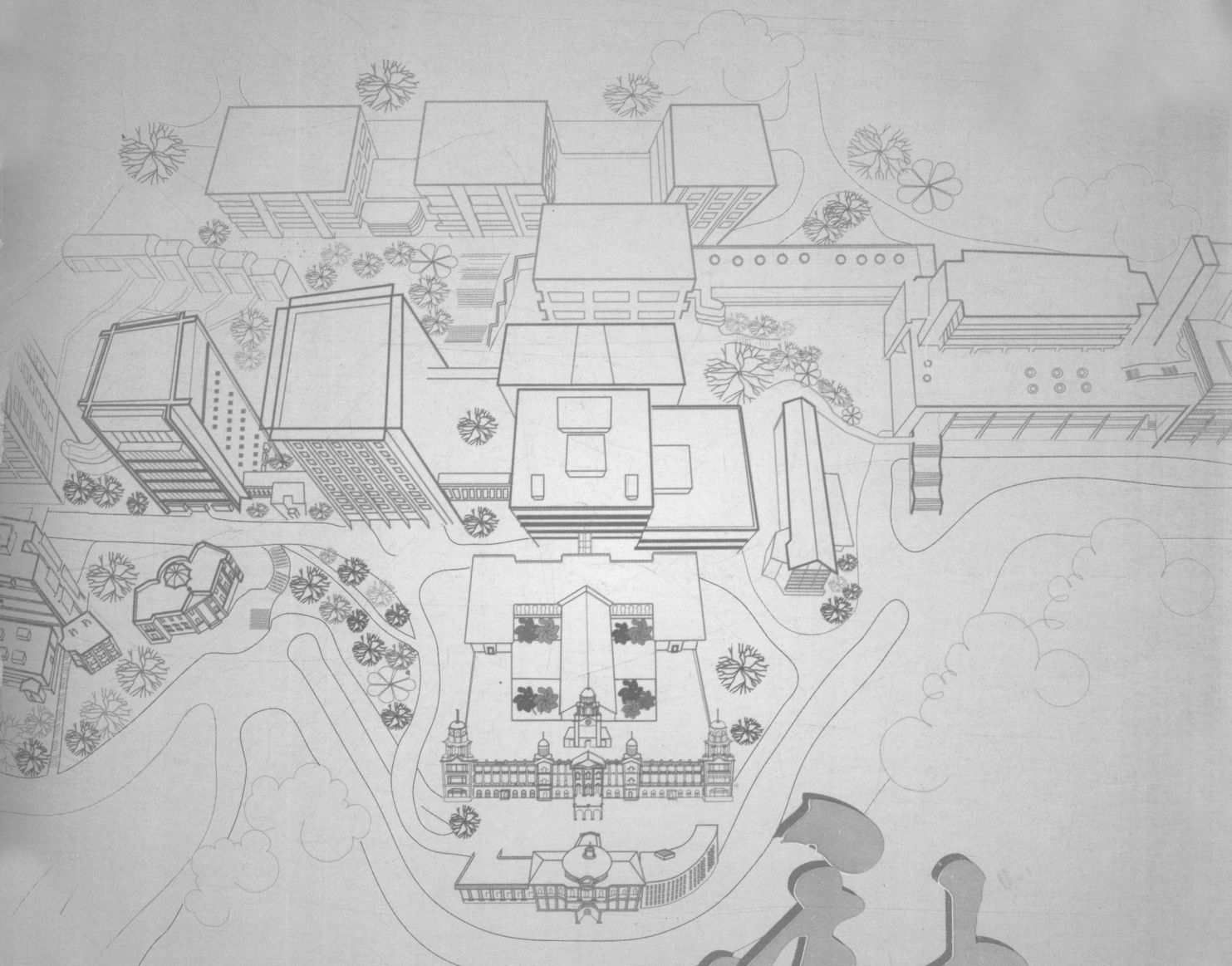


AUTUMN COURSES 1993 秋季課程

The University of Hong Kong
School of Professional and Continuing Education



秋

香港大學專業進修學院

TELEPHONE ENQUIRIES 詢問電話

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

Accounting, Professional Programmes in, (CGA-Canada) Business Studies Curtin University B Comm Degree Programme in Accounting Institute of Administrative Management (IAM) Programme	858 4515 or 858 4611 (Fax: 858 4750)
Adult Education & Training Education Management Studies Geography & Geology Housing Management Urban Studies	859 2421 859 2415 859 2785 859 2423 859 2786 859 2423
Art & Design English Studies European Languages/Studies }	547 2279 547 2225 (Fax 559 7545)
Biomedical & Health Science Pharmacy	859 2793
Computer Science Engineering Librarianship	859 2418 859 1940 859 1940
Criminal Justice & Public Order Philosophy Sports Science	859 2784
Economics, Banking & Finance	859 2783
Gemmology History & Archaeology Oriental Studies Political Science Translation	859 2792
Journalism & Communication Music	859 2788
Law Construction Management	857 1198 (Fax 546 0295)
Medical Laboratory Science Science & Mathematics	859 2789 859 2417
Oriental Languages	859 2787
Psychology Social Work & Sociology	859 1937 859 2790
London University: External Student Registration	858 4515 (Fax: 858 4750)

FOREWORD 前言

1993/94 represents the third academic year for the School of Professional and Continuing Education. The programmes available at all academic levels have been strengthened. In 1992/93 the pattern of registrations was as follows:

- Total registrations: over 40,000 of which,
- Short or Non-award courses: 25,600
- Certificate/Diploma courses: 12,023
(of which 1,023 were degree access courses)
- Degree, Professional or Postgraduate courses: 3,218

Most of these courses are part time and in the evening but there are some courses held in the day time. In the coming year, the School is also considering making more courses available on Sundays and in the summer period given that teaching space is available then and that there may be demand for courses at these times.

The Autumn Prospectus offers more courses than ever before in both Continuing Education and External Studies. There is an increasing emphasis on access courses so that the studies undertaken may lead on to further qualifications for those who wish to do this. There are more degree and professional courses on offer from a number of countries, particularly the United Kingdom, Australia and Canada; full details can be found in the relevant sections of the Prospectus.

The new Shek Kip Mei Study Centre will be fully utilised in 1993/94 as will existing room allocations on the Hong Kong University main campus, and the Shun Tak Centre and various schools throughout Hong Kong. The School is embarking on deliberate policy of trying to provide classes in areas convenient to students and will seek to strengthen its regional network in the coming years. The School has recently completed a ten year strategy to take its activities into the next century. Part of this includes the School's "mission statement" which is reproduced overleaf. The School continues to welcome the involvement of the community in its planning through representatives on its Board and, of course, students are also welcome to provide feedback to the Director on any aspects of the courses they follow.

In the final analysis, as stated in a previous Prospectus, the success of the School depends on the success of its students and in their being satisfied with the quality of education provided.

一九九三至九四是專業進修學院成立後的第三學年。九二至九三年度本學院入學的學生人數高達四萬人：

- (一) 選讀短期進修課程(不頒發證書)的共二萬五千六百人；
- (二) 選讀頒發證書或文憑課程的共一萬二千零二十三人；
- (三) 選讀學位先修課程的共一千零二十三人；
- (四) 選讀學位、高級學位或專業課程的共三千二百一十八人。大部份課程均為兼讀課程，只有小部份課程在日間上課。在未來一年，學院有意多開辦週日及暑期課程以應社會人士的需要。

今年秋季學院將開辦更多延續教育、學位及專業進修課程。學院將開辦更多的先修課程，俾學生於修業期滿成績及格後，可直接攻讀文憑、證書或學位課程。此外，學院又增加由英、澳、加大學頒發的學位和專業資格進修課程，方便本港在職人士不用赴笈外國，便可取得外國認可的資格。

在教學中心網絡的推展方面，石硤尾教學中心課室利用率在九三至九四年度又將達到飽和；故學院現正積極另覓新址建立教學中心，目的是方便學員可就近上課。學員對教學中心及課程有所建議，歡迎來函告知。

學院最近撰寫了一份未來十年的發展計劃，並定下學院的目標：

- (一) 學院將繼續為社會各界人士提供夜間或週末授課的兼讀課程。
- (二) 延續教育的短期課程與頒授證書、文憑、學位及專業資格課程並重。
- (三) 繼續與港大各院系、香港各大專院校和外國大學積極合作，務求提供學術水平高、收費合理的各類課程。
- (四) 研究香港社會對人力需求以及教育及各種訓練課程的需要，制訂策略，選取有經驗和學有專精的老師和最有效的教學媒体授課。
- (五) 為香港、中國，尤其是南中國，專業人才的培訓作出更大的努力。



Professor Lee Ngok
Director

School of Professional and Continuing Education

Mission Statement

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

UNIVERSITY ENTRANCE

The attention of SPACE students is drawn to the following regulation of the University of Hong Kong regarding admission to the University.

"An applicant shall be deemed to have satisfied the minimum requirements for entrance to the University...

(ii) if he has attained the age of 25 years on or before September 1 of the year in which admission is sought..."

However, not all faculties are willing to admit mature students, particularly where prerequisite qualifications are considered necessary for study (e.g. in Medicine). Applicants should apply to the Registrar for assessment of their qualifications by October preceding the academic year in which admission is sought.



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. Unless otherwise arranged, no class will be held:
 - (a) on any public holidays.
 - (b) on University Foundation Day (March 16), Christmas Eve, New Year's Eve and Lunar New Year's Eve.
 - (c) if a Black Rainstorm Warning is in force.
 - (d) 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.)
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

The following general procedures on enrolment apply except for those courses which have specific instructions on enrolment:

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 oversubscription 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)有特定的入學資格外,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) 除特殊情形外,本學院將在下列期間暫停授課:
 - (甲): 本港所有公眾假期。
 - (乙): 大學校慶日 三月十六日 ;聖誕前夕、公曆新年除夕及農曆新年除夕。
 - (丙): 天文台發出黑色暴雨警告。
 - (丁): 天文台懸掛八號或以上風球。而無論該風球已否於較早時除下,當日一切課程與活動均全部取消。
- (4) 除課程已額滿或被取消外,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)。

STAFF LIST

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Professor Lee Ngok 李鐸教授 *MA, Dip Ed (HK) Ph D (Lond)*

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(Continuing Education 延續教育)

(External Studies 學位及專業課程)

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Professor Zhang Zhizheng 張吉錚教授

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DEPARTMENTAL SECRETARY 學系秘書

Sheila S L Yam 任瑞玲

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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 education and training; adult learning and society; the Hong Kong context; the psychology of adult learning; the adult educator and trainer; teaching and learning; methods and approaches; needs analysis and programme design; approaches to evaluation and assessment; materials development; and technology in adult learning.

Course Structure

The course will consist of the following elements:

1. Twenty-two 3-hour weekly meetings on Wednesdays.
2. Each course member will be expected to conduct one session of teaching, which will be observed by a course tutor and will be followed by an evaluative discussion with the tutor.
3. Each course member will visit one teaching or training session conducted by another course member and will conduct an evaluative discussion afterwards.
4. Each course member will complete 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 25 August 1993.

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.

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

Date : Wednesdays, 6.15-9.15 p.m., commencing September 8, 1993

22 meetings

Fee : \$3,650

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

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, M.A.Ed. (CUHK), Cert.Ed.
(HK), B.Sc. (HK)

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

Date : Wednesdays, 6.30-8.30p.m., commencing September 29, 1993

3 meetings

Fee : \$345

Medium of Instruction: Cantonese supplemented with English

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

Further Studies and Research in Adult Education and Training

The School of Professional and Continuing Education is committed to developing a full range of opportunities for adult educators and trainers to further their professional education and development.

In addition to the Certificate in Adult Education and Training programme offered every Autumn, the School collaborates with the Faculty of Education, The University of Hong Kong, in providing a Postgraduate Certificate in Education (P.C.Ed.) programme for Adult Educators and Trainers every two years. A new intake is planned for September 1993.

It is also possible to enrol for research degrees (M.Phil. and Ph.D.) in Adult Education and Training. If you think you may be interested in research in this field, you are invited to approach Dr John Holford (859 2415) or Dr Agnes Lam (859 2421) for a preliminary discussion.

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. - 11.45 a.m.
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 1994 must submit their London University registration application forms by **September 17, 1993** and complete their registrations by **November 30, 1993**, except for the cases specified below.
- (3) For the Diploma in Economics (Course No. 351 see p. 54) and the B.Sc. in Computing and Information Systems (see p. 44) special registration procedures apply. Students cannot register for the London University programme until they have enrolled on the courses provided by SPACE. Details can be found under the individual course references given above.
- (4) Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. A longer processing time is required for these applications, so applicants are strongly advised to submit their applications as early as possible. There is no guarantee that a special admission decision on their application can be made before the registration deadline.

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

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

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

除特別註明外，藝術及設計科之所有課程均無人學資格規定。

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

學員必須自備與課程有關之材料，詳情將會在課程第一講闡述。

Certificate Courses 證書課程

88. Certificate in Advanced Studies in Art Education

(Presented in Collaboration with Chester College)

Jointly presented by SPACE and Chester College (a College of Higher Education affiliated to the University of Liverpool), this programme is designed for artists and art teachers who wish to pursue advanced studies of a practical and theoretical nature in fine art. The programme comprises two parts — Part One to be completed in Hong Kong from September 1993 to June 1994, and Part Two in Europe, mainly at Chester College in England, in August 1994.

Students who have successfully completed this Certificate programme may obtain credit from Chester College for modules in their Advanced Diploma in Education and Master of Education programmes.

OBJECTIVE

This programme aims to help artists and art teachers to further develop their artistic skills and sensitivity to materials. In a series of studio classes in Hong Kong and England, students will learn to recognise the creative potential inherent in a much broader range of materials and situations. They will also have the opportunity to deepen their understanding of art through guided visits to muse-

ums, galleries, manufacturers and craft workshops in the U.K. and Europe.

COURSE STRUCTURE

Part One - in Hong Kong (September 1993 to June 1994)

1. Practical

Students must take one of the following courses offered at SPACE during the autumn or spring term:

- Basic Drawing
- Figure Drawing
- Relief Printing
- Basic Watercolour Painting
- Modern Painting Workshop
- Basic Painting Workshop

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

2. Art History

Students must take "Introduction to the History of Western Art II: Post-Impressionism to Post-Modernism" which will be offered in February 1994. This course covers the period 1870 to 1980. (However, students are advised to take "Introduction to the History of Western Art I: The Renaissance to Impressionism" as well if they have not taken an art history course of this period. A solid background in the history of Western art will help their experience in museum visits in Part Two of the programme.)

3. An orientation lecture on Chester College and European galleries.

Medium of instruction : English and Cantonese

Part Two - in Europe (Four weeks from late July to August 1994)

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

1. Practical

Students will work under the guidance of leading Western artists and critics in the newly built studio at Chester College where they will extend their understanding and skills in media which relate to the course member's specialist interests. At the same time they will have the valuable opportunity of studying with artists of various disciplines. Workshops will be offered in painting, sculpture, ceramics, textile design, embroidery and print-making.

2. Visits to European museums and galleries

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

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

Medium of instruction : English

COURSE PERSONNEL

HKU - SPACE

Course Director: Renée Chan (陳碧蓮), B.F.A. (Long Beach)

Tutors: Aser But (畢子融), M.Sc. (Bank St./Parsons)

Gaylord Chan (陳餘生)

Chung Tai Fu (鍾大富), B.A. (C.U.H.K.), M.F.A. (Tokyo)

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

Victor Lai (黎明海), B.Ed. (Liverpool), M.A.(R.C.A)

Carmen Lee (李筱怡), B.A. (H.K.), M.Litt. (Oxon.)

Peter Mak (麥志强), M.F.A. (Arizona)

Chester College

Course Directors:

Peter J. Turnbull, B.A., M.A. (R.C.A.) (Head)

John Renshaw, B.A., D.A. (Manc).

Robert Jones, B.A., M.A., (Slade)

Val Cosh, Cert. Ed., M.Ed. (Liverpool)

Maxine Bristow, B.A., M.A. (Manchester)

John Stephens, M.S. (Berlin), M.A. (Manchester)

Ian Hayes, M.A., Ph.D. (Essex)

AWARD OF CERTIFICATE

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

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

ENTRY REQUIREMENTS

- Applicants should have some basic knowledge of art
- Applicants will have to sit an English Proficiency Test in September 1993 and may be required to take an English course at SPACE if they are accepted on the programme.

EXPENSES

Tuition fee : HK\$14,000 which covers all the course work required at SPACE and Chester College.

Board & lodgings : Students will stay at Chester College during Part Two of the programme. The fee is approximately HK\$2,500 per week.

Airfares : Students have to pay for their own round-trip airfares from Hong Kong to the U.K.

Visits : The cost of accommodation, food and transportation during visits to London and Paris is HK\$6,000 approximately.

Additional : The tuition fee of HK\$14,000 does not include the course fees for the English course which some students may be required to take or any additional art courses which students may choose to take at SPACE.

APPLICATION PROCEDURE

Applicants should complete a special application form and submit it to SPACE with a cheque for HK\$14,000 payable to "The University of Hong Kong" by September 4, 1993. They will be invited to attend an interview and sit an English Proficiency Test. Students may be required to take an English course with SPACE before taking Part Two of the programme at Chester College. Unsuccessful applicants will be informed accordingly and their fees refunded.

Enrolment is limited to 18

Application forms can be obtained from:

School of Professional and
Continuing Education (SPACE)
9/F, West Tower
Shun Tak Centre,
200 Connaught Road Central,
Hong Kong
Tel. 547 2279

School of Professional and
Continuing Education (SPACE)
Room 1, G/F,
University Main Building,
Pokfulam Road,
Hong Kong
Tel. 859 2791

89. Certificate in Foundation Art and Design

Objective

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

Structure

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

1. Introduction to the History of Western Art I (#133 & 134) < 西洋美術史導論 (一) >
or Introduction to the History of W. Art II (to be offered in Spring '94) < 西洋美術史導論 (二) >

2. Basic Drawing (#95) < 基本素描 >
or Drawing Fundamentals (to be offered in Spring '94)
< 素描基本實習 >
3. Basic Painting Workshop (#97) < 繪畫初階 >
or Basic Watercolour Painting (#98) < 水彩畫初階 >
4. The Art of Western Calligraphy (to be offered in Spring '94) < 西洋書法 >
or A Basic Course in Computer Graphics (#126 & 127)
< 電腦美術設計初階 >
5. Introduction to Two-dimensional Design (to be offered in Spring '94) < 基本平面設計 >
6. Introduction to Three-dimensional Design (#122)
< 立體空間設計 >

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

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

Award of Certificate

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

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

Fee

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

Application Procedure

Applicants should complete a special application form and submit it to the School with a cheque for HK\$4,000 payable to "The University of Hong Kong". Application forms can be obtained from : 9/F, West Tower, Shun Tak Centre, 200 Connaught Road, Central, Hong Kong. (Tel : 547 2279)

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

課程宗旨:

現代美術創作對電腦技術之需求日殷，但市面上美術設計軟件種類繁多，一般短期課程只講解單一軟件之基本技術，缺乏全面的電腦美術設計知識。本證書課程為全港首辦，由藝術家、專業設計師及電腦技術員任教，將會有系統地全面介紹美術設計與電腦技術的知識。課程另一特色是運用 IBM Compatible 及 Macintosh 兩大機種，並包括電腦美術設計所需的各類常用軟件，務求學員學成後能靈活使用電腦於日常設計工作，或以電腦為創作媒介，拓展個人藝術領域。

課程大綱:

本課程為期六個月，採用工作坊實習形式，加上作品評論及畢業專題習作等，訓練學員搜集和分析資料，並加強其構思創作能力。每星期學員必須完成指定的功課。課程包括以下五項科目：

(一) 電腦基礎技術 (Computer Fundamentals) (共 10 講)

本單元為電腦硬件與軟件之認識，是學習電腦美術設計之首要條件。本節將提要教授學員一般電腦知識，及介紹美術設計常用之軟件，例如 PageMaker, FreeHand 及 PhotoShop 等，為日後進一步之學習奠定基礎。

(二) 美術及設計技巧 (Art and Design Principles) (共 10 講)

本單元指導學員以電腦為繪圖工具，表達美術及設計概念。課程內容包括造型、色彩及字體設計等，並安排參觀活動，使學員了解電腦美術設計的工作情況。

(三) 技術進階 (Technical Essentials) (共 10 講)

本單元將深入探討美術設計及電腦應用之技術，內容包括專業技巧，如相片修描技巧 (Photo Retouching)、分色片套疊 (Knockout & Overprint)，並對構圖及色彩等作進一步研究。

(四) 應用美術設計 (Applied Art & Design) (共 10 講)

學員可選擇美術設計範疇內之各種項目作進一步創作，例如插圖、版式、海報設計、書刊設計、公司形象設計等，務使學員能應用電腦技術於實際設計工作中。

(五) 專業實踐工序 (Professional Practice & Portfolio Preparation) (共 10 講)

本單元介紹與電腦美術設計有關之其他服務，如咪紙、幻燈片及分色片之輸出。學員須融會過往所學的電腦技巧和工序，製作一套畢業作品。

應用軟件:

本課程將採用 PageMaker, QuarkXpress, Illustrator, CorelDraw, FreeHand, PhotoShop, PhotoStyler, Painter 及 Adobe Type Manager, Word, Excel 等輔助軟件。

入學資格:

本課程並無指定入學資格，但申請人必須有電腦操作之基本知識 (例如完成本學院所主辦之電腦美術設計基礎課程或同等程度) 及對美術或平面設計有濃厚興趣。學員亦須具有閱讀英文的能力、成熟的品格及進修兼讀課程的毅力，才能於指定時間內完成作業。

證書頒發:

符合下列所有要求之學員，可獲本院頒發證書：

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

成績出眾者可獲頒優異證書 (Distinction/Credit)。

報名手續：

申請人請於一九九三年九月二日前填妥報名表格並連同HK\$7,500元之劃線支票(抬頭請占「香港大學」),親臨或郵寄香港干諾道中200號信德中心西翼九樓,香港大學專業進修學院。申請人須攜帶有關之作品前來面試,日期另行通知,未獲取錄者將獲退還學費。(每班限收十人)(一人一機操作)

課程統籌: 畢子融先生 D.A.E., M.Sc.(Bank St.)

助理統籌: 嚴偉文先生 Dip.(T.I.)

主 講 人: 畢子融先生 D.A.E., M.Sc.(Bank St.)

嚴偉文先生 Dip.(T.I.)

陳健強先生 H.C.(H.K.Poly)

周焯傑先生 H.C.(H.K.Poly)及客席導師

地 點: 灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

90. 一九九三年九月十三日起每星期一、三下午三時至五時

91. 一九九三年九月十三日起每星期一、三下午六時至八時

92. 一九九三年九月十三日起每星期一、三下午八時至十時

93. 一九九三年九月十四日起每星期二、四下午三時至五時

全期學費: 七千五百元 (共五十講) 學員自付材料費。額外租用電腦費用為每小時五十元。

94. 現代山水畫初級證書課程 (Certificate in Contemporary Landscape 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25室(信德中心西翼九樓)

時 間: 一九九三年十月四日起每星期一下午七時三十分至十時正

全期學費: 六千六百元 (共四十講, 包括四次寫生活動及兩次作業評論)

課程內容

本課程特點是結合中西技法的訓練, 幫助學員建立個人風格, 去描繪有香港特式的山水畫。教學模式包括: 堂上示範、實習、名作欣賞及討論、作業評論、郊外寫生等。

本課程基本上分為三部分: (一) 以物體素描訓練作開始, 俾學員了解寫生求形的要理, 和掌握山石樹木等的形狀; (二) 由西洋風景畫速寫及水彩練習; (三) 轉入中國山水畫技法研習, 以傳統為基礎來發展現代山水畫的面貌。

(本院計劃於一九九四年十月開辦「現代山水畫高級證書課程」《Certificate in Advanced Studies in Landscape Painting》, 讓學員掌握技法後, 在實習之外加插研究畫論, 修讀哲學、畫史及詩文, 探討創作方法及尋求思想和意念的發展。)

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。

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

申請人請於一九九三年九月十一日前將申請表及支票HK\$6,600(抬頭請書「香港大學」)交回香港干諾道中200號信德中心西翼九樓, 香港大學專業進修學院, 郵寄者請於信封面註明「現代山水畫初級證書課程」。本院將邀請申請人前來面試, 日期容後公佈。 (限收二十四人)

Fine Art (Western) 西洋藝術

95. Basic Drawing

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

Enrolment is limited to 19

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

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

Date : Tuesdays, 5.50 - 7.50 pm, commencing September 14, 1993

12 meetings

Fee : \$785

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

96. Figure Drawing

Intended for the adult learner with some life drawing experience, this workshop provides an opportunity to explore multiple ways of using the human figure as a source

of creative expression. In addition to working with the support of a model, meetings will include slide presentations of acclaimed figurative works and critiques of works-in-progress. The studio is equipped with easels and stands so that students can work comfortably with a range of materials. Please bring materials of your own choice to the first meeting, though fixative sprays are not allowed.

Enrolment is limited to 18

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

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

Date : Tuesdays, 8.00 - 10.00 pm, commencing September 14, 1993

12 meetings Fee : \$1,020(including model fee)

97. 繪畫初階 (Basic Painting Workshop)

本課程適合對繪畫有興趣之初學者，尤其是有素描基礎人士。目的是幫助學員建立繪畫根基，進而培養創作意念和表現形式。導師會介紹傳統與現代繪畫技法及元素，如色彩、空間和構圖等。學員將選用不同繪畫材料嘗試對人物及靜物之寫生練習，繼而作進一步抽象化或個人風格表現和發揮。導師除示範有關技巧外，亦會介紹名家作品及評論學員作業。
(限收十八人)

主 講 人：黎明海先生 B.Ed (Liverpool), M.A. (Royal College of Art)

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：一九九三年十二月七日起每星期二下午五時五十分至七時五十分

全期學費：七百四十元 (共十二講)

教師可獲教育署退還半費。詳參第66頁。

98. 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)

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

Date : Wednesdays, 8.00 - 10.00 p.m., commencing November 10, 1993

12 meetings Fee : \$785

Fee Refund: Teachers may apply for a half fee refund for this course. See page 66.

99. 現代繪畫工作坊 (Modern Painting Workshop)

本課程講述繪畫技法訓練，理論及實踐並重，由三位導師分別領導，旨在培訓學員對現代繪畫的認識。各導師將透過幻燈片欣賞、講解及示範，介紹炭筆、塑膠彩及混合媒介等技法，提高學員的創作技巧及樂趣。每星期學員須完成家課。
(限收二十人)

主 講 人：陳餘生先生，朱興華先生，畢子融先生 M.Sc.(Bank St)

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：一九九三年十二月七日起每星期二下午八時至十時正

全期學費：九百元 (共十五講)

100. Relief Printing

The technique of relief printing is one of China's greatest inventions, though the quality of such printing in China declined over the years. However, the technique spread to Japan where it inspired the popular style of print known as "Ukiyoe". The technique of relief printing also evolved in the Western world, with woodcutting being the oldest, simplest and most popular form.

This course will look at both the Oriental and the Western styles of relief printing techniques, paying attention to their similarities and differences. Collagraph will also be introduced to acquaint the student with modern trends in relief printing.
Enrolment is limited to 18

Tutor : Chung Tai Fu, B.A.(C.U.H.K.), M.F.A.(Tokyo)

Venue: 6/F, Lee Fung Bldg., 90 Argyle St., Mongkok, Kowloon

Date : Saturdays, 2.00 - 5.00 pm, commencing October 2, 1993

10 meetings Fee : \$1,000

Medium of Instruction : English & Cantonese

101. 寶石雕刻 (The Art of Gem Carving)

雕琢精美的寶石，就如一件珍貴的藝術品。本課程專為有志學習雕刻寶石者而設，內容包括：(一)介紹可作雕刻的寶石之種類、中國和西洋寶石雕刻法、導師獨創之"WALLACE CUT"內雕和多面折射法。(二)學習設計寶石圖樣。(三)實習雕刻技巧。導師將於第一講通知學員自購工具(約\$400)，寶石則由導師代購(每件約\$20)。
(限收十八人)

主 講 人：陳世英先生

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：一九九三年十月十九日起每星期二下午八時至十時

全期學費：七百二十元 (共十二講)

102. 人像雕塑 (Clay Modelling)

本課程講授以粘土塑造人像的基本技法，包括認識頭部結構、五官、髮型和服飾的塑造、複製石膏模製作法、用具及材料的運用等。學員須自付材料費，約\$200。

(限收二十人)

主 講 人：梁銳先生

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：一九九三年九月十八日起每星期六下午四時三十分至六時三十分

全期學費：六百元（共十講）

Fine Art (Oriental) 中國藝術

103. 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：一九九三年九月八日起每星期三下午五時五十分至七時五十分

全期學費：六百九十元（共十二講）

教師可獲教育署退還半費。詳參第66頁。

104. 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會於藝術創作中。課程包括一項戶外寫生活動，於星期日或假期舉行。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：一九九三年九月九日起每星期四下午五時五十分至七時五十分

全期學費：六百九十元（共十二講）

教師可獲教育署退還半費。詳參第66頁。

105. 基礎水墨畫 (Basic Chinese Ink Painting)

本課程為水墨畫初學者而設，學員可從示範和實習中認識到現代水墨畫之基本技法，並學習山水樹木之造型，及以渲染法營造雲林、山雨、落日、煙波、海濤等大自然現象的技巧。導師亦會利用幻燈片分析繪畫元素，如點、線、面、體、肌理、色、光等。此外亦可能安排一或兩次寫生活動。

(限收二十人)

主 講 人：徐子雄先生

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：一九九三年九月二十一日起每星期二下午二時正至四時正

全期學費：七百二十元（共十二講）

106. 彩墨畫工作室 (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。本課程以幻燈片及示範講授彩墨畫的基本技法，包括紙、筆、墨的特性，色彩和構圖的認識，描寫山水、樹木、雲煙等自然景物之方法，並輔導學員運用基本技法發揮個人獨立構思及創新。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。最後兩節為創作練習，須在星期六下午三時至五時在堂上實習。

(限收二十人)

主 講 人：徐子雄先生，梁巨廷先生

地 點：灣仔譚臣道17號壬子商業大廈三樓香港正形設計學校

時 間：一九九三年九月十六日起每星期四下午六時至八時（最後兩講在星期六舉行）

全期學費：九百二十元（共十二講）

107. 星期日戶外寫生〈初班〉 (Sunday Outdoor Workshop I)

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。本課程其中九講為寫生練習，由兩位導師輪流帶領學員到市區及郊外寫生，其餘三講則留在課室內作畫及評論作品，學員可選用導師提議的媒介或自己慣用之材料繪畫。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，陳球安先生

地 點：香港大學專業進修學院市區中心九樓25室，及不同寫生地點

時 間：一九九三年九月十九日起每星期日下午二時至四時

全期學費：七百四十元（共十二講）

教師可獲教育署退還半費。詳參第66頁。

108. 星期日戶外寫生〈進修班〉 (Sunday Outdoor Workshop II)

本課程適合有速寫經驗人士參加，由兩位導師輪流帶領學員到市區及郊外寫生。課程中有六至八講為寫生練習，其餘時間則留在課室內作畫及評論作品，學員可選用導師提議的媒介或自己慣用之材料繪畫。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，徐子雄先生
地點：香港大學專業進修學院市區中心九樓25室，及不同寫生地地點
時間：一九九三年九月十九日起每星期日日上午十時至十二時
全期學費：七百四十元 (共十二講)

教師可獲教育署退還半費。詳參第66頁。

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

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

主講人：翟仕堯先生 B.A. (Taiwan Normal)
地點：香港大學專業進修學院市區中心(信德中心西翼九樓)
時間：一九九三年九月十三日起每星期一下午五時二十分至七時二十分
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66頁。

110. 基本書道系列——楷書研習 (Chinese Calligraphy Workshop— Standard Script)

本課程將以楷書為主，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，書寫示範及作業評議。
(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(信德中心西翼九樓)
時間：一九九三年十一月二十二日起每星期一下午五時二十分至七時二十分
全期學費：六百九十元 (共十二講)

教師可獲教育署退還半費。詳參第66頁。

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

篆書是刻印藝術的主要應用文字，學員若能加深對篆書的認識，對從事篆刻會有莫大的幫助。透過示範和講解，導

師會指導學員臨寫大、小篆書，並且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(信德中心西翼九樓)
時間：一九九三年十二月六日起每星期一下午五時二十分至七時二十分
全期學費：六百九十元 (共十二講)

教師可獲教育署退還半費。詳參第66頁。

112. 行書與草書 (Chinese Calligraphy Workshop – Running Script & Cursive Script)

行草是我國書法中較生動的書體，亦較易發揮個人風格。導師將示範及講授運筆的基本技法、字形結構要領、章法、款式與鈐印的配合。學員每星期必須以課外時間完成作業。學期中可能有一次參觀展覽活動(於星期日或假日舉行)。
(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(信德中心西翼九樓)
時間：一九九三年九月十三日起每星期一下午五時二十分至七時二十分
全期學費：六百九十元 (共十二講)

教師可獲教育署退還半費。詳參第66頁。

中國書畫裝裱技巧(一) (Picture Mounting and Framing – Chinese Style, Part I)

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)
全期學費：四百三十元 (共六講)

113. :一九九三年九月七日起每星期二下午八時至十時正

114. :一九九三年十月三十一日起每星期日上午十時至十二時正

115. 中國書畫裝裱技巧(二) (Picture Mounting and Framing – Chinese Style, Part II)

本課程為曾修讀「中國書畫裝裱技巧(一)」或略具裱畫知識的人士而設。導師將詳細示範裝裱掛章的完整過程，包括所需之物料如漿糊之製法，各種技巧如托畫心，並講解各種掛章的形式包括：對聯、一色裱、二色裱、三色裱

、宋式裱法及近代日本之裝裱等。材料費由學員自付（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：一九九三年十二月九日起每星期四下午八時至十時正
全期學費：四百三十元（共六講）

Media Arts 商業美術及設計

116. 平面設計專業課程 (Master Class in Graphic Design)

本課程適合在職平面設計師、廣告美術人員及設計學院畢業生修讀。兩位主講導師為本港著名平面設計師，積累了二十多年專業設計及教育經驗，為培育新一代平面設計精英而編訂這個課程。學員須具備相當毅力，能夠每星期上課及完成家課，並在課程結束時完成兩幅具專業水準的作業。課程共四十講，由兩位導師各負責二十講。（限收二十人）

主講人：靳埭強先生，韓秉華先生
地點：灣仔譚臣道17號王子商業大廈三樓香港正形設計學校
時間：首二十講每星期上課兩次
一九九三年九月十五日起每星期三及星期五下午七時至九時
尾二十講每星期上課一次
每星期三下午七時至九時
（結束日期大約在九四年五月）
全期學費：五千六百元（共四十講）

117. 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。許多人誤以為這種能力的高低是與生俱來的，但近代心理學者發現創意思考能力，與其它技能一般，若有系統地加以訓練，是可以不斷提高的。

本課程是設計教育中的一個新嘗試，討論內容包括腦力激盪法、水平式思考法、文字遊戲法、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. (H.K. Poly), M.C.S.D.
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：一九九三年十二月六日起每星期一下午八時至十時正
全期學費：五百五十元（共八講）

118. 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、簡單投影圖及等角投影圖等。學員必須利用課外時間做習作。（限收二十人）

主講人：何超凡先生 B.A. (Arch.Studies), B.Arch., M.Sc.(Urban Planning), 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：一九九三年十一月三十日起每星期二下午五時五十分至七時五十分
全期學費：七百二十元（共十二講）

119. Interior Perspectives & Rendering

This course provides a guide to constructing interior perspectives in both measured technique and free-hand sketch form. The effects of one-point, two-point, combined one and two point, three-point and sectional perspectives will be examined.

The early part of the course will involve determining appropriate angles of view to emphasise chosen elements within a given interior and will include working from plans and sections to create interior views. The mid part will explore the use of exaggerated perspective to achieve illusory effects. Individual interior elements such as circles, figures, staircases and furniture in perspective will all be dealt with at this stage. The end of the course is concerned with pencil rendering techniques, the use of light and shadow and reflection within interior perspective drawing.

Tutor : Steven John Barnes, B.A. (Hons.) (Leeds Poly)

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

Date : Thursdays, 5.50 - 7.50 p.m., commencing November 25, 1993

10 meetings

Fee : \$600

120. 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。（限收二十四人）

主 講 人：麥志暉先生 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：一九九三年九月九日起每星期四下午八時至十時正
全期學費：七百二十元 (共十二講)

121. 建築/室內設計專業實習介紹 (The Principles and Professional Practice in Architecture/ Interior Design)

普羅大眾對於建築/室內設計認識不多，但在日常生活中卻常有接觸，例如住家裝修及改建工程等。本課程介紹有關建築/室內設計的原理及工作過程，適合一般有興趣人士及從事建築或室內設計業內人士修讀，學員更可以學習如何策劃及監察專業人士和承建商為自己進行的改建或裝修工程。

本課程內容包括：(一)聘請專業人士；(二)業主要求；(三)設計過程；(四)政府入則要求；(五)圖則及繪畫；(六)選用材料；(七)燈光及環境；(八)建築科技及規格；(九)招標；(十)建築合約簡介；(十一)監督施工；(十二)與承建商接洽；(十三)財政。
(限收三十人)

主 講 人：陳漢雲先生 LL.B. (Hons.) (London), Dip. Arch., B.A. (Hons.), M.A. (Arch.), R.I.B.A.
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：一九九三年十月十三日起每星期三下午六時至八時正
全期學費：七百二十元 (共十二講)

122. 立體空間設計 (Introduction to Three-dimensional Design)

立體空間設計是藝術及設計教育中最基本的環節之一，對雕塑家、室內設計師及陳列設計師尤為重要。本課程介紹立體空間的結構和變化，及在各類設計中的應用法。透過實踐，學員可進一步了解立體造型在視覺及心理上所產生的效果。
(限收二十人)

主 講 人：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：一九九三年九月七日起每星期二下午五時五十分至七時五十分
全期學費：七百二十元 (共十二講)

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)

123. 吳文正先生主講 M.Des. (Royal College of Art), H.D.D. (Distinction), F.C.S.D. (Life), F.R.S.A., M.C.F.I., M.H.K.D.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：一九九三年九月十三日起每星期一一下午五時五十分至七時五十分
全期學費：六百元 (共十講)

124. 林偉賢先生主講 Higher Dip. (H.K. 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：一九九三年十二月二日起每星期四下午八時至十時正
全期學費：六百元 (共十講)

125. 電腦美術設計教師課程 (A Basic Workshop in Computer Graphics for Teachers)

電腦的應用日漸普及，電腦知識對教師亦日趨重要。本課程適合無電腦操作經驗的教師進修，由淺入深，注重實習，內容廣泛有趣：(一)介紹與美術設計有關的軟件如FreeHand, PageMaker, CorelDraw 及 PhotoShop 等之基本應用法；(二)如何選購電腦及電腦軟件。學員可選擇 IBM-compatible 或 Macintosh 電腦實習，實為一個不可多得之入門課程。
(限收十人，每人一機)

主 講 人：畢子融先生 M.Sc. (Bank St.)
陳健強先生 H.C. (H.K. Poly)
周焯傑先生 H.C. (H.K. Poly) 及電腦美術技術員
地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心
時 間：一九九三年九月十六日起每星期四下午六時正至八時正
全期學費：一千八百元 (共十二講)

教師可獲教育署退還半費。詳參第66頁。

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

本課程從專業角度探討電腦科技與美術設計的關係。特色包括：(一)由專業設計師任教；(二)上課時間比一般同類課程長；(三)介紹 IBM-compatible 及 Macintosh 兩大電腦系統。

學習範圍包括兩方面：(一)平面設計原理，包括造型、色彩、構圖等綱要；(二)基本電腦美術設計軟件的認識，包括 PageMaker, FreeHand 等。學員毋須對電腦有任何知識，惟應對平面設計及電腦應用有濃厚的求知慾。除講解課及示範外，還有約十五小時的電腦操作實習。學員須自付材料費。
(每班限收十人，每人一機)

主 講 人：畢子融先生 M.Sc. (Bank St.)，陳健強先生 H.C. (H.K. Poly) 及電腦美術技術員
地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心
全期學費：一千六百元 (共十二講)

126. :一九九三年九月十四日起每星期二及五下午六時至八時正
 127. :一九九三年九月十四日起每星期二及五下午八時至十時正

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

本課程適合有設計常識及基本電腦操作經驗的人士修讀，旨在進一步提高學員對電腦美術設計的認識。學員可選擇IBM-compatible或Macintosh系統，深入學習PhotoShop/PhotoStyler, FreeHand, TypeStyler等繪圖軟件，每人約有二十小時電腦操作實習。學員須自付材料費。(限收十人，每人一機)

主講人：單子融先生 M.Sc.(Bank St.)
 陳健強先生 H.C.(H.K. Poly.)
 周焯傑先生 H.C.(H.K. Poly.)及電腦美術技術員
 地點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心
 時間：一九九三年九月十六日起每星期四下午八時至十時正
 全期學費：一千八百元 (共十二講)

129. 漫畫創作 (Introduction to Cartooning)

漫畫的應用日趨廣泛，無論在電影、電視、報章、雜誌以及各類宣傳品皆有利用漫畫作視覺表達形式，而電腦美術科技 (computer graphics) 更為漫畫創作帶來另一種演譯方法。本課程重點是指導學員去尋找創作意念，亦會簡述漫畫定義和歷史、描繪方法、漫畫中的文字設計、電腦漫畫製作、工具及材料等。學員無須一定具備繪畫經驗。(本課程只會討論「漫畫」，而不會涉及「連環圖」製作。)
 (限收二十人)

主講人：吳加里先生 B.F.A.(University of Manitoba)
 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：一九九三年十一月二十四日起每星期三下午五時五十分至七時五十分
 全期學費：六百元 (共十講)

Photography 攝影

130. 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：一九九三年九月八日起每星期三下午八時至十時正
 全期學費：六百六十元(包括模特兒費) (共十講)

131. A Guide to Better Photography

With technical advances in modern 35mm cameras has come the mis-conception that good pictures are easy to take. Technology lets photographers worry less about making a well exposed image but cannot tell them what to take a picture of and when to take it. Light and time are the true essences of photography and their importance is often overlooked. This intermediate course is designed not only to teach the basics of good picture taking, such as exposure and camera functions, but also to give an understanding of light, perception and the photographic process. Those taking the course need to have a fully functional manual 35mm camera. The course structure will be lectures, demonstrations and critiques of weekly assignments. Students will be taken to two fieldtrips on Sundays/public holidays.
 Enrolment is limited to 24

Tutor : Thomas Prutisto, B.S. (Rochester Institute of Technology)

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

Date : Wednesdays, 5.50 - 7.50 pm, commencing September 15, 1993

10 meetings

Fee : \$680

Art Appreciation 藝術欣賞

132. 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一唐與宋代。而一九九四年二月將開辦「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：一九九三年九月十七日起每星期五下午六時正至七時三十分
 全期學費：七百元 (共十五講)

教師可獲教育署退還半費。詳參第66頁。

133. 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印象主義的藝術發展。本院將於九四年二月繼續開辦<<後印象主義至後現代主義>>課程。(限收三十人)

主講人：李筱怡女士 B.A.(H.K.), M.Litt.(Oxon.)
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九三年九月十六日起每星期四下午八時零五分至九時三十五分
全期學費：七百元 (共十五講)

教師可獲教育署退還半費。詳參第66頁。

134. Introduction to the History of Western Art I: The Renaissance to Impressionism

The Renaissance is widely regarded as a fundamental period in the history of Western art. Major masters such as Leonardo Da Vinci and Michelangelo belong to the Renaissance. Subsequent periods such as Mannerism, Baroque, Romanticism and Neo-Classicism are either developments from art principles of the Renaissance or reactions against the rules and bounds of this important period. This course will make an in-depth study of each major movement from the Renaissance to Impressionism in the 19th century to help students appreciate the theories and development of traditional Western art.

The course will be conducted in English, though the medium of instruction will revert to Cantonese if all students enrolled are Cantonese-speaking.

Enrolment is limited to 30

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

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

Date : Thursdays, 6.30 - 8.00 pm, commencing September 16, 1993

15 meetings

Fee : \$700

Fee Refund : Teachers may apply for a half fee refund for this course. See Page 66.

135. 西洋藝術初探 (A Brief Survey of Western Art)

本課程特別為中小學美術教師而設，但亦適合其他有興趣人士修讀。內容主要介紹一些欣賞及了解西方藝術的基本知識。導師會利用幻燈片與學員分析藝術基本元素，如線條、空間、色彩、媒介以及創作口的等，並討論社會背景對藝術創作的影響。(限收三十人)

主講人：李筱怡女士 B.A.(H.K.), M.Litt.(Oxon.)
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九三年十二月十一日起每星期六下午二時三十分至四時三十分
全期學費：四百八十元 (共七講)

教師可獲教育署退還半費。詳參第66頁。

136. 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)分析畫畫國際市場，收藏畫畫的準則及鑑辨的要訣。學員將有機會欣賞大量珍貴幻燈片，以增強對中國近代畫畫的認識，繼而學習以圖表進行鑑辨及考證。並邀請收藏界知名人士與學員進行研討，以增強認識。(限收二十五人)

主講人：魏天斐先生(文匯報中國畫畫版編輯)
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：一九九三年九月十七日起每星期五下午七時四十分至九時四十分
全期學費：八百三十元 (共十二講)

教師可獲教育署退還半費。詳參第66頁。

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

對許多人來說，當代藝術頗難理解。它好像脫離了視覺上的美學常規，變成純觀念的藝術形式，再加上諸如符號學，解構主義、折衷主義等晦澀名詞，令當代藝術顯得神秘而深不可測。本課程旨在揭示當代藝術有趣和富啟發性的一面，從戰後美國的抽象表現主義開始，介紹各個主要的藝術潮流，包括普普、極限、概念、地境、身體、表演、女性主義，藝術系統批評等。另外也介紹新媒體藝術如裝置，錄像及攝影。本課程將邀請藝術家作客席介紹及討論。(限收三十人)

主講人：陳鳳儀女士 B.So.Sc.(H.K.U.), M.A. (N.Y.U.)
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：一九九三年十一月十日起每星期三下午五時五十分至七時五十分
全期學費：六百二十元 (共十講)

教師可獲教育署退還半費。詳參第66頁。

138. Introduction to the History of Chinese Painting

This course is an introduction to the historical development of Chinese painting. The evolution of Chinese painting has been a unique aspect of Chinese civilisation. Landscape, figure, bird-and-flower paintings are among the major genres that will be introduced in class. The development of the modes of expression and the styles of different periods and individuals will be discussed as well as some of the factors behind these changes.

Tutor : Jane Leong, B.A. (H.K.U.), M.A. (Arizona)

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

Date : Mondays, 6.15 - 7.45 pm, commencing November 22, 1993

10 meetings

Fee: \$540

139. Looking is Learning – Modern Art at the Tate Gallery, London

Hong Kong people have ready access to several important collections of Chinese art, but their access to modern Western art is limited to special exhibitions. This course will use slides and informal discussion to familiarize students with the history of modern art as illustrated by the internationally important collection in the Tate Gallery. The development of the collection over the years will be covered in some detail, but the emphasis will be on allowing students to look at and enjoy the collection and on giving them an opportunity to understand the influences that Eastern and Western art have had on each other.

Enrolment is limited to 30

Tutor : Ms Cherry Barnett, B.A. (Open), M.A. (City)

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

Date : Thursdays, 6.00 - 7.30 pm, commencing October 14, 1993

10 meetings

Fee : \$540

Miscellaneous 其他

140. 綜合形象設計 (Integrated Image Design)

在香港這個國際大都市，個人形象包裝日漸受到重視，除了影視界人士外，其他行業如服務業和商界人士也開始注重個人外貌的修飾，期望有助其事業或人際關係的發展。本課程介紹形象的基本知識，包括服飾、髮型、護膚、化裝、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，並安排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：吳文正先生 M.Des.(Royal College of Art), H.D.D.
(Distinction), F.C.S.D.(Life), F.R.S.A., M.C.F.I.,
M.H.K.D.A.

嚴珍女士 Dip.(C&G), Dip. (Tameside)

鍾子儀先生 F.H.K.H., M.C.H.B.I.

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：一九九三年九月十三日起每星期一下午八時至十時正

全期學費：七百二十元 (共十二講)

141. Western Architecture in Hong Kong – Six Good Examples

The presence of the influence of the West is obvious in the architecture here in Hong Kong. Buildings such as Central Plaza, the Bank of China and Lippo Center all arouse definite responses in us. In this course, the principles of architecture as exhibited in the use of space will be thoroughly explained to students. We will examine the differences between a shelter, a building and a work of architecture. In classroom activities, students of all levels will undertake projects that allow them to incorporate architectural concepts. In addition the class will visit various buildings in Hong Kong to see and experience for themselves the principles of Western Architecture manifested in these buildings.

Tutor : James Cobb, B.A. (UC Berkeley), M.A. (Hunter)

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

Date : Mondays, 6.00 - 8.00 pm, commencing October 11, 1993

10 meetings

Fee : \$600

142. 護膚及化裝 (Skin Care and Make-up)

儀容是整體形象設計中重要的一環。本課程理論與實習並重，講授日常護膚法及配合各種場合的化裝法。內容包括：(一)皮膚結構分析及護理(二)各類化裝品的成份及使用法。導師將會為學員購買用品一套，每位學員須自付費用約120元，包括潔面奶、爽膚水、卸裝水、面霜、面膜、潔面海棉、按摩膏、化裝品、化裝底霜、束髮器。惟學員須自備下列用品：粉底棉、粉掃、胭脂掃、唇掃、眼影掃、眼線筆、面紙、鏡、筆紙等。(限收二十人)

主 講 人：嚴珍女士 Dip.(C&G), Dip.(Tameside)

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：一九九三年九月十八日起每星期六下午二時十五分至四時十五分

全期學費：六百元 (共十講)

143. 髮型設計及護理 (初班) (Hair Styling and Hair Care I)

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ICE剪刀、假頭、假髮、髮梳、圍巾、電髮水、和電髮卷等。約260元。(限收二十人)

主講人：鍾子儀先生 F.H.K.H., M.C.H.B.I
地點：香港大學專業進修學院石硤尾教學中心8室〔嘉智學校，九龍石硤尾偉智街五號。(石硤尾地鐵站偉智街出口)〕
時間：一九九三年九月十四日起每星期二下午六時正至八時正
全期學費：七百二十元 (共十二講)

144. 髮型設計及護理 (中班) (Hair Styling and Hair Care II)

本課程為初班之延續，適合對髮型設計有基本認識人士。內容包括：護髮焗油理論、電捲筒曲髮技巧、扎髻技法、短髮之晚裝梳理、削髮刀使用法、電剪快速剪髮等。導師可代學員購買工具一套，包括長髮頭皮兩個、削髮刀連刀片、牙剪及髮夾，費用約260元。(限收二十人)

主講人：鍾子儀先生 F.H.K.H., M.C.H.B.I
地點：香港大學專業進修學院石硤尾教學中心8室〔嘉智學校，九龍石硤尾偉智街五號。(石硤尾地鐵站偉智街出口)〕
時間：一九九三年十二月七日起每星期二下午六時至八時
全期學費：七百二十元 (共八講)

145. 服裝潮流及採購 (Fashion Trends and Apparel Merchandising)

本課程適合服裝採購人員及對服裝業有興趣人士修讀。內容介紹：(一)香港成衣工業趨勢及零售市場概況；(二)服裝業的整體運作，包括市場計劃、產品製造與品質概念、採購公司的組織架構、購貨員的角色及職責、訂單跟進和成本預算等；(三)服裝潮流及款式概念、設計原理、插圖繪畫及消費者購買行為。(限收三十人)

主講人：連龍章先生 M.C.F.I., F.B.S.C., Dip.(S.C.M.), Teacher's Cert.(C & G)
柯慧瑜小姐 Prof.Dip.Clothing(H.K.P.)
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：一九九三年九月十一日起每星期六下午二時三十分至四時三十分
全期學費：七百二十元 (共十二講)

146. Caring for Your Textile Collection

Hong Kong offers many opportunities for textile enthusiasts to build a collection of textiles, yet many potential col-

lectors are concerned over the hazards posed by the local environment. This course is designed to acquaint textile collectors with the theory and practice of textile conservation to enable them to carry out simple conservation procedures. Each lesson will consist of a lecture followed by a practical session.

Lecture: Topics include handling, examining, cleaning and mould treatment. Display and storage "ideals" will be examined. Methods of dyeing and weaving will be briefly discussed to aid in the identification of different textile types. The final lecture will be in the form of a "Textile Clinic" where students can bring along textiles from their own collections to discuss.

Practical: Some simple, reversible repairs and cleaning techniques will be taught in accordance with conservation ethics. Each student will be provided with a damaged textile to practise these procedures. A method of mounting textiles which is suitable for Hong Kong's climate will also be taught. Students will need to supply an item of embroidered or woven material, no longer than 35cm in either direction, which they would like to mount. The piece should be in good condition because the limited time available will not permit repairs. Details will be discussed at the first lesson.

Advanced students, i.e. those who have taken this course previously, will be able to work on more complex conservation problems involving support and repair, and/or mounting. Textiles requiring repair must be provided by the students.

Material fee: \$180 (to be paid to the tutor at the first meeting) for materials such as scissors, needles, threads, etc.
Enrolment is limited to 10

Tutor: Diana Collins, Textile Conservator

Venue: Art Studio, 1/F 144 Pokfulam Road, Hong Kong
Date: Tuesdays, 6.30 - 9.30 pm, commencing October 19, 1993

7 meetings

Fee: \$1,200

147. 樂在戲中 (The Pleasure In "Play")

「樂在戲中、戲在樂中」是個極有趣的戲劇概念。本課程以此概念為基礎，指導學員一些基本演戲技巧，讓學員在學習中領略演戲的樂趣，並從樂趣中進一步了解自己。這種經驗有助學員增強信心，對從事其他表演藝術亦有幫助。本課程注重實踐，所有練習均以輕鬆、生動和即興動作為基礎，適合所有對表演藝術有興趣人士參加，經驗不限。
(限收十五人)

主講人：詹瑞文先生 Ad.Dip.(HKAPA)
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：一九九三年九月十一日起每星期六下午二時三十分至四時三十分
 全期學費：七百二十元 (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，講授社交禮儀及七種社交舞蹈，包括的士高、華爾滋、探戈、喳喳、倫巴、牛仔和舞會行列舞。
 (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.)
 全期學費：八百六十元 (共十二講)

148. : 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：一九九三年九月十八日起每星期六下午五時三十分至七時正

149. : 九龍佐敦道寶寧街17號官涌市政大廈5樓2號室
 時間：一九九三年九月十四日起每星期二下午六時三十分至八時正

150. Paper Making Workshop

Paper is one of the greatest and most influential of China's inventions. Western artists have long considered fine paper as a unique and fascinating medium for personal expression, and in recent years this has come to include *paper itself* as an object. In this basic workshop students will be introduced to paper-making techniques, including paper casting, embossing, dyeing, and others, so they will be able to continue to work at home with a minimum of equipment. In addition, students will have an opportunity to examine a variety of hand-made papers from around the world, and to view a video of the "Hand Made Paper Symposium" held in Kyoto in 1983.

Most tools and materials for the course will be supplied, but students will pay a moderate fee for some materials.

Enrolment is limited to 15

Tutor : Chung Tai-fu, B.A.(C.U.H.K.), M.F.A. (Tokyo)

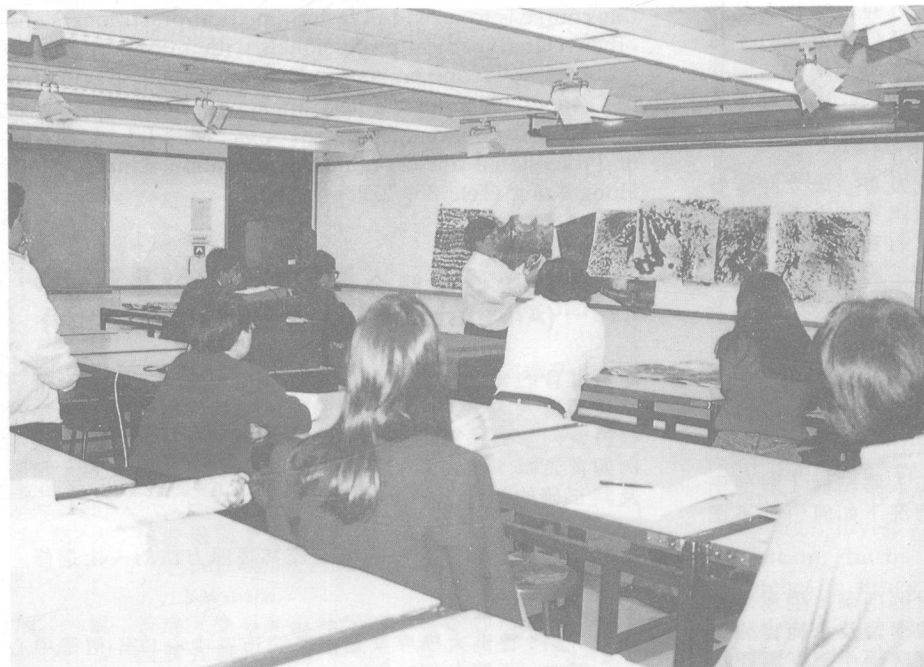
Venue: 6/F, Lee Fung Bldg., 90 Argyle St., Mongkok, Kowloon

Date : Tuesdays, 6:30 - 9:30 pm, commencing October 12, 1993

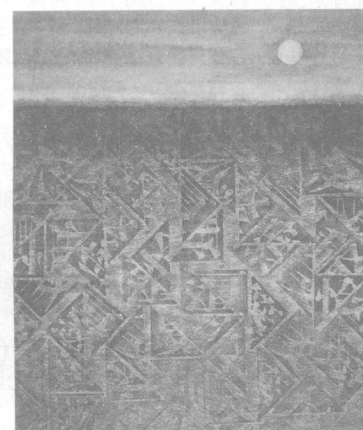
6 meetings

Fee : \$870

Art and Design students in session



From a display of students' productions



171. Certificate Course in Pharmacology and Pharmaceutical Management

The School of Professional & Continuing Education in conjunction with the Hong Kong Association of The Pharmaceutical Industry will offer the Certificate Course in Pharmacology and Pharmaceutical Management. This programme is particularly of interest to staff working in the pharmaceutical industry and related fields. Individuals who find this course beneficial may also apply. The course will start in October 1993 and the next intake will be in April/May 1994. For further details and for special enrolment forms, please contact Miss Ilisa Law, School of Professional & Continuing Education, University of Hong Kong. (Tel. 859 2793).

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

本課程的目的旨在為香港地區現正執業的中醫，或其他有志學習中醫學的人仕，提供一個有系統並較全面的中醫進修課程。

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；中醫臨床醫學（包括內科、外科、婦科、兒科、骨傷科、針灸科）及中醫診斷學等，為期約十個月，每星期授課三次，每次兩小時，共約二百零四個學時。開課日期在九月，限收一百人。下次招生日期約在一九九四年五月。

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

173. 基礎醫學證書課程 (Certificate Course 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。開課日期約在十月。

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。或直接與中醫師公會談嶼鈞醫師接洽，電話：396 9410。下次招生日期約在一九九四年五月。

174. 基礎醫學證書課程（針灸醫師） (Certificate Course in Basic Medical Science (For Acupuncturists))

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）。

課程是專為針灸醫師而設計，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針灸協會合辦。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。或直接與針灸協會代表許啓賢醫師接洽，電話：833 6089，傳真：575 5237。下次招生日期約在一九九四年五月。

175. Certificate Course in Acupuncture

Acupuncture is a major branch of Chinese Medicine which has been practised and developed in China for more than 3000 years. Nowadays, acupuncture has become increasingly accepted in modern medical practice. The purpose of this course is to provide Western medical practitioners and other related medical professionals with an opportunity to acquire knowledge on acupuncture. The course will start in October 1993 and the next intake will be in April/May 1994. For further details please contact Miss I. Law, School of Professional and Continuing Education, University of Hong Kong (Tel.: 859 2793)

176. 視覺健康簡介 (An Introduction of 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：一九九三年十二月七日起每星期二下午六時十五分至七時四十五分
全期學費：二百二十元（共五講）

177. 人體心血管循環系統的生理與疾病 (Physiology and Disorders of Human Cardiovascular System)

社會愈見進步，生活水準日漸提高，衛生條件也有所改善，但心血管疾病的病發率反而相對的增高了，其中的原因很多。豐富的營養加上體力活動的減少，營養過剩引起了脂肪的積聚，煙酒的刺激，精神的負擔都是加速了心血管疾病的成因；心臟突然停止跳動往往是猝死的原因之一。長期的緊張生活往往誘發高血壓引起不同器官的病變以及心肌肥大，最後導致心力衰竭的心臟病等等。本課程主要介紹心血管循環系統的解剖，生理，病理，藥理以及心臟血管疾病方面的知識，由淺入深做一個比較全面的介紹，使參加者對自己的心臟血管循環系統有更進一步的了解。

本課程為大專以上程度，特別對講授生物學的教師，衛生療養與護理方面的工作人員將有更大的幫助，同時也歡迎各階層人士參加。

主講人：王紀慶醫生
地點：香港大學邵逸夫樓 209 室
時間：一九九三年十一月一日起每星期一下午八時零五分至九時三十五分
全期學費：三百三十元（共十講）

178. 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：一九九三年九月三日起每星期五下午八時至九時三十分
全期學費：六百元（共十五講）

179. 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、宮外孕）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：一九九三年十月八日起每星期五下午八時至九時三十分
全期學費：三百七十元（共十講）

180. 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）：如何保持理想體重；（七）成年人營養之（2）：如何預防心血管病；（八）防癌營養；（九）老年人營養。

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

主講人：高玉瑩小姐 M.Sc., Dietitian
地點：香港大學邵逸夫樓 209 室
時間：一九九三年十月二十日起每星期三下午八時零五分至九時三十五分
全期學費：三百七十元（共十講）

181. 美容及化妝品學 (Skin Care & Cosmetic Science)

本課程旨在介紹美容護膚之要訣及化妝品對皮膚結構與功能之影響。內容包括化妝品的歷史與近代的發展；皮膚結構，功能及各類化妝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，化妝品引起之皮膚敏感；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妝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：一九九三年九月十四日起每星期二下午六時至七時三十分
全期學費：四百四十元（共十二講）

182. 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.

Enrolment is limited to 55

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

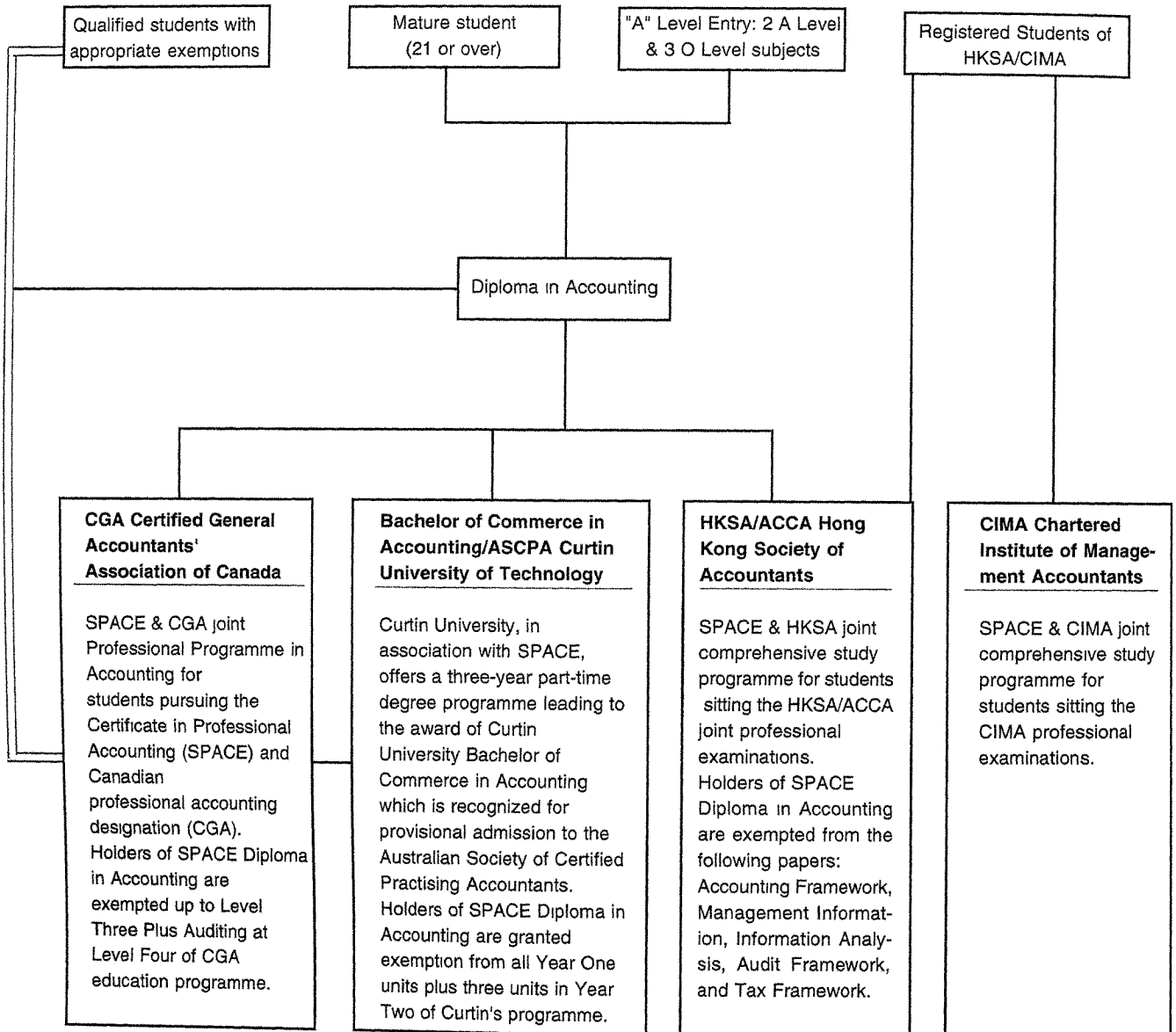
Venue : Room G4, James Hsiung Lee Science Bldg., HKU
Date : Mondays, 8.00-9.30pm., commencing Sept.27,1993
12 meetings
Fee : \$440

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 |
| * (11) Strategic Management 1 | - ST1 |

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

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

Exemptions

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

Teaching

There will be 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 students 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. Students should allow at least two weeks for the evaluation process. A special application form for CGA evaluation is contained in the booklet 'CGA-Canada International Calendar' obtainable from SPACE.

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

The closing dates for application for enrolment are **August 13, 1993 for Session 1, November 12, 1993 for Session 2 and February 11, 1994 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. 858 4515

School of Professional and
Continuing Education (SPACE)
University of Hong Kong
Rm 1, G/F, University Main Bldg
Pokfulam Road
Hong Kong
Tel: 859 2791

Fees

The fee for 1993/94 is **HK\$3,850** per module which includes:-

- (1) Comprehensive distance learning, computer-integrated course materials;
- (2) A set of textbook;
- (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 in Perth, Western Australia, grants**

exemption to holders of the Diploma from all Year One units plus three units in Year Two of its Bachelor of Commerce (Accounting) Degree Programme. The Hong Kong Society of Accountants also grants exemption to holders of the Diploma (Exemption awarded under new scheme: Accounting Framework, Management Information, Information Analysis, Audit Framework, Tax Framework). 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 at least eight assignments. Wherever appropriate, students are required to have access to a microcomputer for their assignments. Assessment is based on a final examination.

Entry Requirements:

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

Exemption:

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

Subject to availability of places, students holding appropriate exemptions may be allowed direct enrolment into Year Two or Year Three in 1993/94.

Teaching:

The first term of the 1993/1994 academic year will commence in September 1993 and end in December 1993. The second term will commence in January 1994 and end in April 1994. The summer term will commence in May 1994 and end in August 1994. 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, 1993 for the first term, January 2, 1994 for the second term and April 30, 1994 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:

1 School of Professional and Continuing Education (SPACE)
The University of Hong Kong
Suite 1504-05, West Tower
Shun Tak Centre
200 Connaught Road
Central, Hong Kong
Tel 858 4515

2 School of Professional and Continuing Education (SPACE)
The University of Hong Kong
Rm 1, G/F, University Main Bldg
Pokfulam Road
Hong Kong
Tel 859 2791

Fees:

For 1993/1994 academic year, the fee for Year 1 modules is **HK\$2,500** per module which includes:

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

The fee for Year 2* and Year 3# modules is **HK\$3,250** per module which includes:

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

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

The fee for the Hong Kong Taxation module is **HK\$2,500**, but the course material and text book will have to be purchased by the students.

There is a **\$60** application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.



Curtin University Bachelor of Commerce Degree Programme in Accounting

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 of B.Comm. 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 two and a half 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 October/November 1993. Classes are expected to commence in February 1994.

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 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. All courses will commence in early September, 1993.

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 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 structured programme of studies in which 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, subject to enrolment. All courses will commence in August, 1993.

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 registered students of CIMA.

Please write in for details of the SPACE/CIMA Joint Management Accountancy Programme by enclosing a \$1.40 stamped self-addressed envelope.

Diploma Programme in Marketing

Introduction:

Commencing in May 1993, the HKIM offers a Diploma Programme in Marketing to students who intend to study for a professional marketing qualification. The programme is a one-year part-time diploma course which will provide an opportunity for students to acquire ability and skills in applying fundamental marketing knowledge and techniques to the realization of corporate objectives. The syllabuses of all diploma subjects are comparable to those of the Diploma in Marketing offered by the Chartered Institute of Marketing in England. On successful completion of the programme, students will be awarded a Diploma in Marketing issued by HKIM. Holders of the Diploma in Marketing will satisfy the academic requirement for full membership of HKIM. The School of Professional and Continuing Education of the University of Hong Kong (SPACE/HKU) will organize students registration and a programme of lectures to prepare students for the examinations.

Programme Structure:

The programme includes instruction and assessment in the following modules:

Compulsory : Marketing Planning and Control
Marketing Management

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

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

Entry Requirement:

Applicants should possess

- 1) a recognized degree in business or management, OR
- 2) a Certificate in Marketing endorsed by SPACE/HKU, OR
- 3) a Certificate in Marketing endorsed by CIM, OR EQUIVALENT.

Course Fees:

For the 1993/94 academic year, the fee for each module is HK\$2,450 which includes:

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

There is a \$60 application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Award of the Diploma in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE/HKU. The closing date for the first intake in 1993 is December 31, 1993, 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 & Continuing Education
 The University of Hong Kong
 Suite 1504-05, West Tower
 Shun Tak Centre
 200 Connaught Road
 Central, Hong Kong
 Tel: 858 4515

Certificate Programme in Marketing

Introduction:

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

Programme Structure:

The programme includes instruction and assessment in the following modules:

Fundamentals of Marketing
 Economics
 Business Law
 Statistics
 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 with age over 18

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

Applicants with age over 21

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

After enrolled into the programme, students should register as a student member of H.K.I.M.

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 1993/1994 academic year, the fee for each module is HK\$1,550 which includes:

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

There is a \$60 application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Award of the Certificate in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE. The closing dates for application are August 31, 1993 for the first term, January 2, 1994 for the second term and May 15, 1994 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:-

1 School of Professional and Continuing Education (SPACE)
The University of Hong Kong
Suite 1504-05, West Tower
Shun Tak Centre
200 Connaught Road
Central, Hong Kong
Tel: 858 4515

2 School of Professional and Continuing Education (SPACE)
The University of Hong Kong
Rm 1, G/F, University Main Bldg
Pokfulam Road
Hong Kong
Tel 859 2791

Certificate in Administrative Management and Diploma in Administrative Management

Applications are invited for enrolment in courses offered by the School of Professional and Continuing Education (SPACE), University of Hong Kong, commencing in January, 1994 to prepare students for the Institute of Administrative Management (IAM) examinations in June, 1994 for

the Certificate in Administrative Management and Diploma in Administrative Management.

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

The Institute of Administrative Management, UK and Administrative Management

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

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

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

Professional Recognition

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

Study Programme

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

Structure of Programme

The Certificate in Administrative Management Programme consists of the following courses:
Module 1: Administration in the Office
Module 2: Office Systems
Module 3: Manpower Administration
Module 4: Office Planning and Control
Module 5: Information Technology
Module 6: Administrative Data and Information
Module 7: Case Study

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

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

Plus Two option modules:

- Facilities Management
- Financial and quantitative Methods
- Office Automation

Entry Requirement

Certificate in Administrative Management:

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

Diploma in Administrative Management:

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

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

Exemption

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

Fees

The fee is **HK\$1,400** per module for the Certificate Programme and **HK\$2,000** per module for the Diploma Programme, which includes lectures and marking of assignments but does not include course materials.

Examinations and Certificates

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

Application Procedure

Further information and special application form can be obtained from:

1 School of Professional and Continuing Education
University of Hong Kong

2. School of Professional and Continuing Education
University of Hong Kong

Suite 1504-5, Shun Tak Centre
West Tower, 200 Connaught Road
Central, Hong Kong
(Tel: 858 4515)

Rm 1, G/F, University Main Bldg
Pokfulam Road
Hong Kong
(Tel: 859 2791)

Diploma Programme in Real Estate Administration

Applications are invited for enrolment in a Diploma Programme in Real Estate Administration. The course has been designed by the School of Professional and Continuing Education (SPACE) in association with the Society of Hong Kong Real Estate Administrators (SHREA) and will commence in Autumn 1993.

This programme is a three-year part-time diploma course which will provide students with a comprehensive understanding of the real estate administration process, from the inception of a project to planning for investment, development, construction, marketing and estate management.

Please write in for details enclosing a \$1.40 stamped self-addressed envelope (9" x 6") to Dip.in Real Estate Administration, SPACE/HKU, Suite 1504-5, Shun Tak Centre, West Tower, 200 Connaught Rd. Central, Hong Kong.

191. 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，用粵語講授)：

(甲) 在香港上課二十次(60小時)，每次一題3小時。共八週，前四週每週上課三次(星期二、四及六)，後四週每週上課二次(星期四及六)。講課內容分三部份二十題。

第一部份概論：(1)中國社會主義經濟制度的建立和發展；(2)經濟體制改革，建立社會主義市場經濟體制；(3)對外開放的新格局，中國外經貿的成就。

第二部份中國對外貿易：(4)中國對外貿易的發展戰略與恢復關貿總協定締約國地位；(5)中國對外貿易的經營與管理；(6)關稅與許可證、配額；(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)中國的投資環境；(14)利用國際間接投資與直接投資；(15)第三產

業的利用外資；(16)中外合資企業；(17)中外合作企業；(18)外商獨資企業；(19)對外加工裝配與補償貿易；(20)國際租賃。

(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)以及外資企業，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：張志錚教授(中山大學嶺南(大學)學院經濟系講座教授與經濟研究所所長、香港大學專業進修學院榮譽教授、廣州國際經濟貿易學會副會長)

地點：在香港大學及廣州(詳情容後公佈)

時間：一九九三年十月十二日起，星期二、四下午六時三十分至九時三十分，星期六下午二時三十分至五時三十分在香港上課。一九九三年十二月十二日至十二月十八日赴廣州調查、洽談。

全期學費：伍仟二百八十元(往返廣州的交通費及在廣州的食宿費用，均由學員自費)

COURSE NOS. 192 TO 196 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.

192. Introduction to Hong Kong Taxation

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

Venue: Room 237, University Main Building

Date : Saturdays, 2.00-3.30 p.m., commencing September 25, 1993

12 meetings

Fee : \$440

Medium of Instruction: Cantonese supplemented with English where appropriate

193. Advanced Financial Accounting

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

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

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

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

Venue: Room 142, University Main Building

Date : Fridays, 6.30-9.30 p.m., commencing September 24, 1993

16 meetings

Fee : \$1,250

194. 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.

Venue: Room 2, 2/F., Tsimshatsui Kai Fong Welfare Association, 136A Nathan Road, Kowloon

Date : Thursdays, 6.30-9.30 p.m., commencing September 23, 1993

12 meetings

Fee : \$830

Medium of Instruction: Cantonese supplemented with English where appropriate

195. 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.

Venue: Room 141, University Main Building

Date : Saturdays, 2.30-5.00 p.m., commencing September 25, 1993

16 meetings

Fee : \$920

Medium of Instruction: Cantonese supplemented with English where appropriate

196. 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.

Venue: Room 237, University Main Building

Date : Saturdays, 3.30-6.00 p.m., commencing September 25, 1993

14 meetings

Fee : \$850

Medium of Instruction: Cantonese supplemented with English where appropriate

197. 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：一九九三年九月二十二日起每星期三下午七時十五分至九時十五分

全期學費：六百元 (共十二講，限收四十五人)

198. Basic Auditing

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

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

Date : Wednesdays, 6.00-7.30 p.m., commencing September 22, 1993

10 meetings

Fee : \$400

199. Elementary Book-keeping and Accounts

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

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

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

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

Date : Thursdays, 6.30-9.30 p.m., commencing September 23, 1993

15 meetings

Fee : \$850

Medium of Instruction: Cantonese supplemented with English where appropriate

200. 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：一九九三年九月二十二日起每星期三下午六時十五分至七時四十五分
全期學費：五百八十元 (共十五講)

由於專門術語為本，學員須具有英語知識。

Graduation Ceremony for the Curtin B.Bus. degree held in Hong Kong in 1992

201. 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 : Wang Man Chi, B.S.Sc.(HKU)

Venue: Room 121, University Main Building

Date : Fridays, 7.15-9.45 p.m., commencing September 24, 1993

9 meetings

Fee : \$550

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.



I. Introductory Courses

The Principles and Applications of Micro-computers (CIT 001)

This course is designed to provide exposure to various aspects of 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 a microcomputer, input/output devices, operating system concepts, word processing, desk top publishing, spread sheet, database, programming language (BASIC), office network, Chinese word processing, and 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., M.B.A. (H.K.),
C.Eng., M.B.C.S., Senior Computer
Officer, University of Hong Kong

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

- 234.** Mondays, 6.30 - 9.00p.m., commencing September 20, 1993
(Workshop) Tuesdays, 6.00 - 7.30p.m., October 5, 1993
- 235.** Mondays, 6.30 - 9.00p.m., commencing September 20, 1993
(Workshop) Tuesdays, 7.30 - 9.00p.m., October 5, 1993

13 meetings & 10 workshops Fee : \$1,300

Medium of Instruction : Cantonese supplemented with English

236. 教師實用電腦綜合課程 (Practical Computer Application Course for Teachers)

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

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

為了使學員容易掌握輸入法，講師按課程的需要，特別設計了一套軟件，供課堂時練習。(限收十六人)

主 講 人：劉素媛，Edwin Lo
地 點：九龍太子道157號，東平大廈310室(太子地鐵站出口，旺角警署正對面)
時 間：一九九三年十月十五日起每星期五下午六時三十分至九時
全期學費：二千四百元正 (共十二講)

教師可獲教育署退還半費。詳參第66頁。

Introduction to Personal Computer and DOS

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

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

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

- 237.** Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.
Date : Wednesdays, 6.30-9.30 p.m., September 15, 1993
- 238.** Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong
Date : Wednesdays, 6.30-9.30 p.m., November 10, 1993
- 239.** Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong
Date : Fridays, 6.30 - 9.30 p.m., January 7, 1994

2 workshops Fee : \$500

Medium of Instruction: English for Course 237
Cantonese supplemented with English for Course 238-9

Each student will be assigned to use one microcomputer.

Remarks : a) Course 237 is limited to 17.
b) Course 238-9 is limited to 16.

Powerful DOS Commands and Techniques

This course aims to assist PC users in mastering the more powerful and productive DOS commands and techniques.

Various shortcuts and techniques in using DOS will be discussed and illustrated with examples.

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

Enrolment is limited to 17

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

Venue: Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F, 136A Nathan Road, Kowloon

240. Wednesdays, 6.30-9.30 p.m., October 20, 1993

241. Saturdays, 2.15-5.15 p.m., November 20, 1993

4 workshops Fee : \$1,100

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

Each student will be assigned to use one microcomputer.

Introduction to Microsoft Windows (WIMP)

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

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

Enrolment is limited to 22

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

Venue: Room 523, Knowles Building, HKU

242. : Mondays, 6.15 - 9.15 p.m., September 20, 1993

243. : Mondays, 6.15 - 9.15 p.m., December 6, 1993

2 workshops Fee : \$500

Introduction to UNIX

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

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

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

Enrolment is limited to 16

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

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

244. Thursdays, 7.00 - 9.00 p.m., commencing September 23, 1993

(Workshop) Mondays, 6.00 - 8.00 p.m., October 4, 1993

245. Thursdays, 7.00 - 9.00 p.m., commencing September 23, 1993

(Workshop) Mondays, 8.00 - 10.00 p.m., October 4, 1993

6 meetings & 6 workshops Fee : \$1,700

Applicants are expected to know some basic concepts about computers.

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

246. Understanding and Repairing your PC

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

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

Enrolment is limited to 36

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

Venue: To be announced

Date : Mondays, 7.00 - 9.30 p.m., commencing November 22, 1993

9 meetings Fee : \$750

Medium of Instruction: Cantonese, supplemented with English

247. Understanding Bar Code – Technology and Application

Bar code systems are becoming very popular. We see them in supermarkets, libraries, factories, express delivery packages, and video stores. Bar coding is the easiest, the most cost-effective and reliable method of identifying and entering information into a computer-based information system. It has become the pass for products to enter the retail market and an effective tool for productivity improvement.

This course will introduce various automatic identification methods and the development of bar code technology.

Syllabus: Introduction to bar code systems, bar code language (symbology), scanning and decoding, label printing, system equipment and implementation, applications, and trend of development.

Tutor : Alfred W.S. Ng, MSc.(Loug.)

Venue: Room 230, Knowles Building, HKU

Date : Mondays, 7.00 - 9.00 p.m., commencing January 3, 1994

6 meetings

Fee : \$400

II. Application Software

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, hand-on exercises.

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, HKU

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

248. Saturdays, 2.00-4.30 p.m., September 25, 1993

249. Thursdays, 6.30-9.00 p.m., December 2, 1993

6 workshops

Fee : \$1,000

Each student will be assigned to one microcomputer.

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, HKU

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

250. Tuesdays, 7.00-10.00 p.m., September 14, 1993

251. Fridays, 7.00-10.00 p.m., September 17, 1993

252. Tuesdays, 7.00-10.00 p.m., November 2, 1993

253. Fridays, 7.00-10.00 p.m., November 12, 1993

6 workshops

Fee : \$1,280

Each student will be assigned to one microcomputer.

Medium of Instruction: English for Course 253.

Cantonese supplemented with English for Courses 250-252

254. 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, HKU

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

Date : Tuesdays, 7.00-10.00 p.m., December 21, 1993

6 workshops

Fee : \$1,400

Entry Qualifications: Students should have successfully completed the "Introduction to WordPerfect" or equivalent courses.

From WordPerfect for DOS to WordPerfect for Windows

This is a conversion course designed for those who are familiar with WordPerfect for DOS and wish to expand their skills to WordPerfect for Windows. Emphasis will be placed on those skills which enable users to take advantage of the Windows-based version, especially in the area of Desktop Publishing. After this course, participants can integrate usage of both versions for their daily document preparation.

Topic includes: Getting Started, formatting document, formatting page, desktop publishing, cooperation for DOS and Windows versions.

Enrolment is limited to 18

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

Venue: Room 808, K.K. Leung Building, HKU

255. Mondays, 7.00-10.00pm, September 27, 1993

256. Mondays, 7.00 - 10.00 p.m., January 31, 1994

2 workshops

Fee : \$500

Entry Qualifications: Students should have successfully completed the course "Introduction to WordPerfect" or "WordPerfect in Depth".

257. Microsoft Word for Windows (CIT 101)

Microsoft Word has been granted an award by BYTE for being the best window-based word processing software. This is a comprehensive course that contains all the basic procedures and techniques you need to work with Microsoft Word. It is intended to help you use Word efficiently.

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

Enrolment is limited to 22

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

Venue: Room 523, Knowles Building, HKU

Date : Mondays, 6.15 - 9.15 p.m., January 3, 1994

4 workshops

Fee : \$1,000

Students are not required to have prior computer knowledge.

258. 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 5.5. 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

Venue: Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.

Date : Wednesdays, 6.30-9.00 p.m., November 24, 1993

6 workshops

Fee : \$1,000

Each student will be assigned to one microcomputer.

259. Symphony (CIT 102)

SYMPHONY is a very useful software package for the business sector. This course provides a training for people using the popular software package. Hands-on practical experience will be emphasized.

Topics include: Work environments of electronic spreadsheet, word processing and graphics, and typical business applications.

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, HKU

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

Date : Saturdays, 2.00-4.30 p.m., November 20, 1993

8 workshops

Fee : \$1,300

Each student will be assigned to one microcomputer.

LOTUS 1-2-3 (CIT 102)

This course provides an in-depth training in the electronic spreadsheet Lotus 1-2-3. Hands-on practical experience will be emphasized. Practical applications with Lotus 1-2-3 will be used throughout the course. Participants are not required to have prior computer knowledge.

Topics include: Electronic spreadsheet concepts, spreadsheet creating, spreadsheet navigating, data entry, data editing, entering formula, worksheet commands, functions, printing techniques, graph commands, printgraph program and macros, linking worksheet files, database manipulation, managing macros and spreadsheet publishing with Allways.

Enrolment is limited to 17

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

Venue: Room 4, Tsim Sha Tsui District Kai Fong Welfare
Association, 2/F., 136A Nathan Road, Kowloon.

260. Tuesdays, 6.30-9.00 p.m., September 21, 1993

261. Tuesdays, 6.30-9.00 p.m., November 23, 1993

8 workshops Fee : \$1,300

Medium of Instruction: Cantonese, supplemented with
English

Each student will be assigned to one microcomputer.

262. Introduction to Excel (CIT 102)

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

Excel is the leading electronic spreadsheet package in the Windows environment. Excel version 4.0 develops new organizational features with emphasis on direct manipulation which eases human effort for complicated presentation work. The intuitive Windows graphical environment also makes any function simple to perform.

Syllabus: Introduction and Basic Skills, Worksheet, Navigating, Format design, Relative and absolute cell address, Working with multiple worksheets, Formulas, Functions, Databases and Data Forms, Charts.

Enrolment is limited to 22

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

Venue: Room 523, Knowles Building, HKU
Date : Mondays, 6.30 - 9.30 p.m., October 11, 1993

6 workshops Fee : \$1,500

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

263. 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, creating and printing reports, printing labels.

Enrolment is limited to 17

Tutor : K.H. Leung, B.C.S.(Windsor), M.B.C.S., Computer
Officer, University of Hong Kong.

Venue: Room 4, Tsim Sha Tsui District Kai Fong Welfare
Association, 2/F., 136A Nathan Road, Kowloon.

Date : Mondays, 6.45-9.15 p.m., September 27, 1993

6 workshops Fee : \$1,050

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 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, HKU

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

264. Mondays, 7.00-9.30 p.m., September 20, 1993

265. Mondays, 7.00-9.30 p.m., November 22, 1993

8 workshops Fee : \$1,300

No prior computer knowledge is required for this course.

Each student will be assigned to one microcomputer.

Programming in dBASE (CIT 105)

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

The course aims to provide participants with 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, HKU

Venue: To be announced
(Workshop) Room 808, K.K. Leung Building, HKU

- 266. Wednesdays, 6.30 - 9.00p.m., commencing November 10, 1993
(Workshop) Mondays, 6.00 - 8.00p.m., November 22, 1993
- 267. Wednesdays, 6.30 - 9.00p.m., commencing November 10, 1993
(Workshop) Mondays, 8.00 - 10.00p.m., November 22, 1993

6 meetings & 8 workshops Fee : \$1,700

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

Each student will be assigned to one microcomputer.

Introduction to dBASE IV (CIT 103)

dBASE IV is the latest version of the dBASE family of database management software. This powerful database package is widely used in microcomputers. This course provides an introduction to this useful software.

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

Enrolment is limited to 17

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

Venue: Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.

- 268. Fridays, 6.30-9.30 p.m., October 8, 1993
- 269. Mondays, 6.30-9.30 p.m., November 22, 1993

7 workshops Fee : \$1,400

Medium of Instruction: Cantonese, supplemented with English.

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

Each student will be assigned to use one microcomputer.

270. Advanced dBASE IV

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

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

Enrolment is limited to 17

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

Venue: Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon
Date : Fridays, 6.30-9.30 p.m., December 3, 1993

5 workshops Fee : \$1,100

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

Each student will be assigned to use one microcomputer.

III. Programming Language

Microcomputer Programming for Beginners (CIT 105)

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

Enrolment is limited to 16

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

Venue: To be announced
(Workshop) Training Centre of Wealthland Consultants & Management Ltd. Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

- 271. Mondays, 6.30 - 9.00 p.m., commencing October 4, 1993
(Workshop) Thursdays, 6.00 - 7.45 p.m., October 14, 1993
- 272. Mondays, 6.30 - 9.00 p.m., commencing October 4, 1993
(Workshop) Thursdays, 7.45 - 9.30 p.m., October 14, 1993

6 meetings & 7 workshops Fee : \$1,100

Introduction to C (CIT 105)

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

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

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

Enrolment is limited to 16

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

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

- 273.** Thursdays, 6.45 - 9.15 p.m., commencing November 11, 1993
(Workshop) Mondays, 6.00 - 8.00 p.m., November 22, 1993
- 274.** Thursdays, 6.45 - 9.15 p.m., commencing November 11, 1993
(Workshop) Mondays, 8.00 - 10.00 p.m., November 22, 1993

6 meetings & 6 workshops Fee : \$1,750

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)

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

Syllabus: Introduction and a quick overview of C; an introduction to the C development environment on PC; the ANSI standard; simple I/O; basic data types, operators and expressions; control constructs; functions and program structures; advanced data types; advanced I/O, operating system interfaces; applied data structures and algorithms; programming style and techniques; structured programming issues; efficiency considerations; and real life applications and examples. *Enrolment is limited to 12*

Tutor-in-charge: Charles Y.W. Cheung, M.Sc., B.Sc. (Toronto), Computer Officer, HKU

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

- 275.** Thursdays, 7.00 - 9.30 p.m., commencing December 30, 1993
(Workshop) Fridays, 6.00 - 10.00 p.m., January 7, 1994

- 276.** Thursdays, 7.00 - 9.30 p.m., commencing December 30, 1993
(Workshop) Mondays, 6.00 - 10.00 p.m., January 10, 1994

8 meetings & 6 workshops Fee : \$2,150

This course assumes no prior knowledge of C but applicants should know at least one programming language (Please indicate in your application).

IV. Computer Networking/Data Communication

277. Elements of Computer Networking

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

Syllabus: Introduction to network technology and architecture; ISO/OSI 7-layer model, theoretical basis for data communications; data link control; network topology; switched and broadcast communication networks; network routing; local area networks (LAN) including Ethernet, Token ring and Token bus; MAN: FDDI, DQDB, frame relay, cell relay, SMDS, ATM; 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.

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

Venue: Room 230, Knowles Building, HKU
Date : Wednesdays, 6.30 - 9.00 p.m., commencing September 29, 1993

10 meetings Fee : \$920

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

Introduction to Local Area Networks with Microcomputers

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

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

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

Enrolment is limited to 16

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

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

- 278. Thursdays, 6.30-9.00 p.m., commencing September 16, 1993
(Workshop) Wednesdays, 6.15-8.00 p.m., September 29, 1993
- 279. Thursdays, 6.30-9.00 p.m., commencing September 16, 1993
(Workshop) Wednesdays, 8.00-9.45 p.m., September 29, 1993
- 280. Thursdays, 6.30-9.00 p.m., commencing November 18, 1993
(Workshop) Wednesdays, 6.15-8.00 p.m., December 1, 1993
- 281. Thursdays, 6.30-9.00 p.m., commencing November 18, 1993
(Workshop) Wednesdays, 8.00-9.45 p.m., December 1, 1993

8 meetings & 5 workshops Fee : \$1,500

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

See also: 987. An Introduction to Telecommunication and Information Systems. (Page 139)

V. Computer Aided Design Drafting

282. Computer-aided Art Design and Desktop Publishing

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

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

Enrolment is limited to 20

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

Venue: Room 230, Knowles Building, HKU
Date : Saturdays, 2.30 - 4.30 p.m., commencing January 15, 1994

12 meetings Fee : \$650

Medium of Instruction: Cantonese supplemented with English

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)

Venue: Room 314, Knowles Building, HKU

- 283.** 6.30 - 9.30 p.m., September 17, 20, 22, 24, & 27, 1993
284. 6.30 - 9.30 p.m., October 4, 6, 8, 11 & 13, 1993
285. 6.30 - 9.30 p.m., January 17, 19, 21, 24, 26, 1994

5 workshops Fee : \$1,350

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 285
Cantonese with English
terminologies for course 283-4

AutoCAD Advanced Drafting

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

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

Topics include: 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.A.(A.S.), B.Arch., M.Arch.
(CAD), H.K.I.A., R.I.B.A., A.P.(list 1)

Venue: Room 314, Knowles Building, HKU

- 286.** 6.30 - 9.30 p.m., November 5, 8, 10, 12 & 15, 1993
287. 6.30 - 9.30 p.m., February 14, 16, 18, 21 & 23, 1994

5 workshops Fee : \$1,350

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

288. 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-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)

Venue: Room 314, Knowles Building, HKU
Date : 6.30 - 9.30 p.m., November 19, 22, 24, 26 & 29, 1993

5 workshops Fee : \$1,350

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

289. AutoCAD Customisation

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

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

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

Venue: Room 314, Knowles Building, HKU
Date : 6.30 - 9.30 p.m., January 3, 5, 7, 10 & 12, 1994

5 workshops Fee : \$1,450

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

290. 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.

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

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

Venue: Room 314, Knowles Building, HKU
Date : 6.30 - 9.30 p.m., October 18, 20, 22, 25, 27, 29 &
November 1, 1993

7 workshops Fee : \$1,800

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

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

Venue: Room 314, Knowles Building, HKU
Date : 6.30 - 9.30 p.m., December 3, 6, 8, 10, 13 & 15, 1993

6 workshops Fee : \$1,800

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

292. Introduction to Wavefront Visualization

Professional quality computer renderings and animations have traditionally been produced by specialists using expensive hardware and complex software. The power to produce these sophisticated visualizations is now available to non-specialists.

This course will provide an introduction to computer visualization using Wavefront Personal Visualizer, Advanced Visualizer, and Visualizer Paint, software on SGI Personal Iris and Indigo computers. It is directed at designers in any profession who are currently working with CAD systems and wish to explore the potential of photo-realistic renderings and video animations.
Enrolment is limited to 9

Tutor : J.W. Bradford, B.Arch.(V.P.I.), M.Arch.(V.P.I. & State), Lecturer, University of Hong Kong

Venue: Room 314A, Knowles Building, HKU
Date : Wednesdays, 6.30 - 8.30 p.m., October 6, 1993

8 workshops Fee : \$1,500

Applicants must have basic knowledge of a microcomputer or workstation, and be familiar with at least one CAD system.

VI. Project Management

293. PRIMAVERA Project Management

This workshop is for professionals responsible for the planning and control of construction projects. The workshop utilizes the latest version of Primavera Project Management software, P3 v5.0. This software has been recommended for computerized project control requirements for PADS/projects.

Workshop sessions are primarily hands-on, utilizing 386 VGA workstations.

Syllabus: Review the planning process; Primavera's project planner: Development of initial project planning data, Schedule preparation, Data input and update, Reviewing activities, Determination of critical activities, Sample charts and reports; Primavision (PV) and "Penguin"; Primavera's graphic interface utilities, project exercise.
Enrolment is limited to 18

Tutor-in-charge : John D. Gilleard, Department of Building Services Engineering, Hong Kong Polytechnic, Hong Kong

Venue: Room 808, K.K. Leung Building, HKU
Date : Mondays, 6.30 - 9.30 p.m., October 11, 1993

5 workshops Fee : \$1,750

VII. Chinese Computing

294. 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)如何選擇中文電腦系統及倉頡輸入法詳解。

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：一九九三年十月十六日起每星期六下午二時三十分至五時
全期學期：五百五十元 (共十講)

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。
(限收十六人)

主 講 人：陳耀輝先生

地 點：九龍彌敦道136號A，尖沙咀街坊福利會2字樓4室

295. 一九九三年九月十六日起每星期四下午六時三十分至九時三十分

296. 一九九三年十一月十一日起每星期四下午六時三十分至九時三十分

全期學費：一千二百五十元 (共六講)

VIII. Object Oriented Approach

297. Application Development with Graphical User Interface

Graphical User Interface (GUI) stands out as the main feature underpinning user interface development in the 90's. Conventional software languages do not address this requirement adequately, therefore new approaches and languages are developed to fill this gap.

This course covers the fundamentals of programming a graphical user interface, with practical examples to explain the steps in constructing such an interface. Emphasis will be placed on object oriented approach to such programming languages. This course will highlight some areas in which conventional analysis and design methodologies are no longer applicable.

Topics include: An introduction to Object Oriented Programming, building a simple Graphical User Interface, Graphical User Interface with Database Access, Object Oriented Analysis and Design, Programming Testing, Object Oriented Development Tools and Standards of Development.

Tutor : Antony Tang, B.Sc.(Melb)

Venue: To be announced

Date : Wednesdays, 6.45 - 8.45 p.m., commencing September 22, 1993

5 meetings

Fee : \$400

298. Moving from C to C++

C++ is an efficient, powerful and popular programming language. With the efficiency and benefits of standard C, it adds on the powerful object-oriented programming (OOP), user-defined types and language extensions.

C++ is an "enhanced C", yet the transition from C to C++ could be difficult. This course takes what you know already in C programming language, and ease you step-by-step through the transition into C++. Participants are expected to have taken a course on C.

Syllabus: Review of C, structures and linked lists, C++ overview and features, C++ basics, Objects and Object-Oriented Programming (OOP) concepts, data hiding, C++ classes, methods, constructors and destructors, C++ operators and friends, overloading, base and derived classes, encapsulation, polymorphism, inheritance, inheriting from existing classes, application examples.

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

Venue: Room 230, Knowles Building, HKU

Date : Wednesdays, 6.30 - 9.30 p.m., commencing December 15, 1993

7 meetings

Fee : \$800

IX. Day Time Intensive Training

299. UNIX Workshop

The UNIX operating system is one of the dominant operating systems in the decade. It runs on computers ranging from personal computers to the largest Supercomputers. It is the operating system that most computer manufacturers offer.

UNIX is the most portable operating system ever developed. This 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 systems, facilities in UNIX, command language interpreter, file system, UNIX toolkit, UNIX shell, UNIX programming environment.

Enrolment is limited to 16

Tutor-in-charge : Bruce Cheung, Assistant Lecturer, HKU

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

Date : 9.30 a.m. - 12.30 p.m. & 1.30 - 5.00 p.m., November 9, 10 & 11, 1993

3 workshops

Fee : \$1,760

This workshop is especially suitable for programmers and computer professionals who require knowledge of UNIX in their work.

A Statement of Attendance will be awarded to those participants who successfully complete the course.

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

300. Local Area Networks Workshop

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

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

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

Enrolment is limited to 16

Tutor-in-charge : Bruce Cheung, Assistant Lecturer, HKU

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

Date : 9.30-12.30 p.m. & 1.30-5.00 p.m., November 16, 17 & 18, 1993

3 workshops Fee : \$1,760

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

Intended audiences include computer administrators, programmers, professionals, as well as business managers and executives who require knowledge of LAN and Novell Netware in their work.

A Statement of Attendance will be awarded to those participants who successfully complete the course.

301. Personal Computer and DOS Workshop

This workshop aims to assist PC users in mastering the 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 16

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

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

Date : 9.30-12.30 p.m., November 22 & 23, 1993

2 workshops Fee : \$600

Each student will be assigned to use one microcomputer.

302. Powerful DOS Commands and Techniques Workshop

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

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

Enrolment is limited to 16

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

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

Date : Saturdays, 9.30-12.30 p.m. & 1.30-5.00 p.m., January 29 & February 5, 1994

2 workshops Fee : \$1,200

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

Each student will be assigned to use one microcomputer.

X. Seminar

303. Introduction to Multimedia

Multimedia has been described as one of the key technologies affecting how humans interact with computers in the future. It allows the coordinated use of multiple channels - text, graphics, audio, video - to deliver information. Although frequently discussed in a computing setting, multimedia will in fact impact us in many other ways, including education, entertainment, business. As is common

in an emerging and important area, companies are introducing a multitude of multimedia products and several standards have been proposed, making it quite difficult for the layman to understand in what direction this technology is heading. In this seminar, we will examine the various hardware and software components that make multimedia computing possible. We will survey multimedia applications that exist today and that are expected to emerge in the not too distant future and discuss how this important new technology will affect our daily lives.

Enrolment is limited to 30

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

Venue: Room 728, Knowles Building, HKU
Date : 9.30 a.m. - 5.00 p.m., commencing October 19 & 20, 1993

2 meetings Fee : \$1,000

304. 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 covers 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)

Venue: Room 728, Knowles Building, HKU
(Workshop) Room 314, Knowles Bldg., HKU
Date : 6.30 - 9.30 p.m., commencing October 21 & 22, 1993
(Workshop), 9.30 a.m. - 5.00 p.m., October 23, 1993

2 meetings & 1 workshop Fee : \$1,500

305. 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)

Venue: Room 15, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Tuesday, 10.00 a.m. - 5.30 p.m., commencing October 26, 1993

1 meeting Fee : \$550

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.

XI. SPACE Certificate Courses

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

本課程主要講述倉頡輸入法及常用中文電腦的應用，內容包括：(一)個人電腦的基本概念；(二)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)；(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；(如DBASE、LOTUS及WINDOWS等)；(六)綜合介紹中文電腦桌上植字排版和中文電腦其他技術的發展和應用。

完成課程後，學員可系統地全面掌握中文電腦的知識，每分鐘最少可輸入12個中文字，並能獨立操作常用的中文系統。

主 講 人：關永強先生(香港大學電算機中心高級電腦主任)
伍山科技發展有限公司中文電腦訓練中心之導師
香港生產力促進局之導師

306. (限收十七人)
講授課程：一九九三年九月二十七日起逢每星期一下午七時至九時，香港干諾道中200號信德中心西翼(9)字樓13室
實習課程：一九九三年十月七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)

307. (限收十八人)

講授課程：一九九三年九月二十七日起逢每星期一一下午七時至九時，香港干諾道中200號信德中心西翼9字樓13室

實習課程：一九九三年十月六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字樓伍山中文電腦培訓中心(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：每班三千五百元(包括上課時所用之磁碟及講義)

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

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

[本課程與香港生產力促進局合辦]

Certificate Course in 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 word-processing, 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 & Windows operations, Computer programming with visual BASIC, a wordprocessing package (WordPerfect), a spreadsheet package (LOTUS 1-2-3) 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

308. Room 230, Knowles Building, HKU
(Workshop) Room 201, Run Run Shaw Building, HKU

Date : Tuesdays, 6.30 - 9.00p.m., commencing September 28, 1993
(Workshop) Mondays, 6.00 - 10.00 p.m., October 11, 1993

309. Room 230, Knowles Building, HKU
(Workshop) Room 808, K.K. Leung Building, HKU
Date : Tuesdays, 6.30 - 9.00p.m., commencing September 28, 1993
(Workshop) Saturdays, 2.00 - 6.00 p.m., October 9, 1993

20 meetings & 25 workshops

Fee : \$4,400

(Workshop meetings consisting of computer and tutorial sessions)

Applicants should have completed secondary education or above.

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

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 8, 1993.**

310. Certificate Course in Database Design and Management

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

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

Enrolment is limited to 20

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

Venue: LG101, K.K. Leung Building, HKU
(Workshop) Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., HK.

Date : Fridays, 6.30-9.30 p.m., commencing October 8, 1993
(Workshop) Tuesdays, 6.00-10.00 p.m., October 26, 1993

16 meetings & 12 workshops

Fee : \$5,000

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

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

Please use special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. Closing date for applications: **20 September, 1993.**

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. The emphasis is on conformity with international standards such as ANSI standards on software engineering, SSADM etc. Popular software and CASE (computer-assisted software engineering) tools, e.g. Oracle, will be used for projects and case studies.

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, desk-top 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

Venue: To be announced
(Workshop) Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

311. Wednesdays, 6.30 - 9.30p.m., commencing December 29, 1993
(Workshop) Fridays, 6.00 - 10.00p.m., January 14, 1994

312. Wednesdays, 6.30 - 9.30p.m., commencing December 29, 1993
(Workshop) Mondays, 6.00 - 10.00p.m., January 17, 1994

16 meetings & 12 workshops

Fee : \$5,000

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 or system development experience.

Assessment: An examination will be conducted at the end of the course. The award of a SPACE 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 8, 1993.**

XII. Academic Award/ Professional Training Programmes



University of London BSc Degree in Computing and Information Systems for External Students

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;
- have reached 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 progress in learning from Level 1 to Levels 2 and 3:

Level 1: 4 compulsory full-units

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

Level 2: 4 compulsory full-units

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

Level 3

4 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 mid-May. Students may attempt examinations in a minimum of 2 full course-units and up to a maximum of 4 full course-units. The maximum number of attempts permitted at any full or half course-unit examination is three.

Course Tuition

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

Library Access

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

Course Syllabuses

Level 1 courses

- CIS101. Introduction to computers and computer programming (1 unit)
 CIS102. Mathematics for computing (1 unit)
 CIS103. Principles of business computing and the nature of business systems (1 unit)
 CIS104. Data, information and information storage (1 unit)

Level 2 courses

- CIS205.Databases (1 unit)
 CIS206.Programming Languages, Information Representation and Processing (1 unit)
 CIS207.Systems Development Methodologies (1 unit)
 CIS208.Telecommunications and Computer Communications (1 unit)

Level 1 prerequisite

- CIS101, CIS104
 CIS101, CIS103
 CIS101, CIS103
 CIS102, CIS104

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

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

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 September 7, 1993 (16 meetings)

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

Revision sessions: about 12 hours as scheduled

314. Mathematics for Computing (CIS 102)

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 September 3, 1993 (16 meetings)

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

Revision sessions: about 12 hours as scheduled

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

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

Lecture meetings: Tuesdays, 7-10 p.m. starting January 4, 1994 (16 meetings)

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

Revision sessions: about 12 hours as scheduled

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

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 7, 1994 (16 meetings)

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

Revision sessions: about 12 hours as scheduled

317. Databases (CIS 205)

Files and records, data storage, data retrieval methods, user views of data, methods of data capture, methods of data output, types of databases, data models, normal forms, data management, data integrity, data back-up and recovery, data security, distributed databases and networks.

Lecture meetings: Mondays, 7–10 p.m. starting January 3, 1994 (16 meetings)

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

Revision sessions: about 12 hours as scheduled

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

Further work on data structures especially on their practical implementations, further work on algorithms including complexity and efficiency, common programming languages together with their areas of application, differences between programming languages and their individual characteristics.

Lecture meetings: Wednesdays, 7–10 p.m. starting January 5, 1994 (16 meetings)

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

Revision sessions: about 12 hours as scheduled

319. Systems Development Methodologies (CIS 207)

De Marco's Structured Systems Analysis, data flow diagram, data analysis, logical data modelling in relational modelling, Behaviour and Event Modelling, Entity Life History modelling, detailed comparison of Structured Systems Methodologies, CASE, prototyping techniques, implication of 4GLs on the approach to systems development, evolutionary development methodologies, Object-Oriented Analysis, project management.

Lecture meetings: Mondays, 7–10 p.m. starting September 6, 1993 (16 meetings)

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

Revision sessions: about 12 hours as scheduled

320. Telecommunications and Computer Communications (CIS 208)

LAN and WAN concepts and topologies, ISO-OSI Model, Distributed Computing, Gateways and Internetworking, e-mail systems, PABX, ISDN.

Lecture meetings: Wednesdays, 7–10 p.m. starting September 8, 1993 (16 meetings)

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

Revision sessions: about 12 hours as scheduled

Teaching Venue

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

Fee

		1993–94
Course fee to SPACE		HK\$5,300 per subject
Application fee to the University of London	Before Sept. 1, 93 £30	After Sept. 1, 93 £35
Registration fee to the University of London	£300	£350

(Fees are subject to change annually)

Enrolment

Students who register for the B.Sc. degree must also enrol in the courses offered by SPACE. Applications for the SPACE courses will be considered on a first-come-first-

served basis and preference will be given to students of this B.Sc. degree. Applicants for the B.Sc. should therefore apply for a place on the External programme before applying to join the SPACE courses.

Students registering for the B.Sc. degree who wish to take SPACE courses starting in September are advised to apply for admission to the degree programme and the courses by **July 24, 1993**, although the official deadline for application submission is **17 September, 1993**.

Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. Such applications require a longer processing time, and these applicants are strongly advised to submit their applications as early as possible.

Exemptions

As from *October 1993*, appropriately qualified students may apply for exemption from up to four full units at Levels 1 and/or 2. Applications of this kind should be submitted along with the initial application for registration.

Exemption may be granted at the discretion of the University in cases where:

- (a) an applicant has successfully completed examinations of either a **DEGREE-LEVEL** or equivalent institution or of a professional body; and
- (b) the syllabuses for these examinations are **DEEMED TO CONFORM IN LEVEL, CONTENT AND EXAMINABLE STANDARD** to any of the Levels 1 and/or 2 units.

The exemption granted is at the discretion of the University, and is of two kinds, as follows:

- (a) a student may be exempted from the requirement to follow a course of instruction and to enter the examination for one or more units at Levels 1 and/or 2;
- (b) a student may be credited with a pass in one or more units at Levels 1 and/or 2.

Students will be notified of the nature of their exemption and of the number of unit passes at Levels 1 and/or 2 with which they have been credited.

Each application for exemption is considered individually on its merits taking into account the syllabuses studied by a student and the marks obtained. Students will be required to submit official evidence of their previous studies and examination results, including **CERTIFIED COPIES OF SYLLABUSES**.

There are currently **NO** exemptions from units at Level 3 of the degree.

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: 8592418)

(2) University Office
Room 1, G/F.,
University Main Bldg.,
Pokfulam Road,
Hong Kong
(Tel: 8584515)

Postgraduate Certificate Course in Computing Studies

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

March, 1994 - November, 1994

**Part II: Tuition in Australia,
Department of Computer Science, Mel-
bourne University (January/February, 1995)**

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
Assoc. Prof. P.G. Thorne Head, Department of Computer
Science, School of Information Technology
and Electrical Engineering, The University
of Melbourne

Introduction:

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

The course syllabus is partly derived from that of the Graduate Diploma in Computing Studies at the University of Melbourne in Australia. This 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 signifi-

cance 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, 1993)

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, or in any case, within two months of the completion of the course,
- (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 requirement 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
- Microsoft Word for Windows
- 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:

- Lotus 1-2-3
- SYMPHONY
- Introduction to Excel
- 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
- Programming in dBASE
- PC Assembly Language and Systems Programming

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

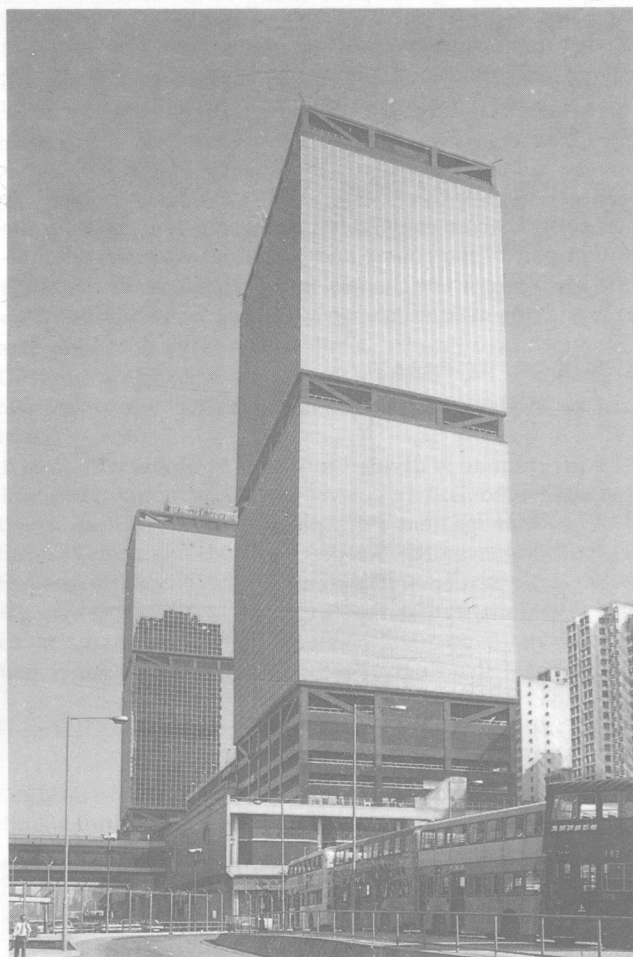
- not less than 80% of attendance, and
- completion of course work or other assessment to the satisfaction of the Tutor.

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).

In order to receive the next issue of this Prospectus, please turn to page 157.

如欲收到下期課程手冊，請翻閱第157頁。



The Shun Tak Centre, West Tower. SPACE has its offices and Teaching Centres on the 9/F. as well as smaller offices on the 14/F. and 15/F.

UNIVERSITY OF BATH

MSc. in Construction Management by Distance Learning

INTRODUCTION

This is a master's degree of the University of Bath, U.K. which is offered in association with SPACE. The course focuses upon developing managers for the property and construction industries and seeks to apply techniques and themes to many open-ended problems which beset managers of projects and organisations. A number of employers in the construction field have identified the course as "an MBA for the construction industry". The course is the first MSc in Construction Management to be offered which is taught at a 'distance'. The degree uses a variety of teaching media including workbooks, video tapes, readings, and text books. The programme is designed to develop the knowledge and skills of construction and property professionals be they consultants, contractors or suppliers or working in clients' organisations. The course is of value to such professionals working in the public or private sector of the industry.

COURSE DURATION

The course can be completed in 2.5 years, two years for the taught part of the course and 6 months + for the dissertation. However more flexible study arrangements are available with the maximum span of the degree being five years.

COURSE FORMAT

Course Modules and Residential Schools

The programme is divided into four Modules with linked weekend schools:-

- Management Principles
- Management Science
- Construction Economics
- Management Practice

Workbooks, Readings, Textbooks and Video Tapes are provided.

METHODS OF ASSESSMENT

The MSc is assessed by way of Assignments, Case Studies, Weekend School participations, Set Examinations and Dissertation.

TUTORING

Each student is appointed an academic tutor for every assessed piece of work as well as a personal tutor to help with any non-academic issues which might arise. Tutors from Bath University attend and run each weekend school. A student 'helpline' is also available.

ENTRY REQUIREMENTS

Applicants should have the following:

Either a first or second class Honours degree (awarded by a UK or approved higher education institution) in Architecture, Building, Civil Engineering, Surveying or a related subject.

Or an acceptable professional qualification in a construction related discipline (eg. MCIOB, ARICS, MICE, RIBA, MIAS).

Or any other degree plus several years' experience working in the property and construction industry.

Relevant employment experience and references are taken into account and final decisions concerning admission to the course are made at the discretion of the University of Bath.

Whilst academic qualifications are important in deciding admissions there is also a need for applicants to be committed to developing their management knowledge and skills in the property and construction industry. As with any study, but particularly for distance learning, it is important that course participants are highly motivated and self directed learners.

COURSE APPLICATIONS

Applications for MSc CMDL are accepted twice per year in Hong Kong -- in April - May and in October - November. Applicants may commence their studies in either mid-May or mid-November.

Please write in for details enclosing a stamped self-addressed envelope to Miss H. Chan, School of Professional and Continuing Education, The University of Hong Kong, Room 1405, 14/F., West Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong.

A course guide is available which explains the course in more detail.

COURSE FEES

University Registration

All students pay a non-refundable registration fee of £100 at the start of the course.

Modules

The course is organised into four Modules -- the current Module fee is \$19,900. This fee includes all course materials, the examination fee, assignment and case study assessment, weekend school tuition, tutor support and your library card which gives you reading rights at the University of Hong Kong.

Dissertation

All students pay the dissertation supervision fee after successful completion of the four Modules. In 1993 the dissertation fee is \$6,000. All fees are reviewed on an annual basis.

CRIMINAL JUSTICE & PUBLIC ORDER

Lecturer in charge: John Holford

Telephone : 859 2784
859 2415

346. Certificate in Criminal Justice

Access Course to University of Leicester M.A. in Public Order.

This programme provides relevant professional and academic education for staff of private, public and voluntary sector agencies involved in the field of Criminal Justice. It 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 aims of the Course are:

- to help students develop a fuller understanding of the Hong Kong criminal law and its relationship to the work of criminal justice agencies;
- to help students develop an understanding of criminal justice systems in other countries;
- to encourage a broad, multi-agency approach to the understanding of crime and delinquency;
- to introduce students to current theories and debates associated with the study of crime and criminal behaviour;
- to enable students to develop the capacity to assess effectively the implications of policy proposals and implementation strategies;
- to develop reading, organisational, writing and evaluation skills for academic and professional purposes.

The areas covered are: An Introduction to the Criminal Justice System; The Criminal Law; Criminal Statistics and Crime Surveys; Crime and Deviance; Police and Policing; Punishment and Corrections; Law and Society; Juvenile Justice; Victims in the Criminal Justice System; Crime Prevention Strategies; Current Issues in Criminal Justice; and Study and Writing 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 the M.A. programme on Public Order offered by the University of Leicester in association with SPACE. Students who complete the Certificate course successfully will meet eligibility requirements for admission to the Leicester M.A. programme.

The course lasts for one academic year. Students normally attend on one Monday evening per week during term time, 6.15-9.30p.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. Further details and an application form are available from Ms. Emily Chin, School of Professional and Continuing Education. (Please enclose a self-addressed envelope.) (Telephone 859 2784).

Course Director: Dr. Jon Vagg, Lecturer in Sociology, HKU

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

Date : Mondays, 6.15-9.30p.m., commencing September 20, 1993

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 and Excise, Immigration, and Social Work. It is also relevant to others interested in questions of public order.

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. Enquiries regarding 1994 entry should be directed as early as possible to Ms. Emily Chin, School of Professional and Continuing Education. (Telephone 859 2784).

Course Director : Dr. Carol Jones, Lecturer in Sociology, HKU

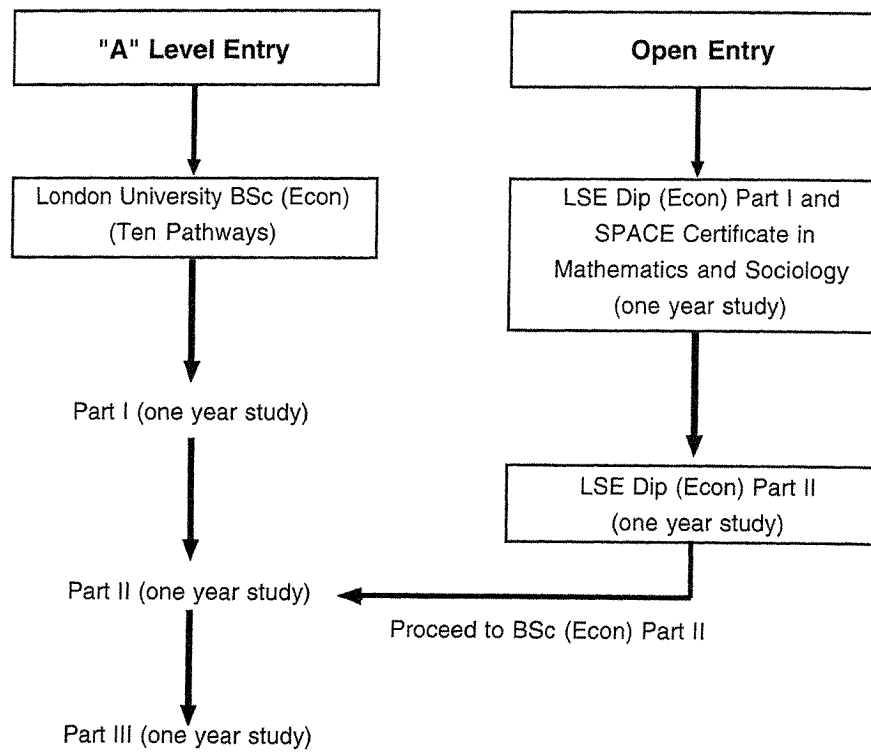
In order to receive the next issue of this Prospectus, please turn to page 157.

ECONOMICS, BANKING AND FINANCE

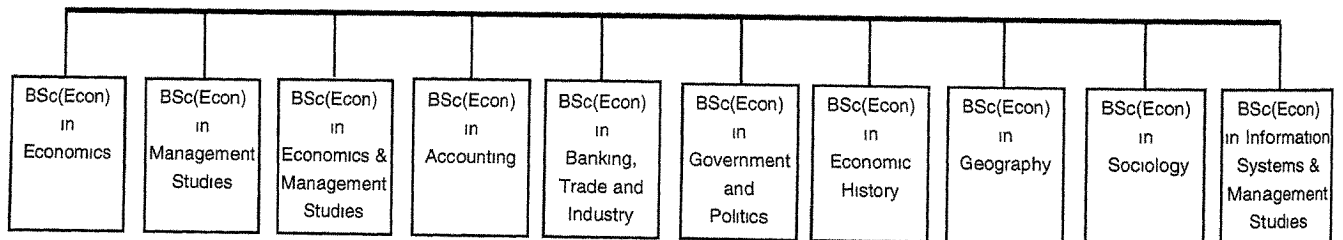
Lecturer in charge: Jennifer G.H. Ng
Teaching Consultant: Y.K. Ho

Telephone : 859 2783
857 9906 (Ext.303)

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



PATHWAYS



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 Structure

Part I (Sept/Oct 93 - May 94)

Mathematics
Introduction to Sociology
English for Academic Purposes/
Study Skills

Part II (Sept/Oct 93 - May 94)

Economics
Elements of Statistics
English for Academic Purposes/
Study Skills

Entrance Requirements

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

Course Tuition

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

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 a certificate of regular attendance and satisfactory completion of course work will be sought from SPACE one month before the examination for each student submitting an entry to the examination. In the absence of such a certificate the University of London will refuse to admit the student to the examination.

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

1. passed the LSE examinations in both papers;
2. attended the course satisfactorily (70% of lectures and tutorials);
3. obtained 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. In addition, about 15 universities in the UK have agreed to consider holders of the LSE Diploma for entry into their undergraduate second year. For details, please contact the Director of Studies.

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.)
Tel: 859 2783

Teaching Consultant : Ho, Y.K., B.Econ (Malaya), F.C.I.I
Tel: 857 9906 Ext. 303

Lecturers:

Sociology : Ms. Pun, S.H., M.A. (Hawaii)
Mathematics : Yao, T. H., B.Sc. (H.K.), Dip.Math. (Gott)
Statistics : Wong, C. M., B.Soc.Sc.(H.K.)
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

The course is expected to commence in September/October 1993. Students must register for the School of Professional and Continuing Education course before embarking on registration with London University. Applications to the course should be made by **August 13, 1993** and students should complete their London University registration by **October 16, 1993**. The course fee for Part I is **HK\$7,800**. Students must also pay the London University registration and examination fees (see below).

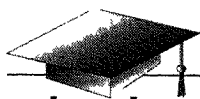
London University Fees and Charges

	<u>GBP</u>
* Initial registration fee	350
Continuing registration fee (All students will be required to pay a continuing registration fee in the second and subsequent years)	106
Examination fee for each part	168
* Applicable only on first registration.	

The application form and detailed information of the course 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 |
|---|---|

Late applications may be considered at the discretion of the Director.



London University External BSc(Econ)

Introduction

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 and Finance. 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 1993-94 (Sept/Oct 1993 - April/May 1994)

Part I

- Introduction to Economics
- Elements of Statistics
- Banking 1
- Introduction to Sociology
- Mathematics for Economists

Part II & III

- Economics B2
- Elements of Accounting and Finance
- Law and Organisations in England and Wales
- Economics of Industry
- Management Accounting
- Management Science Methods
- Organisation Theory
- Marketing
- Computer-based Information Systems
- Mathematics for Management
- Management Economics

Lectures will normally be held on weekday evenings, Saturday afternoons, and/or Sunday mornings/afternoons.

Course Tuition

Part I courses comprise a series of lectures conducted by local lecturers. Two months before the examinations, lecturers from the 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.

Revision courses for Economics B2, Elements of Accounting and Finance, Computer-based Information Systems, Management Accounting, Economics of Industry, and Management Economics may be organised. If these courses are to take place, they will be taught by LSE teaching members/UK lecturers in March/April 1994, and a separate fee will be charged for each of these courses.

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.)
Tel: 859 2783
- Teaching Consultant : Ho, Y.K., B.Econ (Malaya), F.C.I.I
Tel: 857 9906 Ext. 303

Lecturers (local):

- Introduction to Economics : To be announced
- 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. (U.E.A.),
A.C.I.B.
- Introduction to Sociology : Ms. Pun, S.H., M.A. (Hawaii)
- Mathematics for Economists: Yung, S.P., B.Sc.,
M.Phil.C.U.H.K.;
Ph.D. (Wisc.)
- Economics B2 : Leung, M.P., B.A., M.Soc. Sc.,
P.C.Ed. (H.K.)

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. (H.K.)
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	: Ms. Ng, W.H., B.Sc.(Sydney), M.B.A. (York)
Marketing	: To be announced
Computer-based Information Systems	: Yau, S.K., B.Sc., M.B.A. (Albany)
Mathematics for Management	: Chan, R.H.F., B.Sc. (CUHK), M.Sc., Ph.D.(New York)
Management Economics	: Sun, K.H., B.A. (Illinois), M.A. (Illinois)

Tuition Fees

The course fee per subject is \$2,000. Students must also pay the London University registration and examination fees (see below).

London University Fees and Charges

	GBP (on or before Aug. 31, 93)	GBP (on or after Sept. 1, 93)
Application handling fee	30	35
*Initial registration fee	300	350
Continuing registration fee <i>All students will be required to pay a continuing registration fee in the second and subsequent years.</i>	106	106
Examination fee for each part	264	264

* Applicable only on first registration.

Entrance Requirements

SPACE Preparatory Courses:

- No entrance requirements
- It is not necessary to be registered as an external student with London University to attend the courses
- Applications for the courses will be considered on a first-come-first served basis

Admission to the degree programme (London University Registration) :

- To be admitted to the BSc(Econ) degree programme (London University Registration), 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 the 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.

- If you do not hold formal entrance qualifications there is an alternative entry route via a course held at the School of Professional and Continuing Education of the University of Hong Kong leading to the **London School of Economics and Political Science Diploma in Economics for External Students**. The successful completion of this course entitles a student to exemption from University entrance requirements and to partial or total exemption from the BSc(Econ) Part I examination.

Application

SPACE Preparatory Courses :

1. The preparatory courses offered by SPACE are expected to commence in **September/October 1993**.
2. Those who wish to take London University examinations in May/June 1994 are advised to apply for the courses by **August 13, 1993**.
3. Completed application forms should be sent to the Director of School of Professional and Continuing Education, University of Hong Kong. Application forms are available on request and should be sent together with the appropriate fee either in the form of a crossed cheque or cashiers order made out in favour of the **University of Hong Kong**. You should write one application form and one crossed cheque or Bank draft for each course you apply. Photocopied application forms are also acceptable.
4. Enquires on the courses should be directed to :

Director of Studies : Ng, J.G.H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Tel: 859 2783

Teaching Consultant : Ho, Y.K., B.Econ (Malaya), F.C.I.I
Tel: 857 9906 Ext. 303

5. Application forms and detailed information of the courses 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 |
|--|--|

Remarks : Please bring with you your course fee receipt when you attend the lecture. There will be staff checking the receipt. Students who cannot produce their receipts, will be black-listed, and barred from taking London University Examinations and prosecuted by the police.

Late applications may be considered at the discretion of the Director.

London University Registration:

1. Those who wish to take London University examinations in May/June 1994 are advised to apply for registration by **August 13, 1993**.
2. Students who are eligible for admission to the degree programme should complete their degree registration by **November 30, 1993**. (Fees paid for SPACE preparatory courses may be fully refunded to applicants who have attempted but are unsuccessful in their application for admission to the degree programme. But request for such refund must be made in writing and must reach the Director of Studies, Ms. Jennifer G.H. Ng, two weeks before commencement of the courses.)
3. Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. A longer processing time is required for these applications so applicants are strongly advised to submit their applications as early as possible.
4. Enquires on London University Registrations should be directed to :
Officer-in-charge : Ms. Wendy Jackson Tel: 858 4515
5. New registrations for all London University Programmes will be dealt with by the School of Professional and Continuing Education of the University of Hong Kong.

Application forms and prospectuses are available from:
SPACE Town Centre,
Suite 1504-05, Shun Tak Centre,
West Tower, 15/F., 200 Connaught Road Central,
Hong Kong. (Tel. 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)

Applicants may also write in for detailed prospectuses enclosing a \$4.5 stamped self-addressed envelope. All correspondence must be marked **London University Applications**.

6. A London University Open Day will be held on July 17, 1993 10.00 a.m. - 4.00 p.m. in the SPACE Town Centre. The Lecturer in charge from SPACE will introduce the BSc(Econ) degree programme and the preparatory courses.

London University External BSc(Economics) Revision Courses

Revision courses for the following Part II/III subjects of the London University BSc(Econ) degree programme will be taught in March/April, 1994 by examiners/lecturers from the United Kingdom.

Elements of Accounting and Finance
(L.U.Syllabus No. 0019)

Economics B2 (L.U. Syllabus No. 0013)

Computer-based Information Systems
(L.U. Syllabus No. 0037)

Management Accounting (L.U. Syllabus No. 0031)

Economics of Industry (L.U. Syllabus No. 0017)

Management Economics (L.U. Syllabus No. 028)

Please write in for details enclosing a stamped self-addressed 7" x 10" envelope.

354. University of London School of Oriental and African Studies MSc in Financial Economics for External Students

Introduction

The School of Professional and Continuing Education (SPACE) is pleased to announce the availability of a further degree course in addition to those already offered in the London University external degree programme. This is the London University MSc in Financial Economics which is designed and produced by the School of Oriental and African Studies (SOAS). As with other degree courses SPACE will organise the registration and a programme of tutorials to prepare students for the examinations.

Distance Teaching Support

This SOAS course is an innovative postgraduate programme in the economics of finance and development. It is specially designed for external students and is based on distance learning. SOAS provides lectures through video cassettes, printed study texts, tutorial exercises on audio-cassette and assignments. Students will also be assigned to a correspondence tutor in the UK who will aid and monitor students' progress through the courses by commenting in considerable detail on their assignment work, as well as grading it.

To help students cope with distance learning, tutorial sessions will be held at SPACE whereby experienced local tutors will meet students regularly to discuss work. For the MSc programme, SPACE will also provide support services such as registering students, administering the assignments and examinations.

Course Structure

The MSc course broadly covers the principles and application of financial economics and economic policy analysis. To graduate, students must successfully complete seven courses, four in the first year and three in the second. The first year's courses to be offered in 1994 are:

- Macroeconomic Models and Policy
- International Finance
- Banking, Finance and Development
- Econometric Principles and Data Analysis

The remaining three courses must be taken in the second year but it is possible to substitute one of these three courses with a dissertation.

The courses from which you are likely to be able to choose in 1995 are:

- Macroeconomics Policy and Stabilization Programmes
- Exchange Rates and International Finance
- Development Finance Principles and Experience
- Investment and Project Appraisal
- Econometric Analysis and Applications
- Research Methods in Financial Economics

Course Materials and Assessments

For each course the students will receive a package of study materials including the following:

- Specially written course "units" with detailed guidance, each comprising one week's work, and teaching texts
- Core textbooks
- Other published texts or an integrated collection of readings
- Audio cassette exercises with related notes, introducing or reviewing graphic or statistical techniques
- A weekly lecture on video-tape, which discusses the week's work, giving additional help to particularly difficult concepts or relating the texts to "real world" examples through the use of case study materials

Each course in the MSc programme is assessed both by a final examination and by "continuous assessment" of course assignments which are graded and extensively commented

upon by experienced correspondence tutors in the UK. Each component of the course - the examination and the course assignments - counts for fifty per cent of the students' final assessment grade, and both must normally be passed for successful course completion.

Entrance Requirements

Applicants must hold a Bachelor's degree from a recognised tertiary institution in one of the following disciplines:

- Economics
- Finance, or
- Business Studies

Application and Fees

The course is expected to commence in January/February 1994. The course fee for Year I is £3,058 (the course fee includes London University registration and examination fees, course materials and local tuition).

All applicants are required to complete and return the "University of London MSc in Financial Economics" application form not later than **Friday, October 29, 1993**. Enquiries on the course should be directed to:

Director of Studies : Ng, J. G. H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Tel: 859 2783

Teaching Consultant : Ho, Y. K., B.Econ (Malaya), F.C.I.I.
Tel: 857 9906 Ext. 303

The application forms and detailed information of the MSc course can be obtained by enclosing a stamped self-addressed 7" x 10" envelope or in person from:

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|--|---|
| <p>1. School of Professional and Continuing Education, University of Hong Kong, G/F., University Main Bldg., Pokfulam Road, Hong Kong.
Tel: 859 2783</p> | <p>2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong.
Tel: 547 2225</p> |
|--|---|

Late applications may be considered at the discretion of the Director.

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.

355. 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:

- 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
- 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

- 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.
- 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 requirement	No. of subjects to be fulfilled 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/Oct 93 - Jan 94	Unit 1	Quantitative Analysis A
	Unit 2	Economics A
Jan 94 - May 94	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.)
Tel: 859 2783

Teaching Consultant: Ho, Y. K., B.Econ (Malaya), F.C.I.I
Tel: 857 9906 Ext. 303

Lecturers:

Quantitative Analysis A : Chan, R.H.F., B.Sc.(C.U.H.K.),
M.Sc., Ph.D.(New York)

Economics A : To be announced

Quantitative Analysis B : Chan, Y.C., B.Sc.(Nanyang),
M.A. (Lancaster), Ph.D.
(Manchester)

Accounting and Financial: Tsang, Y. H., M.B.A.(U.E.A),
Management A F.C.C.A., A.C.I.S.,
A.H.K.S.A., C.P.A.

Application and Fees

The course is expected to commence in September/October 1993. 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 1, 1993**. Full course fee is **HK\$10,650**.

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 Post-graduate Certificate course.

The MCom and GradDip application forms and detailed information of the PCCE course 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

Professional Programme in Investment Analysis

This is a series of 6 courses designed to give an informed knowledge of the techniques, principles and practice of equity analysis and operations. These six courses can be taken individually as separate options by those who show interest in specific aspects of equity analysis, as well as by those members of the general public who are interested in investment. This programme may also be taken as a package of six courses which will be very relevant for those who would like to adopt a professional approach to equity

analysis; such as the Fund Managers, Investment and Research Analysts, Remisiers, Accountants, and Financial Executives.

This programme comprises the following six courses which will be conducted by tutors who are experienced personnel working for or associated with the investment industry:-

Courses to be offered:

- 356-357. Equity Analysis (8 meetings)
- 358-359. How To Read Financial Statements
(5 meetings)
- 360-361. Hang Seng Index Futures/Options
Spot-Futures-Options Relationship
(8 meetings)
- 362-363. Introduction To Technical Analysis
(5 meetings)
- 364-365. Investment Analysis & Programme Trading
(I) (6 meetings)
- 366-367. Investment Analysis & Programme Trading
(II) (8 meetings)

Profile of Teaching Team

Lecturer-in-charge : Ng, J. G. H., B.A.(Simon Fraser),
M.Soc.Sc., P.C.Ed.(H.K.)
Tel: 859 2783

Teaching Consultant: Ho, Y. K., B.Econ (Malaya), F.C.I.I
Tel: 857 9906 Ext. 303

Director of Studies: MR. DESMOND LI, B.Sc.(De La Salle)
He has been practising as an economist and an investment analyst since 1986. He is currently working with a Canadian Investment Company, and is also a columnist of HK Economic Journal. He is the author of 'The Secret of Investment - Simplicity'. His expertise covers H.K. and U.S. equity, U.S. commodity futures and equity options, and worldwide fixed income market.

Tutors:

MR. ANIL DASWANI, B.Sc.(Bradford)
He has been practising as an Investment Analyst in the last few years. He is currently working with Standard Chartered Securities.

MR. FRIEDRICH LUNG, B.Soc., M.Soc.Sc.(H.K.)
He has worked in the University of Hong Kong from 1988 - 1990 and has also practised in the investment industry thereafter. He is currently working in a listed bluechip company.

MR. GORDON NG, B.A.(H.K.), M.Sc.(Illinois)
Vice-President of a Canadian Investment Company. He has worked in various Government Departments and the investment industry since 1955. Mr. Ng has also worked in the International Monetary Fund Institute, the U.S. Bureau of Census and various financial institutions in London. He was a member of the team which formed the Hang Seng Index.

MR. ADRIAN NGAN, B.A.(C.U.H.K.)

Senior Analyst, Swiss Bank Corp. He has been working as an Investment Analyst since 1986.

Equity Analysis

This course is designed suitably for the Investment Analyst, Funds Managers, Accountants, and those members of the general public who are interested in investment. Topics covered include introduction to risk premium, internal rate of return & growth rate, present value, PE/DDM/NAV/LIQUIDATION VALUE/MARKET VALUE/COMPARABLE APPROACH/ CASH FLOW APPROACH, systematic risk & unsystematic risk, business cycles, interest rate parity theorem & covered warrants. Upon completion of this course, students are expected to show ability to forecast as a junior fundamentalist.

Tutor : Friedrich Lung

Course No. 356

Venue : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2.30-4.30 p.m., commencing July 24, 1993

Course No. 357

Venue : To be announced

Date : Saturdays, 2.30-4.30 p.m., commencing October 9, 1993

8 meetings

Fee: \$800

Medium of Instruction: Cantonese supplemented with English

How To Read Financial Statements

This course is prepared suitably for those members of the general public who are interested in investment and the non-financial investors. Topics covered include the foundation of credit analysis, basic financial ratios, traps of financial statements (accrual approach, historical accounting & managerial manipulation) & cash flow analysis. Upon completion of this course, students are expected to show ability to determine the financial health of a company.

Tutor : Adrian Ngan

Course No. 358

Venue : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 7.00-9.00 p.m., commencing July 19, 1993

Course No. 359

Venue : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 7.00-9.00 p.m., commencing October 18, 1993

5 meetings

Fee: \$500

Medium of Instruction: Cantonese supplemented with English

Hang Seng Index Futures

This course is specifically designed for those members of the general public who are interested in investment and personnel in the investment industry such as Fund Managers, Remisiers, Investment Analysts and Accountants. Topics covered include trading mechanics, factors influencing futures & options price movements, hedging & speculation, option trading strategies, covered & naked purchase and writing of call/put options, bullish & bearish spreading and horizontal & vertical spreading.

Tutor : Gordon Ng

Course No. 360

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

Date : Wednesdays, 7.00-9.00 p.m., commencing July 21, 1993

Course No. 361

Venue : To be announced

Date : Wednesdays, 7.00-9.00 p.m., commencing October 13, 1993

8 meetings

Fee: \$800

Medium of Instruction: Cantonese supplemented with English

Introduction To Technical Analysis

This course is specifically designed for those members of the general public who are interested in investment and personnel in the investment industry such as Fund Managers, Remisiers, Investment Analysts & Accountants. Topics covered include the Dow Theory, support & resistance, Moving Averages Convergence & Divergence, overbought / oversold indicator, momentum indicator, stochastic process, parabolic index, advance / decline lines and price patterns. Upon completion of this course, students are expected to show ability to forecast as a junior chartist.

Tutor : Anil Daswani

Course No. 362

Venue : To be announced

Date : Saturdays, 2.30-4.30 p.m., commencing July 24, 1993

Course No. 363

Venue : To be announced

Date : Saturdays, 2.30-4.30 p.m., commencing October 9, 1993

5 meetings

Fee: \$500

Medium of Instruction: English

Investment Analysis and Programme Trading (Level I & II)

The objective of this course is to introduce some PRACTICAL investment techniques. Only theories which are relevant to PRACTICAL investment decisions will be discussed. The course will focus on (i) the logical approach of how to arrive at an OBJECTIVE investment decision by knowing the INTRINSIC VALUE of an investment instrument; (ii) the essence of programme trading with which investors will be able to DISCIPLINE themselves to carry out the investment strategies formulated by themselves; (iii) special issues, such as privatization and placements. CURRENT REAL situation practices will be emphasized throughout the whole course. Students are expected to be able to form their own investment system and portfolio after the course.

Level I :

1. Macro and Micro Approach
2. Fundamental Analysis
3. Technical Analysis
4. Insider Trading Analysis
5. Institution Trading Analysis
6. Psychological Analysis
7. Correlation Analysis
8. Programme Trading, Plan and Discipline
9. Form Your First Portfolio

Level II (Level I is not a prerequisite to Level II):

1. Advanced PRACTICAL Analytical skills (Quantitative background is not required.)
2. Advanced Programme Trading
3. Diversification and a good Portfolio
4. Criteria to buy a stock
5. Is Buy and Hold the Best Policy?
6. Special events: Takeover, Placement, and Privatization
7. Impact of Government Policies
8. Impacts of changes in Interest Rate and Inflation Rate
9. Impact of Political Unstability
10. Should We Believe The Forecasts of Economists and Analysts?
11. Speculation. When To Invest and In What?
12. Special Dates - The Weekend Threat and The Year End
13. Form Your Second Portfolio with the aid of Programme Trading technique

Tutor : Desmond Li

Level I

Course No. 364

Venue : Room 20, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Thursdays, 7.00-9.00 p.m., commencing July 22, 1993

Course No. 365

Venue : To be announced
Date : Thursdays, 7.00-9.00 p.m., commencing October 14, 1993

6 meetings

Fee: \$600

Medium of Instruction: Cantonese supplemented with English

Level II

Course No. 366

Venue : Room 141, University Main Building, HKU
Date : Wednesdays, 8.00-10.00 p.m., commencing September 15, 1993

Course No. 367

Venue : Room 141, University Main Building, HKU
Date : Wednesdays, 8.00-10.00 p.m., commencing November 24, 1993

8 meetings

Fee: \$800

Medium of Instruction: Cantonese supplemented with English

Short Courses in Economics, Banking and Finance

368. A-Level Microeconomics and Macroeconomics

This course is designed to help candidates prepare for the H.K.A.L. and G.C.E. examinations. Those who plan to study the London University BSc Economics or Diploma in Economics programme next year will also find this course useful. Topics include: 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 thorough understanding of the course. Participants are expected to have F.5 standard.

Tutor : Luk Kam Kong, B.Soc.Sc. (H.K.)

Venue: To be announced

Date : Mondays, 6.30-9.00 p.m., commencing September 13, 1993

15 meetings

Fee : \$950

Medium of Instruction : English supplemented with Cantonese

369. Hong Kong Economy

This course is designed for people who are interested to know the present economic system of Hong Kong and its future economic developments. Discussion topics include: National Accounting System, Monetary Policy, Public Finance, Banking System, International Trade and Future Economic Developments.

Tutor : Simon Wu, B.A., M.A. (Manitoba)

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

Date : Mondays, 7.45-9.45 p.m., commencing December 6,
1993

4 meetings

Fee : \$200

370. Import and Export Banking

This course is specially designed for those working in bank's bills departments and/or shipping division of import/export firms who wish to widen their knowledge on international trade and practice. Topics include: 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. Participants are expected to have F.6 standard. After completion, students should be able to solve basic bills problems.

Tutor : William Chan, B.Soc.Sc. (C.U.H.K.), A.C.I.B.

Venue: Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Saturdays, 2.15-5.15 p.m., commencing September
18, 1993

6 meetings

Fee : \$450

Medium of Instruction :Cantonese supplemented with
English

371. Bank Lending and Credit Analysis

This course is designed for banking staff members who need a comprehensive basic knowledge of 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, Professional Dip.
(H.K. Poly.)

Venue: Room 122, University Main Building, HKU

Date : Mondays, 6.45-9.45 p.m., commencing November
15, 1993

6 meetings

Fee : \$450

Medium of Instruction :Cantonese supplemented with
English

372. 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 Professional Dip. (H K Poly)

地 點：香港大學校本部大樓 122 室

時 間：一九九四年一月十日起每星期一下午六時四十分至九時四十五分

全期學費：三百元 (共四講)

373. Private Banking

This course is designed for 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 and trustee services.

Tutor : H. K. Kong, P.Mgr. (CIM), A.C.I.B., Dip.F.S.,
A.C.I.S., M.I.C.M. (Grad.), A.A.I.A.,
M.Inst.A.M. (Dip.), A.C.I.Arb.,
M.I.Inf.Sc.

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

Date : Wednesdays, 7.45-9.45 p.m., commencing September
15, 1993

8 meetings

Fee : \$400

374. Investment Banking

This course is designed for executives in commercial and corporate banking business. Discussion topics include: US credit market and international banking system, domestic and euromarket, corporate financial strategy, capital markets instruments - commercial paper, eurernote, medium-term note, certificate of deposit, bond, floating rate note, high yield bond, transferable loan certificate, credit rating, US Treasury market and benchmark.

Tutor : H. K. Kong, P.Mgr. (CIM), A.C.I.B., Dip.F.S.,
A.C.I.S., M.I.C.M. (Grad.), A.A.I.A.,
M.Inst. A.M.(Dip.), A.C.I.Arb.,
M.I.Inf.Sc.

Venue: Room 11, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Thursdays, 7.00-9.30 p.m., commencing September
16, 1993

8 meetings

Fee : \$500

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 and factoring.

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.)

Venue: Room 122, University Main Building, HKU
Date : Mondays, 6.30-9.30 p.m., commencing September 13, 1993

8 meetings Fee : \$600

Medium of Instruction : English supplemented with
Cantonese

376. Foreign Exchange Management and Investment

This course is intended for corporate executives, banking staff, brokers and individual investors who wish to have a thorough understanding of Foreign Exchange mechanisms, its risk and management. Topics include: FX system, FX risk, 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.)

Venue: Room 12, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Mondays, 7.45-9.45 p.m., commencing September 13, 1993

10 meetings Fee : \$500

377. Foreign Exchange and Treasury Management for Company Executives

This course is designed for company finance executives. 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, financial futures and options contract and management control of treasury activities.

Tutor : H. K. Kong, P.Mgr. (CIM), A.C.I.B., Dip.F.S.,
A.C.I.S., M.I.C.M. (Grad.), A.A.I.A.,
M.Inst.A.M. (Dip.), A.C.I.Arb.,
M.I.Inf.Sc.

Venue: Room 11, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Thursdays, 7.00-9.30 p.m., commencing November 25, 1993

8 meetings Fee : \$500

Investment Management

This course aims at introducing various common investment devices and opportunities to small investors and savers. Topics include: Forex, Stock, Bond, Futures, Unit Trust and Option Markets; ratio analysis and assessing performance of a company; issues of shares, rights, warrants, convertibles and bonds; evaluation of common stock and bonds; risk and return analysis; company mergers and acquisitions; portfolio planning and management; technical analysis.

Course No. 378

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.)

Venue: To be announced
Date : Fridays, 6.30-9.30 p.m., commencing September 17, 1993

Course No. 379

Tutor : Roland C. C. Lam, B.A. (York)

Venue: To be announced
Date : Fridays, 6.30-9.30 p.m., commencing November 19, 1993

6 meetings Fee : \$450

Medium of Instruction: English supplemented with
Cantonese

380. 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：香港花園道三號萬國寶通廣場亞太金融大廈五樓

時 間：一九九三年九月七日起每星期二下午六時三十分至八時十五分

全期學費：三百一十元 (共七講)

381. 期權合約簡介 (Introduction to Options Trading)

本課程適合對期權買賣，特別是恒生指數期權買賣有興趣的人士參與。內容包括期權的基本概念，認購及認沽期權的分別及用途，期權買賣的策略，期權價格之釐定，客戶按金計算法及期權市場的運作。

主 講 人：由香港期貨交易所有限公司安排期貨業內人士主講

地 點：香港花園道三號萬國寶通廣場亞太金融大廈五樓

時 間：一九九三年十一月二日起每星期二下午六時三十分至八時十五分

全期學費：二百六十五元 (共六講)

382. Securities and Equity Market in Hong Kong

The course will cover both the legal and practical aspects of the securities industry in Hong Kong. It will be particularly appropriate to business executives in the banking, fund management and securities industry. No prior knowledge of the subject is required. Topics include regulatory frameworks; the issue of securities and public floatation; company law in relation to shareholders' voting and rights; trading in the stock market and duty and liability of brokers; takeovers and mergers; regulation of trading practices and market malpractices in the securities industry; insider trading; disclosure of beneficial interest in shareholding; taxation of debt securities in Hong Kong; regulation and structure of the unit trust and futures industry in Hong Kong; globalisation of the securities market.

Tutor : S. Leung, Solicitor, LL.M. (Cantab.), P.C.LL. (H.K.)

Venue: Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2.00-5.00 p.m., commencing November 13, 1993

10 meetings

Fee : \$750

383. Hong Kong Statistics for Business

This course is offered in cooperation with the Census and Statistics Department. It is designed to put managers, administrators and planners in closer touch with the statistical data available in Hong Kong, and to show how such data may be used to assist in business and forecasting. The course is an integrated series of lectures by experts in the field.

Tutors: Speakers are mainly senior professionals from the Census and Statistics Department

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

Date : Tuesdays, 6.00-8.00 p.m., commencing November 2, 1993

6 meetings

Fee : \$300

384. General Principles of Law

This Course aims to give a general understanding of the laws of Hong Kong. The course is particularly useful to those wishing to take the Local Stage 1 Examinations of the Chartered Institute of Bankers. Topics include: Nature and Sources of Law, Law of Persons, Law of Property, Law of Trusts, Law of Succession, Law of Torts, Law of Contract and Law of Negotiable Instruments.

Tutor : Peter Ho, Solicitor, B.A. (C.U.H.K.), Post. Dip. Chinese Law (East Asia)

Venue: Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 6.00-9.00 p.m., commencing September 13, 1993

14 meetings

Fee : \$1,050

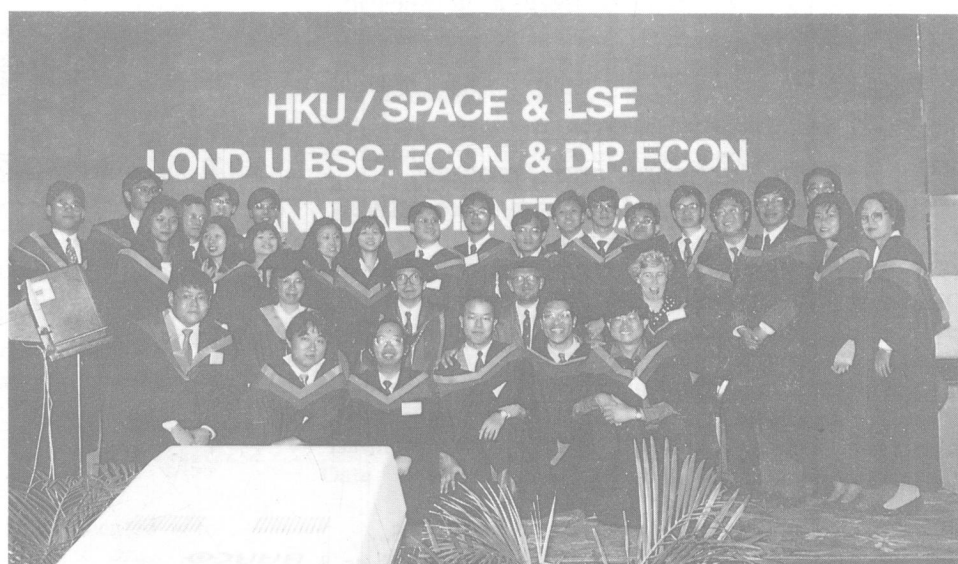
Medium of Instruction : English & Cantonese

See also:

995. *Quantitative Analysis I.* (Page 141)

996. *Mathematics of Compound Interest & Finance.* (Page 141)

The 1992 Presentation Ceremony for the LSE Dip. Econ. and London University B.Sc.Econ.



441. Introduction to Reading in English – Primary

This course aims to provide an overview of essential concepts and procedures for the teaching of reading at the primary level. It also offers the teachers practical suggestions on how to organize an effective reading programme in the classroom. The topics to be covered will include: 1. an introduction to the process of reading; 2. developing early reading: look and say, phonics; 3. appreciating books: shared reading, using real books, readers for extensive reading, reading aloud, responding to text etc. (for 2 sessions); 4. developing reading strategies and skills; 5. organizing, preparing and evaluating reading instruction.

Enrolment is limited to 35

Tutors : Members of the Hong Kong Reading Association.
(Course co-ordinator: Ms Kitty K.M. Kwan)

Venue : Room 17, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Thursdays, 6.30-8.30 p.m., commencing November 4, 1993

6 meetings

Fee : \$385

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

442. 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認識有關中文閱讀的理論和掌握中文閱讀的教學法。課程內容包括：1. 概論：閱讀的本質及過程；2. 閱讀的教與學；3. 閱讀的類型與選材的原則；4. 閱讀策略和技巧（共兩講）；5. 閱讀教學與實踐。（由學員參與設計閱讀活動，以收切磋之效。）

(限收三十五人)

主 講 人：香港閱讀學會會員（統籌：關潔文小姐）

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：一九九三年十月十一日起每星期一下午六時三十分至八時

全期學費：三百三十五元（共六講）

教師可獲教育署退還半費。詳參第66頁。

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, it is particularly important that you enrol at the School of Professional and Continuing Education before the course commences, otherwise courses may be cancelled if it appears that there is insufficient enrolment prior to the starting date.

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

461. 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.

The harmonisation of EEC markets has increased pressure on manufacturers to adopt an internationally recognised 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.)

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

Date : Mondays, 6.30-9.00 p.m., commencing January 3, 1994

6 meetings

Fee : \$500

462. 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-in-charge :

K.T. Ng, B.Sc.(Eng.)(U.W.A.), M.Sc. (Sydney)
W. Chan, B.S.E./E.E., M.S.E./E.E. (Michigan)

Venue : To be announced.

(Workshop) Rm.314 Knowles Building, HKU

Date : Fridays, 6.30-9.00 p.m., commencing Oct. 22, 1993
(Workshop) Tuesdays, 6.15-9.15 p.m., November 16, 1993

22 meetings & 18 workshops

Fee : \$4,350 (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 18, 1993. A special application form is available on request from SPACE.

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).*

Lecturers in charge : Richard Booker
Peter Kennedy

Telephone: 547 2225

GENERAL ENGLISH COURSES

Course No.

471-498	Certificate Programme in the Use of English
499-527	Foundation English Programme
528-534	Practical English Programme
535	Developing Spoken English Skills
536-537	Everyday Spoken English
538	Certificate Course in English Speech

ENGLISH FOR SPECIFIC PURPOSES

Course No.

539-545	Certificate Programme in English for Business
546	Certificate Course in English for Engineering
547	Certificate Course in Medical English
548-549	Interpersonal Communication

ENGLISH FOR TEACHERS

Course No.

552-554	Certificate Programme in English Language Teaching
555	Preparing for Speech Festivals

LITERATURE IN ENGLISH

Course No.

556	Saturday Seminars on Teaching English Literature in Hong Kong
557	Fact or Fiction?

General English Courses

Certificate Programme in the Use of English

The main aim of this advanced level general English programme is to help students develop greater fluency in spoken English so that they can USE English confidently and accurately in a variety of different contexts. Emphasis is put on language PRACTICE and production rather than learning ABOUT the rules of grammar in isolation. The course will not only help students to become proficient in speaking English but will also enhance their ability to understand and interpret it.

The elements of written communication will be dealt with systematically. Students will be exposed to a variety of texts and will carry out tasks designed to improve their understanding of text organization. They will be helped to develop better reading strategies and to write clear, concise grammatical English on a number of topics in an appropriate style.

(A detailed syllabus is available upon request)

The programme extends over two years.

On completion of the First Year, students will sit an examination, which, if they pass sufficiently well, will qualify them to enrol in a Second Year course in the following year. 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 students sit an examination that leads to the award of the **SPACE Certificate in the Use of English**. Students will be awarded the Certificate 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.

This certificate represents the attainment of a very satisfactory command of English and is widely recognised by many employers in Hong Kong. The tutors for the courses offered each year are drawn from a panel of university graduates and experienced teachers of English.

Entrance Requirements

- 1 (a) Those who have completed a First Year course sufficiently well or who possess a SPACE Certificate in English for Business awarded in 1993 may enrol in a **SECOND Year** course without any further test.
- (b) Those who have completed the Foundation English Programme OR the Communicate in English course sufficiently well in 1993 may enrol in a **FIRST Year** course without any further test provided they apply by 1st August 1993. **Copies of all Certificates awarded must be attached to application forms.**
- 2 Applicants who do not possess the above qualifications must
 - (a) have gained a Grade D in English Language in the HKCEE exam (Syllabus B) OR a Grade B in English Language (Syllabus A) OR the equivalent in an approved examination.
 - (b) sit the Use of English Entrance Examination.

Application Procedure

- (A) Complete & return to SPACE a special application form* either in person or by post. Applicants should indicate on their application form when they wish to sit the Entrance exam. They will be given an examination slip and should arrive punctually on the date and at the time they have chosen.

- **SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong (Sheung Wan MTR)**
6.30 - 8.00 p.m. Fridays 27/8/93, 3/9/93
10.30 - 12.00 noon Saturday 28/8/93 (Public Holiday)
2.30 - 4.00 p.m. Saturday 28/8/93 (Public Holiday)
4.30 - 6.00 p.m. Saturday 28/8/93 (Public Holiday)
2.30 - 4.00 p.m. Saturday 4/9/93

- **SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon.** (Shek Kip Mei MTR)
6.30 - 8.00 p.m. Monday 16/8/93, 30/8/93
 Tuesdays 17/8/93, 31/8/93
 Wednesdays 11/8/93, 1/9/93
 Thursdays 19/8/93
 Fridays 13/8/93, 20/8/93
 Saturdays 14/8/93, 21/8/93
2.30 - 4.00 p.m.
4.30 - 6.00 p.m.

(B) Applicants who are not able to attend on any of the above dates, may apply and take the Entrance exam at the same time (Shun Tak Centre only). However, they should allow an extra half hour (i.e. 2 hours altogether) for the exam and the processing of their application.

THE CLOSING DATE FOR ALL APPLICATIONS IS 4th SEPTEMBER 1993.

After the exams have been marked, successful candidates will be sent an acceptance letter. At this stage they can enrol for a course and pay the fee. Enrolments will be on a "first-come-first-served" basis. Applicants are advised to enrol early as some courses become oversubscribed very quickly.

- N.B. Applicants may apply for EITHER a Use of English OR an English for Business course but not BOTH.
* There is a \$20 application fee to be submitted with the application for enrolment. This application fee will be used to cover the cost of processing and is non-refundable.

First Year

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong (N.B. These courses are held in the morning except Course No. 474)

- 471. Mondays, Wednesdays, 8.30 - 10.00 a.m., commencing October 11, 1993
- 472. Tuesdays, Thursdays, 8.30 - 10.00 a.m., commencing October 12, 1993
- 473. Sundays, 10.00 a.m. - 1.00 p.m., commencing October 17, 1993
- 474. Sundays, 2.00 - 5.00 p.m., commencing October 17, 1993

Place : University of Hong Kong

- 475. Tuesdays, Fridays, 7.15 - 8.45 p.m., commencing October 12, 1993
- 476. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 12, 1993
- 477. Wednesdays, Fridays, 6.15 - 7.45 p.m., commencing October 13, 1993

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

- 478. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993

- 479. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

Place : Wah Yan College, Queen's Road East, Hong Kong

- 480. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993
- 481. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

Place : Wah Yan College, 56 Waterloo Road, Kowloon

- 482. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993
- 483. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993
- 484. Wednesdays, Fridays, 6.30 - 8.00 p.m., commencing October 13, 1993

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

- 485. Mondays, Wednesdays, 9.00 - 10.30 a.m., commencing October 11, 1993
- 486. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993
- 487. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 12, 1993
- 488. Saturdays, 3.00 - 6.00 p.m., commencing October 16, 1993

Second Year

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

- 489. Wednesdays, Fridays, 8.30 - 10.00 a.m., commencing October 13, 1993
- 490. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 12, 1993

Place : University of Hong Kong

- 491. Mondays, Wednesdays, 6.15 - 7.45 p.m., commencing October 11, 1993

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

- 492. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993
- 493. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

Place : Wah Yan College, Queen's Road East, Hong Kong

- 494. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993
- 495. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

Place : Wah Yan College, 56 Waterloo Road, Kowloon

496. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993
 497. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

498. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993

50 meetings* Fee: \$1,680

* except 473, 474, 488 (25 meetings)

Foundation English Programme

What is it?

This is a two-year programme mainly for those who wish to improve their English, but who are not qualified to join the Use of English course. However, other students who do not wish to advance to the Use of English course will find that attendance on this programme will be of benefit in itself.

The programme will give students constant practice in the four skills of reading, writing, listening and speaking to give them greater confidence in using English so that they can reach the level of ability necessary for them to enter a higher course. At all times, the emphasis will be on getting students to participate actively in a wide range of language activities, so that they improve by actually using their language skills.

At the end of the second year of the course, students sit an examination for the SPACE First Certificate in English Language. Students awarded this Certificate with a Credit can enrol in a first year Use of English course without having to take the entrance examination. Those not awarded a Credit have to sit the Use of English entrance examination if they wish to take that course.

What qualifications are needed?

We expect most applicants to have a grade "E" pass in English Language in the Hong Kong Certificate of Education or a similar qualification from outside Hong Kong.

However, those who do not have a grade "E" pass but who have used English continuously since leaving school can also apply. They may be offered a place on this course depending on their performance in the entrance test.

What is involved in entering the course?

First Year

a. Entrance Test

All applicants for the First Year must take an entrance test lasting about 45 minutes. They must fill out an entrance test application form and then take the test, **either**

- i) at the time of applying (at the SPACE Town Centre only) **or**
- ii) on any of the following dates at the SPACE Town Centre, 9/F, West Tower, Shun Tak Centre:
 Wednesday, August 11, 1993 at 6.30 p.m.
 Thursday, August 12, 1993 at 6.30 p.m.
 Friday, August 13, 1993 at 6.30 p.m.
 Sunday, August 29, 1993 at 2.30 & 4.00 p.m.*

* these sessions will only be held if necessary. Candidates are advised to apply for the earlier testing sessions.

A non-refundable fee of \$20 will be made to cover the cost of processing this test. The purpose of the test is to ensure that applicants are only accepted in a course that is suitable for them.

b. Admission to the Course

Applicants will be informed of their performance in the entrance test. Some will then be offered places on the First Year of the Foundation English programme. Others may be advised to take the Practical English course before Foundation English. A few may even be accepted directly into the Second Year of the programme.

Those who are accepted for the course can then enrol on a "first-come, first-served" basis in the class that is most convenient for them.

Second Year

There are two ways of entry to the Second Year of the programme:

- * by successful completion of the First Year;
- * by a very good performance in the entry test taken by applicants for the First Year of the course.

Classes

First Year

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

499. Mondays, Wednesdays, 8.30 - 10.00 a.m., commencing October 11, 1993
 500. Mondays, Wednesdays, 10.15 - 11.45 a.m., commencing October 11, 1993
 501. Tuesdays, Thursdays, 8.30 - 10.00 a.m., commencing October 12, 1993
 502. Tuesdays, Thursdays, 10.15 - 11.45 a.m., commencing October 12, 1993
 503. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 12, 1993
 504. Sundays, 2.00 - 5.00 p.m., commencing October 17, 1993

Place : University of Hong Kong

- 505. Mondays, Fridays, 6.15 - 7.45 p.m., commencing October 11, 1993
- 506. Mondays, Wednesdays, 8.00 - 9.30 p.m., commencing October 11, 1993
- 507. Tuesdays, Thursdays, 6.15 - 7.45 p.m., commencing October 12, 1993

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

- 508. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993
- 509. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

Place : St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)

- 510. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993

Place : Wah Yan College, 56 Waterloo Road, Kowloon

- 511. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993
- 512. Tuesdays & Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

- 513. Tuesdays, Thursdays, 9.00 - 10.30 a.m., commencing October 12, 1993
- 514. Mondays, Wednesdays, 6.15 - 7.45 p.m., commencing October 11, 1993
- 515. Mondays, Wednesdays, 8.00 - 9.30 p.m., commencing October 11, 1993
- 516. Tuesdays, Thursdays, 6.15 - 7.45 p.m., commencing October 12, 1993
- 517. Saturdays, 3.00 - 6.00 p.m., commencing October 16, 1993

Second Year

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

- 518. Mondays, Wednesdays, 8.30 - 10.00 a.m., commencing October 11, 1993
- 519. Mondays, Wednesdays, 8.00 - 9.30 p.m., commencing October 11, 1993

Place : University of Hong Kong

- 520. Mondays, Wednesdays, 6.15 - 7.45 p.m., commencing October 11, 1993
- 521. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 12, 1993

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

- 522. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

Place : St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)

- 523. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

Place : Wah Yan College, 56 Waterloo Road, Kowloon

- 524. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993
- 525. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

- 526. Mondays, Wednesdays, 9.00 - 10.30 a.m., commencing October 11, 1993
- 527. Tuesdays, Thursdays, 6.15 - 7.45 p.m., commencing October 12, 1993

50 meetings*

* except 504 and 517 (25 meetings)

Enrolment is limited to 32

Fee : \$1,650

Practical English Programme

What is it?

This is a new programme designed for:

- * those who wish to enter the Foundation English programme in due course, but who are not qualified for that programme;
- * those who are qualified to enter Foundation English, but who have been unable to practise English and so feel that they need to "refresh" their knowledge of the language.

Students who complete the course at the required standard will be accepted for the Foundation English programme in the following year. However, other students who do not wish to advance to Foundation English will also be accepted for this course and will benefit from it.

To help students to improve their existing levels of English, the four skills of reading, writing, speaking and listening will be practised at a suitable level. The course will use a textbook, but students will receive a lot of other materials

written by our teachers for Hong Kong students.

Note : This programme is not for total beginners. Applicants will be expected to have studied 5 years of English at secondary school.

What is involved in entering the course?

Entrance Test

All applicants must take an entrance test lasting about 45 minutes. They must fill out an entrance test application form and then take the test, either

- at the time of applying (at the SPACE Town Centre only) or
- on any of the following dates at the SPACE Town Centre, 9/F., West Tower, Shun Tak Centre:
 Wednesday, August 11, 1993 at 6.30 p.m.
 Thursday, August 12, 1993 at 6.30 p.m.
 Friday, August 13, 1993 at 6.30 p.m.
 Sunday, August 29, 1993 at 2.30 & 4.00 p.m.*

* these sessions will only be held if necessary. Candidates are advised to apply for the earlier testing sessions.

A non-refundable fee of \$20 will be made to cover the cost of processing this test. The purpose of the test is to ensure that applicants are only accepted if the course is suitable for them.

Admission to the Course

Applicants will be informed of their performance in the entrance test. Some will then be offered places on the programme. Others may be accepted for Foundation English if they do well enough in the test.

Those who are accepted for the course can then enrol on a "first-come, first-served" basis in the class that is most convenient for them.

Classes

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

528. Wednesdays, Fridays, 8.30 - 10.00 a.m., commencing October 6, 1993
529. Sundays, 9.30 a.m. - 12.30 p.m., commencing October 10, 1993
530. Sundays, 2.00 - 5.00 p.m., commencing October 10, 1993

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

531. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 4, 1993

Place : Wah Yan College, 56 Waterloo Road, Kowloon

532. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 5, 1993

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

533. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 5, 1993
534. Saturdays 9.00 a.m. - 12.00 noon commencing October 9, 1993

90 hours in total: classes held once a week have 30 sessions; classes held twice a week have 60 sessions

Enrolment is limited to 32

Fee : \$1,800

535. Developing Spoken English Skills

This course will cover a wide range of situations in which spoken English is used. It will help students to speak more confidently and fluently, but will not neglect the importance of accurate speech. Considerable attention will be given to improving students' pronunciation, stress and intonation.

Amongst the many functions that will be covered are:

- * socializing
- * describing and comparing
- * telephoning
- * asking for and giving information
- * giving and receiving instructions
- * predicting and planning
- * agreeing and disagreeing
- * describing things and processes
- * giving directions

The course is aimed at those who need to use English in their everyday work, but feel that they need to gain in fluency and confidence when dealing with native speakers. It will be at the approximate level of students with a grade "E" pass in English Language in HKCEE syllabus B.

Enrolment will be by selection of those most likely to benefit from the course of tuition..

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

Date : Tuesdays and Thursdays, 8.30 - 10.00 a.m., commencing October 12, 1993
 (Closing date for applications: **September 30, 1993**)

20 meetings

Fee : \$700

Everyday Spoken English

This course is intended to improve students' confidence in a variety of different formal and informal situations and make them better at listening to and speaking English. The types of oral skills to be covered will include: continuing

and ending conversations; accepting and refusing requests; agreeing and disagreeing; making offers.

Enrolment will be by selection of those most likely to benefit from the course of tuition.

536. SPACETown Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays and Thursdays, 12.45 - 1.45 p.m., commencing October 12, 1993 (Closing date for applications: **September 30, 1993**)

537. SPACETown Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays and Thursdays, 12.45 - 1.45 p.m., commencing November 16, 1993 (Closing date for applications: **November 5, 1993**)

Enrolment is limited to 25

10 meetings

Fee : \$275

538. Certificate Course in English Speech

This is an intensive course of study in which it is intended to provide tuition in Spoken English to an advanced level for suitably qualified working adults who have a positive and urgent need to achieve a high standard of proficiency in a wide variety of social situations.

Tuition will cover in detail pronunciation, word and sentence stress, and intonation. These components will be covered thoroughly and comprehensively, and students will be required to learn relevant phonetic symbols and signs. Conversation, discussion and a wide variety of interpersonal communication will also be practised, the emphasis being on what is said and how it is said. For all sections of the course substantial practice is given and a workbook is provided that gives full details of each unit studied.

Applicants should bear in mind that this is not a general English course and grammatical and lexical competence will be assumed. Furthermore, this is not a course in rhetoric or the art of persuasive or impressive speaking and will not cover presentations, speeches or other such specialized applications. Applicants should also bear in mind that owing to the size of the class individual tuition will be impracticable, except to a very limited extent. Practice will be obtained and progress made by means of group work.

As this course is designed for working adults, those studying in school, college or university will not be admitted.

The syllabus comprises four components:

Pronunciation; Stress; Intonation; Oral Communication.

Award : Students will be awarded a SPACE Certificate provided they:

- * pass the final examination;
- * satisfactorily complete the assignments set;
- * attend at least 75% of the classes.

Entrance Requirements

All applicants should

- 1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination.
- 2) be able to produce evidence of further study at post-secondary level.
- 3) attach copies of their certificates to their application form.
- 4) sit the Entrance Test.

The Entrance Test will consist of a Listening Test and, for those who pass, an Interview. Listening tests will be held in the SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong, on 7th and 8th September, at 6.30 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

Applicants who perform sufficiently well in the Listening Test will be required to attend an Interview on 14th or 15th September at the SPACE Town Centre.

Closing date for applications: September 1, 1993.

Tutor : John Bensly, M.A.(Oxon), M.A.(Reading)

Place : Lecture Theatre 8, Library Extension Building, HKU

Date : Tuesdays and Thursdays, 6.15 - 7.45 p.m., commencing October 12, 1993

Enrolment is limited to 30

60 meetings

Fee : \$2,000

English for Specific Purposes

Certificate Programme in English for Business

This course is intended primarily for those who have to handle correspondence independently in business. It is based on an import/export environment, though the principles taught apply just as much to other situations.

The course has two main aims:

- * to improve the ability of students to carry out the writing tasks that they may be faced with in their work, by helping them to express themselves clearly on paper;
- * to give them greater confidence in speaking in front of others.

Syllabus

The following will be covered:

General English: at all times during the course tutors will help students correct the errors they make with their general English.

Oral English: students will be required to give an oral presentation and to participate in group discussions and projects.

Business Correspondence:

basic principles: format and convention;

trade negotiations: writing letters making trade enquiries, replying to them, placing orders and acknowledging them;

complaints & adjustment: writing and replying to letters of complaint;

sales letters: writing sales letters to suit different situations;

employment applications: writing job applications for oneself and references for others applying for employment;

correspondence summaries: summarising a series of letters to identify the main points in the correspondence as a whole and making recommendations for further action;

other forms of communication: memoranda, proposals, notices and forms;

report writing: writing investigative reports with recommendations, and also short reports;

reporting meetings: preparing agenda and writing minutes;

reading and comprehension: understanding general and commercial texts;

note-writing: making tabulated notes on written material and taking notes on spoken material.

Note: Several assignments will be set during the course for students to complete under examination conditions. Marks awarded for these assignments will be taken into account when students are assessed on completion of the course.

Award: A SPACE Certificate in English for Business will be awarded to students who:

- * pass the final examination;
- * satisfactorily complete the assignments set;
- * attend at least 75% of the classes.

Admission Requirements

1. Applicants with any of the following qualifications are required to take an entrance examination:

- a) a SPACE Certificate in the Use of English with Writing Skills Grade C or D; or
- b) a Grade 'D' pass or above in English at Hong Kong Advanced or Higher Level; or
- c) a Grade 'C' pass or above in English at G.C.E. 'O' level; or
- d) 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.

2. The following applicants are not required to take the entrance examination:

- a) university graduates:
 - * they should attend for interview on one of the following dates:

26th August 1993:	3.00 - 5.30 p.m. (session A)
	6.00 - 8.30 p.m. (session B)
1st September 1993:	3.00 - 5.30 p.m. (session A)
	6.00 - 8.30 p.m. (session B)
2nd September 1993:	3.00 - 5.30 p.m. (session A)
	6.00 - 8.30 p.m. (session B)
6th September 1993:	3.00 - 5.30 p.m. (session A)
	6.00 - 8.30 p.m. (session B)
 - * they should indicate the interview session of their choice on their application form.
 - * at the interview, they will also be expected to complete a short writing test.
 - * they will be interviewed on a "first come, first served" basis. Waiting time will be reduced as far as possible, but some delays are inevitable.
- b) holders of the SPACE Certificate in the Use of English with Grade B or above for both writing and oral skills awarded in 1993:
 - * they should attach a copy of their Certificate to their application form.
 - * they should also submit a statement saying why they wish to be admitted to the course.
 - * they should apply before 23rd August 1993.

Copies of all certificates awarded must be attached to application forms.

Entrance Examination

Entrance examinations will be set at the following times:

- A. At the SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road, Central, Hong Kong:
6.30 p.m. on Wednesday 25th August 1993
6.30 p.m. on Tuesday 31st August 1993
2.00 p.m. on Saturday 4th September 1993
- B. At SPACE Shek Kip Mei Study Centre (Ka Chi School, 5 Wai Chi Street, 3/Fl., Shek Kip Mei, Kowloon):
6.30 p.m. on Thursday 26th August 1993
6.30 p.m. on Thursday 2nd September 1993

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 6th September; the fees of those who have failed to gain admission will then be refunded.

Applicants may apply for either an English for Business or a Use of English course but not for both.

Closing date: September 3, 1993, unless all the places in the entrance examination have been allocated before that date.

Classes

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, Hong Kong

539. Mondays, Wednesdays, 6.15 - 7.45 p.m., commencing October 4, 1993
540. Tuesdays, Thursdays, 6.15 - 7.45 p.m., commencing October 5, 1993
541. Tuesdays, Thursdays, 7.45 - 9.15 p.m., commencing October 5, 1993

Place : Wah Yan College, Queen's Road East, Hong Kong

542. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 5, 1993
543. Wednesdays, Fridays, 6.30 - 8.00 p.m., commencing October 6, 1993

Place : Wah Yan College, 56 Waterloo Road, Kowloon

544. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 4, 1993
545. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 5, 1993

60 meetings

Fee : \$2,000

546. 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, such as technical descriptions and operating instructions; 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 final examination;
- * satisfactorily complete the assignments set;
- * attend at least 75% of the classes.

Entrance Requirements

All applicants should

- 1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of English 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.

Closing date for applications: September 28, 1993

Tutor : Ms Betty Anne Butcher, B.A.Sc.(Toronto), P.Eng.

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

Date : Mondays and Wednesdays, 6.15 - 7.45 p.m., commencing October 11, 1993

60 meetings

Fee : \$2,000

547. Certificate Course in Medical English

This course is intended for all those associated with health care, such as 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.

Note : this course is not designed to teach basic English and 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 final examination;
- * satisfactorily complete the assignments set;
- * attend at least 75% of the classes.

Entrance Requirements

All applicants should

- 1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination.
- 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.

Closing date for applications: October 6, 1993

Tutor : Mrs V McLoughlin, Dip.COT, MSSChA

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

Date : Saturdays, 9.00 a.m. - 12.00 Noon, commencing October 16, 1993

30 meetings

Fee : \$1,920

Interpersonal Communication

Although many people can communicate effectively in English when writing, they lack confidence in the oral interactions that arise in business. This course looks at a range of these situations and includes topics like introducing yourself and others, what to say in the first five minutes, making arrangements, making and receiving complaints, interviews, making telephone calls, dealing with enquiries and problems, and concluding a conversation. The methods used will include listening to a variety of native and non-native speaker accents, problem-solving, group work, role play and simulations. The course is designed to increase the number of appropriate responses available to the speaker in any situation, thus making the speaker more confident and at ease with spoken English in the workplace.

Students will be expected to participate as fully as possible, both to enable them to gain in confidence and to allow the teacher to give necessary guidance on improving their pronunciation.

Applicants should have obtained at least a Grade "D" pass in English Language (Syllabus B) in the HKCEE and attach a letter to their application form stating why they wish to be enrolled in the course. Enrolment will be by selection of those most likely to benefit from the course of tuition.

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

Date : Mondays and Wednesday, 8.00 - 9.30 p.m., commencing 11 October, 1993 (Closing date for applications: **September 30, 1993**)

20 meetings

Fee: \$780

549. SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

Date : Tuesdays and Thursdays, 6.30 - 8.30 p.m., commencing 12 October, 1993 (Closing date for applications: **September 30, 1993**)

15 meetings

Fee: \$780

IN-HOUSE COURSES FOR COMPANIES

SPACE also provides in-house English Language courses by request. Any company or hotel which would like to obtain information about this service should contact Richard Booker on 547 2225.

English for Teachers

Certificate Programme in English Language Teaching (Course numbers : 552, 553, 554)

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. Having completed their initial training, they may feel the need for a "refresher" course but not be able to attend full-time courses. These teachers may well intend to go on to further part-time study for a degree in ELT.

* How is the programme structured ?

- The SPACE **Certificate in English Language Teaching** will be offered in modular form.
- To be awarded the Certificate a teacher has to complete **6 modules** two of which must be Core A & Core B.
- The other 4 modules may be selected from the range of options on offer.
- Core modules are 20 hours long and optional modules 15 hours.
- At the end of each module a "statement of completion" is issued based on course assessment and attendance.
- **The modules will be "free-standing" so that a teacher may enrol for a course without necessarily having in mind the accumulation of credits towards the Certificate.**
- The schedule of courses on offer is as follows:

		Options
Autumn 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 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 understanding of language as discourse, to enhance her own language awareness and to pay close attention to the language of classroom management.

Core B will explore a range of practical classroom techniques and teaching strategies designed to make the process of language-learning more enjoyable and effective. Proper account will be taken of what is 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 Refunds . Teachers may apply for a half fee refund for these courses. See Page 66.

552. Language Systems and the English Syllabus for Secondary Schools (Forms 1-5) (CORE A)

Tutor : Bob Adamson, M.Phil., B.A., P.G.C.E. (Wales)
Lecturer, Sir Robert Black College of Education

Date : Saturdays, 9.30 a.m. - 12.00 Noon, starting 25th September 1993

Place : Lecture Theatre 3, SPACE Shek Kip Mei Study Centre, [Ka Chi School], 5 Wai Chi Street, Shek Kip Mei, Kowloon. (Shek Kip Mei MTR Station)

8 meetings

Fee: \$540

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 teachers' LANGUAGE AWARENESS 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)

553. Teaching and Learning Vocabulary (Optional Module)

Tutor : Arthur McNeill, M.A.(Glasgow), PGCE,
M.A.(London) Lecturer, Curriculum Studies
Dept., University of Hong Kong

Date : Saturdays, 9.30 a.m. - 12.00 Noon, starting 27th
November 1993,

Place : Lecture Theatre 3, SPACE Shek Kip Mei Study
Centre, [Ka Chi School], 5 Wai Chi Street, Shek Kip
Mei, Kowloon. (Shek Kip Mei MTR Station)

6 meetings Fee: \$400

For many years vocabulary learning has been associated with memorising word lists and heavy reliance on bilingual dictionaries. As a result, most ESL learners in Hong Kong have large receptive (or passive) vocabularies, but they only ever use a small number of the words which they can recognise. The main theme of this course will be to identify ways in which teachers can help their students to activate their vocabulary knowledge. The course begins by looking at the kinds of knowledge students need in order to have a confident mastery of words, i.e. the various factors teachers need to take into account when introducing vocabulary in class. Specific areas which will be covered are:

- * How many new words should teachers attempt to teach?
- * Why are some words easier to learn than others?
- * How should words be selected and organised in a vocabulary programme?
- * How can teachers help students to become better vocabulary learners?
- * What classroom activities can be used to make vocabulary learning interesting and productive?

(Enrolment is limited to 30)

554. Developing Listening Skills in English: Techniques for Teachers (Optional Module)

Tutor : Jackie Wheeler, B.A. Hons (Lancaster), P.G.C.E.
(Averyhill Coll.), Dip. TEFL (R.S.A.).

Date : Fridays, 7.30-9.00 p.m., starting 26th November 1993

Place : Room 8, LG2 Floor, Library Extension Building,
University of Hong Kong.

10 meetings Fee: \$400

This course aims to explore a variety of approaches to teaching listening skills at lower secondary school level. Though some of the theoretical background to listening will be traced, the majority of the classes will be practical workshop sessions. Members of the group will work together to explore listening tasks and listening comprehension strategies appropriate to pupils in HK secondary schools. The activities will take into

account the requirements of the HKCEE syllabus and approaches advocated by the TTRA. Consideration will also be given to ways in which textbooks currently in use may be adapted and improved for mixed ability classes. Teachers will have the opportunity to develop listening activities for their own classes and this will involve them in tasks that may well improve their own listening skills. Members of the course will be expected to participate actively in group work.

(Enrolment is limited to 30)

555. Preparing for Speech Festivals

THIS COURSE IS NOT PART OF THE CERT. ELT
PRORAMME

Tutor : Christine Chan, B.A., Cert.Ed. (H.K.U.), M.I.L.

Date : Saturdays, 9.00-11.00 a.m., starting 18th September
1993,

Place : Room 12, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., 200 Connaught Road, Central,
Hong Kong.

8 meetings Fee: \$400

The aim of this course is to help teachers prepare their (secondary school) pupils for participation in speech and drama festivals in Hong Kong. Consideration will be given to each competition class including: solo verse speaking, choral verse speaking, prose reading, story- telling, bible reading, public speaking, sight performance, solo, duologue & group drama. A workshop approach will be adopted. Members of the group will explore and try to resolve some of the problems of technique and pronunciation their students may have. The course will also review some of the most common mistakes identified from previous speech festivals and equip teachers to help enhance their pupils' presentations. It may also serve to enrich the teachers' own understanding of the elements of spoken English.

The main tutor for this course has been actively involved in the annual speech festival for 18 years. Other experienced teachers will be invited to share some of the sessions.

(Enrolment is limited to 30)

Fee Refund : Teachers may apply for a half fee refund for this course. See Page 66.

Literature in English

556. Saturday Seminars on Teaching English Literature in Hong Kong

THIS COURSE IS NOT PART OF THE CERT. ELT PROGRAMME.

Date : Saturdays, 11.15 a.m. - 12.45 p.m., starting 9th October 1993

Place : Room 12, SPACE Town Centre, West Tower, 9/F., Shun Tak Centre, 200 Connaught Road, Central, Hong Kong.

10 meetings

Fee: \$420

This course comprises ten 1-1/2 hour talks, seminars and workshops on teaching English literature in HK secondary schools.

Each seminar will focus on a different area of literature teaching. The speakers include lecturers from the University of Hong Kong, the City Polytechnic, the teachers' training colleges, schools and the Hong Kong Examinations Authority. They share a common concern for literature teaching in Hong Kong and have considerable expertise in the field. Topics will include:

- * an overview of the HKAL, AS & CE literature syllabuses.
- * teaching poetry and handling "unseen" texts
- * approaches to teaching the short story
- * readings of the set (Shakespeare) texts
- * student presentations (AS)
- * language arts in secondary classrooms
- * literature for younger non-examination students etc.

Though primarily intended for teachers of literature (AL, AS & CE) this series of seminars may also be relevant to other teachers as well as to those who have a general interest in English literature.

(Enrolment is limited to 30)

Fee Refund : Teachers may apply for a half fee refund for this course. See Page 66.

557. Fact or Fiction?

" Truth is stranger than fiction but fiction is truer. "

" story n. 1. history, 2. account given of an incident, 3. narrative, actual or fictitious events, 4. a lie.
fact n. thing certainly known to have occurred or be true, the true existent reality." (O.E.D.)

" It is the spirit of the age to believe that any fact, no matter how suspect, is superior to any imaginative exercise, no matter how true." (G. Vidal)

" /a writer /has his hands full in trying to understand, describe and then to make credible much of /contemporary American reality... it is an embarrassment to one's meagre imagination. The actuality is continually outdoing our talents." (P. Roth)

Newspapers tell us WHAT happened but they seldom tell us WHY. Fiction can re-present contemporary reality to us so that we see it in a new light. It may well offer deeper insights than the "factual" stories we tell ourselves about the world. What exactly is "fiction"? (In recent years, accounts of "genetic engineering" have moved from the science fiction to the science shelf.) Are the facts of contemporary life, as Roth suggests, too fantastic for fiction to assimilate and transmute? These are some of the questions we will explore on the course. We will look at factual texts alongside fictional texts and at the area of overlap between the two. The texts will be on topics of general interest taken from journalism, science, politics and other forms of fiction.

The classes will take the form of discussion groups and workshops not lectures. 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), Cert. Ed. (London), Cert./Dip.TEFL(RSA), Lecturer (English Studies), SPACE, University of Hong Kong

Place : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Thursdays, 6.30 - 8.00 p.m., commencing October 21, 1993

10 meetings

Fee : \$350

In order to receive the next issue of this Prospectus, please turn to page 157.

英語迷踪 自學教材

The Lost Secret Self-Study Pack

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

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

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

這套自學英語的教材包括了：

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

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

如有查詢，請致電林舜玲博士或黃小姐
(859 2421)

(訂購表格在後頁。)

HK\$ 450.00

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

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

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- 2 videos : Total length: 140 minutes.
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In developing the self-study pack, we have taken great care to see that the learner always understands how to study. There is plenty of revision and practice, and you can study at your own pace and check your own answers. Send your order now.

For enquiries : Please call Dr. Agnes Lam or
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Send your order to
 School of Professional and Continuing Education (SPACE)
 University of Hong Kong
 Pokfulam Road, HONG KONG
 (Attn Dr A Lam Tel 859 2421)

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

Each applicant should use a separate form and cheque for each course package. 每項課程請用報名表格及支票各一張
Please complete Parts I & II in BLOCK LETTERS. 請填妥表格。(為方便電腦輸入資料, 請用正楷英文填寫)

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

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

Correspondence Address 通訊處 _____

* HK 香港 1
 Kln 九龍 2
 District 地區 (e.g. Wanchai, Kwun Tong etc) NT 新界 3

Telephone Nos 電話: Home 住宅 _____ Office 辦事處 _____

Please send me _____ pack/packs of *The Lost Secret Self-Study Pack* (with two all-English videos, one bilingual student's book and one all-English workbook) at HK\$450.00 per pack, plus local postage and packing charges of HK\$45 00 per pack

OR

I wish to collect the _____ pack(s) at the School of Professional and Continuing Education (SPACE), 7/F, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong and waive my postage and packing charges.


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

本人想訂閱 _____ 套英語迷踪 (包括兩盒錄影帶、一本雙語教科書和一本全英語作業簿), 並付上支票總數: _____ (每套售價: HK\$ 450 00; 每套郵費: HK\$45 00)。


或

本人想訂閱 _____ 套英語迷踪 (包括兩盒錄影帶、一本雙語教科書和一本全英語作業簿), 並付上支票總數: _____ (每套售價: HK\$ 450 00)。本人會親自前往: 香港薄扶林道, 香港大學, 紐魯詩樓 7 字樓, 專業進修學院領取。


Date 日期 _____ Signature 簽字 _____

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 請填妥本欄
 Note This application acknowledgment is not complete without validation by official printing machine entry of the details at § above at the University or Town Centre Office of the School of Professional and Continuing Education, The University of Hong Kong.
 注意 本收據未經本學院或學院市區中心辦事處收銀機在 § 欄內印出金額、日期等, 即未生效。

EUROPEAN STUDIES

Lecturers in charge : Richard M. Booker
Peter Kennedy

Telephone: 547 2225

* FRENCH

1401 - 1404 First Certificate in French Language
1405 Certificate in French for Business
Communication

* SPANISH

1406 - 1408 First Certificate in Spanish Language

* GERMAN

1409 - 1410 First Certificate in German Language

* ITALIAN

1411 - 1412 First Certificate in Italian Language

SPACE offers language courses for working adults in French, Spanish, Italian and German.

Competence in a European language is a great asset to anyone in the international business world and it is clear that a good grasp of a foreign language can only enhance career prospects. These courses will therefore be of interest to those whose work requires them to use a European language. They will also appeal to those who plan to travel or take holidays in Europe as well as those who wish to study a foreign language for enjoyment, for the intellectual challenge or out of curiosity about another culture.

These courses lay emphasis on learning to COMMUNICATE in the language rather than learning ABOUT it. They will enable students to hold simple conversations with native speakers, to express their opinions on topics of interest in the foreign language as well as to read and write a variety of texts. The pronunciation and basic structures of the language will be dealt with systematically.

The tutors for these courses are not only well-qualified, experienced teachers but are also native speakers of the language they are teaching.

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 1993-94 will be open to those who have completed a First Year course satisfactorily in 1992-93 or acquired a knowledge of basic French at another institution.

Students will be awarded the SPACE First Certificate in French 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.

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

Fee: First Year Courses: \$2,450 (65 meetings)
Second Year Course: \$2,150 (55 meetings)

First Year

In Hong Kong

1401. Denis Meyer, B.A., M.A. (Paris), Instructor in French, Language Centre, University of Hong Kong.

Venue : University of Hong Kong
Date : Tuesdays and Thursdays, 7.15 - 8.45 p.m., commencing October 12, 1993

In Kowloon

1402. Ms Helene Guillez, B.A., M.B.A. (Paris-Sorbonne)

Venue : St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, Tsimshatsui)
Date : Mondays and Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993

1403. Miss Pascale Huctin, Licence, Maitrise (Sorbonne), Certificat de Langue et Civilisation (Inalco)

Venue : Wah Yan College, 56 Waterloo Road, Kowloon
Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993



Second Year

1404. Ms Marie-Helene Arnauld, B.A.(Perpignan),
M.A.(Essex)

Venue : University of Hong Kong

Date : Tuesdays and Thursdays, 6.15 - 7.45 p.m., com-
mencing October 12, 1993

1405. Certificate in French for Business Communication

The course is aimed at those who wish to improve their spoken and written French for use in a business context. Tuition will be provided in how French is used in banking, shipping, administration, commerce and advertising. This course will focus on business communication and will include oral presentations, role play, simulations and group work activities. Consideration will also be given to business writing in French and this component will include: letters of enquiry and complaint, memoranda, taking minutes at meetings, business reports and summaries.

Students will be expected to participate fully in oral activities and to complete the written assignments.

Students will be awarded the SPACE Certificate in French for Business on completion of the course provided they:

- * pass the examination;
- * complete assignments set during the year satisfactorily;
- * attend at least 75% of the meetings scheduled.

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)

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

Date : Tuesdays and Fridays, 6.15 - 7.45 p.m., commencing
October 12, 1993

60 meetings

Fee : \$2,325

Courses in Spanish Language

First Certificate in Spanish Language

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.

The **Second Year** of the programme in 1993-94 will be open to those who have completed a First Year course satisfactorily in 1992-93 or acquired a knowledge of basic Spanish at another institution.

Students will be awarded the SPACE First Certificate in Spanish 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.

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 Spanish, supplemented by English as necessary.

Fee : First Year courses: \$1,800 (50 meetings)
Second Year course: \$1,800 (50 meetings)

First Year

In Hong Kong

1406. Rev. Francisco Lopez Mendoza, O.P., Licentiate in
Theology/Philosophy (Rome), Th.D. (Philippines)

Venue : Room 127, Wah Yan College, 1/F., Queen's Road
East, Hong Kong

Date : Tuesdays and Thursdays, 5.45 - 7.15 p.m., com-
mencing October 12, 1993

In Kowloon

1407. Ms Rocio Blasco-Garcia, B.A.(Seville),
M.Ed.(L/pool)

Venue : St. Mary's Canossian College, 162 Austin Road,
Kowloon

Date : Mondays and Wednesdays, 6.30 - 8.00 p.m., com-
mencing October 11, 1993

Second Year

1408. Rev. Francisco Lopez Mendoza, O.P., Licentiate in
Theology/Philosophy (Rome), Th.D. (Philippines)

Venue : Room 127, Wah Yan College, 1/F., Queen's Road
East, Hong Kong

Date : Tuesdays and Thursdays, 7.30 - 9.00 p.m., starting
October 12, 1993

Courses in German Language

First Certificate in German Language

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.

The **Second Year** of the programme in 1993-94 will be open to those who have completed a First Year course satisfactorily in 1992-93 or acquired a knowledge of basic German at another institution.

Students will be awarded the SPACE First Certificate in German 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.

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 German, supplemented by English as necessary.

First Year

1409. Peter Szilas, B.Sc., M.Sc., Ph.D.(Munich)

Venue : St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, Tsimshatsui)

Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

50 meetings

Fee: \$1,800

Second Year

1410. Ms Helga Overdyck, B.A.(Auckland)

Venue : Wah Yan College, 56 Waterloo Road, Kowloon

Date : Mondays and Wednesdays, 6.30 - 8.00 p.m., commencing October 11, 1993

50 meetings

Fee: \$1,800

Courses in Italian Language

First Certificate in Italian Language

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.

The **Second Year** of the programme in 1993-94 will be open to those who have completed a First Year course satisfactorily in 1992-93 or acquired a knowledge of basic Italian at another institution.

Students will be awarded the SPACE First Certificate in Italian 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.

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 Italian, supplemented by English as necessary.

First Year

1411. Ms. Simonetta Ilari, B.A.(Venice)

Venue : St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, Tsimshatsui)

Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

50 meetings

Fee: \$1,800

Second Year

1412. Ms. Renata Iesue, Dott.Lett.(Rome)

Venue : Wah Yan College, 56 Waterloo Road, Kowloon

Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., commencing October 12, 1993

50 meetings

Fee: \$1,800

IN-HOUSE TRAINING COURSES

Companies interested in arranging in-house training courses in French, Spanish, German or Italian for their employees should contact Ms G. Lee on 547 2225.

561. 英國珠寶鑑定師初級課程(中文)研習班 (A Preparatory Course for the FGA Preliminary Examination in Chinese)

課程目的:

使學員能根據英國珠寶鑑定師初級公開試的大綱要求而全面和有系統地掌握珠寶學的最基本知識。本課程適合應考英國珠寶鑑定師公開試的學員以及不準備考試但有志獲得珠寶學全面和有系統的知識的人士。

課程內容:

1) 基礎結晶學——晶體和非晶體的概念、結晶要素、七大晶系。2) 寶石的物理及光學性質——顏色、硬度、解理、比重等等。3) 各種寶石鑑定儀器的光學原理及使用方法。4) 寶石概說——各種天然石包括鑽石、紅藍寶石、祖母綠、翡翠、石榴子石、橄欖石、黃石、海藍寶石、鎢石、蛋白石、水晶土耳其石, 及珍珠、琥珀、珊瑚等等 20 多種寶石的性質及鑑定方法。各種人造寶石的製造和鑑別方法、各種模擬石性質及鑑別方法。教學中配以幻燈片和樣本觀察使教學達到最佳效果。

課程主任: 何冠驥先生 B.A.(C.U.H.K.), A.M., Ph.D.(III)

主講人: 歐陽秋媚女士 M.Phil(HK), F.G.S.(Lond.), F.G.A.(Lond.),
Dip. Dia(GIA), 英國珠寶學會院士, 美國
鑽石文憑
黎梅格女士 B.S.sc., Dip.Edu., F.G.A.(Lond.), 英國珠寶學
會院士

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: 一九九三年九月廿八日起每星期二下午七時四十五分至九時四十五分

全期學費: 七千二百元 (共三十五講)

英國珠寶鑑定師文憑課程(中文)研習班 (A Preparatory Course for the FGA Diploma Examination in Chinese)

課程目的:

本課程是在英國寶石鑑定師初級課程的基礎上進一步深入擴大珠寶學的知識。通過有系統的理論教授和實習, 使學員具備珠寶鑑定師的專業水平。

本課程適用於應考英國珠寶鑑定師公開試的學員以及不準備考試但有志獲得珠寶學專業知識及科學鑑定本領的人士。

課程內容:

本課程分為理論和實習兩個部份。除了包括初級班內容外還有如下內容:

(一) 理論:

- (1) 基礎結晶學在寶石學中的應用。
- (2) 物理和光學性質——各種測定比重的方法、晶體光學性質。x 射線、紫外線在寶石鑑定方面的應用、包裹體及其重要性質在鑑定寶石中的作用。
- (3) 儀器及使用——顯微鏡、偏光儀、折射儀、光譜儀、分光儀、紫外燈, 各種 X 射線在寶石鑑定中的應用, 紅外光譜, 電子探針等現代鑑定技術的原理及運用。

- (4) 寶石的性質及特徵——重要寶石的鑑定。不同產地紅藍寶石、祖母綠的鑑定。鑽石的分級鑑定。珍珠的分級鑑定。稀有寶石的鑑定。除初級班讀過的寶石外還加入紅柱石、磷灰石、鮑文玉、賽黃晶、透輝石、結晶珊瑚、孔雀石、天然玻璃等等 50 多種寶石。
- (5) 有機寶石鑑定——珍珠、琥珀、珊瑚、貝殼、象牙等。
- (6) 各種人工處理寶石的方法的原理及鑑定方法。

(二) 實習: 使學員熟練掌握寶石的鑑定儀器、以便能快速地應付常見 40 多種寶石的鑑定, 以達到專業鑑定師的基本標準。內容包括

- (1) 重要寶石和原石晶體的鑑別法。
- (2) 熟練和準確測量寶石折射率的方法。
- (3) 重要寶石的吸收光譜的測量方法。
- (4) 熟練掌握 40 多種不同寶石的鑑別方法。
- (5) 寶石顯微鏡觀察鑑定包體的方法。

課程主任: 何冠驥先生 B.A.(C.U.H.K.), A.M., Ph.D.(III)

理論部份

課程編號: 5 6 2

主講人: 歐陽秋媚女士 M.Phil(HK), F.G.S.(Lond.), F.G.A.(Lond.),
Dip. Dia(GIA), 英國珠寶學會院士, 美國
鑽石文憑
黎梅格女士 B.S.sc., Dip.Edu., F.G.A.(Lond.), 英國珠寶學
會院士

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: 一九九三年九月廿三日起每星期四下午八時至十時

全期學費: 七千五百元 (共三十五講)

實習部份(一)

課程編號: 5 6 3

主講人: 歐陽秋媚女士 M.Phil(HK), F.G.S.(Lond.), F.G.A.(Lond.),
Dip. Dia(GIA), 英國珠寶學會院士, 美國
鑽石文憑
黎梅格女士 B.S.sc., Dip.Edu., F.G.A.(Lond.), 英國珠寶學
會院士

地點: 香港珠寶學院 402 室 (香港德輔道中 247 號德祐大廈 401-2 室)

時間: 一九九三年九月廿七日起每星期一下午八時至十時

全期學費: 五千元 (共十七講)

實習部份(二)

課程編號: 5 6 4

主講人: 歐陽秋媚女士 M.Phil(HK), F.G.S.(Lond.), F.G.A.(Lond.),
Dip. Dia(GIA), 英國珠寶學會院士, 美國
鑽石文憑
黎梅格女士 B.S.sc., Dip.Edu., F.G.A.(Lond.), 英國珠寶
學會院士

地點: 香港珠寶學院 402 室 (香港德輔道中 247 號德祐大廈 401-2 室)

時間: 一九九四年二月十四日起每星期一下午八時至十時

全期學費: 五千元 (共十八講)

571. 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: M.R. Peart, B.A. (Manc.), Ph.D., Cert Ed. (Exon.) and lecturers of the University of Hong Kong

Venue: Room LG107, K.K. Leung Building, HKU

Date : Mondays and Wednesdays, 6.15-7.45 p.m., commencing October 4, 1993

50 meetings

Fee : \$3,300

For registration with London University - see P. 2.

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 20, 1993*

572. 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：鈕柏榮先生

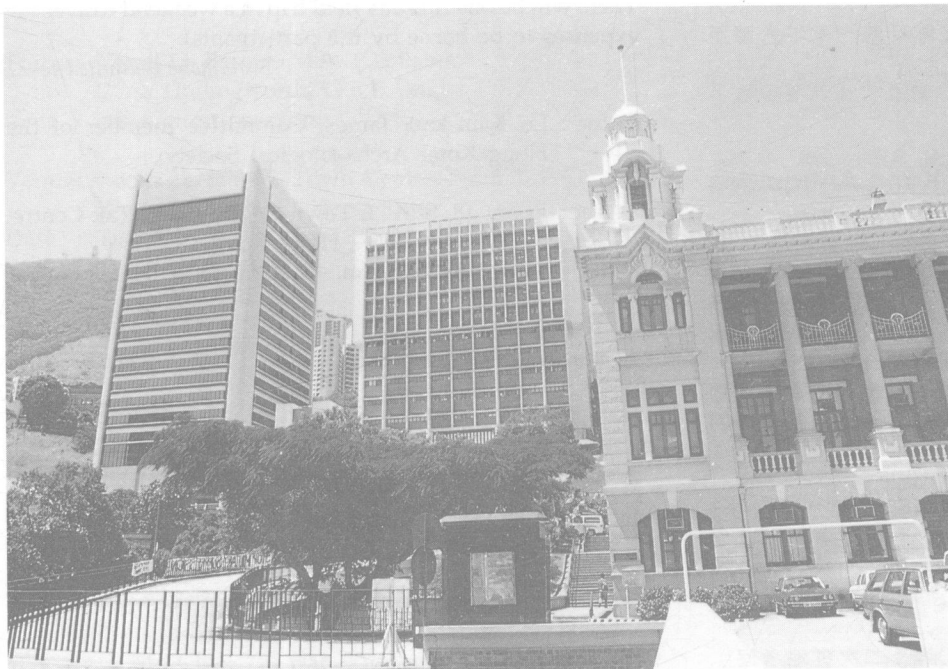
地 點：香港大學邵逸夫樓 208 室

時 間：一九九三年十月七日起每星期四下午六時三十分至八時

全期學費：三百八十五元 (共十二講及二次戶外考察)

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。



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

576. 香港業餘考古學導論 (Amateur Archaeology in Hong Kong)

本課程專為培養對考古工作有興趣人士而設，本課程著重理論和實習，使學員更有效地利用現場發掘過程，對考古學更具了解。

主要內容包括：(一) 考古學研究的對象和範圍；(二) 考古學研究的方向、功用及其與其它學科的关系；(三) 新石器時代考古；(四) 埋葬制度及文化藝術；(五) 青銅時代考古；(六) 鐵器時代考古；(七) 陶瓷製造業；(八) 石刻藝術；(九) 灰窰製造業；(十) 最新科學古物鑑証；(十一) 考古遺址。並參觀考古學會發掘過程，及安排參與實習。

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28室(信德中心西翼九樓)
時間：一九九三年九月十六日起每星期四下午六時十分至七時四十分
全期學費：四百六十五元 (共十二講及二次野外實習)

577. 中國古文物鑑賞 (Appreciation of Chinese Relics)

本課程講授的重點，在於介紹鑑賞中國藝術物品的技巧和怎樣鑑別它們的真偽，同時也涉及品評、維修及保養古文物方面的知識。內容包括：(一) 國畫、(二) 陶瓷、(三) 銅器、(四) 玉器、(五) 「考古」；國內最新發掘出土文物的分析及其提供的歷史價值和意義。

(限收二十二人)

主講人：盧金球先生(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：一九九三年九月十三日起每星期一下午六時至七時三十分
全期學費：四百三十五元 (共十二講及一次現場參觀)

578. 香港古物與古蹟(Hong Kong Antiquities and Monuments)

本課介紹有關考古學對香港與古蹟的研究，如史前和歷史時代遺物方面知識，內容包括：石刻、古堡及炮台、古廟、宗祠及公祠、書室及書齋、圍村及民房、風水塔及風水牆、功名牌匾、及古建築物等。有關新界五大家族(鄧、廖、文、彭、侯)等的拓殖史及背景，封建考試制度如鄉試、會試及殿試等。農村風俗及生活習慣等作深入淺出的講授。

主講人：盧金球先生(香港古學會執行委員)
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：一九九三年十二月九日起每星期四下午六時十分至七時四十分
全期學費：三百七十五元 (共九講及二次實地考察)

579. 香港近百年歷史的回顧(The Past Hundred Years of Hong Kong)

本課程由中英第一次鴉片戰爭說起，回顧本港一百五十年來的滄桑史。內容介紹早期香港的面貌、地理環境、傳統生活習慣與風俗、及民間信仰等，並與今日的香港作一個全面的比較。其中對在日治時期港人的生活實況，更有詳細的闡述。講者生於斯長於斯，視身體會淪陷三年零八個月時期的情況，可說是歷史的見證人。本課程對未經第二次世界大戰洗禮的青年人，有提供教育與警惕的作用。四十歲以上的人士，亦可藉本課程重溫舊夢，與講者共同回味過去甘苦。

(限收二十二人)

主講人：盧金球先生(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：一九九三年十二月六日起每星期一下午六時至七時三十分
全期學費：三百五十元 (共八講及一次實地考察)

580. Appreciation of Chinese Relics

History started when written language began to produce records, whereas the unwritten prehistory was recorded by relics and antiques.

This course aims at teaching students how to appreciate Chinese relics and antiques, with special attention paid to evaluation, maintenance and testing for authenticity of antiques and relics. Major topics to be covered include Chinese old painting, ceramics, bronze, jade and ancient artefacts uncovered recently from Chinese archaeological sites.

There will be one full-day field trip in a weekend (travelling expenses to be borne by the participants).

Enrolment is limited to 22

Tutor: Lo Kam-kau, James, Committee member of the Hong Kong Archaeological Society

Venue: Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date: Saturdays, 2:15 p.m. - 3:45 p.m., starting September 25, 1993

10 meetings & 1 Field Trip

Fee: \$350

如欲收到下期課程手冊，請翻閱第157頁。

616. 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 Simon Winchester, Foreign Correspondent and Anthony Lawrence, BBC radio expert for both news and features.

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: Vergil G. Berger, M.A. (Cantab.),
Clare Hollingworth, O.B.E., and
other guest speakers

Venue: 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 12, 1993

10 meetings

Fee : \$520

617. Electronic & Printed Media: News Collecting & Reporting

【電子與文字媒介的新聞採訪與報導】

(Sponsored by the Journalism Training Board, V.T.C.)

Speakers : Mr. Chan King-cheung,
Editor, H.K. Economic Journal.
Mr. Chan Yiu-wah, Producer, R.T.H.K.

Venue: 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 October 2, 1993)

Time : 3.00 p.m., October 2, 1993 (Saturday) to
5.30 p.m., October 3, 1993 (Sunday)

Fee : \$135, including transportation, full board and lodging with air-conditioning (Payment should be made by cheque payable to the University of Hong Kong)

Medium of Instruction: Cantonese and some English

Application : through Journalism Training Board, Vocational Training Council, 27 Wood Road, Wanchai, Hong Kong. Tel: 8361714

Enrolment is limited to 24

Deadline for applications: September 17, 1993.

618. What a Print Buyer Should Know About Printing

This course is designed for graphic artists, designers, reporters, editors, and other employees in the publishing, journalism and communication fields who, as print buyers, must have a basic understanding of printing production processes. Emphasis will be on costing evaluation and quality control. Topics will include: placing a printing order, appreciation of printing processes and production, printing materials; standard and suitability, costing and standards in printing, as well as quality control in printing.

Enrolment is limited to 30

Tutors : Members of the Graphic Arts Association of Hong Kong

Venue: Room 208, Run Run Shaw Building, HKU
Date : Mondays, 6.45-8.45 p.m., commencing October 11, 1993

5 meetings

Fee : \$220

Medium of instruction: Cantonese supplemented with English where appropriate

Participants are expected to pay \$100 each for materials and tools.

619. 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：一九九三年十月十二日起每星期二下午七時卅五分至十時

全期學費：二千三百元 (共三十八講)

入學資格：

(一) 大專畢業或(二) 大學入學試合格，並具一年以上有關工作經驗。

結業證書：

課程結束後，學員若能符合下列三項條件，則可領得本學院頒發之證書：(一) 畢業考試合格；(二) 上課次數超過百分之八十；及(三) 完成所有課程中的作業。

申請手續：

申請者須於九月十日前，將申請表格寄回本學院，兩內須附回郵信封、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】

620. 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；大眾傳播媒介與傳真學；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 OBE, J.P (星島報業有限公司董事長)
岑才生先生 M.B.E, J.P (華僑日報社長)

主講人：麥華卓先生 (經濟日報副社長)
梁天偉先生 (壹週刊總編輯)
顧明仁先生 (香港專業公眾關係協會創會會長)
黃毓民先生 (前珠海書院新聞系主任)
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)
趙潤和先生 (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：一九九三年十月二十日起每星期三下午七時十分至九時四十分

全期學費：一千七百八十元(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：

申請者須於九月三十日以前將申請表格及兩件寄回本學院，兩內須附回郵信封，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。

621. 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：一九九三年十一月廿二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：二百二十元 (共五講)

622. 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；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；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：一九九三年十月八日起每星期五下午七時十五分至九時十五分
全期學費：二百三十元（共七講）

623. 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：一九九三年十月九日起每星期六下午四時至五時三十分
全期學費：二百六十元（共七講）

電腦輔助美術設計 (Computer-aided Design with Personal Computer)

本課程適合一群從事傳統設計、編輯、廣告及美術而有志於探求電腦輔助設計的工作者而設。雖則課程未有安排任何的課堂實習，但學員須呈交家課多份，以備考核及展覽之用，故此希望學員能自備電腦及每週花費不少於五小時的實習時間。導師亦會在適當時為學員提供電腦輸出的服務及參觀。課程內容包括：電腦美術設計的硬件及軟件；電腦視窗（Windows）的工作環境及其操作；電腦字形系統的應用；Corel Draw 的應用；Picture Publisher 的應用；及輸出的過程及其質量控制。（每班限收三十人）

主 講 人：袁振光先生 B.Sc.(CUHK), Cert.Ed.(HK), MHKCS, MIEEE
袁達雄先生 B.Sc.(CUHK)
地 點：香港大學邵仁枚樓 101 室

624. 一九九三年十月五日起每星期二下午七時十五分至九時十五分
全期學費：一百八十五元（共六講）

625. 一九九三年十一月廿三日起每星期二下午七時十五分至九時十五分
全期學費：一百八十五元（共六講）

626. 製作教學錄像節目之理論與技巧 (Introduction to Making Educational/ Instructional Video)

為工商，教育，文化，新聞等行業提供的基本訓練課程，研究利用攝錄機拍攝簡單而有效的錄像節目，以供訓練員工，學生之用。內容包括：（一）錄像之歷史，流通及特色；（二）教育 vs 娛樂；廣播 vs 狹播；（三）錄像與學習；（四）系統式製作原理；（五）基本技術知識；（六）基本攝錄語言；（七）剪接，構圖，燈光，音嚮；（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：一九九三年十二月二日起每星期四下午六時至八時
全期學費：二百六十五元（共六講）

627. 初學錄影工作室 (The Beginner's Video Workshop)

有助拍出好影視作品的知識，學之不盡。但想開始倒很容易。本課程相信實際經驗先於理論存在，作品比空談更能証明功夫沒有白花。初學者會在引導下寫劇本，拍攝、剪接，全部應用一般家用錄影器材。課程大部份於課室外進行，小部份為英語講授。（限收廿八人）

主 講 人：貝格理 (Gary Pollard) 先生 TV producer/reporter for the award winning "Here & Now" program, script writer for "Legacy".
王璐德女士 Director of the program "Legacy" BEST INTERNATIONAL TV DRAMA (San Francisco Film Festival, 1991)
黎頌圖先生 Winner of 3 awards in a recent contest
黎秋華先生 Executive producer at R.T.H.K.

講授語言：粵語及英語
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：一九九三年十月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：六百五十元（共十講）

628. 進修錄影工作室 (Advanced Video Project)

專業製作與業餘製作的最大不同，在於專門知識和經驗，多於器材，本課程的學員（最好會修讀「初學錄影工作室」課程）會在由專業人士設計和導演的製作中，擔任工作人員（副導演、攝影師、燈光、收音等），拍攝後學員分成數組，持相同之毛片拷貝進行剪接，各作品完成後再比較討論。對擁有業餘器材又想以專業手法拍攝人士，本課程最是合適。課程小部份以英語講授。（限收廿八人）

主 講 人：貝格理 (Gary Pollard) 先生、王璐德女士、黎頌圖先生、黎秋華先生
講授語言：粵語及英語
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：一九九三年十二月十八日起每星期六下午二時三十分至五時四十五分
全期學費：六百五十元（共十講）

629. 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：一九九三年十月八日起每星期五下午八時十分至九時五十分
全期學費：三百二十元（共十講）

630. 公共事務管理與策略 (Public Affairs Management and Strategy)

課程內容：（一）何謂公共事務；（二）企業傳播與公共事務；（三）內部及外部公眾的處理與傳播；（四）怎樣面對媒介；（五）危機傳播的處理與策略；（六）現代傳播與理論。學員必須具備大學程度及從事公眾關係工作經驗。（限收二十八人）

主講人：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)
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：一九九三年十月四日起每星期一下午六時四十分至八時十分
全期學費：三百五十元（共十二講）

631. 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：八月廿六日，限收二十四人）

主講人：陳毓祥博士
地點：香港大學專業進修學院市區中心12室（信德中心西翼九樓）
時間：一九九三年九月十四日星期二下午六時至七時（及由九月十五日星期三上午九時至九月十七

日星期五下午九時的三日兩夜的小組活動）
（共三十小時）

全期學費：六百三十元（另食宿費二百七十元，報名時一共需繳費九百元）

632. 人際關係與人際溝通 (Inter-Personal Relationships in Human Communication)

本課將以「相互觀察與糾正小組」方式學習人際關係的理論。內容包括：人際溝通技巧與理論，人際間的隔膜，家庭成員的二十種溝通技巧，面談的理論及技巧等等。

整個課程著重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。（截止報名日期：八月廿六日，限收二十四人）

主講人：陳毓祥博士
地點：香港大學專業進修學院市區中心12室（信德中心西翼九樓）
時間：一九九三年九月十四日星期二下午七時至八時（及由九月十八日星期六上午九時至九月二十日星期一下午九時的三日兩夜的小組活動）
（共三十小時）
全期學費：六百三十元（另食宿費二百七十元，報名時一共需繳費九百元）

633. 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：八月廿六日，限收十八人）

主講人：陳毓祥博士
地點：香港大學專業進修學院市區中心12室（信德中心西翼九樓）
時間：一九九三年九月十四日星期二下午八時至九時（及由九月廿一日星期二上午九時至九月廿三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：六百七十元（另食宿費二百七十元，報名時一共需繳費九百四十元）

634. 快樂人生與人際溝通 (Happiness & Human Communication)

本課程除將各地中西學者對快樂人生的不同研究及看法說明外，並講解各種不同增進快樂人生的模式，再詳盡解釋「加」氏 (W. Glasser) 的現實控制論 (Reality: Control Theory)

及講者自創以老莊思想為根據的中國心理治療法，再輔以「相互觀察糾正小組」的方式，用以上談及的理論來個別分析學員的快樂人生觀。學員應先參閱「蔡志忠」博益出版「漫畫老子莊子」及Perry Good (1987) *In Pursuit of Happiness* New View 和William Glasser (1984) *Control Theory* Harper & Row, 會有很大的幫助。(截止報名日期：八月廿六日，限收十八人)

主 講 人：陳毓祥博士
地 點：香港大學專業進修學院市區中心12室（信德中心西翼九樓）
時 間：一九九三年九月十四日星期一下午九時至十時（及由九月廿四日星期二上午九時至九月廿六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：六百七十元（另食宿費二百七十元，報名時一併繳費九百四十元）

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深入的認識與探討，這個課程所提供的，也就是環繞著聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧；粵音九聲的變化；常用語音的分類；演說技巧及練習；司儀方法及練習；唸詞方法及口才訓練等。

(每班限收二十八人)

主 講 人：彭永才先生
地 點：香港大學梁銶琚樓LG107室

635. 一九九三年九月廿八日起每星期二下午六時三十分至九時
全期學費：三百四十元 (共八講)

636. 一九九三年十一月三十日起每星期二下午六時三十分至九時
全期學費：三百四十元 (共八講)

637. 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28室（信德中心西翼九樓）
時 間：一九九三年九月廿八日起每星期二下午六時至七時三十分
全期學費：二百三十五元 (共八講)

638. 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，探討如何對自己所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；怎樣分析問題一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28室（信德中心西翼九樓）
時 間：一九九三年十一月三十日起每星期二下午六時至七時三十分
全期學費：三百元 (共十一講)

639. 廣告與促銷 (Advertising and Sales Promotion)

現今商業社會，競爭激烈，各展奇謀，來提高本身產品知名度及市場佔有率，而廣告與促銷活動，已成為商品推銷及市場推廣的重要工具。在傳遞商品訊息，引發起消費者潛在的購買慾望，令其產生共鳴，進而達到銷售目的，實有賴於優良的廣告設計。

本課程將介紹廣告與促銷的本質，目標設定及策略，分析各傳播媒介的功能，選擇及安排，並如何評估廣告與促銷對商品銷售的效果。

主 講 人：鄧廣鈿先生 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：一九九三年十月七日起每星期四下午六時三十分至八時
全期學費：二百二十五元 (共七講)

640. 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：一九九三年十月七日起每星期四下午八時三十分至十時
全期學費：二百五十元 （共八講）

641. 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：一九九三年十二月二日起每星期四下午八時三十分至十時
全期學費：三百八十五元 （共十二講）

專業及廣告攝影課程（初級班） (Photography for Professionals & Advertising — Basic Course)

本課程適合一般對攝影有興趣，有志於晉身“職業攝影”人仕選讀。課程中理論與實習並重。專業攝影及黑房器材之介紹、使用方法及操作原理，先充份了解專業攝影器材各個系統，再從而掌握有關技術。包括（一）專業大型4x5相機系統，（二）專業彩色及黑白沖晒技巧包括彩色自動沖機、幻燈片直接晒相及可變反差黑白放大，（三）影樓燈光系統及特性，（四）濾色片與廣告照片之配合，（五）測光系統，（六）專業鏡頭及特殊攝影配件，（七）背景前投式幻燈機操作，及（八）支柱腳架天花路軌影棚設計等。本課程將提供電腦中文講義、TV錄影示範教具及逾百萬頂級專業器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等（約一百五十元）。
(每班限收十四人)

主 講 人：蔡克信先生（香港專業攝影師公會會員）
地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

642. 一九九三年九月廿七日起每星期一下午七時三十分至九時三十分
全期學費：七百六十元 （共十講）

643. 一九九三年九月廿四日起每星期五下午七時三十分至九時三十分
全期學費：七百六十元 （共十講）

644. 一九九三年九月廿五日起每星期六下午四時三十分至六時三十分
全期學費：七百六十元 （共十講）

專業及廣告攝影課程（中級班） (Photography for Professionals & Advertising — Intermediate Course)

本課程適合具有攝影基礎人仕修讀（如已修讀初級班課程）。課程注重介紹商業攝影技巧及方法，使晉身攝影助手、攝影師及開設影樓等職業攝影工作，課程包括（一）4x5大型相機及商品攝影，（二）專業黑房沖晒技巧，（三）專業婚紗、人像及時裝攝影，（四）室內設計及建築職業攝影技巧，（五）舞台表演攝影，（六）海報、書面、明信片、月曆等插圖攝影等。本課程提供二千呎黑房及影樓、逾百萬頂級專業攝影器材、電腦講義及AV視聽教具。但學員需自付消耗性材料如菲林、藥水等（約二百元）。
(每班限收十四人)

主 講 人：蔡克信先生（香港專業攝影師公會會員）
地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

645. 一九九三年十二月六日起每星期一下午七時三十分至九時三十分
全期學費：八百二十五元 （共十講）

646. 一九九三年十二月十日起每星期五下午七時三十分至九時三十分
全期學費：八百二十五元 （共十講）

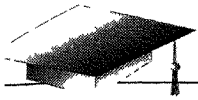
647. 專業及廣告攝影證書課程 (Certificate Course in Photography for Professionals & Advertising)

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：一九九三年九月廿二日）
(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（Studio 3）

時 間：一九九三年十月三日起每星期日下午四時至六時
全期學費：一千八百二十五元（共二十講）



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 1993-94:

Course No. 596	Constitutional Law
Course No. 597	Criminal Law
Course No. 598	Elements of the Law of Contract
Course No. 599	English Legal System
Course No. 600	Evidence
Course No. 601	Land Law
Course No. 602	Law of Tort
Course No. 603	Law of Trusts
Course No. 604	Company Law
Course No. 605	Family Law
Course No. 606	Jurisprudence and Legal Theory
Course No. 607	Succession

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; and Tort, since these are necessary to obtain professional exemptions. Jurisprudence and Legal Theory is a compulsory subject.

Students are now 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 1993 can expect to attend a brief induction period in September followed by a lecture course in English Legal System. Thereafter lectures will be held in Constitutional Law, Criminal Law, and Elements of the Law of Contract. 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 held during the year. 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). The successful completion of Year II of the Certificate in Legal Studies, or the Diploma in Legal Studies, operated by SPACE, satisfies the entrance qualification. All students who wish to take the LL.B. degree must register as external students with London University. 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.

The cost is \$2,750 per subject for the total package of lectures, seminars, revision lectures and study guides.

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 part-time full two-year programme. It includes two academic years of study and two summer programmes.

Course Format

The Diploma course consists of four certificates which are taken over a two-year period. In Year I the student will take:

Course No. 592 Certificate in Legal Studies - Year I (September - May)

The course consists of:

- Law I – Criminal Law;
English Legal System;
Land Law;
Law of Tort.
- 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. 593 Summer Certificate - Year I (June - July)

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. 594 Certificate in Legal Studies - Year II (September - May)

The course consists of:

- Law II – Business Law;
Contract Law;
Labour Law.
- Practice II – Matrimonial and Probate Practice;
High Court Litigation and Business.
- Study Skills and Language for Lawyers.

Course No. 595 Summer Certificate - Year II (June - July)

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 is accepted for entry to many London University external degree programmes including the LL.B.. Students who complete the certificate programme will be given guaranteed places on the London University LL.B. External first year courses held by SPACE.
2. The qualification will assist a student who is applying to the HKU Law Faculty for the full-time LL.B. law degree provided the applicant is over 25 at the time of application.
3. Students who complete the two-year Certificate can use the qualification as an entrance requirement for full-time law degree studies in the United Kingdom. SPACE has a special relationship with many Universities in the United Kingdom and places will be arranged for students who pass the two-year Certificate programme.
4. The Certificate satisfies Part I of the Institute of Legal Executives Certificate programme and enables students to enter the Part II course with a view to taking the Institute's fellowship examinations and ultimately qualifying as a solicitor.

In addition to the above, if the student completes the Summer Certificates and obtains the Diploma in Legal Studies:

1. The Diploma holder may apply for entry to the University of Leicester Master of Arts degree programme, M.A. in Public Order. This programme is offered in Hong Kong in association with SPACE.
2. Diploma holders over the age of 25 may apply for entry to the Common Professional Examination (C.P.E.) of England and Wales. 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.
3. Diploma holders over the age of 25 may apply for entry to the Common Professional Examination Certificate (C.P.E.C.) of Hong Kong. This is a one-year full-time course for students who wish to follow the fast-track route to qualification as a solicitor or barrister in Hong Kong.

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. 592 Certificate in Legal Studies - Year I

The course will commence on Tuesday, September 28, 1993.

Time : 6.30 - 9.30 p.m.

Venue: Lecture Theatre 1, Library Extension Building, H.K.U., Pokfulam Road, Hong Kong.

Classes will be held every Tuesday and some Thursdays from September to May. A full timetable will be distributed in the first class.

The cost of the Certificate in Legal Studies - Year I course is \$6,500. The cost of the 1994 Summer Course will be approximately \$600.

Professional Courses

SPACE operates 5 major professional courses; the C.P.E., the C.P.E.C., the P.C.LL., the English Bar Examinations and the Institute of Legal Executives course. The C.P.E. and C.P.E.C. are offered to graduates in non-law disciplines and represent the academic stage of their legal training. The P.C.LL. is offered to law graduates and C.P.E. or C.P.E.C. holders and represents the professional stage. In the great majority of cases applicants for the courses would be intending a career in Law or, at least, qualification as a lawyer. For those seeking a non-graduate career in Law, the Institute of Legal Executives Part II Certificate course is operated

jointly by the Institute and SPACE, 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. The English Bar Examinations course is offered for graduates or C.P.E. holders who wish to qualify as Barristers through the English route.

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. was offered for the first time in 1992, 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 Business Associations and Evidence may proceed directly to the Postgraduate Certificate in Laws, ("P.C.LL.") and then to trainee solicitorship or pupillage in Hong Kong.

Course No. 8003 The Common Professional Examination Certificate (C.P.E.C.) of Hong Kong

The cost for this full-time course is \$42,500.

THE COMMON PROFESSIONAL EXAMINATION (C.P.E.) OF ENGLAND AND WALES

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.LL. course, or a Legal Practice Course (formerly the Law Society Finals) or Bar Vocational Course in England, and subsequently take trainee solicitorship 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. examination of Manchester Metropolitan University, in Hong Kong. Successful candidates who pass all examinations at the first attempt will be guaranteed a place on the P.C.LL. course in Hong Kong offered by SPACE in the academic year following successful completion.

Course No. 608 Common Professional Examination (C.P.E.) of England and Wales - Year I

Course No. 609 Common Professional Examination (C.P.E.) of England and Wales - Year II

The annual cost for complete tuition programme is \$12,250.

THE POSTGRADUATE CERTIFICATE IN LAWS (P.C.LL.)

The Postgraduate Certificate in Laws (P.C.LL.) is a full-time course extending over one academic year, from September to June, and offered in conjunction with the Law Faculty of the University of Hong Kong.

The P.C.LL. exists as the normal method of entry into the Hong Kong Legal Profession. Having completed the P.C.LL. those intending to practise as solicitors must complete two years of trainee solicitorship; intending barristers must complete one year of pupillage. Holders of the P.C.LL. qualification are also eligible, having completed articles in Hong Kong, to apply for admission as solicitors in England and Wales.

Course No. 8001 The Postgraduate Certificate in Laws (P.C.LL.)

The cost for the full-time programme is \$72,000.

ENGLISH BAR EXAMINATIONS PREPARATION COURSE

This course will operate from September 1993 with a view to preparing students for Bar Examinations in 1994. Those successfully completing the examinations will be eligible to take pupillage in Hong Kong and practise, thereafter, as a barrister.

Students will receive extensive lecture and tutorial tuition from local and invited overseas lecturers. All the compulsory subjects will be covered together with selected options. Students will also be permitted to attend related London University LL.B. lectures provided by SPACE.

Criteria for admission are academic and will be based on a student possessing an LL.B. degree of at least second class honours standard.

Holders of the C.P.E. of England and Wales may also be given places but will require a certificate of eligibility issued by the English Bar. Those at present holding a certificate issued by the English Law Society may be permitted to transfer.

Applicants should note that the Bar examinations will take place in England. All students must join one of the 4 Inns of Court and fulfil dining requirements before taking examinations. Students will need to travel to England to dine and no classes will be scheduled during dining terms.

All eligible applicants should apply before June 16, 1993 though late applications will be considered, particularly from those final year LL.B. London University students whose results are published after the deadline.

Course No. 610 English Bar Examinations Preparation Course

The cost for the full tuition package is \$30,000.

INSTITUTE OF LEGAL EXECUTIVES CERTIFICATE COURSES

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 the University of Hong Kong, 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 No. 592 & 593)

Year II - See Diploma/Certificate in Legal Studies (Course No. 594 & 595)

Course Structure

Part II Certificate

Course No. 611 Year I - Contract

Course No. 612 Year I - Tort

Course No. 613 Year II - Civil Litigation

Course No. 614 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. Students may take all four subjects in one year, though they are encouraged to spend two years over Part II.

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. A full lecture programme on each subject has to be attended.

The cost is \$3,500 per subject.

C.P.E. TOP UP FOR LEGAL EXECUTIVES

For those who have completed Part II and who wish to claim exemption from the C.P.E. with a view to becoming a solicitor students may complete the three remaining subjects through I.L.E.X. as single subjects.

Course No. 588 Land Law

Course No. 589 Equity and Trusts

Course No. 590 Constitutional Law

Law for Laymen

591. 家事法 (Family Law)

本課程旨在對家事法及相關行業之人士，介紹香港婚姻各方面之法律知識。內容包括分居經濟之要素，婚姻及家庭訴訟，財產及贍養費，子女之問題，領養，家事法之行爲問題，妾侍及其他大清律例。

主 講 人：莊重慶先生

地 點：香港大學專業進修學院市區中心1室(信德中心西翼十五樓)

時 間：一九九三年十月八日起每星期五下午八時至九時三十分

全期學費：四百元 (共十講)

Ms. Bronwyn Davies addresses participants at a Seminar on how to qualify as a lawyer in Hong Kong



615. 香港地產物業法例 (Real Property Law in Hong Kong)

本課程旨在對地產界及相關行業之人士，介紹香港地產交易及物業發展各方面之法律知識。內容包括港九新界土地業權之特徵，官地契約條款，樓宇交易之手續，買賣合約之內容及違約之後果，按揭類別，物業交易之法律文件，例如轉讓契、授權書、信託聲明書等基本認識，地產發展有關之法律問題，例如收地賠償、城市設計、租務管制、樓花買賣等。

主 講 人：莊重慶先生

地 點：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：一九九三年十月五日起每星期二下午八時至九時三十分

全期學費：四百元 (共十講)

In order to receive the next issue of this Prospectus, please turn to page 157.

如欲收到下期課程手冊，請翻閱第157頁。

661. 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: March 29, 30, 31 & April 6, 7, 8, 1994
(9 a.m.-12 noon; 2-5 p.m.)
May 7 & 21, 1994 (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 4 & 18, 1994.

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, HKU
- Miss Chan, Julia L.Y., B.A.(Manit.), M.L.S.(W.Ont.),
Assistant Librarian, HKU
- Cheng Po-ying, B.A.(H.K.), M.L.S.(Rutgers),
Assistant Librarian, HKU
- Chu, W.H., B.A.(H.K.), A.L.A.A., Librarian, Urban
Council Public Libraries
- Lee, C.F., M.A.(H.K.), M.L.S.(Columbia), Senior
Sub-Librarian, HKU
- Miss Lee, Agnes, B.A.(H.K.), Dip.Lib.(H.K.),
Assistant Librarian, Urban Council
Public Libraries
- Wan Yiu-chuen, B.A.(H.K.), M.Phil.(Wales),
A.L.A., Assistant Librarian, HKU
- Lau Yee-fui, B.A.(Nat. Taiwan), M.L.S.(Hawaii),
Assistant Librarian, HKU
- Mrs Yan, Angela S.W., B.A.(Boston), M.L.S.(Calif.),
Senior Sub-Librarian, HKU

Venue : Room 237, University Main Building, HKU

Date : Mondays and Thursdays, 6.15-7.45 p.m., com-
mencing September 23, 1993

Fee : \$2,750

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, 1993.**

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 66.

Diploma in Librarianship

The School of Professional and Continuing Education, in co-operation with the Hong Kong Library Association, offers a three-year part-time course leading to a "Diploma in Librarianship" award. In addition to teaching general theory and practice, the course has been specially designed to take into account local requirements.

This course is jointly organized with the Charles Sturt University (CSU), Australia. In addition to the award of the "Diploma in Librarianship", students of this course who possess a degree/diploma recognised by CSU can also register with CSU through the School of Professional and Continuing Education with a view to obtaining the "Graduate Diploma of Arts (Library and Information Science)" award.

This course is accredited by the Australian Library and Information Association (ALIA) for professional recognition.

Students take eight papers over three years. Four papers will be taught in the face-to-face teaching mode and four papers will be taught in the distance learning mode supported by lectures and residential schools conducted in Hong Kong.

The commencing date of the course is February 1994. Applications will be invited in November 1993. Those interested in obtaining an application form and details of course arrangements should send a self-addressed envelope to Miss Edith Au, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong.

666. 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 or alternatively the SPACE Study Centre, 3rd and 4th Floor, Ka Chi School, 5 Wai Chi Street, Shek Kip Mei, Kowloon commencing Saturday, September 25, 1993 and October 2, 1993, 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: \$3,650 (including all materials)

Application:

A special application form is obtainable from Dr T.W. Casey, School of Professional and Continuing Education, The University of Hong Kong, by not later than September 20, 1993.

667. 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.)

Venue : Room 22, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong.

Date : Wednesdays, 6.00-7.30 p.m., commencing September 29, 1993

12 meetings

Fee : \$425

668. 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 : Barry Cummings, B.A.(Open), Cert.Ed., Cert.B.A.,
Cert.TEFL(RSA), M.I.Elec.I.E.

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

Date : Tuesdays, 7.45-9.15 p.m., commencing September 28, 1993

12 meetings

Fee : \$425

669. 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 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.).

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

Date : Mondays, 7.45-9.15 p.m., commencing September 27, 1993

12 meetings

Fee : \$425

670. Management Concepts and Practices

Management is the function which has the greatest potential to make an organization run effectively. This course will concentrate upon deepening the participants' understanding of the overall managerial process, on ways of improving managerial performance, and building the foundations for career advancement into senior management. Areas to be discussed include organization and management theory; organizations and their business environments; management functions in relation to organization structures; corporate planning; strategy and policy; problem-solving and decision-making; communication; managing change and conflict; management by objective (MBO); and the major functional areas of operations, finance, information systems, and human resources. Case studies will be incorporated into the course.

Tutor : Maurice M.F. Ma, B.A.(W.Ontario), M.B.A. (Canterbury), A.N.Z.I.M., M.H.K.C.S., C.Dip.A.F.(A.C.C.A.)

Venue : Room 101, James Hsioung Lee Science Building, HKU

Date : Saturdays, 3.45-5.15 p.m., commencing September 25, 1993

12 meetings

Fee : \$425

671. 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與性。

主講人：梁日超先生 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：一九九三年九月二十九日起每星期三下午七時四十五分至九時十五分

全期學費：四百二十五元 (共十二講)

672. 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.).

Venue : Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Saturdays, 4.00-5.30 p.m., commencing September 25, 1993

12 meetings

Fee : \$425

673. 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 2 0 室 (信德中心西翼九樓)

時間：一九九三年九月二十七日起每星期一下午六時至七時三十分
 全期學費：四百二十五元（共十二講）

674. 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).

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

Date : Saturdays, 1.30-3.30 p.m., commencing October 2, 1993

8 meetings Fee : \$380

675. Advanced Project Management

This course has been developed for those who already have a basic awareness of the concepts of project management, but want to further develop their skills. Aimed at mid-level managers, the course focuses on developing skills which will help project managers to deal with and avoid many of the problems projects run into. Based on real-life case studies, the course features negotiation skills, conflict-management, problem solving techniques and presentation skills, all being essential to running a successful project.

Tutor : Jane E. Smith, B.Sc.(City)

Venue : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Saturdays, 3.45-5.45 p.m., commencing October 2, 1993

8 meetings Fee : \$380

676. An Introduction to Strategic Project Management

This course will give an introduction to the overall process of project management from the project initiation stage, design, construction management to the final handing-over

stage. A key feature of the course lies in the emphasis given to applying strategic planning and management to the construction and contract administration stage of work. The course will cover the responsibilities and the qualities required of a project manager, including contract strategy, the different stages of a project, construction management strategy, project acceleration, testing and commissioning and project handover. There will also be discussion of the application of computer-aided project planning, programming techniques, contract negotiation, together some selected case studies. This course has been designed for project managers, project engineers, site resident engineers and contract administrators.

Tutor : Chee M. Kwan, B.Sc.(Glasgow), M.B.A.
 (Strathclyde), Eur.Ing., C.Eng., M.B.I.M.,
 M.C.I.B.S.E., M.I.Mech.E., M.Inst.E.,
 M.H.K.I.E.

Venue : Room 141, University Main Building.

Date : Mondays, 7.30-9.00 p.m., commencing September 27, 1993

12 meetings Fee : \$425

677. 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. Reference will also be made to the latest management theories and techniques, such as TQM, JIT and Japanese management style which are gaining acceptance in both the commercial and industrial sectors. 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.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays, 7.45-9.15 p.m., commencing September 28, 1993

12 meetings Fee : \$425

678. 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 sanitation; 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.

Venue : Room 122, University Main Building

Date : Saturdays, 3.45-5.15 p.m., commencing September 25, 1993

10 meetings

Fee : \$360

679. 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 1 1 室(信德中心西翼九樓)

時 間：一九九三年九月二十八日起每星期二下午六時至七時三十分

全期學費：四百二十五元 (共十二講)

680. 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仕而設，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：一九九三年九月三十日起每星期四下午六時至七時三十分

全期學費：四百二十五元 (共十二講)

681. 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 : Ms Chee Po Chu, B.B.A.(C.U.H.K.).

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

Date : Tuesdays, 7.45-9.15 p.m., commencing September 28, 1993

12 meetings

Fee : \$425

682. 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：一九九三年九月二十五日起每星期六下午一時三十分至三時三十分

全期學費：五百六十五元 (共十二講)

683. Marketing for the Small Business

The marketing function is the key to the running of a successful small business. It provides the complete approach to the running of a business, focuses the firm's direction and action towards the customer, and maximises profits and potential growth by meeting the needs of the customer more effectively than the competition. The aim of this course is to provide practical knowledge of the principles of marketing as applied to the small business operation. Subjects to be covered include market research, marketing planning, product management, pricing, advertising and promotional activity. The course is suitable for managers and owners of small firms and anyone who is considering starting their own business.

Tutor : Janet Eke, B.A.(C.N.A.A.), Cert.Ed.

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

Date : Fridays, 6.00-7.30 p.m., commencing September 24, 1993

12 meetings

Fee : \$425

684. Strategic Modern Marketing

The successful business in today's competitive world is that which is able to match its products' differential advantage to what consumers want and are prepared to buy. As consumer markets are becoming increasingly heterogeneous, the pursuit of a strategic marketing approach is crucial to a business if it is to operate profitably and more efficiently than competition. This course will give students both the basic marketing knowledge and the marketing skills to create a competitive edge in today's consumer market. The integrated marketing campaign will be examined with special reference to market segmentation, targeting and positioning and decisions on products, price, distribution and the promotion mix. The course will be illustrated with examples of successful marketing strategies.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.

Venue : Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Saturdays, 2.00-3.30 p.m., commencing September 25, 1993

12 meetings

Fee : \$425

Medium of Instruction : Cantonese

685. 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.).

Venue : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Wednesdays, 7.45-9.15 p.m., commencing September 29, 1993

12 meetings

Fee : \$425

686. 市場謀略學 (Marketing Strategy)

本課程旨在令學員在短時間內，吸收及懂得運用市場機會，空檔等的分析技巧，設計一套完整的市場策略計劃書。計劃書的內容包括如何為商品及服務定下富謀略性的宣傳策略，定價技巧，分銷網絡的運用，及如何面對市場及競爭對手及政治或政府政策的突變而作出致勝的反應。課程內亦提及如何將市場謀略學的原理，運用於學員的日常辦公室政治競爭及求職的過程中。

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 20 室 (信德中心西翼九樓)

時間：一九九三年九月二十八日起每星期二下午六時至七時三十分

全期學費：四百二十五元 (共十二講)

687. Marketing Communications

Marketing communications are assuming an ever more essential role in strategic marketing for modern organisations, whether in performing the building of brand image in the long run through advertising and public relations or in stimulating short term sales through sales promotion techniques. This course aims to provide students with a knowledge of managing promotional activities in the context of marketing management. The content will focus on the major steps in developing effective marketing communication programs and advertising; the communication/promotion mix decisions; management of sales promotion; major public relations decisions; the coordination of various elements within the overall promotion mix etc.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.

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

Date : Saturdays, 3.45-5.15 p.m., commencing September 25, 1993

12 meetings

Fee : \$425

Medium of Instruction : Cantonese

688. 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：一九九三年九月二十五日起每星期六下午三時四十五分至五時十五分

全期學費：四百二十五元 (共十二講)

689. 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：一九九三年九月二十四日起每星期五下午七時四十五分至九時十五分
全期學費：四百二十五元（共十二講）

690. Purchasing Management

The Purchasing function is crucial for the survival of an organization. If it does not function properly the most likely effects will be to reduce the level of customer service and the competitiveness of the company in the price of the product. This course has been designed for purchasing personnel and those who are interested in learning the fundamental principles and concepts of the purchasing function. The topics to be covered include: the scope and objectives of purchasing, organization for purchasing, purchasing policy and procedures, and the strategic elements involved in purchasing. The ultimate aim of the course is to demonstrate how purchasing practice can select the right quality of product, the right quantity, at the right time, through the right supplier, and at the right price.

Tutor : Alex Y.K. Leung, M.C.I.P.S., Dip.M.

Venue : Room 208, Run Run Shaw Building, HKU
Date : Saturdays, 2.00-3.30 p.m., commencing September 25, 1993

12 meetings Fee : \$425

691. Production Management

Production Management has always been a key element to the achievement of corporate success and is the cornerstone of the efforts of many world-class manufacturers and service companies. This course has been designed to give comprehensive coverage to the major topics in production including: the integration of Production Management into Corporate Strategy; the design and organization of production systems for manufacturing and services; production planning and inventory control; controlling production systems and managing quality; the continuous improvement of production systems and Kaizen techniques. Throughout the course traditional production management

techniques will be compared in parallel with Japanese - inspired approaches, and case studies will be used for discussion and consolidation purposes.

Tutor : Alfred Yu, B.Eng.(Birm.), M.B.A.(Sheffield), A.M.I.E.E..

Venue : Room 101, James Hsioung Lee Science Building, HKU

Date : Saturdays, 2.00-3.30 p.m., commencing September 25, 1993

12 meetings Fee : \$425

692. Manufacturing Management

Manufacturing is the traditional hub of all industrial activity and in consequence the techniques and management in this area have evolved in many cases over a long period of time. This course will address the major areas of concern within manufacture, such as the nature of the production system, factory layout management, sequencing strategy, inventory, time-series forecasting and the management of resources. Consideration will also be given to project management, manufacturing economics, ergonomics, and work study.

Tutor : Eddie Wu, B.Eng.(Liverpool), G.M.I.Mech.E., H.K.I.E.

Venue : Room 7, University Main Building.
Date : Mondays, 6.30-8.00 p.m., commencing September 27, 1993

12 meetings Fee : \$425

Medium of Instruction : Cantonese

693. International Trade and Finance

The international exchange in goods, services and financial assets is a subject of extreme importance to the economy of Hong Kong and the economies of most countries. The course aims at providing not only a description of, but also an explanation of, why international trade and capital movements take place. The subject is of direct relevance to business students because of Hong Kong's key position in international capital markets and of the pervasive role of exports in the domestic economy, and particularly in relation to the PRC. Students will obtain practical knowledge concerning the mechanism of the foreign exchange markets, movements in the exchange rates and in capital flows. Emphasis will be given to aspects of commercial and financial policies that have direct consequences for the export business of Hong Kong and for its financial markets.

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.

Venue : Room 7, University Main Building.
Date : Mondays, 8.00-9.30 p.m., commencing September 27, 1993

12 meetings

Fee : \$425

694. 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).

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

Date : Saturdays, 1.30-3.30 p.m., commencing September 25, 1993

12 meetings

Fee : \$570

695. Practical Finance for Non-Finance Personnel

The field of finance has been growing in significance in every working organization and to every manager working in them. This course is directed specifically to managers without a training and background in financial matters and will provide an understanding of the basic and practical elements of finance in organizations. Topics to be covered include: the interpretation of financial statements with analysis of financial ratios, break-even analysis, cash flow management, operating budgeting, capital budgeting, the concept of working capital, business evaluation, the concept of leverage, long-term financing and the importance of finance to business planning.

Tutor : John H. Hon, B.App.Sc.(Montreal),
M.B.A.(McGill).

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

Date : Saturdays, 2.00-3.30 p.m., commencing September 25, 1993

12 meetings

Fee : \$425

696. 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.

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

Date : Fridays, 7.45-9.15 p.m., commencing September 24, 1993

12 meetings

Fee : \$425

697. Effective Foreign Currency Management

This is a practical course which is designed for those who wish to improve their currency investment skills. Topics to be covered include the FX mechanism, fundamental analysis, technical analysis, and economic indicator analysis. There will be an explanation of general investment concepts, trading practices, risks and money management. Students will be encouraged to develop their own strategies through the investment games.

Tutor : William Y.F. Mak, M.B.A.(Stirling), C.I.M.A.,
I.C.S.A., Dip.M., C.I.M.(Grad.)

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

Date : Saturdays, 3.45-5.15 p.m., commencing September 25, 1993

12 meetings

Fee : \$425

Medium of Instruction : Cantonese

698. 投資組合管理 (Effective Investment Portfolio Management)

本課程旨在介紹時下流行的投資工具予學員。內容包括股票，外匯，期貨，期權及單位信託基金；課程除了一般投資概念外，重點集中於交易投資，基本分析，圖表分析，經濟指標分析等。學員更希望藉著不同遊戲學習及設計自己的投資組合。

主 講 人：麥焜輝先生 M.B.A.(Stirling), CIMA, I.C.S.A., Dip.M.,
CIM(Grad.)
授課語言：粵語（輔以英語）
地 點：香港大學專業進修學院市區中心 2 2 室（信德中心西翼九樓）
時 間：一九九三年九月二十五日起每星期六下午一時三十分至三時三十分
全期學費：五百六十五元（共十二講）

699. Effective Stock Investment Management

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 investment 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. Consideration will be given to the following areas: general investment concepts, trading practices, fundamental and technical analysis, stocks, warrants, the Hang Seng Index, futures and options. Students will be encouraged to develop their own portfolios through various investment games.

Tutor : William Y.F. Mak, M.B.A.(Stirling), C.I.M.A.,
I.C.S.A., Dip.M., C.I.M.(Grad.)

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

Date : Fridays, 6.00-7.30 p.m., commencing September
24, 1993

12 meetings

Fee : \$425

Medium of Instruction : Cantonese

700. 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 decisions 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.

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

Date : Tuesdays, 7.45-9.15 p.m., commencing October 5,
1993

10 meetings

Fee : \$360

701. Human Processes in Organizations

Today's managers are functioning in an environment of increasing complexity, which is characterized by changing aspirations among employees, higher expectations of performance and greater demands of adaptability. They are required to enhance their competence to manage themselves, deal with superiors and subordinates, and to work in multi-cultural teams. This course provides an opportunity to mid-level managers to develop a basic understanding of these processes and their applicability in the business context. It covers such themes as individual performance, motivation, job satisfaction, group behavior, communication, conflict, power and politics, leadership and managerial style and organizational culture. Concepts will be discussed and case studies used in this course.

Tutor : Rana Rizvi, B.Sc.(Lucknow), M.B.A.(Aligarh).

Venue : Room 208, Run Run Shaw Building, HKU

Date : Saturdays, 3.45-5.15 p.m., commencing September
25, 1993

12 meetings

Fee : \$425

703. 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意從事這行業的人士修讀，務求學員於完成課程後，可掌握從事管理工作之要點。

主 講 人：趙志光先生 B.Soc.Sc., MBA, MHKMA, MIPM

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：一九九三年九月三十日起每星期四下午七時四十五分至九時十五分

全期學費：四百二十五元（共十二講）

704. 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：姚立強先生 M.B.A.(City)

地點：香港大學校本部大樓 1 2 2 室

時間：一九九三年九月二十五日起每星期六下午二時至三時三十分

全期學費：四百二十五元 (共十二講)

705. 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：一九九三年九月二十七日起每星期一一下午六時至七時三十分

全期學費：四百二十五元 (共十二講)

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

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.

In order to receive the next issue of this Prospectus, please turn to page 157.

如欲收到下期課程手冊，請翻閱第 157 頁。



Dinner Following presentation of Certificates for the Certificate in Basic Medical Science
第二屆基礎醫學證書畢業典禮

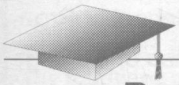
MEDICAL LABORATORY SCIENCE

Lecturers in charge : Wilson W.S. Ng
Sarah S.C. Hui
Stephen W.N. Wu
N.S. Wong

Telephone: 859 2789
859 2793
859 2417
859 1937

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 probably be in September 1994 and for the Ordinary-level course in January 1995: 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.



Degree Programme

8031. Napier University B.Sc. (Hons.) Life Sciences (Applied Medical Sciences)

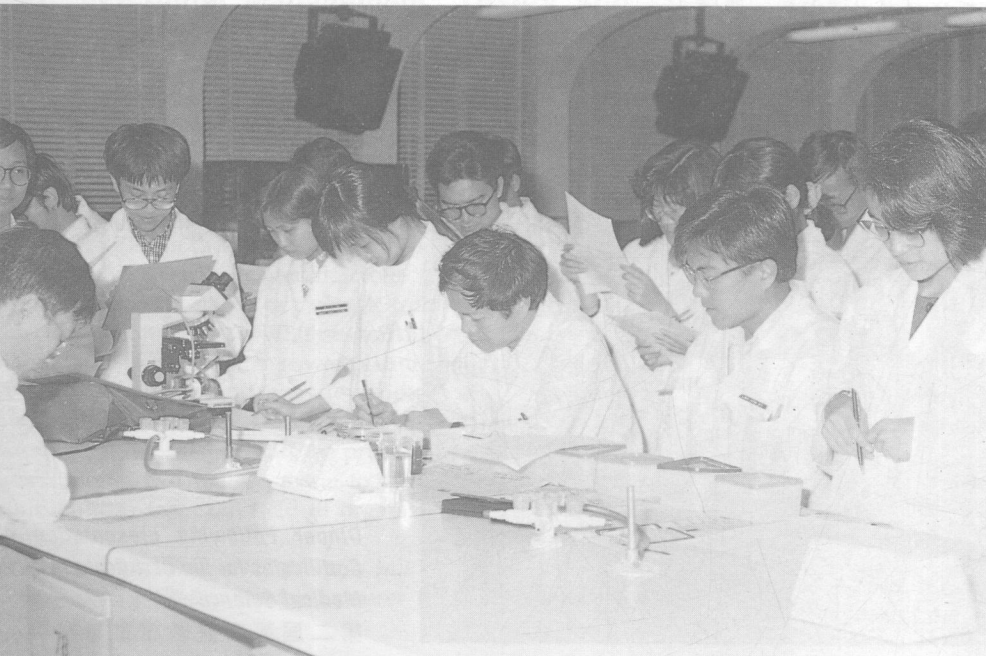
The School proposes to offer a B.Sc. (Hons.) degree course in Life Sciences (Applied Medical Sciences) starting in September 1993 and in association with Napier University, Edinburgh which is the degree granting body. This honours degree aims to provide a progressive, integrated

and coherent education in medical laboratory sciences based on the knowledge already gained at the Higher Technician Certificate level so that on completion of the programme, the students will gain a qualification commensurate with the academic requirements for higher professional status and/or for advanced postgraduate studies. The degree will be offered on a part-time basis and will extend over a two year period. Six modules are covered :

Biochemistry A & B,
Applied Medical Sciences A & B,
Physiology and
A Project

A pass in all six modules is required in order to satisfy requirements for the award of the Honours degree. The entry qualification for the degree programme will be the Higher Technician Certificate or its equivalent. Candidates with the appropriate qualifications on application, will be permitted to sit for an Entrance Examination in Biochemistry and Physiology. Those who satisfactorily pass the Entrance Examination will be eligible to apply for selection on the Honours programme. Selection will be on a competitive basis and the limited number of places will be allocated on academic and other relevant criteria. The degree course will have a biennial intake and enrolment is limited to 35 students.

Medical Laboratory Science Students at a Practical Session



MUSIC

Lecturers in charge: Owen H.H. Wong
Y.L. 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 comprehensive programme comprising three Certificates. Successful completion of the three Certificate courses will lead to the award of a Diploma in Music Performance Pedagogy (Piano). The Diploma programme has separate, self-contained modules/units. Students are free to enrol according to individual interests and time schedule, except for the Certificate in Piano Performance Pedagogy, where students are required to enrol for the whole course.

The Diploma curriculum is divided into three parts:

37. Certificate in Piano Performance Pedagogy (2-year course)
38. Certificate in Advanced Piano Performance Pedagogy
39. Certificate in Music Language and History

Exemption:

- (1) Students who have been awarded the EMS/SPACE Certificate in Piano Performance Pedagogy will be exempted from the relevant parts of the programme.
- (2) Any module/unit successfully completed will be recognized for diploma credit.

Admission requirements:

Either University or conservatory graduates who took music as a major part of their degree or diploma course;
or in-service piano teachers with a minimum of three years experience;
or holders of Grade VIII Certificate (theory and practical) of the Associated Board of the Royal Schools of Music, the Trinity College of Music, or music academies of similar standing;
or in exceptional cases, candidates who do not have the qualifications listed above will be considered for admission if they possess the necessary knowledge of piano music and skill. (These candidates may be asked to attend an interview.)

Completed application forms should be accompanied by copies of relevant certificate(s) and diploma(s) and a crossed cheque for the respective course fees in favour of the "University of Hong Kong" and should reach Dr. Y.W. Liu, School of Professional and Continuing Education, University of Hong Kong not later than September 3, 1993.

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 1994) 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 34. Students are required to enrol for the whole course.

Acting Director of Studies:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place and Date: See units below.

Fee: \$5,500 per year

1st year units, starting in October, 1993.

1. *Repertoire Study*

J.S. Bach: The Well-Tempered Clavier (Unit 1.1)

Score required: Bach: Well-Tempered Clavier, Vol. I
(Henle Urtext edition)

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.
Date : Mondays, 9.30 a.m.-12.00 noon, commencing Octo-
ber 4, 1993

12 meetings

Mozart and Haydn: Piano Sonatas (Unit 1.3)

Scores required: Mozart: Piano Sonatas, Vol. I & II
(Henle Urtext).
Haydn: Piano Sonatas, (Selection), Vol. I &
II (Henle Urtext)

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.
Date : Thursdays, 9.30 a.m.-12.00 noon, commencing
October 7, 1993

12 meetings

2. *Basic Piano Pedagogy*

Creative Piano Instruction For Small Children (Unit 2.1)

These sessions offer the participants a comprehensive course of piano initiation for small children. The course includes a compendium of suitable basic keyboard drills, rhythmic exercises, an introduction to note reading and writing, basic ear training, transposition and improvisation, as well as an introduction to creative learning aids and special teaching materials. There is a possibility that Dr. Li might teach unit 2.3 instead of unit 2.1. The latter will then be taught in Oct, 1994.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.
Date : Thursdays, 9.30 a.m.-12.00 noon, commencing
January, 1994

4 meetings

3. *Master Composers' Teaching Repertoire*

Teaching Classical Piano Compositions (Unit 3.2)

Scores required: Leopold Mozart: Notebook for Wolfgang
W.A. Mozart: Piano Variations (Henle)
Piano Pieces (Henle)
Haydn: Piano/Variations (Henle)

Scores used in these courses should be "Urtext" editions, preferably those published by Henle. Tsang Fook Music Co. holds all the scores necessary for this course and will give a discount to our students.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.
Date : Thursdays, 9.30 a.m.-12.00 noon, commencing
January, 1994

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**

Acting Director of Studies:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Fee: see units below.

Enrolment is limited to 8 for each group.

Units starting in October, 1993.

4. Performance Workshops

716. Bach and Scarlatti (Unit 4.1)

Each participant will study and perform one piece by Bach and two sonatas of contrasting style by Scarlatti.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 9.00-11.00 a.m., commencing October 6, 1993

16 meetings Fee: \$2,800

717. Beethoven and Schubert (Unit 4.3)

Each participant will study and perform one sonata by either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 11.15 a.m.-1.15 p.m., commencing October 6, 1993

16 meetings Fee: \$2,800

718. Chopin (Unit 4.4)

Each participant will study and perform two preludes and one other piece.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 9.00-11.00 a.m., commencing October 8, 1993

16 meetings Fee: \$2,800

719. Debussy, Ravel and Schoenberg (Unit 4.5)

Each participant will study and perform one impressionist work.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 11.15 a.m.-1.15 p.m., commencing October 8, 1993

16 meetings Fee: \$2,800

5. Research Seminar

720. French Piano Music after Ravel (Unit 5.1)

In this seminar, participants will analyze and categorize the main trends of musical language emerging in this field, draw conclusions for the various aspects of performance practice and gain a deeper understanding of the musical message. These investigations will be followed by discussions of pedagogic procedures – such as age-group allocation, technical and intellectual demands and the preparation of the teacher and/or the pupil.

Tutor : Ms Wong Chung Chun, B.Mus. (Manitoba), M.A. (Texas Woman)

Place : B7 Block 28, City One Shatin, N.T.

Date : Tuesdays, 9.30-11.30 p.m., commencing October 5, 1993

16 meetings Fee: \$2,800

6. Chamber Music Workshop

721. 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:

Piano duets: Mozart and Schubert

Piano+violin: Mozarts

Piano+flute: J.B.Bach, Telemann and Poulenc

Vocal accompaniment: Schumann, Faure and Schubert

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 9.00-11.00 a.m., commencing October 5, 1993

16 meetings Fee: \$2,800

39. Certificate in Music Language and History

Professor Edward Ho, D.Mus.(Durham), F.T.C.L., LRSM;
Head of the School of Music, Kingston University.

This course has three units which will be taught by academic staff from the School of Music, Kingston University and teachers from local academic insitutions during the academic year 1993-1994.

Curriculum:

7. Music History 1650-1900
8. Harmony and Keyboard Musicianship
9. Improvisation and Composition
 - 9.1 Improvisation
 - 9.2 Improvisation and Composition

(more details will be provided in August, 1993.)

722. 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，每個學員均有機會被個別指導和個人聲音鑑別。
(限收十八人)

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：一九九三年十月四日起每星期一下午五時四十分至六時五十五分
全期學費：三百二十元（共十四講）

723. 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：一九九三年十月七日起每星期四下午五時四十分至七時
全期學費：三百八十五元（共十六講）

724. 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：一九九三年十月七日起每星期四下午七時十分至八時廿五分
全期學費：三百二十元（共十講）

725. 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：一九九三年十二月十六日起每星期四下午七時十分至八時廿五分
全期學費：三百二十元（共七講）

726. 當代舞蹈與旋律運作 (Modern Dance & Rhythmic Movement)

身體語言是人類最古老的一種溝通方式，而舞蹈可提供人的感覺和情緒的刺激機會，把人許多潛意識的情感提昇到個人能夠知覺或意識的層面上。在許多舞蹈種類當中，當代舞就有這種作用，能令人隨意地表達出他對事物的情感。但當代舞非散漫式的，而是經過動作整合化組織的一種旋律運作而成。

本課程採用現代舞基本技巧作漸進的練習，進而以各種動作組合，即興的旋律動作解釋，加強培養學員對舞蹈動作特質的感應及表現能力。
(限收二十人)

主 講 人：洪漢寶先生（漢韶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：一九九三年十月二日起每星期六下午二時至四時
全期學費：五百二十五元（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.

736. 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, 8.15-9.30a.m. (Morning), starting October 4, 1993

36 meetings Fee: \$1,750

737. Ms Alice Chang, B.A.(National Chung Hsin)

Place : Room 206, Run Run Shaw Building, University of Hong Kong

Date : Tuesdays, 7.15-9.30p.m., starting September 28, 1993

20 meetings Fee: \$1,750

738. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 206, Run Run Shaw Building, University of Hong Kong

Date : Fridays, 8.00-10.00p.m. starting September 24, 1993

22 meetings Fee: \$1,750

739. Joseph Kung, B.A.(New York)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays, 5.30-7.30p.m., starting September 13, 1993

22 meetings Fee: \$1,750

740. Joseph Kung, B.A.(New York)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 5:30-7:30p.m., commencing September 15, 1993

22 meetings Fee: \$1,750

Textbook: Sarah Tsou: Teach Yourself Living Mandarin (with tapes) (Longman) (Available at Hong Kong Book Centre or Swindon Book Co.)

741. 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.

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., starting October 1, 1993

20 meetings Fee: \$1,750

Textbook: Sarah Tsou: Teach Yourself Living Mandarin (with tapes) (Longman) (Available at Hong Kong Book Centre and Swindon Book Co.)

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.

742. Mrs Sarah Tsou, M.A.(San Diego State)
Ms Jenny Sze, B.A.(Tientsin)

Place : Room 106, James Hsiung Lee Science Building, University of Hong Kong

Date : Wednesdays, 7:15-9:45p.m., starting October 6, 1993

18 meetings Fee: 1,800

743. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 206, Run Run Shaw Building, University of Hong Kong

Date : Thursdays, 8.00-10.00p.m., starting September 23, 1993

22 meetings Fee: 1,800

744. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

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

Date : Mondays, 9.30-11.45a.m.(Morning), starting October 4, 1993

20 meetings

Fee: 1,800

Textbook: Sarah Tsou, Teach Yourself Living Mandarin (with tapes) (Longman) and supplementary. (Available at Hong Kong Book Centre or Swindon Book Co.)

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 SPACE Certificate in Mandarin provided that they pass the final examination, and have attended at least 75% of the meetings.

745. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 9.30-11.45a.m.(Morning), starting October 5, 1993.

40 meetings

Fee: \$3,800

746. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 106, James Hsioung Lee Science Building, University of Hong Kong

Date : Tuesdays, 7:15-9:30p.m., starting October 5, 1993

40 meetings

Fee: \$3,800

Cantonese

Cantonese 1

The main emphasis will be on basic grammar in spoken Cantonese and ample opportunity will be given for practising pronunciation and short sentence construction orally.

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours (Available at Hong Kong Book Centre & Swindon Book Company).

747. Mrs Caroline Law, B.A.(U.C.)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 5:30-7:30p.m., starting September 14, 1993

25 meetings

Fee: \$1,750

748. Miss 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., starting September 24, 1993

22 meetings

Fee: \$1,750

749. Miss M.S. Lam, B.A.(H.K.)

Place : Room 101, James Hsioung Lee Science Building, University of Hong Kong

Date : Tuesdays, 7.15-9.45p.m., starting September 28, 1993

20 meetings

Fee: \$1,520

750. Mrs Lorraine Poon, (Sir George Williams) H.K.

Place : Room 101, Runme Shaw Building, HKU

Date : Wednesdays, 7.15-9.45p.m., starting September 29, 1993

20 meetings

Fee: \$1,520

751. 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., starting September 24, 1993

22 meetings

Fee: \$1,520

752. Mrs Caroline Law, B.A.(U.C.)

Place : Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays and Fridays, 2.00-3.30p.m., starting October 5, 1993.

33 meetings

Fee: \$1,520

753. Miss Amy Chi, M.A.(Exeter)

Place : Room 37, St. Mary's Canossian College, 162, Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue)

Date : Thursdays, 6.15-8.45p.m., starting September 23, 1993

20 meetings

Fee: \$1,520

Cantonese II

The course, intended for students who have completed Cantonese I or who can prove that they have had equivalent training in Cantonese, will concentrate on oral expressions and idioms.

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours (Available at Hong Kong Book Centre and Swindon Book Company)

754. Ms Elza Lam, M.Ed. (Manchester)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 6.00-7.30p.m., starting September 28, 1993

20 meetings Fee: \$1,800

755. Miss F.K. Lam, B.A.(C.U.H.K.)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Thursdays, 6.00-7.30p.m., starting September 23, 1993

20 meetings Fee: \$1,800

756. 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., starting October 4, 1993

20 meetings Fee: \$1,800

757. Miss Connie Cheung, B.A.(H.K.)

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., starting October 5, 1993

15 meetings Fee: \$1,800

Cantonese III

Students who have attended Cantonese I and II will find this course extremely useful. The syllabus covers more grammar, useful colloquial expressions, idioms and proverbs in daily use. Students who are doing Cantonese II or who can prove that they have done sufficient Cantonese elsewhere are also welcome.

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.)

758. Cantonese III

Tutor : Mrs Caroline Law, B.A.(U.C.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 7.40-9.40p.m., starting October 5, 1993

15 meetings Fee: \$1,800

Chinese Characters

The study of Characters will include etymology of characters, vocabulary and classical reference of idioms. Special effort will be made to give students practice in reading characters.

Priority will be given to students who have completed Cantonese I and II, but those who are doing Cantonese II or who can prove that they have adequate knowledge of Cantonese are also welcome to join.

Textbook: John DeFrancis, Beginning Chinese Reader, Part 1 (Yale University Press).

759. Chinese Characters I

Tutor : Mrs Caroline Law, B.A.(U.C.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 7.50-9.35p.m., starting October 8, 1993

17 meetings Fee: \$1,850

760. Chinese Characters I

Tutor : Mrs Caroline Law, B.A.(U.C.)

Place : Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 2.00-4.00p.m., starting October 6, 1993

15 meetings Fee: \$1,850

Japanese**761. 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

Tutor : Mrs T. Imazu, B.A.(Seikei)

Place : Room G1, James Hsioung Lee Science Building, University of Hong Kong

Date : Mondays, 7.15-9.30p.m., starting September 27, 1993

20 meetings Fee: \$1,850

Textbook: *Japanese for Beginners (Gakken Co. Ltd)*
(Available at Hong Kong Book Centre or Swindon Book Co.)

762. 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 T. Imazu, B.A.(Seikei)

Place : Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 5.40-7.10p.m., starting September 29, 1993

23 meetings Fee: \$1,850

Textbook: *Japanese for Beginners (Gakken Co., Ltd)* (Available at Hong Kong Book Centre or Swindon Book Co)

日語證書班 (Certificate Course in Japanese)

宗旨：為符合香港環境所需，本學院特開設一項日語證書課程，給予從事工商、文教等各業人士一個進修日本語文的機會，通過一項有系統的訓練，得以了解另一種文化，從而提高他們的工作條件。

課程概括：本課程分為「基本日語」和「高級日語」兩階段，每階段為期一年。「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本報刊；「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，彼等均有多年的教授日語經驗，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：全年港幣壹仟三佰八拾元 (HK\$1,380)

高級日語：全年港幣壹仟四佰六拾元 (HK\$1,460)

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」五十四班，「高級日語」十二班，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：一九九四年八月廿三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)

- 763.** 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：一九九三年九月廿三日起每星期四下午七時十五分至九時卅分
- 764.** 鄧國權先生主講 (共四十講)
地點：香港大學校本部大樓 122 室
時間：一九九三年九月廿九日起每星期三下午七時十五分至九時卅分
- 765.** 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：一九九三年九月廿八日起每星期二下午七時十五分至九時卅分
- 766.** 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：一九九三年九月十六日起每星期四下午七時十五分至九時卅分
- 767.** 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：一九九三年九月十五日起每星期三下午七時十五分至九時卅分

- 768.** 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：一九九三年九月十四日起每星期二下午七時四十五分至九時卅分
- 769.** 張民衍先生主講 (共四十講)
地點：香港大學蔣樹雄科學館G1室
時間：一九九三年十月七日起每星期四下午七時十五分至九時卅分
- 770.** 黃鳳屏小姐主講 (共四十講)
地點：香港大學蔣樹雄科學館105室
時間：一九九三年九月十六日起每星期四下午七時四十五分至九時卅分
- 771.** 何嘉輝先生主講 (共四十講)
地點：香港大學邵仁枚樓102室
時間：一九九三年十月八日起每星期五下午七時十五分至九時卅分
- 772.** 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：一九九三年九月廿九日起每星期三下午七時四十五分至九時卅分
- 773.** 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：一九九三年九月十八日起每星期六下午三時三十分至五時四十五分
- 774.** 陳翠妍小姐主講 (共四十講)
地點：香港大學蔣樹雄科學館G1室
時間：一九九三年九月十四日起每星期二下午七時十五分至九時卅分
- 775.** 李明玉小姐主講 (共四十講)
地點：香港大學蔣樹雄科學館G4室
時間：一九九三年九月十七日起每星期五下午七時四十五分至九時卅分
- 776.** 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28室(信德中心西翼九樓)
時間：一九九三年九月廿七日起每星期一上午九時卅分至十一時四十五分
- 777.** 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：一九九三年九月廿九日起每星期三上午十時十五分至十二時三十分
- 778.** 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：一九九三年十月七日起每星期四上午九時至十一時十五分
- 779.** 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：一九九三年十月六日起每星期三下午三時十五分至五時卅分
- 780.** 陳家豪先生主講 (共四十講)
地點：香港般舍道聖保羅書院612室
時間：一九九三年九月廿九日起每星期三下午六時四十五分至九時
- 781.** 鍾娜瑚小姐主講 (共四十講)
地點：香港般舍道聖保羅書院611室
時間：一九九三年九月廿四日起每星期五下午六時四十五分至九時
- 782.** 李明玉小姐主講 (共四十講)
地點：香港般舍道聖保羅書院612室
時間：一九九三年九月廿七日起每星期一一下午六時四十五分至九時
- 783.** 葉碧玲小姐主講 (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：一九九三年九月廿九日起每星期三下午六時四十五分至九時
- 784.** 黃世榮先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學225室(中學部太豐道入口)
時間：一九九三年十月六日起每星期三下午六時四十五分至九時
- 785.** 葉碧玲小姐主講 (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：一九九三年九月廿四日起每星期五下午六時四十五分至九時
- 786.** 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：一九九三年九月廿三日起每星期四下午六時四十五分至九時
- 787.** 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：一九九三年十月十一日起每星期一及三下午六時四十五分至八時
- 788.** 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：一九九三年十月十一日起每星期一及三下午八時零五分至九時廿分
- 789.** 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：一九九三年九月廿三日起每星期四下午六時四十五分至九時
- 790.** 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：一九九三年九月廿八日起每星期二下午六時四十五分至九時
- 791.** 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：一九九三年九月廿四日起每星期五下午六時四十五分至九時
- 792.** 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：一九九三年九月廿八日起每星期二下午六時卅分至八時四十五分
- 793.** 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：一九九三年九月廿九日起每星期三下午六時卅分至八時四十五分
- 794.** 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：一九九三年九月廿四日起每星期五下午六時卅分至八時四十五分
- 795.** 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：一九九三年九月廿七日起每星期一下午六時卅分至八時四十五分
- 796.** 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：一九九三年九月廿九日起每星期三下午六時十五分至八時卅分
- 797.** 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：一九九三年九月廿七日起每星期一下午六時卅分至八時四十五分
- 798.** 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：一九九三年九月十四日起每星期二下午六時十五分至八時卅分
- 799.** 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：一九九三年九月廿四日起每星期五下午六時卅分至八時四十五分
- 800.** 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：一九九三年九月廿九日起每星期三下午六時卅分至八時四十五分
- 801.** 陳雲雲小姐主講 (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：一九九三年九月廿四日起每星期五下午六時卅分至八時四十五分
- 802.** 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：一九九三年十月七日起每星期四下午六時卅分至八時四十五分
- 803.** 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27室(金巴利道入口)
時 間：一九九三年九月廿九日起每星期三下午六時十五分至八時卅分
- 804.** 周志傑先生主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時 間：一九九三年九月廿四日起每星期五下午六時三十分至八時四十五分
- 805.** 林頌年小姐主講 (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：一九九三年九月廿九日起每星期三下午六時卅分至八時四十五分
- 806.** 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：一九九三年九月廿七日起每星期一下午六時十五分至八時卅分
- 807.** 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：一九九三年九月廿八日起每星期二下午六時卅分至八時四十五分
- 808.** 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：一九九三年九月十五日起每星期三下午六時十五分至八時卅分
- 809.** 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：一九九三年九月廿三日起每星期四下午六時十五分至八時卅分
- 810.** 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：一九九三年九月十七日起每星期五下午六時卅分至八時四十五分
- 811.** 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：一九九三年九月十三日起每星期一下午六時十五分至八時卅分
- 812.** 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：一九九三年九月十三日起每星期一下午六時四十五分至九時
- 813.** 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：一九九三年九月廿七日起每星期一下午六時卅分至八時四十五分

814. 葉碧玲小姐主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT1室(石硤尾偉智街近地鐵站)

時間：一九九三年九月廿五日起每星期六上午十時至十二時十五分

815. 葉碧玲小姐主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT1室(石硤尾偉智街近地鐵站)

時間：一九九三年九月廿五日起每星期六下午二時四十分至四時五十五分

816. 葉碧玲小姐主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT9室(石硤尾偉智街近地鐵站)

時間：一九九三年九月廿八日起每星期二下午七時三十分至九時四十五分

高級日語 (Advanced Japanese)

817. 鍾娜瑚小姐主講
地點：香港大學邵仁枚樓102室
時間：一九九三年九月廿七日起每星期一下午七時十五分至九時卅分

818. 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：一九九三年九月廿四日起每星期五下午七時十五分至九時卅分

819. 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：一九九三年十月五日起每星期二上午九時卅分至十一時四十五分

820. 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：一九九三年九月十五日起每星期三下午六時四十五分至九時

821. 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：一九九三年九月十四日起每星期二下午六時四十五分至九時

822. 伍錦源先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學S23室(中學部太豐道入口)
時間：一九九三年九月十四日起每星期二下午七時至九時十五分

823. 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S22室(中學部太豐道入口)
時間：一九九三年九月廿四日起每星期五下午六時四十五分至九時

824. 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：一九九三年九月廿四日起每星期五下午六時卅分至八時四十五分

825. 大鹽朝子女士主講 (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：一九九三年十月八日起每星期五下午六時卅分至八時四十五分

826. 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：一九九三年九月廿三日起每星期四下午六時卅分至八時四十五分

827. 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：一九九三年九月十三日起每星期一下午六時卅分至八時四十五分

828. 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：一九九三年九月十六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課程，名額有限，請盡快報名。

高級日語會話 (Advanced Japanese Conversation)

829. 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：一九九三年九月廿八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)

830. 高橋洋子女士主講
地點：香港大學邵逸夫樓206室
時間：一九九三年九月廿九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)

831. 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 一助詞諸問題」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：一九九三年十月十六日、十月三十日，十一月十三日及十一月廿七日星期六下午二時十五分至六時十五分

全期學費：四百五十元 (共四講)

商業日語 (Business Japanese)

本課程專為有日文基礎之學員而設，內容包括商業應酬用語；出入口貿易、推銷、保險、財經、運輸、旅遊等行業之專用語，及商業函件之寫作，每一課的內容將包括各語句、詞匯、課文、語法、會話及練習。

申請人須具已進修日語二百小時左右之程度，或曾修畢本學院主辦之高級日語。

832. 林秀華先生主講(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：一九九三年九月廿四日起每星期五下午六時卅分至八時四十五分

全期學費：八百九十元 (共二十講)

833. 林秀華先生主講(前南京師範大學日語講師)

地 點：香港大學廣樹雄科學館101室

時 間：一九九三年九月廿三日起每星期四下午七時十五分至九時三十分

全期學費：八百九十元 (共二十講)

普通話 (國語) (Putonghua)

本學院的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本學院特別就各界的需求重編教材，使普通話的教學更趨系統化。普通話合格證明只頒發給高級普通話班畢業學員。

為提高被取錄機會，申請者須將其第二、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)

基本班用上冊(普通話教程)

高級班用下冊(普通話教程)

基本普通話 (Basic Putonghua)

整個課程為期一年。內容有國語拼音符號(包括注音字母及中國現行標準拼音法)，國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各文章的選讀。每班共計八十三小時，本課程足以普通話講授。

全期學費：一千一百八十元 (HK\$1,180)

834. 張菊鳳女士主講 (共三十七講)

地 點：香港大學廣樹雄科學館106室

時 間：一九九三年九月廿七日起每星期一一下午七時十五分至九時卅分

835. 蔣治中先生主講 (共三十七講)

地 點：香港大學廣樹雄科學館G1室

時 間：一九九三年十月八日起每星期五下午七時十五分至九時卅分

836. 張菊鳳女士主講 (共三十七講)

地 點：香港大學廣樹雄科學館106室

時 間：一九九三年十月八日起每星期五下午七時十五分至九時卅分

837. 任永年先生主講 (共三十七講)

地 點：香港大學校本部大樓151室

時 間：一九九三年十月九日起每星期六下午三時十五分至五時卅分

838. 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12室(信德中心西翼九樓)

時 間：一九九三年十月八日起每星期五上午九時至十一時十五分

839. 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：一九九三年九月廿八日起每星期二及五下午三時四十五分至五時

840. 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：一九九三年九月廿八日起每星期二及五下午五時十分至六時廿五分

841. 譚惠恆女士主講 (共三十七講)

地 點：香港般含道聖保羅書院611室

時 間：一九九三年十月七日起每星期四下午六時四十五分至九時

842. 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：一九九三年九月十六日起每星期四下午六時四十五分至九時

843. 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：一九九三年十月一日起每星期五下午六時四十五分至九時

844. 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：一九九三年十月八日起每星期五下午六時四十五分至九時
- 845.** 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：一九九三年九月廿七日起每星期一下午六時四十五分至九時
- 846.** 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：一九九三年九月廿九日起每星期三下午六時四十五分至九時
- 847.** 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：一九九三年九月十四日起每星期二下午六時四十五分至九時
- 848.** 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：一九九三年十月八日起每星期五下午六時四十五分至九時
- 849.** 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：一九九三年九月廿八日起每星期二下午六時四十五分至九時
- 850.** 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：一九九三年九月廿九日起每星期三下午六時四十五分至九時
- 851.** 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：一九九三年十月七日起每星期四下午六時四十五分至九時
- 852.** 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：一九九三年九月廿八日起每星期二下午六時十五分至八時卅分
- 853.** 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：一九九三年九月廿七日起每星期一下午六時十五分至八時卅分
- 854.** 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：一九九三年九月十七日起每星期五下午六時十五分至八時卅分
- 855.** 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：一九九三年九月廿九日起每星期三下午六時卅分至八時四十五分
- 856.** 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：一九九三年十月八日起每星期五下午六時卅分至八時四十五分
- 857.** 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：一九九三年十月五日起每星期二下午六時卅分至八時四十五分
- 858.** 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：一九九三年十月六日起每星期三下午六時十五分至八時卅分
- 859.** 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：一九九三年十月六日起每星期三下午六時十五分至八時卅分
- 860.** 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：一九九三年十月八日起每星期五下午六時十五分至八時卅分
- 861.** 黎宜女士主講 (共三十七講)
地 點：香港大學專業進修學院石硤尾教學中心四樓LT1室
時 間：一九九三年九月廿五日起每星期六下午十二時廿分至二時三十五分
- 862.** 黎宜女士主講 (共三十七講)
地 點：香港大學專業進修學院石硤尾教學中心四樓LT1室
時 間：一九九三年九月廿五日起每星期六下午五時至七時十五分
- 863.** 高宏先生主講 (共三十七講)
地 點：香港大學專業進修學院石硤尾教學中心四樓LT1室
時 間：一九九三年九月廿五日起每星期六下午七時二十分至九時三十五分

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。

每班為期一年，全期學費：一仟二百八拾元 (HK\$1,280)

- 864.** 吳寶榕先生主講 (共三十六講)
 地點：香港大學厲樹雄科學館106室
 時間：一九九三年十月七日起每星期四下午七時十五分至九時卅分
- 865.** 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20室(信德中心西翼九樓)
 時間：一九九三年十月六日起每星期三上午九時至十一時十五分
- 866.** 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：一九九三年十月四日起每星期一一下午四時十五分至六時卅分
- 867.** 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：一九九三年十月七日起每星期四下午五時卅分至七時四十五分
- 868.** 丁國玲女士主講 (共三十六講)
 地點：香港般舍道聖保羅書院611室
 時間：一九九三年九月十四日起每星期二下午六時四十五分至九時
- 869.** 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：一九九三年十月五日起每星期二下午六時四十五分至九時
- 870.** 黎萍女士主講 (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：一九九三年九月十三日起每星期一一下午六時四十五分至九時
- 871.** 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：一九九三年十月四日起每星期一一下午六時四十五分至九時
- 872.** 張蘊麗女士主講 (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：一九九三年十月五日起每星期二下午六時十五分至八時卅分
- 873.** 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：一九九三年九月十七日起每星期五下午六時十五分至八時卅分

874. 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：香港般舍道聖保羅書院611室
 時間：一九九三年九月十三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：八百九十元 (共二十講)

入學資格：能操流利普通話，對漢語拼音方法有認識，有意投入普通話教學工作。申請時，請附有關學歷證件副本，及會修讀普通話之證明。在職普通話教師持學校推薦書優先取錄。

875. 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，對漢語拼音方法有認識，有意投入普通話教學工作。申請時，請附有關學歷證件副本，及會修讀普通話之證明。在職普通話教師持學校推薦書優先取錄。
 (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：一九九三年九月十三日起每星期一下午四時至六時
 全期學費：八百九十元 (共二十講)

教師可獲教育署退還學費。詳參第66頁。(只限課程編號875)

876. 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：一九九三年十月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：一千二百元 (共十四講)

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone: 859 2788
Telephone: 859 2792

881. Chinese and Japanese Women in the Old Days

This course seeks to explain the position of Chinese and Japanese Women in society from pre-history to the eleventh century; it will also cover the contributions and significance of women in religious, political and literary fields. In addition to a study of courtly and educated noblewomen, the course will also look at women in rural and urban settings. There will also be an analysis of the differences and similarities between Chinese and Japanese women, particularly after the seventh century when Chinese influence began to gain dominance in Japan.

Enrolment is limited to 30

Tutor : Ms Leung On-yuk, Maggie, B.A. (HK),
M.A.(Tsukuba)

Venue: Rm 16, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Mondays, 6:35pm - 8:20pm, commencing January
3, 1994

7 meetings

Fee : \$285

882. Chinese Geomancy and Superstition

Geomancy is a unique subject in Chinese metaphysics concerning the influences of environmental forces on human life. Its growing popularity in recent years also brings considerable misconceptions and misunderstandings about the subject. This series of lectures provides a clear overview of the meanings and contents of the art to unravel the mystery, and points to the right direction for practical usage of the knowledge. Topics include: theoretical framework of the Yin and Yang and the five elements; the Eight Houses school and the Flying Star School; application methods for assessing Yang Houses; practical examples and case studies on major buildings in Hong Kong; and Geomancy in the office and at home.

Enrolment is limited to 30

Tutor : Raymond H.L. Lo, B.Soc.(HK)

Venue: Rm 10, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Tuesdays, 6:10pm - 7:40pm, commencing October
5, 1993

7 meetings

Fee : \$350

883. Chinese Concept of Destiny

The Four Pillars of Destiny is a traditional method of forecasting human fortune employed by the Chinese for thousands of years and its influence can be found in all walks of Chinese life. The study of this subject not only provides a fascinating forecasting technique but also enables stu-

dents to gain deep insight into the philosophical background of the Chinese concept of destiny. Lectures will also cover the basic skill in destiny analysis to enhance understanding of individual potentials and directions in life.

Enrolment is limited to 30

Tutor : Raymond H.L. Lo, B.Soc.Sc.(HK)

Venue: Rm 10, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Tuesdays, 6:10pm - 7:40pm, commencing Decem-
ber 7, 1993

7 meetings

Fee : \$350

884. 現代詩及散文創作證書課程 (Certificate Course in Modern Poetry and Prose)

課程策劃小組委員：

艾 青教授 (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 翼博士 (詩人、<華人文化交流委員會>副主席、
<世界華文詩人協會>會長)

羅 門博士 (詩人、<世界華文詩人協會>會長)

藍海文博士 (詩人、<世界中國詩刊社>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)

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，學員在二十六
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。

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、莽子
、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〉、〈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〈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：一九九三年十月廿一日起每星期四下午六時三十分至八時三十分（共三十講，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：

申請者須於十月廿一日前，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，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66頁。

885. 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：884）

課程主旨：

本課程為一年制之高級證書課程，專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代文學基本理論與創作之機會。

課程內容：

以四講時間，講授中國現代詩、現代散文及現代小說的基本理論，並介紹中國現代詩的主要詩人、現代散文、現代小說的主要作家。本課程著重創作實務，指導學員在二十八講的時間內，在課外自動從事現代詩、現代散文及現代小說的創作。

學習方法：

本課程之學習，是以「面授」與「遙距」兩種教學模式進行：A）由主講人派發講義在堂上分析問題及詮釋範文；B）學員之習作，將分別送往在臺灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，（〈世界華文詩人協會〉創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄧荻帆、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、黃雅廉、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〉、〈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〉、〈崆峒〉、〈海南開發報副刊〉。台灣的〈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：一九九三年十月三十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「現代詩及散文創作證書」者；B）領有學士學位，或同等學歷證書，或高於上列學歷，並對現代詩、現代散文及現代小說寫作有興趣而中文流暢者；特別歡迎在職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：

申請者須於十月三十日前，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，本課程限收二十八人。

[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66頁。

886. 中國文學批評高級證書課程 —— (2) 散文部份 (Advanced Certificate in Chinese Literary Critics: (2) Chinese Verse)

課程策劃小組委員：(同課程編號：884)

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，獨立發給文憑。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：一九九三年十月廿二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：一千四百八十元

入學資格：

具有下列條件之一者，得申請入學：(A) 領有「現代詩及散文創作證書」者；(B) 領有「現代文學創作高級證書」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。

畢業文憑

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：

申請者須於十月廿二日前，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，報名時請用支票交款，本課程限收廿二人。

[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66頁。

887. 中國文化基本教材：儒家思想 (Basic Teaching Guide to Chinese Culture: Confucianism)

本課程之設計，主要為高級補充程度之「中國語言文化科」教師提供進修機會。

中國文化以儒家學說思想為主流，而『論語』一書，乃儒家開山祖師孔子與弟子之語錄，內容博大，深廣無垠，或論治學方法，或言孝悌忠恕，或崇禮樂教化，然皆一統於仁。自漢武帝獨尊儒術，儒家成為中國學術文化之命脈，二千餘年承傳不絕。

課程之講授，除注重前人注疏，尋章摘句，並以現代觀點詮釋聖人之義理，配合中國文化導引之篇章，作專題式論述，並闡釋梁漱溟、唐君毅、徐復觀、牟宗三之文化理念。每節至少有半小時供學員發問研討，俾能掌握孔學之思想脈絡，加強對中國文化基本教材之認識，則有助其教學內容之充實。(限收三十人)

主講人：朱國能博士 M.A., Ph.D(HK)

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：一九九三年十月八日起每星期五下午五時廿五分至六時五十五分

全期學費：三百六十元(共十四講)

教師可獲教育署退還半費。詳參第66頁。

888. 文學創作研習班 (Creative Writing in Modern Chinese Literature)

在文學的範疇，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，自然更能體念「文章千古事，得失寸心知」的妙諦。

本課程主要是向文學愛好者和文學教師提供。講授內容除一般文學理論外，並將選讀現代中國文學名家作品，藉透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部份將以創作為主。學員除了有機會練習寫詩和小說等各種文學類別外，還得嘗試一項大型創作，內容自定，於課程完結前完成。優秀作品將會被推薦給本港的文藝副刊登載，並收入本班作品集。

本課程目的除提高學員的欣賞和創作能力外，並為大家提供一個集體學習的環境，希望透過不斷的訓練和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。

(限收十八人)

主 講 人：吳萱人先生（編輯，出版人）
地 點：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：一九九三年十月十一日起每星期一下午八時二十分至九時五十分
全期學費：三百一十元（共十講）

889. 唐宋詩選 讀 (Tang & Sung Poetry)

詩盛於唐、迄於宋，珠玉盈前，美不勝收。唐代先後有兩李杜，中間則王孟，元白，兩劉亦不遜；宋代首推蘇黃，南渡四家中劍南詩至萬篇，佳句不乏；至堪選介，再續一次以與同好普遍共賞！

主 講 人：潘小磬先生
地 點：香港大學專業進修學院市區中心 1 3 室（信德中心翼九樓）
時 間：一九九三年十月八日起每星期五下午七時四十五分至九時十五分
全期學費：三百三十元（共十四講）

890. 刺激與喜悅——文化藝術的入門 (Basic Concepts of Art and Culture)

本課程由文聯成員，就本身經驗與學養，為開放而活潑的現代藝術提示竅門。主要項目包括：（一）創作的來源（李默，作家）；（二）西洋歌劇與中國戲曲（洪朝豐，電視、話劇、歌劇及京劇演員）；（三）現代攝影視藝的探索（陳惠芬，攝影選稿及導師）；（四）棟篤笑（黃子華，電影編劇、演員）；（五）舞台上的編與導（吳家禧，赫壘坊劇團藝術總監）；（六）水墨的遊戲（陳法興，香港電台美術設計）；（七）聽覺與視覺的匯合（羅永暉，演藝學院音樂系主任）；（八）東西舞匯之探求（錢秀蓮，錢秀蓮舞蹈團，舞林院長）。（限收三十五人）

主 講 人：香港文化藝術工作者聯合會會員
地 點：香港文化藝術工作者聯合會（九龍彌敦道 511 號五樓）
時 間：一九九三年十月五日起每星期二下午七時至九時
全期學費：二百八十五元（共八講）

891. 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
麥思刈先生
彭永才先生

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：一九九三年十月十四日起每星期四下午六時三十分至八時三十分
全期學費：三百七十元（共十講）

教師可獲教育署退還半費。詳參第 66 頁。

Philosophy

892. 堪輿學與社會風俗 (Geomancy and Social Customs)

中國堪輿學是一種社會宗教學，與中國社會民俗有極深遠之關係。它與國有之祭祀、禮法、曆律、民族活動、村族鄉例有密切之淵源，尤其是古代中國之傳統風俗，有濃厚之社會特色和民族宗教精神，而堪輿學是一種相地術，包括宮廷建築、宅相、墓相，從科學態度論：它是具有天文、地理、水利及環境保護、美化及建築心理學。而現代中國社會仍保留它那種深入民間不可淹沒之社會實用價值。本課以現代社會風俗探究堪輿學之真理。本課程有十講，主題包括：（一）古代明堂論；（二）宮廷及陵墓之相地術；（三）鄉村風俗與堪輿；（四）現代宅相之吉凶；（五）祭祀與神位；（六）羅盤原理之變化；（七）海外華人社會與堪輿；（八）名人與堪輿；（九）國運與堪輿；（十）討論及實地考察。

主 講 人：袁匡任先生 Dip. Ed.(C.U.H.K.),M.A.
地 點：香港太古城地利亞修女紀念中學 4 1 2 B 室（中學部太豐路入口）
時 間：一九九三年九月卅日起每星期四下午七時三十分至九時三十分
全期學費：三百六十五元（共十講）

893. 周易卦理與社會倫理 (The Book of Changes and Social Ethics)

周易是中國文化之中心，歷代聖賢皆好周易，易卦本為占卜之書，但經數千年來，無論陰陽五行家、兵家、醫師、理學家、宗教家，均以易學為宗，繁衍中國特色之社會及宗教倫理思想。而周易之宗教與文化精神實可作為民族宗教之藍本。

本課以易卦之卦理去闡釋中國現代社會應如何走向倫理大道為目的，的發揮易以乾坤正氣，自強不息樂觀進取，自求多福的社會精神、內容包括：（一）易卦之起源；（二）周易與佛道；（三）易理與命運；（四）周易之宗教思想；（五）周易與家庭倫理；（六）六十四卦精義；（七）周易與術數；（八）周易與社會進化；（九）周易與科技；（十）周易與政經。

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：一九九三年十二月九日起每星期四下午七時三十分至九時三十分
全期學費：三百六十五元（共十講）

894. 佛學要義 (Outline of Buddhist Philosophy)

本課程共有十二節，分為六個綱目，每個綱目均有其獨立專題意義。如下列開示：（一）佛陀的啓示；（二）蘊處界三科簡釋；（三）佛家三種般若的涵義；（四）福慧雙修一菩薩道；（五）福慧具足的境界—佛果；（六）淨土念佛法門要旨。

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：一九九三年九月廿九日起每星期三下午六時十五分至七時四十五分
全期學費：二百九十元（共十二講）

895. 佛經專題導讀：勝天王般若波羅密經 (Special Topics: Buddhism)

佛教對於修養，著重精神發展、把靈性提昇到極高層的頂點，才可以證入覺者的空間。這份修養超越知識，經驗及粗淺的智慧，這是「無相之相，是為實相。」在勝天王般若經，有很詳細的解釋。

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：一九九三年九月廿九日起每星期三下午八時十五分至九時三十分
全期學費：二百九十元（共十一講）

896. 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，周張邵，二程，朱熹，陸九淵，王明陽，王船山，顏習齊，戴震，章實齊，康有為，梁啟超，陳獨秀，李大釗，魯迅，胡適。專題：宗教與科學觀，民主與民本觀，教道哲學觀，雜家與西方折衷主義哲學，中國文化與哲學之優劣點，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：鄭炯堅先生 B.A., M.Phil. (CUHK)
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：一九九三年九月廿七日起每星期一下午七時至八時十五分
全期學費：二百六十五元（共十二講）

897. 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「愛智」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」；泰利士（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，存在主義及現代重要哲學。「專題」：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：鄭炯堅先生 B.A., M.Phil. (CUHK)
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：一九九三年九月廿七日起每星期一下午八時三十分至十時
全期學費：二百六十五元（共十二講）

898. 中西「公共關係」的心理哲學：知「心」術與應「變」智 (The Psychology & Philosophy of Public Relations in the East & the West I)

內容：（一）公關的必備知識與內外修養；（二）公關與人際關係之「知心術」及「應變智慧」；（三）公關應有之創造性思維術及分辨是非之方法；（四）公關應有之處世哲學及正確之人生觀。

主講人：鄭炯堅先生 B.A., M.Phil. (CUHK)
上課地點：香港元朗石崗林錦公路香港大學嘉道理農業研究所
時間：一九九三年八月廿八日（星期六）下午三時至八月廿九日（星期日）下午五時
集合時間及地點：八月廿八日下午三時於九龍窩打老道「豪華酒樓」門前（培正中學附近）
住宿：香港大學嘉道理農業研究所宿舍，六人冷氣房（請自備手提電筒）
全期費用：二百六十五元（包括學費、食宿及交通費）
名額：四十人（先到先得）（二十人以下取消）
截止報名日期：一九九三年八月十四日

Art & Culture

899. 書法基礎班 (Basic Chinese Calligraphy)

本課程從最基本開始，著重向學員教授如何執筆、運筆，和介紹各種不同字體，務求學員先有概括認識，從而選擇自己所喜愛的書體學習，課堂上將有示範和指導臨摹，因此學員必須在課堂練習和交作業，課程會以個別形式教授。
(限收二十五人)

主 講 人：林雲女士
地 點：香港大學專業進修學院市區中心 2 5 室（信德中心西翼九樓）
時 間：一九九三年九月廿九日起每星期三上午九時卅分至十一時卅分
全期學費：四百二十元（共十講）

900. 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 2 5 室（信德中心西翼九樓）
時 間：一九九三年十二月八日起每星期三上午九時卅分至十一時卅分
全期學費：四百二十元（共十講）

901. 楷書入門 (Regular Script in Chinese Calligraphy)

本課程適合書法基礎班和初學人仕參加，教導學員從實習中掌握寫楷書之方法，並指導學員如何欣賞每一位書法家之特點和風格，本課程主要著重於唐楷，如柳公權、歐陽詢、趙孟頫等。（限收二十五人）

主 講 人：林雲女士
地 點：香港大學專業進修學院區中心 2 5 室（信德中心西翼九樓）
時 間：一九九三年九月廿八日起每星期二上午九時卅分至十一時卅分
全期學費：四百二十元（共十講）

902. 草書 (Grass Script)

本課程除介紹草書源流及演變外，並教導學員臨習前人名帖，尤其著重正確的行筆方法，務求穩紮根基，避免浮滑。課程以臨習六朝正統草書為主，並視乎學員進度，加入唐宋名帖，以求變化。（限收二十人）

主 講 人：林雲女士
地 點：香港大學專業進修學院區中心 2 5 室（信德中心西翼九樓）
時 間：一九九三年十二月七日起每星期二上午九時卅分至十一時卅分
全期學費：四百二十元（共十講）

903. 山水畫基礎班 (Basic Chinese Landscape Painting)

本課程專為曾選修初級程度國畫的學員而設。課程內容包括山水畫之基本概念、構圖、著色、運筆、用紙等之技巧，並即時示範及個別指導。（限收二十五人）

主 講 人：林雲女士
地 點：香港大學專業進修學院區中心 2 5 室（信德中心西翼九樓）
時 間：一九九三年九月廿七日起每星期一上午九時卅分至十一時卅分
全期學費：四百二十元（共十講）

904. 山水畫 深造班 (Advanced Chinese Landscape Painting)

本課程專為曾選修「山水畫基礎班」之學員而設。課程內容主要深入研究山水畫之精粹所在和如何分析作品特質，並挑選一些有代表性之作品作教材。通過不斷實習以達到鞏固學員之基礎技法，從而帶動學員進入另一個層面領悟傳統山水畫之神韻及意境。本課程將會分組形式授課。（限收二十人）

主 講 人：林雲女士
地 點：香港大學專業進修學院區中心 2 5 室（信德中心西翼九樓）
時 間：一九九三年十二月六日起每星期一上午九時卅分至十一時卅分
全期學費：四百二十元（共十講）

905. 中國畫基本技法 (Basic Techniques in Chinese Painting)

本課程適合初學人仕及對中國畫有興趣者選讀。內容包括有：（一）山水畫名家簡史介紹；（二）如何選用宣紙及毛筆；（三）分段指導及示範基本筆法，如樹木、山石、泉水煙雲、人物屋宇、船舶、橋樑。學員須在課堂上實習一些簡單習作。

本課程最後更著介紹傳統畫之特色和優點，並引石濤及饒賢之畫法例，引導學員從中領略中國畫之精粹。（限收二十五人）

主 講 人：林雲女士
地 點：香港大學專業進修學院市區中心 2 5 室（信德中心西翼九樓）
時 間：一九九三年九月卅日起每星期四上午九時三十分至十一時三十分
全期學費：四百二十元（共十講）

906. 中國畫構圖及著色 (Composition and Colouring in Chinese Painting)

本課程適合曾習中國畫基本技法或對中國畫有初步認識之學員參加，內容分構圖、著色兩部分。

構圖方面會講解分析：（一）呼應；（二）虛實；（三）顧盼；（四）賓主；（五）疏密；（六）聚散；（七）題款等，使學員能明瞭如何在畫面上「經營位置」以至完成一幅作品。

著色方面有：（一）顏料之認識；（二）顏色與墨色之配合；（三）季節和色調之關係；（四）如何配色；（五）水光和煙雲之渲染等。

課堂上會介紹一名家代表作，使學員更進一步明瞭其中要訣，及提高學習趣味。
(限收二十人)

主講人：林雲女士
地點：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：一九九三年十二月九日起每星期四上午九時三十分至十一時三十分
全期學費：四百二十元 (共十講)

907. 東方紙黏土藝術 (Oriental Paper Clay)

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。內容授以精美的飽點、新鮮蔬果、白兔、飾物、錦鏢、筆座、月季花、心口針、荷花、金魚、立體壁畫等。作品經風乾後，可塗上顏色及光油。臨堂示範及實習，製作過程輕鬆有趣，初學及有興趣人士均可參加。
(限收二十人)

主講人：鄧昶立先生
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時間：一九九三年十月五日起每星期二下午六時卅分至八時卅分
全期學費：三百六十五元 (共十講)

908. 東方紙黏土創作班 (Advanced Oriental Paper Clay)

本課程是東方黏土藝術的延續，內容加強，有花籃、仿木傢俬、花園、房屋、彩龍、燈座等。此外，學員更可自由創作，並配上逼真的色彩，每堂均有示範及實習，使學員對東方紙黏土藝術加深發揮創作潛能。初學及有興趣人士均可參加。
(限收十八人)

主講人：鄧昶立先生
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時間：一九九三年十二月十四日起每星期二下午六時卅分至八時卅分
全期學費：三百三十元 (共八講)

909. 東方紙黏土與西方技巧 (Oriental Paper Clay & Western Techniques)

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。能塑造各種不同形態，造形著重東方色彩，揉合西方的技法，以達成洋為中用，古為今用之效果。

課程內容以香蕉、士多啤梨、精美點心、甲蟲、青豆、紹菜、鬱金香、心口針、白兔、白鴿、壁畫、金魚、燈座、向日葵等等。

塑造性極高，形態逼真。作品經風乾後，可塗上逼真顏色及光油。臨堂實習及示範，製作過程輕鬆有趣，初學及有興趣人士均參加。
(限收二十人)

主講人：鄧昶立先生
地點：香港太古城地利亞修女紀念中學415室(中學部太豐路入口)
時間：一九九三年十月七日起每星期四下午六時卅分至八時卅分
全期學費：三百六十五元 (共十講)

910. 東方紙黏土與西方技巧研習 (Advanced Oriental Paper Clay & Western Techniques)

本課程是東方紙黏土與西方技巧研習的延續，內容加強、內容授以秋海棠、菊花、小豬、宏偉別墅、花園、立體公仔壁畫、小丑筆座、西方古典仕女等等。此外更注重設色、技巧及製作概念，更可自由創作。每講均有實習及示範，使學員對紙黏土東西技巧，加深發揮潛能。初學及有興趣人士均參加。
(限收十八人)

主講人：鄧昶立先生
地點：香港太古城地利亞修女紀念中學415室(中學部太豐路入口)
時間：一九九三年十二月十六日起每星期四下午六時卅分至八時卅分
全期學費：三百三十元 (共八講)

911. 花鳥與山水畫技法 (Techniques of Chinese Paintings: Flowers, Birds & Landscape)

花鳥與山水畫有很緊密的連繫，樹石對花鳥來說，有如牡丹綠葉相得益彰，增加畫面的變化及美觀。講授對運筆、用墨、用紙(生熟紙)絹，設色(赭墨、淺絳、青綠、金碧輝煌)技法，並加畫史、畫理、寫生等。課程以梅、蘭、菊、竹，四時花卉、昆蟲、鳥類、金魚、蝦、蟹、水草、蔬果等。而山水以鹿角、蟹爪、點葉、夾葉、松、柳、梧桐、芭蕉等樹法、山石、長短披麻皴、斧劈皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲法、染雲、瀑布、波濤等。課程由淺入深，輔助學員領會花鳥與山水畫的結合精華，每講臨場示範、實習、欣賞及派發畫稿，歡迎有興趣人士及會修讀花鳥與山水畫課程的同學參加。
(限收二十五人)

主講人：鄧昶立先生
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時間：一九九三年十月八日起每星期五下午六時卅分至八時
全期學費：三百三十元 (共十講)

912. 花鳥山水畫構圖 (Composition of Chinese Paintings: Flowers, Birds & Landscape)

本課程是花鳥與山水畫技法的延續，為相等程度及有興趣人士而設，加強內容，以學員進度而作出技法及構圖，深入教授。內容以山水三遠法(平遠、深遠、高遠)等。而花鳥以賓主、呼應、顧盼、虛實、聚散、疏密等構圖法。題材以紫籐、秋海棠、桃花、玫瑰、水仙、荷花、小雞、

麻雀等，配以四時樹、石鳥、著重造型、意境等。設色有白描、水墨、勾勒（工筆）、沒骨（寫意）、淡彩、粉彩、重彩為主。能使學員在短期內完成作品，發揮花鳥山水畫進一步的長處，令至學員達到創作的階段。每講均有示範、臨摹實習及派發畫稿。歡迎修讀花鳥與山水畫同學參加。（限收二十人）

主 講 人 鄧昶立先生
地 點 九龍柯士甸道162號聖瑪利嘉諾撒女書院39室（金巴利道入口）
時 間 一九九三年十二月十七日起每星期五下午六時卅分至八時
全期學費 三百二十元（共七講）

中國山水畫 (Chinese Landscape Painting)

分階段以理論及示範同時施教，由淺入深，使學員明白山水畫樹石及構圖要訣，基本皴法及種類，對畫面皴法之統一，點苔之要義及作用，用筆及用墨之要點及變化，控制水分，粗筆及幼筆之作用，畫面之遠近透視比例，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，如何將真賞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之之處，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）

913. 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 一九九三年十月八日起每星期五下午六時三十分至八時
全期學費 三百六十元（共十一講）

914. 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 一九九三年十月四日起每星期一下午六時三十分至八時三十分
全期學費 三百六十元（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）

915. 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 一九九四年一月七日起每星期五下午六時三十分至八時
全期學費 三百六十元（共九講）

916. 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 一九九四年一月一日起每星期一、三、五下午六時三十分至八時三十分
全期學費 三百六十元（共八講）

917. 中國山水畫構圖設色技法 (Chinese Landscape Painting: Composition and Colouring)

中國山水畫藝術包納各種國畫技法，特別講求構圖意境與設色技法

本課程為適應對中國山水畫稍有初步基礎而有深入研習山水畫構圖設色，發揮水墨設色各項技法者而設。內容包括（一）中國山水畫的源流（二）山水畫紙、絹、工具的選擇與運用（三）中國歷代山水畫名作的欣賞與述評（四）山水畫皴法（五）山水畫點法（六）山水畫構圖與畫中意境的研習（七）山水畫水墨與設色法（八）山水畫題字與用印技法（九）每講編發講義並附習作樣稿（十）每講隨堂示範並批改家果習作。（限收二十五人）

主 講 人 徐達之先生
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 一九九三年十月四日起星期一、三、五下午十一時卅分至下午一時
全期學費 四百一十九元（共十講）

918. 國畫梅蘭竹菊與蔬果寫作技法 (Flowers and Vegetables in Chinese Painting)

本課程為有意研習「梅蘭竹菊」，四君子國畫寫作技法者而設。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）梅蘭竹菊水墨寫作技法。（三）梅蘭竹菊設色寫作技法。（四）梅花的風緻與寫作技法。（五）蘭花的神韻與墨彩寫作技法。（六）胸有成竹的寫意竹枝技法。（七）菊花墨彩寫作與白粉寫作法的貫通。（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）每講分發講義（附習作樣稿）並即堂示範，批改習作。（限收二十五人）

主 講 人 徐達之先生
地 點 香港大學厲樹雄科學館106室
時 間 一九九三年十月九日起每星期六下午二時四十分至四時十分
全期學費 五百八十五元（共二十講）

919. 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：香港大學厲樹雄科學館106室
時 間：一九九三年十月九日起每星期六下午四時廿分至五時五十分
全期學費：五百八十五元 (共二十講)

920. 國畫山水人物寫作技法 (Chinese Landscape Painting: Composition and Colouring)

中國山水畫藝術包涵各種國畫技法，特別講求構圖意境與設色技法。本課程為適應對中國山水畫稍有寫作基礎而有深入研習山水畫構圖意境，發揮水墨設色各項技法者而設。內容包括：(一)中國山水畫的源流；(二)山水畫紙、絹、工具的選擇與運用；(三)中國歷代山水畫名作的欣賞與選習；(四)山水畫臨摹法；(五)山水畫寫生法；(六)山水畫構圖與畫中有詩的意境研習；(七)山水畫水墨與設色法；(八)山水畫題字與用印技法；(九)每課編發講義並附習作樣稿；(十)每課隨堂示範並批改家課習作。(限收二十五人)

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：一九九三年十月四日起星期一下午七時至九時
全期學費：五百八十五元 (共十五講)

921. 中國各體書法集聯應用寫作研習 (Practical Chinese Calligraphy and Couplets)

中國畫法，自殷周秦漢以至代不斷演變，字體形態變化多端，各有不同巧妙，欲加以應用，必先研習其寫作技法。

本課程為適應對中國書法有研習興趣而有書法，為進一步研習各體書法集聯集句應用者而設。內容包括(一)殷商甲骨文書寫集句；(二)鍾鼎文書寫技法；(三)石鼓文書寫與應用；(四)秦小篆繹山碑書寫與應用；(五)漢魏天發識與石門頌書寫研習；(六)漢碑禮器、史晨、乙瑛、張遷、曹全碑文書法研習；(七)魏鍾繇書法寫作研習；(八)晉王羲之、獻之書法研習；(九)唐代歐、虞、褚、顏、柳、徐、李，各家書法寫作應用。(十)宋代蘇軾、黃庭堅、米芾、蔡襄各家書法寫作應用。(十一)各體書法之欣賞寫作與應用；(十二)結合各體書法神韻與寫作應用研習。(十三)每課編發講義並附習作樣稿；(十四)每課隨堂示範並批改習作。(限收二十五人)

主 講 人：徐達之先生
地 點：香港太古城地利亞修女紀念中學423室(中學部太豐路入口)

時 間：一九九三年十月六日起每星期三下午七時至九時
全期學費：五百八十五元 (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。(每班限收二十人)

922. 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：一九九三年九月廿九日起每星期三上午九時至十一時
全期學費：八百元 (共十八講)

923. 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：一九九三年九月廿九日起每星期三下午三時至五時
全期學費：八百元 (共十八講)

教師可獲教育署退還半費。詳參第66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。(每班限收十六人)

924. 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：一九九三年九月三十日起每星期四上午九時至十一時
全期學費：一千元 (共十八講)

925. 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：一九九三年九月三十日起每星期四下午三時至五時
全期學費：一千元 (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)

926. 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：一九九三年九月廿八日起每星期二上午九時至十一時
全期學費：一千一百六十元 (共十四講)

927. 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：一九九三年九月廿八日起每星期二下午三時至五時
全期學費：一千一百六十元 (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)

928. 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：一九九三年九月廿七日起每星期一上午九時至十一時
全期學費：一千一百六十元 (共十四講)

929. 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：一九九三年九月廿七日起每星期一下午三時至五時
全期學費：一千一百六十元 (共十四講)

930. 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：一九九三年十月七日起每星期四下午六時十五分至七時四十五分
全期學費：三百三十元 (共十二講)

931. 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，印石貨物介紹和說明。全期課程均以實踐為主，務使學印者在短期之內，深切領略篆刻方法，體驗自刻印章的樂趣。

主講人：盧人俊先生
地點：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：一九九三年十月九日起每星期六下午四時十五分至五時四十五分
全期學費：三百三十元 (共十二講)

篆刻深造班 (Advanced Seal Engraving)

深造班專為已完成篆刻初級班人士或有篆刻基礎和興趣繼續深造者而設。此深造班課程全面以篆刻示範，治印技巧。學員作業，導師改印，教與學均以實踐為主。復以刀法、手法、佈白等等為輔。務令學員刻印盡早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)

932. 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：一九九四年一月十三日起每星期四下午六時十五分至七時四十五分
全期學費：二百三十五元 (共八講)

933. 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：一九九四年一月廿二日起每星期六下午四時十五分至五時四十五分
全期學費：二百三十五元 (共八講)

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

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.

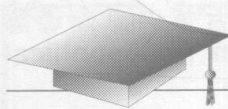
PHARMACY

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 University of Otago, New Zealand in conjunction with the School of Professional and Continuing Education (SPACE). This is a professional/academic qualification which provides pharmacists with advanced training in several aspects of pharmacy. The course consists of 7 papers and a dissertation. 2 papers will be taught by the School and 5 papers will be taught by Otago Staff through teleconferencing tuition. Students will be provided with the printed course materials and self-assessment exercises. On successful completion of the 2 papers taught by the School, candidates will be awarded a SPACE Post-graduate 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.

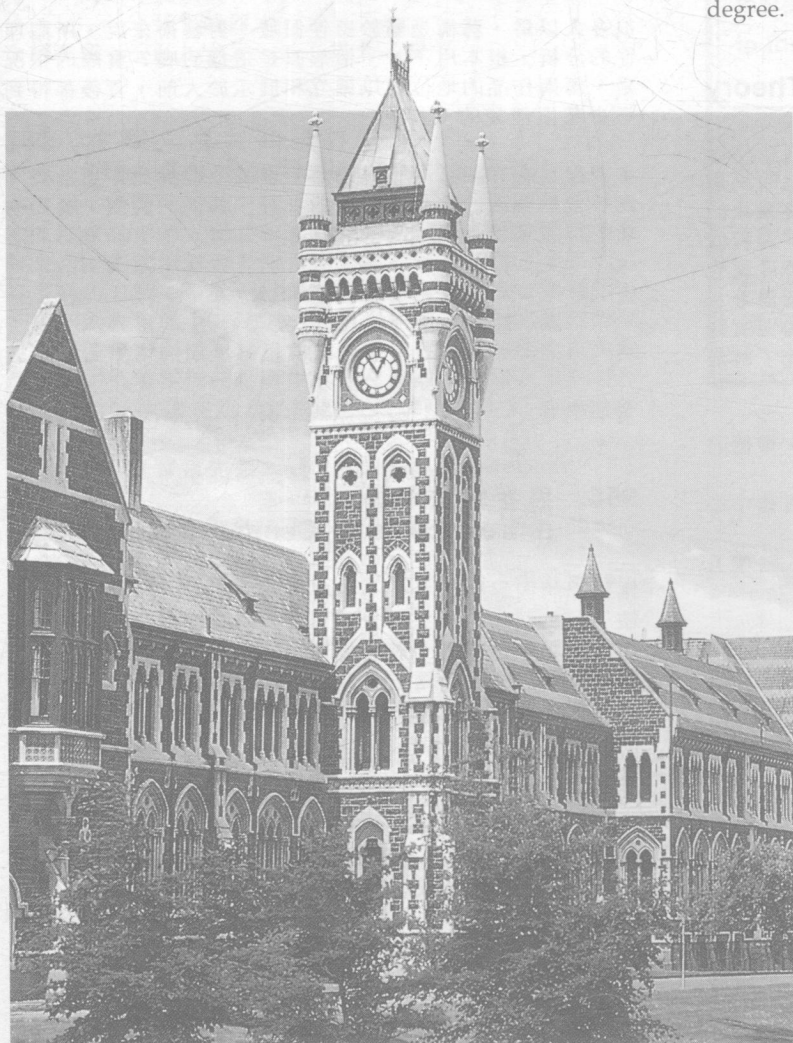


Bachelor's Degree in Pharmacy

Since September, 1992 the School has launched a Bachelor's degree programme in Pharmacy (B.Pharm.) in association with the University of Otago, in addition to the M.Pharm. degree. The course aims to provide professional training in Pharmacy for practising dispensers, matriculants, graduates and others who intend to seek a career in pharmacy and the pharmaceutical field. The joint B.Pharm. study programme consists of: (1) two years of part-time study in Hong Kong (Part I); (2) two years of full-time study at Otago which leads to the B.Pharm. degree. Candidates who successfully pass all subjects in Hong Kong (Part I) will be awarded a Diploma in Pharmaceutical Sciences by SPACE. They will then be eligible for admission, ad eundem statum, with exemptions granted for the equivalent of years 1 and 2 of the B.Pharm. course at Otago. The Otago course is a four year full-time degree.

Students admitted will be on the basis of having qualifications or experience which will exempt them from the Otago year 1 while the SPACE 2-year part-time Diploma will be the equivalent of the Otago year 2. The Diploma course will have a biennial intake and no more than 20 students will be admitted to Otago in any one year. The next intake will be April/May 1994.

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

951. 理性之回響——當代西方哲學思潮導論 (Contemporary Western Philosophical Trends)

西方世界從中古跨進近代，政治制度、經濟模式、社會結構盡革因鼎，藝術嚮往、宗教祈求、哲學關懷改換易轍。近代以降，縱經變遷，卻是萬變不離其宗。其精神，一以蔽之，無限理性是也。然而，持此而行，拖過至今，人類已是步伐蹣跚，傷痕纍纍。由此逼起當代人去反思：無限理性是什麼？無限理性指導人類生活是否可行？是否理想？當代西方種種哲學思潮，皆在不同層次、不同角度回應以上問題。本課程以此問題為線索，深入淺出引介這些思潮，並藉此一窺當代人類精神的處境。

本課程預設學員曾修讀哲學概論或程度相似之哲學課程，或學員具有相似程度之哲學知識。

主 講 人 葉達良先生 BA MPhil (CUHK)
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 一九九三年十月二日起每星期六下午二時十五分至三時四十五分
全期學費 三百八十元 (共十講)

952. 綠色思想：理論與實踐 (The Theory and Practice of Green Thinking)

環保運動的推廣，已進入了另一個層次。全球文化的反思。這股綠色的思想，滲入社會各個層面內，形成一股強大的綠色力量。你有興趣了解這個最久遠的思潮嗎？本課程向你介紹綠色思想的背景和哲學基礎，並從綠色的角度反省現有的建制、醫療、政治、教育、傳媒以至兩性關係等。本港的綠色推動者將與你一起討論綠色思想的理論與實踐問題，分享綠色心得。除此之外，參加者可藉此了解最新的綠色活動消息，及參觀有機農場。

主 講 人 綠色力量負責人(周兆祥博士、李碧蓮，梁德君醫生等)
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 一九九三年九月廿八日每星期二下午八時至五時十五分至九時三十五分
全期學費 三百九十元 (共十一講)

953. 哲學導論 (Introduction to Philosophy)

存有究竟是什麼？人生又是如何？此乃亙古以來人類底終極關懷。開展之，可有種種形態，即成不同哲學傳統。西方傳統，大抵言之，以理論為實踐。本課程以概念組合為單位，簡釋西方哲學的關節，給予學員初步材料。學員或可由此進而反省自己的人生。

主 講 人 葉達良先生 BA MPhil (CUHK)
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 一九九三年九月十日起每星期四下午八時至九時四十五分
全期學費 四百四十九元 (共十一講)

954. 哲學分析 (Philosophical Analysis)

分析哲學產生於本世紀初，有「哲學革命」之稱。分析哲學的主要特點在於處理問題時所運用的方法，簡單地說，這是一種語言分析的方法。本課程分為兩部分。第一部分介紹分析哲學的發展，以及分析的方法。第二部分運用分析的思路來處理哲學問題，涉及的範圍包括知識論、形上學、倫理學、藝術哲學等領域。

主 講 人 梁光耀先生 BA (CUHK)
地 點 香港大學本部大樓 142 室
時 間 一九九三年十月七日起每星期四下午七時十五分至八時四十五分
全期學費 四百元 (共十一講)

955. 藝術哲學 (Philosophy of Art)

很多人以為，藝術是屬於感性領域。對藝術來說，所謂理性的分析，根本用不着。情形真是這樣的嗎？實際的情況是，藝術作品的地位得以確立和展示於人前，背後都得到不少藝術理論的支持。

本課程旨在介紹這些不同的藝術理論，並對此作出批評。內容包括藝術的定義，藝術的批評，藝術的評價，藝術的功能以及藝術的死亡等問題。

主 講 人 梁光耀先生 BA (CUHK)
地 點 香港大學邵仲枚 101 室樓)
時 間 一九九三年十月四日起每星期一 下午七時十五分至八時四十五分
全期學費 三百八十元 (共十講)

956. 思考方法導論 (Introduction to General Methodology)

本課程的內容包括 (一)邏輯思考方法 (二)科學思考方法 (三)論理分析思考方法 (四)常見的謬誤剖析。本課程的特點，是除了一般教授外，還通過課上討論及習題解答等多樣方式來傳達思考方法之精髓，深入淺出，循序漸進，能令學員在短期內形成獨立的思考能力，經常作出合理有效的思考。

主 講 人 劉桂標先生 BA (HKBC) 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 一九九三年九月廿五日起每星期六下午四時十分至五時四十分
全期學費 四百六十五元 (共十六講)

961. 中華人民共和國概論 (China since 1949)

本課程旨在勾畫出中華人民共和國過去四十多年發展的主線，並探討其間發生的重要政治運動，希望藉此使學員掌握這段時期的中國歷史，及能透過所學作為推測未來政治趨勢的根據。

課程內容包括：（一）中國共產黨的崛起；（二）蘇聯社會主義模式影響下的中國經濟與政治運動；（三）從「百花齊放」「百家爭鳴」運動到八十年代的民主運動之演變；（四）「大躍進」與「人民公社」的理論與實踐；（五）六十年代初期經濟調整政策；（六）無產階級文化大革命的成因與影響；（七）「林彪事件」所揭示的中國人民解放軍的角色演變；（八）「四人幫」的興起與滅亡；（九）從毛澤東思想到鄧小平路線深究中國共產黨在意識型態上之轉變；（十）自一九七八年以來的經濟改革；（十一）自一九七八年以來的政治改革；（十二）中國現代化的展望。

主 講 人：盧佳定先生 B.A., M.Phil.(H.K.), M.Sc.(Lond.)
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：一九九三年十月六日起每星期三下午六時十五分至七時四十五分
全期學費：三百九十元（共十二講）

962. 中華人民共和國外交 (The Foreign Policy of the PRC)

本課程探討中華人民共和國的外交路線和中共建國四十多年來在國際政治舞台上的角色。課程範圍包括五零年代抗美援朝的韓戰；中共一面倒的親蘇政策；萬隆會議與第三世界；六零年代中蘇決裂；文革對中國外交所構成的衝擊；中蘇邊境衝突；七零年代中美建交與台灣問題；中美戰略關係；八零年代四化與中國外交路線；中國在東西緩和中的角色及中國在亞太地區的戰略地位和外交。

主 講 人：盧耀泉先生 B.A.(CUHK), M.A.(University of Nottingham)
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：一九九三年十月七日起每星期四下午八時零五分至九時三十五分
全期學費：三百五十元（共十講）

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

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.

In order to receive the next issue of this Prospectus, please turn to page 157.

如欲收到下期課程手冊，請翻閱第157頁。

966. Religions, Superstitions and Everyday Life

The course begins with a variety of practices observed in Hong Kong, of people worshipping in temples and churches, seeking the advice of god(s), often through shamans and mediums, and celebrating traditional festivals. Using a psychological framework, the course examines the relationship between these practices and many other experiences of everyday life. It looks at the ways in which people think of themselves, of others and of events, and at how they make decisions in practical matters. Special attention is given to the question of how beliefs grow and develop in the lives of societies and of persons. Further the issue of the nature of knowledge and belief as well as the role of psychology in explaining human behaviour will be considered.

No special academic background is required of people joining the course which is intended for anyone interested in understanding the strange ways of their neighbours.

Enrolment is limited to 25

Tutors : Erik Kvan, D.Soc.Sc. h.c.(H.K.), formerly Senior Lecturer and Head, Department of Psychology, HKU, and
Guest Lecturer

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 6.00-7.30 p.m., commencing October 15, 1993

10 meetings Fee : \$370

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

967. Applied Learning and Study Skills

Upon completing this course, students are expected to be proficient in the use of study skills and learning strategies in any content area. Topics to be covered include: The successful learner/Time management; Procrastination/Goal setting; Problem-solving model; Cognitive learning strategies; Finding main ideas/Note-taking; Metacognition/Comprehension monitoring; Pre-reading, during and post-reading strategies; Concentration and listening; Test taking skills/Coping with test anxiety; Stress model/Coping with academic stress and tension. Class activities include lectures, self-assessments and exercises.

Enrolment is limited to 20

Tutor : Sherman Hu, B.A.(Texas).

Venue : Room LT2, SPACE Shek Kip Mei Study Centre (Ka Chi School, 5 Wai Chi Street, 3/F., Shek Kip Mei, Kowloon.)

Date : Mondays, 8.00-9.45p.m., commencing October 4, 1993

12 meetings Fee : \$550

Medium of Instruction : Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

968. Personal Growth Group

Personal Growth Group is an experiential approach to learning. It involves the assumption that each person has the potential of knowing himself/herself, to be able in life situations to make the choices that will best enhance growth and meaning. This workshop is oriented towards the group process that is equally applicable at home and in the workplace.

The aims of the group are: (a) increasing self awareness and sensitivity, (b) identifying and transforming emotional blocks with self and with others into positive energy, (c) developing the skills required to relate to others in a life-promoting, work-enhancing, meaningful fashion, and (d) discovering and appreciating the uniqueness of self. Regular attendance is mandatory.

Enrolment is limited to 24

Tutor : Mrs. Grace Cheung, B.Soc.Sc. (C.U.H.K.)

Venue : Catholic Institute of Religion and Society, Maryknoll Convent School – Primary Section, 130 Waterloo Road, Kowloon

Date : 9.30 a.m.-1.00 p.m. and 2.00-5.30 p.m., December 21-24, 1993

4 meetings (full-day workshops) Fee : \$760

Medium of Instruction : Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

969. Positive Classroom Teaching and Learning

How do children grow and develop so as to become efficient learners and competent performers socially? How can teachers best create learning environments to bring about good learning outcomes at both academic and social levels so as to meet the needs of all pupils? Following the consideration of the above questions, attention will be paid to

examine a number of specific questions about learning and teaching. How can creative writing be encouraged? How can teachers best help low-progress readers? How can teachers best improve their skills of classroom behaviour management?

In addition, troublesome classroom behaviour hinders effective teaching and is a major source of teaching stress. This course will provide teachers with a thorough grounding in effective, positive classroom management and will also examine how the discipline and counselling committee can help teachers in managing classroom behaviour. Active participation in self-reflection, open sharing and discussion are crucial.

Enrolment is limited to 50

Tutor : C.L. Ho, M.Ed.(Birmingham)

Venue : Room LG106, K.K. Leung Building, HKU

Date : Saturdays, 2.30-4.30 p.m., commencing October 16, 1993

8 meetings

Fee : \$350

Medium of Instruction : English & Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

970. 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，成年人的心理發展，日常生活的壓力，老人的心理健康，神經官能症，精神症，性格失常，異態性心理，同性戀，藥物濫用，暴力及自毀行為，和維持心理健康的要素等等。

本課程共分十八講，形式主要包括講座，個案分析和小組討論，授課以中文為主，參加者應具有中五或以上程度。
(限收四十五人)

主 講 人：尤卓慧小姐(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14室(信德中心西翼九樓)

時 間：一九九三年十月五日起每星期二下午七時五十分至九時五十分

全期學費：八百二十元 (共十八講)

教師可獲教育署退還半費。詳參第66頁。

971. 性格的透視與發展 (Understanding and Developing Personality)

每個人的思想、情緒、行為、人際關係等各方面都很受他的性格所影響。這課程是特別為那些希望更加認識自己及別人的性格的人士而設，目的是促進參加者及其關心的對象的心理健康和性格發展。

本課程內容包括：(一)性格心理學的基本理論；(二)性格的發展和形成因素；(三)家庭和童年經歷對性格的影響；(四)從人際關係的層面中去了解性格；(五)如何針對性格中的長處和短處發展自己和別人的性格。上課形式以體驗性學習為主，並有小組討論、角色扮演及性格測驗等。為確保學習的連貫參加者定需上足十二課。參加者應具有中五或以上程度。
(限收二十五人)

主 講 人：梁若芊小姐(臨床心理學碩士)及客座講師

地 點：香港大學梁銓錫樓1302A/B室

時 間：一九九三年十月四日起每星期一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)

教師可獲教育署退還半費。詳參第66頁。

972. 心理學導論(一) (Introductory Psychology I)

在過去數十年來，一般人對心理學的興趣都不斷加增，為使學員對心理學有基本認識，特別提供心理學導論課程，整個課程將分為兩部份，第一部份在本季介紹普通心理學的綱要，第二部份在明年春季上課，集中研讀社會心理學。

心理學導論(一)內容包括：心理學之概念，源流及派別，學習的理論和歷程，記憶與遺忘；動機的性質，生理及心理的動機；感覺與知覺等。

主 講 人：黃世強碩士

地 點：香港大學本部大樓141室

時 間：一九九三年十月十一日起每星期一下午六時十五分至八時十五分

全期學費：四百二十元 (共九講)

教師可獲教育署退還半費。詳參第66頁。

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。

986. Biological Radiation Dosimetry

Exposure to radiation can be measured by physical means using dosimeters and counters. However, radiation sustained by the human body after exposure can also be estimated by different biological parameters. For instance, white blood cells (WBC) such as lymphocytes are very susceptible to radiation. Sufficient level of radiation exposure will result in the decrease of WBC content in the body. Thus, monitoring the WBC level can be used as a biological dosimeter. Lymphocytes, after being irradiated, can also present chromosome aberrations (such as dicentric and acentric chromosomes and chromosomal rings) and micronuclei. Using cytogenetic techniques, these aberrations can be observed and quantified to allow an estimation of the dose of radiation an individual has been subjected to. In addition, other novel means of measuring radiation dose are currently under development. These methods of radiation detection plus some radio-biological aspects will also be discussed.

Tutor : T.T.C. Yip, B.Sc. (Lond.), Ph.D. (H.K.)

Venue : Room 101, Runme Shaw Building, HKU

Date : Thursdays, 7.15-8.15 p.m., commencing November 25, 1993

3 meetings

Fee : \$120

987. An Introduction to Telecommunication and Information Systems

The new technologies of telecommunication and information systems have changed our lives and the basic way by which we communicate. Today computers adorn every respectable office and at the press of a button, we can access on-line databases of the latest information from around the world. This course covers four main areas: telecommunication, telecommunication equipment and systems, data communication and their applications. Topics include: fundamental concepts in telecommunication; modems; multiplexors, basic telephone networks; data transmissions; protocols; data networks; local area networks; PC to PC communications, PC to Host communications, and access to on-line databases. As the course is set at an introductory level, participants are not expected to have any prior knowledge in this field. Lectures are conducted in English.

Tutors : D.H. Do, B.Sc. (Hons.) (Bath), M.Sc. (Essex),
M.B.A. (O.U., U.K.)

Venue : Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Fridays, 8.00-9.30 p.m., commencing September 24, 1993

12 meetings

Fee : \$600

988. Medical Lasers : Applications and Safety

Laser was first adopted for medical treatment in 1963. With the rapid development of laser technology and the discovery of a number of suitable laser media giving a wider choice of wavelengths, laser has been more widely used in the medical field. In fact medical applications are now providing one of the largest grounds for laser marketing and development. This course will focus on the medical applications of laser and the topics to be discussed include: the basic principles of laser technology, international standards; types and applications of medical lasers; and the safety of medical lasers. Lectures will be conducted in Cantonese and supplemented with English.

Tutors : Y.S. Chan, B.Sc. (Eng.) (H.K.), M.I.E.E.
C.K. Lee, B.Eng. (Hons.) (H.K. Polytechnic),
M.I.E.E., M.H.K.I.E.

Venue : Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Fridays, 6.20-7.50 p.m., commencing September 24, 1993

6 meetings

Fee : \$310

989. Lasers and Their Applications

Ever since the observation of the first laser action in 1960, the scope of laser research and development has undergone explosive expansion. Today, the use and application of laser is restricted only by imagination. Laser is widely used in different environments such as in scientific research, communication, industry, medicine, military defence, meteorology, entertainment and in domestic appliances. This course will give an overview of the laser technology and its applications. Topics include: laser fundamentals, types of lasers, international standards, laser applications, and safety aspects. Lectures will be conducted in Cantonese and supplemented with English.

Tutors : Y.S. Chan, B.Sc. (Eng.) (H.K.), M.I.E.E.
C.K. Lee, B.Eng. (Hons.) (H.K. Polytechnic),
M.I.E.E., M.H.K.I.E.

Venue : Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Fridays, 6.20-7.50 p.m., commencing November 12, 1993

6 meetings

Fee : \$310

990. 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 in imaging; 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 55

Tutors : G.C. Chan, B.Sc. (Eng.) (H.K.); M.Sc. (Surrey), Dip. B.A. (Monash); M.I.E.E., C.Eng.
K.T. Luk, B.Sc. (Hosei)

Venue : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 6.20-7.50 p.m., commencing January 7, 1994

5 meetings

Fee : \$280

991. Applications of Recombinant DNA Technology

Recombinant DNA technology has been widely used not only in research, but also in other disciplines such as biotechnology, medicine and forensic science. The success of this technology relies a lot on our understanding of molecular biology. This course will therefore cover both molecular biology, general and advanced DNA recombinant techniques such as gene cloning, polymerase chain reaction (PCR) and transgenic mouse study. Applications of these techniques in forensic science, diagnostic medicine, biotechnology as well as academic research will be given as examples. Participants are expected to have a Biology background at matriculation level.

Tutor : C.L. So, B.Sc. (Hons.) (Glasgow)

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

Date : Mondays, 6.30-8.00 p.m., commencing November 29, 1993

6 meetings

Fee : \$300

992. Introduction to Food Hygiene & Food Additives

This course is divided into two parts. The first part provides some basic knowledge in food hygiene practices. Discussions will mainly focus on the factors leading to the production of safe food. These factors include the safe sources of food material; proper methods of food prepara-

tion; storage and servicing; clean food plant; hygienic and well-designed food premises as well as good personal hygiene. The law relating to the control of food business will also be discussed. The use of food additives in foods has been a controversial issue for some time. The second part attempts to unveil the mystery of food additives. Topics to be discussed include the meaning and types of food additives, the general principles governing the use of food additives and the safety of food additives. Current legislative control over its use in foods will also be introduced. The course is suitable for those who are engaged in or involved in the management of food business or interested in food hygiene work. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : C.F. Chu, D.P.H.I. (GOA) (R.S.H.), D.M.O.F. (R.S.H.), M.I.W.M., Dip. Food Tech. (T.E.C., U.K.)

Venue : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 6.15-8.00 p.m., commencing November 29, 1993

9 meetings

Fee : \$500

993. 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. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : C.N. Kan, B.B.A. (Hons.) (H.K. Baptist)

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

Date : Mondays, 6.30-8.00 p.m., commencing September 20, 1993

10 meetings

Fee : \$580

994. The Care of Dogs and Cats

This course is designed specially for novice pet-owners and aims to provide some basic knowledge on the various aspects of the care of dogs and cats. Emphasis will be paid to the environmental, nutritional and physiological requirements of various breeds of dogs and cats. Special attention will be given to the care of young, pregnant, debilitated and geriatric animals.

Tutor : L.H. Tay, B.V.Sc. (Hons.) (Qld.), M.R.C.V.S.
W.K. Au, B.V.Sc. (Syd.), M.V.St.
Venue : Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong.
Date : Fridays, 8.00-9.30 p.m., commencing January 7,
1994

4 meetings Fee : \$200

995. Quantitative Analysis I

This course is designed to give an introduction of the basic concepts of probabilities, statistics and their applications. It is suitable for researchers in science, social science and business. Candidates preparing for professional examinations in accounting should also find this course relevant. Topics to be discussed include: elementary probability; probability distributions including the binomial, Poisson and Normal; sampling distributions including the Normal, t-, chi-square and F distributions; confidence interval and hypothesis testing; regression analysis and correlation. Lectures will be conducted in English and supplemented with Cantonese.

Tutors : K. Liu, B.Sc., M.Phil. (C.N.A.A.), M.I.S., F.S.S.,
A.F.I.M.A.

Venue : Room LG107, K.K. Leung Building, HKU
Date : Thursdays, 6.20-7.50 p.m., commencing September 23, 1993

11 meetings Fee : \$580

996. Mathematics of Compound Interest & Finance

This course is designed for those with no prior training in finance but who would like to grasp some concepts in financial analysis especially when interest is involved. It also plays an important role in further actuarial studies. Key topics include: measurement of interest including accumulated and present value factors; elementary annuities; determination of yield rates and prices for bonds; amortization schedules and sinking funds with emphasis on the method of repaying a loan; interest measurement of a fund; and instalment loans and depreciation. Participants are expected to have mathematical knowledge at Form 5 level.

Tutor : D.W.H. Lee, B.Sc. (Hons.) (Western Ontario),
A.S.A.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Mondays, 8.00-9.30 p.m., commencing September 20, 1993

10 meetings Fee : \$600

1001. Introduction to Topology

Nowadays topology is a fundamental branch of mathematics and is one of the most rapidly expanding areas of mathematical thought. It has strong interactions with other branches of mathematics, and in particular with modern algebra, algebraic geometry, functional analysis and the

theory of partial differential equations. Unfortunately many texts or courses in topology plunge immediately into a formalized and entirely abstract presentation of topological concepts, it is thus difficult for a student to appreciate the beauty of the subject. This course will adopt a more intuitive and leisurely approach, thus making it easier for non-mathematicians to grasp the essence of the subject.

The subject will be treated geometrically as far as possible and the practical aspects will always be emphasized. In fact, participants will eventually find that many of the ideas are beautiful, interesting and relevant to everyday life. Mathematics teachers advising extracurricular activity groups may find this course inspiring and helpful. Participants are expected to have a knowledge of mathematics of Form 5-6 level. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : E. Li, B.Sc., M.Sc. (Wash.), Ph.D. (Surrey)

Venue : Room LG107, K.K. Leung Building, HKU
Date : Thursdays, 8.00-9.30 p.m., commencing September 23, 1993

8 meetings Fee : \$420

1002. 星空觀測入門 (Introduction to Celestial Observation)

宇宙的奇景異象，引人入勝。不過對初入門的天文愛好者來說，星海中的一切似乎高不可測，難於捉摸。本課程將從最簡單的星座認識開始，介紹西方的星空神話傳說，中西星空觀念之異同，星圖的種類與使用，望遠鏡的選擇與應用，肉眼及望遠鏡中可見的各種天象奇景，四季的星空巡禮及未來廿年的天象先睹等。參加者將會掌握觀星的技術及懂得安排自己星海漫遊的旅程。如天氣情況許可，講座後將安排短暫的觀星實習，亦另會安排一次郊外觀星宿營活動(自費)。

主講人：黃衍蕃先生
地點：香港大學邵仁枚樓101室
時間：一九九三年九月廿三日起每星期四下午七時三十分至九時
全期學費：四百二十元 (共九講)

1003. 趣味氣象學 (Understanding Meteorology)

人類的衣食住行都有極大程度上受天氣或氣候變化的影響，本課程將著重介紹多年來氣象學的發展；大氣層的結構；各種天氣現象；及災害性天氣的成因，亦會同時提及觀天識氣及應用氣象學等。通過這個課程，大家不單只會對於氣象學加深認識，同時亦會進一步瞭解香港在天氣預報方面所提供的服務，從而可以充份利用香港天文台所發出的天氣預測及警告，來幫助大家對戶外活動或家居安全作出適當的深入安排。除了課室講授外，本課程還會安排參觀香港天文台，以便各學員有更深入的瞭解。

主講人：梁榮武先生、李偉才先生、李若愚先生
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：一九九三年九月二十日起每星期一下午六時二十分至七時五十分
全期學費：五百元 (共十講)

1006. Introductory Gestalt Art Therapy Workshop

Gestalt art therapy is a psychotherapeutic approach that uses art media as a means to discover one's unique self and enhance his/her self-awareness. This is an introductory workshop which is designed for helping professionals to gain a general understanding of Gestalt art therapy for their personal growth and professional development. The workshop will be in an experiential mode responding to the present situation as it emerges. The format is a combination of mini lectures and demonstrations. Students are not expected to be familiar with art work or the Gestalt approach when they apply for admission.

Enrolment is limited to 12

Tutor : Kenny Lo Kin Yiu, M.S.W. (Carleton University, Canada), Diploma in Gestalt Therapy (Gestalt Institute of San Francisco), Postgraduate Certificate in Expressive Arts Therapy (J.F. Kennedy University, U.S.A.)

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 9.30 a.m. - 1.00 p.m. and 2.00-5.30 p.m., December 11 & 18, 1993

2 meetings Fee : \$650

Medium of Instruction : Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

1007. 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; and Group counselling for the gifted. Relationship-oriented group model will be emphasized.

The course will be appropriate for school guidance teachers, social workers, paraprofessional counsellors, physicians, nurses, and other helping professionals.

Enrolment is limited to 20

Tutors : C. Isaac Tam, Ph.D.(Alberta), C.Psych.(Canada) and Guest Lecturers

Venue : Room 1302A/B, K.K. Leung Building, HKU
Date : Fridays, 6.30-9.00 p.m., commencing October 8, 1993

10 meetings Fee : \$610

Medium of Instruction : English & Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

1008. 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

Tutor : Paul Pang Ka Wa, B.Mus., Cert.Sp.Ed., Dip.Ed. (Music Therapy), Registered Music Therapist (National Association for Music Therapy, USA)

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing October 11, 1993

10 meetings Fee : \$360

Medium of Instruction : English & Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

1009. 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 will consist 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*

Tutor : Mrs. Woodward Maribel Raudales, M.A. (Dance/Movement Therapy), Registered Dance/Movement Therapist (American Dance Therapy Association)

Venue : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Fridays, 7.35-9.50 p.m., commencing September 24, 1993

12 meetings Fee : \$670

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

1010. An Intermediate Workshop in Dance/Movement Therapy

This is a follow-up workshop for Introduction to Dance/Movement Therapy and will be focused specifically on mental retardation. The workshop will take place over two consecutive weekends. The workshop has a practical focus. Participants will intensively practise dance/movement therapy techniques that have proved successful with mentally retarded clients. This intensive practice will enable the students to feel confident in using such techniques with their own clients by the end of the course. Topics to be discussed include: coordination and motor skills, body parts and spatial concepts, and social awareness and communication skills. Special attention will be given to children, adults and the elderly with mild and moderate mental retardation.

The workshop will consist of mini lectures, demonstrations, and role plays. Participants will have the opportunity to video tape their practice for feedback purposes. Students are expected to wear comfortable clothing for movement.

Enrolment is limited to 12

Tutor : Mrs. Woodward Maribel Raudales, M.A. (Dance/Movement Therapy), Registered Dance/Movement Therapist (American Dance Therapy Association)

Venue : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Friday, 7.00 - 9.30 p.m., on January 7, 1994 (Workshop)
Saturdays, 9.30 a.m. - 12.30 p.m. and 1.45 - 5.45 p.m., January 8 & 15, 1994

1 meeting & 2 workshops Fee : \$750

1011. 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 significant 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. This course will also cover the management of suicidal clients. Ex-clients may be invited to share their experience in coping with and overcoming depression. *Enrolment is limited to 25*

Tutor : S.M. Ng, M.Sc. in Psychiatric Social Work (Manchester)

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Fridays, 7.30-9.30 p.m., commencing September 24, 1993

8 meetings Fee : \$400

Medium of Instruction : English & Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

1012. Introductory Health Psychology

Health Psychology, an important area of behavioral research and practice, is concerned with the relationships among psychological variables, health and illness. This is an introductory course that is designed for all students of human behaviour, including practising or trainee counselors, educators, psychological researchers, social and health workers to acquire relevant psychological theories and concepts as they apply to the area of health and illness.

Topics will include: Health and illness; Stress and control; Pain; Smoking; Substance abuse; Eating disorders; Chronic health problems; High-mortality health problems; Compliance and health promotion. *Enrolment is limited to 25*

Tutor : Ms. Y.B. Yip, RN, B.Sc. (Cumberland), M.P.H. (Sydney)

Venue : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 8.00-9.30 p.m., commencing October 13, 1993

10 meetings Fee : \$360

Medium of Instruction : English & Cantonese

1013. Ensuring Quality in Health Services

Ensuring quality is an international trend prevailing in the health services. Various mechanisms and models are being fostered in the management practice. This course will review the evolution of quality management, stages of development and the underpinning principles. Mechanisms commonly used in quality management and Total Quality Management (TQM) in combination with concepts in health service delivery including quality assurance, audit, peer review, performance measures, standards, health indicators and profiles will be reviewed. Group discussions and presentation of cases will enable participants to draw experience in ensuring quality.

The course is catered for members in the health service and in management practice, in particular, for those involving in the design of quality plan, implementation and quality ensuring activities. *Enrolment is limited to 47*

Tutor : William Lai, M.A. (Manchester), D.H.S.A.,
M.H.S.M., F.R.S.H.

Venue : Room 209, Run Run Shaw Building, HKU
Date : Mondays, 6.15-7.45 p.m., commencing October 18, 1993

10 meetings Fee : \$370

1014. Understanding and Helping People Suffering from Schizophrenia

This course aims at providing the participants with a comprehensive view on schizophrenia - from the medical, psychological and social perspectives. It will also cover skills for managing relapse and suicidal state. Special emphasis will be on introducing a comprehensive social skills training programme, which is based on cognitive-behavioural therapy, for schizophrenic patients. It is well known that the attitude of family members is closely correlated with the relapse rate of schizophrenia. If the patients have better social skills, the attitude of family members may become more positive. *Enrolment is limited to 25*

Tutor : S.M. Ng, M.Sc. in Psychiatric Social Work
(Manchester)

Venue : Room 14, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Fridays, 7.30-9.30 p.m., commencing November 26, 1993

8 meetings Fee : \$400

Medium of Instruction: Cantonese supplemented with English

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

1015. Community-Based Rehabilitation — Concept and Implementation in Hong Kong

Persons with disabilities (physical, mental and visceral) suffer from physical limitations, social isolation and emotional trauma. Most of these persons are being taken care of by their family members and in the community. It is essential for the public and health professionals to be better informed about community rehabilitation. This course aims at introducing the concepts, goals and skills of community-based rehabilitation (CBR) as promoted by the World Health Organization (WHO).

The course consists of lectures, small group discussion, practical training and service to disabled persons. Topics to be covered include: concepts and practice of CBR, goals of independent living and self-help, psycho-social needs of people with chronic illness and disabilities, the integrative service approach, and skills in organizing the disabled persons in the community.

This course is open to health professionals, social workers, volunteers and care-givers who are interested in Community-based Rehabilitation. *Enrolment is limited to 40*

Tutors : Ms. Cecilia L.W. Chan, Ph.D.(H.K.)
Joseph Kwok, Ph.D.(Nottingham) and
Guest Lecturers

Venue : Community Rehabilitation Resource Network, G/
F, 2 Ko Shing Street, Sheung Wan, Hong Kong.
Date : Tuesdays, 6.30-9.00 p.m., commencing October 5, 1993

12 meetings Fee : \$680

[This course is sponsored by the Hong Kong Society for Rehabilitation – World Health Organization Collaborating Centre for Rehabilitation.]

1016. 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 on 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.

Enrolment is limited to 40

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)
C.C. Lee, M.B.,B.S.; M.R.C. Psych.
Guest Lecturers

Venue : Room 14, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Wednesdays, 6.30-9.30 p.m., commencing October
6, 1993

37 meetings Fee : \$2,900

Medium of Instruction : Cantonese

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 11, 1993.

Course Duration: about 110 contact hours.

Fee Refund : Teachers may apply for a half fee refund for this course. See page 66.

8021. University Advanced Diploma in Social Work (Marriage, Family and Child Care)

This programme is offered by the Department of Social Work and Social Administration in association with the School of Professional and Continuing Education, The University of Hong Kong. The closing date for applications was March 31, 1993.

Course Objective:

To provide advanced and specialised knowledge in Marriage, Family and Child Care.

The programme is designed to promote the further development of practice skills in direct service for senior social work practitioners, and to examine recent perspectives and innovative methods in this field with personnel operating at policy planning, research, and supervisory levels.

Mode of Study:

The programme shall extend over two academic years of part-time study. Students have classes during term time on Wednesdays and Saturdays. Graduates of this programme may apply for admission to the third year of part-time study leading to the degree of Master of Social Sciences (Social Work).

Criteria for Admission:

Application must have a Bachelor's degree with honours in social work and must be qualified social workers and have at least two years post-qualification professional practice as social workers.

Curriculum:

The programme includes the following courses:

- (1) Theoretical Foundations of Marriage, Family and Child Care Practice: Applications to Practice
- (2) Family and Child Development
- (3) Policy and Planning in Family and Child Care
- (4) Social Work Research and Evaluation
- (5) Marriage and Family Intervention
- (6) Working with Children
- (7) Contemporary Issues in Marriage, Family and Child Care

Field Attachment:

Students will be assigned to observe a Marriage, Family or Child Care service for six sessions over a six week period in order to experience alternative forms of service provision.

Course Evaluation:

- a) Written Examination – May 1994
Theoretical Foundations + Family and Child Development

Written Examination – May 1995
Policy and Planning in Marriage, Family & Child Care

Social Work Research & Evaluation. May 1995.
Optional for Adv. Dip., can be credited for M.Soc.Sc.

- b) Portfolio
- Marriage & Family Interventions
- Working with Children
- Contemporary Issues
- Field Attachment Reports
(Two to be selected by student for evaluation)

Teaching Resources:

The Advanced Diploma Course will be taught by staff members of the Department of Social Work and Social Administration, The University of Hong Kong, local experts and overseas visiting lecturers.

Both local and overseas experts will be invited to teach in a variety of areas in the course. Visiting lecturers will teach "Marriage and Family Intervention" and "Working with Children".

1017. 認識及協助兒童語言之發展 (Introduction to Language Development in Children)

語言不單是表達思想和溝通的工具，它在兒童的認知，情緒及社交發展均扮演重要的角色，若在語言發展重要期間予兒童適當的語言刺激，便可促進他們在語言及各方面的發展。

本課程歡迎家長、醫生、護士、幼兒工作員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適的語言刺激幫助兒童語言理解、表達、及發音能力發展。此課程除講授外，亦輔以研討、分組活動等方式。

(限收二十五人)

主講人：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：一九九三年十月四日起每星期一下午七時四十分至九時四十分

全期學費：三百元 (共五講)

教師可獲教育署退還半費。詳參第66頁。

1018. 如何建立及提高特殊兒童的溝通能力 (Developing Communication Skills in Children with Special Needs)

本課程目的在使家長、或經常接觸特殊兒童之醫生、護士、幼兒工作員、教師等對特殊兒童之語言能力有基本之認識，從而在生活上、工作上協助提升該等兒童之溝通能力。內容包括：溝通之定義及組成成分、溝通障礙及言語治療之認識、各類特殊兒童之語言特徵及教導技巧等。上課形式以講授、研討、角色扮演等為主，學員須積極參與討論及小組練習。(限收二十人。學員必須對正常語言發展已有清楚之認識。)

主講人：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：一九九三年十一月八日起每星期一下午七時四十分至九時四十分

全期學費：三百七十元 (共六講)

教師可獲教育署退還半費。詳參第66頁。

1019. 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、朗誦等五方面。

(限收三十人)

主講人：香港兒童文藝協會成員及兒童藝術教育專業人士

地點：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：一九九三年十月四日起每星期一下午六時至八時

全期學費：二百五十元 (共五講)

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第66頁。

1020. 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、兒童美術欣賞、兒童書畫、閱讀技巧等五方面。

(限收三十人)

主講人：香港兒童文藝協會成員及兒童藝術教育專業人士

地點：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：一九九三年十一月八日起每星期一下午六時至八時

全期學費：二百五十元 (共五講)

【本課程與香港兒童文藝協會合辦】

教師可獲教育署退還半費。詳參第66頁。

1021. 學前教育服務機構主管深造管理課程 (Advanced Management Course for Supervisors of Pre-school Education Institutions)

本課程目的是使學員掌握新穎的管理技巧，以應付繁重的管理工作和有效地發揮其管理功能。課程內容包括五方面：(一)管理技巧(包括決策、人際關係、溝通、與解決衝突)；(二)處理問題員工；(三)與校董會工作；(四)服務評估；和(五)家長工作。參加者將被安排加入五個組別，分別針對上述項目進行深入的研究和學習。

參加者必須是：(一)完成香港大學專業進修學院學前教育機構行政管理文憑課程；或(二)社會福利署幼兒中心/早期訓練中心主任管理課程；或(三)曾修讀其他有關的管理課程。(限收三十五人)

主講人：梁偉康先生 B.S.Sc., M.S.Sc., PQSW, D.T.M.
地點：香港大學梁銓禧樓 1302A/B室
時間：一九九三年九月二十三日起每星期四下午六時三十分至九時三十分
全期學費：一千四百元 (共二十講)

1022. 兒童成長問題專探(Exploration in Child Development Issues)

本課程以探討兒童在成長中的三個主要方面——學習、性心理、情緒及行為為主，並會介紹處理這些問題之適當及有效方法。兒童學習方面包括：(一)討論兒童一般的學習問題及其表現出的徵狀——如逃學，欠交功課，成績低落，不專心等；(二)如何幫助兒童面對學習問題？如何培養兒童學習興趣及能力。

性心理方面會介紹：(一)兒童的性心理發展及他們所面對的一般有關「性」的問題；(二)如何與兒童談性？(三)如何幫助/教導兒童預防性侵犯。

情緒及行為方面包括：(一)兒童究竟是否會有焦慮，悲傷等的情緒？兒童是否有權發脾氣，發洩憂傷及憤怒的情緒？兒童有偷竊，說謊，食慾不振或甚至攻擊性行為是否不正常呢？親子關係等如何影響兒童的情緒及行為發展？(二)面對兒童的一般情緒或行為問題如抑鬱，憤怒，偷竊，說謊，甚至攻擊他人等的時候，究竟用甚麼方法來處理呢？——斥責，體罰，嚴厲禁止，不加理會或其他方法？

主講人：社會工作者
地點：香港大學專業進修學院市區中心14室(信德中心西翼九樓)
時間：一九九三年十月九日，十六日，三十日及十一月六日每星期六下午二時三十分至五時三十分
全期學費：二百二十元

【本課程與防止虐待兒童會合辦】

教師可獲教育署退還半費。詳參第66頁。

1023. 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：潘麥瑞文女士(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：一九九三年十月十二日起每星期二下午六時十五分至七時四十五分
全期學費：三百八十元 (共十講)
教師可獲教育署退還半費。詳參第66頁。

1024. 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：一九九三年十月九日起每星期六下午二時三十分至五時
全期學費：三百九十元 (共六講)
教師可獲教育署退還半費。詳參第66頁。

1025. 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：一九九三年十月六日起每星期三下午六時至八時
全期學費：四百九十元 (共八講)
教師可獲教育署退還半費。詳參第66頁。

1026. 如何建立良好工作關係 (Interpersonal Skills in Working Relationship)

在香港這個工商業發達的都市，工作已成為香港人生活的重要部份。要是出色社交技巧，令個人在工作環境中有良好的人際關係，並且在需要時懂得堅定地表達立場或要求，這樣不但對工作表現有幫助，亦會增加工作帶來的滿足感。

本課程包括以下範圍：(一)加深對自己社交能力的了解；(二)建立良好人際關係的社交訓練；(三)研習如何表達及堅定個人意見的方法。

本課程會以教授、小組討論及研習的方式進行，歡迎所有在職人士參加。(限收二十五人)

主 講 人：胡潔瑩小姐(臨床心理學碩士)

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：一九九三年十一月十三日、二十日、二十七日及十二月四日每星期六下午二時三十分至五時三十分

全期學費：三百元 (共四講)

1027. 應用小組工作 (Applied Group Work)

本課程的特點是應用小組工作的理論，幫助學員提高實務工作的技能。內容將介紹主要的小組工作模式，包括治療小組、社會目的的小組、互助小組等；並探討如何處理小組工作人員經常遇到的實務問題，如策劃小組組合、協調組員目的、促進小組溝通、處理小組衝突、協助問題組員等等。課程亦會特別討論性別、階級、文化背景等因素對小組所構成的影響和工作員應注意的事項。教學形式以講授、小組練習、討論為主。組員可提出一些個案，在課堂中研究。本課程歡迎從事小組實務工作的人士參加，如社會工作者、福利工作員、學校輔導老師、團契工作者等。

(限收二十人)

主 講 人：莫漢輝先生(社會工作者)及客座講師

地 點：香港大學勵樹雄科學館105室

時 間：一九九三年十月十一日起每星期一下午七時十五分至九時十五分

全期學費：五百八十元 (共十二講)

1028. 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：一九九三年十月十三日起每星期三下午七時三十分至九時

全期學費：四百三十元 (共十講)

1029. 認識及服務弱智人士 (Understanding and Serving the Mentally Handicapped)

本課程之目的為使社會人士、家長、及直接為弱智人士工作之教師、護士、社會工作者、或輔導員對弱智人士有基本之了解，並在管理方面，有正確之認識：

課程內容包括：(一)弱智的成因，特徵，類別及評估；(二)教導各類別弱智人士的基本技巧；(三)行為處理的基本概念及應用技巧；(四)弱智人士的家居生活及對弱智人士家庭的輔導；(五)對弱智人士的專業服務(如言語治療、職業治療等)；(六)其他專題(如自閉症，弱智人士的精神健康等)。

講授方面以粵語為主。(限收四十名，在職專業者及弱智人士家長將獲優先取錄)

主 講 人：弱智人士服務協進會及本港對弱智人士服務有研究及直接工作經驗之專業人士擔任

地 點：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：一九九三年十月八日起每星期五下午六時至七時三十分

全期學費：五百元 (共十四講)

【本課程由香港弱智人士服務協進會贊助及由該會屬下的教育心理學家統籌】

教師可獲教育署退還半費。詳參第66頁。

1030. 院舍服務導論 (Introduction to Residential Service)

參加者透過此課程可以基本上掌握下列各項概念：(一)院舍服務之定義，目標和基本理念；(二)本港有關院舍服務之政策，發展趨勢及種類；(三)院舍工作者之角色和職責；(四)院友之特質，需要及問題；(五)院舍服務之推行過程；(六)院舍之管理及團隊精神；(七)規則之釐訂及行為管理；(八)與院友家屬之工作要點；(九)社區聯繫與資源之運用；(十)院舍服務之困難及限制。

本課程以講課為主，輔以習作、個案研究、參觀、小組討論等形式，歡迎從事院舍工作之福利工作員及家長，或任何對院舍服務有興趣之人士參加。

主 講 人：李建賢先生(社會工作碩士)及業內資深社工

地 點：香港大學專業進修學院石硤尾教學中心8室(嘉智學校，九龍石硤尾偉智街五號四樓(石硤尾地鐵站偉智街出口))

時 間：一九九三年十月三十日起每星期六下午二時三十分至四時三十分

全期學費：四百五十元 (共十講)

1031. 社會學導論 (Introductory Sociology)

本課程旨在以深入淺出的手法來介紹社會學的觀點和基本知識，並進一步協助學員掌握社會學的分析技巧和推理能力，以了解各式社會現象和個人行為。課程設計配合94年度香港高級程度會考課程(HKAL)，內容包括社會學的觀點和理論，研究方法、文化、社會化、越軌和社會控制、群體和組織、各式社會制度、社會不平等、性別關係、集體行為和社會運動等等。歡迎各界人士參加，對高級程度會考考生尤有幫助。

主講人：謝均才碩士

地點：香港大學專業進修學院石硤尾教學中心9室〔嘉智學校，九龍石硤尾偉智街五號四樓(石硤尾地鐵站偉智街出口)〕

時間：一九九三年十月九日起每星期六下午二時三十分至四時三十分

全期學費：五百八十元 (共十二講)

1032. 社會問題分析 (Social Problems)

本課程是為對本地社會問題有興趣的人士而設，旨在為學員提供對社會問題分析的基本方法和豐富他們對本地各類社會問題的認識和了解。

課程形式包括講座、個案分析和小組討論。內容包括何謂「社會問題」？分析社會問題的各項社會學觀點，若干社會問題如犯罪，同性戀，環境保護，青少年自殺等選講，以及社會問題的政治性和解決方法等。歡迎各界人士參加。

主講人：謝均才碩士

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：一九九三年十月二十二日起每星期五下午七時三十分至九時三十分

全期學費：三百六十元 (共八講)

1033. 私人大廈社區發展工作坊 (Workshop on Community Development in Private Housing)

本課程目標為向社區發展工作人員，包括社工、屋苑管理人員、及公眾人士，介紹有關工作理論和實務技巧，以便在私人大廈社區內從事組織和群眾工作。課程內容包括城市規劃、土地發展公司、大廈管理問題、政府工作、介入社區手法、社區行動研究和策略、成效檢討。課程形式包括研討工作坊、個案分析、小組討論、講座等。

主講人：香港屋宇事務促進會代表，包括資深社工及律師等

地點：香港大學專業進修學院石硤尾教學中心2室〔嘉智學校，九龍石硤尾偉智街五號四樓(石硤尾地鐵站偉智街出口)〕

時間：一九九三年十月三十日起每星期六上午九時三十分至十二時三十分

全期學費：五百五十元 (共八講)

1034. 專題研習：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士

主講人：吳宏增先生(資深輔導工作者)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：一九九四年一月八日起每星期六下午二時三十分至五時

全期學費：三百一十元 (共四講)

1035. 老年學證書課程 (Certificate in Gerontology)

課程目標：本課程專為安老服務的工作人員而設，目的是向他們提供多元化學科的知識，包括醫學、精神科學、心理學、社會工作學及管理科學等，使他們能有效地提供服務，滿足老人之需要。本課程是特別適合任職於安老服務機構之專業人士，如持有專業文憑或學位之社工及註冊護士等參加。由於課程著重理論與實踐之結合，故設立小組習作，分別由課程導師負責指導，進行小規模之研究工作。

課程內容：本課程主要包括四部份：(甲)老年人身體和精神疾病：(一)老化過程之生理改變及老年醫學之概念；(二)老年期疾病的一般性徵狀；(三)老年期病者藥物治療及各種內分泌疾病；(四)老年人之常見心臟、血管及肺部疾病；(五)中風及其他常見神經系統疾病；(六)老人康復治療及老人日間醫院；(七)垂死病人的護理；(八)老年痴呆症及其他老年精神病；(九)安康之概念與老人之預防性健康活動；(十)護理老年病人之原則及哲理；(十一)推廣老人健康輔導。(乙)老年人的心理需要與精神健康：(一)老年人的心理轉變與心理需要；(二)老年人怎樣適應年老帶來的轉變；(三)老年人的心理健康；(四)與老年人溝通的技巧及處理老年人心理問題的方法；(五)輔導老人之技巧。(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：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(中文大學護理學系講師)

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：一九九三年十月十四日至九四年七月初逢星期
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：二千六百元

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：申請者須於九月十七日前，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。

免費公開講座

「精神病患者的自殺問題、其預防及跟進照顧」 (Understanding and Handling the Suicidal Behaviour of the Mentally Ill)

主講人：臨床心理學家、社會工作者

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：一九九四年一月八日星期六下午三時至五時

對象：精神病者家人、親友、輔導員、社會工作者
、義工及有興趣人士。

內容：據學者指出，人類自殺原因包括個人心理、疾
病、生活環境、人際關係及社會文化因素等，
然在醫學上，精神病患者的自殺現象還有很多
不解之處。本講座嘗試帶領參加者了解精神
病患者與自殺行為的關係、其特質及分類；如
何及早察覺患者自殺傾向；如何預防及提供
輔導。

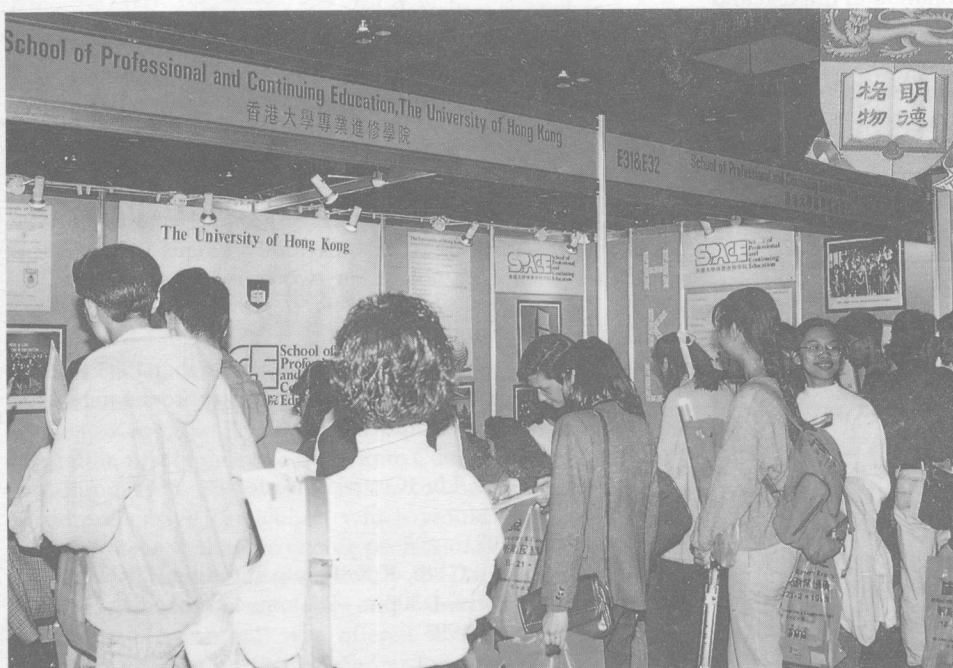
參加辦法：有興趣者請填妥報名表格，親到本學院或郵寄
(附回郵信封)索取入場卷。

【本講座由新生精神康復會與本學院合辦】。

See also:

993. Basic Social Research Methodology. (Page 140)

The SPACE Booth at the Education Expo in February 1993



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.H.K.T.S., 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.Phil.(Exon.), MIL

Introduction:

This series of one year School of Professional and Continuing Education 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:

- 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);
- the School reserves the right to select candidates when the courses are over-subscribed.

Attendance:

Students are required to attend 80% of the lectures, and the School reserves the right to exclude students from lectures if they have been absent for two consecutive lectures.

Duration:

8 workshops and 32 lectures from September 1993 to May 1994. Total number of lecture hours: approximately 110. (Workshops are compulsory)

Tutor : Dr C.C. Liu (Course Director)

Course No. 1071

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

Date : Mondays, 6:30pm - 9:30pm, commencing September 13, 1993

Fee: \$4,150.00

Course No. 1072

Venue: Room LG101, K.K. Leung Building, HKU

Date : Thursdays, 6:30pm - 9:30pm, commencing September 16, 1993

Fee: \$4,150.00

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 20, 1993

Enrolment is limited to 35 per class.

Text Books : A list of reference books and reading materials will be provided by the course tutors.

Medium of Instruction : English & Cantonese

Enrolment & Enquiries:

A) School of Professional & Continuing Education, The University of Hong Kong, Room 1, University Main Building, Pokfulam Road, Hong Kong
Telephone: 859 2792

B) School of Professional & Continuing Education, Town Centre Office, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong
Telephone: 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.

Diploma In Translation

Introduction:

In response to the increasing demand for persons possessing techniques of translation between English and Chinese in Hong Kong, the School of Professional and Continuing Education first launched a Certificate Course in Translation in Autumn 1988. The purpose of this course was to provide a comprehensive curriculum which would form a solid basis for those wishing to choose professional translation as their long-term career. Subsequently, the Certificate Course has been repeated several times and a Certificate Course in Translation (Advanced) was offered in Autumn 1991 to provide a channel for further studies for the holders of the Certificate in Translation.

The Diploma programme will build on the existing Certificate and Certificate (Advanced) courses. In accordance with that, the Diploma programme will be divided into three parts with a total of 315 contact hours. The ultimate aim of the programme is to provide students with a systematic training so that they would acquire the high proficiency of translation required of a professional translator. While maintaining a high academic standard, the Diploma programme will put great emphasis on practice in translation.

Course Directors:

Koon-ki T. Ho, B.A. (C.U.H.K.), A.M., Ph.D (Illinois)
Kenneth K.L. Au, B.Soc.Sc.(H.K.), M.A. (C.U.H.K.)

Teaching Medium :

The medium of instruction will be either English or Cantonese, depending on the preference of individual lecturers.

Teaching Staff:

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' à Beasançon), 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.

Curriculum:

The Diploma in Translation will be presented in three parts. Students may leave the programme on completion of any part and receive an appropriate exit qualification. In each part, students are required to study six units. The maximum period to finish the entire programme is five years.

Part I: Certificate in Translation

All units in this part are compulsory. Students who successfully complete all the following six units may be awarded a Certificate in Translation and they may cease study at this stage.

- Basic Concepts and Techniques in Translation
- Translation and Contrastive Studies
- Cross-cultural Translation
- Translation from English into Chinese I
- Translation from Chinese into English I
- Interpretation I

Each unit will have 7 meetings of two and a half hours, and there will be a final written examination at the end of this part. (Total contact hours: 105 hours)

Part II: Higher Certificate in Translation

Prerequisite:

Students admitted to this part must have satisfactorily completed Part I.

This comprises nine units divided into two groups: Group I consists of three compulsory units. Group II consists of six elective units from which the students are required to study only three. On successful completion of these six units, students will receive a Higher Certificate in Translation and may leave the programme at this stage.

Group I : Compulsory units

- Translation from English into Chinese II
- Translation from Chinese into English II
- Interpretation II

Group II : Elective units

- Commercial Translation
- Translation in the Media
- Translation for Government and Public Administration
- Literary Translation
- Legal Translation
- Technical Translation

Each unit will have 7 meetings of two and a half hours, and there will be a final written examination to conclude this part. (Total contact hours: 105 hours)

Part III: Diploma in Translation

Prerequisites:

Student admitted to this part must have satisfactorily completed Parts I & II.

The six units in Group II of Part II and four additional units in Part III comprise the final part of the programme. Students have to study any 2 elective units not yet taken in Part II, Group II and three other compulsory units to complete the entire Diploma course.

Compulsory units

- Critical Reading of Select Translated Texts.
- Either Simultaneous Interpretation or Recent Developments in Translation
- Translation Project

Elective units

as per in Group II, Part II.

Except for the Translation Project, all the other units will have 7 meetings of two and a half hours, and there will be an examination at the end of the courses. For the Translation Project, students are required to translate from Chinese into English, or vice versa, a piece of work of considerable length, chosen by themselves and subject to the approval of the relevant instructors. Supervision and study will be the equivalent of 35 hours. This must be completed within three months of the final examination. (Total contact hours: 105 hours)

Courses offered this term:

Course No. 1073 - Certificate Course in Translation

Course No. 1074 - Higher Certificate Course in Translation

Admission:

I. Course No. 1073: Certificate Course in Translation

Applicants should either

A) possess a degree,

or B) (i) have gained 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 a) Grade C or above in English Language (Syll.B) or Grade A in English Language (Syll.A), b) Grade C or above in Chinese Language, and

(ii) have gained at the Hong Kong Advanced Level Examination or equivalent Grade E or above in three subjects at one and the same time.

or C) be mature applicants

over 25 years of age who do not possess the above qualifications but who may be admitted at the discretion of the School, subject to satisfactory performance in a qualifying examination in both languages set by the School. The School reserves the right not to offer such qualifying examination and to directly accept mature applicants.

II. Course No. 1074: Higher Certificate Course in Translation

Applicants should possess the Certificate in Translation awarded by the School or its predecessor, i.e. Department of Extra-Mural Studies.

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) satisfactorily complete all course assignments.

Duration of Studies:

Two evenings of two and a half hours each week* for 21 weeks

*see the Date of Commencement.

Course Fee:

I. An optional initial registration fee of \$250 is payable if an admitted applicant intends to go through the entire Diploma Programme. If the applicant prefers not to pay this initial registration fee, and wants to advance to other parts of the Diploma in a later time, a continuing fee of \$125 (subject to revision without prior notice) is chargeable for each part.

II. Tuition fee for the each Certificate Course is HK\$4,300.00, and must be paid upon receipt of official notice of admission. Fee paid is not refundable or transferable.

Application Procedures:

Special application forms, available upon request at the reception counters at University office and Town Centre Office, should be used. Complete 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 27, 1993. Do not send in cheque with your application. *Enrolment is limited to 32*

Date of Commencement:

- 1) Course No. 1073 - Certificate Course in Translation
Monday, September 20, 1993
- 2) Course No. 1074 - Higher Certificate Course in Translation
Tuesday, September 21, 1993

Time and Place:

- 1) Course No. 1073 - Certificate Course in Translation
Lectures:
Mondays and Thursdays, 7:00pm - 9:30pm
LT9, Shek Kip Mei Teaching Centre (Ka Chi School, see the Map on P. 158 for location)
- 2) Course No. 1074 - Higher Certificate Course in Translation
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.

Enquiries should be addressed to Dr K.K. Ho, Tel No. 859 2792.

1075. 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：香港大學梁銓瑀樓 LG 106 室
時 間：一九九三年九月廿八日起每星期二下午六時卅分至八時十五分
全期學費：四百元 (共十二講)

1076. 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：一九九三年九月廿九日起每星期三下午七時十五分至八時四十五分
全期學費：三百三十元 (共十二講)

1077. 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 16 室 (信德中心西翼九樓)
時 間：一九九三年十二月二十日起每星期一一下午八時廿分至九時五十分
全期學費：三百元 (共十講)

1078. 口譯訓練課程 (初級) (Oral Translation Workshop (Elementary))

口譯是一種極具挑戰性的工作。本課程旨在讓初學者有機會接觸口譯工作，使他們可以在輕鬆的學習氣氛中，由淺入深地逐步掌握口譯技巧。

課程內容主要著重連續傳譯 (consecutive interpretation) 的訓練，輔以即時傳譯 (simultaneous interpretation) 的初步介紹，有以下三方面：口譯理論、口譯技巧知識及口譯實踐。

(限收二十五人)

主 講 人：區劍雲先生 B.A.(H.K.U.), M.A.(C.U.H.K.)
地 點：香港大學梁銓瑀樓 LG 101 室
時 間：一九九三年十月四日起每星期一一下午七時至九時三十分
全期學費：八百元 (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. The latter group, entering the program having completed a first degree, could 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 extend over two and a half academic years of part-time study. Each year of the program will comprise four taught courses (12 weeks each), a seminar series and field trips. Each course will extend over one semester of study (i.e. 12 weeks). The last six months of the program will be engaged with the production of a dissertation. Lectures are mostly held in the evenings and Saturdays and are generally of two hours duration.

During the first year of study students are required to take the following compulsory half-year courses:

- Theories of Urban Development
- Quantitative Methods
- Management Theories and Techniques in Housing
- 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) a Bachelor's degree with honours of this University; or
- (ii) a qualification of equivalent standard of this University or another university or comparable institution accepted for this purpose; or
- (iii) a Certificate in Housing Management or a Diploma in Housing Management awarded by the 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

(iv) 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).

Applicants without a degree qualification, if selected by the Admission Committee, will not be offered admission until they have satisfied the examiners in a qualifying examination.

Please write in for further information enclosing a stamped (\$2.00) self-addressed envelope (34cm x 24 cm).

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 Corporate 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 coursework and examination at the end of each year.

A Diploma in Housing Management, issued by the School of Professional and Continuing Education, the University of Hong Kong, will be awarded to a candidate on passing the Final Examination, 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 (\$3.00) self-addressed envelope. Applications for the 1993/94 Pre-course must be submitted before August 20, 1993.

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 Housing 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 (\$3.00) self-addressed envelope (34cm x 24cm). The closing date for application is August 31, 1993.

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 follows closely 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, Local Transport Management, 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 wish to audit the course to prepare for the CIT examinations may also apply, but auditing students will not be eligible for the award of the diploma.

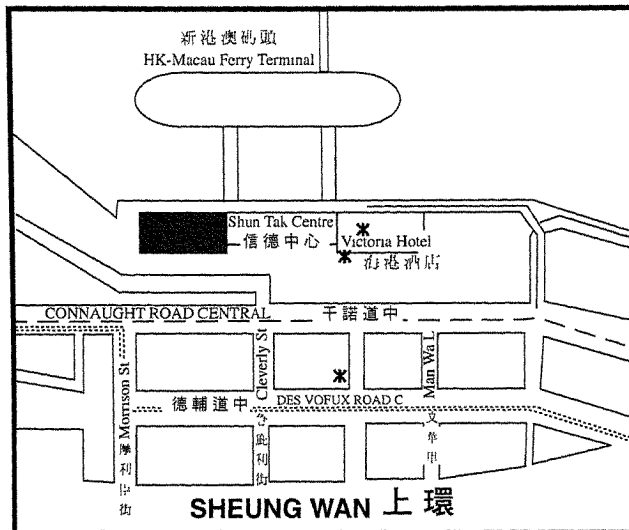
Please write in for further information enclosing a stamped (\$2.00) self-addressed envelope. Applications for the 1993/94 intake must be submitted before August 20, 1993.



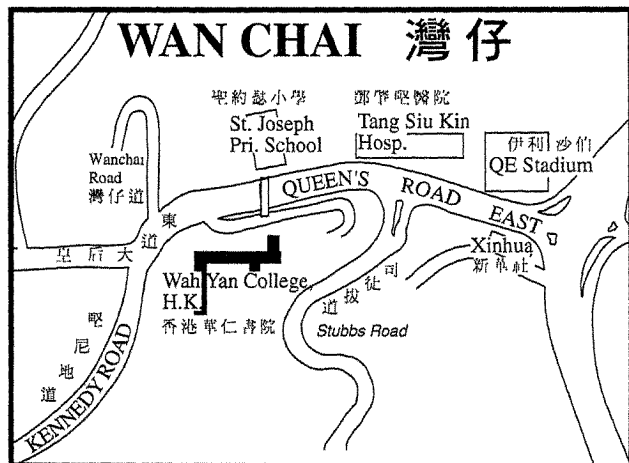
Students of the Master of Housing Management course on a fieldwork visit

Centre Location Map

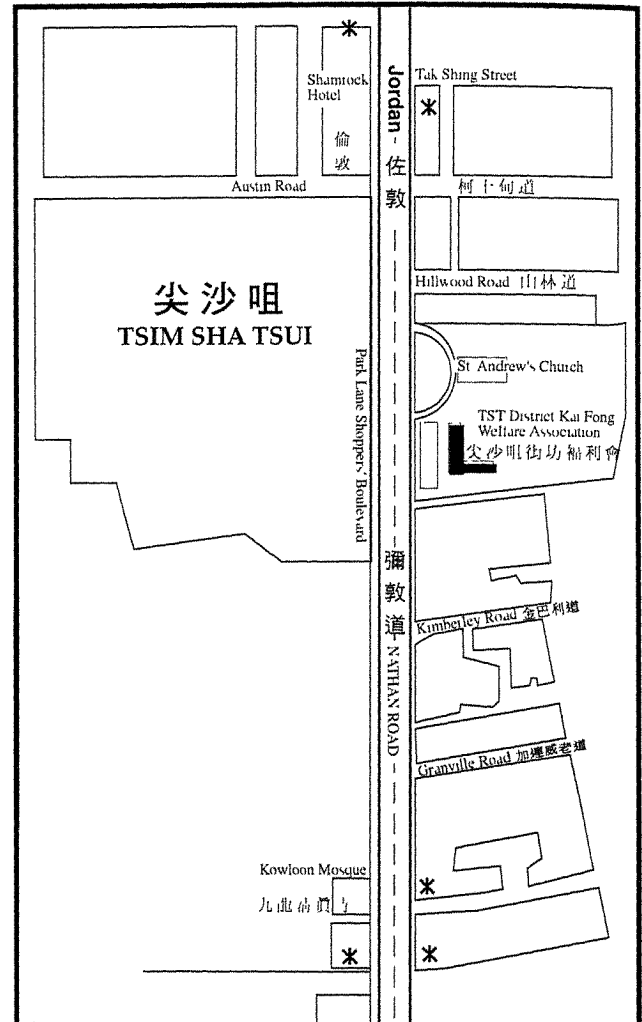
主要上課地點示意圖



SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 14/F. and 15/F., 200 Connaught Road Central, Hong Kong
 香港大學專業進修學院市區中心，香港干諾道中二百號信德中心西翼(9)、(14)及(15)字樓〔由(2)字樓商場電梯上〕



Wah Yan College, 281 Queen's Road East, Hong Kong
 香港華仁書院皇后大道東281號



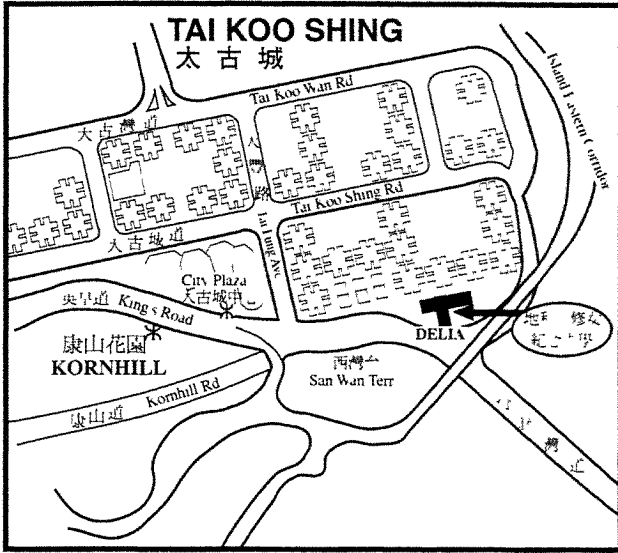
SPACE Tsim Sha Tsui Study Centre [TST District Kai Fong Welfare Association, 136A Nathan Road, Kowloon]
 香港大學專業進修學院尖沙咀教學中心〔尖沙咀街坊福利會九龍彌敦道136-A〕

1994 Spring Prospectus

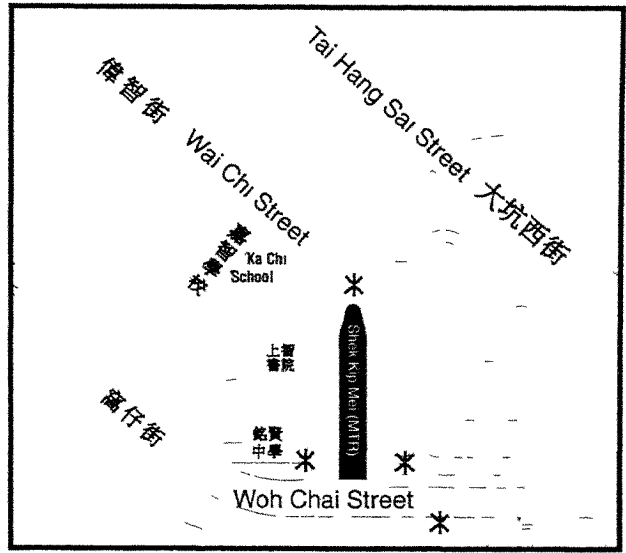
The next issue of the School Prospectus will be available in early January 1994. If you wish to be sent a copy of the Prospectus in January 1994, kindly complete and return the name and address slip on Page 158, together with \$5.70 in postal stamps, to the School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong. The envelope should be marked "Spring Prospectus".

一九九四春季課程手冊

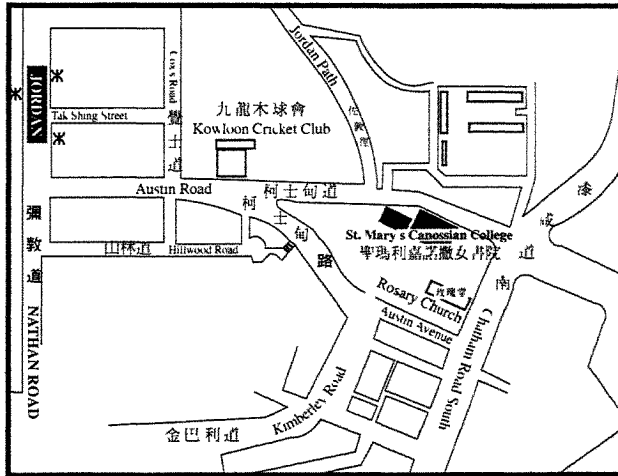
本學院將於一九九四年一月初派發一九九四年春季課程手冊。有意索取者請填妥158頁的回條，並附郵票五元七角，逕寄【香港薄扶林道香港大學專業進修學院院長】收。信封請註明〔春季手冊〕字樣。



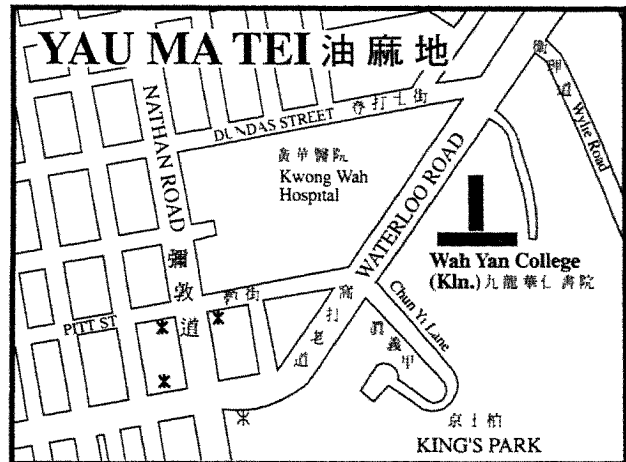
Delia Memorial School, Tai Koo Shing, Hong Kong
 香港太古城地利亞修女紀念中學 (由中學部太豐路入口)



SPACE Shek Kip Mei Study Centre [Ka Chi School, 5 Wai Chi Street 3/F., Shek Kip Mei, Kln.]
 香港大學專業進修學院石硤尾教學中心 嘉智學校，九龍石硤尾偉智街五號四樓(石硤尾地鐵站偉智街出口)



St. Mary's Canossian College, 162, Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue)
 九龍柯士甸道162號聖瑪利嘉諾撒女書院 (由金巴利道入口)



Wah Yan College 九龍華仁書院
56, Waterloo Road, Kowloon 窩打老道56號 (油麻地地鐵站)

Please send me a copy of the 1994 Spring Prospectus. \$5.70 in postal stamps has been enclosed

請惠寄一九九四春季課程手冊乙本。內附五元七角郵票。

Name 姓名
Full Postal Address 地址
(1994P)

附註：請於一九九三年十二月一日以前寄回上列回條。

Note : Please return the above coupon before December 1, 1993.

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。

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.

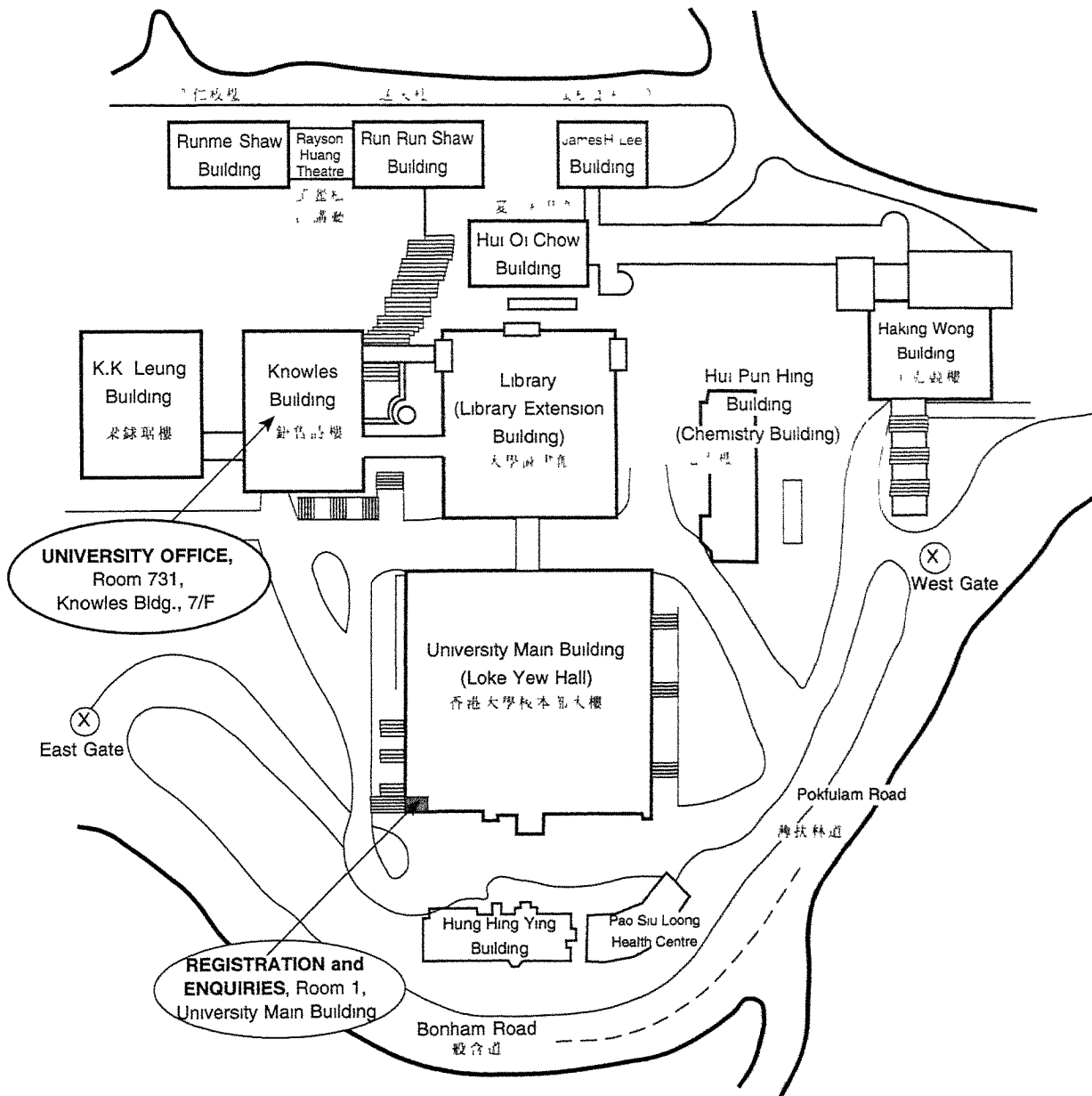


In order to receive the next issue of this Prospectus, please turn to page 157.

如欲收到下期課程手冊，請翻閱第157頁。

UNIVERSITY OF HONG KONG GENERAL LAYOUT

School of Professional and Continuing Education



SPACE



香 港 大 學
University of Hong Kong



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