/Hong Kong Society of Accountants

Joint Accountancy Programme

The School of Professional and Continuing Education (SPACE) and Hong Kong Society of Accountants (HKSA) jointly offer a comprehensive accountancy programme for Hong Kong students who wish to qualify as members of ACCA/HKSA by sitting the HKSA/ACCA joint professional examinations.

The objective of this programme is to provide students with a formalized and structured programme of studies in which 11 weekly lectures (in the evenings or at weekends) will be provided for each course; assignments are also required to be submitted by students. Although there will be no internal examinations, students are expected to sit the relevant HKSA/ACCA joint examination after completion of each course.

All 18 courses for the three levels of the HKSA/ACCA joint examinations will be offered before each HKSA/ACCA joint examination diet.

Students will be awarded a Certificate of completion by SPACE and HKSA after the end of each course, subject to satisfactory attendance and assignments.

Applications for the SPACE/HKSA joint accountancy programme will be accepted on a first-come-first-served basis for qualified students, but priority will be given to the registered students of HKSA.

Please write in for details of the SPACE/HKSA joint accountancy programme by enclosing a \$1.4 stamped self-addressed envelope.

SPACE/Chartered Institute of Management Accountants

Joint Management Accountancy Programme

The School of Professional and Continuing Education (SPACE) and the Chartered Institute of Management Accountants, Hong Kong Branch (CIMA), jointly offer a comprehensive management accountancy programme for Hong Kong students who wish to qualify as members of CIMA/HKSA by sitting the CIMA professional examinations.

The objective of this programme is to provide students with a formalized and structured programme of studies in which 11 weekly lectures (in the evenings or at weekends) will be provided for each course; assignments are also required to

be submitted by students. Although there will be no internal examinations, students are expected to sit the relevant CIMA examination after completion of each course.

All 16 courses for the four stages of the CIMA examinations will be offered before each CIMA examination diet.

Students will be awarded a Certificate of Completion by SPACE and CIMA after the end of each course, subject to satisfactory attendance and assignments.

Applications for the SPACE/CIMA joint management accountancy programme will be accepted on a first-come-first-served basis for qualified students, but priority will be given to the registered students of CIMA.

Please write in for details of the SPACE/CIMA management accountancy programme by enclosing a \$1.40 stamped self-addressed envelope.

Certificate Programme in Marketing

Introduction

SPACE/HKU and the Hong Kong Institute of Marketing (HKIM) jointly offer a Certificate Programme in Marketing, commencing in September 1992, 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.

Programme Structure

The programme includes instruction and assessment in the following modules:

Term I	Fundamentals of Marketing Economics Business Law Statistics
Term II	Practice of Marketing Behavioral Aspects of Marketing Financial Aspects of Marketing Principle & 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 aged 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 aged over 21

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

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 two modules so that students must enrol for at least 6 modules before receiving the Certificate.

Course Fees

For the 1992/1993 academic year, the fee for each module is **HK\$1,350** which includes:

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

There is a \$55 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 tutors with his attendance at lectures.

Application Procedure

Complete and return the application form to SPACE. The closing date for application is August 31, 1992 for the first 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:-

School of Professional and Continuing Education (SPACE)
University of Hong Kong
Suite 1504-5, West Tower
Shun Tak Centre, 200 Connaught Road Central,
Hong Kong Tel: 8584515

School of Professional and Continuing Education (SPACE)
University of Hong Kong
Rm. 1, G/F., University Main Bldg.
Pokfulam Road
Hong Kong Tel: 8592791

Certificate in Real Estate Administration

The School of Professional and Continuing Education will offer the Certificate Programme in Real Estate Administration. This programme was designed in conjunction with the Society of Hong Kong Real Estate Administrators. It is particularly of interest to staff of real estate development firms and estate management companies. It would also provide effective training for individuals working in a related field such as architecture, banking, construction or town planning.

Please write in for details enclosing a \$1.40 stamped self-addressed envelope (9" x 6") to Certificate in Real Estate Administration, SPACE Town Centre, HKU, Suite 1504-05, West Tower, Shun Tak Centre, 200 Connaught Road, Central, Hong Kong.

161. 中國對外經濟貿易：政策、法律與實務〔與中山大學合辦之證書課程〕

(Joint Certificate Course 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經濟合作方面的成效與問題，現行的體制、政策和法律，以及對中國進行貿易和投資的操作技巧。學員不僅接受課堂教學，並且安排與內地官員會晤及到各有關單位訪問，作直接溝通。從而做到理論密切結合實際，去了解如何開展對中國的貿易和投資，以取得良好的經濟效益。

課程內容與教學方式(總課時共100小時)：

(甲)在香港上課二十次(60小時)，每次一題3小時。共八週，前四週每週上課三次，後四週每週上課二次。講課內容分三部份二十題。第一部份概論：(1)中國社會主義經濟的建立和發展；(2)中國經濟體制改革；(3)中國對外經濟貿易的發展。第二部份中國對外貿易：(4)中國對外貿易體制；(5)中國外貿機構與大型外貿活動；(6)許可證與配額管理；(7)、(8)中國商品出口貿易(上下)；(9)、(10)中國商品進口貿易(上下)；(11)中國對外技術貿易。第三部份中國對外經濟合作與利用外資：(12)中國對外經濟合作的內容與體制；(13)中國投資環境與項目選擇；(14)中國利用外資的方式與程序；(15)中外合資企業；(16)中外合作企業；(17)外商獨資企業；(18)對外加工裝配與補償貿易；(19)國際租賃。(20)總結。

(乙)赴廣州調查、洽談一周(30小時)：(1)聽廣東省、廣州市對外經濟貿易部門官員和企業經理報告與座談五次。(2)到廣州市經濟技術開發區、外商投資企業(即『三資企業』)、對外加工裝配與補償貿易企業(即『三來一補』企業)以及外貿企業，參觀與洽談五次。

(丙)研討、習題與考試(10小時)。

證書：全部課程結束，學員考試合格，由香港大學專業進修學院與中山大學成人教育學院聯合頒發專業證書。

主 講 人：張志鈞教授 (中山大學嶺南 (大學) 學院經濟系講座教授、經濟研究所所長、廣州國際經濟貿易學會副會長)

地 點：在香港及廣州 (詳情容後公佈)

時 間：一九九二年十月六日至十二月五日 (用粵語講授)

全期學費：四仟八百元 (往返廣州的交通及在廣州市的食宿費用，由學員自費)

其他詳情請向本院查詢。(電話：858 4515)

COURSE NOS. 162 TO 167 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.

162. Auditing for Examinations

This course is intended for those who are aiming for the December 1992 ACCA/HKSA examination, paper 2.1. The course will cover the nature, purpose and general principles of auditing, the concept of internal control and the system base audit approach, audit planning control and documentation, audit of transactions, audit evidence, audit working papers, the verification of assets and liabilities. Other topics to be studied are audit guidelines on client stock-taking, post balance sheet action, legal matters and liabilities, the audit report, computer system audit, law on distribution of profit and the audit committee.

Tutor : Wu Wai Yee, F.C.C.A., A.H.K.S.A.

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

Date : Tuesdays, 6.30-9.30 p.m., commencing September 22, 1992

13 meetings Fee : \$770

Medium of Instruction: Cantonese supplemented with English where appropriate

163. Introduction to Hong Kong Taxation

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

Tutor : So Kwong Man, B.A. (U.K.), A.C.C.A.

Place : Room 237, University Main Building

Date : Saturdays, 2.00-3.30 p.m., commencing September 26, 1992

12 meetings Fee : \$400

Medium of Instruction: Cantonese supplemented with English where appropriate

164. Advanced Accounting Practice and the Regulatory Framework of Accounting

This course is suitable for: A.C.C.A. students; those who have attained L.C.C. higher accounting or equivalent 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 understanding of company accounts.

The topics selected for discussion in detail at an advanced level are; the accounts of limited companies, all statements of standard accounting practice in H.K. and U.K., cash flow statement, pension costs, earning per share, leasing and hire purchase contracts, foreign currency translation, deferred taxation, segment reporting, interpretation of accounts, group accounts including addition and disposal of subsidiaries, vertical and mixed groups, foreign subsidiaries, mergers and acquisitions, associated companies, etc.

Appropriate textbooks and practice manuals will be recommended to reduce the need for note-taking to a minimum.

Tutor : To Pak Lam, C.P.A., F.C.C.A., F.H.K.S.A., M.B.I.M.

Place : Room 121, University Main Building

Date : Saturdays, 2.30-5.30 p.m., commencing September 19, 1992

16 meetings Fee : \$1,000

165. Foundation Accounting

This course covers most of the topics in the syllabus for level 1 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 : Teresa Ho Miu Hing, B.B.A. (C.U.H.K.), A.C.C.A.

Place : Room 3, 2/F., Tsimshatsui Kai Fong Welfare Association, Tsimshatsui, Kowloon

Date : Thursdays, 6.30-9.30 p.m., commencing September 17, 1992

12 meetings Fee : \$750

Medium of Instruction: Cantonese supplemented with English where appropriate

166. 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, joint venture accounts, instalment sales and hire purchase accounts, branch accounts, investment accounts, contract accounts, control accounts, incomplete records and single entry, the valuation of stock depreciation, accounting for non-profit-making organizations and goodwill. 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.

Place : Room 141, University Main Building

Date : Saturdays, 2.30-5.00 p.m., commencing September 26, 1992

16 meetings Fee : \$830

Medium of Instruction: Cantonese supplemented with English where appropriate

167. 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, instalment and hire purchase accounts, cash budgeting and pro forma financial statements, ratio analysis and interpretation of accounts, group accounts, and statements of changes in financial position. An introduction to the Statements of Standard Accounting Practice (SSAP's) will also be given.

Tutor : So Kwong Man, B.A. (U.K.), A.C.C.A.

Place : Room 237, University Main Building

Date : Saturdays, 3.30-6.00 p.m., commencing September 26, 1992

14 meetings Fee : \$770

Medium of Instruction: Cantonese supplemented with English where appropriate

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

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

主講人：區啓昌先生 B.A.(York)

地點：香港大學校本部大樓 121 室

時間：一九九二年九月二十三日起每星期三下午七時十五分至九時十五分

全期學費：五百五十元（共十二講，限收四十五人）

169. 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 : Wu Wai Yee, F.C.C.A., A.H.K.S.A.

Place : Room 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 6.00-7.30 p.m., commencing September 23, 1992

10 meetings Fee : \$370

170. Elementary Book-keeping and Accounts

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

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

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

Place : Room G4, James Hsiung Lee Science Building, HKU

Date : Thursdays, 6.30-9.30 p.m., commencing September 24, 1992

15 meetings

Fee : \$770

Medium of Instruction: Cantonese supplemented with English where appropriate

171. 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：香港大學專業進修學院市區中心11室(信德中心西翼九樓)

時間：一九九二年九月二十三日起每星期三下午六時十五分至七時四十五分

全期學費：五百三十元 (共十五講)

由於專門術語為本，學員須具有英語知識。

172. International Trade

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

Tutor : Poon Shing Chung, Carlson

Place : Room 142, University Main Building

Date : Fridays, 6.45-9.15 p.m., commencing September 25, 1992

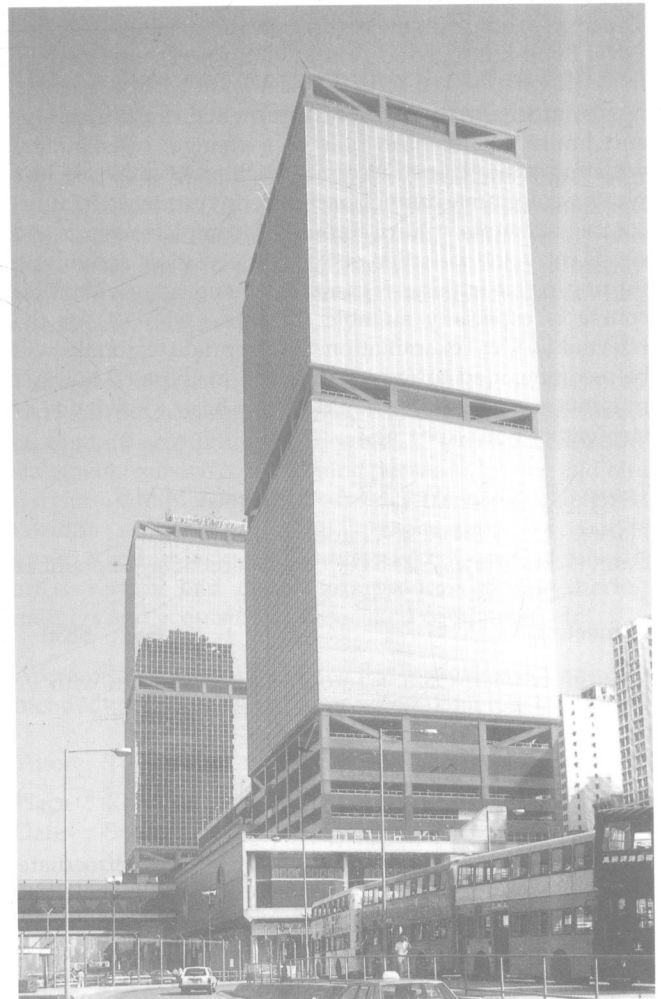
9 meetings

Fee : \$500

Medium of Instruction: English supplemented with Cantonese 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 858-4515. The School of Professional and Continuing Education is currently running a programme for the Macau Management Association.



The Space Town Centre:
9/F. Shun Tak Centre and also 14/F. and 15/F.

I. Introductory Courses

201. 微電腦之操作及教學應用 (Microcomputers for Teachers) (CIT 001)

本課程特為初學電腦之教師而設，學員毋須具有使用電腦之知識及經驗。課程包括電腦常識及各種與教學有關之軟件。主要內容：(一) 電腦基本概念，微電腦系統組織；(二) 微電腦機械部份及其附件之操作；(三) 各類文字處理、資料系統軟件之使用；(四) 中文文書處理；(五) 簡介及示範各類現成與教育有關之軟件。(本課程因電腦設施所限，只收20人。學費包括上課時間所用之磁碟費用。課室備有多部IBM相容之電腦，學員可分二人小組即時練習)。

主講人：沃為源先生、侯傑泰先生
地點：香港大學專業進修學院市區中心2室(信德中心西翼十五樓)
時間：一九九二年九月二十二日起每星期二下午六時至九時
全期學費：二千二百元正(共十二講)

教師可獲教育署退還半費。詳參第76頁。

202. Computer and Information Processing: A First Step

This is a computer appreciation & literacy course suitable for a wide audience. It is designed for people whose work involves frequent contact with computer systems, for people thinking of taking up data processing as a career, and even for people who wish to acquire some computer knowledge. This is the recommended pre-requisite course for other Certificate Courses in Computer Science organized by the School.

Topics include: Basic Parts of a Computer, Data Processing, Languages and Software Packages, System Development, Binary Data Representation, Data Communication.

Enrolment is limited to 80

Tutors: Wiley C.H. Chau, B.Sc.(Comp), Assistant Computer Officer, University of Hong Kong
S.W.Lam, B.Sc.(Comp), Assistant Computer Officer, University of Hong Kong

Place: Room 13, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date: Mondays, 6.15 - 8.45p.m., commencing January 4, 1993

12 meetings

Fee: \$550

Medium of Instruction: Cantonese

The Principles and Applications of Microcomputers (CIT 001)

This course is designed to provide exposure to various aspects of the microcomputers which are essential to effective operations in a modern office. Emphasis will be put on the understanding of the software packages and the basic principles rather than the detailed manipulation of a particular software.

Topics include: Basic components of microcomputer, input/output devices, operating system concepts, word processing, desk top publishing, spread sheet, database, programming language (BASIC), office network, Chinese word processing, and relevant case studies.

Enrolment is limited to 20

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

Places: Room 230, Knowles Building, HKU
(Workshop) Room 101, Run Run Shaw Building, HKU

203. Mondays, 6.30 - 9.00p.m., commencing October 12, 1992

(Workshop) Tuesdays, 6.00 - 7.30p.m., October 27, 1992

204. Mondays, 6.30 - 9.00p.m., commencing October 12, 1992

(Workshop) Tuesdays, 7.30 - 9.00p.m., October 27, 1992

13 meetings & 10 workshops

Fee: \$1,200

Understanding and Repairing your PC

This course is suitable for IBM PC compatible owners who already have basic operational knowledge and wish to expand into hardware architecture & related areas. It aims to help participants to develop PC trouble-shooting techniques, and other aspects of hardware appreciation/standardization.

Topics include: Introduction to hardware architecture, data storage technologies, display standards, printing devices and other peripherals, computer virus, hardware related DOS commands, and trouble-shooting techniques.

Enrolment is limited to 36

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

Place : Room 230, Knowles Building, HKU

205. Fridays, 7.00 - 9.30p.m., commencing November 13, 1992

206. Saturdays, 2.00 - 4.30p.m., commencing January 9, 1993

Medium of Instruction: Cantonese supplemented with English

9 meetings

Fee : \$660

Introduction to UNIX

UNIX is regarded as one of the most successful operating systems. Its importance and influence is 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 16

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

Places : Room 209, Run Run Shaw Building, HKU
(Workshop) Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., Hong Kong

207. Thursdays, 8.10 - 9.30p.m., commencing October 1, 1992
(Workshop) Mondays, 6.00 - 8.00p.m., October 19, 1992

208. Thursdays, 8.10 - 9.30p.m., commencing October 1, 1992
(Workshop) Mondays, 8.00 - 10.00p.m., October 19, 1992

8 meetings & 6 workshops

Fee: \$1,600

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

This course is jointly organized with Wealthland Consultants & Management Ltd.

Introduction to Personal Computer and DOS

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

Syllabus: PC and its basic components, DOS and basic commands, disk handling commands, file operations, memory management. *Enrolment is limited to 17*

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

Place : Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kln.

209. Wednesdays, 6.30 - 9.30p.m., commencing September 23, 1992

210. Wednesdays, 6.30 - 9.30p.m., commencing December 2, 1992

2 meetings

Fee : \$460

Each student will be assigned to use 1 microcomputer.

Powerful DOS Commands and Techniques

This course aims to assist PC users to master 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, I/O redirection, piping techniques, file & disk management utilities, use of RAM disks, redefining your PC function keys, batch file programming, other advanced DOS features.

Enrolment is limited to 17

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

Place : Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kln.

211. Wednesdays, 6.30 - 9.30p.m., commencing October 14, 1992

212. Wednesdays, 6.30 - 9.30p.m., commencing January 6, 1993

Medium of Instruction: Cantonese supplemented with English

4 meetings

Fee : \$1,000

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

Each student will be assigned to use 1 microcomputer.

213. Managing Information Technology (IT) by Macro Integrative Approaches

Rapid changes in information technology (IT) methodologies and standards have often confused IT decision makers of user organizations, IT suppliers, and the government. The communications gaps between and within information technologists and business managers result in many failures of IT development.

This course explores the causes of these problems and suggests as solution the macro integrative approaches for information systems planning. The discussion will link theoretical concepts with practical experience.

Syllabus: Introduction to information technology (IT), communication gaps in IT, macro communication networks, information system planning.

Enrolment is limited to 63

Tutor : Charles K.W. Lam, D.B.A.(IMC), M.B.A.(Aston), M.B.I.M., M.I.E.E., C. Eng.

Place : Room 104, James Hsioung Lee Science Building, HKU

Date : Mondays, 7.00 - 9.00p.m., commencing January 11, 1993

8 meetings

Fee : \$550

II. Application Software

214. 應用微型電腦作教育及社會研究之統計分析 (Statistical Analysis of Educational and Social Research Using Microcomputers)

本課程旨在介紹如何應用微型電腦統計軟件 (SPSS/PC+) 作教育及社會研究之統計分析。課程內容包括：(一) 基礎統計學；卡方檢定 (Chi-square)；方差分析 (ANOVA)；(二) SPSS/PC+ 之應用。學員除了可以利用 SPSS 將資料分類列表外，亦可以分析各變項之間的關係。本課程為初學者而設，惟學員應有中五數學程度，亦宜有微型電腦之基本操作知識。本課程適合有興趣進行小型教育或社會研究之教師或社工修讀。

主 講 人：侯傑泰先生、鍾財文先生

地 點：香港大學邵逸夫樓 201 室

時 間：一九九二年十月八日起每星期四下午六時三十分至九時三十分

全期學費：九百九十元正 (共六講)

Introduction to WordPerfect (CIT 101)

This course provides an introductory training to the versatile word processing software WordPerfect (5.1). Students are not required to have prior computer knowledge.

Topics include: WordPerfect environment, Text input and editing, character and document formatting, indentation, setup, text alignment, spell check, block editing, macro and document merging, table with Maths, multi-column in one page, integration of text and graphics (e.g. charts of Lotus 1-2-3).
Enrolment is limited to 16

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

Place : Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong

215. Fridays, 7.00-10.00 p.m., commencing September 25, 1992

216. Fridays, 7.00-10.00 p.m., commencing November 13, 1992

217. Fridays, 7.00-10.00 p.m., commencing January 29, 1993

218. Mondays, 7.00-10.00 p.m., commencing October 12, 1992

6 meetings

Fee : \$1,160

Each student will be assigned to one microcomputer.

Medium of Instruction: English for Course 218

Cantonese supplemented with English for Courses 215-217

219. WordPerfect in Depth (CIT 101)

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

Topics include: Advanced Printing Techniques, Style Sheet, Desktop Publishing Techniques, Integration of Text and Graphics, Report Generation, Advanced Merging, Document/Data Conversion Techniques, Table Manipulation.

Enrolment is limited to 16

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

Place : Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong

Date : Mondays, 7.00-10.00 p.m., commencing November 30, 1992

6 meetings

Fee : \$1,270

Entry Qualifications: students are required to have basic knowledge of WordPerfect. Preference will be given to those who have successfully completed the "Introduction to WordPerfect" course offered by the School.

Medium of Instruction: Cantonese supplemented with English where appropriate

220. Introduction to WordStar (CIT 101)

WordStar is one of the most common word processing packages for microcomputers. This course provides an introductory training to WordStar 5. Hands-on practical experience will be emphasized. Students are not required to have prior computer knowledge.

Topics include: Word processing concepts, WordStar environment, text and document creation, editing and formatting, block manipulation, document printing, merge printing, newsletter presentation, word searching, spelling checking, shorthand operation, table of contents generation.
Enrolment is limited to 17

Tutor : T.Y. Kan, B.Sc. (Warwick), M.Sc. (Birmingham),
Computer Officer, University of Hong Kong

Place : Tsim Sha Tsui District Kai Fong Welfare Association,
2/F., 136A Nathan Road, Kln.

Date : Mondays, 6.30-9.00 p.m., commencing October 12,
1992

6 meetings

Fee : \$920

Medium of Instruction: English & Cantonese

Each student will be assigned to one microcomputer.

221. Professional Word Processing with MultiMate (CIT 101)

MultiMate is one of the most common word processing packages for microcomputers. This course provides an introductory training to MultiMate. Hands-on practical experience will be emphasized.

Topics include: Familiarize with MultiMate, creating documents, editing documents, formatting documents, system and document defaults, spell check and thesaurus, search and replace, printing, document merging, libraries, section numbering and table of contents, columns.

Enrolment is limited to 17

Tutor : James Wong, B.Sc. (Simon Fraser)

Place : Tsim Sha Tsui District Kai Fong Welfare Association,
2/F., 136A Nathan Road, Kln.

Date : Mondays, 7.00 - 9.00p.m., commencing January 4,
1993

8 meetings

Fee : \$960

Each student will be assigned to one microcomputer.

Business and Personal Applications of Microcomputers (Symphony) (CIT 001)

This course introduces an integrated set of utility programmes for easy and flexible handling of analytical calculations, documents, business graphs, information management and communications for office or personal purposes. It is especially suitable for managers, secretaries, teachers, and business analysts who have little or no knowledge of computers but wish to extend their intellectual productivity by using some user-friendly software.

Topics include: the way a microcomputer works, potential application areas, concepts and functions of the five functional areas, namely, word processing, spreadsheet, graphics, database and communication, examples of typical business applications, hands-on exercise.

Enrolment is limited to 16

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

Place : Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong

222. Thursdays, 6.30-9.00 p.m., commencing September 24, 1992

223. Thursdays, 6.30-9.00 p.m., commencing November 12, 1992

224. Thursdays, 6.30-9.00 p.m., commencing January 14, 1993

6 meetings

Fee : \$920

Each student will be assigned to one microcomputer.

225. Lotus 1-2-3 Workshop

This course provides an introductory training to electronic spreadsheet. Lotus 1-2-3 will be used as example throughout the course. Hands-on practical experience and common commercial applications will be emphasized. Participants are not required to have prior computer knowledge.

Topics include: Electronic spreadsheet concepts, spreadsheet creating, spreadsheet navigating, data entry, data editing, entering formula, worksheet commands, functions, printing techniques, graph commands, printgraph program and macros.

Enrolment is limited to 17

Tutor : T.Y. Kan, B.Sc. (Warwick), M.Sc. (Birmingham),
Computer Officer, University of Hong Kong

Place : Tsim Sha Tsui District Kai Fong Welfare Association,
2/F., 136A Nathan Road, Kln.

Date : Thursdays, 6.30 - 9.00p.m., commencing September 24, 1992

4 meetings

Fee : \$550

Medium of Instruction: English & Cantonese

226. Advanced Lotus 1-2-3 Workshop

This is course for those who wants to learn more the advanced features and techniques of Lotus 1-2-3. Practical applications with Lotus 1-2-3 will be used throughout the whole course.

Topics include: Linking Worksheet Files, Database Manipulation, Managing Macros and Spreadsheet Publishing with Allways.

Enrolment is limited to 17

Tutor : T.Y. Kan, B.Sc. (Warwick), M.Sc. (Birmingham),
Computer Officer, University of Hong Kong

Place : Tsim Sha Tsui District Kai Fong Welfare Association,
2/F., 136A Nathan Road, Kln.

Date : Tuesdays, 6.30 - 9.00p.m., commencing October 6,
1992

4 meetings

Fee : \$550

Students are required to have basic knowledge of Lotus 1-2-3.

Introduction to FoxBASE+ (CIT 103)

FoxBASE+ is an advanced and powerful PC database package with exceptionally high performance. This course will enable the student to acquire basic knowledge of database operations, interactive FoxBASE+ commands, expressions. FoxCentral interface, sorting and indexing records, creating reports and labels.

Syllabus: Basic DOS commands, basic concepts of database, creating databases, database maintenance, adding records, editing and browsing, command expressions and operations, sorting records, indexing records creating and printing reports, printing labels. *Enrolment is limited to 17*

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

Place : Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kln.

227. Saturdays, 2.00 - 4.30p.m., commencing October 3, 1992

228. Saturdays, 2.00 - 4.30p.m., commencing December 5, 1992

6 meetings

Fee : \$950

Each student will be assigned to one microcomputer.

Introduction to dBASE III+ (CIT 103)

dBASE III+ is a very useful and powerful database management package for microcomputers. It has been extensively used in many applications in the commercial sector. This course aims at providing an introduction to this well known software package.

The syllabus includes: introduction to dBASE III+, dBASE III+ commands, simple file handling, report preparation, applications of dBASE III+. *Enrolment is limited to 18*

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

Places : Room 230, Knowles Building, HKU
(Workshop) Room 808, K.K. Leung Building, HKU

229. Fridays, 7.00 - 9.00p.m., commencing October 2, 1992
(Workshop) Wednesdays, 6.00 - 7.45p.m., October 14, 1992

230. Fridays, 7.00 - 9.00p.m., commencing October 2, 1992
(Workshop) Wednesdays, 7.45 - 9.30p.m., October 14, 1992

6 meetings & 7 workshops

Fee : \$1,200

Medium of Instruction: English & Cantonese

No prior computer knowledge is required for this course.

Each student will be assigned to one microcomputer.

[These courses "Introduction to dBASE III+" are sponsored by the ASHTON-TATE (H.K.) Ltd.]

Programming in dBASE

This is a follow-up course of Introduction to dBASE III+. 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-in-charge: W.C. Ying, B.Sc. (Eng.)(H.K.) LL.B., M.Sc. (Lond.), M.B.C.S., C.Eng., Barrister-at-Law, Chief Programmer, University of Hong Kong

Places : Room LG101, K.K. Leung Building, HKU
(Workshop) Room 808, K.K. Leung Building, HKU

231. Fridays, 6.30 - 9.00p.m., commencing January 8, 1993
(Workshop) Wednesdays, 6.00 - 8.00p.m., January 20, 1993

232. Fridays, 6.30 - 9.00p.m., commencing January 8, 1993
(Workshop) Wednesdays, 8.00 - 10.00p.m., January 20, 1993

6 meetings & 8 workshops

Fee : \$1,550

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

Each student will be assigned to one microcomputer.

233. 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.

Topics include: basic DOS commands, dBASE IV commands, simple file handling and data manipulation, report generation, and application of dBASE IV.

Enrolment is limited to 17

Tutor : C.K. Lai, B.S.Sc.(C.U.H.K.); Dip. Comp.St. (Melb.)

Place : Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kln.

Date : Fridays, 6.30 - 9.30p.m., commencing September 25, 1992

7 meetings

Fee : \$1,250

Medium of Instruction: English & Cantonese

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

234. Advanced dBASE IV

This is a follow-up course for "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 17

Tutor : C.K. Lai, B.Sc.(C.U.H.K.); Dip. Comp.St. (Melb.)

Place : Tsim Sha Tsui District Kai fong Welfare Association, 2/F., 136A Nathan Road, Kln.

Date : Fridays, 6.30 - 9.30p.m., commencing November 20, 1992

5 meetings

Fee : \$1,000

Medium of Instruction: English & Cantonese

Each student will be assigned to use 1 microcomputer.

Those who have basic knowledge of dBASE III+ or IV can also apply.

235. An Introduction to Oracle

This course introduces the popular relational database management system - Oracle. Participants will learn how to use Oracle to build some small yet useful applications using SQL* PLUS and SQL* FORMS.

Syllabus: Relational database, database design, SQL*PLUS, user interface, SQL*FORMS. *Enrolment is limited to 16*

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

Place : Training Centre of Wealthland Consultants & Management Ltd. Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., Hong Kong

Date : Tuesdays, 6.30 - 9.00p.m., commencing October 27, 1992

8 meetings

Fee : \$1,800

Pre-requisite: Applicants should have exposure to database management system, e.g. dBASE.

III. Programming Languages

Microcomputer Programming for Beginners (With Workshops)(CIT 105)

The course gives an introduction to microcomputers and programming for microcomputers. As BASIC is the popular language of communication for all machines, the syllabus will include BASIC as the focal point for the discussion on programming. *Enrolment is limited to 18*

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

Places : Room G3, James Hsioung Lee Science Building, HKU

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

237. Thursdays, 8.10-9.40 p.m., commencing October 15, 1992

(Workshop) Tuesdays, 6.00-7.45 p.m., November 10, 1992

238. Thursdays, 8.10-9.40 p.m., commencing October 15, 1992

(Workshop) Tuesdays, 7.50-9.35 p.m., November 10, 1992

10 meetings & 7 workshops

Fee : \$990

Medium of Instruction: Cantonese supplemented with English

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.

These courses are designed to help the participants learn to program in C. Besides teaching how to make use of the language effectively, useful algorithms and principles of good programming style will be illustrated.

Syllabus: Introduction and overview 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 16

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

Places : Room 230, Knowles Building, HKU
(Workshop) Training Centre of Wealthland Consultants & Management Ltd. Room 1612, Hong Kong Plaza, 186-191, Connaught Rd. W., H.K.

- 239.** Tuesdays, 6.30-9.30 p.m., commencing September 22, 1992
(Workshop) Thursdays, 6.00-8.00 p.m., September 24, 1992
- 240.** Tuesdays, 6.30-9.30 p.m., commencing September 22, 1992
(Workshop) Thursdays, 8.00-10.00 p.m., September 24, 1992
- 241.** Wednesdays, 6.30-9.30 p.m., commencing January 6, 1993
(Workshop) Thursdays, 6.00-8.00 p.m., January 14, 1993
- 242.** Wednesdays, 6.30-9.30 p.m., commencing January 6, 1993
(Workshop) Thursdays, 8.00-10.00 p.m., January 14, 1993

5 meetings & 6 workshops Fee : \$1,600

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

[This course is jointly organized with Wealthland Consultants & Management Ltd.]

Advanced Programming Using C (CIT 105)

These courses are to provide participants with a thorough coverage of the programming language C, with particular emphasis on good programming style and techniques. The power, expressiveness, and versatility of the language will be demonstrated with examples taken from various application domains.

Syllabus: Introduction and a quick overview of C; an introduction to the C development environment on UNIX using workstations; the ANSI standard; simple I/O; basic data types, operators and expressions; control constructs; functions and program structures; advanced data types; advanced I/O, operating system interfaces; applied data structures and algorithms; programming style and techniques; structured programming issues; efficiency considerations; and real life applications and examples.

Enrolment is limited to 12

Tutor-in-charge: Charles Y.W. Cheung, M.Sc., B.Sc.
(Toronto), Computer Officer,
University of Hong Kong

Places : Room 230, Knowles Building, HKU
(Workshop) Room 210, Run Run Shaw Building, HKU

- 243.** Thursdays, 7.00-9.30 p.m., commencing October 1, 1992
(Workshop) Fridays, 6.00-10.00 p.m., October 16, 1992
- 244.** Thursdays, 7.00-9.30 p.m., commencing October 1, 1992
(Workshop) Mondays, 6.00-10.00 p.m., October 19, 1992

8 meetings & 7 workshops

Fee : \$1,950

These courses assume no prior knowledge of C but applicants should know at least one programming language (Please indicate in your application).

Please note that the course fees will only be collected from those successful applicants after the selection process. Closing date for applications: September 15, 1992.

PC Assembly Language and Systems Programming

This course is designed for PC users, teachers and programmers who wish to extend their knowledge in PC and systems programming.

PC users are frequently required to program at a lower level in order to perform hardware specific tasks, such as disk and file utilities, software protection, graphics, etc., and to attain optimal performance. This course introduces concepts and techniques in programming PC's with Assembly Language. Comparison and interface between high level languages and assembly language are discussed. Intense workshops with interesting examples and exercises are included.

Syllabus: Introduction-basic computer concepts, number systems and overview of the 8088 microprocessor family; 8088 microprocessor instruction set and addressing modes; Microsoft Macro Assembler and related utilities; Relations and interfaces between high level languages and assembly language; Introduction to programming with DOS internals and system calls; Introduction to programming with PC hardware and BIOS function calls.

Enrolment is limited to 16

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

Places : Room 13, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
(Workshop) Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong

- 245.** Thursdays, 6.30-9.00 p.m., commencing January 7, 1993
(Workshop) Wednesdays, 6.15-8.00 p.m., January 20, 1993
- 246.** Thursdays, 6.30-9.00 p.m., commencing January 7, 1993
(Workshop) Wednesdays, 8.00-9.45 p.m., January 20, 1993

10 meetings & 10 workshops

Fee : \$1,760

Entry Requirement: Participants are expected to have knowledge in PC's and high level computer programming language.

IV. Computer Networking/ Data Communication

247. Elements of Computer Networking

This course is intended to give the participants a general and clear picture of computer networking technology. Basic concepts of various aspects related to computer networks will be addressed. Practical considerations on the popular PC networks and their connectivities with mini/mainframe computers will be highlighted.

Syllabus: Introduction to network technology and architecture; ISO/OSI 7-layer model, theoretical basis for data communications; data link control; network topology; switched and broadcast communication networks; network routing; local area networks (LAN) including Ethernet, Token ring and Token bus; internetworking devices; bridge, router and gateway; inter-LAN connections; PC LAN connectivities to mini/mainframes; computer communication architectures and protocols; the OSI model; the DoD TCP/IP model; network access protocols: X.25, PAD, X.21, ISDN and LLC; principles of internetworking; reliable end-to-end transport protocols; session protocol; presentation and application protocols; network management; practical considerations; applications and examples.

An additional 2-hour workshop on Novell LAN operation and PC to Host connectivity with TCP/IP will be provided.
Enrolment is limited to 40

Tutor : William K. P. Chan, B.Sc. (C.S.) (H.K.)

Place : Room 230, Knowles Building, HKU
Date : Wednesdays, 6.30-9.00 p.m., commencing September 30, 1992

10 meetings Fee : \$825

Basic knowledge of computer principles and/or some experience with computer applications.

(2 practical/demonstration sessions will be arranged).

Introduction to Local Area Networks with Microcomputers

This course is intended for users who wish to attain some concepts and practical knowledge on local area networks (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 an introduction to the concepts and practical details of LAN, with the focus of discussion on microcomputers. Workshops are designed to provide practical experience on LAN.

Syllabus: Introduction and concepts in data communications and local area network (LAN); 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 application; Design and installation of microcomputer LAN.
Enrolment is limited to 16

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

Places : Room 13, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
(Workshop) Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong

- 248.** Thursdays, 6.30-9.30 p.m., commencing October 15, 1992
(Workshop) Wednesdays, 6.15-8.00 p.m., November 4, 1992
- 249.** Thursdays, 6.30-9.30 p.m., commencing October 15, 1992
(Workshop) Wednesdays, 8.00-9.45 p.m., November 4, 1992

8 meetings & 5 workshops Fee : \$1,380

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

250. Data Communication with Modems and the use of Bulletin Boards

Data communication with modems adds a new dimension to the power of PC users. This course introduces the concepts and techniques in using data communications and Bulletin Board System (BBS). Participants are expected to have some knowledge in PC and DOS operation. Where possible, demonstration on the use of modems and communication packages will be provided.

Topics include: Introduction to the concepts and fundamentals of data communications with modems and PC. General overview of the Bulletin Board System (BBS) – concepts, history, local establishments and communications between BBS. Public Domain software and BBS. Installation of modems and use of communication packages. The use of Opus BBS and Quick BBS. Introduction to the installation of BBS.
Enrolment is limited to 50

Tutors: K.W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E.
C.K. Yuen, B.Sc.(C.U.H.K.), Cert.Ed.(H.K.)

Place : Room 230, Knowles Building, HKU
Date : Tuesdays, 6.30 - 9.00p.m., commencing December 15, 1992

7 meetings Fee : \$600

V. Aided Design/Drafting (CAD)

AutoCAD Basic Drafting

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

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

Topic include: AutoCAD fundamentals, I/O devices used by AutoCAD, AutoCAD user interaction, Alternative command and co-ordinate input methods, AutoCAD commands - draw, edit, display control, drawing aids, inquiry, introduction to layer. *Enrolment is limited to 30*

Tutor-in-charge: K.C. Ko, B.A.(A.S.), B.Arch.,
M.Arch.(CAD), H.K.I.A., R.I.B.A.,
A.P.(list 1), Lecturer, HKU

Place : Room 314, Knowles Building, HKU

252. 6.30-9.30 p.m., September 23, 25, 28, 30 & October 2, 1992

253. 6.30-9.30 p.m., October 23, 26, 28, 30 & November 2, 1992

254. 6.30-9.30 p.m., November 25, 27, 30 & December 2, 4, 1992

5 meetings

Fee : \$1,210

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

Medium of Instruction: English for Course 254
Cantonese with English terminologies for Courses 252, 253

AutoCAD Advanced Drafting

This course is intended to equip participants 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: Colour, line type, symbol library, attributes, dimensioning layer management, hidden line removal, 2.5D, viewports, introduction to data exchange - DXF and IGES. *Enrolment is limited to 30*

Tutor-in-charge: K.C. Ko, B.S.(A.S.), B.Arch.,
M.Arch.(CAD), H.K.I.A., R.I.B.A.,
A.P.(list 1), Lecturer, HKU

Place : Room 314, Knowles Building, HKU

255. 6.30-9.30 p.m., October 9, 12, 14, 19 & 21, 1992

256. 6.30-9.30 p.m., December 9, 11, 14, 16 & 18, 1992

5 meetings

Fee : \$1,210

Medium of Instruction: Cantonese with English terminologies

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

257. AutoCAD 3D

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

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

Topic include: Differences in 2D, 2.5D and 3D, AutoCAD 3D representation methods, AutoCAD 3D commands, User coordinate system, generating perspective views, surface modeling, shading. *Enrolment is limited to 30*

Tutor : K.C. Ko, B.A.(A.S.), B. Arch., M. Arch. (CAD),
H.K.I.A., R.I.B.A., A.P.(list1), Lecturer, University
of Hong Kong

Place : Room 314, Knowles Building, HKU

Date : 6.30-9.30 p.m., January 29 & February 1, 3, 5, 8, 1993

5 workshops

Fee : \$1,210

Medium of Instruction: Cantonese with English terminologies

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

258. AutoCAD Customisation

Most CAD systems provide a number of alternative input, output, and system set-up formats. While providing choice and flexibility, 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.

Topics include: Customised mouse, tablet buttons, tablet menu and screen menu. Create line types, hatch patterns and text fonts. System variables of AutoCAD. Data ex-

change using DXF and IGES. Using script. Introduction to AutoLISP. *Enrolment is limited to 30*

Tutor : K.C. Ko, B.A.(A.S.), B.Arch., M.Arch.(CAD), H.K.I.A., R.I.B.A., A.P.(list1), Lecturer, University of Hong Kong

Place : Room 314, Knowles Building, HKU
Date : 6.30-9.30 p.m., February 12, 15, 17, 19, 22, 1993
5 workshops Fee : \$1,320

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

259. Intergraph Microstation 2D/3D Basic Operation

This course is intended to equip participants with the fundamental concepts and operational knowledge of Intergraph microstation (Version 4). Most basic features of Intergraph microstation will be covered.

Topics include: Intergraph microstation fundamentals, I/O devices used, user interaction, Alternative command and co-ordinate input methods, basic commands.
Enrolment is limited to 20

Tutor-in-charge: K.C. Ko, B.A.(A.S.), B.Arch., M.Arch.(CAD), H.K.I.A., R.I.B.A., A.P.(list 1), Lecturer, HKU

Place : Room 314, Knowles Building, HKU
Date : 6.30-9.30 p.m., November 6, 9, 11, 13, 16, 18 & 20, 1992
7 workshops Fee : \$1,650

Medium of Instruction: Cantonese with English terminologies

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

260. Intergraph Microstation 2D/3D Advanced Operation

This course is intended to equip participants to take full advantage of Intergraph microstation advanced features.

Topics include: symbol library, reference files and layers, 3D wireframe and surfaces, introduction to data exchange.
Enrolment is limited to 20

Tutor-in-charge: K.C. Ko, B.A.(A.S.), B.Arch., M.Arch.(CAD), H.K.I.A., R.I.B.A., A.P.(list 1), Lecturer, HKU

Place : Room 314, Knowles Building, HKU
Date : 6.30-9.30 p.m., January 4, 6, 8, 11, 13 & 15, 1993
6 workshops Fee : \$1,650

Entry Requirement: applicants should have completed the 'Intergraph Microstation 2D/3D Basic Operation' or equivalent course.

VI. Chinese Computing

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

本課程著重介紹目前市面流行之中文輸入法--倉頡輸入法，並介紹「倚天」中文系統之特點、造字系統及文書處理之有關技巧：字體之轉換、表格製作及該中文系統之有關列印指令等。課程包括充足實習時間讓學員掌握中文輸入。
(限收十七人)

主 講 人：陳耀輝先生
地 點：九龍彌敦道136號A，尖沙咀街坊福利會2字樓
時 間：一九九二年十一月五日起每星期四下午六時三十分至九時三十分
全期學費：一千一百五十元 (共六講)

262. 中文電腦桌上排版基礎課程 (Chinese Desk Top Publishing)

課程概述及目的：中文電腦技術近年來發展迅速，由於中文輸入瓶頸得到解決，中文電腦桌上排版(DTP)即應運而生，輸出水準也愈來愈高，這項技術已開始被政府機構、各大企業、銀行、學校使用，並受到報界、出版界、廣告界的重視，其發展前景顯示樂觀。但由於這方面人材處於真空，防礙著這新技術的普及應用，為適應社會上這個需要，特開設本課程。

適合參加人士：政府機構、各企業、公司、學校從事中文文字處理工作者，出版界、報界、雜誌社、廣告界從事中文植字排版工作者，或有志學習者。(參加者須具有電腦基礎知識，並已初步掌握輸入中文的人士。)

課程內容：(1)中文植字排版技術發展的概述；(2)中文電腦桌上排版的出現和如何選擇桌上排版系統；(3)中文幕前式桌上排版的介紹和示範；(4)中文幕後式桌上排版的介紹、示範及指令使用和練習；及(5)中文桌上排版的發展前景。
每班限收十四人

課程形式：講授、示範及實習(一人一機親自操作)

主 講 人：伍山科技發展有限公司之導師
地 點：香港灣仔洛克道276-278號安隆商業大廈19字樓伍山中文之星培訓中心
時 間：一九九二年九月三十日起每星期三、五下午六時半至九時半
全期學費：一千三百二十元 (共四講)

(本課程與香港伍山科技發展有限公司合辦)

263. 中文電腦基本概念及倉頡輸入法 (Elementary Chinese Computing & Dragon Input Method)

本課程著重介紹中文電腦之應用及倉頡輸入法。內容包括：(1)中國文字之特性；(2)中英文電腦之分別；(3)中文電腦發展史；(4)中文字形產生器(5)中文字碼的類別；(6)各類中文電腦輸入法；(7)中文電腦輸出技術；(8)中文操作系統在英文操作系統內如何運作？(9)各類中文系統；(10)中文電腦語言；(11)中文電腦軟件；(12)專用中文文書系統(13)掌上中文專用系統(14)倉頡輸入法；(15)如何選擇中文電腦系統？

本課程適合一般電腦從業員或對中文電腦有興趣之人士參加。

主講人：鄧文榮先生 Dip. Soc. (H.K.), B Sc (Winnipeg)
地點：香港大學鈕魯詩樓 230 室
時間：一九九二年十月三日起每星期六下午二時三十分至四時三十分
全期學費：五百元 (共十二講)

VII. Seminars

264. Program Testing Methodology

It is an unpleasant but common experience that software projects, particularly the large and complex ones, do not meet target completion dates, exceed estimated costs, and still contain errors after delivery. In view of the high cost of software development, software reliability and validity have received increasing attention. Amongst debugging, testing and verification, testing is the most practical and successful approach in removing errors from the programs. Recent research has changed program testing from an intuitive and ad hoc technique to a systematic and integrated discipline.

In this seminar, the state-of-the-art and the state-of practice of program testing will be presented. This seminar is designed for the project managers, systems analysts, programmers and computer systems auditors.

Seminar Contents: software reliability and validity, program debugging, testing and verification, program testing technologies statis analysis, dynamic analysis, test data selection, data flow analysis, program instrumentation, mutation analysis, symbolic execution, etc.

Tutor : T.Y. Chen, B.Sc., M.Phil.,(H.K.), M.Sc.,
D.I.C.(London), Ph.D.(Melbourne)
Date : 9.00 a.m.- 5.00 p.m.(Fri), 9.00 a.m.- 1.00p.m.(Sat),
October 2 & 3, 1992

2 meetings Fee : \$1,600

Closing date for application: September 18, 1992.

Dr. T.Y. Chen received his B.Sc. and M.Phil from the University of Hong Kong, M.Sc. and D.I.C. from the Imperial College of Science and Technology and Ph.D. from the University of Melbourne.

After having worked for many years at the University of Hong Kong, he is currently a Senior Lecturer in Computer Science at the University of Melbourne. Apart from his research and teaching at the universities. Dr. Chen has been offering training and consultancy services to many organizations, including government departments and public companies in the finance, securities, computing and industrial sectors. He is well experienced in lecturing computer courses to management personnel, computer users as well as computer professionals.

Dr. Chen's main research interests include software engineering and semantics of programs.

265. Introduction to Multimedia

Multimedia has been described as one of the key technologies affecting how humans interact with computers in the future. It allows the coordinated use of multiple channels - text, graphics, audio, video - to deliver information. Although frequently discussed in a computing setting, multimedia will in fact impact us many other ways, including education, entertainment, business. As is common in an emerging and important area, companies are introducing a multitude of multimedia products and several standards have been proposed, making it quite difficult for the layman to understand in what direction this technology is heading. In this seminar, we will examine the various hardware and software components that make multimedia computing possible. We will survey multimedia applications that exist today and that are expected to emerge in the not too distant future and discuss how this important new technology will affect our daily lives.

Enrolment is limited to 50

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Date : 6.30 - 9.30p.m., October 12 & 13, 1992

2 meetings Fee : \$500

266. Expert Systems (with Workshop)

This seminar provides an in-depth discussion on Expert Systems. It is aimed at those who wish to acquire, in detail, the techniques and skills of building Expert Systems. The seminar is divided into two parts. The first part consists of one-day course on the concepts and techniques of Expert Systems. The second part is a workshop where participants will be introduced to a popular Expert Systems environment and gain hands-on experience in Expert Systems building.

At the end of the course, the students are expected to: (1) understand in detail the vocabulary of expert systems. (2) have experienced what is involved in building an expert system. (3) know a methodology for implementing expert

systems. (4) be up-to-date on current research issues in expert systems. *Enrolment is limited to 20*

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Places: SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
(Workshop) Room 314, Knowles Bldg., HKU

Date : 9.00 a.m.-5.00 p.m., October 15, 1992
(Workshop) 5.00-9.00p.m.(Fri), 2.00-8.00p.m.(Sat),
October 16 & 17, 1992

1 meeting & 2 workshops Fee : \$1,350

267. Object Oriented Approach

The object-oriented paradigm is being increasingly adopted in the design and development of complex software projects, database management systems and other applications. This approach differs significantly from the traditional one and has been reported to improve programming productivity as well as facilitate software maintenance. This one-day seminar will cover the basics of this paradigm and introduce the fundamental concepts of the object-oriented approach, including objects, classes, hierarchies, inheritance and polymorphism. We will show how this paradigm economises on development costs by encouraging software extensibility and re-usability. No knowledge of specific programming language constructs is required, but general familiarity of high-level language concepts is assumed.

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Places: SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : 9.00 a.m. - 5.00 p.m., October 19, 1992

1 meeting Fee : \$500

Dr. K.P. Lee received his B.A. in Mathematics from the University of Hong Kong and Ph.D. in Computer Science from the State University of New York at Buffalo. After having taught for a number of years and worked for Bell Laboratories, he is currently a senior member of the research staff at the Artificial Intelligence Research Department of Philips Laboratories in New York. His current interest is in the theory and practice of expert systems and he is involved in designing and building an expert system for the diagnosis and repair of the Philips Tomoscan 300 series of CAT scanners.

VIII. SPACE Certificate Courses

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

本課程選用「中文之星」中文電腦系統，內容包括：
(一)個人電腦的基本概念；(二)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，中文電腦的特殊功能介紹(如加字、造字、片語、內碼轉換、繁簡轉換等)，各種中文電腦系統及各種輸入法的綜合介紹；(三)詳述倉頡第四代輸入法的原理及規則；(四)中文電腦文書處理操作；(五)中文電腦如何應用英文軟件；(六)綜合介紹中文個人電腦桌上植字排版技術的發展和應用。

完成課程後，學員可系統地全面掌握中文電腦的知識，每分鐘最低可輸入中文12個字，並能獨立操作中文電腦。

主講人：關永強先生(香港大學電算機中心高級電腦主任)

伍山科技發展有限公司中文電腦訓練中心之導師

香港生產力促進局之導師

268.

講授課程：一九九二年九月二十八日起逢星期一下午七時至九時，香港大學屬樹雄樓104室。

實習課程：一九九二年十月十五日起逢星期四下午六時至九時三十分，九龍尖沙咀星光行911室。(十二課講授及十二課實習，另加十小時試前實習時間)

269.

講授課程：一九九二年九月二十八日起逢星期一下午七時至九時，香港大學屬樹雄樓104室。

實習課程：一九九二年十月十四日起逢星期三下午六時至九時三十分，香港灣仔洛克道276-278號安隆商業大廈19字樓伍山中文之星培訓中心。(十二課講授及十二課實習，另加十小時試前實習時間)

270.

講授課程：一九九二年九月二十八日起逢星期一下午七時至九時，香港大學屬樹雄樓104室。

實習課程：一九九二年十月十六日起逢星期五下午六時至九時三十分，香港灣仔洛克道276-278號安隆商業大廈19字樓伍山中文之星培訓中心。(十二課講授及十二課實習，另加十小時試前實習時間)

全期學費：每班三千二百元(包括上課時所用之磁碟及講義)

入學資格：本課程適合一般從事印刷、植字之人士及一般辦公室文員、秘書等參加。學員須具中五程度，並懂得書寫中文，英文打字及DOS基本知識。

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。

申請人須將申請表格，回郵信封及學歷副本一併交回或寄回本學院。報名時無需繳交學費，本學院將個別書面通知獲取錄者及繳費辦法。查詢電話：859 2418

截止日期：一九九二年九月十五日

(本課程與香港生產力促進局合辦)

Certificate Course in Microcomputer Applications

This course aims to provide a comprehensive study of microcomputer applications. Participants will learn the fundamentals of microcomputers and some of the most commonly used microcomputer packages in wordprocessing, spreadsheet and database management. Preference will be given to applicants to whom the skills taught will be of direct relevance.

Syllabus: Fundamentals of microcomputers, DOS operations, Computer programming with BASIC, a wordprocessing package (WordPerfect), a spreadsheet package (SYMPHONY) and a data-base management package (dBASE). *Enrolment is limited to 40*

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

271.

Places : Room 726, Knowles Building, HKU
(Workshop) Room 808, K.K. Leung Building, HKU
Date : Thursdays, 6.30 - 9.00p.m., commencing October 8, 1992
(Workshop) Saturdays, 2.00 - 6.00p.m., October 31, 1992

272.

Places : Room 726, Knowles Building, HKU
(Workshop) Room 201, Run Run Shaw Building, HKU
Date : Thursdays, 6.30 - 9.00p.m., commencing October 8, 1992
(Workshop) Mondays, 6.00 - 10.00p.m., November 2, 1992

273.

Places : Room 726, Knowles Building, HKU
(Workshop) Room 201, Run Run Shaw Building, HKU
Date : Thursdays, 6.30 - 9.00p.m., commencing October 8, 1992
(Workshop) Tuesdays, 6.00 - 10.00p.m., November 3, 1992

20 meetings & 25 workshops Fee : \$4,000

(Workshop meetings consisting of computer and tutorial sessions)

Applicants should have completed secondary education or above.

Assessment: An examination will be conducted at the end of the course. The award of a School 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.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fees will only be collected from those successful applicants after the selection process.

Closing date for applications: September 19, 1992.

Certificate Course in Database Design and Management

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

Syllabus: Database approach and its objectives; The ANSI/SPARC three-level database architecture; Basic data models (hierarchical, network, relational); Data dependencies and normalization; Relational database design (analytic & synthetic approaches); Database application design; Database integrity and security; Data Dictionary and Information Resource Dictionary System; Fourth Generation Languages; information retrieval system; Two-level superimposed coding scheme for rapid data retrieval.

Enrolment is limited to 20

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

Places : Room 102, James Hsioung Lee Science Building, HKU
(Workshop) Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186-191, Connaught Road W., H.K.

274. Wednesdays, 6.30-9.30 p.m., commencing October 28, 1992

(Workshop) Fridays, 6.00-10.00 p.m., November 6, 1992

275. Wednesdays, 6.30-9.30 p.m., commencing October 28, 1992

(Workshop) Saturdays, 2.00-6.00 p.m., November 7, 1992

16 meetings & 12 workshops Fee : \$4,250

Minimum Entry Qualifications: Applicants should be familiar with at least one high level programming language and/or have exposure to a database management system 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.

Assessment: 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: October 2, 1992.

Certificate Course in Information Systems

With the development of advanced computers and communication equipment, information systems have played a very important role in the management decision and productivity. Information systems are essential and critical in the infrastructure of a urban advanced society.

This course aims to provide a comprehensive study of the principles and technologies used in the development of information systems. Popular tools will be used for the projects and case studies in this course.

Syllabus: Information systems in organizations; concepts of systems and information; organization of data on storage devices, characteristics of storage devices, file design considerations; information systems development considerations (user interfaces, security, reliability, integrity, etc.); concepts and techniques for information systems analysis and software development (including software life cycle; feasibility study; requirements analysis techniques, software specification techniques, software design techniques; programming paradigms and methodologies); overview of office information systems in business (word processing, desktop publishing, electronic mail, spreadsheet, networking, etc). *Enrolment is limited to 16*

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

Places : Room 230, Knowles Building, HKU
(Workshop) Room 1612, Hong Kong Plaza, 186-191
Connaught Road W., Hong Kong

276. Thursdays, 6.30 - 9.30p.m., commencing January 7, 1993
(Workshop) Mondays, 6.00 - 10.00p.m., January 18, 1993

277. Thursdays, 6.30 - 9.30p.m., commencing January 7, 1993
(Workshop) Tuesdays, 6.00 - 10.00p.m., January 19, 1993

16 meetings & 12 workshops Fee : \$4,500

Applicants should have passed 5 subjects including English and Mathematics at Grade E or above in the Hong Kong Certificate of Education Examination or equivalent. Preference will be given to those with programming experience.

Assessment: An examination will be conducted at the end of the course. The award of the certificate is conditional on 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: December 11, 1992.

BSc Degree in Computing and Information Systems [University of London]

Introduction

The School of Professional and Continuing Education (SPACE) is provisionally accredited to offer courses in Hong Kong leading to a Bachelor of Science (B.Sc.) 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

- satisfy the London University's general entrance requirements;
- reach a level of competence in Mathematics (a pass at GCE A-level in a Mathematical subject, or a pass in AS-level Pure Mathematics, or equivalent.)

Applicants may be required to provide evidence of oral and written competence in English.

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 progression in learning from Level 1 to Levels 2 and 3:

Level 1: 4 compulsory full-units

- Introduction to computers and computer programming
- Mathematics for computing
- Principles of business computing and the nature of business systems
- Data, information, and information storage

Level 2: 4 compulsory full-units

- Databases
- Programming languages, information representation and processing
- Systems development methodologies
- Telecommunications and computer communications

Level 3

4 to 6 half-units AND a project (valued as 1 full-unit)

(Subjects to be offered will be announced later)

Examination

Examinations will be held once a year commencing in May/June. Students may attempt examinations in a minimum of 2 full course-units and up to a maximum of 4 full course-units. The maximum number of attempts permitted at any full or half course-unit examination is three.

Exemptions

No exemptions will be considered for the academic year 1992-93.

Course Tuition

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

Library Access

Students will be given a Reader's card for access to the Library of the University of Hong Kong.

Course Syllabuses

Level 1 courses to be offered in 1992-93:

337. Introduction to Computers and Computer Programming
 338. Mathematics for Computing
 339. Principles of Business Computing and the Nature of Business Systems
 340. Data, Information and Information Storage

337. Introduction to Computers and Computer Programming (CIS101)

History of the development of the digital computer, principles of structured programming, PASCAL, programming, elements of a computer's hardware, internal structure and operation of a computer, operating systems, programming languages, data structures, efficiency of algorithms.

Lecture meetings: Tuesdays, 7-10 p.m.
 starting August 18, 1992 (18 meetings)
 Workshop/Tutorial: two hours per week as scheduled on
 weekday evenings or Saturdays
 Revision sessions: about 12 hours as scheduled

338. Mathematics for Computing (CIS102)

Collection and graphical display of data, sets and set operations, number systems and representations, functions, laws of logic, permutations, combinations, probability, graphs, representation of a graph in a computer.

Lecture meetings: Fridays, 7-10 p.m.
 starting August 21, 1992 (18 meetings)
 Workshop/Tutorial: two hours per week as scheduled on
 weekday evenings or Saturdays
 Revision sessions: about 12 hours as scheduled

339. Principles of Business Computing and the Nature of Business Systems (CIS103)

Programming methodology, Jackson Structured Programming (JSP) techniques, business environment and applications, COBOL, 4GL.

Lecture meetings: Tuesdays, 7-10 p.m.
 starting December 22, 1992
 (18 meetings)
 Workshop/Tutorial: two hours per week as scheduled on
 weekday evenings or Saturdays
 Revision sessions: about 12 hours as scheduled

340. Data, Information and Information Storage (CIS104)

Systems concepts, data, information, knowledge, information systems, relational algebra, data modelling, codes, data representation, data manipulation, data input, forms design, data output, knowledge representation, optical storage technologies.

Lecture meetings: Fridays, 7-10 p.m.
 starting January 8, 1993 (18 meetings)
 Workshop/Tutorial: two hours per week as scheduled on
 weekday evenings or Saturdays
 Revision sessions: about 12 hours as scheduled

Levels 2 and 3 courses will be offered from 1993-94 and 1994-95, respectively.

Teaching Venue

Sheung Wan Civic Centre or University of Hong Kong or other study centres to be announced nearer the time.

Fee

Course fee to SPACE	HK\$4,800 per subject
Application fee to the University of London	£30
Registration fee to the University of London	£300

(Fees are subject to change annually)

Enrolment

Students who register for the B.Sc. degree must also enrol on the courses offered by SPACE. Students who wish to take the courses starting in August are advised to apply for admission to the degree programme and the courses by **July 1, 1992**. Applications with uncertain entrance qualifications have to be referred to the Special Admission Panel of the University of London for consideration and this usually takes four to six weeks to reach a decision. These applicants are strongly advised to submit their applications as soon as possible.

Applications for the SPACE courses will be considered on a first-come-first served basis and preference will be given to students of this B.Sc. degree.

Apply for admission to the B.Sc. degree programme and SPACE courses Before July 1, 1992

Register for the B.Sc. degree programme and SPACE courses (starting in August, 92) Before August 10, 1992

Application forms and further details will be obtainable from:

(1) SPACE Town Centre, Suite 1504-05, 15/F., Shun Tak Centre, West Tower 200 Connaught Road Central Hong Kong (Tel: 8584515)	(2) University Office Room 1, G/F., University Main Bldg., Pokfulam Road, Hong Kong (Tel: 8592791)
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Postgraduate Certificate Course in Computing Studies

Part I: Tuition in Hong Kong,
School of Professional & Continuing
Education, University of Hong Kong.

March, 1993 - November, 1993

Part II: Tuition in Australia,
Department of Computer Science, Mel-
bourne University (January/February, 1994)

Students passing the two papers in Part I will study for 4 weeks at the University of Melbourne in Australia. This will be a period of intensive practical activity and will provide students with an opportunity to obtain experience with advanced computer systems.

Course Directors:

Mr. Danny Tang, Manager, Computer Information Centre,
University of Science & Technology
Prof. P.C. Poole, Professor of Computer Science and Head,
School of Information Technology and
Electrical Engineering, and Assistant Vice
Chancellor (Information Technology)
University of Melbourne

Introduction:

This course aims to provide professional training in computing for graduates of other disciplines. It is designed to serve as a conversion course at postgraduate level and is particularly useful for executives, administrators and other professionals who wish to enter the computer industry. The emphasis of the course is on the capabilities and applications of computer systems. Particular attention is paid to the fundamental principles of software engineering and to the management and professional responsibility of computing professionals.

The course syllabus is partly derived from that of the Graduate Diploma in Computing Studies at the University of Melbourne in Australia. This postgraduate Diploma (a 1-year full-time or 2-year part-time programme) has been offered for more than a decade and is widely respected throughout the world as one providing an excellent foundation for computer professionals. Many of its graduates now occupy senior positions in the computer industry.

Academic Standing

Holders of the Postgraduate Certificate in Computing Studies from the School of Professional & Continuing Education, University of Hong Kong will be deemed by the University of Melbourne to have completed the first year of the 2-year part-time Graduate Diploma programme.

Travel and Accommodation:

The cost of travel to and from Melbourne and accommodation whilst in Melbourne is not covered by the course fee of the Postgraduate Certificate Course in Computing Studies. Assistance will be provided to the students in finding accommodation for this period. Students should note that it is their responsibility to apply for and obtain a visa to enter Australia for this period of study. The School of Professional & Continuing Education of the University of Hong Kong will provide the necessary supporting documentation for the application and it is not anticipated that students will have any difficulty in obtaining the requisite visas.

Entry qualifications: Applicants should be either:

- (1) University graduates of any discipline or equivalent; OR
- (2) Executives or professionals with at least 5 years of relevant experience

In exceptional cases, outstanding candidates without the above-listed qualifications may be admitted after an interview.

Applicants for this course must have successfully completed an approved course of study which provides an appropriate background and training for them to pursue this programme. Applicants must also have experience in computer programming acceptable to the Selection Committee. In identifying those applicants most likely to pursue the course successfully, the Selection Committee may give preference to applicants who have one or more of the following:

- (i) an honours degree or higher degree;
- (ii) a record of achievement in Mathematics;
- (iii) substantial experience in computer programming;
- (iv) relevant work experience, preferably since graduation;

Syllabus:

Fundamentals of computer organization, systems programming languages; data structures and algorithms; dynamic storage management; file structures and algorithms; programming methods and applications; principles and practice of modern computer packages for communication, document preparation, graphics, data management, system modelling, program preparation, testing and debugging and other applications; user interface design principles; database systems including data modelling, database design, query languages, integrity, security concurrency; introduction to software engineering and the problems connected with the development of large scale software systems; study of the present and potential uses and significance of computers in society and of the management and professional responsibility of computing professionals.

Practical work is an integral part of this course and students will be expected to carry out a number of software projects mainly using the C programming language.

Award of the Postgraduate Certificate in Computing Studies:

Student will be awarded a Certificate provided that:

- (a) they pass the Part I examinations (Paper I and II) held in Hong Kong; and
- (b) they pass the examination paper for Part II held in Melbourne; and
- (c) they complete the course assignments and projects satisfactorily; and
- (d) they satisfy the examiners with their attendance at the lectures and workshops.

Further Studies:

1. A student enrolled on the Postgraduate Certificate of Computing Studies at the School of Professional & Continuing Education, University of Hong Kong may apply (with evidence of satisfactory progress in the Postgraduate Certificate course) for enrolment in the Graduate Diploma in Computing Studies in the University of Melbourne and, after payment of the appropriate fee (currently AUS\$6,300) to the University of Melbourne, complete the Graduate Diploma in the period March - June (inclusive) at the University of Melbourne.
2. Holders of the Postgraduate Certificate in Computing Studies may enrol in the second year of the 2-year part-time Graduate Diploma programme at the University of Melbourne after paying the appropriate fee.

Application (around December, 1992)

Details of course arrangement will be announced later. Persons interested in this course should send a self-addressed envelop to Miss Alice Wong, School of Professional & Continuing Education, University of Hong Kong.

Cambridge Information Technology Certificate

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

Cambridge Information Technology (CIT)

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

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

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

Information for Employers

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

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

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

How to Apply

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

- (i) obtain an "Application for CIT Certificate" form from the School,
- (ii) complete and return the form to the School before the course ends,
- (iii) submit the application fee and a stamp-addressed envelope together with your application.

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

The School of Professional and Continuing Education and the University of Cambridge Local Examinations Syndicate reserve the full right to assess whether or not an applicant satisfies the requirements for the award of the Certificate. Only 70% of the application fee will be refunded to an unsuccessful application.

Available Modules

A) 001 Computer Literacy

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

- Microcomputers for Teachers
- The Principles and Applications of Microcomputers
- Business and Personal Application of Microcomputers (Symphony)
- Certificate Course in Microcomputer Applications

Students of any of the above SPACE courses can apply for the CIT Certificate in Computer Literacy if they have satisfied the following requirements:

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

B) 101 Word Processing

SPACE courses to be designated as CIT module in Word Processing:

- Introduction to WordPerfect
- WordPerfect in Depth
- Introduction to WordStar
- Professional Word Processing with MultiMate
- Certificate Course in Microcomputer Applications

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

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

C) 102 Spreadsheets

SPACE courses to be designated as CIT module in Spreadsheets:

- Introduction to SYMPHONY
- Certificate Course in Microcomputer Applications

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

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

D) 103 Databases

SPACE courses to be designated as CIT module in Databases:

- dBase III+ Workshop
- Introduction to dBASE III
- Introduction to dBase IV
- Introduction to FoxBASE+
- Introduction to Database Management Systems and Structured Query Language
- Certificate Course in Microcomputer Applications

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

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

E) 105 Programming

SPACE courses to be designated as CIT module in Programming:

- Microcomputer Programming for Beginners (With Workshops)
- Introduction to C
- Advanced Programming Using C

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

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

IN-HOUSE TRAINING COURSES

The School organises in-house training courses (for example, computer courses for Municipal Services Administration Staff). Institutes, Companies, Societies and Government Departments which are interested in arranging in-house training courses in Computer Studies for their employees/members should contact Miss Alice Wong (Tel. 859 2418).



**The Main Campus.
Room 1, University Office
at the Main Building Corner**

CRIMINAL JUSTICE & PUBLIC ORDER

Lecturer in charge: John Holford

Telephone: 859 2415

346. Certificate in Criminal Justice

Certificate in Criminal Justice (Access Course to University of Leicester M.A. in Public Order)

This programme, which provides relevant professional and academic education for staff of private, public and voluntary sector agencies involved in the field of Criminal Justice, has been developed in association with University of Hong Kong Department of Sociology and the Centre for the Study of Public Order, University of Leicester, England.

The areas covered are: Law and Society, Criminal Law, Types of Crime, Evaluation and Research Methods, Crime and Deviance, the Criminal Justice System, Juvenile Justice, Police and Policing, Theory and Practice in Correction, Crime Prevention Strategies, Current Issues in Criminal Justice, and Study and Writing Skills.

The Certificate also provides 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 or polytechnic degree programme) with a method of gaining entry to a professionally oriented M.A. programme offered by the University of Leicester in association with SPACE. Students who complete the Certificate course successfully will be eligible for admission to the Leicester M.A. programme.

The course lasts for one academic year. Students normally attend on one evening per week, 6.15-9.30 p.m., and one further evening fortnightly. There are also additional periods of intensive evening study (e.g. five evenings per week), and a few further evening and whole-day sessions.

The next course commences in September 1993. If you wish to be sent further details and an application form when available, please write to Ms. Emily Chin, School of Professional and Continuing Education, enclosing a self-addressed envelope.

347. M.A. in Public Order (University of Leicester)

The M.A. in Public Order is an inter-disciplinary programme designed for people who wish to make an in-depth study of public order and disorder, including such issues as: why societies are ordered, why public order sometimes breaks down, what happens when it does break down, and how various kinds of public disorder can be understood and dealt with.

Topics explored include political and social change, urban problems, and the changing context in which policing takes place. The programme offers a comprehensive study of collective violence, contemporary policing issues, the significance of social justice, riots, civil unrest and other forms of disorder, and methods of reducing crime and disorder.

The M.A. in Public Order is particularly appropriate for staff professionally involved in the fields of criminal justice and public order – such as police, correctional services, customs, immigration, and social work. It is also relevant to other students interested in public order questions.

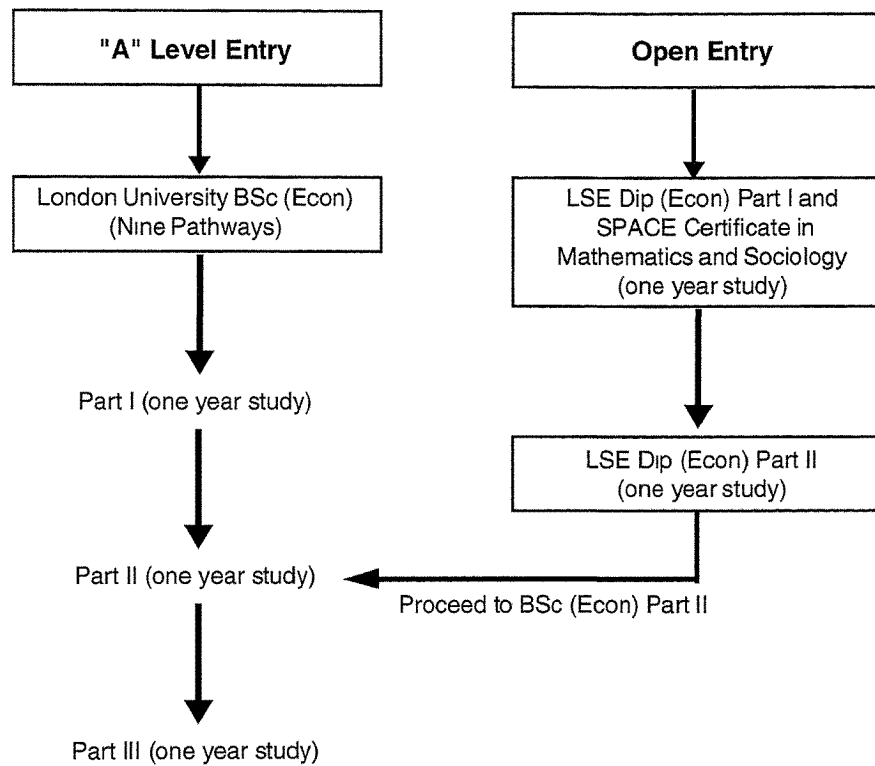
The programme has been developed in partnership between the University of Leicester, Centre for the Study of Public Order, and the University of Hong Kong, School of Professional and Continuing Education. The closing date for admissions for 1992 entry was 6 June. Enquiries regarding 1993 entry should be directed to Ms. Emily Chin, School of Professional and Continuing Education. (Telephone 859 2784).

ECONOMICS, BANKING, INSURANCE & STATISTICS

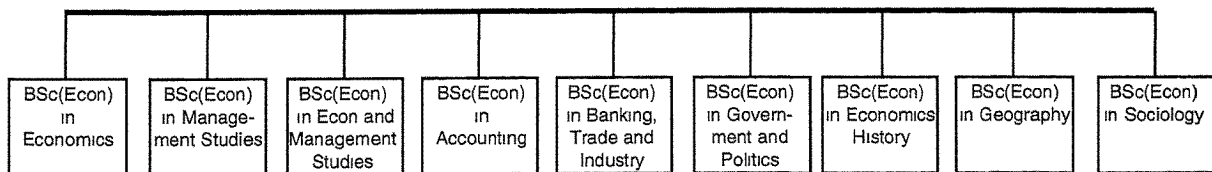
Lecturer in charge: Jennifer G.H. Ng

Telephone: 859 2783

London School of Economics and Political Science External Programme: Diploma in Economics and London University BSc (Econ) Degree



PATHWAYS



London University External BSc (Econ)

These are a series of courses designed to help candidates prepare for Part I, Part II and Part III of the BSc(Econ) examinations. The courses are particularly relevant for those students who have chosen one of the following pathways: Economics; Economics and Management Studies; Accounting; Management Studies; Banking, Trade and Industry. Individual courses may be applicable to students taking other pathways.

These courses may also be of use to students taking professional examinations whose syllabuses are similar.

Courses to be offered in 1992-93:

Part I	Part II & III
Economics B1	Economics B2
Elements of Statistics	Elements of Accounting and Finance
Banking 1	Law and Organisations in England and Wales
Introduction to Sociology	Economics of Industry
Mathematics for Economists	Management Accounting
	Management Science Methods
	Organisation Theory
	Marketing
	Computer-based Information System
	Mathematics for Management
	Management Economics

Lectures will be held on weekday evenings or on Saturday afternoons.

Course Tuition

Part I courses comprise a series of lectures given by local lecturers. Two months before the examinations, lecturers from UK (mainly staff members of LSE) will give a series of revision lectures.

Part II and III courses will be taught by a combination of lectures and tutorials.

Entrance Requirements

To be admitted to the BSc(Econ) degree you have to be able to satisfy the following O and A level requirements, or their equivalent:

(A) Passes in five approved subjects in the GCE Examination of which two must be passed at Advanced Level or

Passes in four approved subjects in the GCE Examination of which three must be passed at Advanced Level

The passes, which need not be obtained in one sitting, must include an approved Mathematical subject at the Ordinary Level. Applicants are required to provide acceptable formal evidence of proficiency in English Language.

(B) Holders of diplomas awarded by local Polytechnics and Colleges who do not fulfil the requirements in (A) above but who do have GCE "O" Level passes in Mathematics may also be considered.

It is not necessary to be registered as an external student with London University to attend the courses though students who wish to take the BSc(Econ) examinations in May/June 1993 will have to register by **17 September 1992**. (Please phone 858 4515 for details of London University Registration.)

Library Provision and Access

Students will be eligible for a reader's card for access to the University Library.

Course Personnel

Director of Studies : Ng, J.G.H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)

Lecturers (local):

Economics B1 : Yen, W.H., B.Soc.Sc., M.Soc.Sc. (H.K.)

Elements of Statistics : Li, C.K., B.A. (Zhongshan), M.Sc. (Bath), Ph.D. (H.K.)

Banking 1 : Chui, P.F.Y., B.B.A. (Hons.) (U.E.A.), A.C.I.B.

Introduction to Sociology : Ms. Pun, S.H., M.A. (Hawaii)

Mathematics for Economists : Cheng, C.M., B.Sc., Ph.D. (H.K.)

Economics B2 : Leung, M.P., B.A. (Hons.)

Elements of Accounting and Finance :
Ms. Ng, Y.N., B.Com (Canterbury),
A.C.I.I.

Law and Organisations in England and Wales :

Ong, C.A., B.A. Law (Ealing
College), LL.M. (Lond.),
Barrister at Law (Lincoln's Inn)

Economics of Industry: Chan, T.L., B.Soc.Sc., M.Soc.Sc. (HK)

Management Accounting :
D. Li, M.B.A. (U.E.A.), F.C.E.A.,
M.Inst. A.M., M.B.I.M., M.I.I.M.

Management Science Methods :
Chu, S.C.K., B.S., M.S. (Cornell),
M.S., Eng. Sc.D. (Col.)

Organisation Theory : To be announced

Marketing : Chan, Y.K., B.B.A., M.B.A. (C.U.H.K.), Dip. C.I.M.

Computer-based Information Systems :
Yau, S.K., B.Sc. (Albany), M.B.A. (Albany)

Mathematics for Management :
Chan, R.H.F., B.Sc. (C.U.H.K.),
M.Sc., Ph.D. (New York)

Management Economics :
Sun, K.H., B.A. (S. Illinois), M.A. (Illinois)

Tuition Fees

The course fee per subject is **\$1,760**. Students must also pay the London University registration and examination fees (see below).

London University Fees and Charges

	GBP
Application handling fee	30
* Initial registration fee	300
Continuing registration fee	90
<i>All students will be required to pay a continuing registration fee in the second and subsequent years.</i>	
Examination fee for each part	220

* *Applicable only on first registration.*

Please write in for detailed course description and timetable enclosing an A4 stamped self-addressed envelope.

351. London School of Economics and Political Science External Programme: Diploma in Economics for External Students And The University of Hong Kong SPACE Certificate in Mathematics and Sociology [BSc(Econ) Access Programme]

Introduction

The School of Professional and Continuing Education of the University of Hong Kong is the only accredited institution in Hong Kong to offer the captioned course to prepare students for the London School of Economics and Political Science (LSE) Diploma in Economics examinations. The course is offered by way of part-time study mode and will be of two years duration. It will be of particular interest to those whose work involves them in issues concerning economic, financial, commercial and social policy.

Holders of the Diploma will be exempted from Part I of the London University BSc(Econ) degree for External Students.

Course StructurePart I (1 year duration)

Mathematics

Either Introduction to Sociology or

Structure of International Society

English for Academic Purposes/Study Skills

Part II (1 year duration)

Economics

Either Elements of Statistics or

Introductory Social and Economic Statistics

English for Academic Purposes/Study Skills

Structure of International Society and Introductory Social and Economic Statistics will not be offered in 1992-1993 but may be offered in future years.

Examinations and Awards

At the end of Part I students will take the LSE examinations in Mathematics and Introduction to Sociology; those passing both papers may proceed to Part II of the programme. Students who fail marginally in one paper but perform reasonably well in the other may also apply to proceed to Part II at the end of which they may be allowed to sit the two Part II papers and the Part I re-examination.

Note that students who have not attended at least 70% of each of the following classes will not have their examination scripts graded by the relevant examiners:

Part I

1. Introduction and revision lectures conducted by UK lecturers
2. Mathematics and Introduction to Sociology lectures
3. Mathematics and Introduction to Sociology tutorials
4. English for Academic Purposes tutorials

Part II

1. Revision lectures conducted by UK lecturers
2. Economics and Elements of Statistics lectures
3. Economics and Elements of Statistics tutorials
4. English for Academic Purposes tutorials

The University of Hong Kong SPACE Certificate in Mathematics and Sociology will be awarded at the end of Part I to all students who:

1. pass the LSE examinations in both papers;
2. have attended the course satisfactorily (70% of lectures and tutorials);
3. obtain an overall pass grade in the continuous assessments of each subject.

Students who obtain the LSE Diploma in Economics at the end of Part II will be given priority for places on the London University BSc(Econ) Part II courses offered by SPACE.

International Recognition

Diploma holders may apply to the University of New South Wales, Australia for partial exemption from its BCom and BEcon degrees, and the University of British Columbia, Canada for partial exemption from its BCom degree. For details, please contact the Director of Studies.

Course Tuition

The course will be taught by a combination of lectures and tutorials, backed up by a series of introductory and revision sessions. Introductory sessions will be conducted by the chief examiner of the program and revision sessions will be taught mainly by staff members of LSE.

Entrance Requirements

Applicants must possess a credit pass in Mathematics in the Hong Kong Certificate of Education Examination (or equivalent). Preference will be given to those applicants who have a good command of English, a continuous work record which indicates career progression and to those who have completed a post-secondary academic course.

Library Provision and Access

Students will be eligible for a reader's card for access to the University Library.

Course Personnel

Director of Studies : Ng, J. G. H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)

Lecturers

Sociology : Ms. Pun, S.H., M.A. (Hawaii)
 Mathematics : Yao, T. H., B.Sc. (H.K.), Dip.Math. (Gött)
 Statistics : Liu, C. K., B.Sc. (Hons), M.Phil. (C.N.A.A.),
 M.I.S., F.S.S., A.F.I.M.A.
 Economics : Chan, T. L., B.Soc.Sc., M.Soc.Sc.(H.K.)
 English for Academic Purposes/Study Skill Co-ordinators:
 Part I - Bruce, N.J., M.A.(Aberd.), M.Sc. (Edin.),
 Postgr.Cert.Ed. (Aberd.),
 Cert.T.E.F.L. Roy Soc. of Art
 Part II - Lewkowicz, J., B.A. (Reading),
 Dip.Ed.(Exeter), M.A. (Lancaster)

Registration and Fees

Students must register for the School of Professional and Continuing Education course before embarking on registration with London University. The course fee for Part I is **HK\$6,830**. Students must also pay the London University registration and examination fees (see below).

London University Fees and Charges

	<u>GBP</u>
* Initial registration fee	300
Continuing registration fee	90
<i>All students will be required to pay a continuing registration fee in the second and subsequent years.</i>	
Examination fee for each part	135

* Applicable only on first registration.

Please write in for detailed course description and timetable enclosing an A4 stamped self-addressed envelope.

352. Postgraduate Certificate in Commerce and Economics [Accredited by The University of New South Wales]

Introduction

The School of Professional and Continuing Education in association with the Faculty of Commerce and Economics of the University of New South Wales, Sydney, Australia offers a part-time postgraduate coursework programme. This programme is intended for:

- (a) graduates who wish to enter the business, finance, economics or related fields but whose major undergraduate studies have been in a discipline other than economics, accounting, finance or business management; and
- (b) graduates who have been concurrently admitted to the University of New South Wales' Master of Commerce (MCom) course or to its Graduate Diploma (GradDip) course in Commerce as a full-fee paying student and who wish to fulfil part of the course requirements in Hong Kong.

Entrance Requirements

- (i) Applicants must hold at least a three-year Professional Diploma or Honours Diploma from a recognized tertiary institution. Preference will be given to those applicants who have a bachelor's degree from a recognized tertiary institution.
- (ii) Applicants are expected to have one year's appropriate experience after graduation.

(Note: Applicants for admission to the University of New South Wales' MCom must hold a bachelor's degree from a recognized tertiary institution. Graduates of 3-year degree courses are normally expected to have one year's appropriate experience after graduation.)

Course Award and Qualification Recognition

Upon satisfactory completion of the programme, students will be awarded a Postgraduate Certificate of Commerce and Economics by the School of Professional and Continuing Education, University of Hong Kong.

Students concurrently admitted to the MCom or GradDip course of the University of New South Wales will have the subjects satisfactorily completed in the Postgraduate Certificate course counted towards fulfilling their particular course requirements.

Course	Course requirement	No. of subjects to be completed by PCCE holders	Minimum residence in Australia (PCCE holders)
UNSW MCom	12 subjects	8 subjects	12 months (Finance - fast track) 18-22 months (other programmes)
UNSW GradDip	6 subjects	2 subjects	4 months

However, the Postgraduate Certificate on its own does not lead to admission either to the MCom or the GradDip course at the University of New South Wales. Moreover, students should note that if admitted to the MCom or the GradDip course subsequent to the award of the Postgraduate Certificate, existing rules do not permit the granting of any exemptions to the MCom or GradDip courses.

PCCE Course Structure and Syllabuses

Sept 92 - Jan 93	Unit 1	Quantitative Analysis A
	Unit 2	Economics A
Jan 93 - May 93	Unit 3	Quantitative Analysis B
	Unit 4	Accounting and Financial Management A

Quantitative Analysis A

Matrix algebra with economic applications. Calculus, including constrained and unconstrained optimization. Introduction to linear and non-linear programming.

Economics A

Microeconomic theory and applications including consumer behaviour and the theory of demand, costs, production and the theory of the firm; price determination under competition, monopolistic and oligopolistic markets. Investment and technology; wages, and the distribution of income; welfare, economic efficiency and public policy.

Quantitative Analysis B

Probability theory and sampling distributions including normal, t , chi-square and F distributions. Multiple regression: estimation and hypothesis testing. The Gauss-Markov Theorem. Economic applications of multiple regression emphasizing essential practical aspects of model building.

Accounting and Financial Management A

An introduction to financial accounting and reporting for companies. Financial information systems design, internal controls. Traditional and alternative concepts and measures. Thinking about accounting.

Course Personnel

Director of Studies: Ng, J. G. H., B.A. (Simon Fraser), M.Soc.Sc., P.C.Ed. (H.K.)

Lecturers:

Quantitative Analysis A:

Chan, R. H. F., B.Sc. (C.U.H.K.), M.Sc., Ph.D. (New York)

Economics A:

Ma, S. K., B.A. (Wash.), M.A. (McM.)

Quantitative Analysis B:

Chan, Y. C., B.Sc. (Nanyang), M.A. (Lancaster), Ph.D. (Manchester)

Accounting and Financial Management A:

Tsang, Y. H., M.B.A. (U.E.A.), F.C.C.A., A.C.I.S., A.H.K.S.A., C.P.A.

VI. Application and Fees:

All applicants are required to complete and return the "Postgraduate Certificate in Commerce and Economics" application form. Application closing date for the course is September 7, 1992. Full course fee is HK\$9,680.

Applicants who also wish to apply for admission to the University of New South Wales' MCom or GradDip course as a full-fee paying student should lodge the application simultaneously with their application for a place in the Postgraduate Certificate course.

The MCom and GradDip application forms and detailed information can be obtained by enclosing a stamped self-addressed 7" x 10" envelope or in person from:

- | | |
|---|--|
| 1. School of Professional and Continuing Education, University of Hong Kong, G/F., University Main Bldg., Pokfulam Road, Hong Kong. Tel: 859 2783 | 2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong. Tel: 547 2225 |
|---|--|

Australian Insurance Institute Affiliateship Courses

Director of Studies: Ms. Y. K. Ho, B.Econ (Malaya), FCII

These revision courses are designed to assist candidates in preparing for the Australian Insurance Institute (AII) Affiliate examinations in general insurance. The affiliate programme caters for those new entrants to the insurance industry as well as those involved in sales and clerical processes. To qualify for the Affiliate membership, candidates must gain six papers in courses 100 to 105.

Courses to be offered (January 1993 - April 1993)

- 353. *Elements of Law and Insurance*
(AII Course No: 100)
- 354. *Insurance of Property* (AII Course No 101)
- 355. *Insurance of Liabilities* (AII Course No: 102)
- 356. *Motor, Marine and Other Classes*
(AII Course No: 103)
- 357. *Elements of Insurance Company Operations*
(AII Course No: 104)
- 358. *Elements of the Law of Commerce*
(AII Course No: 105)

Entrance requirements

There are no educational prerequisites for students entering the affiliate programme. Graduates of some tertiary level courses will be permitted, under the graduate entry programme, to commence their studies at an advanced level. Further details about graduate entry are provided on page 26 of the Australian Insurance Institute 1992 Examination Handbook.

Note that it is not necessary to be a member of AII to attend the courses offered by SPACE though students who wish to take the Australian Insurance Affiliate examinations in May 1993 will have to apply to the Institute by March 2, 1993.

Examinations

The Australian Insurance Affiliate examinations will take place twice a year. The first series are held in May while the second series will be examined in October.

AII Fees and charges

Students who wish to take the Australian Insurance Affiliate Examinations are required to pay these charges to AII:

- *Admission fee : A\$30
(ordinary member)
- Membership subscription : A\$50
(ordinary member)
- Examination fees : A\$50 per subject

**An admission fee is payable by persons applying for membership who have not completed their qualification by AII examination, or who were not current student members during the year immediately past. It is NOT necessary to pay an admission fee to enter for examinations - this procedure is covered by the examination entry fee.*

353. Elements of Law and Insurance (AII Course No: 100)

There is no prerequisite for this course although it should be taken before or concurrent with courses 101, 102, 103, 104 and 105. This course provides a general overview of insurance practices and elementary legal concepts. Topics covered include the evolution and function of insurance,

the insurance market, classes of insurance, insurance documents, the law of contract, principles of insurance and reinsurance.

Place : Room 227, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Mondays, 6.30-9.00 p.m., commencing January 4, 1993

12 meetings

Fee : \$900

354. Insurance of Property (AII Course No: 101)

This course provides an introduction to the fundamentals of the classes of insurance covered under the property branch. It also aims to develop a knowledge of the construction of property policies, risk improvement techniques and loss prevention services. This course should be taken after or concurrent with course 100. Topics covered include basic insurance principles, the Insurance Contracts Act, warranty and representations, construction of property policies, conditions and exclusions, commercial fire and extraneous perils, domestic insurance, theft and plate glass insurance, construction and erection and engineering insurance, livestock insurance, fixing of sums insured, premium and claims procedures, risk reduction techniques.

Place : Room 227, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Tuesdays, 6.30-9.00 p.m., commencing January 5, 1993

12 meetings

Fee : \$900

355. Insurance of Liabilities (AII Course No: 102)

This course provides an overview of the various aspects of the insurance of liabilities. It helps candidates to develop a knowledge of the contents of policies relevant to Workmen's Compensation, public liability, professional indemnity, motor vehicle and products liability. There are no prerequisites for this course although it is recommended to be taken after completion of course 100. Topics covered include the development of Australian Law, principles of common law duty of care, statutory and contractual duties of care, warranties under Sale of Goods Act, nature of liabilities under Trade Practices Act, Workmen's Compensation insurance, compulsory motor vehicle insurance schemes, components and basic covers provided under motor vehicle liabilities, public liability, products liability and professional indemnity, premium determination, claims procedures, legal defences to allegation of negligence.

Place : Room 227, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Wednesdays, 6.30-9.00 p.m., commencing January 6, 1993

12 meetings

Fee : \$900

356. Motor, Marine and Other Classes (AII Course No: 103)

This course should be taken after or concurrently with courses 100, 101 and 102. This course aims to provide candidates with a basic knowledge of the principal features and characteristics of insurances of motor, marine hull and liability, aviation hull, personal accident, life insurance and contingency. Topics covered include basic covers provided, policy extensions, legal liabilities in connection with use of a motor vehicle, claims procedures, Marine Insurance Act, maritime perils, assessment of hull risks, marine cargo and associated risks, benefits of personal accident insurance, rating factors, long-term disability and fidelity guarantee, principles of life insurance, mortality factors, life insurance industry in Australia.

Place : Room 132, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Thursdays, 6.30-9.00 p.m., commencing January 7, 1993

12 meetings

Fee : \$900

357. Elements of Insurance Company Operations (AII Course No: 104)

This course provides an overview of the various aspects of insurance company operations. Topics covered include organisational structure of an insurance company, administration and communications process, basic accounting procedures and systems and the use of computers in the general insurance industry.

Place : Room 132, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Fridays, 6.30-9.00 p.m., commencing January 8, 1993

12 meetings

Fee : \$900

358. Elements of the Law of Commerce (AII Course No: 105)

This course provides a general knowledge of the sources of Australian law. It highlights the difference between civil and criminal law, the applications of case law and those common laws and Acts of Parliament which impact on and regulate commercial practice. This course should be taken after or concurrent with courses 100, 101, 102, 103 and 104. Topics covered include the development of the English legal system, history and development of Australian law, basic procedures of civil law suit, law making by Parliament, enforcement of law through garnishee, liquidation, bankruptcy, nature of contract law within common business situations, application of Property Law, Trade Practices Act 1974, Agency, Commercial law, bailment, mortgages and carriers.

Place : Room 226, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Tuesdays, 6.30-9.00 p.m., commencing January 5, 1993

12 meetings

Fee : \$900

Australian Insurance Institute Associateship Courses

Director of Studies: Ms. Y. K. Ho, B.Econ (Malaya), FCII

These revision courses are designed to assist candidates in preparing for the Australian Insurance Institute Associate examinations in general insurance. The Associate programme is designed to build on the knowledge and understanding gained at the Affiliate level and expand on the body of knowledge in the various classes of insurance. To qualify for Associate membership, candidates must gain passes in the common courses No. 110 and 111 and further passes in all the four courses of either of the four elective streams in Property, Liability, Casualty or Marine.

Courses to be offered (January 1993 - April 1993)

359. *Law of Insurance and Commerce*
(AII Course No: 110)
360. *Casualty Insurance - Policy Content*
(AII Course No: 121)
361. *Casualty Insurance - Claims Practice*
(AII Course No: 123)

Entrance Requirements

To be admitted to AII Associate examinations, students must either be qualified affiliate members of AII or graduates of some tertiary level courses (see p.26 of AII Examination Handbook).

However, it is not necessary to be a member of AII to attend the courses offered by SPACE though students who wish to take the Australian Insurance Associate examinations in May 1993 will have to apply to the Institute by March 2, 1993.

Examination

About half of the Associate examinations take place in the May series. The others are held in the October series. Refer to p.48 and 49 of the AII Examination Handbook.

AII Fees and charges

Students who wish to take the Associates examinations are required to pay these charges to AII:

*Admission fee (persons joining as affiliates)	: A\$60
Membership subscription (Affiliates)	: A\$35
Examination fees	: A\$60 per subject

**An admission fee is payable by persons applying for membership who have not completed their qualification by AII examination, or who were not current student members during the year immediately past. It is NOT necessary to pay an admission fee to enter for examinations — this procedure is covered by the examination entry fee.*

359. Law of Insurance and Commerce (AII Course No: 110)

This is a core paper of the Associate programme and is compulsory for all candidates preparing for the Associate examinations in general insurance. This course aims to provide students with an understanding of general contractual obligations between parties and their relationship to general commercial activities and insurance. Topics covered include utmost good faith, insurable interest, duty of disclosure and representation, expiration and renewal of insurance contracts, claims, indemnity, subrogation contribution, agents and brokers, Insurance Act 1973, bailment, equitable and legal mortgage, Sale of Goods Acts.

Place : Room 228, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Mondays, 6.30-9.00 p.m., commencing January 4, 1993

12 meetings

Fee : \$900

360. Casualty Insurance – Policy Content (AII Course No: 121)

This course provides an understanding of the general principles of insurance policy construction and of the types of covers in common use in respect of insurance of motor vehicles, long-term disability, personal accident, fidelity guarantee, bonds, crop and livestock. Topics covered include construction of an insurance policy and its component clauses and schedules, policy drafting, types of covers available under motor vehicle insurance, liabilities of a commercial vehicle policy, coverage of compulsory third party liability, clauses and exclusions of long-term disability insurance and personal accident insurance, limits of liability and conditions of fidelity guarantee insurance, indemnity under bonds, components of crop insurance policy, operative clauses and exclusions of livestock insurance.

Place : Room 228, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Wednesdays, 6.30-9.00 p.m., starting January 6, 1993

12 meetings

Fee : \$900

361. Casualty Insurance – Claims Practice (All Course No: 123)

This course provides an understanding of the claims processing function and to provide the knowledge and skills to perform the specific claims activities in the insurance of motor vehicle, long-term disability, personal accident, fidelity guarantee, bonds crop and livestock insurance. Topics covered include common principles of claims processing, ex gratia payments, proximate clause, onus of proof, claims procedures and litigation, role of specialists in adjustment of insurance claims, reinsurance and reserves, factors in

setting claims reserves, IBNR, the legal and legislative environment and its effects on claims processing, apportionment of liabilities in respect of motor vehicle collisions, administration of disability claims, fidelity guarantee fraudulent claims.

Place : Room 228, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Fridays, 6.30-9.00 p.m., commencing January 8, 1993

12 meetings

Fee : \$900

Chartered Insurance Institute Associateship Courses

Director of Studies: Ms. Y. K. Ho, B.Econ (Malaya), FCII

These revision courses are designed to assist candidates in preparing for the Chartered Insurance Institute (CII) Associate examinations in general and life insurance. The Associate programme is based on 10 subjects, of which 3 subjects, namely, courses 510, 520 and 530 are compulsory. In addition, candidates are required to pass 7 further subjects chosen from an extensive menu of specialist papers.

Courses to be offered (December 1992 - March 1993)

- 362. *Risk and Insurance (CII Course No: 510)*
- 363. *Contract Law and Insurance (CII Course No: 520)*
- 364. *Life Assurance Practice and Administration (CII Course No: 560)*
- 365. *Private Motor Insurance (CII Course No: 610)*
- 366. *Property Insurance Underwriting (CII Course No: 625)*

Entrance requirements

To be admitted to the CII Associate program, you have to be able to satisfy one of the following requirements:

- a General Certificate of Education with passes in three subjects at Advanced level or
- a General Certificate of Education with passes in two subjects at Advanced level and grade C or above in two subjects at Ordinary level, provided that one subject (at either Ordinary or Advanced level) is English or
- matriculation or entrance or any other examination carrying with it the right of entry to a course of study qualifying for graduation at any approved university or
- any other public examination which in the opinion of the CII is of a standard at least equivalent to that of the examinations specified above.

If you do not hold any of the above, the Chartered Insurance Institute will still consider your application provided that you are over the age of 25 and that you are employed or engaged in insurance.

However, it is not necessary to be a member of CII to attend the courses offered by SPACE though students who wish to take the Associateship examinations in April 1992 will have to apply to the Institute by November 7, 1992.

CII Fees and charges

Registration fee	: £20
Admission fee (ordinary member)	: £20
Membership subscription (ordinary member)	: £20

	Members	Non-members
*Examination fees (April 1992)	: £35	£40

*Fees if entries received and accepted by November 28, 1991. Entries received and accepted between November 29, 1991 - January 30, 1992 will be charged £40 (members) and £45 (non-members).

362. Risk and Insurance (CII Course No: 510)

This is one of the three core subjects under the Associate programme and is recommended to be taken prior to sitting for the menu subjects. This course is intended to provide candidates with a broad foundation of insurance knowledge. Topics covered include the nature of risk and uncertainty techniques of risk assessment, role of insurance as a transfer of risk, the actual transaction of insurance including structure of proposal form, policies, claims procedures, basic underwriting techniques and reinsurance.

Place : Room 229, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Mondays, 6.30-9.00 p.m., commencing December 7, 1992

12 meetings Fee : \$900

363. Contract Law and Insurance (CII Course No: 520)

This is one of the three core subjects under the Associate programme and is recommended to be taken prior to sitting for the menu subjects. This course is intended to provide candidates with a broad foundation of insurance knowledge. Topics covered include the sources of English law, the legal nature of insurance contracts, the Law of Contract, insurable interest, utmost good faith, indemnity and the law of agency.

Place : Room 229, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Tuesdays, 6.30-9.00 p.m., commencing December 8, 1992

12 meetings Fee : \$900

364. Life Assurance Practice and Administration (CII Course No: 560)

This is one of the specialist menu subjects in the Associate programme and is relevant to insurance personnel engaged in or with an interest in life assurance underwriting and administration. Topics covered include structure of the life insurance market, marketing methods and distribution channels, organisation and management of a life office, Government regulation, new product types, claims payment, surrenders, loans assignments, lapses, use of information technology in administration, reinsurance.

Place : Room 226, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Wednesdays, 6.30-9.00 p.m., commencing December 9, 1992.

12 meetings Fee : \$900

365. Private Motor Insurance (CII Course No: 610)

This is one of the specialist menu subjects and is relevant to insurance personnel engaged in or with an interest in the underwriting and management of a motor portfolio. Topics covered include the history and development of motor insurance, the introduction of compulsory insurance against liability for third party bodily injury, Road Traffic Act 1930, consumer protection legislation, MIB, EC motor directives, the application of the law of tort to private motor insurance, rating and underwriting of non-standard risks, principles of claims handling and assessment, market agreements, management of a motor portfolio, establishment of reserves.

Place : Room 228, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Thursdays, 6.30-9.00 p.m., starting December 10, 1992

12 meetings Fee : \$900

366. Property Insurance Underwriting (CII Course No: 625)

This is one of the specialist menu subjects and is relevant to insurance personnel engaged in or with an interest in the underwriting and management of a property insurance portfolio. Topics covered include the marketing of commercial risks, content and use of proposal forms, Theft Act 1968, EC Directives, scope of policy wordings and trade warranties, declaration and adjustable policies, principles and practice of risk acceptance, retention, coinsurance as risk sharing, underwriting of worldwide and global covers, account management and reserves.

Place : Room 229, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong)

Date : Wednesdays, 6.30-9.00 p.m., commencing December 9, 1992

12 meetings Fee : \$900

367. Principles of Economics I: Microeconomics

This course is suitable for those who wish to understand the basic principles of microeconomics (price theory). Topics include: utility and value, prices and costs, markets and firms, property rights and information costs. The last two topics will be examined in relation to the Hong Kong economy. Good mathematics is not required but an ability to interpret graphical presentation is essential. This course is also suitable for those who intend to sit for a professional examination requiring a paper in economics.

Tutor : Joseph Woo, M.Econ. (North Carolina State)

Place : Room 229, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong.)

Date : Fridays, 6.15-7.45 p.m., commencing September 18, 1992

20 meetings

Fee : \$585

Medium of Instruction: English supplemented with Cantonese

368. Principles of Economics II: Macroeconomics

Students will be provided with some basic economic knowledge to understand and analyze current economic issues. This course consists of four parts. Part I introduces the basic structure of a simple macro-economy, showing how the various sectors interact. Part II focuses on the factors affecting the decisions of consumption, investment and government expenditure. Part III introduces the theories and the roles of fiscal and monetary policies. The last part will extend the simple macro-economy to include the foreign sector. In particular, the balance of payments and the rate of exchange will be discussed.

Tutor : Joseph Woo, M.Econ. (North Carolina State)

Place : Room 229, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong.)

Date : Fridays, 8.00-9.30 p.m., commencing September 18, 1992

20 meetings

Fee : \$585

Medium of Instruction: English supplemented with Cantonese

369. A-Level Microeconomics and Macroeconomics

This course is designed to help candidates prepare for the H.K.A.L. and G.C.E. examinations. It will also assist those who plan to study London University BSc Economics or Diploma in Economics to have a better foundation before they embark on either one of these courses. Topics of this course include the following: methodology, consumer behaviour, production and costs, market structures, factor

pricing, theory of firm, property rights and transaction cost, measurement of national income, consumption and investment theory, Keynesian model, IS-LM model, inflation and unemployment. Exercises and relevant solutions will be provided to ensure class participants' through understanding. Participants are expected to have F.5 standard.

Tutor : Roddy Lau, B.A. (Hons.) (H.K.)

Place : Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 6.30-9.30 p.m., commencing September 21, 1992

17 meetings

Fee : \$985

Medium of Instruction: English supplemented with Cantonese

370. The Monetary and Financial System

This course is designed for those who will be taking the Stage 2 Monetary Economics paper of the Chartered Institute of Bankers. Topics include: the concept of money, the U.K. Financial System, the money supply, aspects of monetary theory, interest rates, monetary policy, balance of payments and exchange rates. A.C.I.B. candidates are preferred.

Tutor : Miss Freda Cheung, B.Soc.Sc. M.Soc. Sc. (Hons.) (H.K.)

Place : Room 102, James Hsioung Lee Science Building, HKU

Date : Fridays, 6.15-8.00 p.m., commencing September 18, 1992

20 meetings

Fee : \$770

Medium of Instruction: English supplemented with Cantonese

371. Branch Banking - Law and Practice

The aim is to prepare students for the Branch Banking - Law & Practice examination of Stage 2 Banking Diploma of the Chartered Institute of Bankers. The course content will follow the syllabus as required by the A.C.I.B. examinations (e.g. relationship of banker and customer, banking operations, types of account holder and securities for advances.) Recent cases, past examination papers and updating notes including recent legislations will be discussed during classes to prepare students for the coming examination. Candidates must have passed the Law Relating to Banking Services examination conducted by the Chartered Institute of Bankers.

Tutor : C. S. Chan, F.C.I.B.

Place : Room 151, University Main Building

Date : Thursdays, 8.00-9.30 p.m., commencing September 17, 1992

16 meetings

Fee : \$525

372. Investment Banking

This course is designed for executives in commercial and corporate banking business. Discussion topics include: US credit market and international banking system, domestic and euromarket, corporate financial strategy, capital markets instruments – commercial paper, euronote, medium-term note, certificate of deposit, bond, floating rate note, high yield bond, transferable loan certificate, credit rating, equity financing – ordinary share, preference shares and MAPS, US Treasury market and benchmark.

Tutor : H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M.(Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb

Place : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 8.30-10.00 p.m., commencing September 17, 1992

20 meetings

Fee : \$615

373. Private Banking

This course is designed for the banking officers who serve the high - net worth individuals. Discussion topics include: private banking and personal financial planning, transactional and advisory services, range of services - deposit, foreign exchange, securities, leveraged finance, custodian, international operation of customer account, real estate and trustee services.

Tutor : H. K. Kong, P.Mgr.(Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb.

Place : Room 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 7.45-9.45 p.m., commencing November 25, 1992

8 meetings

Fee : \$310

374. Wholesale Banking

With increasing competition in banking, business managers are allocating resources to specific customer groups. The marketing and servicing of commercial and merchant banking services to company accounts has become top priority for bankers. The course will focus on the widely-developed concept of wholesale banking. Topics include: business needs and corporate banking services, international financial markets and local credit markets, relationship banking and staffing of wholesale banking divisions, import/export finance, guarantee and trade information service, foreign exchange and treasury service, money and capital markets instruments, specialist and computer services, insurance and pension fund management.

Tutor : H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M.(Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb.

Place : Room 13, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Tuesdays, 6.55-9.55 p.m., commencing November 10, 1992

10 meetings

Fee : \$635

375. Merchant Banking Services

Up-to-date knowledge about merchant banking activities will be introduced in this course. Discussion topics include: syndication of lendings and facilities, interest rate and currency swap, treasury services, portfolio management, acquisition and merger, unit trust, factoring etc.

Tutor : Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip. A.F., M.I.C.M. (Grad.)

Place : Room 122, University Main Building

Date : Mondays, 8.00-9.30 p.m., commencing September 21, 1992

16 meetings

Fee : \$505

Medium of Instruction: English supplemented with Cantonese

376. Import and Export Banking

This banking course is specially designed for those working in the bank's bills departments and/or shipping division of import/export firms wishing to widen their international trade knowledge and practice. The topics will include all types of letters of credit, collection bills, functions of various banks and their updated services, uniform customs and practice for documentary credits publication No. 400 and Collection Rules No. 322, foreign exchange concepts and calculation practice. After completion, students should be able to solve basic bills problems. Participants are expected to have F.6 standard.

Tutor : William Chan, B.Soc.Sc. (Hons.) (C.U.H.K.), A.C.I.B.

Place : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2.15-5.45 p.m., commencing September 19, 1992

6 meetings

Fee : \$465

Medium of Instruction: Cantonese supplemented with English

377. Bank Lending and Credit Analysis

This course is designed for banking staff who need a comprehensive basic knowledge on bank lending and credit analysis. Topics include: principles of good lending, securities for bank lending, ratio analysis, funds flow analysis, management accounting, budgeting and cash flow forecasting and review and control of client's facilities. Banking staff working in loans department or other departments with 1 or 2 years experience are preferred.

Tutor : Poon Shing Chung, Carlson

Place : Room 229, Wah Yan College (No. 281, Queen's Road East, Wanchai, Hong Kong.)

Date : Thursdays, 7.00-10.00 p.m., commencing November 5, 1992

6 meetings

Fee : \$385

Medium of Instruction: Cantonese supplemented with English

378. 押匯信用狀實務操作 (Documentary Credits Operations)

本課程為任職於出入口貿易公司及銀行押匯部從業員而設。內容包括押匯信用狀的用途及操作過程；信用狀須附的單據；信用狀之開立、修改及通知；審核押匯信用狀的依附文件；信用狀的償款方法及特殊信用狀的操作過程等。

主 講 人：潘成忠先生

地 點：香港華仁書院229室(香港灣仔皇后大道東281號)

時 間：一九九二年十二月十七日起每星期四下午七時至十時

全期學費：二百六十元 (共四講)

379. Foreign Exchange and Money Markets

Exchange rates and interest rates movements can affect every corporate treasurer and individual investor. Various approaches can be adopted to hedge the risk. This course will discuss Spot, Forward, Swaps, Financial Futures and Options markets. Internal control procedures will also be covered.

Tutor : Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.)

Place : Room 122, University Main Building

Date : Mondays, 6.15-7.45 p.m., commencing September 21, 1992

16 meetings

Fee : \$505

Medium of Instruction: English supplemented with Cantonese

380. Foreign Exchange Management and Investment

This course is intended for corporate executives, banking staff, brokers and individual investors who wish to have a thorough understanding of Foreign Exchange mechanism, its risk and management. Topics include: FX system, FX risk, Mean-variance Theorem, Capital asset pricing model, Money market, Monetary system, EMS, ECU, Eurodollars, Asian dollars, Special Drawing Right (SDR), 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 : Daniel Chan, M.B.A. (U.E.A.)

Place : Room 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 7.45-9.45 p.m., commencing September 28, 1992

15 meetings

Fee : \$540

381. Foreign Exchange and Treasury Management for Company Executives

This course is designed for the company finance executive. Discussion topics include: business needs and foreign exchange services, foreign exchange market and practice, function and staffing of corporate treasury function, use of market information, corporate approach to currency management, spot and forward foreign exchange contract, charting techniques, use of financial futures and options contract, management control of treasury activities, electronic banking, ECU and composite currency.

Tutor : H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb.

Place : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 6.55-8.25 p.m., commencing September 17, 1992

20 meetings

Fee : \$595

Investment Management

This course aims at introducing various common investment devices and opportunities to the small investors and savers. Topics includes 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 merging and acquisition; portfolio planning and management; technical analysis.

Tutors: Roland C. C. Lam, B.A. (York) (for course no. 382)
Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.
A.F., M.I.C.M. (Grad.) (for course no. 383)

Course 382

Place : Room 12, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Wednesdays, 7.45-9.45 p.m., commencing September 16, 1992

Course 383

Place : Room 102, James Hsioung Lee Science Building,
HKU
Date : Fridays, 8.00-10.00 p.m., commencing September 18, 1992

10 meetings Fee : \$410

Medium of Instruction: English supplemented with
Cantonese

384. 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：香港大學專業進修學院市區中心13室(信德中心西翼九樓)

時 間：一九九二年九月十五日起每星期二下午六時至七時四十五分

全期學費：二百九十元 (共七講)

385. Securities and Equity Market in Hong Kong

The course will cover both the legal and practical aspects of the securities industry in Hong Kong. It will be particularly appropriate to business executives in the banking, fund management and securities industry. No prior knowledge of the subject is required. Topics include regulatory frameworks; the issue of securities and public floatation; company law in relation to shareholders' voting and rights; trading in the stock market and duty and liability of brokers; takeovers and mergers; regulation of trading practices and market malpractices in the securities market; insider trading; disclosure of beneficial interest in shareholding; taxation of debt securities in Hong Kong; regulation and structure of the unit trust and futures industry in Hong Kong; globalisation of the securities market.

Tutor : Stephen Leung Sze-wing, LL.M. (Cantab.), P.C.LL. (H.K.)

Place : Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Saturdays, 2.00-4.15 p.m., commencing October 31, 1992

16 meetings Fee : \$695

386. General Principles of Law

This course aims to give a general understanding of the laws of Hong Kong. Although the syllabus of the Local Stage 1 examination of the Chartered Institute of Bankers will be followed, those engaged in fields other than banking may also find the course useful. Topics include: Nature and Sources of Law; Law of Persons; Law of Torts; Law of Succession; Law of Property; Law of Contract; Law of Trusts; and Law of Negotiable Instruments.

Tutor : Peter Ho, Solicitor, B.A. (Hons.) (C.U.H.K.), Post-graduate Diploma in Chinese Law

Place : Room 151, University Main Building

Date : Thursdays, 6.00-8.00 p.m., commencing September 17, 1992

24 meetings Fee : \$925

Medium of Instruction: English & Cantonese

387. Introductory Statistics

The primary objective of this course is to provide students with a basic knowledge of statistical concepts that will be useful in business and in the biological, social, or physical sciences. Topics include elementary graphical method, measures of central tendency and variability, elementary probability theory, discrete and continuous distribution, sampling distribution, point and interval estimation, hypothesis testing, regression and correlation analysis, elementary statistical design of experiment and analysis of variance, contingency tables, and nonparametric statistics. The only mathematics prerequisite of this course is elementary algebra.

Tutor : Ng Tze Man, B.Sc. (Hon.) (H.K.)

Place : Room 141, University Main Building

Date : Wednesdays, 8.00-9.30 p.m., commencing September 16, 1992

20 meetings Fee : \$580

Medium of Instruction: English supplemented with
Cantonese

EDUCATION

Lecturers in charge : John Holford
Agnes Lam

Telephone: 859 2415
859 2421

406. Learning Through Play

An introduction to the "Playgroup", its theory and practice, leading to a deeper understanding of the needs of pre-school children. The course aims at enhancing the appreciation of the emotional, intellectual, aesthetic and physical needs of the pre-school child, the meaning of parent participation and an understanding of playgroup presentation and management appropriate to Hong Kong. There will be ample opportunities for an interchange of ideas with speakers who are specialists in their respective fields.

Topics to be discussed include the aims of pre-school education; play: its purpose and value; choice of play material; imaginative and fantasy play; creative activities for children; the role of music; language development; problems and pressures of Hong Kong playgroups.

The course is intended for playgroup teachers, parents and others interested and is organized in co-operation with the Hong Kong Branch of the Pre-School Playgroup Association.
Enrolment is limited to 30

Tutor : Mrs Judi Harding, B.Sc.(Bath).

Place : Bradbury Room, Pre-school Playgroup Association Centre, Old British Military Hospital Building, East Wing, 2/F., 12 Borrett Road, Hong Kong

Date : Tuesdays, 8.00-10.00 p.m., commencing October 6, 1992

8 meetings Fee : \$360

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

407. Introduction to Reading in English — Primary

This course aims to provide a re-orientation of and focus on reading for teachers of English in primary schools. The topics to be covered will include: 1. Reading readiness; 2. Reading comprehension; 3. Reading aloud; 4. Reading strategies and reading skills; 5. Use of readers to enhance reading comprehension; 6. Encouraging reading.
Enrolment is limited to 35

Tutors: Members of the Hong Kong Reading Association.
(Course Co-ordinator: Ms Kitty K.M. Kwan)

Place : Room 17, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 7.00-9.00 p.m., commencing November 12, 1992

6 meetings Fee : \$350

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

408. 中文閱讀與中學中文閱讀教學 (Reading and the Teaching of Reading for Chinese Language Teachers – Secondary)

本課程旨在協助中學中文教師熟習有關中文閱讀的理論和最新的教學法。

課程內容包括：1. 閱讀的本質；2. 閱讀的過程；3. 讀物的可讀性；4. 閱讀和學習；5. 閱讀技巧和閱讀策略；6. 閱讀教學。
(限收三十五人)

主講人：香港閱讀學會會員(統籌：張永德先生)
地點：香港大學專業進修學院市區中心13室
(信德中心西翼九樓)

時間：一九九二年十月七日起每星期三下午八時
至九時三十分

全期學費：三百元(共六講)

教師可獲教育署退還半費。詳參第76頁。

In-Service Teacher Education Programme (INSTEP)

Lecturer in charge: John Holford
Telephone: 859 2415

The following courses are offered by the Faculty of Education in conjunction with the School of Professional and Continuing Education of The University of Hong Kong. The purpose of the programme is to provide a diverse range of in-service courses which will help teachers to implement changes and develop solutions to the problems which they face in schools.

409. 小學中國語文教學法 (Methods in Teaching Chinese Language - Primary)

本課程介紹讀文教學方法。包括：檢測閱讀水平的因素；詞句教學方法；段落的教學及文章思路的把握；篇章及課文中心思想的理解；速度的訓練 快速閱讀的方法等。
(限收三十人)

主講人：黃綺華女士(South China Normal University)
地點：香港大學專業進修學院市區中心12室(信德中心西翼九樓)

時間：一九九二年十二月十九日起每星期六上午
九時三十分至下午十二時三十分

全期學費：三百一十五元(共三講)

教師可獲教育署退還半費。詳參第76頁。

410. Preparation for the 1993 Certificate Chemistry Course

The new Certificate Chemistry course, to be introduced in September 1993 has many differences from the current programme. This INSTEP course is designed to familiarise teachers with the aims, objectives, content, suggested teaching strategies and assessment techniques. The course will be taught by a team from the CDC committee responsible for the development of the programme.

Enrolment is limited to 30

Tutors: J.B. Holbrook, Ph.D., Teacher's Cert.(Lond.), Senior Lecturer in Curriculum Studies, The University of Hong Kong
Wong Kin On, B.Sc., M.Ed.(HK)

Place : Room 306, Runme Shaw Building, HKU
Date : Saturdays, 9.00 a.m.-12.00 noon, commencing October 3, 1992

7 meetings Fee : \$970

Fee Refund : Teachers may apply for a half fee refund for this course. See page 76.

411. 網球教學法 (二) (Teaching of Tennis - Course 2)

本課程適合對網球運動有基本認識，並且準備在學校推動網球活動之教師而設，內容包括技術分析及教學法等。(本課程與香港大學體育部合辦。)

(限收八人)

主 講 人：楊格非 B.Ed.(Taiwan), H.K.T.A.(Part I & II), USPTR, Physical Education Officer, Physical Education Unit, The University of Hong Kong.

地 點：何世光夫人體育中心(香港薄扶林道111-113號)

時 間：一九九二年十二月二十三日星期三至十二月三十一日星期四(星期日除外)上午九時三十分至十一時三十分

全期學費：一千三百九十五元 (共八講)

教師可獲教育署退還半費。詳參第76頁。

412. 小學中層行政人員的角色及職能 (Role and Functions of Mid-level Administrators in Primary School)

本課程旨在為對小學中層行政人員的角色和職能有興趣者，提供理論與實際運作的基本認識。課程內容包括一般小學的行政架構和主任的職責，行政理論及問題處理，透過講解，小組討論及個案研究使學員有較深入的瞭解。

(限收二十五人)

主 講 人：楊錦華先生
地 點：香港大學專業進修學院市區中心13室(信德中心西翼九樓)
時 間：一九九二年十月七日起每星期三下午六時三十分至八時
全期學費：三百五十五元(共八講)

教師可獲教育署退還半費。詳參第76頁。

413. Interpersonal Relationships for School Librarians

This workshop is especially designed to help school librarians develop interpersonal skills for handling day-to-day problems in the library. Included will be examples of how to cope with unruly behaviour and difficult users, and how generally to improve the atmosphere of co-operation in the library. Library managers in other organizations will also benefit.

Enrolment is limited to 20

Tutor : Mrs Allison Wilson, B.A.(N.Z.)

Place : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 10.00 a.m.-12.00 p.m., commencing November 14, 1992

1 meeting Fee : \$85

414. How to Prepare for School Library Automation

This course is to convey to school librarians and administrators or employers the necessary groundwork and preparation required before acquiring any library automation software and hardware. It will identify aspects of computers and I.T. that will need to be considered, including an awareness of the terminology. Plans for installation, including anticipated costs will be discussed, as well as developing a strategy and time-frame for introducing automation.

Enrolment is limited to 20

(This course is organised in association with the Hong Kong Library Association: School, College & Education Libraries Committee)

Tutor : Roy Stall, B.A., Grad.Dip.Lib.Studs., A.L.I.A., A.I.M.M.

Place : Room LG107, K.K. Leung Building, HKU

Date : Fridays, 6.15-8.15 p.m., commencing October 2, 1992

1 meeting Fee : \$95

415. Introduction to Pastoral Care: A Whole School Approach

Pastoral care is a creative activity which centres mainly on the development of pupils, assisting them in the building

of responsible autonomy in their studies and future careers. It is therefore not only concerned with crisis intervention; at its best, it can help both the school and the pupils to reach their educational objectives.

The course is designed for dedicated teachers who have a genuine interest in the implications and skills of implementing a whole school approach to pastoral care. This introductory course will call for the active involvement of participants in group work. *Enrolment is limited to 28*

Tutor : Mrs Lilian Chan, B.A.(Hons.), M.A., Dip.Ed., Cert. in Career Guidance & Counselling, Cert. in Peer Counsellor Training.

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

Date : Wednesdays, 6.15-8.15 p.m., commencing October 14, 1992

6 meetings

Fee : \$325

Medium of Instruction: Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page 76.

416. INSTEP: Introductory Course for Newly-Appointed Teachers of English

This course has been designed to meet the needs of newly-appointed teachers of English in secondary schools who have little or no experience of teaching English, no English teaching/educational qualification, and who may not possess any formal background in English Studies.

The course will attempt to address two main areas. These are the areas which often cause concern to new teachers and their supervisors:

- Knowledge of the system of English
- Modern approaches to the teaching of English

Part I of the course will focus on the description of English language systems so that teachers can begin to acquire confidence in the system they are teaching.

Part II will focus on the language teaching skills which teachers need to acquire in order to plan and organise their teaching materials, determine teaching objectives, plan lessons, design appropriate teaching strategies and teach effectively.

Prospective applicants should note that this is NOT a substitute for proper professional two-year part-time training. It is designed for graduates in subjects other than English who are new to teaching or who have only one year's experience. Applicants who have been teaching English for more than three years will not be accepted. Such people should apply for the P.C.Ed. course at H.K.U. or the Diploma course at C.U.H.K.

Duration

Part I will consist of seven 3hr sessions which concentrate on a theoretical and practical introduction to the systems of the English language.

Part II will consist of eight 3hr sessions which concentrate on English language teaching methodology for secondary schools.

PART I ENGLISH LANGUAGE SYSTEMS

- Session 1 The Phonology of English
- Session 2 English Morphology
- Session 3 Lexis and Semantics
- Session 4-7 The English Grammatical System (plus discourse)

PART II ENGLISH LANGUAGE TEACHING METHODOLOGY

- Session 1-2 The Teaching of Reading
- Session 3-4 The Teaching of Listening
- Session 5-6 The Teaching of Speaking
- Session 7-8 The Teaching of Writing

COURSE CO-ORDINATION AND TUTORS

Co-ordinating Tutor

Peter Falvey, B.A.(Durh.), M.A.(Essex), Dip.Ed. (Newcastle-upon-Tyne), Adv.Dip.Ed. (Lond.), Senior Lecturer in English Language Education, Dept. of Curriculum Studies, The University of Hong Kong.

Tutors: Amy Tsui, B.A., M.A.(HK), Ph.D.(Birm.), Dip.Ed.(HK), Lecturer in English Language Education, Dept. of Curriculum Studies, The University of Hong Kong

Ivor Johnson, B.A.(Lond.), M.Ed.(Exon.), Dip.Ed. (Lond.), Lecturer in English Language Education, Dept. of Curriculum Studies, The University of Hong Kong

Nigel Bruce, M.A. (Aberd.), M.Sc. (Edin.), P.C.Ed. (Aberd.), Cert. T.E.F.L., Principal Language Instructor, Language Centre, The University of Hong Kong

Jozefa Lewkowicz, B.A.(Reading), M.A.(Lanc.), Dip.Ed.(Exon), Senior Language Instructor, Language Centre, The University of Hong Kong

Place : Room 13, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 9.15 a.m.-12.15 p.m., commencing October 3, 1992 (for Part I); November 28, 1992 (for Part II)

15 meetings

Fee : \$920

Enrolment is limited to 40

Fee Refund : Teachers may apply for a half fee refund for this course. See page 76.

ENGINEERING

Lecturer in charge: F.T. Chan

Telephone: 859 2418

426. Certificate Course in Microprocessor Engineering

This course provides a comprehensive coverage of modern microcomputer architecture, the essential techniques of designing software packages and hardware circuits, the development and selection of microprocessor and microcontroller based/related products. It aims to provide programmers/engineers and interested persons with the knowledge and experience in order to cope with the rapidly evolving microcomputer/microprocessor technology.

In addition to the lectures, workshops are designed to provide students with challenging hands-on practice in constructing simple microprocessor based products.

Syllabus: General Microprocessor & Microcontroller Architectures: Evolution of Microprocessors, Architecture Classification, Central Processing Unit (CPU), Register and Memory Organization, Data Types, Interrupts; Co-processors; Memory Management; Case Studies on Microprocessors; Interfacing Techniques and Peripherals: Asynchronous and Synchronous Read/Write Cycle, Address Decoder, Bus Arbitration, Parallel and Serial Input/Output; Data Communication between Microcomputers: Synchronous and Asynchronous Transmission, Modems, Interface Standards, Line Control Method; Basic Microcomputer Programming using High Level Language and Assembler; Alphanumeric and Graphics Display; Keyboard Control; Disk Drive Control; Microcomputers in Advance Engineering Applications: Computer Vision Applications, Speech Analysis and Synthesis.

Workshop: Mini-projects on the design of microprocessor based systems will be included. The experiences gained in the workshop practice will be shared among the whole class through a presentation session at the end of the course.

Possible mini-project titles: Design of a Microprocessor Interface; Design of a Mouse based Graphic package; Design of a Data Communication Software Package using the X.25 Protocol, Led Display Driver and Human Speech Recognizer.

Note: Students will work in a group of 2 persons during workshops.

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

Tutors : (Tutors-in-charge) Peter W.M. Tsang, B.Sc.(Eng.), M.Phil., Ph.D.(H.K.)
M.T. Wong, B.Sc.(Eng.), M.Sc.(H.K.)
K.T. Ng, M.Sc. (Sydney)

Places : Room 151, University Main Building, HKU
(Workshop) Room 314, Knowles Building, HKU

Date : Fridays, 6.30-9.00 p.m., commencing October 23, 1992
(Workshop) Tuesdays, 6.15-9.15 p.m., November 17, 1992

22 meetings & 18 workshops

Fee : \$3,960 (including computer time and workshop resources.)

Minimum Entry Requirements: Applicants should have five subjects including English and Mathematics at Grade E or above in the Hong Kong Certificate of Education Examination or equivalent. They should have some programming experience, preferably in PASCAL, C & ASSEMBLER. Preference will be given to those applicants who are working in microcomputer related disciplines.

Closing date for applications: September 19, 1992. A special application form is available on request from the School of Professional and Continuing Education.

Applicants must enclose photostat copies of appropriate certificates along with their application forms which are available on request from the School. Applications which are not accompanied by relevant documents will not be considered. Please note that the course fees will only be collected from those successful applicants after the selection processes. *Enrolment is limited to 40 (BY SELECTION).*

427. Marketing Approach for Quality Management

Hong Kong business is facing various challenges in the 1990's. One of the most important challenges stems from the growing demand of buyers and consumers for quality products. Giving them a warranty card or money-back guarantee assurance is not enough. What they want is a quality management system installed at manufacturers' plants, under which the goods are produced safely, reliably, attractively and consistently in compliance with prescribed standards.

With the advent of harmonisation of EEC markets by January 1993, increasing pressure has been mounting on manufacturers to adopt a quality management system which buyers and consumers can rely on to produce goods to their satisfaction.

This course is designed to introduce supervisors and managers to the marketing and quality concept and to help them develop a quality strategy to excel in the ever-changing marketing environment.

Syllabus: Marketing concept, Marketing management process, Market segmentation and target market selection, Marketing planning and strategy formulation, Developing marketing mix, Quality concept, Quality strategies, Quality programmes, Quest for quality, Harmonisation of EEC markets, Quality management, Quality Audits, Quality certifications, ISO 9000, Internationally Recognized Quality Management Standards. *Enrolment is limited to 40*

[This course is jointly organized with the Hong Kong Q-Mark Council, Federation of Hong Kong Industries]

Tutor-in-charge: William Chan, B.Sc.(H.K.), M.B.A.(N.Y.)
Place : Room 13, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 6.30-9.00 p.m., commencing October 19, 1992

8 meetings

Fee : \$500

ENGLISH STUDIES

Lecturers in charge : *Richard M. Booker*
Peter Kennedy

Telephone: 547 2225

GENERAL ENGLISH COURSES

Course No.

431-451 Certificate Programme in the Use of English

452-473 Foundation English Programme

ENGLISH FOR SPECIFIC PURPOSES

Course No.

474-480 Certificate Programme in English for Business

481 Certificate Course in English for Engineering

482 Certificate Course in Medical English

ENGLISH FOR TEACHERS

Course No.

483-485 Certificate Programme in English Language Teaching

486 English Language Teaching in Primary Classrooms

LITERATURE IN ENGLISH

Course No.

487 Creative Writing

488 Contemporary Short Stories in English

Students are advised to apply for a place in a First Year course, but those who consider themselves adequately qualified and who pass the Entrance Examination sufficiently well may enrol in a Second Year course.

On completion of the First Year, all students will sit an examination, which, if they pass sufficiently well, will qualify them to enrol in a Second Year course in the following year. Those who pass this examination, but not sufficiently well to qualify them for a place in a Second Year course, will be awarded a Statement of Proficiency.

On completion of the Second Year, all students will sit an examination that leads to the award of the SPACE Certificate in the Use of English.

Award: Students will be awarded a SPACE Certificate in the Use of English on completion of the Second Year provided they:

- pass the examination;
- complete assignments set during the year satisfactorily;
- attend at least 75% of the meetings scheduled.

As these courses are intended for working adults, those attending any class in a secondary school will not be admitted.

General English Courses

Certificate Programme in the Use of English

A sound working knowledge of English is one of the greatest needs in Hong Kong life today. To meet this need SPACE offers a carefully devised two-year programme in the Use of English that will provide the student with practical tuition in the following skills:

- the ability to speak fluently and carry on conversations in English;
- the ability to understand accurately what is said by other speakers;
- the ability to write English well to meet a number of different situations;
- the ability to read easily and understand written English.

The tutors for the courses offered each year are drawn from a panel of university graduates and experienced teachers of English. They set assignments for the students to complete at home and in class, and these are then corrected and discussed in class. In addition to the textbooks that are prescribed, articles on topical subjects and short stories are available for comprehension and appreciation. The students are also provided with plenty of opportunity for oral practice and to express their own ideas.

First Year

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong (N.B. These courses are held in the morning)

431. Mondays, Wednesdays, 8.30 - 10.00 a.m., commencing October 12, 1992

432. Tuesdays, Thursdays, 8.30 - 10.00 a.m., commencing October 13, 1992

Place : University of Hong Kong

433. Tuesdays, Thursdays, 7.15 - 8.45 p.m., commencing October 13, 1992

434. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 13, 1992

435. Wednesdays, Fridays, 6.15 - 7.45 p.m., commencing October 14, 1992

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

436. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 12, 1992

437. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992

Place : Wah Yan College, Queen's Road East, Hong Kong

438. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 12, 1992

439. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992

Place : Wah Yan College, 56 Waterloo Road, Kowloon

440. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 12, 1992
 441. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992
 442. Wednesdays, Fridays, 6.30 - 8.00 p.m., commencing October 14, 1992

Second Year

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

443. Mondays, Wednesdays, 8.30 - 10.00 a.m., commencing October 12, 1992
 444. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 13, 1992

Place : University of Hong Kong

445. Mondays, Wednesdays, 6.15 - 7.45 p.m., commencing October 12, 1992

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

446. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 12, 1992
 447. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992

Place : Wah Yan College, Queen's Road East, Hong Kong

448. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 12, 1992
 449. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992

Place : Wah Yan College, 56 Waterloo Road, Kowloon

450. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 12, 1992
 451. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992

50 meetings

Fee : \$1,520

Entrance Requirements

- (I) Those who have completed a First Year course sufficiently well in the year 1991-92 or who possess a SPACE Certificate in English for Business awarded in 1992 may enrol in a Second Year course without any further test.
 (II) Applicants for First Year or Second Year courses who do not possess the above qualifications must
 (a) (1) have gained a Grade D in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus 'A', Grade B, or the equivalent in an approved examination, and
 (2) be able to provide evidence of further study at post-secondary level; or

- (b) (1) have passed the Cambridge University Local Examination Syndicate First Certificate in English Examination, and
 (2) be able to produce evidence of further study at post-secondary level; or
 (c) have obtained a Grade 'C' Pass in English at G.C.E. 'O' level or Grade 'E' or above in the Hong Kong Advanced or Higher Level Examination.

Such applicants should sit the Use of English Entrance Examination on one of the scheduled dates.

N.B. Applicants who were awarded a SPACE First Certificate in English with Credit in 1992 may be admitted to a First Year *Use of English* course without taking any further test, provided they apply by 24th August, 1992. They are also advised to indicate their first and second choice of course as some courses become over-subscribed very quickly. **Copies of all certificates awarded must be attached to application forms.**

Entrance Examinations: **APPLICANTS SHOULD INDICATE ON THEIR APPLICATION FORM WHEN THEY WISH TO SIT THE ENTRANCE EXAMINATION AND THEN ARRIVE PUNCTUALLY.**

- (A) **SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong**
 2.30 p.m. on Saturday, 29th August, 1992
 (Public Holiday)
 4.30 p.m. on Saturday, 29th August, 1992
 (Public Holiday)
- (B) **Loke Yew Hall, University of Hong Kong, Main Building, Pokfulam Road, Hong Kong**
 6.30 p.m. on Friday, 28th August, 1992
 6.30 p.m. on Friday, 4th September, 1992
 4.30 p.m. on Saturday, 5th September, 1992
- (C) **Wah Yan College, 56 Waterloo Road, Kowloon**
 6.30 p.m. on Tuesday, 25th August, 1992
 6.30 p.m. on Friday, 28th August, 1992
 6.30 p.m. on Tuesday, 1st September, 1992
 6.30 p.m. on Friday, 4th September, 1992

Enrolment

Closing Date: September 1, 1992, unless all the places in the Entrance Examination have been allocated before that date.

- Fee payment must be made by means of a crossed cheque made payable to the 'UNIVERSITY OF HONG KONG'.
- Applicants wishing to apply at the same time for an English for Business and a Use of English course should, in the first instance, pay both fees, i.e., \$1,850 for English for Business and \$1,520 for Use of English. The fee for the course they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

3. Applicants wishing to apply for a place in a Use of English course and an English for Business course should apply to sit the English for Business entrance examination by 27th August and the Use of English entrance examination on 4th or 5th September. If they pass the English for Business entrance examination they will be informed accordingly and should not then sit the Use of English entrance examination.

Foundation English Programme

Everyday reminds us that a sound knowledge of the English Language is essential to those who wish to make good progress in their careers. The Foundation English Programme is intended for those who wish to improve their command of English, but who do not have the basic qualifications required to join the School's Certificate Programme in the Use of English. On completion of the Second Year of the Foundation English Programme, however, students will sit an examination that leads to the award of the SPACE First Certificate in English Language. **Those who are awarded this Certificate with a Credit are eligible to enrol in a First Year course in the Use of English in the following year.** Those who are not awarded a Credit are required to sit the Use of English Entrance Examination.

In order to strengthen and improve Foundation English students' command of English, intensive tuition is provided in the following:

Written Communication:

the ability to write to suit a variety of situations and to read for a thorough understanding of what has been said.

Oral Communication:

the ability to speak readily and carry on conversations in a variety of different situations, and to understand what others have said without difficulty.

Enrolment into First Year courses will be open to all appropriately qualified applicants on a "first-come, first-served" basis. Promotion from the First to the Second Year of the Programme will depend on the student's performance in the First Year. Tutors will therefore set assignments and progress tests that students will be expected to complete.

Award: Students will be awarded a SPACE First Certificate in English Language on completion of the Second Year provided they:

- pass the examination;
- complete assignments set during the year satisfactorily;
- attend at least 75% of the meetings scheduled.

First Year

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

452. Mondays, Wednesdays, 8.30 - 10.00 a.m., commencing October 12, 1992
453. Mondays, Wednesdays, 10.15 - 11.45 a.m., commencing October 12, 1992
454. Tuesdays, Thursdays, 8.30 - 10.00 a.m., commencing October 13, 1992
455. Tuesdays, Thursdays, 10.15 - 11.45 a.m., commencing October 13, 1992
456. Wednesdays, Fridays, 8.30 - 10.00 a.m., commencing October 14, 1992

Place : University of Hong Kong

457. Mondays, Wednesdays, 8.00 - 9.30 p.m., commencing October 12, 1992
458. Tuesdays, Thursdays, 6.15 - 7.45 p.m., commencing October 13, 1992
459. Wednesdays, Fridays, 6.15 - 7.45 p.m., commencing October 14, 1992
460. Wednesdays, Fridays, 8.00 - 9.30 p.m., commencing October 14, 1992

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

461. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992

Place : St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)

462. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 12, 1992

Place : Wah Yan College, 56 Waterloo Road, Kowloon

463. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 12, 1992
464. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992

Second Year

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

465. Mondays, Wednesdays, 8.30 - 10.00 a.m., commencing October 12, 1992
466. Tuesdays, Thursdays, 8.30 - 10.00 a.m., commencing October 13, 1992
467. Mondays, Wednesdays, 8.00 - 9.30 p.m., commencing October 12, 1992
468. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 13, 1992

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

469. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992

Place : Wah Yan College, Queen's Road East, Hong Kong

470. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 12, 1992

Places: St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)

471. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992

Place : Wah Yan College, 56 Waterloo Road, Kowloon

472. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 12, 1992

473. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992

50 meetings

Fee : \$1,500

Enrolment is limited to 32

Entrance Qualifications

First Year:

Grade 'E' in English Language in the Hong Kong Certificate of Education or an approved qualification awarded outside Hong Kong.

Applicants who have a Grade 'D' (Syllabus 'B') or 'B' (Syllabus 'A') or higher in English in the Hong Kong Certificate of Education will not be admitted.

- N.B. i. All applicants must attach copies of their educational qualifications to their application form.
 ii. Applicants are advised to indicate the course of their second choice so that if their first choice is oversubscribed, they can be placed in their second choice.
 iii. These courses are not open to students in any class in a secondary school.

Second Year:

A 'Pass' in a First Year course in the year 1991-92.

- N.B. School letters confirming successful completion of a First Year course should be attached to application forms.

English for Specific Purposes

Certificate Programme in English for Business

The ability to express himself clearly in English is something that every business executive needs to pay very considerable attention to if he is to communicate effectively with his clients not only in Hong Kong, but also in many of those countries that Hong Kong does business with. Within his company too, the executive needs to understand what his colleagues have to say and to communicate with them. Here again, a good command of English is of the utmost importance.

The SPACE courses in English for Business are specifically designed to help those engaged in commerce and industry and the appropriate areas of Government Service, and provide intensive tuition in those applied varieties of English that they are most likely to require. They are therefore ideally suited for those who have to handle correspondence independently for their organisations and need to communicate with others within them.

SYLLABUS

General English: remedial tuition will be provided with a view to eradicating the most common errors the students make.

Oral English: the students will be given tuition in various aspects of oral communication and in making oral presentations.

Business Correspondence:
basic principles format and convention;

commercial jargon the students will be shown how to avoid outmoded jargon and redundancy;

trade negotiations tuition will be given in how to write letters making trade enquiries, how to reply to them, how to place orders and how to acknowledge them;

complaints and adjustment tuition will be given in how to write letters of complaint and how to reply to them appropriately;

sales letters tuition will be given in how to write sales letters to suit particular situations;

employment applications tuition will be given in how to write letters of application for employment and references for others applying for employment;

correspondence summaries tuition will be given in how to summarise a series of letters so as to identify the significant points in the correspondence as a whole and how to make recommendations for further action.

Other Forms of Communication written memoranda; proposals; notices; forms.

Report-writing tuition will be given in how to write investigative reports with recommendations, short reports and 'mixed-form' reports.

Reporting meetings tuition will be given in how to prepare agenda and write minutes.

Reading and Comprehension practice will be given in the comprehension of commercial and general texts.

Note-writing tuition will be given in making tabulated notes on written material and taking notes on spoken material.

Note : Course tutors will set a number of mandatory assignments during the course which the students will be required to complete under examination conditions, and these will then be taken into consideration when students are assessed on completion of the course. All those applying for admission should therefore realise that they will need to complete these assignments and also attend their course and complete practice assignments regularly if they wish to be admitted to the Final Examinations to be held in May, 1993.

Award: Students will be awarded a SPACE Certificate in English for Business provided they:

- pass the examination;
- complete the assignments set during the course of tuition satisfactorily;
- attend at least 75% of the meetings scheduled.

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

474. Mondays, Wednesdays, 6.15 - 7.45 p.m., commencing October 7, 1992

475. Tuesdays, Thursdays, 6.15 - 7.45 p.m., commencing October 8, 1992

476. Tuesdays, Thursdays, 7.45 - 9.15 p.m., commencing October 6, 1992

Place : Wah Yan College, Queen's Road East, Hong Kong

477. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 6, 1992

478. Wednesdays, Fridays, 6.30 - 8.00 p.m., commencing October 7, 1992

Place : Wah Yan College, 56 Waterloo Road, Kowloon

479. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 7, 1992

480. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 6, 1992

60 meetings

Fee : \$1,850

Admission Requirements:

A) The following applicants are exempted from sitting the Entrance Examination:

i) University Graduates: they should be employed on a full-time basis in relevant occupations and should attach copies of their degree certificate to their application form. They should then attend a special interview as follows: **Group 'A', between 3.00 and 5.30 p.m., or Group 'B', between 6.00 and 8.30 p.m., at the SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central on 26th August (Wednesday), 2nd September (Wednesday), 3rd September (Thursday) or 7th September (Monday).** Applicants should therefore state on their application form the date and the group, 'A' or 'B' above, they wish to attend for interview. They will then be interviewed on a "first-come, first-served" basis on the dates and in the groups indicated above. Waiting time will be reduced as far as possible, but some delays are inevitable.

ii) Holders of the School Certificate in the Use of English with Grade 'B' or above for both Writing and Oral skills awarded in 1992. They should attach a copy of their Certificate, together with a full statement saying why they wish to be enrolled, to their application form, which should be submitted before 24th August, 1992.

B) Applicants holding any of the following qualifications should sit the Entrance Examination on any of the scheduled dates indicated below and state on their application form the date and place they wish to do so:

i) a School Certificate in the Use of English with Writing Skills Grade C or D; or

ii) a 'Good Pass' at SPACE Use of English, First Year level; or

iii) a Grade 'D' pass or above in English at Hong Kong Advanced or Higher Level; or

iv) a Grade 'C' pass or above in English at G.C.E. 'O' level, plus evidence of further study at post-secondary level; or

v) a Grade 'D' pass in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus 'A', Grade 'B', plus evidence of full-time study at post-secondary level.

Copies of all certificates awarded must be attached to application forms.

Entrance Examination:

It is essential to arrive punctually for the Entrance Examination selected. (State on your application form when and where you wish to sit the Entrance Examination.)

- (A) Lok Yew Hall, University of Hong Kong, Main Building, Pokfulam Road, Hong Kong
2.30 p.m. on Saturday, 5th September, 1992
- (B) SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong
6.30 p.m. on Tuesday, 25th August, 1992
6.30 p.m. on Tuesday, 1st September, 1992
- (C) Wah Yan College, 56 Waterloo Road, Kowloon.
6.30 p.m. on Thursday, 27th August, 1992
6.30 p.m. on Thursday, 3rd September, 1992

N.B. All Entrance Examinations continue for 1-1/2 hours.

Note : Applicants will be informed of the result of the Entrance Examination very shortly after the last examination on 9th September; the fees of those who have failed to gain admission will then be refunded.

Enrolment

Closing Date: September 4, 1992, unless all the places in the Entrance Examination have been allocated before that date.

1. Fee payment must be made by means of a crossed cheque made payable to the 'UNIVERSITY OF HONG KONG'.
2. Applicants wishing to apply at the same time for an English for Business and a Use of English course should, in the first instance, pay both fees, i.e., \$1,850 for English for Business and \$1,520 for Use of English. The fee for the course they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.
3. Applicants wishing to apply for a place in a Use of English course and an English for Business course should apply to sit the English for Business entrance examination by 27th August and the Use of English entrance examination on 4th or 5th September. If they pass the English for Business entrance examination they will be informed accordingly and should not then sit the Use of English entrance examination.

481. Certificate Course in English for Engineering

In Hong Kong there are many large scale engineering projects underway, and plans for the future development of Hong Kong's infrastructure will put an even greater premium upon the role of the engineer. In addition to being competent in their relevant professional and management skills, engineers must also have a high degree of both written and oral communication skills if they are to carry out their jobs at the most effective level and thereby further their career prospects.

This course will cover the full range of written and oral communication skills that engineers are likely to need in their everyday jobs. On the written side, tuition will be given in: technical correspondence; writing memoranda; writing reports; writing minutes of meetings; writing briefing papers. On the oral side, students will be expected to participate in group discussions, give oral reports and make an oral presentation on an engineering topic.

At the same time remedial tuition will be given with a view to correcting some of the most common errors which students make in general English. As part of this constant emphasis on general English students will also be given practice in listening and general reading comprehension.

The course will cater for all categories of engineers: civil, mechanical, electrical and electronic engineers will find there is much common ground to interest them. Enrolment will be limited to 30 students, and will be by selection of those best qualified to benefit from the course of tuition.

Award: Students will be awarded a SPACE Certificate provided they:

- pass the examination;
- participate fully, attend regularly and perform well in all aspects during the course.

Tutor : Ms Betty Anne Butcher, B.S.(Canada), P. Eng.

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, Wednesdays, 6.15 - 7.45 p.m., commencing October 12, 1992

60 meetings

Fee : \$1,850

Entrance Requirements

All applicants should (1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination. (2) be practising engineers. (3) be able to provide evidence of further study at post-secondary level. (4) attach copies of relevant documents to their application forms. (5) submit a short letter stating why they think they will benefit from the course. (6) attend for an interview if required.

Enrolment

Closing Date for applications: September 16, 1992.

Fee payment must be made by means of a crossed cheque made payable to the 'UNIVERSITY OF HONG KONG'.

482. Certificate Course in Medical English

This course is intended for all those associated with health care, such as doctors, nurses, physiotherapists, paramedical staff, health educators, medical students, and others with a professional interest in medicine, who need to communicate in English. The aim of the course is to improve the students' general standard of English and to extend and practise language skills, both oral and written, in a variety of situations related to career requirements. The syllabus will also cover note-taking, summarizing, study and intensive reading, presenting medical reports orally and in writing, the language used in medical histories and case studies, medical terminology relating to physiology, anatomy, and disease, and the communicative needs of patients and staff. Authentic materials and the latest communicative techniques of specific purpose language teaching will be used.

Applicants should bear in mind that this course is not designed to teach basic English and that an understanding of medical terminology in the students' first language will be assumed.

Award: Students will be awarded a SPACE Certificate provided they:

- pass the examination;
- participate fully, attend regularly, and perform adequately during the course of tuition.

Tutor : R.C. Deacon, M.B., Ch.B.

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Saturdays, 9.00 - 12.00 Noon, commencing October 17, 1992

30 meetings

Fee : \$1,850

Entrance Requirements: All applicants should

- (1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination.
- (2) be able to produce evidence of further study at post-secondary level.
- (3) attach copies of their certificates to their application form.
- (4) submit a short letter in support of their application.
- (5) attend an interview if required.

Enrolment

Closing date for applications: September 14, 1992.

Fee payment must be made by means of a crossed cheque made payable to the "UNIVERSITY OF HONG KONG".

English for Teachers

1. Courses for Secondary School Teachers

Certificate Programme in English Language Teaching (Course Nos. 483, 484, 485)

ELT courses offered by SPACE aim to address the practical concerns of English teachers in Hong Kong as well as provide them with an up-to-date knowledge of recent developments in the field.

*Who is the programme for?

The Certificate programme is open to all secondary school teachers of English. However, the courses offered are likely to be of particular interest to teachers at an early stage in their careers who have completed their initial training, now feel the need for a "refresher" course, but are unable to attend full-time block release 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 Cert. ELT will be offered in modular form.
- To be awarded the Certificate a teacher will have to complete 6 modules which must include the two core modules together with 4 others from a range of options on offer.
- Core modules will be 20 hours long and optional modules 15 hours.
- At the end of each module a "statement of completion" will be issued based on course assessment and attendance.
- The modules will be "free-standing" so that a teacher may enrol for one without necessarily having in mind the accumulation of credits towards an eventual certificate.
- Where possible, the core modules may also be offered over two weekends to suit teachers who might be unable to attend 12 weekly sessions.
- The schedule of courses on offer is as follows:

		Options
Autumn 92	Core A	1 + 2
Spring 93	Core B	3 + 4
Autumn 93	Core A	5 + 6
Spring 94	Core B	7 + 8

* What are the Core modules?

Core A: (What to ...?) will focus on the language content of the secondary syllabus for forms 1 - 5. Tense, modality, transitivity, etc. will not be dealt with in abstraction, but in relation to the language systems inherent in the secondary syllabus. The module will also aim to enrich a teacher's under-

standing of language as discourse, to enhance her own language awareness and to pay close attention to the language of classroom management.

Core B: (How to ...?) 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 appropriate to the Hong Kong context given constraints such as large classes, poor motivation, exam pressure, attitudes to English, lack of resources etc.

*** Who are the tutors?**

The tutors for these courses have had many years experience in teaching and teacher-training. Several of them have written textbooks for Hong Kong Secondary schools and all of them know what the situation is in local schools right now.

Fee Refund : Teachers may apply for a half fee refund for these courses. See page 76.

483. Getting the Most Out of Your Students

English teachers in Hong Kong work in difficult circumstances with heavy schedules, strict syllabuses and large classes. This course aims at examining the teaching-learning process to identify ways in which STUDENTS can be encouraged to take a more active role. Teachers will take an informed look at how students learn languages and at how recent trends in ELT methodology can enable them to "get the most" out of their students. The course is intended for Form 1 - 1V secondary school teachers of English. Some of the topics we will consider are:

- The implications of theories of language learning for Hong Kong learners and teachers.
- What is meant by "language as communication" and the extent to which communication can be incorporated into the language class.
- The merits of task-based and skills-based approaches to teaching.
- Materials design and textbook adaptation.
- Using student-generated materials.
- Procedures for successful classroom practice.
- Dealing effectively with mixed and low ability classes.

Enrolment is limited to 30

Tutor : Andy Lawrence, Cert.Ed., B.Ed.(Hons.), M.A. (TESOL) Senior Lecturer, Northcote College of Education

Place : Library Extension Building, University of Hong Kong

Date : Mondays, 6.15 - 7.45 p.m., commencing 26th October 1992

10 meetings

Fee : \$360

484. Developing Reading Skills in English: Techniques for Teachers

This course will explore students' own experiences as readers and teachers of reading. Though we will trace some of the theoretical background to reading, the majority of the classes will be practical workshop sessions. Members of the group will work together to develop a variety of reading tasks and to explore different reading comprehension strategies. We will examine ways in which pupils may better learn to understand text organization, scan for specific information, extract the main ideas from a paragraph, deal with unfamiliar words, understand complex sentences, use reference words effectively, make inferences and predictions about texts and evaluate them. What we do in this course will be applied to secondary school texts currently in use.

Members of the course will be expected to be active participants, not just passive listeners.

Enrolment is limited to 30

Tutor : Andrew Wright B.Sc., P.G.C.E.(Exeter), M.Ed.(Wales), Dip.TESP (RSA) Senior Language Instructor, Language Centre, University of Hong Kong

Place : Library Extension Building, University of Hong Kong

Date : Tuesdays, 7.35 - 9.05 p.m., commencing September 29th 1992,

10 meetings

Fee : \$360

485. Language Systems and the English Syllabus for Secondary Schools (forms 1 - 5)

(CORE A)

The aims of this course are to:

1. Analyse and classify the LANGUAGE CONTENT of the secondary syllabus for English so as to recognise the recurrent patterns (grammatical, functional and thematic) to be taught and to see how these are realized in popular Hong Kong textbooks.
2. Reflect on the language of CLASSROOM MANAGEMENT and consider the most effective ways of giving explanations, checking comprehension, giving instructions and asking questions in class.
3. Carry out LANGUAGE ANALYSIS problem-solving exercises so as to enhance LANGUAGE AWARENESS among secondary teachers and to reassess terms such as "verb", "passive", "conditional" etc.
4. Enrich teachers' understanding of LANGUAGE as DISCOURSE and the function of cohesive devices in texts.
5. Consider typical Hong Kong LANGUAGE ERRORS, their causes, attitudes to them and techniques for correcting them.

Enrolment is limited to 30

Tutor : Bob Adamson, B.A., P.G.C.E. (Wales) Lecturer, Sir Robert Black College of Education

Place : Library Extension Building, University of Hong Kong

Date : Thursdays, 6.15 - 7.55 p.m., commencing 24th September 1992

12 meetings

Fee : \$480

2. Courses for Primary School Teachers

486. English Language Teaching in Primary Classrooms

This course aims to take a close look at the language skills development of primary school children. Teachers will examine how children acquire speaking, listening, reading and writing skills. There will be reference throughout to current trends and practices both in Hong Kong and in the United Kingdom. Effective classroom management will be discussed as will diagnosis and assessment.

Topics to be considered include: language development across the curriculum, how children learn, effective group-work, techniques for questioning, how readers develop, book choice, diagnosis of reading difficulties, monitoring reading development, the writing process, stages of development in writing, varieties of writing, responses to writing, spelling and assessment.

This course is open to *ALL primary school teachers of English in Hong Kong*. Although they may be working in different kinds of schools, this course will enable teachers to exchange ideas with one another, to enhance their teaching skills and to consider language teaching in a broader perspective.

Both tutors have had extensive experience as teachers and as course providers. John Hawes has run courses for the Inner London Education Authority as well as for Victoria Education Department in Australia.

Enrolment is limited to 30

Tutors: Carol Goldstein B.A. (L./pool), Dip.Ed./Cert.Ed. (Dundee)

John Hawes Cert.Ed.(Lond.)

Both are Deputy Principal, Quarry Bay Primary School

Place : Library Extension Building, HKU

Date : Wednesdays, 7.35 - 9.05 p.m., commencing September 30th 1992

10 meetings

Fee : \$310

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

Literature in English

487. Creative Writing

The aim of this course is NOT to teach you to be a writer - no course can do that - but rather to provide a forum for

discussion and experiment. The tutor will introduce a selection of texts, poems and prose by Chinese and English writers. These are not intended to be models to follow but to serve as illustrations of techniques and perhaps supply themes on which the participants may produce variations. The course will provide a chance for people who wish to write to exchange ideas, discuss approaches and receive comments on their own writing from the tutor and from their peers.

The main aim is to encourage would-be writers who wish to "... make it TRUE, make it NEW, make it YOU " (Ted Hughes) to continue writing after the course has finished. Writing produced by the participants during the course will be collected and put together in a booklet.

In order to benefit from the course applicants should have a Grade 'D' or above in English Language Syllabus B in the H.K.C.E.E. or equivalent. *Enrolment is limited to 25*

Tutor : Mike Murphy, M.Ed.(M/chester), Lecturer in English, Institute of Language in Education

Place : Room 104, James Hsioung Lee Science Building, HKU

Date : Tuesdays, 7.15 - 8.45 p.m., commencing October 13, 1992

10 meetings

Fee : \$300

488. Contemporary Short Stories in English

V.S. Pritchett described the short story as: "...the glancing form of fiction that seems to me right for the nervousness and restlessness of contemporary life." The aim of this course is to look at some examples of contemporary short fiction in English. The "realistic" stories of, for instance, William Trevor, which observe an incident or distil an experience. The more self-conscious, artful fictions of John Banville, where the traditional elements of plot, character, theme and setting are replaced by patterns of image, symbol and word association and where the stories are more likely to have an end, then a beginning and a middle. Story-writing which uses older fictional forms from the oral tradition of story-telling - fairy tales, fables, legends and folk tales - to frame contemporary events, as, for example, in the stories of Angela Carter. The stories will be selected for their diversity: stories of mystery, psychology, humour and horror, the exotic, the erotic, the political and the social. Stories of quality which will repay the effort of reading them. The classes will not be lectures about stories but will take the form of discussion groups and workshops. Applicants should have a good reading knowledge of English, a willingness to participate in discussion and, above all, an interest in literature.

Enrolment is limited to 25

Tutor : Peter Kennedy, B.A.(Wales), M.A.(Sussex), M.A.(Essex), M.Phil.(Dublin). Lecturer (English Studies), SPACE, University of Hong Kong

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 6.30 - 8.00 p.m., commencing October 16, 1992

10 meetings

Fee : \$300

EUROPEAN STUDIES

Lecturers in charge: Peter Kennedy
Richard M. Booker

Telephone: 547 2225

FRENCH

- 505-508 First Certificate in French Language
509 Certificate in French for Business
510 Certificate in French Studies

SPANISH

- 511-513 Courses in Spanish Language

GERMAN

- 514 German for Beginners

ITALIAN

- 515 Italian for Beginners

Courses in French Language

First Certificate in French Language

These are practical courses in French for those who wish to have a good, active command of the language for everyday communication both orally and in writing.

The First Year courses in Kowloon are intended for those with *no previous knowledge of the language* and so are concerned with very basic French.

The First Year course in Hong Kong is intended for "*false beginners*" who have some knowledge of the language but who wish to restart at basic level to consolidate their understanding. This course has the same objectives as the other First Year courses but will take account of students' previous learning experiences.

The Second Year of the programme in the year 1992-1993 will be open to those who have completed a First Year course satisfactorily in 1991-1992 or acquired a knowledge of basic French at another institution. On completion of this year, students will sit an examination that leads to the award of the SPACE First Certificate in French Language.

Strong emphasis will be put on the acquisition of audio-oral skills. Intensive tuition will also be provided in reading and writing skills. The language of instruction will be French, supplemented by English as necessary.

First Year

In Hong Kong

Tutor : Denis Meyer, B.A., M.A. (Paris), Instructor in French, Language Centre, University of Hong Kong

505. Tuesdays and Thursdays, 7.15 - 8.45 p.m., commencing 13th October 1992, University of Hong Kong
65 meetings **Fee: \$ 2,200**

In Kowloon

Tutor : Pascal Leclerc, Licence (du Maine)

506. Mondays and Wednesdays, 6.30 - 8.00 p.m. commencing 12th October 1992.
St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)
65 meetings **Fee: \$ 2,200**

Tutor : Antonio Monroy-Gijon, B.A. (Provence)

507. Tuesdays and Thursdays, 6.30 - 8.00 p.m. commencing 13th October 1992.
Wah Yan College, 56 Waterloo Road, Kowloon
65 meetings **Fee: \$ 2,200**

Second Year

Tutor : Ms. Marie-Helene Arnauld, B.A. (Perpignan), M.A. (Essex)

508. Tuesdays and Thursdays, 6.15 - 7.45 p.m. commencing 13th October 1992.
SPACE Town Centre, Shun Tak Centre, West Tower, 9th floor, 200 Connaught Road, Central, Hong Kong.
55 meetings **Fee: \$ 1,925**

Enrolment in all courses will be limited to 25 students.

509. Certificate in French for Business

Tuition will be provided in how French is used in the world of banking, administration and commerce. Letter-writing and language skills for communication and negotiation will be emphasized and there will be also a translation component.

A SPACE Certificate in French for Business will be awarded to those who complete the course satisfactorily and pass the final examinations.

Enrolment will be limited to 25 students who have completed the SPACE First Certificate in French programme or else can provide evidence that they have received approximately 200 hours of tuition in French elsewhere.

Tutor : Ms. Helene Guillez, B.A., M.B.A. (Paris-Sorbonne)

Place : University of Hong Kong

Date : Tuesdays, Thursdays, 6.15 - 7.45 p.m., commencing October 13, 1992

60 meetings

Fee: \$2,100

Medium of instruction: French

510 . Certificate in French Studies

This more advanced course is intended to complement the SPACE First Certificate in French Language. It will provide tuition in more advanced language skills through writing and reading exercises and aural/oral activities. Various aspects of French life and culture will also be explored. A SPACE Certificate in French Studies will be awarded to those who complete the course satisfactorily and pass the final examinations.

Enrolment will be limited to 25 students who have completed the SPACE First Certificate in French programme or else can provide evidence that they have received approximately 200 hours of tuition in French elsewhere.

Tutor : Mrs. Michelle Grosclaude, Agreg. (Paris)

Place : University of Hong Kong

Date : Wednesdays, Fridays, 6.15 - 7.45 p.m., commencing October 14, 1992

60 meetings

Fee : \$2,100

Medium of instruction: French

Courses in Spanish Language

First Year

In Hong Kong

Tutor : Rev. Francisco Lopez Mendoza, O.P., Licentiate in Theology/Philosophy (Rome), Th.D. (Philippines)

511. Tuesdays and Thursdays, 5.45 - 7.15 p.m., commencing October 13, 1992
Room 127, Wah Yan College, 1/F., Queen's Road East, Hong Kong
50 meetings Fee: \$ 1,620

In Kowloon

Tutor : Rocio Blasco Garcia, B.A. (Seville), M.Ed. (L/pool)

512. Tuesdays and Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992
St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)
50 meetings Fee: \$ 1,620

Those who have no previous knowledge of Spanish will find these courses for complete beginners in the language particularly useful. The tutors will take the students to a level where they can understand elementary texts in Spanish and carry out simple conversations.

Second Year

Tutor : Rev. Francisco Lopez Mendoza, O.P., Licentiate in Theology/Philosophy (Rome), Th.D. (Philippines).

513. Tuesdays & Thursdays, 7.30 - 9.00 p.m., commencing October 13, 1992
Room 127, Wah Yan College 1/F., Queen's Road East, Hong Kong
50 meetings Fee: \$ 1,620

This is primarily a continuation course intended for those who have previously completed Spanish 1, but those others who have been studying it elsewhere for at least a year will also find it of considerable value. Tuition will be given in vocabulary building, the comprehension of simple Spanish texts and in writing and speaking skills.

Enrolment is limited to 32 students per course.

N.B. Priority will be given to applicants who have completed one of the SPACE First Year courses in the year 1991 - 92. Other applicants will be enrolled, if vacancies are still available, on the basis of their previous study of the Spanish language.

Course in German Language

514. German for Beginners

This course is for complete beginners who wish to acquire a basic understanding of spoken and written German. By the end of the course students should be able to hold simple conversations in German and to follow the conversation of a native speaker. Students should also have gained some insights into German life and culture.

Enrolment is limited to 25

Tutor : Ms. Helga Overdyck, B.A. (Auckland)

Place : St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)
Date : Mondays and Wednesdays, 6.30 - 8.00 p.m., commencing October 12, 1992

50 meetings

Fee : \$1,620

Course in Italian Language

515. Italian for Beginners

This course is designed for complete beginners who wish to learn to communicate in Italian in a variety of situations. The course also aims to cover the basics of Italian grammar, to help students understand spoken and written Italian and to explore various aspects of Italian life and culture.

Enrolment will be limited to 25

Tutor : Ms. Renata Iesue, Dott.Lett. (Rome)

Place : St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)
Date : Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 13, 1992

50 meetings

Fee : \$1,620

GEOGRAPHY & GEOLOGY

Lecturer in charge: L.H. Rebecca Chiu

Telephone: 859 2423

521. Physical Geography

The School of Professional and Continuing Education offers the course to help candidates prepare for the Geography I (Physical Geography) examination of the London University External B.A. Degree in Geography.

This course aims to cover the syllabus of Physical Geography Part I (including the part on relevant techniques). It provides an outline survey of the physical geography of land, air and water, and of major biological distributions as constituents of the human environment.

Students are expected to attend lectures regularly, read assigned texts and complete course assignments.

Tutors: Lecturers of the University of Hong Kong

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

Date : Tuesdays and Thursdays, 6.15 - 7.45 p.m., commencing October 6, 1992

50 meetings

Fee : \$3,000

For registration with London University – see p.148. Applicants who have registered with the London University as External Students will be given preference. Anyone interested in this course will also be considered.

Please write in for details enclosing a stamped self-addressed envelope. *Closing date for application: September 22, 1992.*

522. Human Geography

The School of Professional and Continuing Education offers the course to help candidates prepare for the Geography I (Human Geography) examination of the London University External B.A. Degree in Geography.

This course aims to cover the syllabus of Human Geography Part I (excluding the part on relevant techniques). It provides an outline survey of the principal branches of human geography. Major topics included are: human geography as a sub-discipline, society and environment, society and space, the space economy, population and settlement.

Students are expected to attend lectures regularly, read assigned texts and complete course assignments.

Tutors: Lecturers of tertiary institutions

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

Date : Tuesdays and Thursdays, 8.00 - 9.30 p.m., commencing October 6, 1992

50 meetings

Fee : \$3,000

For registration with London University – see p. 148. Applicants who have registered with the London University as External Students will be given preference. Anyone interested in this course will also be considered.

Please write in for details enclosing a stamped self-addressed envelope. *Closing date for application: September 22, 1992.*

523. Fieldwork for Geography Teachers

The purpose of this course is to help teachers master both the theory and practice of fieldwork. Emphasis will be placed on the design of fieldwork, and participants will have the chance to take part in the preparation of worksheets for field studies. A field trip may also be organized to familiarize teachers with the possibilities for field study in a variety of rural and urban sites. Topics include: (1) Aims and nature of fieldwork. (2) Fieldwork organization. (3) Discussion of possible fieldwork sites in Hong Kong. (4) Fieldwork and mapwork; design of worksheets. (5) Fieldwork for junior forms. (6) Fieldwork for the Certificate level. (7) Fieldwork for the Advanced Level. (8) Evaluation of students' fieldwork performance.

Enrolment is limited to 30

Tutors: Lecturers of the University of Hong Kong and experienced teacher members of the Hong Kong Geographical Association

Place : Room LG106, James Hsioung Lee Science Building, HKU

Date : Wednesdays, 6.00 - 7.30 p.m., commencing October 14, 1992

8 meetings & 1 field trip

Fee : \$330

Medium of Instruction: English and Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

524. 礦物，岩石與化石戶外考察 (Minerals, rocks and fossils in the field)

本課程介紹如何認識礦物，岩石和化石。內容如下：
(一)礦物晶系，礦物各種物理性質，造岩礦物，某些礦石礦物及某些寶石礦物的識別。(二)岩石的分類，各種岩石的組成成分及識別。(三)化石的形成條件，保存形式，化石類型。
(限收三十人)

主 講 人：鈕柏桑先生

地 點：香港大學邵逸夫樓 2 0 8 室

時 間：一九九二年十月一日起每星期四下午六時三十分至八時

全期學費：三百五十元 (共十二講及二次戶外考察)

525. 寶石學入門 (Introduction to Gemmology)

本課程著重介紹寶石的基本知識和鑑別寶石的主要根據。講授範圍包括：(一)常見的天然寶石(如鑽石、紅寶石、藍寶石、祖母綠、閃山雲、水晶、翡翠、珍珠等)的物理性質和鑑別特徵；(二)各種人造寶石的製造方法，仿製品的形式，人工處理顏色的方法及其鑑別方法。(限收廿二人)

主 講 人：歐陽秋眉女士 B.Sc., M.Phil., F.G.S., (Lond.), F.G.A.
(Lond.), Dip. Dia (GIA)

楊潔儀小姐 B.A. (H.K.), F.G.A. (Lond.)

地 點：香港大學專業進修學院市區中心 1 8 室

時 間：一九九二年十月八日起每星期四下午八時
至十時

全期學費：六百八十元 (共十講)

Fee Refunds For Teachers

The Education Department has agreed in respect of a number of courses in this Prospectus to grant fee refunds to teachers who enrol on the courses. Where such a refund is applicable, this is indicated beneath the course description. The amount of the fee refund may vary from course to course and this is also indicated in the course description. 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 (this applies to all teachers in government, aided and private schools) before the course starts.
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.

Please note that where you wish to apply for a fee refund, you must enrol at the School of Professional and Continuing Education at least 10 days before the course commences.

教師申請退還學費：

部份課程，教育署同意優待教師退還學費。(政府，資助或私立學校教師均可。)凡此一類課程及教育署同意退還全部或部份學費，本手冊將在課程簡介後註明。

申請教育署退還學費手續：

1. 申請之教師獲錄取入學，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(並於信封註明退還學費申請)。

注意：教師有意申請退還學費，最遲必須於課程開課前十天，將入學申請表及支票寄達「香港大學專業進修學院」。

531. 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，課程著重理論和實習，使學員有效地利用現場發掘過程，從而對考古學更具了解。

主要內容包括：(一) 考古學研究的對象和範圍、研究的方向、功用及其與其它學科的關係；(二) 考古學簡史；(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) 陶器製造業；(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。並參觀香港考古學會發掘過程，及安排參與實習。
(限收二十二人)

主講人：盧金球先生 B.A. (香港考古學會執行委員)
地點：香港大學專業進修學院市區中心 18 室 (信德中心西翼九樓)
時間：一九九二年九月三十日起每星期三下午六時十五分至七時四十五分
全期學費：四百二十元 (共十二講及二次野外實習)

532. 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) 陶器、(三) 銅器、(四) 玉器、(五) 「考古」：國內最新發掘出土文物的分析及其提供的歷史價值和意義。
(限收二十二人)

主講人：盧金球先生 (香港考古學會執行委員)
地點：香港大學專業進修學院市區中心 18 室 (信德中心西翼九樓)
時間：一九九二年九月廿一日起每星期一下午六時至七時三十分
全期學費：三百九十元 (共十二講及一次現場參觀)

533. 香港考古與出土文物欣賞 (Hong Kong Relics)

本課程介紹有關考古學對香港古代文物的研究，如史前和歷史時代遺物，以往及最近發掘出土文物等方面知識，內容包括：陶器、石器、青銅器、貝類、陪葬物、古墓、摩崖、石刻、古廟、古跡、灰窰、陶窰及考古遺址等。並參觀考古學會發掘過程，及安排參與實習。
(限收二十二人)

主講人：盧金球先生 (香港考古學會執行委員)
地點：香港大學專業進修學院市區中心 18 室 (信德中心西翼九樓)
時間：一九九三年一月四日起每星期一下午六時至七時三十分
全期學費：三百三十元 (共九講及二次野外考察)

534. Appreciation of Chinese Relics

History started when written language began to produce records, whereas the unwritten prehistory was recorded by relics and antiques.

The aim of this course is to teach students how to appreciate Chinese relics and antiques, with special attention paid to evaluation, maintenance and testing for authenticity of antiques and relics. Major topics to be covered include Chinese old painting, ceramics, bronze, jade and ancient artefacts uncovered recently from Chinese archaeological sites.

There will be one full-day field trip on a weekend (travelling expenses to be borne by the participants).

Enrolment is limited to 22

Tutor : Lo Kam-kau, James, Committee member of the Hong Kong Archaeological Society

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2:15pm - 3:45pm, commencing October 3, 1992

8 meetings & 1 field trip

Fee : \$300

541. Modern Journalism

The presentation of news, analysis, features and editorial views through all forms of the media will be considered by a variety of experts in their respective fields. They will include visiting correspondents together with Philip Crawley, Editor of the South China Morning Post, Derek Davies, and Simon Wincrester, Foreign Correspondents and Anthony Lawrence, BBC radio expert for both news and features. David Bell, Public Relations manager for the Swire Group, will also address the course.

The topics for discussion will cover the work of foreign correspondents, opportunities for free-lance writing as well as the daily activities of major news agencies and ways of entering the media. Consideration will also be given to such question as, what is news, can journalists be trained, and, if so, how can this best be done. The influence of new technology on the media will also be considered.

Prospective students, whether working in journalism or television, or hoping to do so, should be of a high calibre and should be fluent in both written and spoken English. They may be selected by interview after a short written test. They should also note that they will be expected to participate in exercises which will consist of simple reports based on newspaper cuttings, followed by class critiques. Thereafter, in the belief that the best way to learn about reporting is by reporting, students will be expected, after listening to the former BBC Far Eastern Correspondent, Anthony Lawrence, for instance, to simulate their own short news broadcasts and comments. Clare Hollingworth has agreed to act throughout as course-coordinator and "editor-in-chief". *Enrolment will be strictly limited to 30*

Applicants should preferably provide a sponsoring letter from their employer and should attach to their application form a brief statement as to why they wish to join this course.

Tutors: Clare Hollingworth, O.B.E., and other guest speakers

Place : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays, 10.15 a.m.-12.15 p.m., commencing October 13, 1992

10 meetings

Fee : \$470

542. Special Interviews and Investigative Reporting [專題訪問與特輯]

(Sponsored by the Hong Kong Vocational Training Council)

Speakers: Mr. Chan King-cheung,
Editor, H.K. Economic Journal
Mr. Fung Shing-cheung,
Deputy Editor-in-Chief, Ming Pao Daily

Place : Kadoorie Agricultural Research Centre, Shek Kong, Yuen Long, N.T. (Participants should gather at Hankow Road, Tsimshatsui for the coach at 2.30 p.m. on September 26, 1992)

Date : 2.30 p.m. September 26, 1992 (Saturday) to 5.30 p.m. September 27, 1992 (Sunday)

Fee : \$135, including transportation, full board and lodging with air-conditioning (Payment should be made by cheque payable to University of Hong Kong)

Medium of Instruction: Cantonese and some English
Application: through the Vocational Training Council, 27 Wood Road, Wanchai, Hong Kong

Telephone : 8361728 *Enrolment is limited to 40*

Deadline for applications : *September 11, 1992*

543. What a Print Buyer Should Know About Printing

This course is designed for graphic artists, designers, reporters, editors, and other employees in the publishing, journalism and communication fields who, as print buyers, must have a basic understanding of printing production processes. Emphasis will be on costing evaluation and quality control. Topics will include: placing a printing order, appreciation of printing processes and production, printing materials; standard and suitability, costing and standards in printing, as well as quality control in printing. *Enrolment is limited to 30*

Tutors: Members of the Graphic Arts Association of Hong Kong

Place : Room 208, Run Run Shaw Building, HKU

Date : Mondays, 6.45-8.45 p.m., commencing October 12, 1992

5 meetings

Fee : \$200

Medium of instruction: Cantonese supplemented with English where appropriate

Participants are expected to pay \$100 each for materials and tools.

544. 公眾關係證書課程 (Certificate Course in Public Relations)

課程聯絡：顧明仁先生 MScEd (USC), MA (Wisconsin Madison),
Dip Comm, MIPR, FRSA, FICM, FInstPR, P.Mgr (香港
專業公眾關係協會創會會長)

課程主旨：
為從事公眾關係、市場推廣、工商管理、傳播工作及
社會服務人士，提供一系統全面性的專業知識。

課程內容：
(一)大眾傳播導論：講授大眾傳播學理論，介紹不同
種類傳媒的特性，並探討大眾傳媒的專業道德及社會
責任等問題。(共八講)。(二)公眾關係導論：闡釋公眾
關係的基本原理及有關的理論，公眾關係活動的策劃
程序及運作技巧等。(共六講)。(三)媒介與宣傳：討論
機構與傳媒關係，傳媒工作的策劃與機構媒介策略，
製作及選擇適當的訊息與媒體，包括新聞稿特寫，業
績報告等。(共六講)。(四)企業傳播：討論有關商業企
業在形象確立的方針，企業對外及對內傳播的問題，
企業危機與公眾關係處理技巧等。(共四講)。(五)市場
傳播：講授有關基本市場學與傳媒在市場傳播所擔任
的角色、公眾關係與產品廣告之配合等。(共四講)。
(六)公眾關係策略評估與研究：討論有關公眾關係策
略及研究的方法，怎樣提高公眾關係活動的效益等。
(共六講)。(七)個案及學員習作研討。(共四講)。
(限收二十八人)

主講人：(由香港專業公眾關係協會院士負責擔任)
地點：香港大學專業進修學院市區中心28室(信德
中心西翼九樓)
時間：一九九二年十月六日起每星期二下午七時
卅五分至十時
全期學費：二千一百元 (共三十八講)

入學資格：
(一)大專畢業或(二)大學入學試合格，並具一年以上有
關工作經驗。

結業證書：
課程結束後，學員若能符合下列三項條件，則可領得
本學院頒發之證書：(一)畢業考試合格；(二)上課次數
超過百分之八十；及(三)完成所有課程中的作業。

申請手續：
申請者須於九月七日前，將申請表格寄回本學院，函
內須附回郵信封、二吋半身近照二張、學歷及工作經
驗之證件副本及詳情，報名時請用支票交款。

[本課程與香港專業公眾關係協會合辦]

545. 電視編劇與製作證書課程 (Certificate Course in Television Script- Writing & Production)

課程主旨：
用體驗、講授與實習方式，培養配合香港社會需要與
生活節奏、有深度而富創作力之電視編劇與製作人材，
以期日後的電視編劇與製作的技巧與內容更具突破
性。

課程內容：
(一)各類單元劇劇本的編寫、製作與欣賞；(二)各
類節目編寫(包括兒童節目、紀錄片旁白、訪問、綜
合節目等)；(三)電視的拍攝、剪接、配音與製作過
程；(四)節目的分析、調查與策劃；(五)劇本寫作
實習。(限收二十人)

主講人：劉天賜先生(電視廣播有限公司製作顧問)
——主任主講人
吳昊先生(電視廣播有限公司資料顧問)
——課程主持
彭濟材先生(電視廣播有限公司戲劇科副經理)
何麗全先生(電視廣播有限公司綜藝科副經理)
(其他主講人包括電視廣播有限公司資深之
行政與編導人員)

地點：電視廣播有限公司訓練中心(九龍廣播道嘉
柏園二樓及西貢清水灣地段220, D4)

時間：一九九二年十一月十三日起每星期五下午
七時至九時(共三十講，另三十小時以上
實習)

全期學費：一千六百八十元

入學資格：
(一)中五以上程度；(二)具社會工作經驗；(三)具相當
之文學與寫作修養；(四)富創作力、觀察力、想像力
，頭腦靈活，生活體驗豐富。

畢業證書：
課程結束後，學員若能符合下列條件，則可領得本學
院頒發之證書：(一)所有測驗成績美滿；(二)上課次數
超過百分之八十；(三)完成所有課程指定之作業與實
習。

申請手續：
申請者須於十月十三日以前，將(一)申請表格，(二)劃
線支票，(三)二吋半身近照二張，(四)學歷證件副本，
(五)回郵信封，(六)個人履歷表，包括工作經驗與興趣，
(七)另附一份二千字以內之諷刺幽默短劇習作；寄
回本學院電視編劇與製作證書班課程主任收。

[本課程與電視廣播有限公司合辦]

546. 新聞學證書班 (Certificate in Journalism)

課程主旨：
本課程專為有志從事新聞事業，及對新聞事業有興趣
或日常工作與新聞事業，新聞寫作有密切關係之人士
而設，提供專業的訓練。更通過各項參觀與實習，使
彼等對新聞事業，有全面性的認識，而日下的新聞工
作從業員，又可藉此種課程得到進修的機會，以提高
工作的效能。

課程內容：
新聞學導論；大眾傳播媒介與傳達學；新聞採訪與新
聞寫作；新聞翻譯；編輯學；廣播與電視；有關新聞
學專題講座；及實習與參觀。(限收三十二人)

顧問：胡仙女士 O.B.E., J.P. (星島報業有限公司董事長)

岑才生先生 MBE., J.P. (華僑日報社長)

主講人：麥華章先生 (經濟日報副社長)

梁天偉先生 (壹週刊總編輯)

陳橋先生 (前南華早報攝影主任)

顧明仁先生 (香港專業公眾關係協會創會會長)

黃俊東先生 (英文虎報助理總編輯)

丁紹源先生 (前中大新聞翻譯文憑課程講師)

李錦洪先生 (時代論壇社長兼總編輯)

趙潤桓先生 (香港電台高級新聞時事節目主任)

何鉅華先生 (亞洲電視新聞部節目策劃編輯)

地點：香港大學專業進修學院市區中心 16 室 (信德中心西翼九樓)

時間：一九九二年十月廿一日起每星期三下午七時十分至九時四十分

全期學費：一千六百三十元 (共三十八講，另加兩星期六的實習與參觀)

入學資格：

申請人須至少具下列任何一項資格：(甲)持有大專畢業證書；(乙)大學入學試合格，若不能達到此程度，則中英文中學會考須五科合格，而中英文成績良好；(丙)在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業證書：

課程結束後，學員若能符合下列三項條件，則可領得本學院頒發之證書：(一)畢業考試合格；(二)上課次數超過百分之八十；及(三)完成所有課程中的作業。

申請手續：

申請者須於十月一日以前將申請表格及函件寄回本學院，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。報名時請用支票交款。

547. 印前技術概論：印刷品買家須知 (A Follow Up Course for Print Buyers)

本課程專為印刷品買家而設，使他們進一步了解印刷品製作過程，及如何節省生產費用，講授範圍包括：(一)印前正稿製作知識；(二)編排技術的認識；(三)桌上出版系統概說；(四)色彩及彩色製版簡述及(五)特技影版的認識。
(限收二十五人)

主講人：香港印藝學會委員

地點：香港大學邵逸夫樓 208 室

時間：一九九二年十一月十六日起每星期一下午六時四十五分至八時四十五分

全期學費：二百元 (共五講)

548. 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，更是作家與廣大群眾的橋樑；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。故本課程將兼顧以下的重點：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，新聞感和信任感探討；文字編輯和技巧編輯在香港的優缺點；標題的控制，資料選輯和節奏感的分析 (配幻燈片)；紙張、製版、分色、印刷原理和運用介紹；版面設計、字體研究和美學小談 (配幻燈片)；編輯工作的責任感和時間控制。

主講人：吳萱人先生 (編輯，出版人)

地點：香港大學校本部大樓 122 室

時間：一九九二年十月二日起每星期五下午七時十五分至九時十五分

全期學費：二百一十元 (共七講)

549. 中文字體設計與美術創作 (Chinese Typography for Advertising and Publications)

中文美術字體設計應用範圍極廣，由獲具風格的個人標誌，日常活動的報導、團體刊物、以至於商業用的各類廣告宣傳，都需要不同的字款；創新而有特色的字體設計，更能充份表現出個人或機構高質素的精神活潑的形象，發揮出鮮明的視覺識別效果來。

課程內容包括透過不同設計意念引導學員創製新款字體，分析常用字體分析敘用字體進而探求更完美的結構造形，介紹多款書寫字體的創製技巧及視覺造形，並與工具創製字體作多方面分析，同期介紹多方面美術創作技巧。
(限收三十人)

主講人：黃健康先生

地點：香港大學專業進修學院市區中心 11 室 (信德中心西翼九樓)

時間：一九九二年十月十日起每星期六下午四時至五時三十分

全期學費：二百二十元 (共七講)

(如若申請職業訓練局退半費，請到香港活道 27 號香港職業訓練局報名，電話：8361728，資助名額只限十人) (本課程與香港職業訓練局合辦)

550. 中文電腦信息處理初階 (Introduction to Chinese Data Processing)

本課程著重研習倉頡字母編碼方法後，使學員能掌握倉頡法的基本原則。了解中文電腦輸入方法，經多次練習後，達到熟練程度。課程內容適合對中文電腦有興趣或日常工作需要利用電腦處理中文資訊者修讀。

課程內容包括：(一)漢字結構與計算機表示法；(二)漢字內部碼與輸入碼；(三)漢字輸入/輸出方式和設備；(四)拼音方案的編碼方法；(五)倉頡字母編碼方法；(六)其他編碼方法；(七)中文系統及中文應用軟件簡介。

主講人：尹日成先生 M.Phil.(HK)

袁振光先生 B.Sc.(CUHK), MHKCS

袁達雄先生 B.Sc.(CUHK)

地點：香港大學邵仁枚樓 101 室
時間：一九九二年九月廿九日起每星期二下午七時十五分至九時十五分
全期學費：一百八十元（共六講）

電腦桌上印刷初階 (Introduction to Desktop Publishing with Personal Computers)

本課程的設計，適合一般編輯、出版商、廣告設計者、作者及教師進修。課程內容主要涉及桌上印刷的硬件，軟件選擇，基本印刷及植字原理，桌上印刷及圖象應用軟件簡介，個人雷射打印機及其控制式語言 (Postscript Language) 簡介。課程將會在適當處加插示範，令學員加深了解。
(每班限收三十人)

551. 袁振光先生 B.Sc.(CUHK), Cert Ed.(HK), MHKCS, MIEEE 主講

地點：香港大學邵仁枚樓 101 室
時間：一九九二年十一月十日起每星期二下午七時十五分至九時十五分
全期學費：一百二十元（共三講）

552. 袁振光先生 B.Sc.(CUHK), Cert.Ed.(HK), MHKCS, MIEEE 主講

地點：香港大學邵仁枚樓 101 室
時間：一九九二年十二月一日起每星期二下午七時十五分至九時十五分
全期學費：一百二十元（共三講）

553. 製作教學錄像節目之理論與技巧 (Introduction to Making Educational/Instructional Videos)

為工商，教育，文化，新聞等行業提供的基本訓練課程，研究利用攝錄機拍攝簡單而有效的錄像節目，以供訓練員工，學生之用。內容包括：(一)錄像之歷史，流通及特色；(二)教育 vs 娛樂；廣播 vs 狹播；(三)錄像與學習；(四)系統式製作原理；(五)基本技術知識；(六)基本攝錄語言；(七)剪接，構圖，燈光，音響；(八)錄像類型。

主講人：容若愚先生 M.Ph.(Comm., CUHK), B.Ed.(Lond.), S.T.B.(Rome), Cert.Comm.Arts (UK)

地點：香港大學專業進修學院市區中心 16 室(信德中心西翼九樓)

時間：一九九二年十二月三日起每星期四下午六時至八時

全期學費：二百七十五元（共八講）

554. 電影藝術及欣賞：各類作者風格 (Film Art and Film Appreciation)

本課程試從不同類型的電影去比較作者風格，例如愛森斯坦的蒙太奇理論，巴士的寫實主義，尚盧高達的新浪潮等等。學員如能對歐洲、亞洲或美國方面的電影導演有普遍認識，更能增加學習興趣。課程輔以影

片或電視錄影帶作觀賞討論。曾選修本學院電影課程者將獲優先取錄。
(限收三十四人)

主講人：黎秋華先生 B.A.(HK)
李小新先生 M.A.(Michigan)

地點：香港大學專業進修學院市區中心 16 室(信德中心西翼九樓)

時間：一九九二年十月三日起每星期六下午二時三十分至五時四十五分

全期學費：五百八十元（共十講）

555. 錄影製作室 (Video Workshop)

本課程著重從實際拍攝中熟習錄影製作技巧，學員需構思劇本，參予前、中、後期製作，並參加演出。課程以單機製作為主，探討以不同敘事風格處理同一題材之結果。內容包括：(一)影象敘事文法；(二)一般攝錄、燈光、聲效技巧；(三)有效率的攝錄隊如何工作；(四)影視製作文書工作；(五)把錄影機之電子效果溶入劇中；(六)即興習作；(七)主題與變奏；及(八)平衡之創作心態。
(限收三十人)

主講人：黎秋華先生 B.A.(HK)

李小新先生 M.A.(Michigan)

地點：香港大學專業進修學院市區中心 16 室(信德中心西翼九樓)

時間：一九九二年十二月十二日起每星期六下午二時三十分至五時四十五分

全期學費：五百八十元（共十講）

556. 公共關係 (Public Relations)

公共關係乃現代企業管理之工具，本課程共分三部：(一)透過公共關係的發展過程與理論，使學員了解到公共關係在管理階層上所發揮的作用；(二)簡介一般工商企業、政府或服務機構的公共關係實務；(三)著重公共關係實務技巧，如：新聞稿的撰寫、傳播媒介的運用、公共關係活動的策劃等。本課程對從事文化教育事業、社會工作、一般工商企業、以及有志投身公共關係行業者，均有極大之專業上幫助。
(限收三十八人)

主講人：香港公共關係學會委員

地點：香港大學專業進修學院市區中心 16 室(信德中心西翼九樓)

時間：一九九二年十月二日起每星期五下午八時十分至九時五十分

全期學費：二百八十五元（共十講）

557. 自我辨認與人際溝通 (Intra-Personal Relationships in Human Communication)

除了導引出人際關係的理論上的專有解釋及概念外，更盡力增進學員們的自我了解，再輔以心理測驗及「相互觀察與糾正小組」的方式，來促進學員們對該科之認識。討論項目包括：傳播之原則及理論，自我的成長，自我的認識，知覺力與定形趨向等等。整個

課程著重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。(截止報名日期：十一月二日，限收二十八人)

主講人：陳毓祥博士
地點：香港大學專業進修學院市區中心15室(信德中心西翼九樓)
時間：一九九二年十一月廿三日星期一正午十二時至下午三時(及由十一月廿四日星期二上午九時至十一月二十六日星期四下午九時的三日兩夜的小組活動)(共三十小時)
全期學費：五百八十五元(另食宿費二百五十元，報名時一共需繳費八百三十五元)

558. 人際關係與人際溝通 (Inter-Personal Relationships in Human Communication)

本課將以「相互觀察與糾正小組」方式學習人際關係的理論。內容包括：人際溝通技巧與理論；人際間的隔膜；家庭成員的二十種溝通技巧；面談的理論及技巧等等。整個課程著重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。(截止報名日期：十一月二日，限收二十八人)

主講人：陳毓祥博士
地點：香港大學專業進修學院市區中心15室(信德中心西翼九樓)
時間：一九九二年十一月廿三日星期一下午三時至六時(及由十一月廿七日星期五上午九時至十一月廿九日星期日下午九時的三日兩夜的小組活動)(共三十小時)
全期學費：五百八十五元(另食宿費二百五十元，報名時一共需繳費八百三十五元)

559. 實用心理與人際溝通 (Practical Psychology in Human Communication)

以小組討論，「相互觀察與糾正小組」及實習方式，幫助學員去領略有效之傳播溝通技巧，從而解決個人及人際間的問題，討論範圍包括：人際溝通處事分析(Transactional Analysis)；人際溝通的領導問題；人性理解；人際溝通的人體語言；勸誘的傳播技巧與宣傳方法；人際間的相互吸引問題，人際溝通問題中之適應性與不良心理反應及人際溝通與小組壓力。本課程適合對傳播學有初步認識的學員選修。而對一般從事文化教育事業、社會工作及公共關係、及需進一步理解人際溝通的各項問題的人士，幫助尤大。(截止報名日期：十一月二日，限收二十人)

主講人：陳毓祥博士
地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)
時間：一九九二年十一月廿三日星期一下午七時至十時(及由十一月三十日星期一至上午九時至十二月二日星期三下午九時的三日兩夜的小組活動)(共三十小時)
全期學費：六百一十五元(另食宿費二百五十元，報名時一共需繳費八百六十五元)

聲藝與口才 (The Art of Expression)

我們生活在這個蓬勃多姿的群體社會裡，隨時隨地都需要有談吐應對，或發表言論，或現身說法，或肩負司儀，或以聲音作為一種訴諸聽覺藝術的機會。但是話語怎樣才能說得得體，聲調運用得優美，情感的貫注又具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以至聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較紳人的認識與探討，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。

(每班限收二十八人)

560. 彭永才先生主講
地點：香港大學梁詠琪樓 LG107室
時間：一九九二年九月廿九日起每星期二下午六時三十分至九時
全期學費：三百一十元(共八講)

561. 彭永才先生主講
地點：香港大學梁詠琪樓 LG107室
時間：一九九二年十二月一日起每星期二下午六時三十分至九時
全期學費：三百一十元(共八講)

562. 表達與理辯 (Public Speaking & Persuasion)

我們每人每天都要處事，都要用很多時間於聽別人的意見，說自己所要說的話、閱讀來往文件或書報、和書寫往來函牘、演講稿.....等等，這就是說，我們無時無刻都在(一)自己向自己表達(思想方法的運用)，(二)一對一的相對表達(兩個人之間的問題處理)，(三)一對多的表達(處理兩到二十或更多人的問題，諸如演講、在職務性會議中怎樣發表意見等)，(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。故課程內容理論與實際並重，語言與文字兼顧，與工商教育傳播等均有密切關係，重點配合職業上實際的需求。

(限收三十八人)

主講人：周文海先生(人人書局經理兼出版部主任)
地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)
時間：一九九二年九月廿九日起每星期二下午六時十分至七時四十分
全期學費：二百一十元(共八講)

563. 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；

事理的設基；怎樣分析問題——查驗事情已發生的原因，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：連想力的試驗；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的方式；編擬計劃的方法及解決問題的事例與分享等。(限收三十八人)

主講人：周文海先生(人人書局經理兼出版部主任)
地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)
時間：一九九二年十一月廿四日起每星期二下午六時十分至七時四十分
全期學費：二百六十五元 (共十一講)

564. 廣告與顧客行爲 (Advertising and Consumer Behaviour)

廣告與顧客行爲分析均為市場策略訂定時的重要工具。從明瞭顧客為何要購買何種產品，到滿足其需要過程當中，可以試測到廣告活動能否奏效。並可從各種不同之顧客群中，進行市場分割，使選擇出一個最適合自己產品的顧客群，而令此產品的成功率達到最大。

本課程會介紹顧客的種類，顧客行爲調查，消費者之需要及其購買動機，並從社會上各種差異，如文化、經濟等來分類顧客群，廣告如何利用調查資料來刺激購買動機等。

主講人：鄧廣鈺先生 M.B.A.(Long Island)
地點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)
時間：一九九二年十月十五日起每星期四下午六時三十分至八時
全期學費：二百元(共七講)

565. 廣告學與市場管理 (Advertising in Marketing Management)

廣告的作用是在於商品的推銷以至市場的推廣，所以廣告與市場管理，實在是關連的。本課程首先介紹市場管理的重要性，消費者的心理與市況，工商機構中的銷售策略；繼而講授廣告學的各門知識，包括：(一)廣告策劃，如製作過程，宣傳目的與市場目標；(二)廣告媒介，如策略、電視、報紙、廣播、雜誌、郵遞、推銷與戶外宣傳等；(三)廣告創作，包括撰稿、編排、印刷、電視與廣播製作、商標、包裝等；(四)廣告管理，包括廣告代理與廣告宣傳計劃的處理。報讀本課程學員請一併報讀隨後之「廣告研習班」。(限收三十六人)

主講人：盧振忠先生
地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)
時間：一九九二年十月一日起每星期四下午八時三十分至十時
全期學費：二百二十元 (共八講)

566. 廣告研習班 (Advertising Workshop)

以探討、座談及實習方式，讓學員體驗廣告業務之實際作業過程，藉以培育廣告人材，提高專業水準。

課程內容將就指定課題，先行提供實例資料，繼而引導學員分組進行研討、實習，以製訂綜合的作業計劃書。學員在必要時，可於堂外自行磋商及彙集資料。製訂的作業計劃書，必須由各小組在堂上陳述，另邀請資深廣告業人士現場評論。

此研習課程特為廣告業及相關行業之基層及中層從業員而設。申請者必須對廣告業有基本認識，具一年廣告工作經驗；曾選修「廣告學與市場管理」課程者，優先取錄。(限收二十四人)

主講人：盧振忠先生
地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)
時間：一九九二年十一月廿六日起每星期四下午八時三十分至十時
全期學費：三百五十元 (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”人士選讀。課程中理論與實習並重。專業攝影及黑房器材之介紹、使用方法及操作原理，先充份了解專業攝影器材各個系統，再從而掌握有關技術。包括(一)專業大型4x5相機系統，(二)專業彩色及黑白沖晒技巧包括彩色自動沖機、幻燈片直接晒相及可變反差黑白放大，(三)影樓燈光系統及特性，(四)濾色片與廣告照片之配合，(五)測光系統，(六)專業鏡頭及特殊攝影配件，(七)背景前投式幻燈機操作及(八)支柱腳架天花路軌影棚設計等。本課程將提供電腦中文講義、TV錄影示範教具及逾百萬頂級專業器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等(約一百五十元)。(每班限收十四人)

567. 蔡克信先生主講〔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叁影室(Studio 3)
時間：一九九二年九月廿一日起每星期一下午七時三十分至九時三十分
全期學費：六百八十五元(共十講)

568. 蔡克信先生主講〔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叁影室(Studio 3)
時間：一九九二年九月廿五日起每星期五下午七時三十分至九時三十分
全期學費：六百八十五元(共十講)

569. 蔡克信先生主講〔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叁影室 (Studio 3)
時間：一九九二年九月廿六日起每星期六下午四時至六時
全期學費：六百八十五元 (共十講)

專業及廣告攝影課程(中級班) (Photography for Professionals & Advertising – Intermediate Course)

本課程適合具有攝影基礎人士修讀(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)4x5大型相機及商品攝影,(二)專業黑房沖晒技巧,(三)專業婚紗、人像及時裝攝影,(四)室內設計及建築職業攝影技巧,(五)舞台表演攝影,(六)海報、書面、明信片、月曆等插圖攝影等。本課程提供二千呎黑房及影樓、逾百萬頂級專業攝影器材、電腦講義及AV視聽教具。但學員需自付消耗性材料如菲林、藥水等(約二百元)。(每班限收十四人)

570. 蔡克信先生主講〔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叁影室 (Studio 3)
時間：一九九二年十二月七日起每星期一下午七時三十分至九時三十分
全期學費：七百五十元 (共十講)

571. 蔡克信先生主講〔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叁影室 (Studio 3)

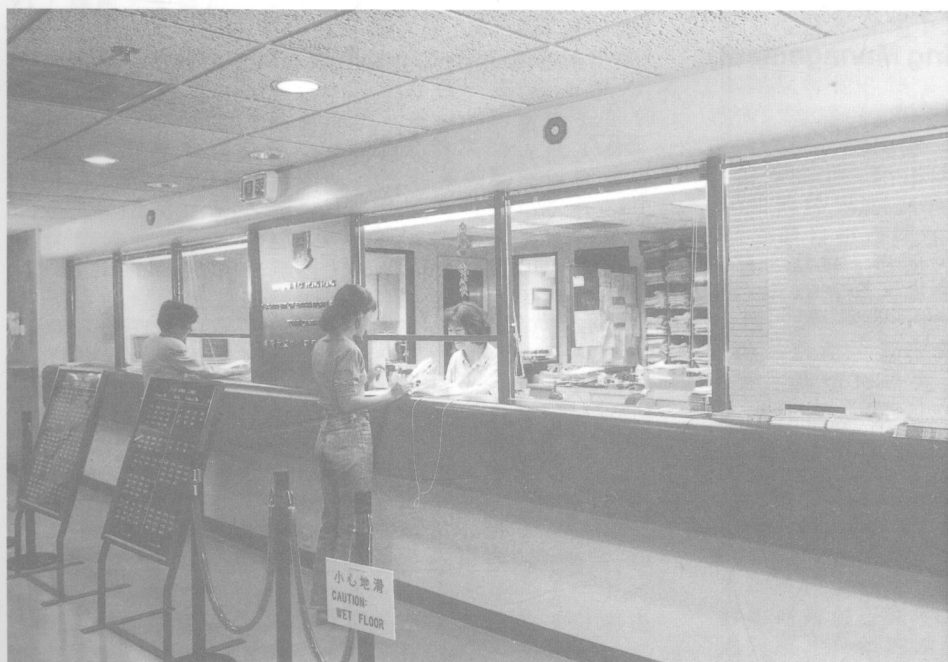
時間：一九九二年十二月四日起每星期五下午七時三十分至九時三十分
全期學費：七百五十元 (共十講)

572. 專業及廣告攝影證書課程 (Certificate Course in Photography for Professionals & Advertising)

本課程適合已修讀約四十小時課程之學員作深造進修,本學院有權挑選合資格之申請者入學。課程包括:(一)特技攝影(如超高速動態凝固、電子激光、三原色組合、幻燈背景廣告攝影),(二)外籍模特兒人像攝影,(三)專業影樓及PRO-LAB參觀,(四)邀請專業攝影大師及名家作客座講師,(五)現代歐美日專業攝影潮流,(六)企業廣告攝影,(七)職業攝影客戶服務要點,(八)成立影樓及經營職業攝影方法,(九)高級商品攝影,(十)學員畢業作品集研討。本課程學員將必需拍攝作品集一套,作為證書成績之釐訂及畢業標準,學員結業後,可獲本學院頒發證書。

本課程將提供電腦中文講義、TV錄影示範教具及逾百萬頂級專業器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等(約二百元)。(截止報名日期：一九九二年九月十八日,限收十二人)

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叁影室 (Studio 3)
時間：一九九二年九月廿七日起每星期日下午四時至六時
全期學費：一千六百六十元 (共二十講)



The Registration Counter
at the 9/F. Town Centre

Degree Courses

LONDON UNIVERSITY EXTERNAL LL.B. DEGREE COURSES

Introduction

These courses are designed to assist candidates in preparing for the London University External LL.B. and other similar examinations. The LL.B. degree represents the academic stage of a lawyer's training. The courses are taught mainly by lecturers invited from the United Kingdom. Students will receive a complete package comprising lectures, seminars, revision lectures and specially prepared course materials. SPACE maintains a close working relationship with London University and courses are geared specifically to the London University examinations.

Courses in the following subjects will be offered in 1992-93:

Course No. 585	<i>Constitutional Law</i>
Course No. 586	<i>Criminal Law</i>
Course No. 587	<i>Elements of the Law of Contract</i>
Course No. 588	<i>English Legal System</i>
Course No. 589	<i>Evidence</i>
Course No. 590	<i>Land Law</i>
Course No. 591	<i>Law of Tort</i>
Course No. 592	<i>Law of Trusts</i>
Course No. 593	<i>Company Law</i>
Course No. 594	<i>Family Law</i>
Course No. 595	<i>Jurisprudence and Legal Theory</i>
Course No. 596	<i>Succession</i>

Course Format

The course is of a minimum 3 years duration and students will study 4 subjects per year. On the Intermediate LL.B. (the first year of the course) students will take: Constitutional Law; Criminal Law; Elements of the Law of Contract; and English Legal System. On Part 1 (the second year) and Part 2 (the third year) students will take a further 8 subjects but will be expected to select Equity and Trusts; Land Law; Tort; and Jurisprudence and Legal Theory, since these are necessary to obtain professional exemptions. Jurisprudence and Legal Theory is a compulsory subject.

From 1992 students will be offered a 4 year alternative whereby they will study only 3 subjects per year. Transfer from the 3 year mode to the 4 year mode will be permitted. Thus, a student who passes 3 out of 4 subjects attempted at intermediate level could progress to the second year of the 4 year mode.

Course Structure

Students enrolling on their first year in 1992 can expect to attend a brief induction period in September followed by

a lecture course in English Legal System. From October 1992 - March 1993 there will be regular lectures in Constitutional Law, Criminal Law, and Elements of the Law of Contract, delivered by local academics. There will normally be 2 lectures per week (Thursday evening plus Saturday afternoon). In March and April there will be intensive revision lectures delivered by visiting academics from the U.K. and elsewhere. A very important role is filled by the intensive seminar weekends (November 28/29, 1992 and April 24/25, 1993). These will focus on written technique, examination preparation, discussion of difficult points and recent developments. Students will have an opportunity to submit written work in advance of these seminars.

Entrance Requirements

All types of people enrol on SPACE courses but the unifying factor is the desire for part-time study enabling students to continue, to a large extent, their present occupational or domestic routine.

The LL.B. degree programme is open to all those who satisfy London University's minimum entrance requirements. These are basically the need for 2 'A' levels and 3 'O' levels (not necessarily obtained in one sitting); or the successful completion of Year II of the Certificate in Legal Studies operated by SPACE. A full explanation of entry requirements is provided in the booklet, "The External Programme: Laws" which is available on request from SPACE Town Centre, Suite 1504-5, 15/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong.

SPACE courses are invariably over-subscribed so it is important to apply promptly. Places on the courses are not limited to London University students and they may well be attractive to those attempting comparable examinations.

Postgraduate Degree Courses

LONDON UNIVERSITY — MASTER OF LAWS LL.M. PREPARATION COURSES

SPACE has offered preparation courses since 1991 to assist students who wish to take the external London University LL.M. programme. The course is of two-years duration and students must take written papers in four full subjects or in three full subjects and two half subjects over the two years. Students can now take two examinations at the end of each year. A choice of options will be available subject to demand. Applicants must hold a U.K. first degree in Law. The options which will be offered in 1992 are:

Course No. 597	<i>Company Law</i>
Course No. 598	<i>International Taxation</i>

Course tuition will be in the form of intensive lectures delivered in blocks by London University academics together with tutorials where appropriate.

Courses Requiring No Formal Qualifications

DIPLOMA IN LEGAL STUDIES (DEGREE ACCESS COURSE)

Introduction

The Diploma course is aimed at educating students in the study of law and preparing them for formal training in law and legal practice for future career development. The course has been specially designed to assist students to develop the academic and practical skills needed for practice in the law. The compulsory course units on Study Skills and Language for Lawyers direct themselves towards improving students' communication and examination skills. The provision of extensive course materials and regular classes together with compulsory written assignments throughout the course are aimed at educating students to a level where they can successfully progress to further legal qualification.

The programme is a block-building, accumulation course so that a student may leave the programme at various exit points in year one or year two.

The course is offered in conjunction with the Institute of Legal Executives (U.K.) which is the joint examining and validating body together with SPACE.

Course Duration

The Diploma course is a two-year part-time programme. It includes two academic years of study and two summer programmes.

Course Format

The Diploma course consists of four certificates which are taken over a two-year period. In Year I the student will take:

*Course No. 581 Certificate in Legal Studies — Year I
(September 1992 - May 1993)*

The course consists of:

- Law I — Criminal Law;
Land Law;
Law of Tort;
English Legal System.
- Practice I — Conveyancing;
County Court Procedure;

Criminal Procedure;
Legal Practice.
Study Skills and Language for Lawyers.

Students will be provided with learning packs and will attend classes throughout the year.

*Course No 582 Summer Certificate — Year I
(June 1993 - July 1993)*

The course consists of a programme on:
Hong Kong Legal System and Method.

At the end of Year I the successful student will be awarded two Certificates; the Certificate in Legal Studies, Year I and the Certificate in Hong Kong Legal System and Method.

In year II the student will take:

*Course No. 583 Certificate in Legal Studies— Year II
(September 1993 - May 1994)*

The course consists of:

- Law II — Contract Law;
Business Law;
Labour Law.
 - Practice II— Matrimonial and Probate Practice;
High Court Litigation and Business.
- Study Skills and Language for Lawyers.

*Course No. 584 Summer Certificate - Year II
(June 1994 - July 1994)*

The course consists of a programme on:
Hong Kong Constitutional Law.

The student will be awarded each certificate on successful completion of the programme.

On successful completion of the four certificates the student will be awarded the Diploma in Legal Studies based upon performance in the four certificates.

Career Progression

In answer to the question, "What can I do with my qualification?" there are many different career pathways that can be followed.

Students who hold the second year Certificate in Legal Studies at present are eligible to progress as follows:

1. To the LL.B. law degree programme at London University – the qualification satisfies the general entrance requirements for entry to all London University external degree programmes as well as the LL.B.

Students who complete the certificate programme will be given guaranteed places on the London University LL.B. External Intermediate courses held by SPACE.

2. The qualification is accepted by the HKU Law Faculty as satisfying the entrance requirements for the full-time LL.B. law degree programme provided the applicant is over 25 at the time of application.
3. Students who complete the two-year Certificate can use the qualification as an entrance requirement for full-time law degree studies in the United Kingdom. SPACE has a special relationship with many Universities and Polytechnics in the United Kingdom and places will be arranged for students who pass the two-year Certificate programme.
4. The Certificate satisfies Part I Year I of the Institute of Legal Executives' Certificate programme and enables students to enter the Part II, Year I course with a view to taking the Institute's fellowship examinations and ultimately qualifying as a solicitor.

In addition to the above, if the student completes the Summer Certificates and obtains the Diploma in Legal Studies:

1. The Diploma holder may apply for entry to the University of Leicester Master of Arts degree programme, M.A. in Public Order. This programme is offered in Hong Kong in association with SPACE.
2. The Diploma has been accepted by the Law Society of England and Wales as satisfying eligibility requirements for entry to the Common Professional Examination of England and Wales (C.P.E.). This is a two-year part-time course (four subjects each year) offered at SPACE for students who wish to follow the fast-track route to qualification as a solicitor or barrister.

Entry Requirements

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.

Timetable

Course No. 581 *Certificate in Legal Studies — Year I*

The course will commence on Tuesday, September 29, 1992.

Time : 6.30 - 9.30 p.m.

Venue: Room LG102, Library Extension Building, H.K.U., Pokfulam Road, Hong Kong.

Classes will be held every Tuesday and some Thursdays from September to May. A full timetable will be distributed in the first class.

Professional Courses

SPACE operates 2 major professional courses; the C.P.E./C.P.E.C. and the P.C.LL.. The C.P.E./C.P.E.C. is offered to graduates in non-law disciplines and represents the academic stage of their legal training. The P.C.LL. is offered to law graduates and C.P.E./C.P.E.C. holders and represents the vocational stage. In the great majority of cases applicants for the courses would be intending a career in Law or, at least, qualification as a lawyer. For those seeking a non-graduate career in Law the Institute of Legal Executives Part II Certificate course is operated jointly by the Institute and SPACE, on a primarily distance learning basis. The Institute's Part II courses are open to all those who have successfully completed the Year II Certificate in Legal Studies or Diploma in Legal Studies.

COMMON PROFESSIONAL EXAMINATION (C.P.E.)

The C.P.E. is designed for graduates (or equivalent) in non-law disciplines who wish to qualify as solicitors or barristers with a view to working in Hong Kong, England or elsewhere. The C.P.E. gives the equivalent of an LL.B. degree for the purpose of entry into the legal profession. A new local version of the course is now offered to supplement the established part-time course.

Course No. 599 *The Common Professional Examination Certificate (C.P.E.C.) of Hong Kong*

The Common Professional Examination Certificate of the University of Hong Kong, (the "C.P.E.C.") is a full-time, one-year course and covers six law subjects: Constitutional and Administrative Law; Contract; Tort; Criminal Law; Equity and Trusts; and Land Law. The Hong Kong C.P.E.C. is offered for the first time in the 1992-3 academic year, and is a joint award of the HKU Law Faculty and SPACE. It is designed for graduates in non-law disciplines who wish to qualify as solicitors or barristers in Hong Kong without completing a three-year LL.B. course. Successful candidates who satisfy the University as to their competence in Company Law and Evidence may proceed directly to the Postgraduate Certificate in Laws, (the "P.C.LL.") and then to articles or pupillage in Hong Kong.

Course No. 600 *Common Professional Examination (C.P.E.) of England and Wales. Lecture and Tutorial Course — Year I*

Course No. 601 *Common Professional Examination (C.P.E.) of England and Wales. Lecture and Tutorial Course — Year II*

The course being offered by SPACE is a two-year part-time programme at the end of which the successful student will be able to enter the Hong Kong P.C.L.L. course, or the Law Society Finals or Bar Finals courses in England, and subsequently take articles or pupillage. The unique attraction of this course is that it enables a student to obtain the equivalent of a three year, twelve subject LL.B. degree, in two years. Only students who have taken an accredited course are eligible to take the C.P.E. examinations.

Students will sit the C.P.E. examinations of Manchester Polytechnic, in Hong Kong. Successful candidates will be guaranteed a place on the P.C.L.L. course in H.K. offered by SPACE. Alternatively they will be guaranteed places in certain Higher Education Institutions in England, offering the Law Society Finals course.

THE POSTGRADUATE CERTIFICATE IN LAWS (P.C.L.L.)

The Postgraduate Certificate in Laws (P.C.L.L.) is a full-time course extending over one academic year, from September to June, and offered in conjunction with the HKU Law Faculty.

The P.C.L.L. exists as the normal method of entry into the Hong Kong Legal Profession. Having completed the P.C.L.L. those intending to practise as solicitors must complete 2 years of articles; intending barristers must complete one year of pupillage. Holders of the P.C.L.L. qualification are also eligible, having completed articles in Hong Kong, to apply for admission as solicitors in England and Wales.

A pilot two-year part-time option will be offered in 1992. A maximum of 50 places have been allocated for this purpose.

Course No. 8001 *The Postgraduate Certificate in Laws (P.C.L.L.)*

Course No. 8002 *The Postgraduate Certificate in Laws (P.C.L.L.) (Part-time)*

INSTITUTE OF LEGAL EXECUTIVES CERTIFICATE COURSE

Introduction

The qualification of Legal Executive is one which is highly respected worldwide and which carries substantial professional status. The programme leading to this qualification is certified by the Institute of Legal Executives, which, in conjunction with SPACE, is offering a distance learning programme, backed by seminars and lectures, to prepare students for the examinations of the Institute.

The Part I Certificate is a two-year programme consisting of papers in Law and Legal Practice. Those who have obtained the Year II Certificate in Legal Studies or the Diploma in Legal Studies will be exempt from Part I.

Year I — see *Diploma/Certificate in Legal Studies* (Course Nos. 581 & 582)

Year II — see *Diploma/Certificate in Legal Studies* (Course Nos. 583 & 584)

Course Structure

Part II Certificate

Course No. 603 Year I - Contract

Course No. 604 Year I - Tort

Course No. 605 Year II - Civil Litigation

Course No. 606 Year II - Criminal Law

The courses are designed for persons wishing to seek formal training in law and legal practice for future career development. They will be of particular use to students who wish to understand the basic principles of English law and practice.

Course Tuition

The programmes will be offered as part of a distance learning programme supported by face-to-face teaching. The learning materials are prepared by ILEX Tutorial Services and are widely used in the U.K. by students interested in learning law or preparing to sit for the Institute of Legal Executives' examinations and those set by other examination boards including the English Law Society and the University of London. There are written assignments for each unit of the course which will be marked and returned by the subject tutor.

Law for Laymen

607. 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、信託證明書等基本認識，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：香港大學專業進修學院市區中心17室(信德中心西翼九樓)

時 間：一九九二年九月二十九日起每星期二下午八時至九時三十分

全期學費：三百五十元 (共十講)

LIBRARIANSHIP

Lecturer in charge: F.T. Chan

Telephone: 859 2418

621. Certificate Course for Library Assistants

The course is planned in co-operation with the Hong Kong Library Association and the Department of Extra-Mural Studies of the Chinese University of Hong Kong and is designed to provide a non-professional training for Library Assistants and those working in children's libraries. It is basically the same as the course (conducted in Chinese) offered by the Department of Extra-Mural Studies of the Chinese University of Hong Kong and students of both courses sit the same examination.

The course consists of four sections:

Part 1: Library Routines & Methods
No. of Meetings: 34

Part 2: General Library Principles & Practice
No. of Meetings: 16

Part 3: Children's & School Libraries
No. of Meetings: 8

Part 4: Practical Work & Visits to Libraries
Time: April 6, 7, 8 & April 13, 14, 15
(9 a.m.-12 noon; 2-5 p.m.) May 8 & 22 (2.30-5.30 p.m.)

An examination will be conducted at the end of the course. Candidates should have attended not less than 75% of the lectures. Practical work and visits are compulsory.

Date of Examination: June 5 & 19, 1993.

If successful, candidates will be awarded a certificate issued jointly by the Hong Kong Library Association and the School of Professional and Continuing Education.

Tutors : 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.,
Librarian, University of Hong
Kong
Miss Chan, Julia L.Y., B.A.(Manit.), M.L.S.(W.Ont.),
Assistant Librarian, University of
Hong Kong
Cheng Po-ying, B.A.(H.K.), M.L.S.(Rutgers),
Assistant Librarian, University of
Hong Kong
Chu, W.H., B.A.(H.K.), A.L.A.A., Librarian,
Urban Council Public Libraries
Kwong, C.H., A.L.A., M.B.I.M., Librarian,
Education Department

Lee, C.F., M.A.(H.K.), M.L.S.(Columbia),
Senior Sub-Librarian, University
of Hong Kong
Mrs Mok Wong Wai-man, B.Sc.(H.K.), A.L.A., M.I.
Inf. Sc., Senior Assistant Librarian,
Open Learning Institute of Hong
Kong
Tse Woon-tin, A.L.A., M.I.Inf.Sc., M.B.I.M.,
Librarian, Regional Services
Department
Lau Yee-fui, B.A. (Nat. Taiwan), M.L.S.(Hawaii),
Assistant Librarian, University of
Hong Kong
Mrs Yan, Angela S.W., B.A.(Boston), M.L.S.(Calif.),
Senior Sub-Librarian, University
of Hong Kong

Place : Room 237, University Main Building, HKU
Date : Mondays and Thursdays, 6.15-7.45 p.m., commencing
September 24, 1992

Fee : \$2,500

Medium of Instruction: English & Cantonese
(for certain parts of the syllabus)

Minimum Entry Qualifications: Five subjects, including English, at Grade E or above in the Hong Kong Certificate of Education or equivalent.

Enrolment is limited to 35 persons. Priority will be given to those working in libraries. Those who are able to enclose a letter from their employers are advised to do so.

Applicants must enclose photostat copies of the appropriate certificates along with their application forms. Closing date for applications: September 3, 1992.

Applicants are advised not to take any other public examination in the same year.

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

626. Certificate Course in Supervisory Management

Introduction

This is a distance learning programme, with support tutorials, developed in conjunction with the Management Development Centre of Hong Kong. The course is offered for junior supervisors and managers currently working in industry, commerce, government, the professions and banking who are practising management without a formalized training in managerial skills.

Course Content

In view of the distinctive nature of distance learning, this course will have a format which is radically different from the traditional SPACE short course or certificate programme. At the beginning of the course all students will be issued with five books and five videotapes, all developed in Hong Kong and written in the context of the local situation. Subjects to be covered in this material include: setting objectives, planning, control, organizing, work scheduling, time management, leadership, conducting negotiations, communications, motivation, speaking and listening, conducting meetings, letters and reports, innovation and change, decision-making, the assessment of performance and managerial roles.

Also included in the written material will be illustrative case studies and self-assessment exercises. The videotapes (VHS format) will be issued individually and will illustrate managerial situations, problems and opportunities. Tutorials to supplement the distance learning process will take place at intervals in groups to be arranged.

Entry Requirements

No formal entry qualifications will be required but all candidates must demonstrate a verbal and written fluency in English, which is the primary language of the course. Cantonese will be used in a supplementary sense in the tutorials. All applicants must be fluent in spoken Cantonese.

Venue

A number of tutorials will be conducted at 1.30 p.m. and 3.45 p.m. by arrangement in Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong commencing Saturday, September 26, 1992 and October 3, 1992, depending on the group.

Assessment

Assessment of students' progress will be by coursework tests undertaken by the distance learning mode and reviewed by tutors in the tutorials.

Fee: \$3,300 (including all materials)

Application

A special application form is obtainable from Dr T.W. Casey, School of Professional and Continuing Education, University of Hong Kong, by *not later than September 16, 1992*.

627. An Introduction to Business Management

Managing a modern business enterprise is an activity for which relatively few of those who become involved in it have had proper training. The functions of the managerial process and prevailing motivation theories will be examined, together with the design of structures necessary to accomplish organizational objectives, and the development of managerial thought in its historical context. Particular attention will be paid to an analysis of the three major functional disciplines — manufacture, finance and marketing. This course has been specially designed for junior executives, or those about to enter the management field, who wish to broaden their knowledge of modern management techniques.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.)

Place : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 6.00-7.30 p.m., commencing September 23, 1992

12 meetings

Fee : \$385

628. Management Principles and Policy

The objective of the course is to introduce participants to an understanding of the wider responsibilities of management as a preparation for the holding of senior management posts. Topics to be discussed comprise definitions of management: the identification of management functions and responsibilities; management levels and managerial skills; the formulation and execution of policy; the setting of objectives; the exercise of delegation; authority and responsibility; the structure and theories of organization; forms of organization for general and functional management; problem solving and decision making; leadership styles and direction; management by objectives and performance appraisal; motivation and incentives; training needs and design; management development programmes; time management; organizational careers; individual development and career strategies.

Tutor : Benjamin Fung, B.Comm. (Concordia), Grad. Dip. Mgt. (McGill), A.C.I.S., Dip. M., M.C. I. M., M. H. K. I. M., M.B.I.M.

Place : Room 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays, 7.45-9.15 p.m., commencing September 22, 1992

14 meetings

Fee : \$450

629. Management Concepts and Practices

The focus of this course will be upon how a business organization operates and the inter-related functions which make it run effectively. Forms of business ownership, the principles, history and trends of management thinking will be examined together with the facilitating requirements of communication, information systems and the structure of international trade. The four major specialist functions – production, marketing, finance and human resources – will also be considered and their interaction with each other. Case material will be incorporated in the more formal teaching mode, as well as the fullest participation by members of the class.

Tutor : Andy Ng, B.Admin., B.Comm., M.B.A.(Ottawa),
Dip.Fin.Mgt.(New England), A.A.S.A.,
A.H.K.S.A., A.A.I.B., M.A.C.S., M.B.I.M.

Place : Room 141, University Main Building
Date : Mondays, 8.00-9.30 p.m., commencing September
21, 1992

12 meetings Fee : \$385

630. Developing Managerial Skills

A Manager is expected to be competent in professional knowledge, technical skills and managerial skills. The first two of these areas are in large measure taken care of in educational institutions, leaving managerial skills to be learnt by direct experience for the vast proportion of managers. This course has been developed to bridge to the gap between the results of experience and the long formal courses in management training which are available to small numbers of managers. Designed for junior and middle level managers, and supervisors, this course will review the management of people, work, and time, problem-solving, the development of creativity, staff development related to improving the quality of work, problems of communication and inter-personal skills, and self-development. The course will draw upon the experiences of those attending in examining the themes.

Tutor : Raysen Cheung, B.Soc.Sc.(H.K.)

Place : Room 20, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Mondays, 7.45-9.15 p.m., commencing September
21, 1992

12 meetings Fee : \$385

631. Organization and Methods

The techniques of a sound Organization and Methods approach to the running of a business enterprise are being adopted by an increasing number of companies in the modern world. Designed for office, line and general managers, this course will cover the application of O. & M. techniques from basic fact finding, the analysis of bad procedures through to specialized techniques of an advanced nature. Specifically, the speaker will examine the problems of forms layout and design, the selection and usage of office

machines, clerical aids, together with the supporting role of statistical techniques and of critical path analysis. Examples will be used to show the successful application of O. & M. techniques, taking into account the human implications of changes made.

Tutor : Samuel San, B.E.(N.S.W.)

Place : Room 24, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Saturdays, 4.00-5.30 p.m., commencing September
26, 1992

12 meetings Fee : \$385

632. 管理學原理 (The Principles of Management)

管理學原理之基本認識是現今管理人員成功的要素。本課程是專為有志於認識基本管理學人士而設。課程上半部包括管理人員的一般工作，管理學理論的演變，管理環境，企業文化，計劃，決策，控制及領導。下半部課程包括當代管理學導論，人力資源管理，企業精神及國際化管理學。本課程將加插公開討論及個案分析以提高學員的參予性。

主講人：莫偉樂先生 M.B.A.(Stirling)

地點：香港大學邵逸夫樓 208 室

時間：一九九二年九月廿六日起每星期六下午三
時四十五分至五時十五分

全期學費：三百八十五元 (共十二講)

633. 處理工作困難及決策的系統方法 (Problem Solving and Decision Making)

課程內容包括問題的發現，如何追尋問題的成因及解決的方法，決策目標的確立，如何選擇合適的方案，及方案的推行。

主講人：區啓昌先生

地點：香港大學專業進修學院市區中心 20 室(信
德中心西翼九樓)

時間：一九九二年九月廿一日起每星期一下午六
時至七時三十分

全期學費：三百八十五元 (共十二講)

634. Strategic Planning and Management

The strategic planning approach in an organization involves the establishment of corporate objectives, the analysis of the organization in relation to its environment, product life cycles, competitive advantage, growth and diversification, and organizational culture. This course, which has been designed for junior managers involved in the process, will make a critical examination of the various frameworks and tools which are involved in strategic analysis and implementation. Case studies and group participation will be built into the review of principles and options available to managers in this most critical area of management initiative.

Tutor : Clara S.Y. Cheung, M.B.A.(Nott.), A.C.I.S.
Place : Room 104, James Hsioung Lee Science Building, HKU
Date : Saturdays, 2.00-3.30 p.m., commencing September 26, 1992
12 meetings Fee : \$385

635. Business Strategy

Strategy combines the ends which a company is striving to achieve and the means by which it is seeking to get there. Every company competing in an industry or service sector has, by definition, to have a strategy, whether explicit or implicit. In this course for entrepreneurs and line managers wishing to supplement their operating experience, emphasis will be placed on the following areas: approaches to strategy formulation; competitive analysis and one's own competitive positioning; the evolution of industry through growth, maturation, fragmentation and decline; internationalization and cultural factors.

Tutor : Raymond Tsang, B.Sc., M.B.A.(H.K.), M.Sc.(Leeds)
Place : Room G4, James Hsioung Lee Science Building, HKU
Date : Saturdays, 2.00-3.30 p.m., commencing September 26, 1992
12 meetings Fee : \$385

636. International Business Policy

The rapid growth in levels of international trade has had a dramatic effect on the competitive positions of many firms involved in what have now been termed "global" industries. This course identifies the causes of internationalisation, examines the effects that such events have on any particular industry and studies the range of strategies open to the firm seeking to gain or retain competitiveness in a global marketplace. For the individual corporation global competition requires a re-assessment of policy in most areas of its business operation. It necessitates forming strategies in areas of; production location and sourcing; international marketing and distribution; finance and forex management; and organisational design and cross-cultural management. Through use of appropriate examples the course will explore how successful global companies have met these challenges. Special concern will be paid to the position of Hong Kong within the global economy and the outlook for the future competitiveness of Hong Kong firms.

Tutor : Paul Whitla, B.A.(C.N.A.A.), M.B.A.(Manchester)
Place : Room 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Fridays, 6.00-7.30 p.m., commencing September 25, 1992
12 meetings Fee : \$385

637. Corporate Planning and Business Policy

Many organizations today are facing strong challenges to their ability to survive and grow in the complex business environment of today. In the face of these difficulties an increasing number of companies have adopted business policies involving the corporate planning approach. Central to this approach is the idea that employees will perform more effectively if they understand the direction in which the organization is heading. Major areas to be considered are the formulation of policy, the establishment of objectives for the enterprise, the social responsibility of the firm, the analysis of the environment, and the selection, implementation, and evaluation of alternative strategies.

Tutor : Edmund Fu, M.B.A.(Durham)
Place : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Saturdays, 3.45-5.15 p.m., commencing September 26, 1992
12 meetings Fee : \$385

638. Successful Project Management

To run a successful project and to get it in on time is one of the most difficult tasks confronting a manager. It requires excellent communication, organizational ability, and man management skills. The project manager has to combine the roles of negotiator, chairman, manager, accountant and problem solver. Whilst much time is devoted to the theory of project planning and management, relatively less time may be devoted to the realities of running a project – the difference between what should happen and what does happen. This course is aimed at bridging the gap between theory and practice and at developing the essential skills the effective project manager needs. Aimed at junior to mid-level managers, this course will afford you the opportunity to put theory into practice, to work on real-life case studies to see where other people have gone wrong.

Tutor : Jane E. Smith, B.Sc.(City)
Place : Room 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Saturdays, 1.30-3.30 p.m., commencing September 26, 1992
8 meetings Fee : \$385

639. An Introduction to Hotel Management

This introductory course is offered to hotel frontline managers or supervisors who wish to have an overall understanding of the managerial aspects of hotel operation. Others who wish to acquire a basic knowledge of hotel management would also find it useful. The course will outline the process of operation and administration in various functional areas of a hotel, with focus on decision and control techniques. Functional areas to be covered: food and beverage; front office; sales and marketing; public relations; personnel and training, housekeeping and sani-

tation; accounting and control; purchasing; receiving and inventory control; security; and engineering.

Tutor : Yuen Fook-min, Constant, M.H.C.I.M.A., M.I.T.T., M.Inst.M., M.B.I.M.

Place : Room 20, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 4.00-5.30 p.m., commencing September 26, 1992

10 meetings

Fee : \$325

640. 酒店管理 (Hotel Management)

本課程特為現職酒店經理及有志投身酒店業人士而設。課程內容包括酒店學之經營方略、酒店組織及各部門之經營管理方法及程序，務使各學員瞭解酒店各部門經理之日常經營運作，管理及決策技巧。

該等部門包括飲食部前台接待部、營業及市務部、公共關係部、人事及培訓部、房口管家部、會計及財務部、飲食成本控制、保安及工程部等。

主講人：黃薇秀女士 A.M.I.T.D.

講授語言：粵語(輔以英語)

地點：香港大學專業進修學院市區中心 11 室(信德中心西翼九樓)

時間：一九九二年九月廿二日起每星期二下午六時至七時三十分

全期學費：三百八十五元 (共十二講)

641. An Introduction to Financial Management

Financial Management in an enterprise is concerned with the management of existing resources, the assessment of a company's financial health, its strengths, weaknesses, recent performance, and future prospects. This course is offered to junior executives and managers outside the specialized area of finance to conduct a review of financial statements, evaluate financial performance, the development of financial forecasting, and managing for growth. Active use will be made of case studies to illustrate the principles described.

Tutor : Ms Chan Yoke Meng, B.Acc.(Singapore)

Place : Room 20, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2.00-3.30 p.m., commencing September 26, 1992

12 meetings

Fee : \$385

642. Introduction to Corporate Treasury and Loan Portfolio Management

The success of a corporation relies heavily on sound financial management of its foreign currency exposure, funding functions and liquidity in the highly sophisticated capital and money markets. Recent bankruptcies of major international corporations have been caused mainly by poor management of corporate debt portfolio and cash flow.

Topics will include asset and liability management, cash management, new treasury products for the reduction of interest and currency risks, capital market funding, loan documentation and negotiation. The course is aimed at providing fundamental knowledge of Corporate Treasury and Loan Management. Practical examples will form part of the course.

Tutor : Daniel E. Chow, B.Sc. (St. Joseph's), M.Com. (N.S.W.), A.S.A.C.P.A., A.H.K.S.A., M.M.A., A.I.M.M.

Place : Room 122, University Main Building

Date : Saturdays, 3.45-5.15 p.m., commencing September 26, 1992

12 meetings

Fee : \$385

643. An Introduction to Capital Budgeting

This course is designed for managers and company administrators who wish to acquire a basic understanding of capital budgeting and its applications. Specific areas to be covered include investment appraisal techniques; compounding and discounting; discounted cash flow; net present value and the internal rate of return; capital rationing; implications for taxation, inflation and depreciation. Consideration will also be given to capital budgeting under risk and uncertainty, sensitivity analysis and cost of capital.

Tutor : William Y.E. Mak, M.B.A.(Stirling)

Place : Room 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 3.45-5.15 p.m., commencing September 26, 1992

12 meetings

Fee : \$385

644. Managing your Stock Market Investments

The Stock Market is popularly seen as an exciting place to make money on investments, and perhaps to lose it. Whereas the attitude of many people is that involvement in the Stock Market is an exercise in speculation and gambling, there is no doubt that the use of prudent techniques and long term strategies of an objective nature are likely to bring the best results in the Market. This course will address the investment theories and techniques of financial analysis which are relevant to investors. Cases from the Hong Kong and U.S. Stock Markets will be quoted where necessary, together with an explanation of the working of stock warrants and options. Participants will be encouraged to design their own portfolio and make their own investment decisions.

Tutor : Andy H.S. Wong, B.B.A. (C.U.H.K.), M.B.A. (Bradford)

Place : Room 20, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays, 6.00-7.30 p.m., commencing September 22, 1992

12 meetings

Fee : \$385

645. 基本市場管理學 (Introductory Marketing Management)

本課程是專為對市場管理學感興趣的人士而設，對一些初投身工商界或市場拓展工作的年青人，更為適合。除基本理論如市場學的認識及運作、行銷組合、市場環境、管理及策略研究外，本課程並包括很多實例的探討，及最新市場學的發展，如特許專售的興起、展覽會的功能、環境保護及資訊科技對市場學的影響等。

主講人：鮑健輝先生 M.B.A (Bradford), M.C.I.M., M.B.I.M.
地點：香港大學專業進修學院市區中心 2 0 室 (信德中心西翼九樓)
時間：一九九二年九月廿四日起每星期四下午六時至七時三十分
全期學費：三百八十五元 (共十二講)

646. An Introduction to Marketing Management

The Marketing Concept is a recent development which made its formal appearance only in the last few decades. It has evolved from its early orientation in production into a stage where the consumers' and societal needs become major considerations in business decisions. Marketing is now a cornerstone discipline in most of the successful multinationals and its applications can be found in many of the large and mid-sized trading houses in Hong Kong. This course is aimed at providing a fundamental knowledge of Marketing to those who wish to get a first knowledge on the subject and those who wish to pursue more advanced studies in a specialised area. This course will cover important issues of Marketing Management such as Marketing Systems and Processes, the Analysis of Marketing Opportunities, Marketing Planning and Strategies, and the development of the appropriate Marketing Mix.

Tutor : Chee Po Chu, B.B.A.(C.U.H.K.).
Place : Room 20, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Fridays, 7.45-9.15 p.m., commencing September 25, 1992
12 meetings Fee : \$385

647. 市場學初探 (Fundamentals of Marketing Management)

這個課程是專為有志於市務工作的初學人士而設。課程範圍包括市場學導論、市場環境及策略釐訂、消費者購買行為、資訊系統、市場調查及 4 "P" 的認識等。十二個精選課題均配上實例，學員可於課程完成後通曉市場學之精髓，並培養出對工商業及消費者市場有敏銳的觸覺。

主講人：林展鵬先生 M.B.A. (Stirling)
地點：香港大學專業進修學院市區中心 1 1 室 (信德中心西翼九樓)
時間：一九九二年九月廿六日起每星期六下午二時至三時三十分
全期學費：三百八十五元 (共十二講)

648. Marketing Management

Marketing plays an important role in today's world with a growing recognition and is attributable to the success of such companies as McDonald's, IBM, Kodak, Procter & Gamble, etc. This course aims at providing a general insight into the marketing principles and exploring the application of marketing in today's organisation, covering the marketing management process which consists of analyzing marketing strategies, planning marketing tactics, implementing and controlling the marketing effort. Case studies and practical examples will be drawn whenever appropriate. This course is designed primarily for junior and supervisory personnel involved in marketing.

Tutor : Eddie Y.F. Chan, B.Sc.(Birm.), M.Sc.(Lond.), M.C.I.M., M.B.I.M., C.Dip.A.F.
Place : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Tuesdays, 8.00-9.30 p.m., commencing September 22, 1992
12 meetings Fee : \$385

649. The Essentials of Marketing Strategy

Strategic marketing represents an important management policy to set strategic direction and marketing targets as a result of the analysis of immediate and long term business situations and the assessment of opportunities. The course has been designed to help those with positions of authority in the marketing and general management fields to analyze situations and assess opportunities by means of matching company capability with market needs. Specific areas also to be covered include the development of a product-market matrix, the reduction of market and financial risks through proper portfolio management, and the integration of all human and marketing factors, such as product, price promotion and place, making for a management team which is truly customer-orientated.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.)
Place : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Wednesdays, 7.45-9.15 p.m., commencing September 23, 1992
12 meetings Fee : \$385

650. The Marketing of Industrial and Professional Products

Industrial marketing is the selling of non-consumer products to business and industrial users. A knowledge of the practices and techniques involved in this area, especially high value professional products, is essential to today's business executive and in today's markets. Specific areas for consideration include the differences between industrial and consumer marketing; market demographics and research; product planning and development; promotion and distribution channels; industrial buyer behaviour; selling cycles, "strategic selling", account management, and the importance of service in industrial marketing. Cases and approaches from leading corporations will be used in the course, together with selective role-playing.

Tutor : Ritchie Poon, M.B.A.(Ohio), M.Sc.(Essex)

Place : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 1.30-3.30 p.m., commencing September 26, 1992

12 meetings

Fee : \$515

651. Advertising Management in Marketing

Advertising is an integral part of the marketing function which inter-relates with all other functions in the marketing mix. This course will focus upon the range of services offered by an agency, including the relationship with the client, integrated campaign planning, establishing advertising research, the evolution of media strategy, and creative and media problems involved in international advertising. The course will be of interest to those involved in the advertising industry as well as in client organizations in business or commerce.

Tutor : H.L. Ko, B.B.A. (U.E.A.), M.B.A. (Stirling), Dip. M., M.C.I.M.

Place : Room 208, Run Run Shaw Building, HKU

Date : Saturdays, 2.00-3.30 p.m., commencing September 26, 1992

12 meetings

Fee : \$385

652. Marketing in the International Environment

Marketing internationally is inherently more complex and varied than domestic marketing. This arises because of the greater level of uncertainty in the international environment as a consequence of differences in economic, political, legal, cultural, technological and competitive conditions in foreign markets. The major challenge facing the international marketer is the need to develop marketing strategies which take into account environmental differences between countries, but which at the same time, maximise the competitive benefits to be derived from the firm's international presence. The course aims to provide an examination of

the alternative foreign market entry and development strategies available to firms and factors influencing the choice of strategy.

Tutor : Rod Laurin, B.A., M.B.A.(McGill)

Place : Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2.00-3.30 p.m., commencing September 26, 1992

12 meetings

Fee : \$385

653. 廣告媒介策劃 (Advertising Media Planning)

廣告如今已經成了我們生活的一個重要部份，而不少公司都會運用廣告來推廣它的產品或服務。本課程將會首先分析各種媒介如電視，廣播，報紙和雜誌的功能和特性，繼而介紹如何制定合適的廣告預算及有效地運用各媒介來有效地傳遞產品的訊息。

主講人：曹紹濤先生 M.B.A.(Warwick)

地點：香港大學厲樹雄科學館 G 4 室

時間：一九九二年九月廿六日起每星期六下午三時四十五分至五時十五分

全期學費：三百八十五元 (共十二講)

654. 銷售學原理 (Principles of Selling)

在商業社會的成功與否，在於能否適當地將貨品或服務銷售給客戶。銷售學原理主要針對的不單是面談銷售，更涉及如何利用貨品特質的銷售法，和介紹直接傳銷及傳播銷售，從而令學員能在本課程中全面瞭解最新的銷售原理。

本課程特別適合銷售、市務策劃及銷售管理人員或有意從事以上職務的人士修讀。

主講人：池寶珠女士 B.B.A. (C.U.H.K.)

地點：香港大學專業進修學院市區中心 2 0 室 (信德中心西翼九樓)

時間：一九九二年九月廿五日起每星期五下午六時至七時三十分

全期學費：三百八十五元 (共十二講)

655. 實戰連鎖店管理 (A Practical Approach to the Management of Retail Chain Stores)

本課程之目的為提供一個實戰管理連鎖店之辦法，課程講師會提供解決連鎖店問題之真正辦法。課程有 (1) 分店管理：開門及關門程序；營業前之準備工作；賣場管理之軟體部份。(2) 辦公室管理：貨倉／辦公室管理；零售物業之管理；零售文件管理。(3) 售貨及商品管理：現金及收銀處控制；陳列之原理和技巧；促銷材料和商品陳列。(4) 保安及員工管理：防火程序；安全及保安程序；員工及專櫃管理。

主 講 人：何其德先生 M.B.A.(UEA) 及零售業人士
地 點：香港大學專業進修學院市區中心 1 2 室
（信德中心西翼九樓）
時 間：一九九二年九月廿五日起每星期五下午七
時四十五分至九時十五分
全期學費：三百八十五元 （共十二講）

656. Production and Operations Management

The course has been designed to give participants with no prior knowledge of the subject an understanding and appreciation of Operations and Manufacturing Management. All operations functions will be examined, but special attention will be given to facilities layout, work and work systems, production planning and control, production scheduling, assembly line balancing, and network analysis. Consideration will also be given to the economics of manufacturing, purchasing and supply, stock control, and quality control.

Tutor : Thomas Ng, B.Sc.(East Asia), M.Sc.(Brunel)
Place : Room 7, University Main Building
Date : Mondays, 8.00-9.30 p.m., commencing September 21, 1992
12 meetings Fee : \$385

657. 生產管理學 (Production Management)

本課程專為在製造工業工作之人士或有志投身的人士而設，旨在提供一些生產管理的主要知識。課程內容包括(1)容量策劃及計劃(如預測學、營運研究技術)；(2)工作力量管理；(3)盤存管理；(4)品質管理及(5)資訊科技等。而本課程也借此機會與參加者一同研討一些著名的日本製造及管理制，如品質圈、切合時宜等；參加者可以藉此交流這方面的寶貴經驗。

主 講 人：黃啓智先生 M.B.A.(Wales)
地 點：香港大學專業進修學院市區中心 11 室
（信德中心西翼九樓）
時 間：一九九二年九月廿三日起每星期三下午七
時四十五分至九時十五分
全期學費：三百八十五元(共十二講)

658. Personnel Management: Theory and Practice

Modern Personnel Management is an integral part of the senior group in many organizations responsible for strategy formulation and policy decision with special responsibility for the human implications of the organization's performance. The course, which is aimed at executives with senior responsibilities in their concerns, will consider modern theory and practice in managerial activity generally and how the personnel specialist can play a role in its promotion. Specific personnel responsibilities will also be considered

in their modern context: manpower planning, recruitment and selection, training and the development of personnel, appraisal, organizational design and development, salaries administration policies, and the promotion of incentives to work. Reference will be made to appropriate theoretical contributions from the field of organizational behaviour.

Tutor : Terry Casey, B.A.(Nott.), M.Phil.(H.K.), Ph.D.
(Bath.), Senior Lecturer in SPACE, HKU
Place : Room G3, James Hsioung Lee Science Building, HKU
Date : Tuesdays, 8.05-9.35 p.m., commencing September 22, 1992
10 meetings Fee : \$325

659. 管理技巧與人際關係 (Managing Interpersonal Skills)

管理階層之任務，在乎有效地運用其資源，以達到所屬機構之工作目標；而其最重要之資源，莫過於其屬下員工。因此管理階層工作之成敗，實有賴於人事處理之技巧。此課程用講授，個案之分析或實踐之方法，探討一連串人事技巧的問題；包括溝通技巧，工作小組之建立，談判之原則及方法，員工之培訓及發展，以及進行工作評估，勸導或紀律性之會晤技巧等。此課程專為中級人事主管而設。

主 講 人：黃世強先生 B.A.(Hons.), M.Soc.Sc.(Public Adm.)
(H.K.)
地 點：香港大學專業進修學院市區中心 1 2 室
（信德中心西翼九樓）
時 間：一九九二年九月廿二日起每星期二下午六
時至七時三十分
全期學費：三百八十五元 （十二講）

660. Managing Human Resources for Line Managers

The Management of Human Resources is not solely the responsibility of personnel specialists in an enterprise; it is an integral part of the work of all managers and supervisors throughout the organization. There is a shared responsibility for manpower planning, recruitment and selection, termination procedure, staff budgeting, employment policy, the appraisal system, and employee relations. Managers in areas such as finance, engineering, production, sales and marketing and servicing need to develop awareness and skills in the management of human resources which come under them. An emphasis will be put on case studies group discussion, and drawing on the experiences of participants in human relations.

Tutor : Victor Chu, M.B.A.(Brunel), M.B.I.M., M.C.I.M.,
P.Mgr., M.C.Inst.M.
Place : Room 142, University Main Building
Date : Thursdays, 7.30-9.00 p.m., commencing September 24, 1992
12 meetings Fee : \$385

661. 人事管理及勞資關係技巧 (Personnel Management & Labour Relations Techniques)

本課程首先介紹人事管理之重要知識，如工作分析、薪工管理、考績評估及員工訓練等。隨著本課程會作選擇地討論及研究下述一般人事管理人員工作上面對之問題及處理方法，如勞資關係與溝通、勞資協商、員工之投訴及紀律處理、僱傭契約及僱員手冊之編寫、勞資審裁處之訴訟及香港勞工法例等，並有個案研究。

本課程特別適合現職基層人事管理人員或有志從事這行業的人士修讀，務求學員於完成課程後，可掌握從事管理工作之要點。

主 講 人：趙志光先生 B.Soc.Sc., MHKSTD, Dip.BM(CUHK),
MHKMA
地 點：香港大學校本部大樓 7 室
時 間：一九九二年九月廿一日起每星期一一下午六
時三十分至八時
全期學費：三百八十五元 (共十二講)

662. 人事管理學 (Personnel Management and Office Administration)

人事管理研究的範圍包括所有與企業管理方面有關人事的因素，人事政策實施的問題，如招募、挑選、就業、工作分析、員工訓練及發展、評估薪酬、員工福利、紀律、及員工關係等，將在討論範圍之內。

主 講 人：張紫荊碩士 M.Sc. (Salford)
地 點：香港大學校本部大樓 1 2 2 室
時 間：一九九二年九月廿六日起每星期六下午二
時至三時三十分
全期學費：三百八十五元 (共十二講)

663. 人事管理及勞工法例 (Personnel Management and Labour Law)

本課程首先探討人事管理與勞工法例的關係，繼而研究與人事管理息息相關的僱傭條例及僱員補償條例。本課程會透過講授及案例研究，分析『連續性契約』，終止僱傭契約，遣散費，長期服務金，假期，疾病及分娩保障，勞資審裁處訴訟，『因工受傷』定義，呈報工傷，各類補償細則等，務使學員充份明瞭勞資雙方的權力及責任，訂定完善靈活的人事制度。本課程適合現職人事管理人員或工作上須要運用勞工法例知識的人士修讀。

主 講 人：楊少紅小姐 B.A., Cert.PM, M.P.A., MHKIPM
地 點：香港大學專業進修學院市區中心 1 2 室(信
德中心西翼九樓)
時 間：一九九二年九月廿一日起每星期一下午六
時至七時三十分
全期學費：三百八十五元 (共十二講)

1993 Spring Prospectus

The next issue of the School Prospectus will be available in early January 1993. If you wish to be sent a copy of the Prospectus in January 1993, kindly complete and return the name and address slip overleaf, together with \$6.00 in stamps, to the School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong. The envelope should be marked "Spring Prospectus".

一九九三春季課程手冊

本學院將於一九九三年一月初派發一九九三年春季課程手冊。有意索取者請填妥背頁表格，並附郵票六元，逕寄[香港薄扶林道香港大學專業進修學院院長]收。信封請註明[春季手冊]字樣。

MEDICAL LABORATORY SCIENCE

Lecturers in charge : Wilson W.S. NG (Telephone: 859 2789),
Stephen W.N. Wu (Telephone: 859 2417)

Sarah S.C. HUI (Telephone: 859 2793),

Ordinary and Higher Certificate Courses in Medical Laboratory Science

The School of Professional and Continuing Education offers a Higher Certificate course annually and an Ordinary Certificate course every other year for technicians and technicians-in-training respectively already employed in medical laboratories. The next intake for the Higher course will be in September 1993 and for the Ordinary-level course probably in January 1993: in each case the closing dates for application will be some months earlier. Applicants must be sponsored by their employers. Further details are available on request.

666. Certificate Course in Medical Laboratory Management

With the increasing complexity of a modern day medical laboratory, and in view of the Government's recent changes in the structure of the health services in Hong Kong which make each hospital, and therefore its diagnostic laboratory, more independently run than before, good management practices are essential for an efficiently-operated laboratory. This course aims to train and prepare those sponsored candidates who are potential laboratory managers or

persons who are or will be in a supervisory position in the laboratory. The bulk of the course aims at teaching management principles and practices which are of relevance to medical laboratories and will cover aspects such as the relationship between the health services and paramedical professions, laboratory safety and control, laboratory layout, store procedures, leadership quality, computing, quality control and quality assurance programmes etc. This course will be taught by experts and professionals from the Universities, government, government-subsidized services and private organizations. The Certificate will be awarded only on satisfactory completion of the course and by successfully passing all the requisite examinations. Further details on this course are available from Miss Elsa Leung (either in writing or by telephoning 8592789). *Enrolment is limited to 40, early application is advised.*

Place : University Pathology Building, Queen Mary Hospital, Pokfulam Road, Hong Kong

Date : Twice a week from 6:00 - 8:00 p.m., for approximately 30 weeks, commencing September 28, 1992

Fee : \$6,000



Please send me a copy of the 1993 Spring Prospectus.
\$6.00 postal stamp has been enclosed.

請惠寄一九九三春季課程手冊乙本。內附六元郵票。

Name 姓名
Full Postal Address 地址
(1993P)

附註：請於一九九二年十二月一日以前寄回上列表格。
Note : Please return the above coupon before December 1, 1992.

MUSIC

Lecturers in charge : Owen H.H. Wong
Y.W. Liu
Koon-Ki T. Ho

Telephone: 859 2788
859 2416
859 2792

36. Diploma in Music Performance Pedagogy (Piano)

The School has been offering the Certificate Course in Piano Performance Pedagogy since 1987. There is now a new comprehensive programme comprising three Certificates. Successful completion of the three Certificate courses will lead to the award of a Diploma in Music Performance Pedagogy (Piano). The Diploma programme has separate, self-contained modules/units. Students are free to enrol according to individual interests and time schedule, except for the Certificate in Piano Performance Pedagogy, where students are required to enrol for the whole course.

The Diploma curriculum is divided into three parts:

- 37. *Certificate in Piano Performance Pedagogy (2-year course)*
- 38. *Certificate in Advanced Piano Performance Pedagogy*
- 39. *Certificate in Music Language and History (2-year course)*

Exemption

- (1) Students who have been awarded the EMS/SPACE Certificate in Piano Performance Pedagogy will be exempted from the relevant parts of the programme.
- (2) Any module/unit successfully completed will be recognized for diploma credit.

Admission requirements

- Either university or conservatory graduates who took music as a major part of their degree or diploma course;
- or in-service piano teachers with a minimum of three years experience;
- or holders of Grade VIII Certificate (theory and practical) of the Associated Board of the Royal Schools of Music, the Trinity College of Music, or music academies of similar standing;
- or in exceptional cases, candidates who do not have the qualifications listed above will be considered for admission if they possess the necessary knowledge of piano music and skill. (These candidates may be asked to attend an interview.)

Completed application forms should be accompanied by copies of relevant certificate(s) and diploma(s) and a crossed cheque for the respective course fees in favour of the "University of Hong Kong" and should reach Dr. Y.W. Liu, School of Professional and Continuing Education, University of Hong Kong not later than *Saturday, September 5, 1992*.

Awards

Students will be awarded a Certificate provided they: (1) pass the examination in each course; (2) attend at least 80% of the meetings scheduled; & (3) complete all the course assignments. Students will be awarded the Diploma upon successful completion of the three Certificate programmes.

In addition, holders of the Diploma may be considered on an individual basis for direct entry into the second year of the Bachelor of Arts degree programme in Music offered by the School of Music, Kingston University, U.K. There is a strong possibility that holders of the Diploma after attending a small number of units (to be offered in the future) may be considered for direct entry into the final year of the above degree course at Kingston University.

37. Certificate in Piano Performance Pedagogy

Curriculum

1. **Repertoire Study**
 - 1.1 J.S. Bach: The Well-Tempered Clavier
 - 1.2 J.S. Bach: Suites and Partitas
 - 1.3 Mozart and Haydn: Piano Sonatas
 - 1.4 Beethoven: Piano Sonatas
 - 1.5 Lyrical Works of the Romantic Epoch
 - 1.6 Dramatic and Epic Works of the Romantic Epoch
 - 1.7 Impressionism and Expressionism
 - 1.8 Works by the "Early Moderns"
2. **Basic Piano Pedagogy**
 - 2.1 Creative Piano Instruction for Small Children
 - 2.2 Piano Methods
 - 2.3 Pedagogic Psychology and Psychology of Learning
 - 2.4 Technical Studies in Progressive Piano Education
3. **Master Composers' Teaching Repertoire**
 - 3.1 Teaching Baroque Keyboard Music
 - 3.2 Teaching Classical Piano Compositions
 - 3.3 Teaching 19th Century Piano Compositions
 - 3.4 Teaching Post-Romantic Music

Enrolment is limited to 25. Students are required to enrol for the whole course.

Director of Studies

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D.(Vienna), formerly director of Pianisten-Akademie Ansbach

Place : Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays & Thursdays, 9.30 a.m.-12.00 noon, commencing September 28, 1992

Fee : \$4,600 per year (160 lecture hours)

2nd year units, starting in September, 1992.

1. *Repertoire Study*

Beethoven Sonatas (Unit 1.4)

Main topics: In-depth analysis and development of interpretational criteria for nine piano sonatas; Beethoven's adaptation of sonata form; texture organization in the slow movements - typical mistakes in performance.

Tutor : Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Mondays, 9.30 a.m.-12.00 noon, commencing September 28, 1992

12 meetings

Baroque Suites and Partitas (Unit 1.2)

Main topics: stylistic discussion of 2 partitas; 2 English Suites and 2 French Suites; the sociological background and the original character of Baroque dances; rhythmic and metric structure; tempo relations within a suite; ornamentation practice in slow dances.

Tutor : Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D.(Vienna).

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Thursdays, 9.30 a.m.- 12.00 noon, commencing October 1, 1992

12 meetings

2. *Basic Piano Pedagogy*

Pedagogic Psychology and Psychology of Learning (Unit 2.3)

This unit investigates some psychological aspects relevant for music pedagogy, such as: how does learning work; different memorization techniques; motivation; lesson scheduling; teacher-student relationships and typical problems; tension, performance anxiety and relaxation techniques.

Tutor : Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D.(Vienna)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Mondays, 9.30 a.m.- 12.00 noon, commencing January, 1992

4 meetings.

3. *Master Composers' Teaching Repertoire*

Teaching Baroque Keyboard Music (Unit 3.1)

This unit gives piano teachers detailed guidance in how to successfully teach Bach's dances, little preludes, and two-part inventions.

Tutor : Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D.(Vienna)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Thursdays, 9.30 a.m.-12.00 noon, commencing January, 1992

4 meetings

38. Certificate in Advanced Piano Performance Pedagogy

This course is designed as a follow-up of the first certificate, and successful completion of one year of the Certificate in Piano Performance Pedagogy will normally be regarded as a pre-requisite.

From amongst a great variety of topics (which will vary, as much as possible, every term), each student must choose and successfully complete:

- (a) 4 Performance Workshops with music from different stylistic periods;
- (b) 1 Chamber Music Workshop; and
- (c) 1 Research Seminar.

Curriculum

4. Performance Workshops

- 4.1 Performance Workshop: Baroque Keyboard Music
- 4.2 Performance Workshop: Mozart/Haydn
- 4.3 Performance Workshop: Beethoven/Schubert
- 4.4 Performance Workshop: Chopin/Schumann/Brahms
- 4.5 Performance Workshop: Impressionism and Expressionism
- 4.6 Performance Workshop: Piano Works from the 20th Century

5. Research Seminars

- 5.1 Research Seminar 20th Century Piano Music
- 5.2 Research Seminar 20th Century Non-Piano Music

6. Chamber Music Workshop

Director of Studies:

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna)

Tutors: Dr. Siglind Bruhn and lecturers from HKAPA, HKBC, CUHK and others

Fee: see units below

Enrolment is limited to 8 for each group

Units starting in October, 1992.

4. Performance Workshops

671. J. S. Bach: French Suites (Unit 4.1)

Tutor : Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D.(Vienna)

Place : N6 Pak Tak Yuen, Shatin

Date : Wednesdays, 9.30-11.00 a.m., commencing October 7, 1992

16 meetings Fee : \$1,900

Each student will study and perform at least three movements from one of Bach's French Suites.

672. Haydn: Piano Sonatas (Unit 4.2)

Tutor : Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D.(Vienna)

Place : N6 Pak Tak Yuen, Shatin

Date : Wednesdays, 11.15 a.m.-12.45 p.m., commencing October 7, 1992

16 meetings Fee : \$1,900

Each student will study and perform one of Joseph Haydn's major piano sonatas.

673. Chopin: Impromptus and Nocturnes (Unit 4.4)

Tutor : Ms. Nancy Loo, B.Mus., M.Sc. (Julliard)

Place : Room 37, Hong Kong Academy for Performing Arts

Date : Fridays, 9.30-11.00 a.m., commencing October 2, 1992

16 meetings Fee : \$1,900

Each student will study and perform two pieces from either of the two collections.

674. Prokofiev: Visions fugitives and other miniatures (Unit 4.6)

Tutor : Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D.(Vienna).

Place : N6 Pak Tak Yuen, Shatin

Date : Tuesdays, 11.30 a.m.-1.00 p.m., commencing October 6, 1992

16 meetings Fee : \$1,900

Each student will study and perform three miniatures from either op. 12, 22 or 32.

5. Research Seminar

675. German Piano Music composed between 1900 and 1950 (Unit 5.1)

In this seminar, participants will analyze and categorize the main trends of musical language emerging in this field, draw conclusions for the various aspects of performance practice and gain a deeper understanding of the musical message. These investigations will be followed by discussions of pedagogic procedures - such as age-group allocation, technical and intellectual demands and the preparation of the teacher and/or the pupil.

Tutor : Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D.(Vienna)

Place : N6 Pak Tak Yuen, Shatin

Date : Tuesdays, 9.30-11.30 a.m., commencing October 6, 1992

16 meetings Fee : \$2,400

6. Chamber Music Workshop

676. Accompaniment and Chamber Music (Unit 6)

In this workshop, (1) the basic requirements for piano accompaniment and (2) the role of the piano in chamber music ensembles will be discussed. Under the guidance of the lecturers, each student will study and perform two works for different ensembles chosen from the following:

Handel: sonatas for recorder+piano;

Brahms: Hungarian Dances for piano duet;

Dvorak Sonatina for violin+piano;

Bartók: Romanian Folk Dances for violin+piano;

Ernest Bloch: 3 Pictures of Chassidic Life for violin+piano;

Benjamin Britten: Songs for soprano and piano.

Tutors: Ms. Josephine Cheung, ARCM, GRSM, B.Mus., M.Phil. and

Ms. Siglind Bruhn, M.Mus.(Stuttgart), M.Phil. (Munich), Ph.D.(Vienna)

Place : 4/F Hannover Court, 87 Waterloo Road, Kowloon

Date : Saturdays, 5.30-7.00 p.m., commencing October 3, 1992

16 meetings Fee : \$1,900

39. Certificate in Music Language and History

This course has three units which will be taught by academic staff from the School of Music, Kingston University during the Summers, 1992 and 1993.

Enrolment is limited to 30

Curriculum

7. Music History 1650-1900
8. Harmony and Keyboard Musicianship
9. Improvisation and Composition
 - 9.1 Improvisation
 - 9.2 Improvisation and Composition

Harmony and Keyboard Musicianship

This unit will begin with a revision of basic harmonic vocabulary. It will then deal with the application of musical theory to the writing of different styles and with the analysis of different harmonic languages.

Tutor : John Howard B.A. (Hons.), Ph.D. (Durham)

Improvisation and Composition

This workshop aims at improving students' confidence in free self-expression and at developing their feeling for rhythmic and harmonic models as well as simple structures in improvisation.

Summer course: August 3, 1992 - September 5, 1992.

Fee : \$3,900 (Application already closed)

677. Jazz Dance: From MGM to MTV

This course teaches a blend of past and present jazz dance, from basic lyrical styles to today's highly intricate syncopation and stylized movements. Basic techniques of balance, weight change, and classical dance are emphasized during warm-ups, followed by progressive choreographed steps used in many popular dance videos. Basic jazz oxford shoes are required (details given in the first class).

Enrolment is limited to 20

Tutor : Ms. Daryl Ries, B.S.(New York), Director, Dancescope

Place : Dance Practice Room, Sheung Wan Civic Centre, 345 Queen's Road Central, 7/F, Hong Kong

Date : Fridays, 8.00-10.00 p.m., commencing October 16, 1992

8 meetings

Fee : \$520

678. 古典音樂的認識與欣賞 (Understanding Classical Music)

在香港，音樂器材、唱片和錄音帶頗受大眾歡迎。再加上各種音樂會，欣賞西歐古典音樂成為許多人的愛好。本課程旨在為這些音樂愛好者，中小學教師及有意參加各種音樂考試人士提供一些欣賞古典音樂的基本常識。在十二講裡，將涉及歐洲古典音樂發展概況，即從萌芽時期到現代音樂的演進；各樂派之源流、風格及影響；傑出作家之代表作品；曲式與樂曲；各種樂器之音色及性能；管弦樂隊之組合等。俾使音樂愛好者在課程結束後，對古典音樂有著一定程度的認識和欣賞能力。講授將輔以圖片、唱片及錄音帶。

主 講 人：丘放淮先生 B.A.(Seward, Nebraska)

地 點：香港大學梁銓瑀樓 LG102室

時 間：一九九二年九月廿九日起每星期二下午八時至九時三十分

全期學費：二百八十五元 (共十二講)

679. 西洋音樂史：從浪漫派到現代樂派 (History of Western Music: From Romanticism to Modernism)

從1880年到現在，可分為兩個風格截然不同的樂派(即 Romantic Period 和 20th Century Music)。浪漫派在十九世紀初葉開始孕育萌芽，到中葉形成一股巨大的洪流，以雷霆萬鈞之勢，衝擊整個歐洲大陸。迄今為止，仍是音樂史上最輝煌的時代。到二十世紀初，音樂史開始了一場大革命，從熱情奔放的浪漫派進入了抽象及不協調和聲的現代樂派。本課程將討論這個時代的時代背景，樂器之組合，及欣賞各傑出作曲家之代表作品。講授將輔以唱片、錄音帶及圖片。

主 講 人：丘放淮先生 B.A.(Seward, Nebraska)

地 點：香港大學梁銓瑀樓 LG102室

時 間：一九九二年九月廿九日起每星期二下午六時三十分至八時

全期學費：三百二十元 (共十二講)

681. 中國民歌 (Chinese Folk Songs)

中國幅員廣大，有近三十個省和自治區等，五十多個民族，故民族語言和地方方言繁複，因此民歌特別豐富多彩。

本課程將每課選唱各省或地區之民歌一首，講解該地之民族簡況和風土人情，民歌特點，輔以錄音帶欣賞，並講授歌曲讀譜及歌唱發聲法常識，每個學員均有有機會被個別指導和個人聲音鑑別。

(限收二十五人)

主 講 人：董華強先生 B.A.(Wuhan)

地 點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)

時 間：一九九二年九月廿八日起每星期一下午五時四十分至六時五十分

全期學費：二百八十五元 (共十四講)

682. 聲樂初階 (Introduction to Vocal Singing)

聲樂的訓練，著重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧，參加者最宜先具基本的音樂知識。
(限收二十六人)

主講人：麥志成先生 F.T.C.L., A.R.C.M., C.C.S. (S. Cecilia)
地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)
時間：一九九二年十月一日起每星期四下午五時四十五分至七時
全期學費：三百五十元 (共十六講)

683. 中級聲樂 (Intermediate Vocal Singing)

聲樂的訓練，著重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧，參加者最宜先選修本學院之「聲樂初階」，初級班學員須於上課前十四天報名，始獲優先考慮機會。
(限收十八人)

主講人：麥志成先生 F.T.C.L., A.R.C.M., C.C.S. (S. Cecilia)
地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)
時間：一九九二年十月一日起每星期四下午七時十分至八時廿五分
全期學費：二百九十元 (共十講)

684. 高級聲樂 (Vocal Singing: Advanced Level)

講授範圍將包括基本音樂發聲法、樂曲介紹、歌曲處理、演唱風格及吐辭等，講授時將輔以唱片及錄音帶。本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧。曾修讀本學院之「中級聲樂」者將獲優先取錄，但須於上課前十四天報名。
(限收十四人)

主講人：麥志成先生 F.T.C.L., A.R.C.M., C.C.S. (S. Cecilia)
地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)
時間：一九九二年十二月十日起每星期四下午七時十分至八時廿五分
全期學費：二百九十元 (共七講)

685. 中級音樂理論 (Intermediate Music Theory)

學會認識簡譜和五線譜，對喜愛音樂的人們是一項有意義的樂趣。本課程包括學會數拍子，算音程，認調性，區別大調和小調，弄清楚基本音樂術語，記號。本課程將引導學員初步領略和聲，複調，曲式，配器各科的概念。本期將加強其他樂理的進修。

主講人：丘放淮先生 B.A. (Seward, Nebraska)
地點：香港太古城地利亞修女紀念中學225室(中學部太豐路入口)
時間：一九九二年九月三十日起每星期三下午六時三十分至八時
全期學費：三百二十元 (共十二講)

686. 交響曲及交響詩的欣賞與分析 (The Symphony & Symphonic Poem – Music Appreciation and Analysis)

交響曲可說是林林總總曲式中的集大成者，也是作曲家作曲能力的最高體現。作曲家在旋律創作、配器手法，曲式的掌握，風格的建立，在寫作此一大曲時立判高下。而對欣賞音樂的人來說，往往陳義過高，知其然而不知其所以然，有高不可攀之感。本課程旨在系統研究音樂史上的偉構—交響曲及交響詩之標題命名、寫作背景、樂器安排、樂曲主題及其整體設計。對於研習者個人的音樂欣賞力、樂曲寫作、樂理的瞭解、樂思的啟發等音樂修養、均有助益。課程內容包括名作的聆聽及研究，輔以樂曲資料、圖表及樂譜(部分)等，深入淺出，學術與趣味並重。

主講人：丘放淮先生 B.A. (Seward, Nebraska)
地點：香港太古城地利亞修女紀念中學225室(中學部太豐路入口)
時間：一九九二年九月三十日起每星期三下午八時至九時三十分
全期學費：二百八十五元 (共十二講)

687. 現代舞蹈基訓及欣賞 (Modern Dance: Appreciation and Basic Training)

課程將以動作訓練及討論欣賞兩階段形式進行，首先以現代舞基本之人體肌肉控制及脊椎運作、呼吸、鬆弛、伸展等基本訓練，令學者認識現代舞的技巧、風格及形式。進而以討論方式介紹空間、速度、動力之運用，啟發學員進一步體會現代舞獨特風格的演繹方式，動作之旋律感及性質去體會，欣賞現代舞蹈的創作性。適合任何十八歲以上未有舞蹈訓練者或初學者。
(限收二十人)

主講人：洪漢寶先生(漢韻舞蹈團藝術總監及編舞)
地點：香港港灣道4號香港中華基督教青年會2字樓香港會所404室
時間：一九九二年十月三日起每星期六下午二時至四時
全期學費：四百六十五元(共十講)

ORIENTAL LANGUAGES

Lecturer in charge: Owen H.H. Wong

Telephone: 859 2788

Courses advertised in English or Chinese will be taught through the same medium. Hence Cantonese and Mandarin courses advertised in English are intended for non-Chinese speakers.

Mandarin

Intensive Introductory Mandarin

This is an experimental course for non-Chinese speaking people who wish to learn to speak Mandarin in a relatively short period of time. The emphasis will be on the more practical aspects of the language, stressing daily usages. Participants should be prepared to engage in drilling sessions which can be demanding.

701. Mrs Wong Leong Yuk-lan, B.A. (Peking Normal)

Place : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : (Mondays and Thursdays, twice a week) 8.15-9.30 a.m. (morning), commencing October 8, 1992

702. Ms Jenny Sze, B.A.(Tientsin)

Place : Room 206, Run Run Shaw Building, HKU

Date : Tuesdays, 7.15-9.30p.m., commencing September 22, 1992

703. Mrs Wong Leong Yuk-lan, B.A. (Peking Normal)

Place : Room 206, Run Run Shaw Building, HKU

Date : Fridays, 7.30-9.45p.m., commencing September 25, 1992

704. Joseph Kung, B.A. (New York)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : (Mondays and Wednesdays, twice a week) 6.00-7.30p.m., commencing October 12, 1992

36 meetings for Course 701

20 meetings for Course 702, 703

30 meetings for Course 704

Enrolment is limited to 25

Fee: \$1,460

Textbook: Sarah Tsou: Teach Yourself Living Mandarin (with tapes) (Longman) (Available at leading Book Stores).

705. Mandarin for Business Conversation

This course is designed for non-Chinese speaking people who have no background in Mandarin and yet wish to advance to a conversational level in a relatively short period of time. The emphasis will be on business-related vocabulary, daily expressions and the more practical aspects of the language.
Enrolment is limited to 20

Tutor : Ms Jenny Sze, B.A. (Tientsin)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 5.30-7.30p.m., commencing October 2, 1992

20 meetings

Fee : \$1,460

Textbook: Sarah Tsou: Teach Yourself Living Mandarin (with tapes) (Longman) (Available at leading Book Stores).

Intermediate Mandarin

This course is intended for students who have completed Introductory Mandarin or who can prove that they have done 50 hours of Mandarin in the past. Some idiomatic expressions will be introduced and students will be taught to read simple passages. Also, an effort will be made to give students practice in writing characters and in finding characters in Chinese dictionaries.

706. Mrs Sarah Tsou, M.A.(San Diego State)

Place : Room 106, James Hsioung Lee Science Building, HKU

Date : Wednesdays, 7:15-9:45p.m., commencing October 14, 1992

707. Mrs Wong Leong Yuk-lan, B.A. (Peking Normal)

Place : Room 206, Run Run Shaw Building, HKU

Date : Thursdays, 7.30-9.45p.m., commencing September 17, 1992

708. Mrs Wong Leong Yuk-lan, B.A. (Peking Normal)

Place : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays, 9.30-11.45a.m. (morning), commencing October 12, 1992

18 meetings for Course 706

20 meetings for Course 707, 708

Fee : \$1,520

Textbook: Sarah Tsou, Teach Yourself Living Mandarin (with tapes) (Longman) and supplementary. (Available at leading Book Stores).

Certificate Course in Mandarin

Participation is limited to students who have completed Mandarin courses of at least one hundred hours duration in the past. The emphasis here will be on pronunciation and fluency, but students will also be introduced to written characters and should be able to read simple passages by the completion of the course. Students will be awarded a School Certificate in Mandarin provided that they pass the final examination, and have attended at least 75% of the meetings.

Tutor : Mrs Wong Leong Yuk-lan, B.A. (Peking Normal)

709. Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : Tuesdays, 9.30-11.45a.m. (morning),
October 6, 1992

710. Room 106, James Hsioung Lee Science Building, HKU
Date : Tuesdays, 7:15-9:30p.m., October 6, 1992

40 meetings for Course 709, 710 Fee : \$3,200

Cantonese

Cantonese I

The main emphasis will be on basic grammar in spoken Cantonese and ample opportunity will be given for practising pronunciation and short sentence construction orally.

711. Geoffrey M.B. Wu, B.A. (C.U.H.K.), M.A.(H.K.)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : (Tuesdays and Thursdays, twice a week) 6.00-7.30p.m., commencing October 13, 1992

712. Betty Hung, B.A.(C.U.H.K.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : Fridays, 5.30-7.45p.m., commencing September 18, 1992

713. K.K. Chan, B.A.(C.U.H.K.), Language Instructor, HKU

Place : Room 101, James Hsioung Lee Science Building, HKU
Date : Tuesdays, 7.15-9.45p.m., commencing September 15, 1992

714. K.K. Chan, B.A.(C.U.H.K.), Language Instructor, HKU

Place : Room 101, Runme Shaw Building, HKU
Date : Wednesdays, 7.15-9.45p.m., commencing September 16, 1992

715. Mrs Caroline Law, B.A.(U.C.)

Place : Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : Fridays, 10.15a.m.-12.30p.m., commencing September 18, 1992

716. Mrs Caroline Law, B.A.(U.C.)

Place : Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : (Tuesdays and Fridays, twice a week) 2.00-3.30p.m., commencing October 9, 1992

717. Ms Elza Lam, M.Ed.(Manchester)

Place : Room 37, St. Mary's Canossian College, 162, Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue)
Date : Thursdays, 6.15-8.45p.m., September 24, 1992

33 meetings for Course 711, 716
22 meetings for Course 712, 715
20 meetings for Course 713, 714, 717

*Enrolment is limited to 20 for Course 711, 712
Enrolment is limited to 29 for Course 713, 714, 715, 716, 717*

Fee : \$1,460 for Course 711, 712
\$1,280 for Course 713, 714, 715, 716, 717

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours (Available at Hong Kong Book Centre & Swindon Book Company).

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.

718. Miss Betty Hung, B.A.(C.U.H.K.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : Tuesdays, 5.45-7.15p.m., commencing September 15, 1992

719. Miss F.K. Lam, B.A.(C.U.H.K.)

Place : Room 101, James Hsioung Lee Science Building, HKU
Date : Thursdays, 7.30-9.15p.m., commencing October 8, 1992

720. Mrs Caroline Law, B.A.(U.C.)

Place : Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : Mondays and Thursdays, 2.00-3.30p.m., commencing October 8, 1992

721. Keith Tong, M.A.(Reading)

Place : Room 39, St. Mary's Canossian College, 162, Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue)

Date : Tuesdays, 6.45-8.45p.m., commencing October 6, 1992

20 meetings for Course 718, 720

17 meetings for Course 719

15 meetings for Course 721

Fee : \$1520

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours (Available at Hong Kong Book Centre and Swindon Book Company).

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.

722. Cantonese III

Tutor : Geoffrey M.B. Wu, B.A.(C.U.H.K.), M.A.(H.K.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 7.35-9.35p.m., commencing October 6, 1992

15 meetings

Fee : \$1,520

Textbook: Parker Po-fei Huang and Gerald P. Kok, Speak Cantonese Book II (Yale University Press) (Available at Hong Kong Book Centre and Swindon Book Company).

Chinese Characters

Chinese Characters I

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.

Tutor : Mrs Caroline Law, B.A.(U.C.)

723. Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 7.50-9.35p.m., commencing October 9, 1992

724. Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 2.00-4.00p.m., commencing October 7, 1992

17 meetings for Course 723

15 meetings for Course 724

Fee : \$1,560

Textbook: John DeFrancis, Beginning Chinese Reader, Part 1 (Yale University Press).

Japanese

725. Introductory Japanese

Mainly designed for non-Chinese speaking people who wish to acquire the basics of spoken Japanese in a relatively short period of time, this course, comprehensive and condensed in nature, aims at providing beginners with a firm foundation in colloquial Japanese and in basic grammar. Ample opportunity will be given for practising pronunciation and short sentence construction orally.

Enrolment is limited to 26

Tutor : Mrs Hiroko Benson-Itakura, M.A.(Exeter), M.A. (Shinshu)

Place : Room G1, James Hsioung Lee Science Building, HKU

Date : Mondays, 7.15-9.30p.m., commencing September 28, 1992

20 meetings

Fee : \$1,560

Textbook: Japanese for Beginners (Gakken Co. Ltd).

726. Intermediate Japanese

Mainly designed for non-Chinese speaking people who have learned Japanese for over 50 hours, this course provides further training in the Japanese language, with more emphasis on grammar, sentence construction and more complicated colloquial Japanese.

Tutor : Mrs Hiroko Benson-Itakura, M.A.(Exeter), M.A. (Shinshu)

Place : Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 5.25-7.10p.m., October 7, 1992

20 meetings

Fee : \$1,730

Textbook: Japanese for Beginners (Gakken Co., Ltd) (Available at Hong Kong Book Centre).

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文憑課程，給予從事工商、文教等各業人士一個進修日本語文的機會，通過一項有系統的訓練，得以了解另一種文化，從而提高他們的工作條件。

課程概括：本課程分為「基本日語」和「高級日語」兩階段，每階段為期一年。「基本日語」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文報刊；「高級日語」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，彼等均有多數教授日語經驗，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：年滿十八歲者皆可報名。

高級日語：本學院「基本日語」結業學員可獲優先取錄；至於外界申請者，可作後補生。

學費：

基本日語：全年港幣壹仟二百八拾元 (HK\$1,280)

高級日語：全年港幣壹仟三百二拾元 (HK\$1,320)

報名手續：填妥報名表格，連同學費交回本學院。本期開設「基本日語」四十九班，「高級日語」十三班，為提高被取錄機會，申請者須將其第二、第三及第四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。由於本學院之報名程序已電腦化，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：一九九三年八月二十日下午七時起在香港大學或專業進修學院市區中心舉行。

結業證書：本學院只頒發日語證書予「高級日語」畢業學員，惟學員須符合下列三項條件：(1) 在每階段之上課次數達五分之四；(2) 在學習過程中，充分完成所有習作；(3) 必須考試合格。

課本：

基本日語：常用初級日語(香港大學專業進修學院編)，附錄音帶。

(總經銷：香港中環域多利皇后街三聯書店，電話：5250102-7及九龍彌敦道中華書局，電話：3857238)

高級日語：現代日語(中國圖書刊行社)。

(總經銷：香港中環域多利皇后街三聯書店，電話：5250102-7)

基本日語 (Basic Japanese)

727. 李小達先生主講 (共四十講)

地點：香港大學邵仁枚樓102室

時間：一九九二年十月一日起每星期四下午七時十五分至九時卅分

728. 雷啓霖先生主講 (共四十講)

地點：香港大學校本部大樓122室

時間：一九九二年九月十六日起每星期三下午七時十五分至九時卅分

729. 李明儀小姐主講 (共四十講)

地點：香港大學校本部大樓122室

時間：一九九二年十月六日起每星期二下午七時十五分至九時卅分

730. 何嘉輝先生主講 (共四十講)

地點：香港大學校本部大樓122室

時間：一九九二年九月十七日起每星期四下午七時十五分至九時卅分

731. 張文衍先生主講 (共四十講)

地點：香港大學邵仁枚樓102室

時間：一九九二年九月三十日起每星期三下午七時十五分至九時卅分

732. 張民衍先生主講 (共四十講)

地點：香港大學邵仁枚樓102室

時間：一九九二年九月十五日起每星期二下午七時十五分至九時卅分

733. 張民衍先生主講 (共四十講)

地點：香港大學屬樹雄科學館G1室

時間：一九九二年十月八日起每星期四下午七時十五分至九時卅分

734. 黃鳳屏小姐主講 (共四十講)

地點：香港大學屬樹雄科學館104室

時間：一九九二年九月十七日起每星期四下午七時十五分至九時卅分

735. 雷啓霖先生主講 (共四十講)

地點：香港大學邵仁枚樓102室

時間：一九九二年九月十八日起每星期五下午七時十五分至九時卅分

736. 李小達先生主講 (共四十講)

地點：香港大學邵逸夫樓208室

時間：一九九二年九月三十日起每星期三下午七時十五分至九時卅分

- 737.** 陳效贊先生主講 (共四十講)
 講授語言:國語及粵語
 地點:香港大學專業進修學院市區中心11室(信德中心西翼九樓)
 時間:一九九二年九月十四日起每星期一上午九時卅分至十一時四十五分
- 738.** 陳效贊先生主講 (共四十講)
 講授語言:國語及粵語
 地點:香港大學專業進修學院市區中心16室(信德中心西翼九樓)
 時間:一九九二年九月十六日起每星期三上午十時十五分至十二時三十分
- 739.** 陳效贊先生主講 (共四十講)
 講授語言:國語及粵語
 地點:香港大學專業進修學院市區中心16室(信德中心西翼九樓)
 時間:一九九二年十月八日起每星期四上午九時卅分至十一時四十五分
- 740.** 李明玉小姐主講 (共四十講)
 地點:香港大學專業進修學院市區中心13室(信德中心西翼九樓)
 時間:一九九二年十月七日起每星期三下午三時十五分至五時卅分
- 741.** 李明玉小姐主講 (共四十講)
 地點:香港大學厲樹雄科學館G1室
 時間:一九九二年九月十五日起每星期二下午七時十五分至九時卅分
- 742.** 李明玉小姐主講 (共四十講)
 地點:香港大學厲樹雄科學館G4室
 時間:一九九二年九月十八日起每星期五下午七時十五分至九時卅分
- 743.** 楊詠賢小姐主講 (共四十講)
 地點:香港般含道聖保羅書院612室
 時間:一九九二年九月三十日起每星期三下午六時四十五分至九時
- 744.** 鍾娜瑚小姐主講 (共四十講)
 地點:香港般含道聖保羅書院611室
 時間:一九九二年九月十八日起每星期五下午六時四十五分至九時
- 745.** 李明玉小姐主講 (共四十講)
 地點:香港般含道聖保羅書院612室
 時間:一九九二年九月十四日起每星期一下午六時四十五分至九時
- 746.** 汪志仁先生主講 (共四十講)
 地點:香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
 時間:一九九二年九月十六日起每星期三下午六時四十五分至九時
- 747.** 汪志仁先生主講 (共四十講)
 地點:香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
 時間:一九九二年九月廿五日起每星期五下午六時四十五分至九時
- 748.** 李明玉小姐主講 (共四十講)
 地點:香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
 時間:一九九二年九月十七日起每星期四下午六時四十五分至九時
- 749.** 伍錦源先生主講 (共七十二講)
 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:一九九二年十月十二日起每星期一及三下午六時四十五分至八時
- 750.** 伍錦源先生主講 (共七十二講)
 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:一九九二年十月十二日起每星期一及三下午八時零五分至九時卅分
- 751.** 鄭熙先生主講(共四十講)
 地點:香港太古城地利亞修女紀念中學522室(中學部太豐道入口)
 時間:一九九二年九月十七日起每星期四下午六時四十五分至九時
- 752.** 鄭熙先生主講(共四十講)
 地點:香港太古城地利亞修女紀念中學415室(中學部太豐道入口)
 時間:一九九二年九月十五日起每星期二下午六時四十五分至九時
- 753.** 盧偉傑先生主講 (共四十講)
 地點:香港太古城地利亞修女紀念中學412B室(中學部太豐道入口)
 時間:一九九二年九月十八日起每星期五下午六時四十五分至九時
- 754.** 黃君猷先生主講 (共四十講)
 地點:九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
 時間:一九九二年十月十三日起每星期二下午六時卅分至八時四十五分
- 755.** 許宗賦先生主講 (共四十講)
 地點:九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
 時間:一九九二年九月十六日起每星期三下午六時卅分至八時四十五分
- 756.** 鄧國權先生主講 (共四十講)
 地點:九龍柯士甸道162號聖瑪利嘉諾撒女書院28室(金巴利道入口)
 時間:一九九二年十月二日起每星期五下午六時卅分至八時四十五分

- 757.** 黃君猷先生主講 (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：一九九二年九月廿八日起每星期一下午六時卅分至八時四十五分
- 758.** 鄭熙先生主講 (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：一九九二年九月十六日起每星期三下午六時十五分至八時卅分
- 759.** 周國欣先生主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時 間：一九九二年九月廿八日起每星期一下午六時卅分至八時四十五分
- 760.** 山口純代小姐主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時 間：一九九二年九月十五日起每星期二下午六時十五分至八時卅分
- 761.** 黃君猷先生主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院26室(金巴利道入口)
時 間：一九九二年九月十八日起每星期五下午六時卅分至八時四十五分
- 762.** 林卓傑先生主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時 間：一九九二年十月七日起每星期三下午六時卅分至八時四十五分
- 763.** 陳雪雲小姐主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時 間：一九九二年九月十八日起每星期五下午六時卅分至八時四十五分
- 764.** 王曼玲小姐主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時 間：一九九二年十月八日起每星期四下午六時卅分至八時四十五分
- 765.** 李錦雲小姐主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時 間：一九九二年九月十六日起每星期三下午六時十五分至八時卅分
- 766.** 周志樑先生主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時 間：一九九二年十月九日起每星期五下午六時三十分至八時四十五分
- 767.** 譚林通先生主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時 間：一九九二年九月十四日起每星期一下午六時十五分至八時卅分
- 768.** 盧偉傑先生主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時 間：一九九二年九月十五日起每星期二下午六時卅分至八時四十五分
- 769.** 黃君猷先生主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時 間：一九九二年十月十四日起每星期三下午六時十五分至八時卅分
- 770.** 余少蘭小姐主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時 間：一九九二年九月十七日起每星期四下午六時十五分至八時卅分
- 771.** 黃鳳屏小姐主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時 間：一九九二年九月十八日起每星期五下午六時卅分至八時四十五分
- 772.** 山口純代小姐主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時 間：一九九二年九月十四日起每星期一下午六時十五分至八時卅分
- 773.** 繆小青小姐主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院40室(金巴利道入口)
時 間：一九九二年九月十八日起每星期五下午六時卅分至八時四十五分
- 774.** 繆小青小姐主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時 間：一九九二年九月十四日起每星期一下午六時四十五分至九時
- 775.** 余少蘭小姐主講 (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：一九九二年九月十四日起每星期一下午六時卅分至八時四十五分
- 高級日語 (Advanced Japanese)**
- 776.** 鍾娜瑤小姐主講 (共四十講)
地 點：香港大學邵仁枚樓102室
時 間：一九九二年九月十四日起每星期一下午七時十五分至九時卅分

777. 守川邦明先生主講 (共四十講)
 地點：香港大學厲樹雄科學館106室
 時間：一九九二年九月廿五日起每星期五下午七時十五分至九時卅分

778. 張民衍先生主講 (共四十講)
 地點：香港大學邵仁枚樓101室
 時間：一九九二年九月廿五日起每星期五下午七時十五分至九時卅分

779. 陳效贊先生主講 (共四十講)
 講授語言：國語及粵語
 地點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)
 時間：一九九二年十月六日起每星期二上午九時卅分至十一時四十五分

780. 山口純代小姐主講 (共四十講)
 地點：香港般含道聖保羅書院611室
 時間：一九九二年九月十六日起每星期三下午六時四十五分至九時

781. 守川邦明先生主講 (共四十講)
 地點：香港般含道聖保羅書院612室
 時間：一九九二年九月廿九日起每星期二下午六時四十五分至九時

782. 伍錦源先生主講 (共四十講)
 地點：香港太古城地亞修女紀念中學523室(中學部太豐道入口)
 時間：一九九二年九月十五日起每星期二下午七時至九時十五分

783. 鄭熙先生主講(共四十講)
 地點：香港太古城地亞修女紀念中學522室(中學部太豐道入口)
 時間：一九九二年九月廿五日起每星期五下午六時四十五分至九時

784. 李澤森先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
 時間：一九九二年九月廿五日起每星期五下午六時卅分至八時四十五分

785. 林秀華先生主講 (共四十講)
 講授語言：日語及國語
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
 時間：一九九二年十月七日起每星期三下午六時卅分至八時四十五分

786. 王永年先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
 時間：一九九二年九月廿四日起每星期四下午六時卅分至八時四十五分

787. 黃鳳屏小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
 時間：一九九二年九月十四日起每星期一下午六時卅分至八時四十五分

788. 山口純代小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
 時間：一九九二年九月十七日起每星期四下午六時十五分至八時卅分

日語深造班課程 (Follow-up Japanese Courses)

本學院開辦下列日文課程，給予高級班學員結業後進修，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各課程，惟名額有限，請盡快報名。

高級日語會話 (Advanced Japanese Conversation)

789. 林秀華先生主講
 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：一九九二年十月十三日起每星期二下午六時四十五分至八時四十五分
 全期學費：八百二十元 (共二十講)

790. 守川邦明先生主講
 地點：香港大學邵逸夫樓206室
 時間：一九九二年九月廿三日起每星期三下午七時十五分至九時十五分
 全期學費：八百二十元 (共二十講)

791. 日語文法輔導課程 (Japanese Grammar)

此課程為已修畢高級日語學員而設，內容論及各學員在過去兩年間極常碰到而又較難理解的幾個文法重點，其中包括：(一)日語助詞的用法；(二)動詞分類法，從而介紹動詞的時與態；(三)敬語的使用意識。

每講均用常見的誤用例作為分析的基礎，務使學員能對文法基礎有進一步的理解，並能作更正確的使用。

此課程將依「日本國際交流基金」所編的「文法 I 一助詞の諸問題 I」內容作教學大綱。

主講人：黃健雄先生
 地點：香港大學邵仁枚樓101室
 時間：一九九二年十月十七日、十一月十四日及十二月十九日星期六下午二時十五分至六時十五分
 全期學費：三百六十元 (共三講)

792. 商業日語 (Business Japanese)

本課程專為有日文基礎之學員而設，內容包括商業應酬用語；出入口貿易、推銷、保險、財經、運輸、旅遊等行業之專用語；及商業函件之寫作，每一課的內容將包括語句、詞匯、課文、語法、會話及練習。

主講人：林秀華先生(前南京師範大學日語講師)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時間：一九九二年十月二日起每星期五下午六時卅分至八時四十五分

全期學費：八百二十元 (共二十講，限收三十人)

申請人須具進修日本二百小時左右之程度，或會修畢本學院主辦之高級日語。

普通話 (國語) (Putonghua)

本學院的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本學院特別就各界的需求重編教材，使普通話的教學更趨系統化。普通話合格證明只頒發給高級普通話班畢業學員。為提高被取錄機會，申請者須將其第二、第三及第四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。由於本學院的報名程序已電腦化，學員一經被取錄，不得轉班。

普通話課本：普通話教程(香港大學專業進修學院編)，(可到中環域多利皇后街三聯書店購買，電話：5250102及九龍彌敦道中華書局，電話：3857238)

- 基本班上冊(普通話教程)
- 高級班上冊(普通話教程)

基本普通話 (Basic Putonghua)

整個課程為期一年。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，並輔以會話與各類文章的選讀。每班共計八十三小時，限收三十人。本課程是以普通話講授。

全期學費：壹仟零捌拾元正 [HK\$1,080]

793. 張菊鳳女士主講 (共三十七講)
地點：香港大學屬樹雄科學館106室
時間：一九九二年九月廿八日起每星期一下午七時十五分至九時卅分

794. 蔣治中先生主講 (共三十七講)
地點：香港大學屬樹雄科學館G1室
時間：一九九二年十月二日起每星期五下午七時十五分至九時卅分

795. 丁國玲女士主講 (共三十七講)
地點：香港大學專業進修學院市區中心17室(信德中心西翼九樓)
時間：一九九二年十月二日起每星期五上午九時至十一時十五分

796. 饒素蘭女士主講 (共六十七講)
地點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)
時間：一九九二年九月廿九日起每星期二及五下午三時四十五分至五時

797. 饒素蘭女士主講 (共六十七講)
地點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)
時間：一九九二年九月廿九日起每星期二及五下午五時十分至六時廿五分

798. 譚惠霞女士主講 (共三十七講)
地點：香港般含道聖保羅書院611室
時間：一九九二年十月一日起每星期四下午六時四十五分至九時

799. 陳萬里女士主講 (共三十七講)
地點：香港般含道聖保羅書院612室
時間：一九九二年九月十七日起每星期四下午六時四十五分至九時

800. 丁國玲女士主講 (共三十七講)
地點：香港般含道聖保羅書院612室
時間：一九九二年十月二日起每星期五下午六時四十五分至九時

801. 李美嫻女士及游明勳女士主講(共三十七講)
地點：香港太古城地利亞修女紀念中學415室(中學部太豐道入口)
時間：一九九二年十月二日起每星期五下午六時四十五分至九時

802. 陳萬里女士主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學415室(中學部太豐道入口)
時間：一九九二年九月廿八日起每星期一下午六時四十五分至九時

803. 李美嫻女士主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學415室(中學部太豐道入口)
時間：一九九二年九月三十日起每星期三下午六時四十五分至九時

804. 黎萍女士主講(共三十七講)
地點：香港太古城地利亞修女紀念中學412B室(中學部太豐道入口)
時間：一九九二年九月十五日起每星期二下午六時四十五分至九時

805. 任永年先生主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學426室(中學部太豐道入口)
時間：一九九二年十月二日起每星期五下午六時四十五分至九時

- 806.** 張開齡女士主講 (共三十七講)
地 點: 香港太古城地利亞修女紀念中學522室(中學部太豐道入口)
時 間: 一九九二年九月廿九日起每星期二下午六時四十五分至九時
- 807.** 任永年先生主講 (共三十七講)
地 點: 香港太古城地利亞修女紀念中學523室(中學部太豐道入口)
時 間: 一九九二年九月三十日起每星期三下午六時四十五分至九時
- 808.** 張開齡女士主講 (共三十七講)
地 點: 香港太古城地利亞修女紀念中學426室(中學部太豐道入口)
時 間: 一九九二年十月一日起每星期四下午六時四十五分至九時
- 809.** 黃麗生女士主講 (共三十七講)
地 點: 九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時 間: 一九九二年九月廿九日起每星期二下午六時十五分至八時卅分
- 810.** 黃麗生女士主講 (共三十七講)
地 點: 九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時 間: 一九九二年九月廿八日起每星期一下午六時十五分至八時卅分
- 811.** 黎萍女士主講 (共三十七講)
地 點: 九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時 間: 一九九二年九月十八日起每星期五下午六時十五分至八時卅分
- 812.** 伍少梅女士主講 (共三十七講)
地 點: 九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時 間: 一九九二年九月三十日起每星期三下午六時卅分至八時四十五分
- 813.** 譚惠霞女士主講 (共三十七講)
地 點: 九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時 間: 一九九二年十月二日起每星期五下午六時卅分至八時四十五分
- 814.** 任永年先生主講 (共三十七講)
地 點: 九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時 間: 一九九二年九月廿九日起每星期二下午六時卅分至八時四十五分
- 815.** 黃麗生女士主講 (共三十七講)
地 點: 九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時 間: 一九九二年九月三十日起每星期三下午六時十五分至八時卅分

- 816.** 張孝先生主講 (共三十七講)
地 點: 九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時 間: 一九九二年九月三十日起每星期三下午六時十五分至八時卅分
- 817.** 徐麗燕女士主講 (共三十七講)
地 點: 九龍柯士甸道162號聖瑪利嘉諾撒女書院30室(金巴利道入口)
時 間: 一九九二年十月二日起每星期五下午六時十五分至八時卅分

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部份北京地方語彙的講授。學員結業考試合格，上課次數超過百分八十，可獲普通話合格證明。

高級班優先取錄修畢本學院基本班之學員，外界申請入學者，可作後補生。每班為期一年，限收三十人。

全期學費：一仟一百零八拾元 (HK\$1,180)

- 818.** 任永年先生主講 (共三十六講)
地 點: 香港大學校本部大樓151室
時 間: 一九九二年十月三日起每星期六下午三時至五時十五分
- 819.** 吳寶榕先生主講 (共三十六講)
地 點: 香港大學鷹樹嶺科學館106室
時 間: 一九九二年十月一日起每星期四下午七時十五分至九時卅分
- 820.** 丁國玲女士主講 (共三十六講)
地 點: 香港大學專業進修學院市區中心17室(信德中心西翼九樓)
時 間: 一九九二年九月三十日起每星期三上午九時至十一時十五分
- 821.** 張孝先生主講 (共三十六講)
地 點: 香港大學專業進修學院市區中心16室(信德中心西翼九樓)
時 間: 一九九二年九月廿八日起每星期一一下午四時十五分至六時卅分
- 822.** 李美嫻女士主講 (共三十六講)
地 點: 香港大學專業進修學院市區中心18室(信德中心西翼九樓)
時 間: 一九九二年十月一日起每星期四下午五時卅分至七時四十五分
- 823.** 丁國玲女士主講 (共三十六講)
地 點: 香港般含道聖保羅書院611室
時 間: 一九九二年九月廿九日起每星期二下午六時四十五分至九時

824. 李美嫻女士主講 (共三十六講)
 地點：香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
 時間：一九九二年九月廿九日起每星期二下午六時四十五分至九時

825. 黎萃女士主講 (共三十六講)
 地點：香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
 時間：一九九二年九月十四日起每星期一一下午六時四十五分至九時

826. 吳寶榕先生主講 (共三十六講)
 地點：香港太古城地利亞修女紀念中學523室(中學部太豐道入口)
 時間：一九九二年九月廿八日起每星期一一下午六時四十五分至九時

827. 張蘊鹿女士主講 (共三十六講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
 時間：一九九二年十月六日起每星期二下午六時十五分至八時卅分

828. 黃麗生女士主講 (共三十六講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
 時間：一九九二年十月二日起每星期五下午六時三十分至八時四十五分

829. 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：能操流利普通話，對兩種拼音方法有認識，有意投入普通話教學工作。
 (限收二十五人)

主講人：饒素蘭女士及張丹女士(講授語言：普通話)
 地點：香港般含道聖保羅書院611室
 時間：一九九二年九月十四日起每星期一一下午六時四十五分至八時四十五分
 全期學費：八百一十元 (共二十講)

830. 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。
 (限收二十五人)

主講人：饒素蘭女士及張丹女士(講授語言：普通話)
 地點：香港大學專業進修學院市區中心11室(信德中心西翼九樓)
 時間：一九九二年九月十四日起每星期一一下午四時至六時
 全期學費：八百一十元 (共二十講)

入學資格：能操流利普通話，對兩種拼音方法有認識，有意投入普通話教學工作。

教師可獲教育署退還學費。詳參第76頁。(只限課程編號830)

831. 對外漢語兒童教學研習班 (Teaching Young Students Chinese as a Second Language)

本身能操流利普通話，兼懂英文，而有意從事此門教學工作或輔導子女者，可籍本課程研習如何有效利用現代教育科技，編寫教材，製作教具，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；學習效果之評量與回饋。

主講人：盧毓文女士
 地點：香港大學專業進修學院市區中心11室(信德中心西翼九樓)
 時間：一九九二年九月十五日起每星期二上午十時二十分至十二時五十分
 全期學費：一千一百元 (共十四講)

In order to receive the next issue of this Prospectus, please turn to page 97.

如欲收到下期課程手冊，請翻閱第九十七頁。

香港大學
 專業進修學院
 譚林林

841. Hong Kong: Historical Development & Cultural Background Since 1842

The remoulding of Hong Kong as the meeting point between the East and the West is significant, especially after the coming of the British in 1842. At the same time Chinese political, social and cultural influences are still dominating. To understand the background, the following topics will be dealt with: the Western impact on China through this territory as a point of contact and conflict; the three treaties and the making of a Colony; the founding of local institutions, religious charitable, educational and others; the development of a unique cross-cultural place where the East meets the West; the Japanese occupation.

There will be one full-day field trip on a Sunday (travelling expenses to borne by participants).

Enrolment is limited to 15

Tutor : Kwan Lai-hung, M.A., Ph.D(Lond.), M.B.I.M., A.M.I.T.D.

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Wednesdays, 5:30pm - 7:30pm, commencing September 16, 1992

4 meetings plus 1 field trip

Fee : \$280

**842. 現代詩及散文創作證書課程
(Certificate Course in Modern Poetry and Prose)**

課程主旨：

本課程專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代文學基本理論與創作之機會。

課程內容：

以四講時間，講授中國現代詩、現代散文及現代小說的基本理論，並介紹中國現代詩的主要詩人、現代散文、現代小說的主要作家。本課程創作與實務並重，學員在二十八講的時間內，除在校上課外，並在課外自動從事現代詩、現代散文及現代小說的創作。

課程策劃小組委員：

艾青先生(詩人、<中國作家協會>副主席、<世界華文詩人協會>榮譽會長)

鍾鼎文博士(詩人、<美國世界藝術文學院>院長、<世界華文詩人協會>榮譽會長)

黃康顯博士(小說散文作家、<香港大學>專業進修學院高級講師、<香港英文筆會>會長)

雁翼先生(詩人、<華人文化交流委員會>副主席、<世界華文詩人協會>會長)

羅門博士(詩人、<藍星詩雜誌社>社長、<世界華文詩人協會>會長)

藍海文博士(詩人、<世界中國詩刊社>社長、<世界華文詩人協會>會長)

丁平教授(詩人、<廣大學院>教授兼中國文學研究所所長、<世界華文詩人協會>常務理事兼秘書長)(小組召集人)

學習方法：

本課程之學習，是以「面授」與「遙距」兩種教學模式進行：A)由主講人派發講義在堂上分析問題及詮釋範文；B)學員之習作，將分別送往在台灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，(<世界華文詩人協會>創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄒荻帆、白樺、公木、徐遲、孫靜軒、羅門、張健、胡品清、吳宏一、蓉子、張默、文曉村、李也春、墨人、羅青、蕭蕭、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、羊令野、王祿松、上官予、呂進、陳慧樺、藍海文等詩人、散文及小說作家。)分別改評外，主講人仍將在課堂上對習作再作深切之評述。C)學員作品，將分別送交<世界華文詩人協會>創會理事，或有關作家主編之報刊發表。(報刊如下：香港的<世界中國詩刊>、<文學天地>、<詩雙月刊>、<世界華文詩刊>、<黃河春秋>、<黃河月刊>。大陸的<詩刊>、<詩潮>、<芒種>、<詩林>、<詩人>、<文學報>、<詩歌報>、<中國詩人>、<銀河系>、<星星>、<虎門>、<雨花>、<詩神>、<散文詩報>、<崆峒>、<海南開發報副刊>。台灣的<藍星>、<創世紀>、<笠>、<現代>、<葡萄園>、<秋水>、<大海洋>、<海鷗>、<詩潮>、<曼陀羅>、<聯合報副刊>、<中央日報副刊>、<聯合文學>、<中華日報副刊>。澳洲的<華聲報>。加拿大的<愛華報副刊>。

主講人：丁平教授(國立中山大學文學士、教育碩士)
(<世界華文詩人協會>常務理事兼秘書長、<廣大學院>教授兼中國文學研究所所長。)

黃康顯博士(小說、散文作家、<香港大學>專業進修學院高級講師、<香港英文筆會>會長。)

黃緒心博士(詩人、散文作家、<世界華文詩人協會>會員、<香港詩人協會>理事。)

江顯先生(詩人、<世界華文詩人協會>會員、<香港詩人協會>理事。)

潔芝女士(詩人、<世界華文詩人協會>會員、<香港詩人協會>理事。)

惜流小姐(詩人、<世界華文詩人協會>會員、<香港詩人協會>理事。)

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：一九九二年十月十五日起每星期四下午六時三十分至八時三十分(共三十二講，另加遙距等學習方式及習作)

全期學費：九百八十元

入學資格：

預科以上學歷，對現代詩或散文寫作有興趣而中文流暢者，特別歡迎在職教師及在學大專同學參加。

畢業證書：

課程結束後，學員若符合下列條件者，將由<世界華文詩人協會>發給證書(一)上課出席率不少過八成；(二)完成課程習作，並獲得七十分合格分數，及(三)有作品在本課程指定報刊發表一篇以上者。

報名手續：

申請者須於九月廿五日前，將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本，及其他有關詳情。報名時請用支票（抬頭寫香港大學）交款，本課程限收三十人。

〔本課程與〈世界華文詩人協會〉合辦〕

教師可獲教育署退還半費。詳參第76頁。

843. 現代文學創作高級證書課程 (Certificate in Chinese Creative Writing [Advanced I])

課程策劃小組委員：（同課程編號：842）

課程主旨：

本課程為一年制之高級文憑課程，專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代文學基本理論與創作之機會。

課程內容：

以四講時間，講授中國現代詩、現代散文及現代小說的基本理論，並介紹中國現代詩的主要詩人、現代散文、現代小說的主要作家。本課程著重創作實務，指導學員在二十八講的時間內，在課外自動從事現代詩、現代散文及現代小說的創作。

學習方法：

本課程之學習，是以「面授」與「遙距」兩種教學模式進行：A) 由主講人派發講義在堂上分析問題及詮釋範文；B) 學員之習作，將分別送往在臺灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，（〈世界華文詩人協會〉創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄒荻帆、白樺、公木、徐遲、孫靜軒、羅門、張健、胡品清、吳宏一、蓉子、張默、文曉村、李春生、墨人、羅青、蕭蕭、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、羊令野、王祿松、上官予、呂進、陳慧樺、藍海文等詩人、散文及小說作家。）分別改評外，主講人仍將在課堂上對習作再作深切之評述。C) 學員作品，將分別送交〈世界華文詩人協會〉創會理事，或有關作家主編之報刊發表。（報刊如下：香港的〈世界中國詩刊〉、〈文學天地〉、〈詩雙月刊〉、〈世界華文詩刊〉、〈黃河春秋〉、〈黃河月刊〉。大陸的〈詩刊〉、〈詩潮〉、〈芒種〉、〈詩林〉、〈詩人〉、〈文學報〉、〈中國詩人〉、〈銀河系〉、〈星星〉、〈虎門〉、〈雨花〉、〈詩神〉、〈散文詩報〉、〈崑崙〉、〈海南開發報副刊〉。台灣的〈藍星〉、〈創世紀〉、〈笠〉、〈現代〉、〈葡萄園〉、〈秋水〉、〈大海洋〉、〈海鷗〉、〈詩潮〉、〈曼陀羅〉、〈聯合報副刊〉、〈中央日報副刊〉、〈中華日報副刊〉、〈中國時報人間副刊〉、〈聯合文學〉。澳洲的〈華聲報〉。加拿大的〈愛華報副刊〉。

主講人：丁平教授（國立中山大學文學士、教育碩士）
（〈世界華文詩人協會〉常務理事兼秘書長、〈廣大學院〉教授兼中國文學研究所所長。）

黃康顯博士（小說、散文作家、〈香港大學〉專業進修學院高級講師、〈香港英文筆會〉會長。）

地點：香港大學專業進修學院市區中心13室（信德中心西翼九樓）

時間：一九九二年十月十七日起每星期六下午二時至三時四十五分（共三十二講，另加遙距等學習方式及習作）

全期學費：一千二百八十元

入學資格：

具有下列條件之一者，得申請入學：A) 領有「現代詩及散文創作文憑」者；B) 領有學士學位，或同等學歷證書，或高於上列學歷，並對現代詩、現代散文及現代小說寫作有興趣而中文流暢者；特別歡迎在職之中等以上學校教師及研究所在學研究生參加。

畢業證書：

課程結束後，學員若符合下列條件者，將由本院發給證書：（一）上課出席率不少過八成；（二）完成課程習作，並獲得七十分合格分數，及（三）有作品在本課程指定報刊發表一篇以上者。

報名手續：

申請者須於九月廿五日前，將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本，及其他有關詳情。報名時請用支票交款（抬頭寫香港大學），本課程限收三十八人。

〔本課程與〈世界華文詩人協會〉合辦〕

教師可獲教育署退還半費。詳參第76頁。

844. 中國文學批評高級證書課程——（1） 詩歌部份 (Advanced Certificate in Chinese Literary Critics: (1) Chinese Verse)

課程策劃小組委員：（同課程編號：842）

課程主旨：

本課程為一年制高級證書課程，專為對中國文學歷代名著及其作者有研究興趣之人士而設。目的在為學員提供一項對上述作品與作家有系統地評論之機會。

課程內容：

課程分為三階段：（1）詩歌部份，（2）散文部份，（3）小說部份。每一階段為期一年，獨立發給證書。每階段選評之內容如下：（A）中國歷代文學名著及其作者；（B）香港中學會考之中國語文、香港中學會考之中國文學、香港高級程度會考之中國文學（選講各課程中之主要篇章與作者）。以四講時間，講授中國文學批評簡史。在廿八講時間內，就課程內容中，選講在中國文學發展上有重大影響之歷代名著及其作者。

主講人：丁平教授（國立中山大學文學士、教育碩士）
（〈世界華文詩人協會〉常務理事兼秘書長、〈廣大學院〉教授兼中國文學研究所所長）

黃康顯博士（小說散文作家、〈香港大學〉專業進修學院高級講師、〈香港英文筆會〉會長）

地點：香港大學專業進修學院市區中心13室（信德中心西翼九樓）
時間：一九九二年十月十六日起每星期五下午六時至七時三十分（共三十二講）
全期學費：一千三百八十元

入學資格：
具有下列條件之一者，得申請入學：（A）領有「現代詩及散文創作文憑」者；（B）領有「現代文學創作高級文憑」者；（C）領有學士學位，或同等學歷證書，或高於上列學歷者，特別歡迎在職之中等以上學校教師及研究所在學研究生參加。

畢業證書：
課程結束後，學員上課出席率不少過八成者，將由本院發給證書。

報名手續：
申請者須於九月廿五日前，將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本一份，報名時請用支票（抬頭寫香港大學）交款，本課程限收三十人。

（本課程與〈世界華文詩人協會〉合辦）

教師可獲教育署退還半費。詳參第76頁。

845. 現代文學創作與研究資深證書課程 (二) (Certificate in Chinese Creative Writing [Advanced II])

課程策劃小組委員：（同課程編號：842）

課程主旨：
本課程為二年制之資深證書課程。專為對文學有創作能力與經驗之人士而設，目的在為學員提供一個進一步創作與研究現代文學理論、創作及批評之機會。

課程內容：
以八講時間，講授中國現代詩、現代散文、現代小說及現代劇作理論，並介紹中國現代詩的主要詩人、現代散文、現代小說及現代劇作的主要作家。本課程創作與研究並重，指導學員在三十二講時間內，在課外自動從事現代詩、現代散文、現代小說及現代劇作的創作與研究。

學習方法：
本課程之學習，是以「面授」與「遙距」兩種教學模式進行：A）由主講人派發講義在堂上分析問題及詮釋範文；B）學員之習作，將分別送往在臺灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，（〈世界華文詩人協會〉創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄒荻帆、白樺、公木、徐遲、孫靜軒、羅門、張健、胡品清、吳宏一、蓉子、張默、文曉村、李春生、墨人、羅青、蕭蕭、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、羊令野、王祿松、上官予、呂進、陳慧樺、藍海文等詩人、散文及小說作家。）分別改評外，主講人仍將在課堂上對習作再作深切之評述。C）學員作品，將分別送交〈世界華文詩人協會〉創會理事，或有關作家主

編之報刊發表。（報刊如下：香港的〈世界中國詩刊〉、〈文學天地〉、〈詩雙月刊〉、〈世界華文詩刊〉、〈黃河春秋〉、〈黃河月刊〉。大陸的〈詩刊〉、〈詩潮〉、〈芒種〉、〈詩人〉、〈文學報〉、〈中國詩人〉、〈銀河系〉、〈星星〉。台灣的〈藍星〉、〈創世紀〉、〈笠〉、〈現代〉、〈葡萄園〉、〈秋水〉、〈大海洋〉、〈海鷗〉、〈聯合報副刊〉、〈中央日報副刊〉、〈聯合文學〉。

主講人：丁平教授（國立中山大學文學士、教育碩士）（〈世界華文詩人協會〉常務理事兼秘書長、〈廣大學院〉教授兼中國文學研究所所長）
黃康顯博士（小說散文作家、〈香港大學〉專業進修學院高級講師、〈香港英文筆會〉會長

地點：香港大學專業進修學院市區中心13室（信德中心西翼九樓）
時間：一九九二年十月九日起每星期五下午七時三十分至九時十五分（共四十講，另加遙距等學習方式及習作）
全期學費：一千四百八十元

入學資格：
凡完成現代文學創作與研究資深文憑課程者，或具有下列條件之一者，得申請插班：A）領有「現代詩及散文創作文憑」及「現代文學創作高級文憑」者；B）領有學士學位，或同等學歷證書，或高於上列學歷，並對現代詩、現代散文、現代小說及現代劇本的寫作與研究具有經驗，並有作品發表或已出版單行本者；C）在近五年內，已出版一本以上現代文學創作或批評單行本，獲得主講人認可者。特別歡迎在職之中等以上學校教師及研究所在學研究生參加。

畢業證書：
課程結束後，學員若符合下列條件者，將由本部發給證書（一）上課出席率不少過八成；（二）完成課程習作，並獲得七十分合格分數，及（三）有作品在本課程指定報刊發表三篇以上者。

報名手續：
申請者須於九月廿五日前，將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本一份，如以C項資格申請者，必須繳交書本一冊。報名時請用支票（抬頭寫香港大學）交款，本課程限收二十人。

（本課程與〈世界華文詩人協會〉合辦）

教師可獲教育署退還半費。詳參第76頁。

846. 現代及當代中國證書課程 (Certificate Course on Modern and Contemporary China)

課程主旨：
為中學教師及對中國歷史、政治、文化有興趣的人士，提供現代及當代中國各方面發展的最近知識與資料，重點在二十世紀的中國。

課程內容：

晚清政局的特徵；辛亥革命的始末；帝制運動與軍閥混戰；五四與新文化運動；中國共產黨的成立與發展；北伐經過與國共的合與分；中國戰爭的始末；戰後之國共和談與內戰；中華人民共和國之成立與國民政府之遷台；大躍進與文化大革命；台灣的經濟與政治改革；鄧小平的復出與改革開放政策。限收三十六人

主 講 人：梁伯華教授 B.A.(C.U.H.K.), Ph.D.(California) (美國西東大學亞洲研究中心主任)

地 點：香港大學(講室上課前公報)

時 間：一九九二年十月九日起每星期五下午六時十五分至八時四十五分

全期學費：一千三百七十元 (共三十講)

入學資格：大專畢業，有關教師將獲優先取錄機會。

結業證書：學員若能符合下列三項條件，可領得本學院頒發之證書：(一)畢業考試合格；(二)上課次數超過百分之八十；及(三)完成所有課程中之作業。

申請手續：申請者須於九月廿五日前，將申請表格、連同回郵信封；二吋半身照片二張；學歷及工作經驗之副本及其他有關詳情；及劃線支票銀行本票(抬頭寫香港大學)，寄回本學院。

教師可獲教育署退還半費。詳參第76頁。

847. 中國語文講座：文學概論 (Theories of Literature)

本課程旨在介紹有關文學理論的基礎知識；幫助學員認識文學原理，欣賞作品，並在從事文學教學時作為借鏡。課程內容包括文學的定義，文學的功用，文學與作家的關係，文學作品的內容和形式，主題思想，形象和典型，結構，情節和剪裁，文學語言的特點，人物描寫與環境描寫，文學作品的分類和特點等。講授時一般都引用實例來說明。(限收廿八人)

主 講 人：朱國能先生 M.A.(H.K.)

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：一九九二年十月八日起每星期四下午六時十五分至八時十五分

全期學費：三百二十元 (共十一講)

教師可獲教育署退還半費。詳參第76頁。

848. 文學創作研習班 (Creative Writing in Modern Chinese Literature)

在文學的範疇裡，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體會「文章千古事，得失寸心知」的妙諦。

本課程主要是向文學愛好者和文學教師提供。講授內容除一般文學理論外，並將選讀現代中國文學名家作

品，藉透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部份將以創作為主。學員除了有機會練習寫詩和小說等各種文學類別外，還得嘗試一項大型創作，內容自定，於課程完結前完成。優秀作品將會被推薦給本港的文藝副刊登載，並收入本班作品集。

本課程目的除提高學員的欣賞和創作能力外，並為大家提供一個集體學習的環境，希望透過不斷的訓練和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。(限收十八人)

主 講 人：吳萱人先生(嶺南學院翻譯系兼任講師，編輯，出版人)

地 點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)

時 間：一九九二年十月十二日起每星期一下午八時二十分至九時五十分

全期學費：二百七十五元 (共十講)

849. 中文應用文 (Practical Chinese)

在文明社會之繁忙社交中、對於一般書札、柬帖、報告及題誌等應用文字及其體裁、極需理解，尤其對新舊交錯之習俗，更要曉得適應。主講者將本其累年經驗，及根據前輩指示，而作出詳細闡釋，以與同好共研討之。

主 講 人：潘小磐先生

地 點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)

時 間：一九九二年九月廿八日起每星期一下午六時四十分至八時十分

全期學費：三百元 (共十四講)

850. 刺激與喜悅——中西文化藝術入門(On Chinese and Western Culture and Art)

講者包括李默等香港文化藝術工作者聯合會成員，內容包括(一)李默——靈感的來源；(二)毛俊輝——不同媒介的戲劇表演手法；(三)洪朝豐——西洋歌劇與中國戲曲；(四)陳惠芬——當代攝影名家系列巡禮；(五)羅永暉——西洋音樂欣賞入門；(六)陳法興——中國水墨遊戲；(七)阿濃——香港兒童文學；(八)錢秀蓮——現代舞與中國舞之融和。講授時輔以幻燈、錄映帶、錄音帶及示範，以期學員能進入七彩多姿、包容中西、平面立體兼備的文化藝術世界。

主 講 人：香港文化藝術工作者聯合會成員

地 點：香港大會堂八樓南會議室

時 間：一九九二年十月十二日起每星期一下午七時至九時

全期學費：二百五十元 (共八講)

851. 寫作的思路與修辭 (How to Improve Chinese Writing)

無論中外，修辭學都是一門古老的學問，也都會陷入

繁瑣虛飾與做作的歧途。本課程採取自內至外，以動帶靜的方法，從開拓思路著手引入修辭的作用，分為六個專題：從觀察到紀錄；分析、比較與選擇；怎樣整理大批的材料；怎樣加強說服力；怎樣加強感染力；及怎樣發展創造力。本課程適合中學程度以上之青年參加。（限收二十四人）

主 講 人：何達先生（職業作家）
地 點：香港大會堂八樓南會議室
時 間：一九九二年十二月七日起每星期一、四、六下午七時至九時
全期學費：一百八十元（共六講）

852. 精神分析與中港台小說 (Psychoanalytical Reading of Contemporary Chinese Fiction)

精神分析大師佛洛伊德教授發現作家由於無法忍受本能的滿足受阻，於是轉入幻想世界，將幻想塑造成石似現實的文學作品，除了滿足自己之外，同時引起讀者共鳴，使他們潛意識中相同的慾望本能也獲得宣洩。

本課程擬應用精神分析於中港台文學，集中討論〈菊豆〉（原著〈伏羲、伏羲〉）與〈大紅燈籠高高掛〉中之恨父戀母情意結，〈沉淪〉與電影〈郁達夫傳奇〉中的妄想症，〈兼論〈大鼻子情聖〉〉，亦舒〈珍珠〉中的童年陰影，〈阮玲玉〉中的戀父情結，白先勇〈孽子〉及〈芝加哥之死〉中的同性戀問題與自殺成因等。

主 講 人：曾焯文先生 B.A., M.A. (C.U.H.K.)
時 間：一九九二年十月十二日起每星期一、四、六下午六時十五分至七時四十五分
地 點：香港大學梁球瑠樓 L G 1 0 1 室
全期學費：二百五十元（共八講）

853. 朗誦講座 (Verse and Prose Speaking)

本講座詳細介紹有關朗誦方面的基本知識、技巧運用及訓練方法等，使教師及喜愛朗誦者對朗誦能有較系統而全面的認識。講授內容包括：朗誦的意義及功用；朗誦的情意表達技巧（聲調的控送，節奏的處理，情感的表達，動作的設計）；個人朗誦的指導方法；訓練集體朗誦的步驟；集體朗誦的技巧運用；隊型的編排；和聲朗誦的處理，二人對話朗誦的方法；造型的朗誦；視讀的訓練法；新詩、散文、詩、詞、曲的朗誦；誦材的編選；及評判朗誦的準則。

本課程著重理論與實際經驗的結合，並有示範及錄音以輔助教師於訓練時有所參考。（限收三十二人）

主 講 人：何家松先生（香港學校朗誦節顧問）
麥思劉先生（香港學校朗誦節評判）
宋立揚先生（香港學校朗誦節評判）
勞大方女士（香港學校朗誦節評判）
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：一九九二年十月十五日起每星期四下午六時三十分至八時三十分
全期學費：三百四十五元（共十講）

教師可獲教育署退還半費。詳參第76頁。

Philosophy

854. 堪輿學之應用與價值 (The Study of Geomancy)

中國堪輿學是一門高深之民族宗教哲學，它之起源、演變與中國歷史、政制、社會背景有著血肉不分離之關係。它能一直在民間流傳，定有其社會價值與影響。尤其對國有之祭祀、曆法、宗族、風土習尚、建祠立村、民族活動等有極深遠之影響外，它與古代農業社會之天文、地理、水利建築等有密切之關係。

本課程以現代社會生活為證，探究其源流與價值觀，主題包括（一）古代氣候學與農耕氣節；（二）堪輿與天文；（三）堪輿與古代地理；（四）堪輿與建築；（五）中西預言學之異同；（六）堪輿之因果論；（七）墓葬文化之宗教價值；（八）自然生態與環境保護之科學精神；（九）建祠立村之原則與方法；（十）陰宅之吉凶；（十一）陽居之吉凶；（十二）祭祀與神位；（十三）對風俗之影響；（十四）歷史考古價值；（十五）堪輿學與華人社會之組織；（十六）羅盤之變化與應用；（十七）總結及討論；（十八）實地考察。

主 講 人：袁匡任先生 Dip. Ed. (C.U.H.K.), M.A.
地 點：香港太古城地利亞修女紀念中學 4 1 2 B 室
（中學部太豐路入口）
時 間：一九九二年九月廿四日起每星期四下午七時三十分至九時三十分
全期學費：三百三十元（共十講）

855. 周易之應用與功能 (The Book of Changes)

易經自伏羲創八卦，文王演易及孔子之整理並輔以十翼，早已以下巫之經而成一哲理之書。歷代聖賢好易者甚濬，發揮易學為多元論。其中原理並不艱深，由陰陽二元素、五行與八卦之相生相剋。生息萬物、天理循環，是一種具備自然科學與人文哲理之推衍學術。歷代陰陽五行家、史官、兵家、理學家、醫師、宗教家等以易學為中心論，繁衍中國特色以文化與社會制度及民族活動。

本課程以易經之應用多元化作出探討，使學員了解其實用價值及趣味性，提倡君子自強不息，樂觀進取，自求多福之精神價值，內容包括（一）陰陽、五行之變化，（二）易卦之基本原理，（三）衍生之術數，（四）易經之軍事理論，（五）易理與醫學，（六）易理與命理，（七）經濟與民主，（八）宗教與倫理、（九）周易卦辭與四書章句之比較、（十）總結對中國文化之影響。

主 講 人：袁匡任先生 Dip. Ed. (C.U.H.K.), M.A.
地 點：香港太古城地利亞修女紀念中學 4 1 2 B 室
（中學部太豐路入口）
時 間：一九九二年十二月三日起每星期四下午七時三十分至九時三十分
全期學費：三百三十元（共十講）

856. 佛學要義 (Outline of Buddhist Philosophy)

本期根據下列主題，對於佛教的教義，作深入探討：
（一）佛家的因果輪迴觀念；（二）佛家八識的研究；
（三）真言宗和藏密的異同；（四）密宗曼荼羅的意義；
（五）三藏聖教序精義淺解；（六）佛家的「空」義及其證得方法。

主 講 人：葉文意女士
地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時 間：一九九二年九月三十日起每星期三下午六時十五分至七時四十五分
全期學費：二百六十五元（共十二講）

857. 佛經專題導讀：佛說觀無量壽佛經 (Special Topics in Buddhism)

淨土宗意義謂：末世五濁混雜，眾生業障深重，難以修行，成爲正覺。佛陀勸誡眾生修學淨土法門。觀無量壽佛經是淨土法門的一種，內容精彩，有十六種觀想深入阿彌陀佛及淨土之相，是投生淨土的殊勝資糧。
(限收二十二人)

主 講 人：葉文意女士
地 點：香港大學專業進修學院市區中心18室（信德中心西翼九樓）
時 間：一九九二年九月三十日起每星期三下午八時十五分至九時三十分
全期學費：二百六十五元（共十一講）

858. 中國哲學 (Chinese Philosophy)

中國哲學，精深博大，對社會人生之實效價值，早已引起全球學者所重視。此課程不但適合哲理思想及義理文學之愛好者，且對一般人之生活修養及智慧啓發有助。講解深入淺出，寓高深於趣味，初學可懂，選講範圍：周易，孔孟荀，老莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋，董仲舒，王充，劉劭，劉勰，韓愈，柳宗元，周張邵，二程，朱熹，陸九淵，王明陽，王船山，顏習齊，戴震，章實齊，康有爲，梁啟超，陳獨秀，李大釗，魯迅，胡適，及專題：先秦邏輯批判，中哲天命觀，批孔與儒法之爭，雜家與西方哲學折衷主義，先秦諸子比較，玄學、道教，佛學，陰陽五行，中國無神論，中國各期各派思想與中外文化交流。

主 講 人：鄭炯堅碩士
地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時 間：一九九二年九月廿八日起每星期一一下午七時至八時十五分
全期學費：二百四十元（共十二講）

859. 西洋哲學與中國 (Western Philosophy and China)

本課程通過哲學，幫助學員探索宇宙觀，人生觀及其他學術問題，並提供哲理基礎，使所研究之學術更富於深度和價值，並選若干要點作中西比較。

選講範圍：哲學之意義價值，神話藝術之哲理，中西美學；中西哲學特質比較，中西哲人論「人」；秦利士（首位哲人）到蘇格拉底，伯拉圖，亞里士多德；中古及近代哲人康德，謝林，菲希特，黑格爾，馬克思；叔本華，尼采，存在主義；理性，經驗，唯物，唯心，實證，功利，進化，實用主義等；及中國學人（如王國維，嚴復，蔡元培，胡適，陳獨秀，李大釗等）與西方哲學，及中西文化交流。

主 講 人：鄭炯堅碩士
地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時 間：一九九二年九月廿八日起每星期一下午八時三十分至十時
全期學費：二百四十元（共十二講）

Art & Culture

中國古今陶藝釉藥研製班 (Techniques of Glazing in Chinese Ceramics & Porcelain)

本課程著重介紹中國古今陶瓷釉藥之研製方劑，對陶藝製作上有一定基礎之人士及對陶藝藝術愛好者有一定之幫助。能夠製作一件陶瓷器只得一半功夫，釉藥之製造以及上釉技巧佔非常重要地位。一件陶藝製品由泥至成器，其間經歷十三個工序，缺一不可。本課程除講述釉藥之製造過程之外，尚詳述陶藝製作以外之一切知識。

860. 何大鈞先生
地 點：香港大學專業進修學院市區中心28室（信德中心西翼九樓）
時 間：一九九二年十月六日起每星期二下午五時四十分至七時三十分
全期學費：二百五十元（共八講）

861. 何大鈞先生
地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時 間：一九九二年十月二日起每星期五下午五時四十分至六時五十五分
全期學費：二百五十元（共十二講）

仿古陶塑 (Imitation in Chinese Ceramics)

集文獻所得，配合陶塑技法以仿製歷代陶瓷，從而加強對欣賞古器之趣味與辨真知識。對不可能擁有的古陶瓷器加以仿製，非以混珠，實珍魚目，聊供一察，亦可消閒云爾！
(每班限收二十四人)

862. 何大鈞先生主講
 地點 新界沙田火炭竹坳背街14-24號金家
 工業大廈第二座十樓J座
 時間 一九九三年一月九日起每星期六下午三時至
 六時
 全期學費 三百三十元 (共六講)

863. 何大鈞先生主講
 地點 新界沙田火炭竹坳背街14-24號金家
 工業大廈第二座十樓J座
 時間 一九九三年一月十日起每星期日下午三時至
 六時
 全期學費 三百三十元 (共六講)

截止報名日期 一九九三年一月二日

**864. 書法基礎班
 (Basic Chinese Calligraphy)**

本課程從最基本開始，着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 林芸女士
 地點 香港大學專業進修學院市區中心12室(信
 德中心西翼九樓)
 時間 一九九二年九月廿九日起每星期二上午十時
 零五分至十二時零五分
 全期學費 三百八十元 (共十講)

865. 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。(限收十八人)

主講人 林芸女士
 地點 香港大學專業進修學院市區中心12室(信
 德中心西翼九樓)
 時間 一九九二年十二月八日起每星期二上午十時
 零五分至十二時零五分
 全期學費 三百八十元 (共十講)

**866. 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。(限收二十人)

主講人 林雲女士
 地點 香港大學專業進修學院區中心20室(信
 德中心西翼九樓)
 時間 一九九二年九月廿三日起每星期三上午九
 時三十分至十一時三十分

全期學費 三百八十元 (共十講)

867. 行書 (Running Script)

本課程介紹行書的源流及演變，並指導學員從練習中領略寫行書的方法。從王羲之、趙孟頫之行書入手，藉以鞏固用筆和結字的基礎，並使學員在日書月異方面得以改善。繼而學習山谷的行書，在已有的基礎上求變化及突破。(限收二十人)

主講人 林芸女士
 地點 香港大學專業進修學院市區中心20室(信
 德中心西翼九樓)
 時間 一九九二年十二月二日起每星期三上午九時
 三十分至十一時三十分
 全期學費 三百八十元 (共十講)

**868. 山水畫基礎班
 (Basic Chinese Landscape Painting)**

本課程專為曾選修初級程度國畫的學員而設。課程內容包括山水畫之基本概念、構圖、着色、用筆、用紙等之技巧，並即時示範及個別指導。(限收二十人)

主講人 林芸女士
 地點 香港大學專業進修學院市區中心25室(信
 德中心西翼九樓)
 時間 一九九二年九月廿八日起每星期一上午九時
 三十分至十一時三十分
 全期學費 三百八十元 (共十講)

**869. 山水畫深造班
 (Advanced Chinese Landscape Painting)**

本課程專為曾選修「山水畫基礎班」之學員而設。課程內容主要深入研究山水畫之精神所在和如何分析作品特點，並挑選一些有代表性之作品作教材，通過不斷實習以達到鞏固學員之基礎技法，從而帶動學員進入另一個層面領悟傳統山水畫之神韻及意境。本課程將會分組形式授課。(限收十八人)

主講人 林芸女士
 地點 香港大學專業進修學院市區中心25室(信
 德中心西翼九樓)
 時間 一九九二年十二月十四日起每星期一上午九
 時三十分至十一時三十分
 全期學費 三百八十元 (共十講)

**870. 中國畫基本技法
 (Basic Techniques in Chinese Painting)**

本課程適合初學人仕及對中國畫有興趣者選讀。內容包括有(一)山水畫名家簡史介紹，(二)如何選用宣紙及毛筆(三)分段指導及示範基本筆法，如樹木、山石、泉水煙雲、人物屋宇、船舶、橋樑。學員須在課堂上實習一些簡單習作。

本課程最後更着重介紹傳統畫之特色和優點，並引石湖及吳門之畫法為例，引導學員從中領略中國畫之精粹。
(限收二十五人)

主 講 人 林玉女士
地 點 香港大學專業進修學院市區中心 25 室 (信德中心西翼九樓)
時 間 一九九二年九月廿四起每星期四上午九時三十分至十一時三十分
全期學費 三百八十元 (共十講)

871. 中國畫構圖及著色 (Composition and Colouring in Chinese Painting)

本課程適合學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) 水色和墨色之渲染等。

課程上會介紹一些名家代表作，使學員更進一步明瞭其中要訣，及提高學習趣味。
(限收十八人)

主 講 人 林玉女士
地 點 香港大學專業進修學院市區中心 25 室 (信德中心西翼九樓)
時 間 一九九二年十二月三日起每星期四上午九時三十分至十一時三十分
全期學費 三百八十元 (共十講)

872. 東方紙黏土與四季花鳥 (Oriental Paper Clay and Flowers & Birds in Four Seasons)

紙黏土是由陶器藝術演變而成黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。由淺入深，內容授以紅蘿蔔、山竹、月季花、七口針、水仙、壁畫、荷花、錦鯉、秋菊、筆座、小雞、梅花、麻雀、樹石等。作品經風乾後，可塗上顏色及光油。臨堂示範及實習，製作過程輕鬆有趣，初學及有興趣人士均可參加。
(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 一九九二年九月廿九日起每星期二下午六時三十分至八時三十分
全期學費 三百三十元 (共十講)

873. 東方紙黏土與四季花鳥創作 (Oriental Paper Clay & Flowers & Birds in Four Seasons: An Advanced Course)

本課程是東方紙黏土與四季花鳥的延續，內容加強，有草菇、白朮、康乃馨、小鴨、假石山、跳舞蘭、七口針、扇形掛畫、花盆、白天鵝、燈座等。此外，學員更可自由創作，並配上逼真的色彩，每堂均有示範及實習，使學員對東方紙黏土與四季花鳥，加深發揮創作潛能。初學及有興趣人士均可參加。
(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 一九九二年十二月八日起每星期二下午六時三十分至八時三十分
全期學費 三百元 (共八講)

874. 東方紙黏土設計 (Oriental Paper Clay : The Design)

紙黏土是由陶器藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。內容授以風景 (山水)、扇形掛畫、斬鮮石榴、小巧雨傘、七口針、漂亮的帽子、鮮艷花卉、飾物、雀鳥、假石山、動物等等。作品經風乾後，可塗上逼真顏色及光油、臨堂實習及示範，製作過程輕鬆有趣，初學及有興趣人士均可參加。
(限收二十人)

主 講 人 鄧昶立先生
地 點 香港大古城地利亞修女紀念中學 415室 (中學部大豐路入口)
時 間 一九九二年十月一日起每星期四下午六時三十分至八時三十分
全期學費 三百三十元 (共十講)

875. 紙黏土人物創作 (Figures in Paper Clay)

本課程是東方紙黏土設計的延續，內容豐富，授以各款基本公仔、平面人物，坐立式及直立式之立體人物，造形優美，神態活現，栩栩如生。此外更注重設色、技巧及製作概念，更可自由創作。每講均有實習及示範，使學員對紙黏土人物創作，加深發揮潛能。初學及有興趣人士均可參加。
(限收十八人)

主 講 人 鄧昶立先生
地 點 香港大古城地利亞修女紀念中學 415室 (中學部大豐路入口)
時 間 一九九二年十二月十日起每星期四下午六時三十分至八時三十分
全期學費 三百元 (共八講)

876. 花鳥山水畫寫意(Chinese Landscape, Flowers & Birds Painting)

寫意花鳥山水畫,又稱沒骨畫法。原於五代南唐,以點染的技法,揉合形似與豐富的色彩,配上優美的線條,落筆縱橫,賦彩濃淡染染,崇尚生動和野趣。講授對運筆、用墨、用紙、設色(赭墨、淺綠、青綠、金碧輝煌)技法,並加畫史,畫理,寫生等。課程以寒梅、幽蘭、秋菊、翠竹、四時花卉、蔬果、(白菜、西瓜、)蜜蜂、蝴蝶、鯉魚、麻雀、小雞等而山水以樹法、山石以長短披麻、斧劈皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲、染雲、瀑布、波濤等。課程由淺入深,輔助學員領會花鳥與山水畫寫意結合的精華,每講均有課堂實習、示範、欣賞及派發畫稿,歡迎初學及有興趣人士均可參加。(限收二十五人)

主 講 人:鄧昶立先生
地 點:九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時 間:一九九二年十月二日起每星期五下午六時三十分至八時
全期學費:三百元(共十二講)

877. 花鳥山水畫深造班(Advanced Chinese Landscape, Flowers & Birds Painting)

本課程是花鳥山水畫寫意的延續,為相等程度及有興趣人士而設,加強內容,以學員進度而作出技法及構圖,內容以山石,樹木、雲煙、泉瀑、風雨,配以四時花卉、昆蟲、鳥類等等。盡使山巒螺黛、激流湍瀑、朝煙暮靄、鳥語花香、象意寫形,無不神似,而氣韻生動,古樸清奇、盡收腕底。能使學員在短期內完成作品,發揮花鳥山水畫寫意進一步的長處,令至學員達到創作的階段。每講均有示範,臨堂實習及派發畫稿。歡迎初學及有興趣人士均可參加。(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39室(金巴利道入口)
時 間:一九九三年一月八日起每星期五下午六時三十分至八時
全期學費:二百八十元(共七講)

中國山水畫(Chinese Landscape Painting)

分階段以理論及示範同時施教,由淺入深,使學員明白山水畫樹石,構圖要訣,基本皴法及種類,對畫面皴法之統一,點苔之要義及作用,用筆及用墨之要點及變化,控制水分,粗筆及幼筆之作用,畫面之深淺遠近,透視比例,最後能達至墨韻之要義,並兼教繪雲海及瀑布之畫法及山水畫之設色技巧,如何將真實風景經過美化後套入中國畫法,構成一幅圖畫,並講解兼示範各種畫法應避忌之處,逐一指出,使初學山水畫之學員於短期內亦能自繪簡單之山水畫,作日後深入研究之初階。(每班限收二十五人)

878. 吳祖蔭先生主講
地 點:香港大學專業進修學院市區中心16室(信德中心西翼九樓)
時 間:一九九二年十月二日起每星期五下午六時三十分至八時
全期學費:三百二十元(共十一講)

879. 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:一九九二年九月廿八日起每星期一下午六時三十分至八時三十分
全期學費:三百二十元(共九講)

中國山水畫技法 (Method of Chinese Landscape Painting)

本課程專供修業完畢初級山水國畫班之學員深入山水國畫之技法研究,除簡略重溫習基本畫法外,更進一步研究山水國畫之技法和構圖,皴擦、運筆、用墨、染墨、染色、乾筆之蒼茫,濕筆之潤厚及乾濕筆之並用,點線之美化等技巧及其效果,並示範如何達氣韻生動及氣勢磅礴之境界,更進一步研究瀑布及雲海之繪寫過程及技巧,亦根據學員之成績調節課程漸進入較高深之技法研討,更為愛好繪寫雲海及瀑布之學員作深入之講解及研究,理論與即席示範兼施。(每班限收二十人)

880. 吳祖蔭先生主講
地 點:香港大學專業進修學院市區中心16室(信德中心西翼九樓)
時 間:一九九二年十二月十八日起每星期五下午六時三十分至八時
全期學費:三百二十元(共九講)

881. 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:一九九二年十二月七日起每星期一下午六時三十分至八時三十分
全期學費:三百二十元(共八講)

882. 國畫花鳥蟲魚構圖寫作技法 (Techniques of Chinese Paintings: Flowers, Birds, Insects & Fish)

本課程為適應對國畫有基本研習而對花鳥蟲魚寫作有研習興趣者而設。內容包括:(一)春夏秋冬四季花卉構圖寫作技法。(二)各類飛翔雀鳥寫作技法。(三)蜂蝶草蟲寫作技法。(四)魚蝦水族寫作技法。(五)花鳥配合構圖法。(六)蜂蝶花卉配合構圖技法。(七)魚蝦花草配合構圖技法。(八)花鳥蟲魚綜合構圖技法。(九)各類畫面題款與用印技法。(十)每課印發講義並附習作樣稿(十一)每課隨堂示範寫作技法,並批改習作(包括家課習作)。(限收廿五人)

主 講 人:徐達之先生
地 點:香港大學厲樹雄科學館106室

時間：一九九二年十月三日起每星期六下午二時四十分至四時十分
全期學費：五百三十五元（共二十講）

883. 中國書法篆隸楷行草集聯寫作研習 (Chinese Calligraphy : Various Styles)

本課程為適應對中國書法有研習興趣而稍有書法基礎者進一步研習各體書法集聯集句寫作應用者而設。內容包括：（一）大篆鐘鼎文書法寫作應用研習。（二）小篆繹山碑書寫與應用。（三）石鼓文篆書寫作與應用。（四）漢隸禮器、史晨、乙瑛、張遷、曹全碑文書法寫作與應用。（五）魏碑石門頌書法寫作與應用。（六）魏鐘繇楷書寫作研習。（七）晉王羲之、王獻之楷、行、草書寫作研習。（八）唐代歐陽詢、虞世南、褚遂良、顏真卿、柳宗權各家書法寫作與應用。（九）宋代蘇軾、黃山谷、米芾、蔡襄各家寫作與應用。（十）各體書法之欣賞、寫作與應用的特點。（十一）結合各體書法神韻與寫作應用研習。（十二）每課編發講義並附習作樣稿。（十三）隨堂示範並批改習作（包括家課習作）。（限收廿五人）

主講人：徐達之先生
地點：香港大學厲樹雄科學館106室
時間：一九九二年十月三日起每星期六下午四時廿五分至五時五十分
全期學費：五百三十五元（共二十講）

884. 國畫梅蘭竹菊構圖寫作技法 (Techniques of Chinese Paintings: Flowers)

本課程為有意研習「梅蘭竹菊」四君子國畫構圖寫作技法者而設。旨在對梅蘭竹菊國畫源流，演變及各個時代的風格與寫作技法、分別介紹與研習。內容包括（一）梅蘭竹菊國畫的興起與發展。（二）梅蘭竹菊國畫的水墨寫作技法。（三）梅蘭竹菊國畫的賦色寫作技法。（四）梅花的風緻與幹枝構圖技法。（五）蘭花的神韻與墨彩運用技法。（六）胸有成竹的寫意畫竹技法。（七）菊花的構圖與百花寫作的貫通。（八）梅蘭竹菊與風晴雨雪季候性的寫作技法。（九）欣賞歷代名家作品。（十）每課分發講義（並附習作樣稿），隨堂寫作示範並批改習作（包括家課習作批改）。（限收廿五人）

主講人：徐達之先生
地點：香港太古城地利亞修女紀念中學412B室（中學部太豐路入口）
時間：一九九二年十月十四日起每星期三下午七時至九時
全期學費：五百三十五元（共十五講）

885. 中國書法六體千字文寫作應用研習 (Different Styles in the Book of One Thousand Characters)

本課程為適應對中國書法寫作已有楷書基礎而有進一步研習行書、草書、章草、隸書、篆書各體書法藝術者而設。以千字文一千個不同的中文字為各體書法寫

作對象，並將各體集成文句或對聯加以應用。內容包括：（一）正楷千字文寫作法。（二）行書千字文寫作法。（三）草書千字文寫作法。（四）章草千字文寫作法。（五）隸書千字文寫作法。（六）篆書千字文寫作法。（七）各體千字文集句或對聯寫作法。（八）每課編發講義與習作樣稿。（九）每課隨堂示範寫作技法：包括：執筆使轉、用墨、用水、用紙。並批改堂課及家課習作。（限收廿五人）

主講人：徐達之先生
地點：香港太古城地利亞修女紀念中學412B室（中學部太豐路入口）
時間：一九九二年十月十二日起每星期一下午七時至九時
全期學費：五百三十五元（共十五講）

書法講座（一）教師班 (The Learning and Teaching of Chinese Calligraphy I)

本課程專為初學書法的教師而設，講授書法基礎知識。目標有二：（一）引起教師們對書法藝術的興趣，進而學習傳統書法的基本理論和實踐，以建立書法研習基礎。（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，便可在學校教學中指導學生們進行學習。凡對書法藝術有興趣，而能撥出時間進行練習者，歡迎參加研習。（每期限收二十人）

886. 王齊樂先生主講
地點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時間：一九九二年十月一日起每星期四上午九時至十一時
全期學費：七百二十元（共十八講）

887. 王齊樂先生主講
地點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時間：一九九二年十月一日起每星期四下午三時至五時
全期學費：七百二十元（共十八講）

教師可獲教育署退還半費。詳參第76頁。

書法講座（二）教師班 (The Learning and Teaching of Chinese Calligraphy II)

本課程是「書法講座（一）」的延續，目標相同，歡迎已完成「書法講座（一）」的學員，或對書法藝術的理論與實踐已稍有基礎的教師參加。（每期限收十六人）

888. 王齊樂先生主講
地點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時間：一九九二年九月廿九日起每星期二上午九時至十一時
全期學費：九百一十元（共十八講）

- 889.** 王齊樂先生主講
地點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時間：一九九二年九月廿九日起每星期二下午三時至五時
全期學費：九百一十元（共十八講）

書法講座（三）教師班 (The Learning and Teaching of Chinese Calligraphy III)

本課程是「書法講座（二）」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。歡迎已完成「書法講座（二）」的學員或相當程度的教師參加研習。
(每班限收十人)

- 890.** 王齊樂先生主講
地點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時間：一九九二年九月三十日起每星期三上午九時至十一時
全期學費：一千零五十元（共十四講）

- 891.** 王齊樂先生主講
地點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時間：一九九二年九月三十日起每星期三下午三時至五時
全期學費：一千零五十元（共十四講）

書法講座（四）教師班 (The Learning and Teaching of Chinese Calligraphy IV)

本課程是「書法講座（三）」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。本課程只歡迎已完成「書法講座」（三）的學員參加研習。
(每班限收十人)

- 892.** 王齊樂先生主講
地點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時間：一九九二年九月廿八日起每星期一上午九時至十一時
全期學費：一千零五十元（共十四講）

- 893.** 王齊樂先生主講
地點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時間：一九九二年九月廿八日起每星期一下午三時至五時
全期學費：一千零五十元（共十四講）

894. 篆刻與印章 (Seal Engraving)

學習刻印，務使學印者在短期之內領悟刻印的方法，刻印的樂趣，盡量著重實踐，手法和刀法等技巧，使學印者對刻印的基本概念，有全面的認識；包括自製刻刀方法與自製印章錦匣等等。使學者認識到刻印會豐富人生，賞印亦是一種生活情趣。
(限收三十人)

- 主講人：盧人俊先生
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室（金巴利道入口）
時間：一九九二年十月一日起每星期四下午六時十五分至七時四十五分
全期學費：三百元（共十二講）

895. 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。
(限收三十人)

- 主講人：盧人俊先生
地點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時間：一九九二年十月三日起每星期六下午三時五十五分至五時廿五分
全期學費：三百元（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，導師收印，教與學均以實踐為主。復以刀法、手法、佈白等等為輔。務令學員刻印盡量領略方寸之間的篆刻藝術，讓學印者多嘗治印的樂趣。
(每班限收二十五人)

- 896.** 盧人俊先生主講
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室（金巴利道入口）
時間：一九九三年一月七日起每星期四下午六時十五分至七時四十五分
全期學費：二百一十元（共八講）

- 897.** 盧人俊先生主講
地點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時間：一九九三年一月九日起每星期六下午四時十五分至五時四十五分
全期學費：二百一十元（共八講）

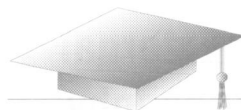
PHARMACY

Lecturer in charge: Sarah S.C. Hui

Telephone: 859 2793

Master's Degree in Pharmacy (Pharmacy Practice)

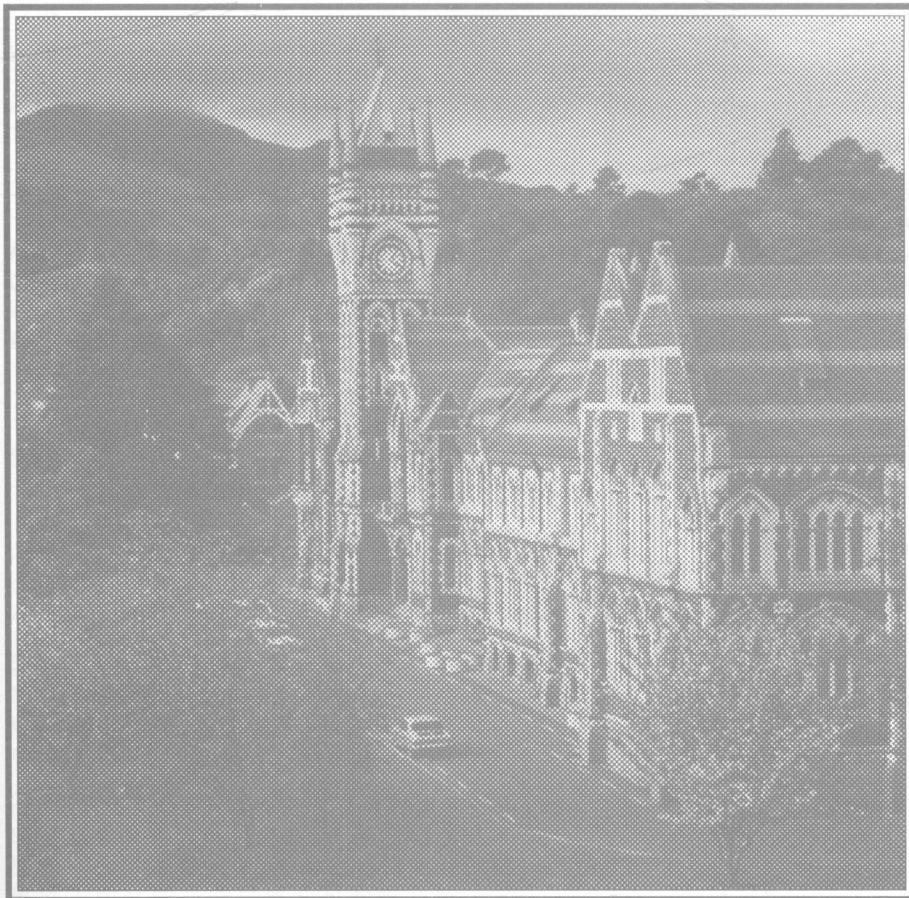
The Master of Pharmacy (Pharmacy Practice) degree is awarded by the University of Otago, New Zealand in conjunction with the School of Professional and Continuing Education (SPACE). This is a professional/academic qualification which provides pharmacists with advanced training in several aspects of pharmacy. The course consists of 6 papers and a thesis. 2 papers will be taught by the School and 4 papers will be taught by Otago Staff through tele-conferencing tuition. Students will be provided with the printed course materials and self-assessment exercises. On successful completion of the 2 papers taught by the School, candidates will be awarded a SPACE Postgraduate Certificate in Pharmacology and Pharmacy Administration. Duration of the course is 2.5 years and begins, biennially, in September; The next intake will be March/April 1994 for the September.



Bachelor's Degree in Pharmacy

Starting from September, 1992 the School will offer a Bachelor's degree programme in Pharmacy (B.Pharm.) in association with the University of Otago, in addition to the M.Pharm. degree. The course aims to provide professional training in Pharmacy for practising dispensers, matriculants, graduates and others who intend to seek a career in pharmacy and the pharmaceutical field. The joint B.Pharm. study programme consists of: (1) two years of part-time study in Hong Kong (Part I); (2) two years of full-time study at Otago which leads to the B.Pharm. degree. Candidates who successfully pass all subjects in Hong Kong (Part I) will be awarded a Diploma in Pharmaceutical Sciences by SPACE. They will then be eligible for admission, *ad eundem 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.

Please write in for details enclosing a stamped self-addressed envelope or contact course coordinator Dr. Sarah Hui, Tel. 859 2793.



A view of the Otago University Campus

London University External B.A. Degree in Philosophy [Course Nos. 911 & 912]

911. Paper IV. Greek Philosophy from the Beginning to Aristotle

The School of Professional and Continuing Education, in conjunction with the Department of Philosophy and the Hong Kong Philosophy Society, offers the following courses to help candidates prepare for the London University External B.A. Degree in Philosophy.

Enrolment is limited to 38

Tutor : Tze-wan Kwan, B.A., M. Phil.(C.U.H.K.), Dr. Phil.(Bochum)

Place : Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays, 7.45 - 9.45p.m., commencing September 22, 1992

Medium of Instruction: English and Cantonese

25 meetings

Fee : \$1,750

Special application forms should be used.

Registration as External Students with London University is the students' own responsibility.

Applicants who have registered with the London University as External Students will be given preference, but others interested in these courses will also be considered.

912. Paper VI. Research Paper

The School of Professional and Continuing Education, in conjunction with the Department of Philosophy and the Hong Kong Philosophy Society, offers the following courses to help candidates prepare for the London University External B.A. Degree in Philosophy.

Enrolment is limited to 20

Tutors : Koon-ki T Ho, B.A.(C.U.H.K.), A.M., Ph.D.(Illinois)
C.F. Cheung, B.A., M. Phil. (C.U.H.K.), Dr. Phil (Freiburg)

Place : Room 142, University Main Building, HKU

Date : Thursdays, 7.00 - 9.00p.m., commencing September 17, 1992

Medium of Instruction: English and Cantonese

8 meetings

Fee : \$600

Special application form should be used.

Registration as External Students with London University is the students' own responsibility.

Applicants who have registered with London University as External Students will be given preference, but others interested in these courses will also be considered.

913. 哲學概論證書課程 (Certificate in Philosophy)

宗旨：(一)培養批判思考能力；(二)引介重要哲學問題；(三)揭示哲學與現代生活的關係；(四)介紹中西哲學主流；及(五)訓練閱讀哲學著作的能力。

課程大綱：這是一個哲學入門課程，對象是有興趣探索人生及宇宙等終極問題的人士，藉著展示歷來哲學家對這些問題的思考結果，讓學員掌握解決問題的途徑及必須的工具，從而明瞭哲學的特性與意義。

本課程分兩部份，第一部份「哲學基礎」包括哲學導論、思考方法、邏輯、方法論(共三十二講)。第二部份「哲學專題」包括哲學專題、中西哲學史及中、西哲學原著選讀(共四十講)。(限收三十人)

課程主任：黃慧英博士 B.A., M.Phil., Ph.D. (C.U.H.K.), M.A (York)

主 講 人：呂子德先生 B.A., M.Phil., Ph.D Candidate (C.U.H.K.)

盧傑雄先生 B.A., M.Phil. (C.U.H.K.)

陶國璋博士 B.A., M.Phil. (C.U.H.K.), Ph.D. (New Asia Institute for Advanced Chinese Studies)

蕭競聰先生 B.F.A., M.A. (N.I.U.)

吳屹博士 M.Phil., Ph.D. (New Asia Institute for Advanced Chinese Studies)

譚家雄博士 B.A.(H.K.U.), B.A., M.A., Ph.D. (Sorbonne)

葉錦明女士 B.A., M.Phil., Ph.D. Candidate (C.U.H.K.)

地 點：香港大學專業進修學院市區中心10室(每星期三)及29室(每星期六)(信德中心西翼九樓)

時 間：每星期三及六上課：

(甲)一九九二年十月三日起每星期六下午二時至四時

(乙)一九九二年十月七日起每星期三下午八時至九時三十分

全期學費：二千五百元 (共七十二講)

入學資格：高等或高級程度會考合格或以上程度。

結業證書：課程結束後，學員若能符合下列條件，則可獲本部頒發的證書：(一)出席率超過百分之八十，(二)完成所有課程中的作業，(三)考試合格。

報名手續：申請者須於九月廿日前將(一)申請表格，(二)半身近照乙張，(三)學歷證件副本及貼足郵票的回郵信封乙個，(四)一篇約二百字的短文，說明選修這個課程的目的及對本課程的期望，寄回香港大學專業進修學院。

914. 哲學導論(Introduction to Philosophy)

現代人所面對的，是一個思想混亂、價值失落的世界。由於各種學說和主張到處出現，令人頭昏目眩，迷失了自我。一個人如果不想被別人牽着鼻子走，唯一的方法就是弄清自己的頭腦、堅定自己的意志，而這些工作正是哲學的主要任務。本課程是哲學的人門課，以問題為中心，綜論哲學的三大部門——形上學、道德哲學及知識論的面貌，並簡述中、印、西哲學之特質及異同，俾使學員能對哲學有較全面之了解。適合喜歡反省人生的現代人修讀。

主 講 人：劉桂標先生 B.A. (HKBC), M. Phil. (New Asia Institute for Advanced Chinese Studies)
地 點：香港大學專業進修學院市區中心 10 室(信德中心西翼九樓)
時 間：一九九二年九月廿六日起每星期六下午二時十五分至三時四十五分
全期學費：四百五十元 (共十八講)

915. 西方哲學史(一)：古代及中古哲學 (History of Western Philosophy I: Ancient and Mediaeval Philosophy)

哲學即不外是哲學史，所以，讀哲學者不能不讀哲學史。本課程旨在講述西方古代及中古哲學史。

古希臘羅馬哲學階段，有如中國先秦諸子百家爭鳴之時代：人物眾多、學派龐雜、思想豐富。當中，以柏拉圖及亞里士多德最具代表性和影響力。

迨及中世紀，經奧古斯丁、安瑟姆及多瑪斯等天主教神父之努力，神學竟一枝獨秀，使哲學失去獨立自主性，成為此時期之最大特色。

主 講 人：劉桂標先生 B.A. (HKBC), M. Phil. (New Asia Institute for Advanced Chinese Studies)
地 點：香港大學專業進修學院市區中心 29 室(信德中心西翼九樓)
時 間：一九九二年九月廿六日起每星期六下午四時十分至五時四十分
全期學費：四百五十元 (共十八講)

916. 綠色思想：理論與實踐(The Theory and Practice of Green Thinking)

本課程由本地多位身體力行的綠色生活推廣者各就自己專門的範圍，介紹九十年代最前衛的思想與生活方式，報導綠色運動在全球及本港的最新發展，內容包括：(一)綠色運動——文明的轉化與個人的更新；(二)綠色政治；(三)綠色經濟；(四)綠色教育、綠色傳媒工作；(五)綠色科技；(六)綠色醫療、綠色健康生活；(七)綠色家居；(八)綠色消費；(九)綠色飲食；(十)綠色兩性關係；(十一)綠色思想與宗教；(十二)綠色工作觀與人生觀。

除了堂上講授外，還有一次到有機農場體驗。每堂都會印發講義，並有綠色活動參與介紹。

主 講 人：綠色力量負責人(周兆祥、陳冠中、袁大明等)
地 點：香港大學專業進修學院市區中心 21 室(信德中心西翼九樓)
時 間：一九九二年九月二十二日每星期二下午八時至九時三十分
全期學費：三百五十元 (共十二講)

917. 應用倫理學

應否執行死刑？墮胎是不道德的行為嗎？食素與吃葷在道德上有分別嗎？

本課程討論上述以及其他與道德對錯有關問題。涉及的課題包括：死刑、自殺、素食主義、環境保護、墮胎、安樂死、道德哲學。目的是幫助學員通過考慮具體的問題來反省倫理思考的本質及有關的哲學性問題。

主 講 人：王啓義先生 B.A., M. Phil. (C.U.H.K.), Ph. D. (ANU)
地 點：香港大學梁球瑀樓 LG101 室
時 間：一九九二年九月二十八日每星期一下午八時至九時三十分
全期學費：二百八十五元 [共十講]

921. 中國近百年對外關係 (China's Foreign Relations in the Past Hundred Years)

本課程介紹及分析中國近百年對外關係的演變，論述中國與美國、日本、蘇聯及歐洲強國的交往，以及探討中國近百年外交的考慮、制肘與問題。重點內容包括辛亥革命的外交、民國政府與列強關係，中華人民共和國與蘇聯的結盟與交惡，中美關係由五零年代的僵化至七零年代的正常化。中國四化與中國外交。

主 講 人：盧耀泉先生 B.A.(C.U.H.K.), M.A.(Nottingham)
地 點：香港大學邵逸夫樓 2 0 8 室
時 間：一九九二年九月廿九日起每星期二下午六時廿分至七時五十分
全期學費：三百元（共八講）



*The Diploma in Economics (LSE) Presentation Ceremony in September 1991.
Front Row: Dr. R. Gosling (LSE), Prof. R.T.T. Young (Senior Pro-Vice-Chancellor),
Dr. Christine Challis (Secretary, LSE), Prof. Lee Ngok, Director, School
of Professional and Continuing Education*

926. Religions and Superstitions in Everyday Life

The course begins with descriptions of a variety of practices observed in Hong Kong, e.g. church-going, worshipping of gods, visits to shamans and mediums etc. Using a psychological framework, it examines the experiences of everyday life, the way in which people think of themselves, of others and of events and how they make decisions in all sorts of practical matters. Special attention is given to the question of how beliefs grow and develop in the lives of societies and of persons.

Topics include: The theory and practice of everyday life; the making of gods; religious and superstitious practices; believing and knowing; psychology of knowledge and as knowledge; science and religion.

No special academic background is required of participants, but believers and non-believers alike may join in the debate around which the course unfolds.

Enrolment is limited to 50

Tutor : Erik Kvan, cand. theol., formerly Senior Lecturer and Head, Department of Psychology, University of Hong Kong, and Guest Lecturer

Place : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Fridays, 6.00-7.30 p.m., commencing October 9, 1992

11 meetings

Fee : \$330

927. 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 25

Tutor : Sherman Hu, B.A.(Texas)

Place : Room 105, James Hsioung Lee Science Building, HKU

Date : Mondays, 7.15-9.15 p.m., commencing October 12, 1992

12 meetings

Fee : \$500

Medium of Instruction: Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

928. Understanding Dreams

Every one dreams whether he remembers it or not. Research into sleep deprivation revealed that the result of disturbing REM sleep (when dream is said to occur) has rather detrimental effects.

The course will first introduce various aspects associated with sleep including the subconscious world of the brain, why we sleep, what occurs whilst in REM sleep and the dream process. Then the course will discuss theories on why we dream, recent research and dream interpretation. Class format consists of lectures and group discussions.

Enrolment is limited to 44

Tutor : Derek Yau, B.A. (CNA)

Place : Room 403-5, Kenbo Commercial Building, 335-339 Queen's Road West, Hong Kong

Date : Mondays, 6.30-8.00 p.m., commencing October 12, 1992

8 meetings

Fee : \$320

929. Personal Growth Groups

Personal Growth Group is an experiential approach to learning. It involves the assumption that each person has the potential of knowing himself/herself, to be able in life situations to make the choices that will best enhance growth and meaning. This workshop is oriented towards the group process that is equally applicable at home and in the workplace.

The aims of the group are: (a) increasing self awareness and sensitivity, (b) identifying and transforming emotional blocks with self and with others into positive energy, (c) developing the skills required to relate to others in a life-promoting, work-enhancing, meaningful fashion, and (d) discovering and appreciating the uniqueness of self. Regular attendance is mandatory. *Enrolment is limited to 24*

Tutor : Mrs. Grace Cheung, B.Soc.Sc. (C.U.H.K.)

Place : Catholic Institute of Religion and Society, 130 Waterloo Road, Kowloon

Date : Saturdays and Sundays, 9.30 a.m.-1.00 p.m. and 2.00-5.30 p.m., commencing November 14, 1992

Fee : \$690

4 meetings (full-day workshops on November 14, 15, 21 and 22, 1992)

Medium of Instruction: Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

930. 社會及城市心理學導論 (Introduction to Social and Urban Psychology)

本課程旨在介紹及解釋都市化的香港社會環境如何影響個人的態度、認知及行為。內容包括：(一)在職母親對兒女成長的影響，(二)多元化社會下的道德觀念及行為，(三)群眾運動下的集體行為，(四)社會規範及朋輩壓力，(五)噪音及擠迫環境的心理適應，(六)態度的形成及改變，(七)三級傳媒的影響，(八)幫助行為的動機及形成，(九)小組動力及領導風格等。

本課程主要透過講座、小組討論及角色扮演，希望學員對社會及城市心理學有一初步認識。參加者應具有中五或以上程度。

主講人 麥國樑先生(社會科學碩士)
地點 香港大學專業進修學院市巴中區29室(信德中心西翼九樓)
時間 一九九二年十月二日起每星期五下午七時三十分至九時
全期學費 三百八十元 (共十二講)

931. 精神健康與變態心理學導論 (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。內容主要討論何謂變態心理，並分析常見的變態心理行為、其成因及處理方法。範圍包括「正常」和「變態」的概念，兒童及青少年的心理發展及問題，日常生活的壓力，成年人的心理發展，神經官能症，精神症，性格失常，異性心理，同性戀，藥物濫用，暴力行為，老年人的心理健康，人的靈性層面，和維持心理健康的要素等等。

本課程共分十八講，形式主要包括講座、個案分析和小組討論，授課以中文為主，參加者應具有中五或以上程度。
(限收四十五人)

教師可獲教育署退還半費。詳參第76頁。

主講人 陳宅明先生(臨床心理學碩士)及各座講師
地點 香港大學專業進修學院市區中心28室(信德中心西翼九樓)
時間 一九九二年九月二十三日起每星期三下午八時零五分至九時三十五分
全期學費 五百六十元 (共十八講)

932. 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，各方面都深受他的性格所影響。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)家庭和早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。課程形式以體驗式學習為主，並有小組討論、角色扮演及性格測驗等。為確保學習的進修參加者必需是十二歲。參加者應具有中五或以上程度。
(限收二十四人)

教師可獲教育署退還半費。詳參第76頁。

主講人 鄧竹屏小姐(臨床心理學碩士)及各座講師
地點 香港大學崇基書樓1302A/B室
時間 一九九二年十月十二日起每星期一一下午七時十五分至九時十五分
全期學費 五百元 (共十二講)

933. 心理學導論(一) (Introductory Psychology I)

在過去數十年來，一般人對心理學的興趣都不斷增加，為使學員對心理學有基本認識，特別提供心理學導論課程，整個課程將分為兩部份，第一部份在本季介紹普通心理學的網要，第二部份在明年春季上課，集中研讀社會心理學。

心理學導論(一)內容包括：心理學之概念，源流及派別，學習的理論和歷程，記憶與遺忘，動機的本質，生理及心理的動機，感覺與知覺等。

教師可獲教育署退還半費。詳參第76頁。

主講人 黃世強碩士
地點 香港大學本部大樓141室
時間 一九九二年十月十二日起每星期一一下午六時十五分至七時四十五分
全期學費 三百八十元 (共十二講)

934. 催眠術與心理趣談 (Self Hypnosis & Some Aspects of Psychology)

本課程與「心理學與神秘世界」果序相配合。內容以玄奧神秘事物作心理分析，盡釋依科學或不過行之心理作求證、揭秘、存疑及斥偽之研究。

是講範圍 (一)研究與上述課程項目有關之其他新資料 (二)催眠術與心理治療 邪教 騙術 教授何易自我催眠，訓練精神集中 神經鬆弛 控制情緒 戒除陋習失眠及補救自律神經失調等 (三)坐禪(靜坐氣功)身心健康 (四)如何用音樂、書法 儀式等進行心理改造 「哭」、「笑」心理學對心理改造 精神分析法應用於日常生活 (五)超自然心理分析及有關之騙術揭秘 (六)中西碟仙及招魂術 (七)黑白巫術 人與超自然界「第三度接觸」 時光隧道及第四度以上空間之「異界」存在可能性。(限收四十人)

主 講 人 鄭炳堅先生 BA, MPhil (CUHK)
地 點 香港大學專業進修學院市區中心 14 字 (信德中心西翼九樓)
時 間 一九九二年九月二十九日起每星期二下午七時四十分至九時十分
全期學費 五百元 (共十二講)

935. 心理學與神秘世界 (Psychology and Mysterious World)

本課程以心理學為核心，附以科學、宗教、民族學及人類學等觀點，純客觀分析及介紹具有實用性及影響性之心理及超心理趣題。是講範圍 (一)比較超心理學與心理學 (二)「笑」與自我之心理哲學觀 (三)心理與生理之週期性及生物鐘 身心互影 心理病 (四)精神分裂 變態、異化 (五)催眠術 潛意識、第六感、靈感 (六)天才 神童、胎教 遺傳 (七)夢與預兆、利用睡眠學習及矯正陋習法 造夢法、析夢法 (八)氣功與符咒功能，神通 (九)記憶奇談、神話、社會風習等迷信及神秘心理 (十)宗教靈魂、鬼神、通靈 因果報應及輪迴再生 字相命占卜、求籤、扶乩、風水 (十一)命運與自由。(限收四十人)

主 講 人 鄭炳堅先生 BA, MPhil (CUHK)
地 點 香港大學專業進修學院市區中心 14 字 (信德中心西翼九樓)
時 間 一九九二年九月二十九日起每星期二下午六時至七時三十分
全期學費 五百元 (共十一講)

PRIOR ENROLMENT IS ESSENTIAL

Failure to enrol prior to the opening of a particular course may mean the cancellation of that course. Prior enrolment is the only way the School of Professional and Continuing Education has of judging the response to its courses. Your co-operation is therefore invited in sending your application forms to the School as soon as possible.

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。

941. Certificate Course in Biomedical Electronics

This 2-year part-time certificate course is designed to give some fundamental biological background and instrumentation principles to employees in the fields of biochemical electronics and those who intend to pursue a career in biomedical instrumentation, so that they can have an appreciation of the origin of physiological signals and the electronics design of instruments. Thus candidates after completing the course can communicate more effectively with end-users and render better consumer services. Instrumentation in the areas of research and laboratory analysis, clinical and para-clinical diagnosis, surgery, patient care and monitoring will be covered. Closing date for applications: August 15, 1992.

For further details and for special enrolment forms, please contact Mr. Tommy Tsang, School of Professional and Continuing Education, University of Hong Kong. (Tel. 859 2417).

942. Principles and Applications of Magnetic Resonance Imaging

Magnetic resonance (MR) techniques has been developed for the analysis of organic and biochemical substances and adapted as a useful imaging method for clinical diagnosis. Unlike other radiographic investigations, patients undergoing MR imaging are not exposed to radiation which may have detrimental side effects. This course aims to introduce the basic principles and applications of MR imaging. Topics include: basic principles of magnetic resonance; its applications in spectroscopy and diagnostic imaging; some basic application techniques; and future trends of MR imaging. The course is expected to be useful to doctors, nurses, scientists and those with an interest in clinical diagnostic technology.

Tutors: Denis S.C. Leung, B.Sc. (Bio-Eng.) and other application specialists

Place : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 7.00-8.00 p.m., commencing November 9, 1992

6 meetings

Fee : \$240

943. Clinical Applications of Ultrasound

Ultrasound is one of the fastest growing and widely used techniques in clinical diagnosis. This course will provide a concise discussion on: the physical properties of ultrasound; design of ultrasound transducers for diagnostic purposes; interaction of ultrasound with tissues; an introduction to A-Scan, B-Scan, M-Scan and tomography; clinical applications of ultrasound including imaging and

physiotherapy; basic principles of Doppler ultrasound and its clinical uses; biological effects of ultrasound and its safety. This course is suitable for nurses and other paramedical personnel and any one with an interest in learning more about this fantastic technique.

Enrolment is limited to 40

Tutor : K.K. Chan, B.Sc. (H.K.), M.Phil. (C.U.H.K.), M.Sc., Ph.D. (Aberdeen)

Place : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Mondays, 8.00-9.30 p.m., commencing September 28, 1992

6 meetings

Fee : \$300

944. An Intermediate Course in Diagnostic Ultrasound

This is a follow-up course for "Clinical Applications of Ultrasound" and will provide a more detailed discussion of the various applications of ultrasound in clinical diagnosis. Topics include: ultrasound applications in abdominal, obstetrical and gastrointestinal cases; ultrasonic fetal measurement; ultrasonic Doppler imaging; blood flow measurement; and the safe use of diagnostic ultrasound. A case-study approach would be adopted in the lectures.

Enrolment is limited to 40

Tutor : K.K. Chan, B.Sc. (H.K.), M.Phil. (C.U.H.K.), M.Sc., Ph.D. (Aberdeen)

Place : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing November 16, 1992

4 meetings

Fee : \$200

945. The Science of Nutrition

Course Co-ordinator: Ms. Selina Khor, R.D. (U.K.), B.A. (U.E.A.)

The science of nutrition seeks to define the qualitative and quantitative requirements of the diet necessary to maintain good health. Though overt nutritional deficiency is rare in most affluent populations, some degree of nutritional deficiency may be present among the poor or the elderly and among groups with specialized nutritional requirements. Topics of this course include: nutrient requirements; concepts of nutrition; proper food handling, e.g. cooking, selection, purchasing; guides to be a wise consumer; food fads and fallacy; vegetarianism; diet for pregnancy, lactation, infancy, childhood, youth & old age; diet for exercise, sports & athletes; and dietary regimen to keep fit. This course should be useful to parents, teachers, nurses, athletes and sports masters.

Enrolment is limited to 40

Tutors: Members of the Hong Kong Nutrition Association
 Place : Room 11, SPACE Town Centre, Shun Tak Centre,
 West Tower, 9/F., Hong Kong
 Date : Mondays, 6.20-7.50 p.m., commencing September
 14, 1992
 7 meetings Fee : \$270

946. A Refresher Course on Molecular Cell Biology

This course intends to give a concise revision of the major topics in molecular cell biology and will be useful to those who wish to update their knowledge on the current concepts and recent advances. Topics include: nucleic acids; genes; DNA replication and its molecular events; DNA repair; transcription; promoters; lac and trp operons; catabolite repression; leaders and attenuators; steroid hormone receptor complexes; post-transcriptional processing; protein synthesis; post-translational processing and recombinant DNA technology and its applications.

Tutors: D.C.Y. Yeung, B.Sc., Ph.D. (W. Aust.);
 K.C. Tan-Un, B.Sc. (Hons.) (Bath), M.Sc. (Lond.),
 Ph.D. (H.K.);
 P.S.W. Lee, B.Sc. (Hons.) (H.K.);
 C.L. So, B.Sc. (Hons.) (Glasgow); K.H.Y. Ho, B.Sc.
 (Hons.) (H.K.)

Place : Room G4, James Hsioung Lee Science Building,
 HKU
 Date : Mondays, 6.30-8.00 p.m., commencing December 7,
 1992
 10 meetings Fee : \$500

947. Clinical Applications of Radiation and Its Protection

This course aims to explain some basic concepts in the clinical applications of radiation in a health care environment, to provide an understanding of the use of some common radiation measuring systems and to discuss the principles of radiation protection. Topics include: basic radiation physics and radiation detection; an introduction to the clinical application of radiation, measurement of radiation; principles of X-ray production; X-ray machines; X-ray interaction with human tissues; X-ray imaging; principles of nuclear medicine and the use of equipment; radiotherapy with high energy photon machines; radiation protection; and personal monitoring. This course is expected to be of interest to personnel engaged in the health care service and in radiation equipment marketing industry, radiation workers and anyone who wants to know more about radiation protection and monitoring.

Tutor : W.M. Law, B.Sc. (Hons.) (Lond.), Ph.D. (Manitoba)
 Place : Room 23, SPACE Town Centre, Shun Tak Centre,
 West Tower, 9/F., Hong Kong

Date : Fridays, 6.30-8.00 p.m., commencing September 18,
 1992
 10 meetings Fee : \$480

948. Basic Social Research Methodology

Participants will be introduced to the major methods of social research, including structured and unstructured interviews, community studies, postal, door-to-door, and telephone surveys. Basic concepts of sampling methods, questionnaire design, interviewer effect, data verification, systematic bias, statistical significance, reliability and validity, will also be introduced. The main target of the course is to provide students with the basic knowledge of examining and assessing the validity of different research findings, and the ability to plan a simple social survey on themselves. The course is also expected to be useful to those who wish to conduct studies on quality assurance.

Tutor : Robert T.Y. Chung, B.Soc.Sc., M.Phil. (H.K.)
 Place : Room G4, James Hsioung Lee Science Building,
 HKU
 Date : Mondays, 6.30-8.00 p.m., commencing September
 21, 1992
 10 meetings Fee : \$500

949. Environmental Pollution Control

With increasing industrialization the problem of environmental pollution has become a topic of public concern. This course is designed to provide participants a more in-depth understanding of the various aspects of environmental pollution control. Topics include: air pollution control; water pollution control; waste water treatment and waste management. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : W.M. Chow, B.Sc. (Lond.), Ph.D. (Strathclyde)
 Place : Room 23, SPACE Town Centre, Shun Tak Centre,
 West Tower, 9/F., Hong Kong
 Date : Fridays, 8.00-9.30 p.m., commencing September 18,
 1992
 4 meetings Fee : \$180

950. Plant Diversity and Its Conservation

The purpose of this course is to increase public awareness of plant conservation by providing a clear and balanced account of why conservation of plants is important, how it can be effected and what actions need to be taken. Topics include: introduction to plant conservation, centres of plant diversity, habitat assessment, sites of special scientific interest, conservation management and types of endangered species.

Tutor : A.H.M. Leung, B.Sc. (Hons.) (Edin.), M.Sc.
(Reading), M.I.E.E.M.

Place : Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Fridays, 6.30-8.00 p.m., commencing November 27,
1992

6 meetings

Fee : \$280

951. A Short Course on Food Technology

This course aims to give an introduction to food technology, one of the world's oldest industries. Topics include: a scientific overview of the nature and scope of the world's food problem; scientific and technological means of converting animal and plant products into a variety of prepared foods; food composition; food safety; food microbiology; nutrition; and the impact of food technology on the environment. This course is suitable for those who are currently on planning to be employed in the food industry and any one with an interest in this area of food science.

Tutor : Ho, A.S.H., B.S. (Calif.), M.S. (New York), M.B.A.
(Fordham)

Place : Room 11, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing December
14, 1992

6 meetings

Fee : \$280

952. 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 English and supplemented with Cantonese.

Tutor : K. Liu, B.Sc., M.Phil. (C.N.A.A.), M.I.S., F.S.S.,
A.F.I.M.A.

Place : Room LG107, K.K. Leung Building, HKU

Date : Thursdays, 6.20-7.50 p.m., commencing September
24, 1992

10 meetings

Fee : \$480

953. Quantitative Analysis II

This course is a supplement to Quantitative Analysis I. Topics to be discussed include: linear programming; trans-

portation and assignment problems; inventory planning and control; network analysis and PERT; decision theory; and simulation. Participants with a background of the concepts on probabilities are preferred. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : K. Liu, B.Sc., M.Phil. (C.N.A.A.), M.I.S., F.S.S.,
A.F.I.M.A.

Place : Room LG107, K.K. Leung Building, HKU

Date : Thursdays, 8.00-9.30 p.m., commencing September
24, 1992

10 meetings

Fee : \$480

954. Basic Electronics

This course is intended for participants who wish to have some basic knowledge in electronics so that after the course they can read circuit diagrams and know the component parts and their functions. Topics include: analogue electronic circuits & systems – amplifier, characteristic of amplifier circuit, oscillator, multivibrators, transistor circuits, class A, B & C operation; linear circuits & systems; electronic devices – diode circuits & application, small signal models & circuits; and digital electronic circuits & systems – gates, flip flops, asynchronous state machine. Participants are expected to have a knowledge of Physics at Form 5-6 level.

Tutor : H.P. Tsui, B.Sc. (Eng.) (H.K.), I.E.E.E.

Place : Room 101, Runme Shaw Building, HKU

Date : Thursdays, 7.15-9.15 p.m., commencing November
12, 1992

8 meetings

Fee : \$500

955. 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：一九九二年九月十七日起每星期四下午七
時三十分至九時

全期學費：三百二十元(共八講)

961. Introduction to Cognitive Behaviour Modification

This course is designed for students of Social Science and is relevant to those who seek continuing education, are in in-service training or other professional development, or are employed in the field of management, education or mental health.

It is geared to acquaint the students with the basic theoretical assumptions of behaviour therapy and cognitive behaviour therapy and the clinical procedures derived from these. Lectures and practice sessions will emphasize the study of the latest effective techniques of anxiety control, stress management, assertiveness training, social skills training and the control of a variety of behaviours such as substance abuse, sexual deviance and dysfunctions, etc.

The student will have the opportunity to learn simple physical and mental skills such as progressive body relaxation and suggestion and the control of maladaptive, irrational cognitions and emotions. *Enrolment is limited to 15*

Tutor : Alfred A. Keltner, Ph.D., Dip.Clin.Psych.(Queen's)

Place : Room 1302A/B, K.K. Leung Building, HKU

Date : Thursdays, 6.30-9.30 p.m., commencing October 8, 1992

10 meetings

Fee : \$820

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

962. Application of Self and Communication in Youth Counselling

This course comprises lectures, small group discussions and sensitivity training workshops which are designed primarily to help participants to learn more about themselves and to apply such learning to effective communication and counselling. Topics to be covered include: introduction to experiential learning, introduction to the basics of communication and self-understanding, sensitivity training and self-awareness; the process of communication and factors affecting communication, communication skills and their application to counselling.

The course is specially designed for para-counsellors, school teachers, social workers and other helping professionals who work with adolescents. Preference will be given to those applicants with tertiary education and experience in counselling. *Enrolment is limited to 20*

Two residential workshops will be held on October 17 & 18, 1992 and November 14 & 15, 1992. The whole course altogether will provide 56 hours of teaching in counselling.

Tutor : Helios K.C. Lau, M.Soc.Sc.(Clinical Psychology)

Place : Room 102, James Hsioung Lee Science Building, HKU

Date : Mondays, 6.30-9.30 p.m., commencing October 12, 1992

8 meetings & 2 workshops

Fee : \$1,970 (including residential workshop fees)

Medium of Instruction: Cantonese

Closing date for applications: September 25, 1992.

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

963. Introduction to Group Counselling

The purpose of this course is to introduce basic group counselling skills, group dynamics theory and practice, and the application of current group counselling models to the appropriate settings.

Topics to be covered include: Basic skills of group counselling; Group structure and dynamics; Survey of group modalities; Group counselling for children and adolescents; Group counselling for adults and the elderly; Group counselling for the mentally disturbed; Group counselling for the gifted; and Relationship-oriented group model will be stressed.

The course will be appropriate for school guidance teachers, social workers, para-professional counsellors, physicians and nurses, and any helping professionals.

Enrolment is limited to 20

Tutors: Tommy Yuen, M.Ed.(North Texas) and
Guest Lecturers

Place : Room 1302A/B, K.K. Leung Building, HKU

Date : Fridays, 6.30-9.00 p.m., commencing October 2, 1992

12 meetings

Fee : \$610

Medium of Instruction: Cantonese and English

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

964. Introduction to Music Therapy

Music has long been used as a therapeutic tool since the ancient time. The concept of music in therapy has evolved from mystical healing, exorcism to a scientific application of using music to affect human emotion and behavior.

Class format consists of lectures, discussions and practice sessions. The course aims to give a general orientation of

music therapy to the interested parties. Topics will include the history of music therapy, current models in music therapy, guided imagery with music and Orff music therapy. Practice sessions will be arranged in selected areas such as guided imagery with music, the Orff's technique and music adaptation for the handicapped. Students are not expected to be familiar with music knowledge when they apply for admission. *Enrolment is limited to 20*

Tutors: Paul Pang Ka Wa, B.Mus.(Music Therapy),
Registered Music Therapist (National Association
for Music Therapy, USA)

Place : Room 14, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing October 12,
1992

10 meetings Fee : \$320

Medium of Instruction: Cantonese supplemented with
English

*Fee Refund: Teachers may apply for a half fee refund for this
course. See page 76.*

965. Introduction to Dance/Movement Therapy

Dance/movement therapy is a form of psychotherapy utilizing movement as its primary medium of expression and integration. The dance/movement therapist focuses on the nonverbal behavior of the client and uses this to effect changes in feelings, cognition, physical functioning, and behavior.

This course consists of lectures, discussions and workshops. It will cover the following areas of dance/movement therapy: origins and history, theoretical principles, therapeutic goals, basic dance/movement techniques that can be used in group therapy, and selected model examples of group sessions for different kinds of clients. Students are not expected to be familiar with dance when they apply for admission. *Enrolment is limited to 20*

Tutors: Ms. Maribel Raudales, M.A. (Dance/Movement
Therapy), Registered Dance/Movement Therapist
(American Dance Therapy Association)

Place : Room 28, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Fridays, 7.35-9.35 p.m., commencing October 2,
1992

12 meetings Fee : \$540

966. Understanding and Helping Depressed People

The symptoms of depression are often found in the people living in big cities. Among the clients of some helping professions such as social workers and counselors, a signifi-

cant proportion of them are suffering from depression, though frequently not diagnosed. This course is designed for these helping professionals to acquire better knowledge about depression so that they can tell the difference between being unhappy and being depressed. The course will also cover various biological, psychological and social models of depression, and the management of depressed clients. Regarding the treatment of depression, special emphasis will be put on cognitive therapy which is currently one of the most effective treatments.

Enrolment is limited to 25

Tutor : S.M. Ng, M.Sc. in Psychiatric Social Work
(Manchester)

Place : Room 14, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Fridays, 7.30-9.30 p.m., commencing October 9,
1992

8 meetings Fee : \$360

Medium of Instruction : English & Cantonese

967. 認識及協助兒童語言之發展 (Introduction to Language Development in Children)

語言不單是表達思想和溝通的工具，它在兒童的認知，情緒及社交發展均扮演重要的角色，若在語言發展重要期間予兒童適當的語言刺激，便可促進他們在語言及各方面的發展。

本課程歡迎家長、醫生、護士、幼兒工作人員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適的語言刺激幫助兒童語言理解、表達、及發音能力發展。此課程除講授外，亦輔以研討、分組活動等方式。
(限收二十五人)

主 講 人：張鄭美寬女士(言語治療師、言語病理學碩士)

地 點：香港大學專業進修學院市區中心29室(信德中心西翼九樓)

時 間：一九九二年十月十二日起每星期一下午七時四十分至九時四十分

全期學費：二百七十元 (共五講)

教師可獲教育署退還半費。詳參第76頁。

968. 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、幼兒工作人員、教師等對特殊兒童之語言能力有基本之認識，從而在生活上、工作上協助提升該等兒童之溝通能力。內容包括：溝通之定義及組成成分、溝通障礙及言語治療之認識、各類特殊兒童之語言特徵及教導技巧等。上課形式以講授、研討、角色扮演等為主，學員須積極參予討論及小組練習。(限收二十人。學員必須對正常語言發展已有清楚之認識。)

主 講 人：張鄭美寬女士(言語治療師、言語病理學碩士)

地 點：香港大學專業進修學院市區中心29室(信德中心西翼九樓)

時 間：一九九二年十一月十六日起每星期一下午七時四十分至九時四十分

全期學費：二百七十元 (共五講)

教師可獲教育署退還半費。詳參第76頁。

969. 律動工作坊 (Movement Workshop for Primary and Pre-school Music Teachers)

本課程專為小學及幼稚園音樂老師而設，希望能透過參與、討論、創作等形式，讓學員領略下列與律動相關的概念：(一)身體各部參與律動的認知；(二)律動和音樂的關係；(三)如何利用律動帶出兒童的音樂潛質；(四)創作性律動；(五)律動素材資源及運用；(六)如何利用律動以擴展個性。

參與者需穿舞蹈衣服，上課時不用穿鞋襪。(限收二十五人)

主 講 人：李俞秀舜女士 L.T.S.C., L.T.C.L., L.R.S.M., A.R.C.M.

地 點：香港大學本部大樓237室

時 間：一九九三年一月二、九日及十六日星期六下午三時至六時

全期學費：二百二十元 (共九小時)

教師可獲教育署退還半費。詳參第76頁。

970. 幼兒音樂活動工作坊 (Music Workshop for Pre-school Teachers)

本課程專為幼兒園及幼稚園教師而設。內容包括：(一)幼兒歌曲選材及領唱技巧；(二)樂器和教具的製作及運用；(三)音樂律動選材和帶領技巧；(四)創作性音樂活動；(五)節奏感和旋律感的培養；(六)音樂與各科的聯系。

學員須參與各項活動。導師與學員會討論各活動之音樂及教育價值，並共同分享經驗解答實踐之疑難。
(限收三十人)

主 講 人：李俞秀舜女士 L.T.S.C., L.T.C.L., L.R.S.M., A.R.C.M.

地 點：香港大學專業進修學院市區中心14室(信德中心西翼九樓)

時 間：一九九二年十二月十二日及十九日星期六上午九時三十分至一時及下午二時至五時三十分

全期學費：三百一十元 (共十四小時)

教師可獲教育署退還半費。詳參第76頁。

971. 兒童藝術教育課程 (一) (Introduction to Children's Art Education I)

本課程專為家長及關心兒童藝術教育的人士而設，旨在對兒童藝術提供一個全面性的認知，使學員能夠指導兒童，尤其是幼兒，正確地和有效地接觸兒童藝術，從中獲得樂趣和一些基礎知識。課程將會包括兒童音樂、舞蹈、戲劇電影等四方面。

(限收三十人)

[本課程與香港兒童文藝協會合辦]

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士

地 點：香港大學專業進修學院市區中心14室(信德中心西翼九樓)

時 間：一九九二年九月二十八日起每星期一下午六時至八時

全期學費：一百八十元 (共四講)

教師可獲教育署退還半費。詳參第76頁。

972. 兒童藝術教育課程 (二) (Introduction to Children's Art Education II)

本課程專為家長及關心兒童藝術教育的人士而設，旨在對兒童藝術提供一個全面性的認知，使學員能夠指導兒童，尤其是幼兒，正確地和有效地接觸兒童藝術，從中獲得樂趣和一些基礎知識。課程將會包括兒童文學、講故事技巧、朗誦、兒童美術欣賞等四方面。

(限收三十人)

[本課程與香港兒童文藝協會合辦]

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士

地 點：香港大學專業進修學院市區中心28室(信德中心西翼九樓)

時 間：一九九二年十一月二十五日起每星期三下午六時至八時

全期學費：一百八十元 (共四講)

教師可獲教育署退還半費。詳參第76頁。

973. 兒童成長問題專探 (Exploration in Child Development Issues)

本課程以探討兒童在成長中的三個主要方面——學習、性心理、情緒及行為為主，並會介紹處理這些問題之適當及有效方法。兒童學習方面包括：(一)討論兒童一般的學習問題及其表現出的徵狀——如逃學，欠交功課，成績低落，不專心等；(二)如何幫助兒童面對學習問題？如何培養兒童學習興趣及能力。

性心理方面會介紹：(一)兒童的性心理發展及他們所面對的一般有關「性」的問題；(二)如何與兒童談性？(三)如何幫助/教導兒童預防性侵犯。

情緒及行為方面包括：(一)兒童究竟是否會有焦慮，悲傷等的情緒？兒童是否有權發脾氣，發洩憂傷及憤怒的情緒？兒童有偷竊，說謊，食慾不振或甚至攻擊性行為是否不正常呢？親子關係等如何影響兒童的情緒及行為發展？(二)面對兒童的一般情緒或行為問題如抑鬱，憤怒，偷竊，說謊，甚至攻擊他人等的時候，究竟用甚麼方法來處理呢？——斥責，體罰，嚴厲禁止，不加理會或其他方法？

[本課程與防止虐待兒童會合辦]

主講人：社會工作者
地點：香港大學專業進修學院市區中心14室(信德中心西翼九樓)
時間：一九九二年十一月十四日，二十一日，二十八日，十二月五日星期六下午二時三十分至五時三十分
全期學費：二百元

教師可獲教育署退還半費。詳參第76頁。

974. 學生及青少年的危機介入 (Crisis Intervention in Schools)

本課程以小組學習型式，介紹危機介入的技巧。內容包括心理危機的定義及研究，介入危機的專門技巧，減輕一般學生的心理壓力的方法及預防學生自殺的做法等。

此課程適合於在職教師，學校社工及學生輔導員。在完成此課程之後，參與者應可以準確及迅速地辨認危機的存在而及時運用適當的技巧介入，使學生可以在短時間內得以康復和回復正常的生活。

(限收二十五人)

主講人：羅志華博士
地點：香港大學邵逸夫樓206室
時間：一九九二年十月十日起每星期六下午二時三十分至五時
全期學費：三百五十元(共六講)

975. 自我認識與人際關係 (Self Understanding and Interpersonal Relations)

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理測驗、短講及個案研究等形式進行，學員須主動參與，互相分享及交流經驗。內容大致包括自我了解的模式；溝通的原則和技巧；聆聽、自我表白和回應的概念；信任；表達的能力和技巧；合作與競爭；人際間的衝突；工作關係等。

(限收二十六人)

主講人：黎國雄先生(社會工作者)
地點：香港皇后大道西335-339號崑保商業大廈4字樓403-5室(鄰社服務中心)
時間：一九九二年十月十三日起每星期二下午七時三十分至九時
全期學費：三百九十元(共十講)

976. 自我鬆弛及應付壓力的技巧 (Relaxation and Stress Management Skills)

在都市化的香港，壓力尤為普遍；面對及應付壓力往往成為一般人生活裡重要的一環。本課程以體驗性學習小組形式，介紹自我鬆弛及應付壓力的技巧。內容包括壓力的成因及產生、應付方法、自我鬆弛技巧及如何適當處理個人情緒和建立良好心理健康等。由於課程重實際做法，故此參加者的親身體驗及參與等極為重要。

此課程適合於一般市民，與輔導有關的行業如社工、教師、學生輔導員等更可學以致用於他們日常工作中。

(限收三十人)

主講人：胡潔瑩小姐(臨床心理學碩士)及客座講師
地點：香港大學專業進修學院市區中心28室(信德中心西翼九樓)
時間：一九九二年九月三十日起每星期三下午六時至八時
全期學費：四百四十元(共八講)

教師可獲教育署退還半費。詳參第76頁。

977. 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。

(限收四十人)

主講人：潘麥瑞雯女士(臨床心理學碩士)及客座講師
地點：香港大學專業進修學院市區中心14室(信德中心西翼九樓)
時間：一九九二年十一月二日起每星期一下午六時十五分至七時四十五分
全期學費：二百七十元(共八講)

教師可獲教育署退還半費。詳參第76頁。

978. 認識及服務弱智人士 (Understanding and Serving the Mentally Handicapped Person)

本課程之目的為使社會人士、家長、及直接為弱智人士工作之教師、護士、社會工作者、或訓導員對弱智人士有基本之了解，並在管理方面，有正確之認識。

課程內容包括：(一)弱智的成因，特徵，類別及評估；(二)教導各類別弱智人士的基本技巧；(三)行為處理的基本概念及應用技巧；(四)弱智人士的家居生活及對弱智人士家庭的輔導；(五)對弱智人士的專

業服務(如言語治療、職業治療等);(六)其他專題(如自閉症,弱智人士的精神健康等)。

講授方面以粵語為主。(限收四十名,在職專業者及弱智人士家長將獲優先取錄)

[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]

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:香港大學專業進修學院市區中心28室(信德中心西翼九樓)

時 間:一九九二年十月二日起每星期五下午六時至七時三十分

全期學費:四百五十元 (共十四講)

教師可獲教育署退還半費。詳參第76頁。

979. 家庭教育 (Family Education)

本課程專為幼稚園及初小學生的家長而設,旨在幫助家長明白父母的角色,兒童成長的歷程,管教子女的原則和方法,如何建立親子的關係,如何教養兒童擁有健全的人格,如何培養兒童積極的學習態度及應付個別情況的手法等。授課形式以講授、研討、角色扮演為主,學員須積極參與討論及小組學習。

(限收二十人)

主 講 人:陳盛賢小姐(教育學士)

地 點:香港大學梁詠瑤樓LG106室

時 間:一九九二年十月十日起每星期六下午三時至四時三十分

全期學費:二百六十元 (共八講)

980. 老年學證書課程 (Certificate in Gerontology)

課程目標:本課程專為安老服務的工作人員而設,目的是向他們提供多元化學科的知識,包括醫學、精神科學、心理學、社會工作學及管理科學等,使他們能有效地提供服務,滿足老人之需要。本課程是特別適合任職於安老服務機構之專業人士,如持有專業證書或學位之社工及註冊護士等參加。由於課程著重理論與實踐之結合,故設立小組習作,分別由課程導師負責指導,進行小規模之研究工作。

課程內容:本課程主要包括四部份:

- (甲)老年人身體和精神疾病:(一)老化過程之生理改變及老年醫學之概念;(二)老年期疾病的一般性徵狀;(三)老年期病者藥物治療及各種內分泌疾病;(四)老年人之常見心臟、血管及肺部疾病;(五)中風及其他常見神經系統疾病;(六)老人康復治療及老人日間醫院;(七)垂死病人的護理;(八)老年痴呆症及其他老年精神病;(九)安康之概

念與老人之預防性健康活動;(十)護理老年病人之原則及哲理;(十一)推廣老人健康輔導。

- (乙)老年人的心理需要與精神健康:(一)老年人的心理轉變與心理需要;(二)老年人怎樣適應年老帶來的轉變;(三)老年人的心理健康;(四)與老年人溝通的技巧及處理老年人心理問題的方法;(五)輔導老人之技巧。

- (丙)中心與院舍之社會工作:(一)中心及院舍之社會工作任務;(二)中心及院舍目標之製訂和服務之策劃;(三)評鑑老人之需要及問題的標準化測量方法;(四)老人之社交需要及活動;(五)老人之均衡營養及飲食。

- (丁)院舍及中心行政管理:(一)人事管理系統之建立;(二)員工培訓與發展;(三)職員督導系統之製訂;(四)員工評核制度之設計;(五)財政預算與控制;(六)領導之風格與技巧;(七)單位服務與評估;(八)處理問題員工之步驟和看法;(九)個案管理。

(限收三十五人)

課程統籌及主講人:

梁萬福醫生

梁偉康先生(社會工作主任)

齊鈺博士(港大社會工作及社會行政學系講師)

李翊駿博士(中大社工系講師)

客座講師:梁展鵬博士(中大心理系講師)

莊明蓮女士(城市理工學院應用社會科學系講師)

馬淑儀女士(理工學院醫療科學系講師)

黃玉明先生(社會工作主任)

及其他資深講師

講授語言:粵語(輔以英語)

地 點:香港大學專業進修學院市區中心14室(信德中心西翼九樓)

時 間:一九九二年十月十五日至九三年七月初逢星期四下午六時三十分至九時三十分(共一百零二小時)

全期學費:二千三百元

結業證書:課程結束後學員若能符合下列條件,可獲頒發證書:(一)出席率不少過百分之八十;(二)課程習作平均達六十分合格標準;(三)小組習作達到六十分合格標準;及(四)中期考試及期終考試合格(每次考試共二小時)。

報名手續:申請者須於九月十六日前,將(一)申請表格及(二)學歷證件副本寄回香港大學專業進修學院。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。

981. Hospice Care for Nurses

This course aims to provide nurses with comprehensive knowledge and skills in the care of dying patients with the emphasis on practical means for improving the patients' quality of life.

Topics to be covered include: Philosophy of hospice care; Hospice services worldwide; Symptom control and pain management; Role of nurse in palliative care team; Care of dying patient and family at home; Loss and bereavement; Psychological care of dying patient and family; Social care of dying patient and family; Spiritual care and buddhist view on death; Euthanasia and ethical issues.

Enrolment is limited to 50

Tutors: Ms. Lisa S.W. Wong, M.Sc. (Hull), R.M.N. (U.K.) and Guest Lecturers from Bradbury Hospice and related fields

Place : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 10.00-11.30 a.m., commencing October 12, 1992

10 meetings

Fee : \$340

982. Certificate Course in Child Mental Health

Recently, there has been an increasing need of services for children with psychological and psychiatric problems. These problems are usually managed by a multidisciplinary team which may include psychiatrist, psychologist, social worker, nurse, teacher, occupational therapist, physiotherapist and speech therapist. Workers in child mental health do not only have to learn the recent advances in their own field but also have to keep abreast with the growing knowledge of other disciplines so that they can work together efficiently. To this end, a course of study in child mental health has been developed by the School of Professional and Continuing Education, University of Hong Kong in association with the Hong Kong Association for Child and Adolescent Psychology and Psychiatry.

Course Aims and Objectives

The general aim is to provide professional workers in child mental health with the basic knowledge and skills in child psychology and psychiatry. Students will be taught about child development and common psychological and psychiatric problems in childhood. They will also learn the basics in assessment and treatment approaches in some common childhood psychological problems. It is envisaged that the course will benefit all professionals working in child mental health, in particular, nurses, teachers, social workers, occupational therapists, physiotherapists and speech therapists. The course will stress clinical aspects of child psychological problems. On completion of this course, the student will have increased his or her ability in the assessment and management of common child psychological problems.

Course Content

The course will consist of a comprehensive presentation of child psychology and psychiatric problems. Topics to be covered will include: (1) development: factors influencing development, development theories, normal and abnormal development; (2) psychological and psychiatric problems of childhood; (3) clinical assessment; (4) treatment.

In addition to lectures, there will be many practical and clinical sessions which require active participation of students. These will include case presentations, seminars, workshops, and tutorials.

Assessment and Awards

Successful completion will be dependant upon a minimum attendance of 75%. Assessment consists of the student's performance in case presentations, workshops, seminars and tutorials; and a class test at the end of the course. Successful candidates will be awarded a certificate by the School of Professional and Continuing Education, University of Hong Kong.

Tutors: S.Y. Chung, M.B.,B.S.; M.R.C.Psych (Co-ordinator)
S.F.Hung, M.B.,B.S.; M.R.C.Psych
Patrick Leung, M.Soc.Sc. (Clinical Psychology)
Amy Fung, M.Soc.Sc. (Clinical Psychology)
Guest Lecturers

Place : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 6.30-9.30 p.m., commencing October 7, 1992

37 meetings

Fee : \$2,600

Admission Requirements

Applications will be considered from all professionals working in the field of child mental health. It is particularly relevant for nurses, social workers, teachers, occupational therapists, physiotherapists and speech therapists. The course will be limited to maximum of 40 students. It will be conducted in Cantonese. Closing date for applications: September 16, 1992.

Course Duration: about 110 contact hours.

Fee Refund: Teachers may apply for a half fee refund for this course. See page 76.

983. 精神科社會工作導論 (An Introduction to Psychiatric Social Work)

本課程是為對精神科社會工作有興趣的人士而設，目的在從社會工作角度，提供與精神病患者工作的基本認識。

課程內容包括：(一)本港精神病康復服務的回顧和現況；(二)精神病形成的社會性因素；(三)處理精神病人的個案方法；(四)以小組方法幫助精神病患者；(五)社區照顧；(六)如何在緊急情況下處理精神病患者；(七)社會工作者的角色；(八)政府政策與精神病康復服務的前瞻。

授課形式除講授外，特別著重社會工作理論的實踐，因此會引用實例闡釋；並有個案研究和小組討論，在情況許可下，參觀精神病康復服務機構，務使學員對精神科社會工作有一實際和確切的基本了解。

(限收三十人)

主 講 人：孔偉倫先生(社會工作碩士)
 地 點：香港皇后大道西335-339號崑保商業大廈4字樓403-5室(鄰社服務中心)
 時 間：一九九二年十月九日起每星期五下午七時三十分至九時三十分
 全期學費：四百元 (共八講)

984. 專題研習(一)：如何輔導老人 (Workshop on Counselling the Elderly)

內 容：本研習將以個案研討方式探討老人輔導技巧包括輔導關係、聆聽、溝通、及處理老人情緒問題的技巧之運用。形式以小組討論、角色扮演及示範等進行。
(限收二十人)

對 象：有老人服務經驗之人仕
 主 講：鄭巧兒女士(老人社區服務主任)及客座講師
 地 點：香港大學專業進修學院市區中心14室(信德中心西翼九樓)
 時 間：一九九二年十月十日起每星期六下午二時三十分至五時
 全期學費：二百八十元 (共四講)

985. 專題研習(二)：認識及處理兒童的壓力及自殺問題 (Understanding and Managing Stress and Suicide in Childhood)

內 容：講者將以講授及個案討論等形式探討下列課題：(一)兒童所面對的各種壓力；(二)壓力對兒童的影響及生活在壓力中的兒童的行為表現；(三)兒童自殺的原因及徵兆；(四)處理壓力及自殺行為之方法。
(限收五十人)

對 象：直接服務兒童之人士，如教師、學生輔導主任、社工等。

主 講 人：鍾思源醫生
 地 點：香港大學專業進修學院市區中心14室(信德中心西翼九樓)
 時 間：一九九二年十一月七日星期六下午二時三十分至五時三十分
 全期學費：七十元正

986. 專題研習(三)：都市精神病的認識及預防——附錄影帶示範 (Understanding and Preventing Mental Illness)

內 容：根據一項精神健康調查顯示，香港約五人便有一人有某程度的精神病，較普遍的有神經衰弱、憂鬱症、老人癡呆症.....等。本課程將會以深入淺出的講授配合錄影帶示範去介紹什麼是精神病、常見的精神病(包括癡呆症、精神分裂症、躁狂症、憂鬱症、神經衰弱等)、精神治療與康復、精神病的預防方法等。並會探討一些與精神病相關的課如自殺、產後精神病、酗酒、虐妻及虐待兒童等。各學員亦可在課堂中提出任何與精神病有關的問題向講者發問及討論。
(限收五十人)

對 象：社工、教師、輔導員、護士及中五程度或以上的市民

主 講 人：趙伯宏醫生
 地 點：香港大學專業進修學院市區中心28室(信德中心西翼九樓)
 時 間：一九九二年十一月七日及十一月二十一日星期六上午九時至下午一時正
 全期學費：一百七十元

In order to receive the next issue of this Prospectus, please turn to page 97.

寄：香港大學
 專業進修學院
 譚拔林處

如欲收到下期課程手冊，
 請翻閱第九十七頁。

Certificate Course in Sports & Health Sciences

Course Aims & Objectives

The course is designed to provide a co-ordinated programme of studies and training in scientific areas related to sports and health, at an intermediate to advanced level, for professional and individuals with a sound basic knowledge of sports, leading to competence in a range of areas. It is intended for physical educationalists, sports coaches, health and fitness instructors, sports physiotherapists, individual athletes and others who may wish to pursue a career in sports. The medium of instruction will be English, except in some practical areas, where Cantonese may be used. The program will include lectures, case presentations and small group discussions, "hands-on" demonstrations at the Institute of Sports Medicine, practical sessions at the University of Hong Kong's Sports Centres, field studies, and selected visits.

Course Content

Basic anatomy and exercise physiology. Training methods, effects, and applications. Constitutional, environmental, nutritional, and psychological factors in sports performance. Sports for the disabled. Drug abuse. Assessment of physical fitness. Overview of medicine in sport.

Prevention, screening, and first aid of sports injuries. Equipments, facilities, and resources.

Course Directors

- David Fang, M.B.,B.S. (H.K.), M. Ch. (Orth.) (Liv.), F.R.C.S. (Edin.), F.R.A.C.S.
Michael A. Speak, B.A. (Hull), M.Ed. (Liv.), D.P.E. (Lough.), Cert. Ed. (Nott.).
Anthony Barnett, B.Soc.Sc. (Footscray IT), M.A. (Ball State).

Teaching Staff

Lectures and practical sessions will be conducted by at least 30 experts in their field. Sponsoring organizations include the Amateur Sports Federation and Olympic Committee of Hong Kong, the Hong Kong Sports Institute, the Hong Kong Society for Rehabilitation, and the following University departments: - Anatomy, Community Medicine, Dentistry, School of Professional and Continuing Education, Medicine, Orthopaedic Surgery, Pharmacology, Physical Education Unit, Physiology, and University Health Service.

The School of Professional and Continuing Education will offer this course from February to November, 1993 with a break in the Summer. The course is organised in conjunc-

tion with the University of Hong Kong's Helen Lee Institute of Sports Medicine and Physical Education Unit. The Helen Lee Institute of Sports Medicine was established at the MacLehose Medical Rehabilitation Centre in 1987, under the conjoint management of the Department of Orthopaedic Surgery and the Hong Kong Society for Rehabilitation.

Place : Room 20, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays & Thursdays, 7.45-9.15 p.m., commencing February 2, 1993

60 meetings

Fee : \$4,400

Admission Requirements

Applicants should have a Bachelor's degree or equivalent. In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualification provided that they have had at least two years of relevant experience in responsible positions. Candidates must produce evidence of good physical condition. Those who are shortlisted may be required to attend an interview.

Applicants must enclose certified photostat copies of the appropriate certificates and one photograph along with special application forms. Applications which are not accompanied by relevant documents will not be considered. Cheques should be crossed and made payable to the UNIVERSITY OF HONG KONG.

Enrolment is limited to 30

Closing date for application: January 11, 1993.

For further details and for special enrolment forms, please contact Dr. T.W. Casey, Senior Lecturer, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 859 2784; 859 2785).

Assessment and Award of Certificate

The Certificate in Sports and Health Sciences will be awarded based on satisfactory attendance (75%), course work assessment and a short written examination.

Fee Refund: On being accepted for this course, teachers will be sent a fee refund application form, which they should forward to the Director of Education together with their course fee receipt. This applies to all teachers in Government, aided and private schools. It cannot be confirmed until the Spring Term whether the Education Department will approve of the refund for this course.

TRANSLATION

Lecturers in charge: Owen H.H. Wong
Koon-Ki T. Ho
Y.W. Liu

Telephone: 859 2788
859 2792
859 2416

Intensive Courses for the Final Diploma Examination of The Institute of Linguists

Advisory Board

Dr C.C. Liu, President, Institute of Linguists, Hong Kong Regional Society
Professor Harry Simon, F.I.L., Dean of Faculty of Arts and Head of Department of Translation, Lingnan College
Professor Benjamin T'sou, F.I.L., Associate Director (Development and Research) City Polytechnic of Hong Kong

Director of Studies

C.C. Liu, B.A.(Lond.), M.Phil., Ph.D(H.K.), F.I.L., F.R.S.A., Hon MIL

Co-Directors of Studies

Tommy K.K. Ho, B.A.(C.U.H.K.), A.M., Ph.D.(Ill.)
Owen H.H. Wong, M.A.(H.K.), Ph.D.(Cantab.), F.I.L.

Course Coordinator

Miss Jacqueline Lam, M.A.(Exon), MIL

Introduction

This series of one year courses is designed to prepare local candidates to take the Final Diploma examination in English and Chinese of the Institute of Linguists, United Kingdom. Candidates will be able to enter Part I of the examination, comprising five modules in mid-1993. This examination is currently administered in Hong Kong by the Hong Kong Examinations Authority, which will provide the candidates with all the details about the examination. Registration for the examination will be the student's own responsibility. This is a high-level professional examination, designed to test practical language skills in both English and Chinese. The Final Diploma qualifies candidates to apply for full membership of the Institute (M.I.L.), which is a qualification of equivalent status to a University degree in language. Membership of the Institute, founded in 1910, denotes a high level of linguistic skills together with professional experience in an appropriate area of work.

The School of Professional and Continuing Education provides this series of preparatory courses in close collaboration with the Hong Kong Regional Society of the Institute of Linguists, and offers local candidates a means of preparing themselves properly for the Final Diploma examination through qualified tuition.

Aims and Objectives

The Final Diploma tests language skills from a bilingual perspective offering professionals using more than one language a degree-level qualification fully geared to the particular demands and disciplines of their practice. As such it will appeal to the professional linguist in a number of areas.

The objectives of the syllabus are

- to test spoken and written fluency in English and Chinese within a contemporary context;
- to test accurate transfer of the written and spoken language into and from each language;
- to test the facility of the language practitioner to perform accurate intermediation between two languages with a proper degree of sensitivity to both language cultures;
- to demonstrate a knowledge and understanding of both contemporary language cultures of relevance within Hong Kong and China;
- to recognise language-based expertise in a particular area of professional interest, e.g. education, law, banking, finance and insurance.

Candidates are required to have the following

- familiarity with the contemporary scene and broad acquaintance with the fundamental physical, political, economic, social and cultural features of the country (or one of the countries) where the language is spoken;
- either special knowledge of a particular subject related to the country concerned, or a special skill, possessed to an effectively professional level, in technical translation or liaison interpreting;
- completion of matriculation examinations before applying (copies of certificates should be enclosed); and
- the School reserves the right to select candidates when the courses are over-subscribed.

Attendance

Students are required to attend 80% of the lectures, and the School reserves the right to exclude students from lectures if they have been absent for two consecutive lectures.

Duration

8 workshops on Saturdays and 32 lectures from September 1992 to May 1993. Total number of lecture hours: approximately 110.

Enrolment is limited to 35 per class

<u>Course</u>	<u>Date, Time & Place</u>
1001	Mondays, 6:30pm - 9:30pm, commencing September 14, 1992, Room LG110, K.K. Leung Building, University of Hong Kong
1002	Thursdays, 6:30pm - 9:30pm, commencing September 17, 1992, Room LG101, K.K. Leung Building, University of Hong Kong

Fee: \$3,650.00

Medium of Instruction: English & Cantonese

Language Workshops (8 Saturday afternoons). 2:30pm - 5:30pm on October 3, 10, December 12, 19, 1992, January 9, 16, and February 6, 13, 1993.

Workshops are compulsory.

Constituent Courses

- 1) Translation to English
- 2) Translation to Chinese

- 3) English writing skills
- 4) Chinese writing skills
- 5) English oral skills
- 6) Background to international events
- 7) Background to contemporary China
- 8) Current affairs in Hong Kong

Closing date for Application: August 22, 1992

Text Books: A list of reference books and reading materials will be provided by the course tutors.

Enrolment & Enquiries

- A) School of Professional & Continuing Education, The University of Hong Kong, Room 1, University Main Building, Pokfulam Road, Hong Kong Tel.: 859 2792
- B) School of Professional & Continuing Education, Town Centre Office, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong Tel.: 547 2225

For further details of the examination and membership regulation, candidates are strongly recommended to write to: The Institute of Linguists, Mangold House, 24a Highbury Grove, London N5 2EA, United Kingdom.

1003. Certificate Course in Translation

Aim

Hong Kong is now entering into a new era in which its relations with China have become unprecedentedly intimate both economically and politically. As a result, there will be an increase in demand for persons possessing techniques of translation from English into Chinese and vice versa. The need for such personnel is becoming more acute as we are approaching closer to 1997.

In response to this need, the School of Professional and Continuing Education has designed a Certificate Course in Translation. The purpose of this course is to provide a curriculum which would form a solid basis for those wishing to choose professional translation as their long-term career. People currently engaged in translation may also find this programme enlightening and useful.

Course Directors

Koon-ki T. Ho, B.A.(C.U.H.K.), A.M., Ph.D (Illinois)
Kenneth K.L. Au, B.Soc.Sc.(H.K.), M.A.(C.U.H.K.)

Course Contents

Basic Concepts and Techniques in Translation
Translation Through Contrastive Studies
Translation Across Cultures
Translation: English into Chinese
Translation: Chinese into English
Oral Translation
Workshop: Critical Studies on Select Translated Texts

Teaching Medium

The Medium of instruction will be either English or Cantonese, depending on the preference of individual lecturers.

Tutors: Kenneth K.L. Au, B.Soc.Sc.(H.K.), M.A.(C.U.H.K.)
Daniel K.W. Au, B.A. (H.K.), M.A.(C.U.H.K.)
Koon-ki T. Ho, B.A.(C.U.H.K.), A.M.,
Ph.D.(Illinois)

Ho Wai-kit, Dip.(Zhongshan), M.A.(C.U.H.K.),
FHKTS
David C.S. Li, B.A.(C.U.H.K.), Licence Maitrise (de
Franche-comte' a Besançon), Ph.D.(Cologne)
K.K. Sin, B.A., M.A.(C.U.H.K.), Ph.D.(S.Illinois)
Alan C. Tse, HDT&I(HKP), M.A.(Leeds), MIL
Elaine Tsoi, B.Soc.Sc.(H.K.), M.A.(C.U.H.K.)
and guest lecturers.

36 meetings & 1 workshop

Admission Requirements

Applicants should

- (i) hold a degree in any disciplines except translation and/or
- (ii) A) gain at the Hong Kong Certificate of Education Examination or equivalent Grade E or above in five subjects including English Language and Chinese Language at one and the same time with
 - 1) Grade C or above in English Language (Syll.B) or Grade A in English Language (Syll.A)
 - 2) Grade C or above in Chinese Language
- B) gain at the Hong Kong Advanced Level Examination or equivalent Grade E or above in three subjects at one and the same time.

No translation knowledge is needed, even though proven working experience in translation will be an advantage.

Award of Certificate

The Certificate in Translation will be awarded provided that students (1) pass the written examination; (2) attend at least 80% of the meetings; (3) complete all course assignments and (4) attend a translation workshop.

Duration of Studies

Two evenings of 2.5 hours each week* for 20 weeks, plus a half-day workshop.

**see the Date of Commencement*

Course Fee

Tuition fee for the entire Certificate Course is HK\$3,900, and must be paid upon receipt of official notice of admission. Fees paid are not refundable or transferable.

Application Procedures

Special application forms should be used. Completed application forms should be accompanied by (1) photostat copies of official certificates and examination results; (2) other relevant documents, and should reach Dr.K.K.Ho, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, not later than August 28, 1992. Do not send in payment with your application.

Enrolment is limited to 32

Date of Commencement: September 22, 1992 (Tuesday)

Time and Place

Lectures: Tuesdays, 7:00pm - 9:30pm Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Fridays, 7:00pm - 9:30pm Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Workshop: Saturday, March 6, 1993, 2:00pm - 5:00pm
Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Enquiries at 859 2792

1004. 英漢翻譯初階 (Translation: From English to Chinese)

由於中文取得和英文同等的法律地位，加上近年來香港與中國的商業及其他活動轉趨頻密，翻譯人材供不應求，本課程將講授翻譯的基本理論，漢英語法的比較，翻譯的標準、原則與技巧，特別著重各種實例的解釋。（限收二十五人）

主講人：倫伯豪先生 B.A.(Lond), M.A.(C.U.H.K.), M.I.L.
地點：香港大學梁詠瑠樓 L G 1 0 6 室
時間：一九九二年九月廿九日起每星期二下午六時十五分至七時卅分
全期學費：二百六十五元（共十二講）

1005. 英漢翻譯研習班 (Seminar in Translation: From English to Chinese)

本課程為一深造課程，通過研討和實習，以了解翻譯的標準；講授各種翻譯技巧，幫助參與者具備翻譯工作人員所應有的知識。翻譯重視實踐，當以習作為主，通過練習和講師的講評，結合實例，逐步提高參與者的翻譯水平，進而協助其應付一般公開試。申請人須具預科程度，對翻譯理論有認識。（限收二十五人）

主講人：倫伯豪先生 B.A.(Lond), M.A.(C.U.H.K.), M.I.L.
地點：香港大學梁詠瑠樓 L G 1 0 6 室
時間：一九九二年九月廿九日起每星期二下午七時四十分至九時十分
全期學費：三百二十元（共十二講）

1006. 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：香港大學厲樹雄科學館 G 1 室
時間：一九九二年九月三十日起每星期三下午七時十五分至八時四十五分
全期學費：三百元（共十二講）

1007. 翻譯的基本概念和技巧 (Basic Concepts and Techniques of Translation)

翻譯是一種藝術，也是一門重要的工具學問。本課程旨在介紹翻譯的基本概念，探討各種翻譯的技巧。課程內容包括翻譯原則、中英文語法詞匯的比較、翻譯的一些具體困難和常用技巧。講授時會列舉譯例加以闡釋和討論，並通過練習以達到理論與實踐相結合的目的。

主講人：黎季明先生（前華南師範大學外語系副教授兼暨南大學副教授）
地點：香港大學專業進修學院市區中心 2 8 室（信德中心西翼九樓）

時間：一九九二年十月一日起每星期四下午六時至七時卅分
全期學費：四百元（共十四講）

1008. 英譯中技巧研討班 (Seminar on Translation Techniques)

香港是一個華洋雜處的社會，各界行政人員必須在一定程度上掌握中英兩種文字的翻譯能力，才能有效地溝通人際關係和準確地傳達信息。

本課程通過研討和實習，講授各種翻譯技巧，幫助參與者具備一個翻譯工作人員所應有的質素，翻譯是一門實踐課程，當以習作為主，通過練習和講師的講評，結合實例，逐步提高參與者的翻譯水平。學員應具備基本翻譯經驗。

主講人：黎季明先生（前華南師範大學外語系副教授兼暨南大學副教授）
地點：香港大學專業進修學院市區中心 2 1 室（信德中心西翼九樓）
時間：一九九二年十月二日起每星期五下午八時至九時卅分
全期學費：三百元（共十二講）

1009. 商業翻譯 (Business Translation)

本課程適合有志從事商業之人士及各行業之文書人員。內容以商業上各類文件、函札之中英文對譯實務為主，包括來往公函、提議案、計劃書、報告、契約、協議書、訂單、通告、議程表、會議錄、推薦及介紹文字、應酬柬帖等等。

主講人：余啓興先生 B.A.(H.K.)
地點：香港大學專業進修學院市區中心 1 6 室（信德中心西翼九樓）
時間：一九九三年一月四日起每星期一一下午八時廿分至九時五十分
全期學費：二百六十五元（共十講）

1010. 口譯訓練課程 (Oral Translation Workshop [Intermediate])

口譯在現代社會中越來越重要。人們透過專業的口譯服務，往往可以跨越語言鴻溝，與操外語的人士暢所欲言，進行政治、經濟、文化等交往。本課程以深入淺出的方式，循序漸進地使學員掌握口譯知識和技巧。訓練方式包括課堂練習、語言實驗室訓練及模擬會議等。

課程內容以連續傳譯 (Consecutive Interpretation) 訓練為主，輔以即時傳譯 (Simultaneous Interpretation) 的初步介紹。除已修讀初級班學員外，本課程亦適合對中英語文、口譯工作有興趣的人士修讀。學員須具香港中學會考英文科合格的學歷，報名時請附有關證明文件副本。（限收二十五人）

主講人：區劍雲先生 B.A.(HK), M.A.(C.U.H.K.)
地點：香港大學邵仁枚樓 1 0 1 室
時間：一九九二年九月廿八日起每星期一一下午七時至九時卅分
全期學費：六百二十元（共十講）

Master of Housing Management

The master's degree is an interdisciplinary program designed not only to upgrade the training and skills of public and private sector professionals already working in housing but also to provide a firm intellectual foundation for those wishing to specialize in the housing area at post-graduate level. It is envisaged that the latter group would be provided with a 'make-up' package, successful completion of which could result in recognition through the Institute of Housing and other appropriate professional bodies.

The program will be offered on a part-time basis and will be of two and a half years duration. Each paper will extend over one semester of study (i.e. 12 weeks) and all except the seminar will be examinable through a combination of written papers and coursework assessment.

During the first year of study students are required to take the following compulsory half-year courses:

- Theories of Urban Development
- Quantitative Methods
- Theories and Methods for Urban Management
- The Sociology of Housing
- Seminar on Housing Policy and Management I

During the second year of study students are required to take the following compulsory half-year 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.

Applicants must be holders of

- (i) the Certificate in Housing Management or Diploma in Housing Management awarded by the University's School of Professional and Continuing Education (formerly the Department of Extra-Mural Studies) and have at least five years work experience in the housing field; or
- (ii) the MIH professional designation and have at least five years work experience in the housing field (at least two of which must be post-qualification); or
- (iii) a Bachelor's degree with honours of this University; or
- (iv) a qualification of equivalent standard of this University or another university or comparable institution accepted for this purpose.

Applicants without a degree qualification will be required to sit a qualifying examination.

Please write in for further information enclosing a stamped self-addressed envelope.

Diploma in Housing Management

The course aims to provide a professional qualification in Housing Management for people already working in the field. It is intended to provide a firm grounding in the theory and practice of housing management. This course is recognized by the Institute of Housing in the U.K. (incorporated by Royal Charter) for professional membership (MIH). The MIH itself has degree equivalent status.

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 course work 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, completing the Practical Experience Requirement satisfactorily and producing evidence of having had at least three years' approved experience in housing management work.

Applicants must be matriculants and sponsored by their employers as some of the lectures are held during office hours. Candidates must submit their application one year 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. Successful candidates are required to join the Institute of Housing as student members when enrolling in the Diploma Course.

Please write in for further information enclosing a stamped self-addressed envelope. Applications for the 1992/93 Pre-course must be submitted before August 20, 1992.

Certificate in Housing Practice

The course aims to provide training in housing at a more practical and technical level. While this Certificate course is a self-contained program by itself, it also serves as an access course to the intermediate level of the Diploma in Housing Management. Certificate holders are also eligible for the Practitioner membership of the Institute of Housing in the U.K.

The course runs over two academic years. The Year One course aims to provide the basic skills and concepts in housing management. The Year Two course builds on the Year One course and aims to deepen and widen housing management skills. Papers covered range from housing studies, through management studies, building studies and legal studies to social studies. During the course of study, students are required to complete the pertinent objectives of the Practical Experience Requirements set by the Institute of Housing.

Applicants must be either (i) matriculants or equivalent; or (ii) holders of the Higher Certificate in Property Management and Valuation (awarded by the Hong Kong Polytechnic) with an acceptable general education background; or (iii) mature age students with five years of working experience in housing and an acceptable general education background. Applicants must also be sponsored by their employers and must be working in the housing field. Successful applicants are required to join the Institute of Housing as student members.

Please write in for further information enclosing a stamped self-addressed envelope. The closing date for application is August 31, 1992.

Diploma in Transport Management

The 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.

The course is jointly organized by the School of Professional and Continuing Education, the University of Hong Kong, and the Chartered Institute of Transport, Hong Kong Section (CIT). The course closely follows the syllabus of the professional examination of the CIT and candidates will therefore be able to sit the professional examination of the Institute, as part of the requirements for Corporate Membership (MCIT), a qualification which is fully recognized by the Hong Kong Government and the transport sector. Certain higher institutions in the United Kingdom accept candidates with the MCIT qualification for graduate studies.

The course is a three year part-time program. Papers offered include Transport Economics, Management Accounting and Finance, Statistical and Computing Techniques, Law of Business and Carriage, Human Resources Management, Logistics and Physical Distribution Management, Urban Transport, Rail Transport, Transport Policy and Planning, Corporate Strategy and Policy in Transport, and Marketing in Transport.

Candidates must be either matriculants or Associate Members of the CIT. Candidates without the above qualifications but who wish to audit the course to prepare for the

CIT examinations may also apply, but they will not be eligible for the award of the diploma.

Please write in for further information enclosing a stamped self-addressed envelope. Applications for the 1992/93 intake must be submitted before 24 August 1992.

1016. 環境保護與環境教育 (Environmental Protection and Education)

本課程旨在介紹香港的環境現狀及治理，並探討在學校及社區推行環境教育的問題，策略與方法。內容包括：(一) 香港環境總論；(二) 香港的能源政策及其影響；(三) 香港的空氣污染及治理；(四) 香港的水質污染及治理；(五) 香港的廢物處理及循環再造；(六) 香港的噪音污染及治理；(七) 香港的野生生物及保護；(八) 城市規劃與環境問題的關係；(九) 環保與經濟；(十) 家居環保與綠色消費；(十一) 環保教育與推行；(十二) 以小組方法推行社區環保工作。

每講印發有關資料，並推薦有關書籍、文章、資源及活動。本課程限收四十人，在職教師及社工優先取錄。

主 講 人：長春社負責人
地 點：香港大學專業進修學院市區中心 16 室 (信德中心西翼九樓)
時 間：一九九二年十月一日起每星期四下午八時零五分至九時三十五分
全期學費：三百元 (共十二講)

教師可獲教育署退還半費。詳參第 76 頁。

1017. 九十年代城市發展探討 (Urban Development in the Nineties)

本課程旨在較全面及深入地探討香港城市發展的過程，現今城市規劃制度及香港在九十年代所面對的城市問題。本課程特別注重政府在施行基礎建設時所採取的政策及其扮演的角色。課程內容包括：(一) 香港城市發展簡介；(二) 社會與政治的概念；(三) 經濟與空間的概念；(四) 政府在城市發展的介入；(五) 經濟結構的轉形及對城市發展的影響；(六) 社會政治的變遷及對城市發展的影響；(七) 基礎建設；(八) 新市鎮的發展；(九) 房屋供應；(十) 環境污染；(十一) 市區重建。

本課程除講授外，並設小組討論及活動，適合中學或以上程度參加。(限收四十人)

主 講 人：鄧偉亮先生 M.Sc.(Urban Planning), MICE, MHKIE, MIWEM, MHKIP
周日昌先生 M.Sc.(Urban Planning), MHKIP, MRTPI
沈恩良先生 M.Sc.(Urban Planning), MHKIP, MRTPI
地 點：香港大學梁詠瑤樓 LG110 室
時 間：一九九二年十月二日起每星期五下午六時三十分至八時三十分
全期學費：三百九十元 (共十一講)

LONDON UNIVERSITY REGISTRATION

Applications and Registrations for all London University External Programmes in Hong Kong are processed by the School of Professional and Continuing Education.

(1) Application forms and prospectus are available from:

SPACE Town Centre,
Suite 1504-5, Shun Tak Centre, West Tower, 15/F.,
200 Connaught Road Central, Hong Kong. (Tel. No. 858 4515)

Registration Time:

Monday-Friday: 9.30 a.m. - 12.00 noon

1.00 p.m. - 4.30 p.m.

Saturday: 9.30 a.m. - 12.00 noon

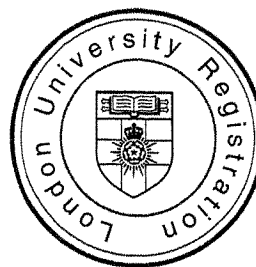
All Correspondence must be marked London University Applications.

(2) Students who wish to take their examinations in 1993 must submit their London University registration application forms by **September 17, 1992** and complete their registrations by **November 30, 1992**, except for the cases specified below.

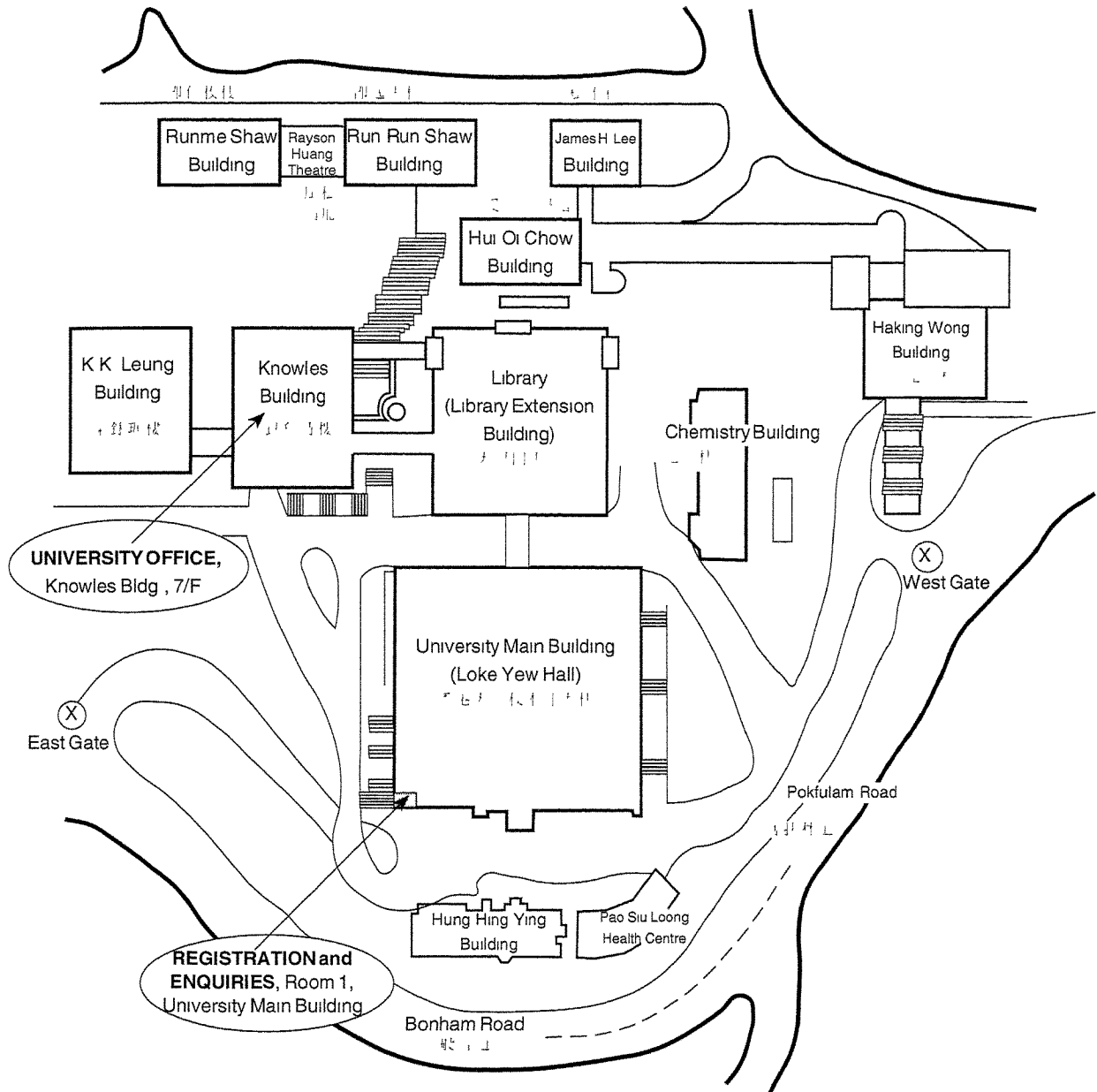
(3) For the Diploma in Economics (Course No. 351 see p. 49) and the B.Sc. in Computing and Information Systems (see p. 40), special registration procedures apply. Students cannot register for the London University programme until they have enrolled on the courses provided by SPACE.

Students registering for the B.Sc. degree in Computing and Information Systems who wish to take the SPACE courses starting in August are advised to apply for admission to the degree programme and the courses by **July 1, 1992**. For students who are eligible for admission to the degree programme, they should complete their degree and course registrations by **August 10, 1992**.

(4) Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration and this usually takes from four to six weeks to reach a decision. These applicants are strongly advised to submit their applications as early as possible. There is no guarantee that a special admission decision on their application can be made before the registration deadline.



UNIVERSITY OF HONG KONG GENERAL LAYOUT
School of Professional and Continuing Education
(Formerly Department of Extra Mural Studies)



SPACE



香港大學
University of Hong Kong