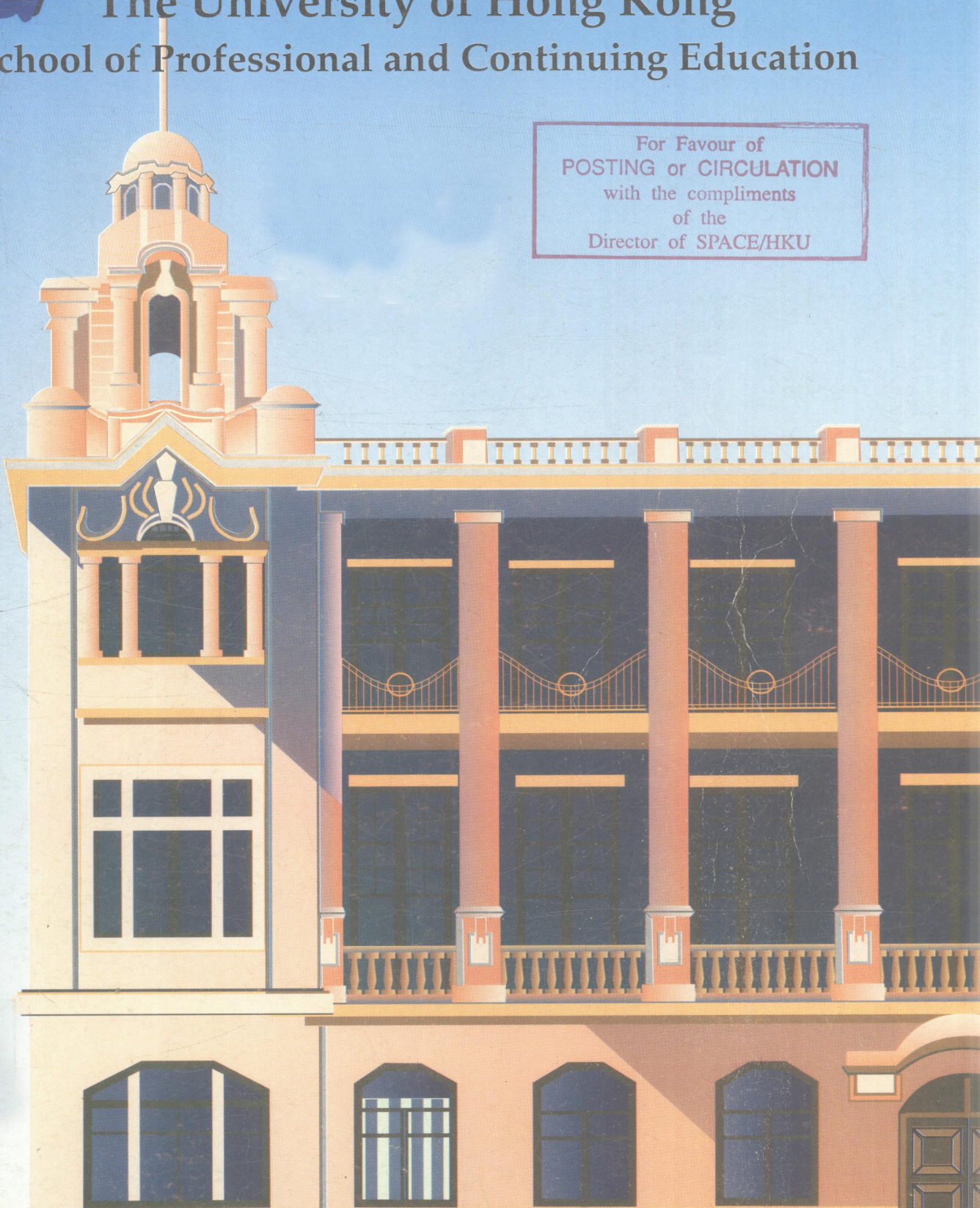


春季課程

SPRING COURSES 1993

The University of Hong Kong
School of Professional and Continuing Education

For Favour of
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of the
Director of SPACE/HKU



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)

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FOREWORD 前言

As the School of Professional and Continuing Education moves in to its second year of operation it is perhaps time to review what has been achieved and reflect on directions for the future.

The School has subsumed the work of the former EMS Department and continues its fine work in developing new educational initiatives and in meeting community aspirations. The School structure has also allowed closer links with many of the University Faculties, particularly in Law and Social Sciences. Externally, relationships with the Open Learning Institute have been taken further with the completion for OLI of the Social Sciences Foundation Course and in the production of a Chinese Studies Foundation Course which is largely being written by a team of authors from the Chinese Department in the Faculty of Arts. Discussions have been held also with all the local tertiary institutions for the establishment of a Federation of Continuing Education which will offer to the public of Hong Kong a guarantee of quality of courses provided. The demand for continuing and professional education is very high in Hong Kong and not all providers meet standards which the tertiary institutions would see as necessary. It is hoped that the introduction of the Federation will give consumers a guideline and assurance of quality.

Internationally, the School has continued to forge links with overseas institutions when these are appropriate, timely and relevant; amongst programmes described in these Prospectus will be found courses in association with respected institutions in the UK, Australia and elsewhere. The School aims to extend access in terms of level of courses offered, so that those with little in the way of formal qualifications can return to study at the appropriate level and progress to higher levels as their ability and ambition dictates; the School will also aim to widen geographical access, the Shek Kip Mei Study Centre, which has a suite of 9 well equipped teaching rooms, has just been opened and it is hoped will be more accessible for those living and working on Kowloon side. Further plans for regional centres will be developed as finances allow.

The School is very encouraged by the support received in the community, in particular from those who serve on its Boards and Advisory Committees. Access and openness are important not only in the educational sense but also as an element in the governance of the School so that there can be a stimulating interchange between the academic community and society at large. The School continues its mission to serve the community well and appreciates the comments it receives, whether critical or laudatory. In the final analysis the success of the School depends on the success of its students and in their being satisfied with the quality of education provided.

香港大學專業進修學院自成立已來，瞬即踏入第二年。

學院去年除了繼續原先校外課程部的各種工作，發展新課程以應香港社會的需要外，又和校內各學院緊密聯繫，加強彼此間的合作。對外方面，學院已先後為公開進修學院出版英文社會科學基礎課程和中文中國文史哲基礎課程。現今學院正積極和各大專院校負責延續教育的部門籌組專上延續教育院校聯盟，旨在確保提供的課程教學質素達到一定水平。因香港人上進心極強，延續與專業教育廣泛受歡迎，聯盟的成立便可使公眾人士，對本港不同機構提供的延續教育課程知所鑑別。

學院歷年來又和外國著名大專院校(英國，加拿大，澳洲，紐西蘭)合作，提供這些院校的校外或校內學位課程。這一個世界性的教育網絡將繼續擴大。

現今學院最新的計劃是：

- (一) 落實「有教無類」的政策，為沒有任何文憑的各界人士，提供更多「先修課程」。學員考試及格後便可直接攻讀文憑或學位課程。
- (二) 擴大教學中心網絡，最近為方便住居九龍的各界人士設立石硤尾教學中心，增加課室九個。及後，學院將再選址，設立更多教學中心。

學院自改組後已成立教務委員會，邀請校內老師和校外社會各界知名人士參加，尤其是希望校外委員提供意見，俾學院對各界需求有更深入的了解。同樣，學院對修讀各課程的學員的意見亦極重視，俾學院能不斷改進。



Professor Lee Ngok
Director

School of Professional and Continuing Education

STAFF LIST

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Professor Lee Ngok 李鐸教授, *M.A., Dip.Ed.(H.K.), Ph.D.(Lond.)*

DEPUTY DIRECTORS 副院長

(Continuing Education 延續教育)

.. .. .

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Professor Zhang Zhizheng 張志錚教授

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Wendy Jackson, *B.A., Dip.Acc.(Stirl.), C.A.*

DEPARTMENTAL SECRETARY 學系秘書

Sheila S.L. Yam 任瑞玲

GENERAL INFORMATION/ HOW TO ENROL

GENERAL INFORMATION

1. On short courses, there are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
2. The Director may at his discretion refuse to admit an applicant.
3. No class will be held:
 - (a) on any public holidays.
 - (b) if a Black Rainstorm Warning is in force.
 - (c) 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.)
 - (d) during the following holiday period: January 22-28, 1993 inclusive (Lunar New Year).
4. Fees are not refundable, except in the event of a course being over-subscribed or cancelled.
5. Fees and places allocated on courses are not transferable.
6. A Statement of Attendance or transcript will be issued only on receipt of a \$20 processing fee and a stamped self-addressed envelope within two years of the completion of the course.
7. The School reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.

HOW TO ENROL

Some courses have specific instructions on enrolment which should be followed, where none are mentioned the following general procedures apply:

1. Application forms (one for each course) should be sent together with the appropriate fee either in the form of a crossed cheque or bank draft (one for each course) made payable to UNIVERSITY OF HONG KONG. All forms should be sent to the Director, School of Professional and Continuing Education, University of Hong Kong [see (4) below].
2. To ensure that a class can take place, the School would appreciate early application.
3. You will be notified if you are not admitted because of 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) 本學院將在下列期間暫停授課:
 - (甲): 本港所有公眾假期。
 - (乙): 天文台發出黑色暴雨警告。
 - (丙): 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。
 - (丁): 農曆新年假期: 一九九三年一月二十二日至二十八日。
- (4) 除課程已額滿或被取消外, 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)。

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ADULT EDUCATION AND TRAINING

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859 2421

1226. Basics in Hotel Training

This course is designed for those who wish to develop the basic knowledge, skills and attitudes necessary for effective hotel training. Participants will be provided with an overview of the training functions. They will also have the opportunity to acquire the basic knowledge and skills involved in training hotel staff. Topics to be covered include: knowing consumer demands, special characteristics of the hospitality industry, training for positive results, different types of hotel training, lesson planning, classroom techniques and lesson presentation. It is suitable for personnel who oversee or conduct training programmes.

Enrolment is limited to 20

Tutor : Daniel Leung

Venue : Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Wednesdays, 8.00-9.30 p.m., commencing February 24, 1993

8 meetings

Fee : \$600

1227. Issues in Adult Language Learning and Teaching

This course gives an overview of the salient issues in adult language learning and teaching. The topics include: child and adult differences in language learning such as brain maturation processes and social and psychological variables; the effects of a first language on second language learning; the politics of language education, with special reference to Hong Kong and China; adult literacy and economic development; language programmes for adults in Hong Kong - company needs, civil service provisions and opportunities in continuing education settings; evaluation of sample teaching materials.

Enrolment is limited to 50

Tutor : Miss Agnes S.L. Lam, B.A., M.A.(Singapore), Ph.D., T.E.S.O.L.Cert.(Pittsburgh), Lecturer in SPACE, HKU

Venue : Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 8.00-9.30 p.m., commencing May 5, 1993

6 meetings

Fee : \$460

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. - 12.00 noon
1.00 p.m. - 4.30 p.m.
Saturday: 9.30 a.m. - 12.00 noon

All Correspondence must be marked "London University Applications".

(2) Students who wish to take their examinations in 1993 must have submitted their London University registration application forms by **September 17, 1992** and completed their registrations by **November 30, 1992**.

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

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

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

除特別註明外，藝術及設計系之所有課程均無入學資格規定。

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

學員必須自備與課程有關之材料，詳情將會在課程第一講闡述。

Certificate Courses 證書課程

1236. 平面設計證書課程 (Certificate in Graphic Design)

課程統籌：畢子融先生
助理統籌：黃炎鈞先生

主講人：畢子融先生 M.Sc.(Bank St.)
黃炎鈞先生 Dip (Taiwan)
鄭偉宗先生 H.C.(H.K. Poly.)
陳健強先生 H.C.(H.K. Poly.)
陳樹強先生 H.C.(H.K. Poly.)
馬桂鴻先生 Post-Grad. Cert.(London)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）及灣仔譚臣道8號威利商業大廈8樓A室設計連電腦美術中心
時間：一九九三年二月十九日起每星期五下午七時至十時正（「電腦美術設計」一項未必於星期五舉行）

全期學費：七千元正（共五十講）（學員自付材料費）

本系於一九九二年春季首次舉辦「平面設計證書課程」，學員反應良好。本課程教學小組歸納導師及學員之意見，在今屆作出若干修改，務使內容更加充實和配合社會需求，例如課程將由上屆之四十節增至五十節，好讓學員有較充裕時間吸收豐富的內容，並介紹與設計有關之電腦軟件，幫助學員應付目前設計行業之需求。

課程主旨：

本課程將會有系統地介紹平面設計的基本概念，協助學員掌握技術上的知識，並鼓勵及幫助學員開拓個人的創作範疇。學員修讀本課程後，應有足夠的基本知識及能力去應付初級平面設計師的工作。

課程大綱：

本課程教學模式基本上採用工作坊形式加上導師講解、幻燈片講座、作品評述及參觀活動等，訓練學員搜集和分析資料，及培育個人設計的創作能力。（每星期學員必須完成堂課及家課。）課程包括以下五項科目：

- (一) 繪畫與速寫 (共8講)
繪畫與速寫是平面設計師必須具備的技術。設計師在掌握繪寫能力後，才能有效地將意念轉移到畫面上，繼而將意念提升至更高的水平。本科目訓練學員眼與手的配合，並介紹黑白和彩色繪寫工具的運用。
- (二) 平面設計觀念與色彩運用 (共8講)
本科目首先講述設計的基本語言，包括各類簡單以至繁複的造型及圖象。第二部分強調色彩的特性、在視覺和感覺上所產生的效果、塗色技巧和配色的方法。
- (三) 電腦美術設計 (共14講)
介紹與設計有關之電腦軟件及其應用法，與中、英文字體的認識及正稿的製作。學員約有六小時的電腦操作實習。
- (四) 平面設計工作坊 (共10講)
介紹不同類別的平面設計，例如商標設計、公司信箋設計、海報設計等有關的製作及印刷過程。學員將學習由意念發展成正稿整個設計過程。
- (五) 書刊設計 (共10講)
這是平面設計工作坊的延續，重點講述插圖及字體學在書刊設計上的應用法。屆時將邀請客席導師主持專題講座。

入學資格：

本課程並無指定入學資格，但申請人必須對平面設計有濃厚興趣及能於指定時間內完成家課。學員亦須具有成熟的品格及進修兼讀課程的毅力。

證書頒發：

符合下列所有要求之學員，可獲本院頒發證書：

- (一) 每科之出席率達百分之七十五以上；
- (二) 於指定時間內完成各科的堂課及作業；及
- (三) 獲全體導師同意其作業成績合格

報名手續：

申請人請於一九九三年二月五日前填妥報名表格並連同HK\$7,000之劃線支票（抬頭請書「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。如申請人數超額，本院將邀請申請人前來面試，日期另行通知，未獲取錄者將獲退還學費。（限收二十人）

1237. Certificate Programme in Advertising (廣告證書課程)

(Presented in collaboration with The Communication School)

This programme is designed for corporate and agency personnel who are interested in entering, or changing careers within, the field of marketing, promotion, sales, and advertising. It is also suitable for secondary school graduates who wish to enter the field of advertising and communications. In addition to basic knowledge in marketing theories, media planning and communication skills, the programme will provide information on the latest developments in the industry.

SYLLABUS

The programme comprises eight courses of ten meetings each, with a total of 170 contact hours:

1237A Introduction to Advertising (10 meetings, 2 hrs. each)

This is a comprehensive course geared to up-and-coming marketing and advertising executives. It covers: what advertising is, the role of advertising in marketing communication; the social impact of advertising; the structure of an advertising business and agency; an introduction to account management, media planning, creative strategy, budgeting, campaign planning and advertising production etc.

1237B Marketing Management (10 meetings, 2 hrs. each)

This course provides students with a basic knowledge of marketing theories, concepts and their current application in a business operation. Topics include: marketing planning, consumer behaviour, product planning & development strategy, distribution channel strategy, pricing strategy, promotion strategy and the importance of marketing research in marketing management.

1237C Communication Skills (10 meetings, 2 hrs. each)

This course will teach student how to develop and to improve their techniques in verbal and non-verbal communication. The course covers: what communication is; the use of the English language; the mechanism of thinking;

listening and responding; interpersonal skills; group communication, communication at work; how to write better reports; letters and proposals; and writing skills for advertising and communication executives.

1237D Introduction to Media Planning (10 meetings, 2 hrs. each)

This course is intended for those who need to know how to use the media to aid the execution of marketing and advertising plans. It covers: types of media, media research, media consideration, media evaluation, media selection, media strategy, budgeting, the media scenes in Hong Kong and abroad, etc.

1237E Introduction to Copywriting (10 meetings, 2 hrs. each)

This course is designed to teach students the basic techniques of copywriting, and how to write effective copy to meet advertising objectives. Numerous assignments will be given in practising copywriting, including Chinese copywriting, English copywriting and translation. More importantly, students will learn how to evaluate creative concept and writing skills.

1237F Creative Development in Advertising (10 meetings, 2 hrs. each)

This course is designed to help students discover and develop their individual creativity and gain an understanding of the development and execution of successful advertising. Topics will include: how to create an advertising theme, research and investigation, developing a creative strategy, the creative process and organization, concept testing and competitive strategies.

1237G Advertising Campaign Planning (10 meetings, 2 hrs. each)

This course is designed to enhance students' understanding of the complete role and function of advertising. It is the culmination of the series of advertising courses, in which students apply what they have learned in the other courses. It covers: marketing environment and situation analysis; analysis of consumer perception and attitude change; advertising communication systems; the use of research in advertising; positioning, setting marketing and advertising objectives; advertising strategy and decision making; media planning; creative strategy, campaign planning and advertising evaluation.

1237H Advertising Account Management (10 meetings, 2 hrs. each)

This course is designed to help students to understand the role of account management in advertising. It teaches how to communicate effectively both internally and externally. Topics include: budget management; advertising and promotion planning; research; evaluating creative and media strategy; and finally how to establish a good relationship with clients.

PROVISIONAL SCHEDULE

Course	Date	Day	Time
1237A	Feb 20 - May 1, 1993	Sat.	4.45 - 6.45 pm
1237B	Mar 24 - May 26, 1993	Wed.	8.00 - 10.00 pm
1237C	May 15 - Jul 24, 1993	Sat.	4.45 - 6.45 pm
1237D	June 9 - Aug 11, 1993	Wed.	8.00 - 10.00 pm
1237E	Aug 7 - Oct 16, 1993	Sat.	4.45 - 6.45 pm
1237F	Aug 25 - Oct 27, 1993	Wed.	8.00 - 10.00 pm
1237G	Oct 30 '93 - Jan 15, 1994	Sat.	4.45 - 6.45 pm
1237H	Nov 10 '93 - Jan 26, 1994	Wed.	8.00 - 10.00 pm

TEACHING TEAM

Course Director : Ms Leonie Ki, B.A. (HKU), Chairman, Grey HK

Tutors:

- 1237A&G Spencer Wong, B.A. (HKU), Creative Director, Ball Partnership
- 1237B Ms Rosana Loo, Hon. Dip (HK Baptist), Marketing Manager, Silkway Destination Management Co.
- 1237C Calvin Wong, Grad. Dip. (Queensland), B.A. (Victoria), Consultant, HK Baptist College
- 1237D Ms Alice Lo, Hon. Dip. (HK Baptist), Media Director, Lee Davis Ayer
- 1237E Edward Cheung, Hon. Dip. (HK Baptist), Senior Copywriter, Leo Burnett Ltd.
- 1237F Ms Ferlito, Rosaria Anna, B.A.(St. Lucia), Creative Director, Asiaweek
- 1237H Ms Angela Lee, Hon. Dip (HK Baptist), Account Director, Thompson Partnership

AWARD OF CERTIFICATE

Course members will be awarded a Certificate in Advertising issued jointly by SPACE and The Communication School provided they :

- attend at least 75% of all classes;
- complete all assignments given by the tutors;
- pass all examinations for 1237C, 1237D, 1237E, 1237F and 1237H.

APPLICATION PROCEDURE

Applicants should complete an application form and submit it to the School with a cheque of HK\$9,500 payable to "The University of Hong Kong" by February 5, 1993. Unsuccessful applicants will be informed accordingly and their fees refunded. *Enrolment is limited to 30*

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

Date : Wednesdays and Saturdays, commencing February 20, 1993

80 meetings

Fee : \$9,500

Medium of Instruction : English & Cantonese

Fine Art (Western)
西洋藝術

1238. 素描基本實習
(Drawing Fundamentals)

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

主 講 人：單子融先生 M.Sc. (Bank St.)

張景光先生 Art Spec.Cert

地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時 間：一九九三年三月十五日起每星期一下午五時五十五分至七時五十五分

全期學費：六百九十元 (共十二講)

教師可獲教育署退還半費。詳參第76頁。

1239. Life Drawing Workshop

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

Enrolment is limited to 18

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

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

Date : Tuesdays, 8.00 - 10.00 pm, commencing February 9, 1993

12 meetings

Fee : \$880 (including model fee)

1240. Personal Expression Through Dynamic Drawing

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

1. The first approach is structured and academic which would be directed at understanding projection, weight, volume and the three dimensional aspects of the human

form. It is directed at gaining the needed tools and developing the necessary discipline for the expression of personal ideas.

- The second approach is directed at freeing the emotions. This would be done by encouraging the development of individual self expression through gestural exercises, understanding rhythm, dynamics and elements of composition.

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

Enrolment is limited to 20

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

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

Date : Wednesdays, 2.00 - 4.00 pm, commencing March 17, 1993

12 meetings Fee : \$990 (including model fee)

1241. 水彩畫初階 (Basic Watercolour Painting)

本課程專為已掌握素描基礎技巧之學員而設。內容包括一般水彩技法，如淡彩、重疊法、縫合法、濕中濕及乾筆渲染等。導師除示範有關技巧外，亦會介紹名家作品及評議學員作業。每星期學員必須完成課外習作。
(限收二十人)

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25室(信德中心西翼九樓)

時間：一九九三年四月七日起每星期三下午五時五十五分至七時五十五分

全期學費：七百一十元 (共十二講)

1242. 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：一九九三年三月二十三日起每星期二下午五時五十五分至七時五十五分

全期學費：六百九十元 (共十二講)

1243. The Art of Western Calligraphy

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

Enrolment is limited to 18

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

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

Date : Saturdays, 2.15 - 4.15 pm, commencing February 13, 1993

12 meetings Fee : \$690

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

1260. Developing your Vocabulary and Symbols as an Artist

This class is designed for artists/designers. The main theme is for them to explore the meaning and symbols behind the work that they produce. This class will take artists through the creative process to enhance their awareness of their ability, as well as to help them understand their work and the effect it has on the viewer. Students will be expected to bring in works of art/designs to the first lesson and will be given assignments for the second lesson.

Lesson I - We will explore the impact of colors, shapes and composition, and will investigate how to make the work as close as possible to the artist's intention. An assignment will be set to consolidate what is done in this lesson.

Lesson II - We will consider how to advance from an initial idea to a piece of finished creative work.

Enrolment is limited to 24

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

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

Date : Saturdays, 10.00 am - 1.00 pm, commencing February 20, 1993

2 meetings Fee : \$260

Fine Art (Oriental) 中國書畫

1244. 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：一九九三年二月九日起每星期二下午五時五十五分至七時五十五分
全期學費：六百九十元 (共十二講)

教師可獲教育署退還半費。詳參第76頁。

1245. 山水畫研習班 (Chinese Landscape Painting Workshop)

本課程為「基本山水畫」之延續，適合具備山水畫基礎人士以較自由的學習模式對山水畫作更深廣的研習。導師將引導學員把基礎技法推進至結構完整的作品，及將個人獨特意念融匯於藝術創作中。課程包括一項戶外寫生活動，於星期日或假期舉行。除課堂練習外，學員必須以課外時間完成習作。(限收二十人)

主講人：熊海先生
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九三年二月十一日起每星期四下午五時五十五分至七時五十五分
全期學費：六百九十元 (共十二講)

教師可獲教育署退還半費。詳參第76頁。

1246. 星期日戶外創作 (Sunday Outdoor Workshop)

速寫和寫生是藝術工作者自我鍛鍊的好方法，假日旅行寫生更可將藝術納入生活情趣中。本課程其中六講為寫生練習，由兩位導師輪流帶領學員到市區及郊外寫生，其餘六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、歐陽乃霽先生
地點：第一講及另外五講將於信德中心西翼九樓25室舉行，其餘六講則於不同地點寫生

時間：一九九三年二月二十一日起每星期日上午十時至十二時正

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76頁。

1247. 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25室(信德中心西翼九樓)
時間：一九九三年四月廿七日起每星期二下午五時五十五分至七時五十五分
全期學費：五百七十元 (共十講)

教師可獲教育署退還半費。詳參第76頁。

1248. 基本書道系列——篆隸研習 (Chinese Calligraphy Workshop – Seal Script & Clerical Style)

本課程將以篆書及隸書為主，研習書道技法。俾學員能掌握基本技法，並進而發揮個人書道創作之能力。課程包括書刊介紹，書體與幅式實習，書寫示範，作業評議。學員必須以課餘時間做習作。(限收二十四人)

主講人：翟仕堯先生 B.A. (Taiwan Normal)
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九三年四月廿七日起每星期二下午八時正至十時正
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76頁。

1249. 楷書研習 (Chinese Calligraphy Workshop-Standard Script)

楷書乃中國書法之基本書體，本課程旨在研習楷書之基本筆法、構字原則，由導師示範及輔導學員掌握技法。此外亦會介紹楷書之源流及演變，為進一步研習隸書，行草書打下基礎。(限收二十人)

主講人：葉民任先生
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九三年二月十七日起每星期三下午八時正至十時正
全期學費：五百七十元 (共十講)

教師可獲教育署退還半費。詳參第76頁。

1250. 行草書研習 (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。導師先示範及講授運筆的基本技法、字形結構要領，進而研習章法、款式與鈐印的配合。學員每星期必須以課外時間完成作業。學期中可能將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25室（信德中心西翼九樓）
時 間：一九九三年四月二十八日起每星期三下午八時至十時正
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76頁。

1251. 篆刻在書畫的應用 (Application of Seals in Paintings & Calligraphy)

篆刻既具欣賞價值，也普遍應用於書畫作品之中。本課程主要分為實習與欣賞兩部份：（一）為對刻印已有基本認識之人士提供進一步的刻印技巧知識；（二）講授姓名印、壓角章、啓首章等選用方法、書畫中的鈐印位置及款式之配合等。學期中可能於星期日或假日舉行一次參觀展覽活動。（限收二十人）

主 講 人：葉民任先生
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九三年二月十三日起每星期六下午四時十五分至六時十五分
全期學費：五百七十元（共十講）

教師可獲教育署退還半費。詳參第76頁。

1252. 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」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，至完成掛章的整個裝裱過程，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：一九九三年五月一日起每星期六下午二時十五分至四時十五分
全期學費：四百一十元（共六講）

Media Arts 商業美術及設計

1253. 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. (HK 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：一九九三年四月八日起每星期四下午八時正至十時正
全期學費：五百五十元（共八講）

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）

1254. 畢子融先生 M.Sc.(Bank St.)
陳健強先生 H.C.(H.K. Poly) 及
電腦美術技術員主講
地 點：香港灣仔譚臣道8號威利商業大廈8樓A室
設計連電腦美術中心
時 間：一九九三年二月九日起每星期二下午六時三十分至九時三十分及
二月十三日起每星期六下午二時至五時正
全期學費：一千四百元（共十二講）

1255. 畢子融先生 M.Sc.(Bank St.)
陳健強先生 H.C.(H.K. Poly) 及
電腦美術技術員主講
地 點：香港灣仔譚臣道8號威利商業大廈8樓A室
設計連電腦美術中心

時間：一九九三年二月十日起每星期三下午六時三十分至九時三十分及二月十三日起每星期六下午五時三十分至八時三十分
全期學費：一千四百元 (共十二講)

1256. 畢子融先生 M.Sc.(Bank St.)
陳健強先生 H.C.(H.K. Poly.) 及
電腦美術技術員主講
地點：香港灣仔譚臣道8號威利商業大廈8樓A室
設計連電腦美術中心
時間：一九九三年二月十一日起每星期四下午六時三十分至九時三十分及二月十四日起每星期日下午二時至五時正
全期學費：一千四百元 (共十二講)

1257. 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, CoralDraw, 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)

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8樓A室
設計連電腦美術中心
時間：一九九三年二月十九日起每星期五下午六時三十分至九時三十分
全期學費：一千六百元 (共十二講)

1258. 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), HKIA, RIBA
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：一九九三年四月二十九日起每星期四下午五時五十五分至七時五十五分
全期學費：六百九十元 (共十二講)

1259. 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26室(信德中心西翼九樓)
時間：一九九三年二月十二日起每星期五下午八時正至十時正
全期學費：六百九十元 (共十二講)

Photography and Film 攝影與電影

1261. 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：一九九三年二月八日起每星期一下午八時至十時正
全期學費：六百二十元 (包括模特兒費) (共十講)

1262. 攝影進修 (A Guide to Better Photography)

本課程專為曾修讀基礎攝影課程而欲充實攝影知識者而設，使學員對攝影有更全面和深入的認識，對學術理論、技巧操作和藝術美感的綜合能力有進一步的掌握，方便日後獨立處理一般攝影問題。課程包括一次室內人像拍攝及一次戶外實習(於星期日進行)。學員須自備器材及菲林。
(限收二十四人)

主講人：陳樹人先生
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九三年四月二十六日起每星期一下午八時至十時
全期學費：六百四十元 (包括模特兒費) (共十講)

1263. Photographic Portraiture for Beginners

People are one of the most interesting subjects for both amateur and professional photographers. Contrary to popular belief, good portraits do not require special lights, lenses, or film. This course is designed for amateur photographers who want to learn basic portrait techniques that can be applied almost anywhere. The following topics among others will be covered in this class: (1) camera lens and exposure techniques, (2) existing light portraits, (3) flash portraits, and (4) location portraits. The course will consist of lectures, hands-on demonstrations using polaroid film, weekly assignments, and student critiques. Students should be prepared to shoot approximately 8 rolls of 24-exposure color negative film (type to be discussed in class). Students will have to provide their own cameras and films.

Enrolment is limited to 20

Tutor : Thomas Prutisto

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

Date : Fridays, 5.00 - 7.00 pm, commencing February 19, 1993

12 meetings

Fee : \$740

1264. 電影製作工作室 (Film Production Workshop)

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

(限收二十四人)

主 講 人：陳天成先生(獨立電影製作者)

地 點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時 間：一九九三年五月十五日起每星期六下午二時至四時三十分

全期學費：九百四十元 (共十二講)

Art Appreciation & Education 藝術欣賞及教育

1265. 中國繪畫史導論(二)：元代至現代 (Introduction to the History of Chinese Painting (Part II): Yuan Dynasty to Twentieth Century)

唐代及宋代是中國繪畫史的全盛時期，當時名家輩出，及至元代，中國繪畫又另有一番風貌。在元人的統治下，面對破碎山河，藝術家只好將內心感情訴諸筆

墨之間。明、清以後，不少畫家以承襲傳統為時尚，模仿抄襲古人作品，蔚然成風，陳陳相因，了無新意。迨至清末，石濤、八大等之出現，才稍振頹風。及至清末民初時局動盪，不少學者留學歐美及日本，在革命政治思潮衝激下再加上西風東漸，誕生了不少極有朝氣和創意的藝術家。他們在吸取西方藝術營養之餘，再繼承優良的中國傳統繪畫精神及氣韻，形成了一個新風格。本課程將有系統地介紹元朝至現代中國畫之發展過程及歷代畫家之作品。除在堂上傳閱巨型畫冊及名畫複製品外，導師亦會放映大量珍貴幻燈片，介紹珍藏於台北及北京故宮博物院及其他博物館之作品，藉資參照。
(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：一九九三年二月八日起每星期一下午五時五十五分至七時二十五分

全期學費：六百四十元 (共十五講)

教師可獲教育署退還半費。詳參第76頁。

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

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

(每班限收三十人)

1266. 李筱怡女士主講 B.A.(H.K.), M.Litt.(Oxon.)

地 點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時 間：一九九三年二月十一日起每星期四下午六時三十分至八時正

全期學費：六百四十元 (共十五講)

1267. 李筱怡女士主講 B.A.(H.K.), M.Litt.(Oxon.)

地 點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時 間：一九九三年二月十一日起每星期四下午八時零五分至九時三十五分

全期學費：六百四十元 (共十五講)

教師可獲教育署退還半費。詳參第76頁。

1268. 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), MA (City)

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

Date : Fridays, 6.15 - 7.45 pm, commencing February 19, 1993

10 meetings

Fee : \$520

1269. 兒童遊戲與美勞活動教學 (Children's Play and Art Activities)

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

主 講 人：黎佩娟女士 B.Ed. (Wolverhampton)

地 點：香港大學專業進修學院市區中心 25 室 (信德中心西翼九樓)

時 間：一九九三年二月十二日起每星期五下午五時五十五分至七時五十五分

全期學費：九百五十元 (共十六講)

教師可獲教育署退還半費。詳參第 76 頁。

1270. 兒童水墨字畫教學 (Teaching Chinese Ink-writing & Ink-painting to Children)

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

主 講 人：黎佩娟女士 B.Ed. (Wolverhampton)

地 點：香港大學專業進修學院市區中心 25 室 (信德中心西翼九樓)

時 間：一九九三年二月十七日起每星期三下午五時五十五分至七時五十五分

全期學費：九百五十元 (共十六講)

教師可獲教育署退還半費。詳參第 76 頁。

Crafts 手工藝

1271. 繩結珠飾設計 (Macramé Jewellery Design with Stones and Pearls)

許多飾物都是用穿珠技巧來製成，如頸鏈、耳環、襟花、頭飾等。導師將示範及指導學員如何去運用繩結及穿珠技巧，如同線、走線和「扣」等，配上各種色彩繽紛的顏色珠，設計成爲實用又美觀的飾物。
(限收二十四人)

主 講 人：王翠英女士

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：一九九三年二月十六日起每星期二下午二時至四時正

全期學費：六百九十元 (共十二講)

1272. 半寶石珠飾設計 (Accessory Jewellery Design with Semi-precious Stones and Pearls)

配戴親自設計及製作的飾物，比配戴商業製品更有價值和意義。本課程特為喜愛飾物設計人士而設，介紹學員認識及選購各類天然半寶石 (如紫晶、虎眼、東陵等) 及淡水珠，並教導學員利用各種造形的玉石如剛石、吊墜、圓珠、不定形石等進行設計，加上基本串配、打結及上扣的技巧，學員將可串製頸鍊、手鍊、耳環等飾物。材料費由學員自付，首五講材料由導師代買，約 \$400。
(限收十八人)

主 講 人：左彥芬女士 Cert. of Ed. (Sir Robert Black & Grantham)

地 點：灣仔軒尼詩道 255 號，依時商業大廈 2204 室 (英國文化協會樓上)

時 間：一九九三年二月九日起每星期二下午六時三十分至八時正

全期學費：六百三十元 (共十講)

1273. 鮮花及禮品包裝設計 (Flower and Gift Wrapping Design)

一份普通的禮物，只須稍加心思，即可包裝成爲一份精緻的禮品，爲收禮人帶來一份額外的喜悅。本課程主要講授鮮花、果籃及盆栽的包裝法，包括如何選擇材料以配襯不同的包裝形式，絲帶和花球配飾的製法等。學員須自付材料費約 \$500。材料可自購或由導師代買。
(限收十八人)

主 講 人：左彥芬女士 Cert. of Ed. (Sir Robert Black & Grantham)

地 點：灣仔軒尼詩道 255 號，依時商業大廈 2204 室 (英國文化協會樓上)

時間：一九九三年二月十三日起每星期六下午二時三十分至四時三十分
 全期學費：七百元（共十講）

1274. 水晶花初階 (Introduction to Dip Flower)

此工藝源自美國，後傳至日本並加以改良。學員可利用色彩繽紛的製劑及鐵線，做成各類型的花朵，再噴上閃粉及珠粒，更顯高貴典雅。本課程將講授小馬蹄蘭、鬱金香、蓮花、玫瑰、天堂鳥、康乃馨、碗豆花等共十二款水晶花的製作法。部分器材及材料由導師免費借用，其他材料由學員自付（約\$600），學員請自備剪刀、尖咀鉗及白膠漿。（學員完成整個課程後，導師可代申請日本 Madoko Flower Design School 頒發之初級証書）（限收二十人）

主講人：劉黃月堅女士 Dip.(Masuko Wakabayashi)
 地點：灣仔軒尼詩道255號，依時商業大廈2204室（英國文化協會樓上）
 時間：一九九三年二月十日起每星期三下午六時正至七時三十分
 全期學費：六百八十元（共十二講）

1275. 絲襪花初階 (Introduction to Mesh Flower)

此工藝源自日本，是利用金屬線及特製絲襪料製成各類飾物，如襟針、耳環、髮飾、襟花、絲巾扣等，精巧實用，是目前最時尚的飾物之一；更可做成掛畫，以作室內裝飾及送禮用途。部分器材及材料由導師免費借用，其他材料由學員自付約（\$500），學員請自備剪刀及尖咀鉗。（限收二十人）

主講人：劉黃月堅女士 Dip.(Masuko Wakabayashi)
 地點：香港大學專業進修學院市區中心（信德中心西翼九樓）
 時間：一九九三年二月二十六日起每星期五下午六時正至七時三十分
 全期學費：六百三十元（共十講）

1276. 黏土工藝入門 (Maché-Craft Workshop)

本課程介紹紙黏土、石粉黏土、陶土、麵包黏土及低溫泥的歷史源流，發展及應用。導師將透過示範，指導學員利用簡單的工具，自由創作，包括蔬果、盆栽、藝術人形、掛畫、精品及飾物等。材料費學員可自行購買或由導師代買，約HK\$300。（限收二十人）

主講人：黃慧萍女士（東京黏土人形學院認定講師）
 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：一九九三年二月十一日起每星期四下午二時至四時正
 全期學費：六百九十元（共十二講）

Dance 舞蹈

1277. 舞蹈治療與自閉症兒童 (Dance Therapy for Autistic Children)

本課程目的在透過舞蹈治療概念，使學員認識及了解自閉症兒童，並協助該等兒童改變其不適當行爲，擴展動作元素，增強溝通能力。課程主要內容包括：（一）舞蹈治療基本概念；（二）動作元素的認識；（三）自閉症兒童動作特徵及原因；（四）動作觀察及分析技巧；（五）治療目標及方法。課程以理論、工作坊、個案分析、實習、小組討論等形式進行。（限收十六人）

主講人：靳定芳女士 M.A.(Laban Ctr. for Movement & Dance, U.K.), M.C.A.T.(Hahnemann Univ., U.S.A.)
 地點：香港皇后大道中345號上環文娛中心七樓排练室
 時間：一九九三年四月十七日起每星期六下午二時正至四時正
 全期學費：六百九十元（共十二講）
 講授語言：粵語輔以英語

1278. 流行爵士舞初階 (Introduction to Pop Jazz)

本課程為對舞蹈有興趣之初學人士而設，通過流行音樂及輕快的舞步組合，培養學員的節奏感及訓練肢體的協調。內容包括（一）基本舞步；（二）爵士舞步；（三）舞步組合。上課時，學員需要穿著輕便運動裝及技巧鞋。（限收二十四人）

主講人：余世好女士 Advanced Dip. (A.P.A.), M.R.A.B.
 地點：香港西灣河文娛中心文娛廳（西灣河地鐵站上蓋）
 時間：一九九三年二月十一日起每星期四六時三十分至八時正
 全期學費：五百二十元（共十二講）

社交舞初階 (Basic Ballroom and Latin Dances)

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

1279. 屈網權先生 Director & Examiner A.N.D.A.(Aust.), M.I.S.T.D.(U.K.), M.N.A.T.D.(U.K.)
 地點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）
 時間：一九九三年二月十三日起每星期六下午五時三十分至七時正
 全期學費：七百六十元（共十四講）

1280. 屈網權先生 Director & Examiner A.N.D.A.(Aust.), M.I.S.T.D. (U.K.), M.N.A.T.D. (U.K.)
地點：九龍旺角花園街 123A 花園街市政大廈 10 字樓 1 室
時間：一九九三年二月十日起每星期三下午六時三十分至八時正
全期學費：七百六十元 (共十四講)

1281. 社交舞進修班 (Intermediate Ballroom and Latin Dances)

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

主講人：屈網權先生 Director & Examiner A.N.D.A.(Aust.), M.I.S.T.D. (U.K.), M.N.A.T.D. (U.K.)
地點：九龍旺角花園街 123A 花園街市政大廈 10 字樓 1 室
時間：一九九三年二月十日起每星期三下午八時十五分至九時四十五分
全期學費：七百六十元 (共十四講)

Miscellaneous 其他

1282. Caring for Art Collections in Hong Kong

Hong Kong offers collectors of art and antiques many opportunities to add to their varied collections. Hong Kong's environment, however, can prove extremely detrimental for all collectibles.

This series of lectures is aimed at collectors and dealers who are interested in maintaining valued objects and wish to recognise potential problems. Discussion will concern the nature and structure of art objects, therefore giving a greater insight into their long term preservation.

Conservators, listed below, will give illustrated talks in their particular areas with relevance to difficulties which have arisen owing to local conditions. Some treatments which are commonly carried out will be discussed as case study examples.

Ceramics, Metals and Archaeological Objects

Tutor : Barbara Reeve, B.A. (Bryn Mawr), B.Sc. (Lond.)
Date : Wednesday, February 10, 1993

Oil Paintings

Tutor : Camilla Swire, B.A. (Oxon.), Post-grad Dip.(Courtauld)
Date : Wednesday, February 17, 1993

Gilded Frames and Polychrome Wooden Sculpture

Tutor : Paola Dindo, CCI
Date : Wednesday, February 24, 1993

Chinese Scroll Paintings

Tutor : Gary Ning, Conservator, Chinese University Art Gallery
Date : Wednesday, March 3, 1993

Books and Paper

Tutor : Louise Garnaut, B.App. Sci. (RMIT), Cert.(Urbino)
Date : Wednesday, March 10, 1993

Textiles

Tutor : Diana Collins, Textile Conservator
Date : Wednesday, March 17, 1993

Enrolment is limited to 30

Venue: Room 26, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : 8.00 - 10.00 pm, commencing February 10, 1993

6 meetings

Fee : \$420

1283. Ruby, Sapphire, Emeralds, the True Jades and Their Simulants

The corundum (ruby and sapphire) and beryl (emerald, aquamarine, yellow beryl, green beryl, pink beryl and red beryl) families have provided some of the most sought after gems throughout the ages. Students will be introduced to the different varieties, their physical properties, mode of occurrence, general grading (i.e. what to look for in a quality stone) and ways in which they may be artificially treated to enhance/improve their colour or clarity. Basic identification techniques for distinguishing natural from man-made stones will also be covered.

In the Far East, if a mineral is green and translucent it is more often than not labelled "jade" (the UK Trade Descriptions Act and Consumer Council notwithstanding). Come learn more about the true jades (jadeite-jade and nephrite-jade) and their simulants via a slide presentation and hands-on display of stones and carvings. Detailed lecture notes will be provided.
Enrolment is limited to 30

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

Venue: SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Thursdays, 6.00 - 7.30 pm, commencing April 8, 1993

4 meetings

Fee : \$260

1284. Ivory, Coral, Amber and Precious Metals

The organic gems ivory (whale, walrus, hippopotamus as well as elephant), coral (the axial skeleton of the coral polyp) and amber (time hardened tree resins 30-60 million years old) have provided man with gem and ornamental material since earliest times. This class will cover the background of these three as well as introduce basic identification techniques for their various simulants.

The tutor will also give an introduction to gold, silver and platinum as usually used in jewellery. Topics will include the carat/karat as a percentage of purity, decimal grading, plated vs rolled gold/gold filled, hallmarking, as well as common types of jewellery finishes.

Enrolment is limited to 30

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

Venue: SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Thursdays, 6.00 - 7.30 pm, commencing May 6, 1993

2 meetings

Fee : \$130

1285. Pearl and Bead Restringing Workshop

Learn how to string (and restring) pearls and beads. Save money. Be creative. Tired of what you own? If so, play mix and match. The techniques of single and double knotting (with one, two and four strands) and attaching a clasp will be taught. Students will be supplied with detailed class notes, stringing materials, a strand of freshwater pearls and one of simulated marine pearls, all of which will be their to keep.

Enrolment is limited to 8

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

Venue: SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Thursdays, 6.00 - 8.00 pm, commencing May 20, 1993

2 meetings

Fee : \$300 (including material fee)

1233. 髮型設計及護理 (Introduction to Hair Styling and Hair Care)

本課程專為理髮業內人士及一般有興趣人士提供一套全面的護理頭髮方法，理論及實習並重；內容包括毛髮結構、PH值、分析頭髮性質之方法、理髮用品之類別及特性、頭髮洗、剪和梳理技巧及電髮程序等。導師可代購工具一套，包括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
時 間：一九九三年二月九日起每星期二下午六時正至八時正
全期學費：六百九十元 (共十二講)

1234. 形象設計 (Image Design)

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

主 講 人：何幼霞女士，姚達明先生，葉會權先生及客席導師
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：一九九三年二月十三日起每星期六下午二時至四時正
全期學費：六百九十元 (共十講)

1235. 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。內容介紹服裝業的整體運作，包括市場計劃、服裝潮流及款式概念、產品製造與品質概念、消費者購買行為、貿易公司的形式及類別、訂單跟進和成本預算、購貨員的角式及職責等。

(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., C&G Teacher's Cert.
馬卓均先生 M.C.F.I., C&G Full Cert., A.I.T. Cert.(TTC)
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：一九九三年四月二十七日起每星期二下午八時正至十時正
全期學費：六百九十元 (共十二講)

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 1992 and the next intake will be in April/May 1993. For further details and for special enrolment forms, please contact Mr. Tommy Tsang, School of Professional & Continuing Education, University of Hong Kong. (Tel. 859 2417).

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

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

本院希望學員修讀本課程後，能提高閱讀中醫經典著作的能力和加深對中醫基礎理論的了解；並對中醫臨床各科的最新進展及研究成果有一概括的認識，提高個人專業水平，更有利於發揚中國傳統醫學。

課程內容包括：中醫經典著作選讀；中醫基礎理論及最近研究概況；溫病體系和中醫治療急性熱病；中醫養生學和老年醫學及中醫臨床醫學（包括內科、外科、婦科、兒科、骨傷科、針灸科）等，為期約十個月，每星期授課三次，每次兩小時，共約二百零四個學時。開課日期在九月，限收一百人。下次招生日期約在一九九三年五月。

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及顧問委員會，以對本課程發揮督導作用。並邀請多位本港及海內外知名及資深中醫專家教授講授課程。有興趣報名參加的同學，請與本課程負責人「許少珍博士」聯絡，電話：【859 2793】。

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

本課程旨在介紹西醫基礎醫學知識，如人體結構(解剖學)；器官的功能(生理學)在正常的情況下如何引致不正常改變(病理學)。

香港大學專業進修學院第一屆基礎醫學班畢業典禮合照〔一九九二年四月三十日〕



課程是專為中草醫師而設計，使他們對解剖學，生理學及病理學有更深入的認識。內容包括理論學習及示範實驗等，為期約六個月，每星期授課兩次，每次兩小時。開課日期約在九月。

本課程是香港大學專業進修學院和全港中醫師公會聯合會合辦。學員必須是該會會員並由中醫師公會推薦。有興趣報名參加的同學，請與本課程負責人許少珍博士聯絡，電話：859 2793 或 859 2417。或直接與中醫師公會談靈鈞醫師接洽，電話：396 9410。招生日期約在一九九三年五月。

1286. 實用中藥學 (Practical Chinese Medicines)

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

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

本課程分十二節，每節兩學時。內容包括：(一) 中醫學概論；(二) 中藥學方法論(本草學研究)；(三) 中藥的分類；(四) 中藥的炮炙、加工及儲存；(五) 中藥的配伍；(六) 方劑與劑型；(七) 中藥的臨症應用；(八) (1) 食療概說 (2) 食療食譜實例示範；(九) 藥用植物分類學；(十) 香港地區的中草藥資源；(十一) 中藥的綜合研究；(十二) 藥物化學。隨著教學進程以及學員之能力與興趣，將會邀請名家專題演講，輔讀文獻，參觀實習及上山採藥認藥。課程結束後，歡迎學員自選題目，撰寫小型學術報告，然後擇其善者，覓地發表。

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

主持導師：江潤祥教授

主講人：江潤祥、關培生、范兆恆及其他名家

地點：香港大學校本部大樓7室

時間：一九九三年三月廿五日起每星期四下午七時至九時

全期學費：七百元(包括全期課程講義及參考資料費用二百元)(共十二講)

1287. 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：一九九三年三月二日起每星期二下午六時至七時三十分

全期學費：四百元 (共十二講)

1288. 嬰兒的護理 (The First Two Years of Life)

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

主講人：香港兒科醫學會會員

主持導師：李明真醫生

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：一九九三年三月十二日起每星期五下午八時至九時三十分

全期學費：三百元 (共十講)

1289. 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) 妊娠與哺乳期間營養；(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：一九九三年三月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：三百三十元 (共十講)

1290. 視覺健康簡介 (An Introduction to Ophthalmology)

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

本課程適合一般關心眼睛健康及其護理方法的人士選修。

主 講 人：麥湘醫生
地 點：香港大學專業進修學院市區中心 17 室
(信德中心西翼九樓)
時 間：一九九三年五月二十五日起每星期二下
午六時十五分至七時四十五分
全期學費：二百元 (共五講)

1291. 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 metal confusion; fits and cramps; vomiting and diarrhoea; cyanosis; breathing difficulties; breathing stoppage; heart beat stoppage; pounding heart; urination stoppage; hives; sleeplessness; drug overdosage; poison ingestion; burns & scalds; mechanical injury; bites, scratches & stings; and precipitate childbirth.

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

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

Date : Mondays, 8.00-9.30 p.m., commencing March 8,
1993

12 meetings

Fee : \$400

See also:

- 1917. Clinical Applications of Ultrasound. (Page 129)
- 1918. An Intermediate Course in Diagnostic Ultrasound. (Page 129)
- 1920. A Short Course on Nuclear Medicine & Radiation Protection. (Page 130)
- 1921. Causes and Prevention of Some Common Diseases. (Page 130)

**In order to receive the next issue of
this Prospectus, please turn to page
125.**

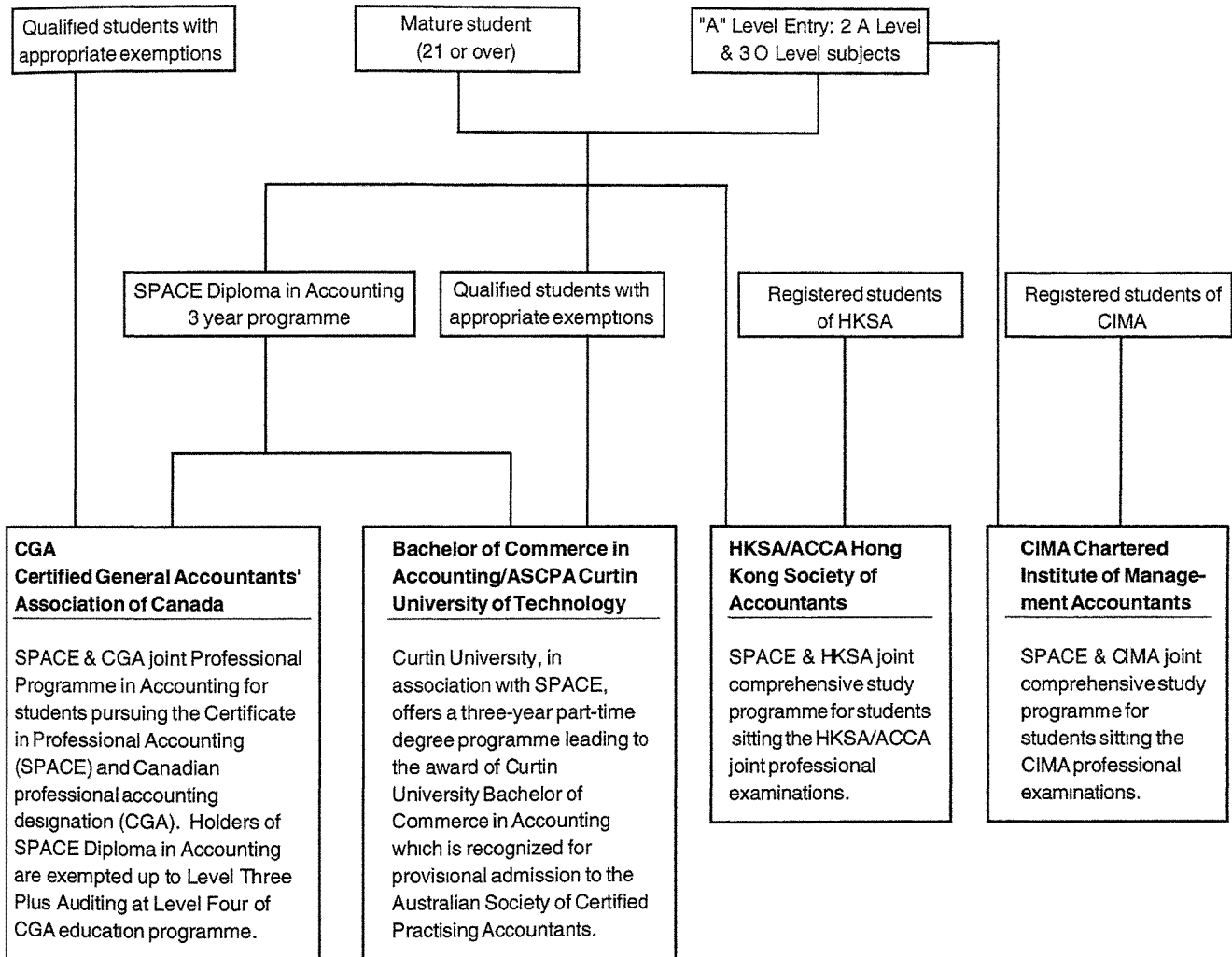
**如欲收到下期課程手冊，請
翻閱第 125 頁。**

BUSINESS STUDIES

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

Telephone: 858 4515

EXTERNAL PROGRAMMES IN PROFESSIONAL ACCOUNTING



Professional Programme in Accounting (CGA-Canada)

Introduction

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

Professional Recognition

The programme curriculum is designed in conjunction with the Certified General Accountants' Association of Canada (CGA-Canada). Students completing the requisite modules and other requirements specified by CGA-Canada will be deemed to have satisfied the education requirement of CGA-Canada and will be qualified for the Canadian professional accounting designation 'CGA' provided they also satisfy the practical experience requirement of CGA-Canada. If the CGA designation is desired, prospective students should also enrol at the same time with CGA-Canada as a CGA student. This can be done by so indicating on the Enrolment Form.

Entry Requirement

An applicant must normally possess one of the following qualifications:

- (1) The SPACE Diploma in Accounting;
- (2) A recognized university degree in accounting or a related subject;
- (3) A professional/higher diploma in accountancy from the Hong Kong Polytechnic, City Polytechnic or other equivalent post-secondary institutions;
- (4) Completion of ACCA level 2 or equivalent; or
- (5) ACCA or CIMA membership.

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

Syllabus

A student will be required to complete up to eight of the modules listed below. The requisite number of modules to be taken by each student shall depend on the previous studies of the student (see Exemptions below) and shall be specified by SPACE at the beginning of the programme.

The modules offered by SPACE will cover the required subjects at the advanced levels (Levels 4 to 5) of the CGA education programme. The following modules are offered by SPACE:

Level 4 and 5 modules

- | | |
|-----------------------------------|-------|
| (1) Management Accounting 2 | - MA2 |
| (2) Taxation 1 | - TX1 |
| (3) Auditing 1 | - AU1 |
| (4) Financial Accounting 4 | - FA4 |
| (5) Finance 2 | - FN2 |
| (6) Auditing 2 | - AU2 |
| * (7) Financial Accounting 5 | - FA5 |
| * (8) Management Auditing 1 | - MU1 |
| * (9) Mgmt. Information Systems 2 | - MS2 |
| * (10) Taxation 2 | - TX2 |

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

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

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

Exemptions

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

Teaching

There will be three sessions of 13 weeks each in an academic year. The first, second and third session commence in September, December and March respectively. Classes will take place during weekday evenings and/or weekends.

Award of the Certificate in Professional Accounting

A student shall be awarded the Certificate provided that he/she

- (a) completes satisfactorily at least 90% of the assignments in each module;
- (b) passes the examination in each module; and
- (c) satisfies the tutor in charge with his attendance at lectures.

Application Procedure

Those 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 is February 12, 1993 for Session 3. *Students are encouraged to apply as early as possible as applications are accepted on a first-come-first-served basis for qualified applicants. Late enrolment may be accepted only if places are available.*

Further information and application booklet (CGA - Canada International Calendar) can be obtained from:

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

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

Fees

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

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

Course fees are non-refundable except where the module is over-subscribed or cancelled. Refund may be considered only for exceptional circumstances determined by SPACE. In the event that a particular course is given in correspondence mode only, due to insufficient enrolment, a refund of \$500 will be provided.

Diploma Programme in Accounting

Introduction:

The programme is a three-year part-time diploma course which will provide students with a solid foundation in the accounting field. The subjects within the course are so designed that holders of the Diploma can seek exemptions from various professional examinations. *At present the Certified General Accountants' Association of Canada (CGA-Canada) has agreed to grant exemption to holders of the Diploma*

from level I to III plus Auditing 1 in the CGA education programme. In addition, Curtin University of Technology of Perth, Western Australia grants exemption to holders of the Diploma from all Year One units plus three units in Year Two of its Bachelor of Commerce (Accounting) Degree Programme. Exemption from other professional accountancy bodies will continue to be sought with a view to obtaining the maximum professional recognition for the graduates.

Moreover, the subjects are so designed that they are comparable in both content and academic standards to courses at the first levels of undergraduate degree programmes. This feature will facilitate accreditation by overseas universities or other tertiary institutions.

Programme Structure:

The programme includes instruction and assessment in the following modules:

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

Each subject comprises 30 hours of lectures extending over ten lecture sessions. *Students are required to submit 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 1992/93.

Teaching:

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

Award of the Diploma in Accounting:

A student will be awarded the diploma provided that for each of the modules (other than those in which exemptions have been granted) he

- (a) completes satisfactorily the required course assignments;
- (b) passes the relevant examination; and
- (c) satisfies the examiners with his attendance at lectures.

Application Procedure:

Complete and return to SPACE an application form for the Diploma Programme in Accounting. The closing dates for application are August 31, 1992 for the first term, January 2, 1993 for the second term and May 15, 1993 for the summer term, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from:

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

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

Fees

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

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

The fee for Year 2* and Year 3# modules is **HK\$2,920** per module which includes:

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

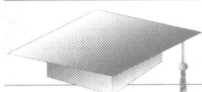
* Most of the Year 2 and Year 3 modules require the use of a computer for study purpose.

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

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



Bachelor of Business Degree Graduation Ceremony in May 1992 (Curtin University of Technology), Western Australia. Facing from left: Mr. S.M. Ma (SPACE), Ms. M. Gooding (Curtin), Professor Lee Ngok (SPACE), Dr. S. Boudville (Curtin), Mr. D. Lam (SPACE)



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

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

Applications will be invited from prospective students in February/March 1993. Classes are expected to commence in July 1993.

SPACE/CGA-CANADA

Third Joint Graduation Ceremony 1992



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 mid-March, 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 the registered students of HKSA.

Please write in for details of the SPACE/HKSA Joint Accountancy Programme by enclosing a \$1.4 stamped self-addressed envelope.

SPACE/Chartered Institute of Management Accountants

Joint Management Accountancy Programme

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

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

All 16 courses for the four stages of the CIMA examinations will be offered before each CIMA examination diet. All courses will commence in mid-February, 1992.

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

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

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

Certificate Programme in Marketing

Introduction:

SPACE/HKU and the Hong Kong Institute of Marketing (HKIM) jointly offer a Certificate Programme in Marketing 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 1992/1993 academic year, the fee for each module is **HK\$1,350** which includes:

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

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

Award of the Certificate in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE. The closing dates for application are August 31, 1992 for the first term, January 2, 1993 for the second term and May 15, 1993 for the summer term, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from:-

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

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

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 July, 1993 to prepare students for the Institute of Administrative Management (IAM) examinations in December, 1993 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:

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

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

1296. 中國對外經濟貿易研討會 (Seminar: China Trade and Investment)

研討會將於一九九三年三月初在香港和廣州舉行，為期一星期。星期一和星期三晚上六時半至九時半在香港講學兩次。講學內容著重一九九二年春天鄧小平南巡以來，中國對外開放的新格局，對外貿易經營管理的新變化，利用外資的新措施(包括房地產、金融、商業等第三產業如何利用外資)。周末(星期五、六和星期日)到廣州考察和進行研討，由內地外經貿部門的官員和企業家演講，並與眾學員交談。目的在於研討中國改革開放後，特別是一九九二年加快改革開放以來，對外貿易與利用外資等方面的發展、變化，對外經濟貿易現行的體制、政策和法律、以及對中國進行貿易和投資的操作技巧。

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)

全期學費：二千六百元(往返廣州的交通費和在廣州的食宿費用，均由學員自費)

其他詳情請向本院查詢。(電話：858 4515)

COURSE NOS. 1297 TO 1302 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.

1297. Auditing for Examinations

This course is intended for those who are aiming for the June 1993 ACCA/HKSA examination, paper 2.1. The course will cover the nature, purpose and general principles of auditing, the concept of internal control and the system base audit approach, audit planning control and documentation, audit of transactions, audit evidence, audit working papers, the verification of assets and liabilities. Other topics to be studied are audit guidelines on client stock-taking, post balance sheet action, legal matters and liabilities, the audit report, computer system audit, law on distribution of profit and the audit committee.

Tutor : Lau Jim Yuen, LL.B.(U.K.), A.S.C.P.A.

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

Date : Tuesdays, 6.30-9.30 p.m., commencing February 16, 1993

13 meetings

Fee : \$770

Medium of Instruction: Cantonese supplemented with English where appropriate

1298. 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.

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

Venue: Room 237, University Main Building

Date : Saturdays, 2.00-3.30 p.m., commencing February 20, 1993

12 meetings

Fee : \$400

Medium of Instruction: Cantonese supplemented with English where appropriate

1299. Advanced Accounting Practice and the Regulatory Framework of Accounting

This course is suitable for: A.C.C.A. students; those who have attained L.C.C. higher accounting or equivalent and who wish to advance their accounting knowledge; and those who have to prepare, interpret or audit company accounts and who wish to have a thorough understanding of company accounts.

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

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

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

Venue: Room 121, University Main Building

Date : Saturdays, 2.30-5.30 p.m., commencing February 20, 1993

16 meetings

Fee : \$1,000

1300. 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 3, 2/F., Tsimshatsui Kai Fong Welfare Association, 136A Nathan Road, Kowloon

Date : Thursdays, 6.30-9.30 p.m., commencing February 18, 1993

12 meetings

Fee : \$750

Medium of Instruction: Cantonese supplemented with English where appropriate

1301. 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 February 20, 1993

16 meetings

Fee : \$830

Medium of Instruction: Cantonese supplemented with English where appropriate

1302. Higher Accounting

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

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

Venue: Room 237, University Main Building

Date : Saturdays, 3.30-6.00 p.m., commencing February 20, 1993

14 meetings

Fee : \$770

Medium of Instruction: Cantonese supplemented with English where appropriate

1303. 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：香港大學本部大樓 121 室

時 間：一九九三年二月十七日起每星期三下午七時十五分至九時十五分

全期學費：五百五十元（共十二講，限收四十五人）

1304. Basic Auditing

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

Tutor : Lau Jim Yuen, LL.B.(U.K.), A.S.C.P.A.

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

Date : Wednesdays, 6.00-7.30 p.m., commencing February 17, 1993

10 meetings

Fee : \$370

1305. 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 February 18, 1993

15 meetings

Fee : \$770

Medium of Instruction: Cantonese supplemented with English where appropriate

1306. 香港稅務：原理與實際應用 (Hong Kong Taxation: Principles and Practical Procedures)

此項課程包括介紹香港稅務法例之內容，特別注重利得稅、薪俸稅、物業稅及個人入息稅，並討論及如何向稅務局提出申訴。除作簡單之原理講述外，主講人亦與學員討論實際之應用問題，與如何填寫各種報稅表格及如何向稅局追討發還超額繳納之稅款及稅局如何向納稅人追收稅款等。各學員應在開課前購買一『香港稅務法例』(Inland Revenue Ordinance)，作為聽講時參考之用。

主 講 人：余汝健先生 C.P.A., F.H.K.S.A., A.A.S.A., A.T.I.H.K.

地 點：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：一九九三年二月十七日起每星期三下午六時十五分至七時四十五分

全期學費：五百三十元（共十五講）

由於專門術語為本，學員須具有英語知識。

1307. International Trade

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

Tutor : Poon Shing Chung, Carlson

Venue: Room 142, University Main Building
Date : Fridays, 6.45-9.15 p.m., commencing February 19, 1993

9 meetings Fee : \$500

Medium of Instruction: English supplemented with Cantonese where appropriate

1308. Introduction to U.S. Income Taxation

The primary objective of this course is to provide a general introduction to U.S. Income Taxation with emphasis on the individual income tax. This course is particularly useful to those interested in how foreign income and foreign taxpayer are treated. The topics include discussions of gross income, business and personal deductions, tax credits, tax computation, filing requirement, foreign income and foreign taxpayer.

Tutor : Chow N. James, B.S.Sc.(C.U.H.K.), M.Sc.(U.S.),
C.P.A.(U.S.)

Venue: Lecture Theatre 8, SPACE Shek Kip Mei Study Centre [Ka Chi School, 5 Wai Chi Street, Shek Kip Mei, Kowloon. (Shek Kip Mei MTR Station)]
Date : Wednesdays, 6.45-8.45p.m., commencing February 17, 1993

12 meetings Fee : \$600

1309. Planning for a New Business

This course aims to assist business owners and managers to prepare a detailed and comprehensive plan for the development, growth and success of their ventures. A business plan provides a basic framework for business executives to think systematically about the future, anticipate opportunities as well as problems. It helps establish business goals, strategies and feasible means for achieving the goals.

The course focuses on the use of business planning techniques that can improve decision working process. It comprises two major areas of studies. First business description, analysis and planning; second, finance documentation and management.

Applicants are expected to have a Bachelor's degree in Business or Economics and have some fundamental knowledge of computer usage.

Tutor : Ms. Diana Landi, M.Econ (Bologna), Dip.Ed. (Bus.),
Dip. Ed. (Maths) (Minister of National Education, Italy), M.C.S. (Nice), DEA (Nice),
PhD candidate (Nice)

Venue: Room 201, Run Run Shaw Building, HKU
Date : Tuesdays, 6.30-8.00 p.m., commencing February 9, 1993

6 meetings Fee : \$350

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 Macau Management Association.

I. Introductory Courses

The Principles and Applications of Microcomputers (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.(H.K.), C.Eng.,
M.B.C.S., Senior Computer Officer,
HKU

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

1316. Mondays, 6.30 - 9.00p.m., commencing February 15, 1993
(Workshop) Tuesdays, 6.00 - 7.30p.m., March 2, 1993

1317. Mondays, 6.30 - 9.00p.m., commencing February 15, 1993
(Workshop) Tuesdays, 7.30 - 9.00p.m., March 2, 1993

13 meetings & 10 workshops Fee : \$1,200

Medium of Instruction: Cantonese supplemented with English

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,
University of Hong Kong

Venue: Room 230, Knowles Building, HKU

1318. Saturdays, 2.00 - 4.30p.m., commencing February 20, 1993

1319. Fridays, 7.00 - 9.30 p.m., commencing May 21, 1993

9 meetings Fee : \$660

Medium of Instruction: Cantonese supplemented with English

Introduction to UNIX

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

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

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

Enrolment is limited to 16

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

Venue: G3, James Hsiung Lee Science Building, HKU
(Workshop) Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

1320. Mondays, 8.10 - 9.55p.m., commencing February 22, 1993
(Workshop) Wednesdays, 6.00 - 8.00p.m., March 10, 1993

1321. Mondays, 8.10 - 9.55p.m., commencing February 22, 1993
(Workshop) Wednesdays, 8.00 - 10.00p.m., March 10, 1993

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

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

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

Introduction to Personal Computer and DOS

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

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

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

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

1322. Wednesdays, 6.30-9.30 p.m., commencing February 24, 1993

1323. Wednesdays, 6.30-9.30 p.m., commencing April 14, 1993

2 workshops Fee : \$460

Medium of Instruction: English for Course 1323
Cantonese supplemented with
English for Course 1322

Each student will be assigned to use one microcomputer.

Powerful DOS Commands and Techniques

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

Syllabus: Configuring your PC system; I/O redirection, piping techniques; file & disk management utilities; use of RAM disks; redefining your PC function keys; batch file programming; other advanced DOS features.

Enrolment is limited to 17

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

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

1324. Wednesdays, 6.30-9.30 p.m., commencing March 10, 1993

1325. Wednesdays, 6.30-9.30 p.m., commencing May 5, 1993

4 workshops Fee : \$1,000

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

Each student will be assigned to use one microcomputer.

II. Application Software

1326. 應用微型電腦作教育及社會研究之統計分析 (Statistical Analysis of Educational and Social Research Using Microcomputers)

本課程旨在介紹如何應用微型電腦統計軟件 (SPSS/PC+) 作教育及社會研究之統計分析。

課程內容包括：(一) 基礎統計學；卡方檢定 (Chi-square)；方差分析 (ANOVA)；(二) SPSS/PC+之應用。學員除了可以利用 SPSS將資料分類列表外，亦可以分析各變項之間的關係。本課程為初學者而設，惟學員應有中學數學程度，亦宜有微型電腦之基本操作知識。本課程適合有興趣進行小型教育或社會研究之教師或社工修讀。 (限收二十人)

主 講 人：侯傑泰博士、鍾財文先生

地 點：香港大學邵逸夫樓 201 室

時 間：一九九三年二月十八日起每星期四下午六時三十分至九時三十分

全期學費：九百九十元正 (共六講)

教師可獲教育署退還半費。詳參第 76 頁。

Introduction to WordPerfect (CIT 101)

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

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

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

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

1327. Tuesdays, 7.00-10.00 p.m., commencing February 9, 1993

1328. Fridays, 7.00-10.00 p.m., commencing March 19, 1993

1329. Fridays, 7.00-10.00 p.m., commencing May 14, 1993

1330. Tuesdays, 7.00-10.00 p.m., commencing May 18, 1993

6 workshops Fee : \$1,160

Medium of Instruction: English for Course 1330
Cantonese supplemented with
English for Courses 1327-1329

Each student will be assigned to one microcomputer.

1331. WordPerfect in Depth (CIT 101)

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

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

Enrolment is limited to 16

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

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., commencing March 30, 1993

6 workshops

Fee : \$1,270

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

1332. 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 : Thursdays, 6.30-9.00 p.m., commencing February 18, 1993

6 workshops

Fee : \$920

Each student will be assigned to one microcomputer.

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

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

Topics include: the way a microcomputer works, potential application areas, concepts and functions of the five functional areas, namely, word processing, spreadsheet, graphics, database and communication, examples of typical business applications, 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, University of Hong Kong

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

1333. Thursdays, 6.30-9.00 p.m., commencing March 18, 1993

1334. Mondays, 6.30-9.00 p.m., commencing April 19, 1993

6 workshops

Fee : \$920

Each student will be assigned to one microcomputer.

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 20

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

Venue: Room 201, Run Run Shaw Building, HKU

1335. Fridays, 6.30 - 9.00 p.m., commencing April 2, 1993

1336. Fridays, 6.30 - 9.00 p.m., commencing June 11, 1993

8 workshops

Fee : \$1,200

LOTUS 1-2-3 (CIT 102)

This course provides an in-depth training to 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

1337. Tuesdays, 6.30-9.00 p.m., commencing February 16, 1993

1338. Tuesdays, 6.30-9.00 p.m., commencing April 20, 1993

8 workshops Fee : \$1,200

Each student will be assigned to one microcomputer.

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

1339. Saturdays, 2.00-4.30 p.m., commencing February 20, 1993

1340. Saturdays, 2.00-4.30 p.m., commencing April 17, 1993

6 workshops Fee : \$950

Each student will be assigned to one microcomputer.

Introduction to dBASE III+ (CIT 103)

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

The syllabus includes: introduction to dBASE III+, dBASE III+ commands, simple file handling, report preparation, applications of dBASE III+.

Enrolment is limited to 18

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

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

1341. Fridays, 7.00 - 9.00p.m., commencing March 26, 1993
(Workshop) Wednesdays, 6.00 - 7.45p.m., April 7, 1993

1342. Fridays, 7.00 - 9.00p.m., commencing March 26, 1993
(Workshop) Wednesdays, 7.45 - 9.30p.m., April 7, 1993

6 meetings & 7 workshops Fee : \$1,200

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 on dBASE may also apply.

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

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

Enrolment is limited to 18

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

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

- 1343.** Wednesdays, 6.30 - 9.00p.m., commencing June 9, 1993
(Workshop) Mondays, 6.00 - 8.00p.m., June 28, 1993
- 1344.** Wednesdays, 6.30 - 9.00p.m., commencing June 9, 1993
(Workshop) Mondays, 8.00 - 10.00p.m., June 28, 1993

6 meetings & 8 workshops Fee : \$1,550

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

Each student will be assigned to one microcomputer.

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.S.Sc.(C.U.H.K.), Dip.Comp.St.(Melb.)

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

- 1345.** Fridays, 6.30-9.30 p.m., commencing February 19, 1993
- 1346.** Fridays, 6.30-9.30 p.m., commencing April 23, 1993

7 workshops Fee : \$1,250

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

Advanced dBASE IV

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

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

Enrolment is limited to 17

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

- 1347.** Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong
Date : Mondays, 6.30-9.30 p.m., June 7, 1993

- 1348.** Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon
Date : Fridays, 6.30-9.30 p.m., June 18, 1993

5 workshops Fee : \$1,000

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

Each student will be assigned to use 1 microcomputer.

Introduction to Database Management Systems and Structured Query Language (CIT 103)

Database management systems (DBMS) play an important role in modern information technology. This course explains the general database system architecture, with particular emphasis on the widely adopted relational approach. SQL, the standard language for relational DBMS, and SQL/DS, a relational DBMS on IBM mainframe computers, will be covered as illustrations. Also, tools & related components of ORACLE, a relational DBMS, will be discussed for comparison. Terminal workshops on an IBM mainframe are designed to provide hands-on experience. Demonstration of related ORACLE components will be given when appropriate.

This course is intended for computer users and programmers who need a working knowledge of relational DBMS.

Syllabus: basic database concepts; different approaches in constructing database system; relational database concepts; SQL overview; ISQL (interactive SQL facility) advanced SQL programming; database facilities and utilities; SQL/DS security integrity and error recovery; performance considerations; introduction to other IBM relational products, e.g. Query Management Facilities (QMF). Cross System Product (CSP); comparison with other RDBMS like ORACLE.

Enrolment is limited to 20

Tutor-in-charge: K.T. Wan, B.Sc., Computer Officer,
University of Hong Kong
K.W. Chiu, B.Sc. (Computer Studies)
(H.K.), M.A.C.M., M.I.E.E.E.

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

- 1349.** Mondays, 7.40 - 9.40 p.m., commencing June 7, 1993
(Workshop) Tuesdays, 6.30 - 8.15 p.m., June 29, 1993
- 1350.** Mondays, 7.40 - 9.40 p.m., commencing June 7, 1993
(Workshop) Tuesdays, 8.15 - 10.00 p.m., June 29, 1993

10 meetings & 10 workshops Fee : \$1,760

Entry Requirement: Participants are expected to have basic computer concepts and preferably have some programming experience.

1351. An Introduction to Oracle

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

Syllabus: Relational database, database design, SQL*PLUS, user interface, SQL*FORMS.

Enrolment is limited to 16

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

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

Date : Tuesdays, 6.30 - 9.00 p.m., commencing April 27, 1993

8 workshops Fee : \$1,800

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

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 18

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

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

1352. Thursdays, 8.10-9.40 p.m., commencing June 3, 1993

(Workshop) Tuesdays, 6.00-7.45 p.m., June 29, 1993

1353. Thursdays, 8.10-9.40 p.m., commencing June 3, 1993

(Workshop) Tuesdays, 7.50-9.35 p.m., June 29, 1993

10 meetings & 7 workshops Fee : \$990

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, School of Professional and Continuing Education, 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.

1354. Thursdays, 6.30-9.30 p.m., commencing May 6, 1993

(Workshop) Mondays, 6.00-8.00 p.m., May 10, 1993

1355. Thursdays, 6.30-9.30 p.m., commencing May 6, 1993

(Workshop) Mondays, 8.00-10.00 p.m., May 10, 1993

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

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

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

Advanced Programming Using C (CIT 105)

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

1356. Thursdays, 7.00 - 9.30 p.m., commencing June 17,
1993

(Workshop) Fridays, 6.00 - 10.00 p.m., July 2, 1993

1357. Thursdays, 7.00 - 9.30 p.m., commencing June 17,
1993

(Workshop) Mondays, 6.00 - 10.00 p.m., July 5, 1993

8 meetings & 7 workshops Fee : \$1,950

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

PC Assembly Language and Systems Programming (CIT 105)

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

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

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

Enrolment is limited to 16

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

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., Hong
Kong

1358. Thursdays, 6.30-9.00 p.m., commencing April 1,
1993

(Workshop) Wednesdays, 6.15-8.00 p.m., April 14,
1993

1359. Thursdays, 6.30-9.00 p.m., commencing April 1,
1993

(Workshop) Wednesdays, 8.00-9.45 p.m., April 14,
1993

10 meetings & 10 workshops Fee : \$1,760

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

IV. Computer Networking/ Data Communication

1360. Elements of Computer Networking

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

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

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

Enrolment is limited to 40

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

Venue: Room 230, Knowles Building, HKU

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

10 meetings Fee : \$830

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

(2 practical/demonstration sessions will be arranged).

Introduction to Local Area Networks with Microcomputers

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

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

Syllabus: Introduction and concepts in data communications and local area network (LAN); Overview of common hardware and software for LAN and their comparisons; Communication of microcomputers with mini and main-frame computers via LAN—TCP/IP and communication servers; In depth study of a common microcomputer LAN operating system (Novell Netware), with workshops; Installation of microcomputer packages on LAN and design of LAN application; Design and installation of microcomputer LAN. *Enrolment is limited to 16*

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

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., Hong Kong

- 1361.** Thursdays, 6.30-9.00 p.m., commencing June 17, 1993
(Workshop) Wednesdays, 6.15-8.00 p.m., June 30, 1993
- 1362.** Thursdays, 6.30-9.00 p.m., commencing June 17, 1993
(Workshop) Wednesdays, 8.00-9.45 p.m., June 30, 1993

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

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

1363. Data Communication with Modems and the use of Bulletin Boards

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

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

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

Venue: Room 230, Knowles Building, HKU
Date : Tuesdays, 6.30 - 9.00p.m., commencing February 16, 1993

7 meetings Fee : \$600

V. Computer Aided Design/Drafting

AutoCAD Basic Drafting

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

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

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

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

Venue: Room 314, Knowles Building, HKU

- 1364.** 6.30-9.30 p.m., March 1, 3, 5, 8, & 10, 1993
1365. 6.30-9.30 p.m., March 15, 17, 19, 22, 24, 1993
1366. 6.30-9.30 p.m., March 29, 31 & April 2, 7, 14, 1993

5 workshops Fee : \$1,210

Medium of Instruction: English for Course 1366
Cantonese with English terminologies for Courses 1364 & 1365

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

AutoCAD Advanced Drafting

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

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

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

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

Venue: Room 314, Knowles Building, HKU

1367. 6.30-9.30 p.m., April 19, 21, 23, 26 & 28, 1993

1368. 6.30-9.30 p.m., May 3, 5, 7, 10 & 12, 1993

5 workshops Fee : \$1,210

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

1369. AutoCAD 3D

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

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

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

Tutor : K.C. Ko, B.A.(A.S.), B.Arch., M.Arch.(CAD), H.K.I.A., R.I.B.A., A.P.(list 1), Lecturer, University of Hong Kong

Venue: Room 314, Knowles Building, HKU

Date : 6.30-9.30 p.m., May 17, 19, 21, 24 & 26, 1993

5 workshops Fee : \$1,210

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

1370. AutoCAD Customisation

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

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

Topics include: Customised mouse, tablet buttons, tablet menu and screen menu. Create line types, hatch patterns and text fonts. System variables of AutoCAD. Data exchange using DXF and IGES. Using script. Introduction to AutoLISP. *Enrolment is limited to 30*

Tutor : K.C. Ko, B.A.(A.S.), B.Arch., M.Arch.(CAD), H.K.I.A., R.I.B.A., A.P.(list 1), Lecturer, University of Hong Kong

Venue: Room 314, Knowles Building, HKU

Date : Wednesdays, 6.30-9.30 p.m., commencing June 23, 1993

5 workshops Fee : \$1,320

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

1371. 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, Visualizer Paint, and Video Composer software on SGI Personal Iris and Indigo computers. It is directed at designers in any profession who are currently working with CAD systems and want 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., commencing March 24, 1993

8 workshops Fee : \$1,400

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

Each student will be assigned to a workstation.

1372. Intergraph Microstation 2D/3D Basic Operation

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

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

Enrolment is limited to 20

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

Venue: Room 314, Knowles Building, HKU

Date : 6.30-9.30 p.m., May 31 & June 2, 4, 7, 9, 11, 16, 1993

7 workshops

Fee : \$1,650

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

1373. 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 : Mondays and Fridays, 6.30-9.30 p.m., commencing June 21, 1993

6 workshops

Fee : \$1,650

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

VI. System Design & Analysis

1374. Structured Systems Analysis and Design Method (SSADM)

SSADM is a structured set of procedural, technical and documentation standards, designed specifically for undertaking application software development. It is used as the standard method for carrying out the systems analysis and design stages of an Information Technology development project in various countries including UK, Australia, Singapore, USA, Canada and Hong Kong. The Hong Kong Government has adopted SSADM as the standard for systems development.

This course describes the concepts of SSADM and detailed techniques used by systems analysts and designers. Case study sessions will be interspersed with lecture sessions so that practical work follows on from the appropriate lectures.

This course is suitable for systems managers, systems analysts, systems designers and those who want to acquire the theoretical and practical knowledge of the methodology.

Syllabus: SSADM Philosophy, Principles and Concepts; Stage and Step Descriptions; Data Flow Diagrams; Data Analysis-Logical Data Structure; Third Normal Form, Composite Logical Data Design; Entity Life Histories; Logical Dialogue Design; Logical Process Design; First Cut Data Design; First Cut Program Design; Physical Design Control; Documentation and Quality Assurance Reviews.

Enrolment is limited to 30

Tutors: N.K.K. Fok, K.Huan, W. Chan, K. Chan

Venue: Room 230, Knowles Building, HKU

Date : Tuesdays, 6.30 - 9.00 p.m., commencing April 20, 1993

20 meetings

Fee : \$2,000

Entry Requirement: Participants are expected to have basic knowledge and practical experience in systems analysis and design of an information system.

1375. Information Systems Development for Business Management

Information System Development has been traditionally classified as DP discipline and usually managed by technical professionals. However, as Information Technology evolves, business management of all levels are taking up increasingly significant roles in the IS development process.

This course is intended for the business management to acquire a practical understanding of the System Development Life Cycle (SDLC) of Information Systems.

Topics included: Information System strategy & planning; Systems requirements; Alternative Solutions evaluation; Project management & control; Production preparation.

Enrolment is limited to 40

Tutor-in-charge: Walton Chan

Venue: Room 209, Run Run Shaw Building, HKU

Date : Tuesdays, 8.10 - 10.00 p.m., commencing March 9, 1993

10 meetings

Fee : \$550

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. The number of places available for the workshop is restricted to twenty (20).

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 20

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

Venue: Room 523, Knowles Building, HKU

1376. Fridays, 6.30-9.30 p.m., commencing March 5, 1993

1377. Mondays, 6.30 - 9.30 p.m., commencing April 19, 1993

5 workshops

Fee : \$1,600

VII. Chinese Computing

1378. 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

時 間：一九九三年四月八日起每星期四下午六時三十分至九時三十分

全期學費：一千一百五十元 (共六講)

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

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

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

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

課程形式：講授、示範及實習(一人一機親自操作)

1379. 伍山中文電腦培訓中心之導師

地 點：香港灣仔洛克道 276-278 號安隆商業大廈 19 字樓伍山中文電腦培訓中心

時 間：一九九三年四月二、七、十四日及十六日，下午六時半至九時半

全期學費：一千三百二十元 (共四講)

1380. 伍山中文電腦培訓中心之導師

地 點：香港灣仔洛克道 276-278 號安隆商業大廈 19 字樓伍山中文電腦培訓中心

時 間：一九九三年六月二、四、九及十一日，下午六時半至九時半

全期學費：一千三百二十元 (共四講)

(本課程與香港伍山科技發展有限公司合辦)

1381. 中文電腦基本概念及倉頡輸入法 (Elementary Chinese Computing & Dragon Input Method)

本課程著重介紹中文電腦之應用及倉頡輸入法。內容包括：(1)中國文字之特性；(2)中英文電腦之分別；(3)中文電腦發展史；(4)中文字形產生器(5)中文字碼的類別；(6)各類中文電腦輸入法；(7)中文電腦輸出技術；(8)中文操作系統在英文操作系統內如何運作(9)各類中文系統；(10)中文電腦語言；(11)

中文電腦軟件；(12)專用中文文書系統(13)掌上中文專用系統(14)倉頡輸入法；(15)如何選擇中文電腦系統？

本課程適合一般電腦從業員或對中文電腦有興趣之人士參加。(限收九十六人)

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：一九九三年五月八日起每星期六下午二時三十分至四時三十分
全期學費：五百元 (共十二講)

中文電腦應用培訓 (Chinese Computing Workshop)

課程概述及目的：香港地位特殊，是中西文化、科學和貿易交匯中心，中英文在香港有同樣重要的法律地位。因此，無論是政府機構，各大企業，銀行，大學，報社，社團等都開始使用中文電腦。此課程目的是希望學員透過對中文電腦的基本認識與操作，進而將中文電腦實際應用於工商業務上。

適合參加人士：各企業，政府機構，銀行，大學，報社等負責中文打字和文書處理者。有興趣學習中文電腦之人士亦可參加。(學員最好有英文打字及一般電腦的知識)

課程內容：(1)中文電腦的基本知識；(2)中文輸入法訓練...倉頡第四代輸入法；(3)中文文書處理的應用和中文文書的列印；及(4)如何使英文軟件在中文系統中應用。(每班限收十八人)

課程形式：講授，示範及實習(一人一機親自操作)

主 講 人：伍山中文電腦培訓中心之導師
地 點：香港灣仔洛克道 276-278 號安隆商業大廈 19 字樓伍山中文電腦培訓中心

1382. 一九九三年三月十七、十九、廿四及廿六日，下午六時三十分至九時三十分

1383. 一九九三年四月廿一、廿三、廿八及三十日，下午六時三十分至九時三十分

1384. 一九九三年五月十九、廿一、廿六及廿八日，下午六時三十分至九時三十分

1385. 一九九三年六月十六、十八、廿三及廿五日，下午六時三十分至九時三十分

全期學費：一千二百元 (共四講)

(本課程與香港伍山科技發展有限公司合辦)

VIII. Windows

Introduction to Pagemaker for Windows

This course will cover the production process with Pagemaker. Pagemaker 4 is one of the most sophisticated desktop publishing programs for microcomputers on the market. Desktop publishing uses computers to produce typeset-quality text and clean graphical images, merge text and graphics on the same page, and then print the edited full page.

Syllabus: Introducing PageMaker and Desktop Publishing; Creating new publication; Typing, Importing, and Editing Text; Formatting Text; Working with Graphics; Managing large Documents and Linked Files; Printing; and Making Color Separations. *Enrolment is limited to 12*

Tutors-in-charge: D.K.S. Chan, B.S.
T.T.C. Lee, B.S., M.B.A., N.S.P.E.

Venue: Datatron Training Center, G12A Kornhill Plaza North, Quarry Bay, Hong Kong

1386. Fridays, 7.00 - 9.00 p.m., commencing February 19, 1993

1387. Fridays, 7.00 - 9.00 p.m., commencing April 16, 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.

Introduction to Excel

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

Excel is the leading electronic spreadsheet package in Windows environment. In this new version, Excel 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 a snap 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 and Charts. *Enrolment is limited to 12*

Tutors-in-charge: T.T.C. Lee, B.S., M.B.A., N.S.P.E.
S.S.T. Chui, B.Math., M.A.Sc.

Venue: Datatron Training Center, G12A Kornhill Plaza North, Quarry Bay, Hong Kong

1388. Thursdays, 7.00 - 9.00 p.m., commencing February 18, 1993

1389. Thursdays, 7.00 - 9.00 p.m., commencing April 15, 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.

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 of Microsoft Windows Environment provides a guide to participants on the basic structure of windows and the skills they need 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

1390. Mondays, 6.30-9.30 p.m., commencing February 15, 1993

1391. Fridays, 6.30-9.30 p.m., commencing April 23, 1993

2 workshops

Fee : \$450

Windows and Microsoft Word for Windows

Microsoft Word has been granted an award of the best window-based word processing software by BYTE this year. This is a comprehensive course that contains all of 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

1392. Mondays, 6.30-9.30 p.m., commencing March 8, 1993

1393. Fridays, 6.30-9.30 p.m., commencing May 14, 1993

4 workshops

Fee : \$900

Students are not required to have prior computer knowledge.

Microsoft Word for Windows — Advanced Level

This course is for people who wants to learn more advanced features and techniques of Word.

Topics include: Spelling check and Grammar check; Theaurus; Integrating text and Pictures; Print Merging; Form Style; Document Template; Using Macros; Additional Features.

Enrolment is limited to 22

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

Venue: Room 523, Knowles Building, HKU

1394. Mondays, 6.30-9.30 p.m., commencing May 31, 1993

1395. Fridays, 6.30-9.30 p.m., commencing June 18, 1993

4 workshops

Fee : \$900

Entry Qualifications: Students should have successfully completed the "Windows and Microsoft Word for Windows" or equivalent courses.

IX. Daytime Intensive

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., Hong Kong

1396. 9.00 a.m. - 12.30 p.m. & 1.30 - 5.00 p.m., March 2, 3 & 4, 1993

1397. 9.00 a.m. - 12.30 p.m. & 1.30 - 5.00 p.m., May 11, 12 & 13, 1993

3 workshops

Fee : \$1,600

This workshop is especially recommended to 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.]

1398. Local Area Networks Workshop

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

Syllabus: Introduction and concepts in data communications and local area network (LAN); Overview of common hardware and software for LAN and their comparisons; Communication of microcomputers with mini and mainframe computers via LAN—TCP/IP and communication servers; In depth study of a common microcomputer LAN operating system (Novell Netware), with workshops; Installation of microcomputer packages on LAN and design of LAN application; Design and installation of microcomputer LAN. *Enrolment is limited to 16*

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

Venue: Room 20, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
(Workshop) Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong

Date : 9.00 a.m. - 12.30 p.m., March 16, 17 & 18, 1993
(Workshop) , 1.30 - 5.00 p.m., March 16, 17 & 18, 1993

3 meetings & 3 workshops

Fee : \$1,500

Entry 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.

1399. Personal Computer and DOS Workshop

This workshop aims to assist PC users to master the operation of PC hardware and the DOS operating system. Various shortcuts and techniques in using DOS will be discussed and illustrated with examples.

Syllabus: PC basic components; DOS commands; Disk handling commands; file operations; memory management; configuring your PC system; I/O redirection; piping techniques; file and disk management utilities; use of RAM disks; redefining PC function keys; batch file programming; other advanced DOS features.

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 : 9.00 a.m. - 12.30 p.m. & 1.30 - 5.00 p.m., April 6, 7 & 8, 1993

3 workshops

Fee : \$1,600

This workshop is especially recommended to companies which require their staffs to master PC's.

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

C Programming Workshop

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

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

Syllabus: Introduction and 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: Bruce Cheung, Assistant Lecturer, HKU

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

1400. 9.00 a.m. - 12.30 p.m. & 1.30 - 5.00 p.m., April 19, 21 & 23, 1993

1401. 9.00 a.m. - 12.30 p.m. & 1.30 - 5.00 p.m., commencing June 7, 9 & 11, 1993

3 workshops

Fee : \$1,600

Intended audiences include programmers and computer professionals who require knowledge of C programming. This workshop is especially recommended to students who have taken the UNIX workshop.

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

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

X. SPACE Certificate Courses

1402. 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: Room 7, University Main Building, HKU (Workshop) Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., Hong Kong

Date : Wednesdays, 6.30-9.30 p.m., commencing March 10, 1993

(Workshop) Fridays, 6.00-10.00 p.m., March 26, 1993

16 meetings & 12 workshops

Fee : \$4,550

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

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: February 22, 1993.*

Certificate Course in Digital Computer Programming

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

Syllabus:

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

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

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

DBASE as the first database system: relational database concepts and manipulation, elementary dBASE program-

ming, selected advanced topics including programming in online environment, introduction to Clipper.

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

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

Enrolment is limited to 20

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

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

1403. Thursdays, 8.10 - 10.00 p.m., commencing March 4, 1993
(Workshop) Tuesdays, 6.00 - 8.00 p.m., April 6, 1993

1404. Thursdays, 8.10 - 10.00 p.m., commencing March 4, 1993
(Workshop) Tuesdays, 8.00 - 10.00 p.m., April 6, 1993

25 meetings & 24 workshops Fee : \$4,400

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

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

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. *Closing date for application: February 20, 1993.*

Certificate Course in Advanced Microcomputer Applications

This is a follow-up course of the Certificate Course in Microcomputer Applications. It aims to provide an in-depth study of microcomputer systems and applications. Course contents include advanced features of DOS and BIOS, programming techniques, application design and microcomputer networking. Ample practical exercises will be given on programs and application development.

The course suits a broad scope of audience, and it is most beneficial to those whose jobs are closely related with programming and system design work.

Syllabus: Basic systems; Structure of DOS and BIOS; C programming; dBASE programming; Introduction to System Analysis, Database Design and Management; Microcomputer Local Area Network (LAN).

Enrolment is limited to 20

Tutors : M.F. Yau, B.Sc. (Eng.) M.Phil. (H.K.), M.B.C.S., Computer Officer, HKU
S.Y. Leung, B.Sc., M.Phil. (H.K.), C. Eng., M.B.C.S., Senior Computer Officer, HKU
K.H. Leung, B.C.S. (Windsor), M.B.C.S., Computer Officer, HKU

Venue: Room 104, James Hsioung Lee Science Building, HKU
(Workshop) Room 201, Run Run Shaw Building, HKU

1405. Mondays, 6.30 - 9.00 p.m., commencing March 8, 1993
(Workshop) Thursdays, 6.00 - 8.00 p.m., April 8, 1993

1406. Mondays, 6.30 - 9.00 p.m., commencing March 8, 1993
(Workshop) Thursdays, 8.00 - 10.00 p.m., April 8, 1993

24 meetings & 27 workshops Fee : \$4,400

Minimum Entry Qualifications: Applicants should have at least completed secondary education. Prior attendance of computer training courses and/or microcomputer programming experience are necessary. Preference will be given to those who have successfully completed the Certificate Course in Microcomputer Applications offered by the School of Professional and Continuing Education, University of Hong Kong.

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

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

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fees will only be collected from those successful applicants after the selection processes. Enrolment for each course is limited to 20 students. *Closing date for applications: February 17, 1993.*

Certificate Course in Advanced UNIX

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

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

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

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

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

Syllabus:

UNIX System Architecture

Introduction: UNIX history, present and future; UNIX versions and standards: POSIX, SVID, X/Open; operating system concept and structure; UNIX system architecture: system data structures, the kernel, process and memory management, I/O and file system, interprocess communication and networking; popular UNIX implementations: 4.3 BSD and System V.

UNIX Programming Environment

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

UNIX Communication

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

UNIX Networking

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

System Administration and Security

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

The X Window system

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

Course Director: K.P. Chow, Ph.D. (California), Lecturer in Computer Science, HKU

Tutors: William K.P. Chan B.Sc. (H.K.)
S.L. Chou, B.Sc., B.Eng. (New South Wales)
I.K. Mak, B.Sc. (Jinan)
T.Y. Sin, B.Sc. (H.K.)

Venue: Room 102, James Hsioung Lee Science Building, HKU

(Workshop) Room 835, Knowles Building, HKU
1407. Mondays, 6.30 - 9.30 p.m., commencing March 15, 1993
(Workshop) Wednesdays, 6.00 - 8.00 p.m., April 28, 1993

1408. Mondays, 6.30 - 9.30 p.m., commencing March 15, 1993
(Workshop) Wednesdays, 8.00 - 10.00 p.m., April 28, 1993

26 meetings & 28 workshops

Fee : \$6,400

Entry Qualification: This course is an advanced course. Participants are assumed to have a solid background in computer prin-

principles and applications, UNIX and C programming. Enrolment is by selection. Closing date for applications: February 17, 1993.

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

Assessment:

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

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

Postgraduate Certificate Course in Computing Studies

Part I: Tuition Hong Kong.

**School of Professional and Continuing
Education, University of Hong Kong.**

(Additional UNIX workshops will be assigned).

Examinations for Part I (Two papers): Paper 1 will be examined in August and Paper 2 will be examined in October.

(Please note that you have to pass both papers in order to be eligible to study Part II of the course).

Part II: Tuition in Australia.

**Department of Computer Science,
Melbourne University**

Students passing the two papers in Part I will spend 4 weeks from January 24 to February 19, 1993 inclusive 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.

Students who have failed the Part I examinations will have to discontinue from the course. The portion of tuition fee for Part II, after deduction of necessary administration charge, will be refunded to these students.

Examination for Part II (One Paper): The examination will be held in Melbourne in February.

Tuition Fee: HK\$21,400 (for Part I & Part II)

Course Directors:

Mr. Danny Tang, Manager, Computing Information
Centre, University of Science of Technology

Prof. P.C. Poole, Professor of Computer Science and
Head of School of Information Technology
and Assistant Vice Chancellor (Information
Technology) University of Melbourne.

Introduction

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

The course syllabus is partly derived from that of the Graduate Diploma in Computing Studies at the University of Melbourne in Australia. This Graduate 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 graduate now occupy senior positions in the computer industry.

Academic Standing

Holders of the Postgraduate Certificate in Computing Studies from the School of Professional and Continuing Education will be deemed by the University of Melbourne to have partially fulfilled the requirements of the Graduate Diploma in Computing Studies offered by that University (holders of the Postgraduate Certificate will be deemed 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 and 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 cases, outstanding candidates without the above-listed qualifications may be admitted after an interview.

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

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

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

Syllabus:

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

Practical work is an integral part of this course and students will be expected to carry out a number of software projects mainly using the C programming language. Opportunities will be available for students to use advanced UNIX systems in Melbourne for project development.

Award of the Postgraduate Certificate in Computing Studies:

Students will be awarded a Certificate provided that:

- a) they pass the examination (Paper I and II) held in Hong Kong; and
- b) they pass the examination paper of 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.

Application

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

Applicants may be required to attend an interview with the Selection Committee.

Applicants should note that this course details a very substantial time commitment to complete assignments and projects.

Closing date for application: January 16, 1993.

Interested persons are invited to attend an information session on January 9, 1993 (Saturday), 10 a.m. at 9/F., Shun Tak Centre.

Further Studies:

1. A student enrolled on the Postgraduate Certificate of Computing Studies at the School of Professional and 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 1994 - June 1994 (inclusive) at the University of Melbourne. The closing date for applications to enrol in the Graduate Diploma in Computing Studies, Melbourne University for this 4-month completion period is November 1992.
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.

Enrolment is limited to 20

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

1409. Fridays, 6.30 - 9.30 p.m., commencing March 26, 1993

(Workshop) Wednesdays, 6.00 - 10.00 p.m., April 28, 1993

1410. Fridays, 6.30 - 9.30 p.m., commencing March 26, 1993

(Workshop) Thursdays, 6.00 - 10.00 p.m., April 29, 1993

24 meetings & 26 workshops

XI SEMINAR

1411 An Object Oriented Approach to 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 tutorial 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.

The change in the approach to programming leads to a change in the approach to analysis, design and testing. This tutorial 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-in-charge: Antony Tang

Date : 9.30 a.m. - 5.00 p.m., January 18, 1993

1 meeting

Fee: \$500

Audience would require a good appreciation of the software development cycle to take advantage of the issues discussed in this tutorial. It would also be advantageous to have a good understanding of relational database systems. Some exposure to windowing systems such as Microsoft Windows or X Windows would prove to be invaluable.

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

Introduction

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

Entrance Requirements

To be eligible for admission, applicants should

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

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

Course Structure and Content

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

Level 1: 4 compulsory full-units

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

Level 2: 4 compulsory full-units

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

Level 3

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

(Subjects to be offered will be announced later)

Examination

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

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.

Fee

Before September 1, 1993

Application fee to the University of London	£30
Registration fee to the University of London	£300

(Fees are subject to change annually)

Enrolment

In order to enrol for an examination in May of any year students must normally have:

- submitted their application not later than **17 September** of the preceding year. But Hong Kong students are advised to apply before July 1 since course will commence in early September.
- returned their registration form and initial registration fee not later than **30 November** of the preceding year.

Applicants whose entrance qualifications do not exactly match the stated requirements have to be referred to the Special Admission Panel of the University of London for consideration and this usually takes four to six weeks to reach a decision. These applicants are strongly advised to submit their applications as early as possible.

Students who register for the B.Sc. degree must also enrol on 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 the B.Sc. degree students.

Application forms and further details will be obtainable from:

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

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:

- obtain an "Application for CIT Certificate" form from the School,

- (ii) complete and return the form to the School before the course ends,
- (iii) submit the application fee and a stamp-addressed envelope together with your application.

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

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

Available Modules

A) 001 Computer Literacy

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

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

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

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

B) 101 Word Processing

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

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

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

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

C) 102 Spreadsheets

SPACE courses to be designated as CIT module in Spreadsheets:

- Lotus 1-2-3
- SYMPHONY
- Certificate Course in Microcomputer Applications

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

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

D) 103 Databases

SPACE courses to be designated as CIT module in Databases:

- 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:

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

E) 105 Programming

SPACE courses to be designated as CIT module in Programming:

- 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:

- (i) not less than 80% of attendance, and
- (ii) 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).

8066. UNIVERSITY OF LONDON

School of Oriental and African Studies

MSc in Financial Economics for External Students

I. 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 registration and a programme of tutorials to prepare students for the examinations.

II. 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 uses lectures on video cassettes, printed study texts, tutorial exercises on audio-cassette and assignments to teach the courses. 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.

III. 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 which are offered in 1993 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 1994 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

IV. 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 and teaching texts, each comprising one week's work
- 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 material

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 exam 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.

V. Entrance Requirements

Applicants must hold a Bachelor's degree from a recognised tertiary institution and have one year's working experience after graduation.

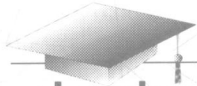
VI. Application and Fees

All applicants are required to complete and return the "University of London MSc in Financial Economics" application form not later than **Friday, December 11, 1992** to the following address:-

London University : External Student Registration
SPACE Town Centre,
Suite 1504-05, Shun Tak Centre,
West Tower, 15/F., 200 Connaught Road Central,
Hong Kong.

The course is expected to commence in February 1993. The course fee for Year I is £2,780 (the course fee includes London University registration and examination fees, course materials and local tuition).

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



London University External BSc(Economics) Revision Courses

Revision courses for the following subjects in Part II/III of BSc(Econ) will be taught in March, 1993 by examiners/lecturers from the London School of Economics.

- 8067. Elements of Accounting and Finance (L.U.Syllabus No.0019)**
- 8068. Economics B2 (L.U.Syllabus No.0013)**
- 8069. Computer-based Information Systems (L.U.Syllabus No.0037)**

Please write in for details enclosing a stamped self-addressed envelope.

HKU/SPACE & LSE

London U BSc. Econ. & Dip. Econ. Annual Dinner 1992



Professional Programmes in Insurance

Director of Studies: Ms. Y. K. Ho, B.Econ (Malaya), FCII

The School is now able to offer an expanded range of courses to prepare students for professional qualifications in insurance.

Australian Insurance Institute (AII)

Courses at all three professional levels of the AII will be available in July 1993; i.e. Affiliateship, Associateship and Fellowship. These programmes are described on pp.51-54.

Chartered Insurance Institute (UK) (CII)

Some courses for the Associate level of the CII are offered in July 1993 (see pp. 55-56).

Australian Insurance Institute Affiliate Courses

These revision courses are designed to assist candidates in preparing for the Affiliate Australian Insurance Institute (AII) examinations in general insurance. The affiliate programme caters for those new entrants to the insurance industry as well as those involved in sales and clerical processes. To qualify for the Affiliate membership, candidates must gain six papers in courses 100 to 105.

Courses to be offered (July 1993 - September 1993)

- 1431. Elements of Law and Insurance (AII Course No: 100)
- 1432. Insurance of Property (AII Course No: 101)
- 1433. Insurance of Liabilities (AII Course No: 102)
- 1434. Motor, Marine and Other Classes
(AII Course No: 103)
- 1435. Elements of Insurance Company Operations
(AII Course No: 104)
- 1436. Elements of the Law of Commerce
(AII Course No: 105)

Entrance requirements

There are no educational prerequisites for students entering the affiliate programme.

Note that it is not necessary to be a member of AII to attend the courses offered by SPACE.

Examinations

The Affiliate Australian Insurance examinations will take place twice a year. The first series are held in May while the second series will be examined in October.

1431. Elements of Law and Insurance (AII Course No: 100)

There is no prerequisite for this course although it should be taken before or concurrent with courses 101, 102, 103, 104 and 105. This course provides a general overview of insurance practices and elementary legal concepts. Topics covered include the evolution and function of insurance, the insurance market, classes of insurance, insurance documents, the law of contract, principles of insurance and reinsurance.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong
Date : Mondays, 6.30-9.00 p.m., commencing July 19, 1993

10 meetings Fee: \$700

1432. Insurance of Property (AII Course No: 101)

This course provides an introduction to the fundamentals of the classes of insurance covered under the property branch. It also aims to develop a knowledge of the construction of property policies, risk improvement techniques and loss prevention services. This course should be taken after or concurrent with course 100. Topics covered include basic insurance principles, the Insurance Contracts Act, warranty and representations, construction of property policies, conditions and exclusions, commercial fire and extraneous perils, domestic insurance, theft and plate glass insurance, construction and erection and engineering insurance, livestock insurance, fixing of sums insured, premium and claims procedures, risk reduction techniques.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Tuesdays, 6.30-9.00 p.m., commencing July 20, 1993

10 meetings Fee: \$700

1433. Insurance of Liabilities (AII Course No: 102)

This course provides an overview of the various aspects of the insurance of liabilities. It helps candidates to develop a knowledge of the contents of policies relevant to Workmen's Compensation, public liability, professional indemnity, motor vehicle and products liability. There are no prerequisites for this course although it is recommended to be taken after completion of course 100. Topics covered include the development of Australian Law, principles of common law duty of care, statutory and contractual duties of care, warranties under Sale of Goods Act, nature of liabilities under Trade Practices Act, Workmen's Compensation insurance, compulsory motor vehicle insurance schemes, components and basic covers provided under motor vehicle liabilities, public liability, products liability and professional indemnity, premium determination, claims procedures, legal defences to allegation of negligence.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Wednesdays, 6.30-9.00 p.m., commencing July 21, 1993

10 meetings Fee: \$700

1434. Motor, Marine and Other Classes (AII Course No: 103)

This course should be taken after or concurrently with courses 100, 101 and 102. This course aims to provide candidates with a basic knowledge of the principal features and characteristics of insurances of motor, marine hull and liability, aviation hull, personal accident, life insurance and contingency. Topics covered include basic covers provided, policy extensions, legal liabilities in connection with use of a motor vehicle, claims procedures, Marine Insurance Act, maritime perils, assessment of hull risks, marine cargo and associated risks, benefits of personal accident insurance, rating factors, long-term disability and fidelity guarantee, principles of life insurance, mortality factors, life insurance industry in Australia.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Thursdays, 6.30-9.00 p.m., commencing July 22, 1993

10 meetings Fee: \$700

1435. Elements of Insurance Company Operations (AII Course No: 104)

This course provides an overview of the various aspects of insurance company operations. Topics covered include organisational structure of an insurance company, administration and communications process, basic accounting procedures and systems and the use of computers in the general insurance industry.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Fridays, 6.30-9.00 p.m., commencing July 23, 1993

10 meetings

Fee: \$700

1436. Elements of the Law of Commerce (AII Course No: 105)

This course provides a general knowledge of the sources of Australian law. It highlights the difference between civil and criminal law, the applications of case law and those common laws and Acts of Parliament which impact on and regulate commercial practice. This course should be taken after or concurrent with courses 100, 101, 102, 103 and 104. Topics covered include the development of the English legal system, history and development of Australian law, basic procedures of civil law suit, law making by Parliament, enforcement of law through garnishee, liquidation, bankruptcy, nature of contract law within common business situations, application of Property Law, Trade Practices Act 1974, Agency, Commercial law, bailment, mortgages and carriers.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Tuesdays, 6.30-9.00 p.m., commencing July 20, 1993

10 meetings

Fee: \$700

Australian Insurance Institute Associate Courses

These revision courses are designed to assist candidates in preparing for the Associate Australian Insurance Institute examinations in general insurance. The Associate programme is designed to build on the knowledge and understanding gained at the Affiliate level and expand on the body of knowledge in the various classes of insurance. To qualify for Associate membership, candidates must gain passes in the common courses No. 110 and 111 and further passes in all the four courses of either of the four elective streams in Property, Liability, Casualty or Marine.

Courses to be offered (July 1993 - September 1993)

1437. Insurance Company Operations (AII Course No. 111)

1438. Casualty Insurance – Underwriting (AII Course No: 122)

1439. Casualty Insurance – Risk Assessment (AII Course No: 120)

Entrance Requirements

To be admitted to AII Associate examinations, students must be qualified affiliate members of AII.

However, it is not necessary to be a member of AII to attend the courses offered by SPACE.

Examination

About half of the Associate examinations take place in the May series. The others are held in the October series. See AII Examination Handbook.

1437. Insurance Company Operations (AII Course No. 111)

This is a core paper of the Associate programme and is compulsory for all candidates preparing for the Associate examinations in general insurance. This course aims to provide students with an understanding of insurance accounting, the requirements of the Insurance Act 1973 as amended, and the statistical methods and data processing related to the operation of a general insurance office.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Mondays, 6.30-9.00 p.m., commencing July 19, 1993

10 meetings

Fee : \$800

1438. Casualty Insurance — Underwriting (AII Course No: 122)

This is a compulsory paper for students choosing the Casualty Insurance stream of the Associate examinations in general insurance. The course aims to develop the student's understanding of the underwriting function and the knowledge and skills to perform the specific underwriting activities commonly practised in respect of the classes of casualty insurance.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Wednesdays, 6.30-9.00 p.m., commencing July 21, 1993

10 meetings

Fee : \$800

1439. Casualty Insurance – Risk Assessment (AII Course No: 120)

This is a compulsory paper for students choosing the Casualty Insurance stream of the Associate examinations in general insurance. This course aims to develop the student's understanding of how the risk exposures covered by the classes of insurance within this stream can be identified and assessed in terms of the likelihood of losses occurring, the likely nature of such losses and the probable cost. It also aims to develop an understanding of the means by which the likelihood of the most common losses occurring can be reduced and the elements of the risk management approach to the handling of risks.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong
Date : Fridays, 6.30-9.00 p.m., commencing July 23, 1993

10 meetings Fee : \$800

AII Associate to Fellowship-Insurance Upgrade Programme

I. Introduction

The 1992 October examination series will be the last time that the AII will be conducting fellowship examinations. From the beginning of 1993, associates seeking to become fellows of the AII will be required to complete six units (subjects) from one of the following university programmes:

- the Associate to Fellowship Upgrade Programme available through Deakin University (DU) – **two modes: distance learning and on-campus,**
- the Executive Certificate in Insurance available through the University of Technology, Sydney (UTS) **-on-campus mode only.**

In other words, AII has recognised success in the DU and UTS examinations as fulfilling its requirements for Fellowship qualification.

Under these new arrangements, local candidates wishing to pursue the upgrade programme without leaving Hong Kong will have to pursue the DU's distance learning programme. To help local candidates cope with distance learning, DU, AII and SPACE have agreed to make arrangements for tuition to be offered at SPACE. DU will supply the study materials which it has specially prepared for this qualification to local candidates via SPACE and will be involved in setting and moderating all examinations, assignments and projects. SPACE's role is to provide teaching of the courses, using the study materials designed by DU, to help candidates develop and structure their written assignments and to prepare them for DU's examinations. Also, SPACE will be responsible for marking assignments and projects which will count for about thirty

per cent of the candidates' final assessment grade. AII will be involved in the programme in respect of the accreditation of the curriculum and academic standards.

II. Course Structure

Students will be required to complete six units comprising a compulsory group made up of three life OR three general insurance units and Economics 1A plus two units from an elective group of ten as set out in the table below.

Associate to Fellowship Upgrade Programme		
Compulsory Units	Elective Units – Two to be selected	
Life Insurance	Units	Prerequisites (if any)
<ul style="list-style-type: none"> • Life Insurance Operations • Superannuation • Actuarial Studies • Economics 1A 	<ul style="list-style-type: none"> • Quantitative Analysis 1 • Economics 1B • Business Law 1A • Business Law 1B • Introduction to Human Resources Management 	<ul style="list-style-type: none"> Economics 1A Business Law 1A
General Insurance	<ul style="list-style-type: none"> • Organisations Theory • Corporate Law • Marketing • Business Policy • Taxation Law 	<ul style="list-style-type: none"> Introduction to Human Resource Management Business Law 1A Economics 1A Introduction to Human Resources Management
<ul style="list-style-type: none"> • Theory of General Insurance • Reinsurance • Risk Management • Economics 1A 		

Availability of Upgrade Programme Subjects at SPACE in 1993

- Theory of general Insurance
- Reinsurance
- Risk Management
- Economics 1A
- Quantitative Analysis 1
- Introduction to Human Resources Management

(The above courses may be of use to students taking — The Insurance major Programme — an alternative route to fellowship for those who already have a degree. See AII Fellowship through University Studies 1993 Handbook pp. 7-8.)

Those students who have completed the Associate to Fellowship-Insurance Upgrade Programme would also be able to, subject to availability of places, enrol as mature-age students and complete the balance of the DU's Bachelor of Business degree from which the units were taken. Students pursuing this study option would be granted credit towards the degree for those university subjects already passed.

III. Entrance Requirements

To be eligible for this programme, students must either have qualified as an Associate of the AII, or meets the requirements for entry into the AII graduate entry programme, and is an ordinary member of AII.

IV. Examinations

Examinations are held at the end of each semester at 2 courses per semester, in July and November there being two semester's per year.

V. Course Fees

A\$800 (Course fees include the provision of learning materials, tuition services provided by SPACE.)

*Please write in for a detailed prospectus enclosing a \$140 stamped self-addressed envelope to **Insurance Upgrade Programme**, School of Professional and Continuing Education, University of Hong Kong, 7/F., Knowles Building, Pokfulam Road, Hong Kong or call 859 2783.*

Chartered Insurance Institute Associate Courses

These revision courses are designed to assist candidates in preparing for the Associate Chartered Insurance Institute (CII) examinations in general and life insurance. The Associate programme is based on 10 subjects, of which 3 subjects, namely, courses 510, 520 and 530 are compulsory. In addition, candidates are required to pass 7 further subjects chosen from an extensive menu of specialist papers.

Courses to be offered (July 1993 - September 1993)

- 1440. Risk and Insurance (CII Course No: 510)
- 1441. Contract Law and Insurance (CII Course No: 520)
- 1442. The Business Environment (CII Course No: 530)
- 1443. Private Motor Insurance (CII Course No: 610)
- 1444. Property Insurance Underwriting
(CII Course No: 625)

Entrance requirements

To be admitted to the CII Associate program, you have to be able to satisfy one of the following requirements:

- a General Certificate of Education with passes in three subjects at Advanced level or
- a General Certificate of Education with passes in two subjects at Advanced level and grade C or above in two subjects at Ordinary level, provided that one subject (at either Ordinary or Advanced level) is English or
- matriculation or entrance or any other examination carrying with it the right of entry to a course of study qualifying for graduation at any approved university or
- any other public examination which in the opinion of the CII is of a standard at least equivalent to that of the examinations specified above.

If you do not hold any of the above, the Chartered Insurance Institute will still consider your application provided that you are over the age of 25 and that you are employed or engaged in insurance.

*However, it is **not necessary** to be a member of CII to attend the courses offered by SPACE.*

1440. Risk and Insurance (CII Course No: 510)

This is one of the three core subjects under the Associate programme and is recommended to be taken prior to sitting for the menu subjects. This course is intended to provide candidates with a broad foundation of insurance knowledge. Topics covered include the nature of risk and uncertainty, techniques of risk assessment, role of insurance as a transfer of risk, the actual transaction of insurance including structure of proposal form, policies, claims procedures, basic underwriting techniques and reinsurance.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Mondays, 6.30-9.00 p.m., commencing July 19, 1993

10 meetings

Fee: \$800

1441. Contract Law and Insurance (CII Course No: 520)

This is one of the three core subjects under the Associate programme and is recommended to be taken prior to sitting for the menu subjects. This course is intended to provide candidates with a broad foundation of insurance knowledge. Topics covered include the sources of English law, the legal nature of insurance contracts, the Law of Contract, insurable interest, utmost good faith, indemnity and the law of agency.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Tuesdays, 6.30-9.00 p.m., commencing July 20, 1993

10 meetings

Fee: \$800

1442. The Business Environment (CII Course No: 530)

This is one of the three core papers under the Associate programme and is recommended to be taken prior to sitting for the menu subjects. Topics covered include the principles and determinants of supply and demand and how they apply to the insurance industry, an outline knowledge of the factors involved in the management of the national economy including GNP, inflation, balance of payments and exchange rates and taxation, business organisational structures, use of information technology in insurance organisations, basic accounting and annual reports and

accounts, management accounting systems, company law, statutory controls and DTI returns.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Wednesdays, 6.30-9.00 p.m., commencing July 21, 1993

10 meetings

Fee : \$800

1443. Private Motor Insurance (CII Course No: 610)

This is one of the specialist menu subjects and is relevant to insurance personnel engaged in or show interest in the underwriting and management of a motor portfolio. Topics covered include the history and development of motor insurance, the introduction of compulsory insurance against liability for third party bodily injury, Road Traffic Act 1930, consumer protection legislation, MIB, EC motor directives, the application of the law of tort to private motor insurance, rating and underwriting of non-standard risks, principles of claims handling and assessment, market agreements, management of a motor portfolio, establishment of reserves.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Thursdays, 6.30-9.00 p.m., commencing July 22, 1993

10 meetings

Fee: \$800

1444. Property Insurance Underwriting (CII Course No: 625)

This is one of the specialist menu subjects and is relevant to insurance personnel engaged in or show interest in the underwriting and management of a property insurance portfolio. Topics covered include the marketing of commercial risks, content and use of proposal forms, Theft Act 1968, EC Directives, scope of policy wordings and trade warranties, declaration and adjustable policies, principles and practice of risk acceptance, retention, coinsurance as risk sharing, underwriting of worldwide and global covers, account management and reserves.

Venue: SPACE Town Centre, Shun Tak Centre, Hong Kong

Date : Fridays, 6.30-9.00 p.m., commencing July 23, 1993

10 meetings

Fee: \$800

1445. A-Level Microeconomics and Macroeconomics

This course is designed to help candidates prepare for the H.K.A.L. and G.C.E. examinations. It will also assist those who plan to study London University BSc Economics or Diploma in Economics to have a better foundation before they embark on either one of these courses.

Topics of this course include the following: methodology, consumer behaviour, production and costs, market structures, factor pricing, theory of firm, property rights and transaction cost, measurement of national income, consumption and investment theory, Keynesian model, IS-LM model, inflation and unemployment. Exercises and relevant solutions will be provided to ensure class participants' thorough understanding. Participants are expected to have F.5 standard.

Tutor : Roddy Lau, B.A., M.Soc.Sc. (Hons.) (H.K.)

Venue: Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 6.30-9.30 p.m., commencing March 1, 1993

17 meetings

Fee : \$985

Medium of Instruction: English supplemented with Cantonese

1446. The Monetary and Financial System

This course is designed for those who will be taking the Stage 2 Monetary Economics paper of the Chartered Institute of Bankers. Topics include: the concept of money, the U.K. Financial System, the money supply, aspects of monetary theory, interest rates, monetary policy, balance of payments and exchange rates. A.C.I.B. candidates are preferred.

Tutor : Miss Freda Cheung, B.Soc.Sc., M.Soc.Sc. (Hons.) (H.K.)

Venue: Room 102, James Hsioung Lee Science Building, HKU

Date : Fridays, 6.15-8.00 p.m., commencing February 12, 1993

20 meetings

Fee : \$770

Medium of Instruction: English supplemented with Cantonese

1447. Branch Banking — Law and Practice

The aim is to prepare students for the Branch Banking –Law & Practice examination of Stage 2 Banking Diploma of the Chartered Institute of Bankers. The course content will follow the syllabus as required by the U.K. A.C.I.B. examinations (e.g. relationship of banker and customer, banking operations, types of account holder and securities for advances.) Recent cases, past examination papers and updating notes including recent legislations will be discussed during classes to prepare students for the coming examination. Candidates must have passed the Law Relating to Banking Services examination conducted by the Chartered Institute of Bankers.

Tutor : C. S. Chan, F.C.I.B.

Venue : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 8.00-9.30 p.m., commencing February 11, 1993

16 meetings

Fee : \$525

1448. General Principles of Law

This course aims to give a general understanding of the laws of Hong Kong. Although the syllabus of the Local Stage 1 examination of the Chartered Institute of Bankers will be followed, those engaged in fields other than banking may also find the course useful. Topics include: Nature and Sources of Law; Law of Persons; Law of Torts; Law of Succession; Law of Property; Law of Contract; Law of Trusts; and Law of Negotiable Instruments.

Tutor : Peter Ho, Solicitor, B.A. (Hons.) (C.U.H.K.),
Postgraduate Diploma in Chinese Law

Venue: Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 6.00-8.00 p.m., commencing February 11, 1993

24 meetings

Fee : \$925

Medium of Instruction : English & Cantonese

1449. Investment Banking

This course is designed for executives in commercial and corporate banking business. Discussion topics include: US credit market and international banking system, domestic and euromarket, corporate financial strategy, capital markets instruments – commercial paper, euronote, medium-term note, certificate of deposit, bond, floating rate note, high yield bond, transferable loan certificate, credit rating, equity financing – ordinary share, preference shares and MAPS, US Treasury market and benchmark.

Tutor : H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S.,
A.C.I.S., M.I.C.M. (Grad.), A.A.I.A.,
M.Inst.A.M. (Dip.), A.C.I.Arb., M.I.Inf.Sc.

Venue: Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 8.30-10.00 p.m., commencing March 11, 1993

20 meetings

Fee : \$615

1450. Private Banking

This course is designed for the banking officers who serve the high - net worth individuals. Discussion topics include: private banking and personal financial planning, transactional and advisory services, range of services – deposit, foreign exchange, securities, leveraged finance, custodian, international operation of customer account, real estate and trustee services.

Tutor : H. K. Kong, P.Mgr.(Canada), A.C.I.B., Dip.F.S.,
A.C.I.S., M.I.C.M.(Grad.), A.A.I.A., M.Inst.
A.M. (Dip.), A.C.I.Arb., 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 February 24, 1993

8 meetings

Fee : \$310

1451. Wholesale Banking

With increasing competition in banking, business managers are allocating resources to specific customer groups. The marketing and servicing of commercial and merchant banking services to company accounts has become top priority for bankers. The course will focus on the widely-developed concept of wholesale banking. Topics include: business needs and corporate banking services, international financial markets and local credit markets, relationship banking and staffing of wholesale banking divisions, import/export finance, guarantee and trade information service, foreign exchange and treasury service, money and capital markets instruments, specialist and computer services, insurance and pension fund management.

Tutor : H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S.,
A.C.I.S., M.I.C.M. (Grad.), A.A.I.A.,
M.Inst.A.M. (Dip.), A.C.I.Arb., M.I.Inf.Sc.

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

Date : Tuesdays, 6.55-9.55 p.m., commencing February 23, 1993

10 meetings

Fee : \$635

1452. Merchant Banking Services

Up-to-date knowledge about merchant banking activities will be introduced in this course. Discussion topics include: syndication of lendings and facilities, interest rate and currency swap, treasury services, portfolio management, acquisition and merger, unit trust, factoring etc.

Tutor : Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S.,
C.Dip.A.F., M.I.C.M. (Grad.)

Venue: Room 122, University Main Building, HKU
Date : Mondays, 8.00-9 30 p.m., commencing February 22, 1993

16 meetings Fee : \$505

Medium of Instruction: English supplemented with
Cantonese

1453. Import and Export Banking

This banking course is specially designed for those working in the bank's bills departments and/or shipping division of import/export firms wishing to widen their international trade knowledge and practice. The topics will include all types of letters of credit, collection bills, functions of various banks and their updated services, uniform customs and practice for documentary credits publication No. 400 and Collection Rules No. 322, foreign exchange concepts and calculation practice. After completion, students should be able to solve basic bills problems. Participants are expected to have F.6 standard.

Tutor : William Chan, B.Soc.Sc. (Hons.) (C.U.H.K.),
A.C.I.B.

Venue: Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Saturdays, 2.15-5.45 p.m., commencing March 13,
1993

6 meetings Fee : \$465

Medium of Instruction: Cantonese supplemented with
English

1454. Bank Lending and Credit Analysis

This course is designed for banking staff who would 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

Venue: Room 13, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Tuesdays, 7.00-10.00 p.m., commencing May 18,
1993

6 meetings Fee : \$385

Medium of Instruction: Cantonese supplemented with
English

1455. 押匯信用狀實務操作 (Documentary Credits Operations)

本課程為任職於出入口貿易公司及銀行押匯部從業員而設。內容包括押匯信用狀的用途及操作過程；信用狀須附的單據；信用狀之開立、修改及通知；審核押匯信用狀的依附文件；信用狀的償款方法及特殊信用狀的操作過程等。

主 講 人：潘成忠先生
地 點：香港大學專業進修學院市區中心13室（信
德中心西翼九樓）
時 間：一九九三年七月六日起每星期二下午七時
至十時
全期學費：二百六十元（共四講）

1456. Foreign Exchange and Money Markets

Exchange rates and interest rates movements can affect every corporate treasurer and individual investor. Various approaches can be adopted to hedge the risk. This course will discuss Spot, Forward, Swaps, Financial Futures and Options markets. Internal control procedures will also be covered.

Tutor : Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.
A.F., M.I.C.M. (Grad.)

Venue: Room 122, University Main Building
Date : Mondays, 6.15-7.45 p.m., commencing February
22, 1993

16 meetings Fee : \$505

Medium of Instruction: English supplemented with
Cantonese

1457. 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 February 22, 1993

10 meetings

Fee : \$410

1458. Foreign Exchange and Treasury Management for Company Executives

This course is designed for the company finance executive. Discussion topics include: business needs and foreign exchange services, foreign exchange market and practice, function and staffing of corporate treasury function, use of market information, corporate approach to currency management, spot and forward foreign exchange contract, charting techniques, use of financial futures and options contract, management control of treasury activities, electronic banking, ECU and composite currency.

Tutor : H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb., M.I.Inf.Sc.

Venue: Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 6.55-8.25 p.m., commencing March 11, 1993

20 meetings

Fee : \$595

Investment Management

This course aims at introducing various common investment devices and opportunities to the small investors and savers. Topics includes Forex, Stock, Bond, Futures, Unit Trust and Option Markets; ratio analysis and assessing performance of a company; issues of shares, rights, warrants, convertibles and bonds; evaluation of common stock and bonds; risk and return analysis; company mergers and acquisitions; portfolio planning and management; technical analysis.

Tutors: Roland C. C. Lam, B.A. (York) (for course no. 1459)
Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.
A.F., M.I.C.M. (Grad.) (for course no. 1460)

1459. Venue : to be advised

Date : Saturdays, 2.00-4.00 p.m., commencing February 13, 1993

1460. Room 102, James Hsioung Lee Science Building, HKU

Date : Fridays, 8.00-10.00 p.m., commencing February 12, 1993

10 meetings

Fee : \$410

Medium of Instruction: English supplemented with Cantonese

Investment Analysis and Programme Trading

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.

Students are expected to be able to form their own investment systems after the course.

Tutor : Desmond Li, B.Sc. (Com.) (De La Salle)

1461. Room 141, University Main Building

Date : Wednesdays, 8.00-9.45 p.m., commencing March 10, 1993

1462. Room 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 7.45-9.30 p.m., commencing June 2, 1993

10 meetings

Fee : \$360

Medium of Instruction : English & Cantonese

1463. 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：另行通知

時 間：一九九三年二月九日起每星期二下午六時至七時四十五分

全期學費：二百九十元 (共七講)

1464. 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 May 8, 1993

9 meetings

Fee : \$525

1465. 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/seminars by experts in the field.

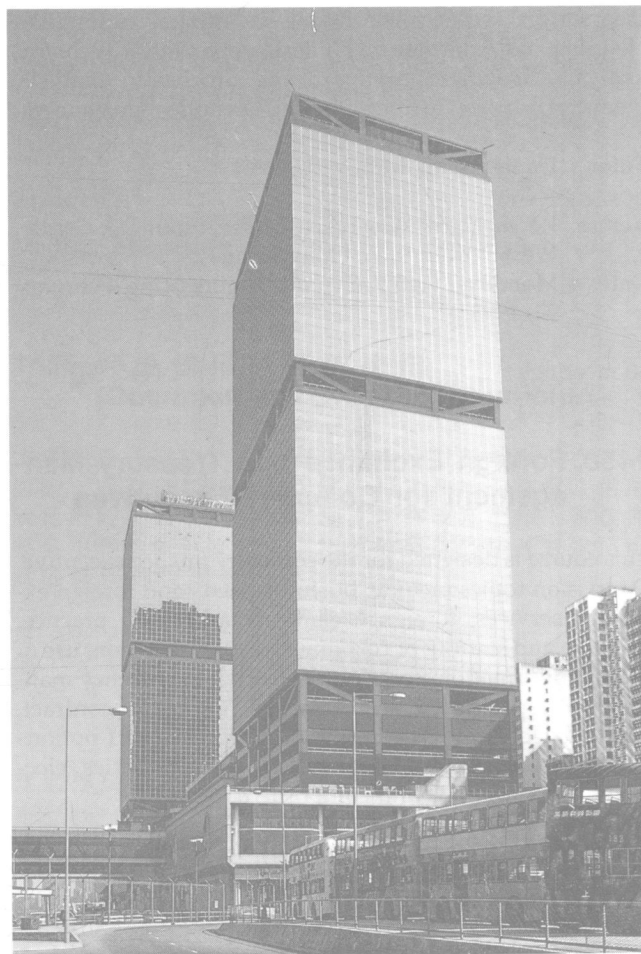
Tutor : to be advised

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

Date : Mondays, 7.45-9.45 p.m., commencing May 31, 1993

8 meetings

Fee : \$370



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

EDUCATION

Lecturers in charge: John Holford
Agnes Lam

Telephone : 859 2415
859 2421

In-Service Teacher Education Programme (INSTEP)

Lecturer in charge: John Holford
Telephone: 859 2415

The following courses are offered by the Faculty of Education in conjunction with the School of Professional and Continuing Education of The University of Hong Kong. The purpose of the programme is to provide a diverse range of in-service courses which will help teachers to implement changes and develop solutions to the problems which they face in schools.

I. Civic/Moral Education & Social Subjects

1466. 「民族教育」教師提升課程 (Civic Education Teacher Enhancement Course)

民族教育是公民教育的一個重要組成部份。自1985年教育署頒布《學校公民教育指引》以來，本港大部份學校均已成立專責小組，以不同形式在校內推行公民教育。特別是在近年，不少校長及教師均希望加強民族教育，讓學生加深認識中國及了解香港和中國的關係。然而老師工作繁忙，坊間亦沒有適合的教材可用，故未必能夠全力推行公民教育之民族教育部份。

本課程的目標為（一）由學者為推行公民教育的老師介紹民族教育的基本概念及知識；（二）推廣一套由在職教師及學者共同設計的民族教育教材套，以方便學校更有效地開展民族教育。

講題分地理、政治經濟、歷史、民族文化、基本法五單元，內容包括：（一）中國自然地理概況及對國家發展的影嚮；（二）中國區域地理與發展策略；（三）中國政治體制的現況與特點；（四）中國經濟體制特色與發展模式；（五）中西文化接觸與近代中國的改革運動；（六）近代中國的民族主義與社會主義歷程；（七）中華民族大家庭；（八）基本法的誕生與特色；（九）基本法重點剖析與釋疑；（十）『香港中國人』到『中國香港人』的角色轉變。

(限收四十人)

主 講 人：薛鳳旋博士（香港大學地理系教授）
梁一鳴博士（香港大學課程學系講師）
周佳榮博士（香港浸會學院歷史系高級講師）
陳文鴻博士（香港浸會學院經濟系高級講師）
程介南先生（培僑中學教師）

地 點：香港中華文化促進中心，信德中心西翼十樓，1001室
時 間：一九九三年二月五日起每星期五下午四時三十分至六時三十分
全期學費：五百五十元（共十講）

〔本課程與香港中華文化促進中心合辦〕

教師可獲教育署退還半費。詳參第76頁。

1467. Developing Teaching Materials for Certificate Level Commerce

This course will be organised as workshops for teachers of Form 4 and Form 5 Commerce. A revised syllabus is being introduced which recommends a variety of teaching approaches. The course will provide an opportunity for teachers to work together in producing resources and materials such as case studies, simulation and role-playing exercises.
Enrolment is limited to 20

Tutors : D.B. Lewis, B.Sc.(Econ.) (Lond.), Lecturer in Curriculum Studies, HKU
Cheung Chi-kim, B.Comm. (McMaster), P.C.Ed. (HK), Teaching Consultant in Curriculum Studies, HKU

Venue: Room 207, Runme Shaw Building, HKU
Date : Thursdays, 2.30-4.30 p.m., commencing May 6, 1993

8 meetings Fee : \$675

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

1468. 如何教授中六(AS)倫理及宗教科之「基督教傳統」 (Teaching Christian Traditions in AS Level Ethics & Religious Studies)

本課程特別針對於1992年中六開設的高級補充程度倫理及宗教科第四部的考試範圍—基督教的傳統。本課程適合教授該組課程的老師。

學生不參予公開考試但將以該課程作為中六、七倫理宗教科內容的學校，其任教老師亦受歡迎。

(限收四十人)

主 講 人：凌蕙彬修女 B.D.(Hons.)(Lond.), M.Th.(Ottawa)
斐林豐神父 Society of St. Francis De Sales,
S.T.B.(P.U.U.,Rome), L.S.S.(P.I.B.,Rome), B.A.
(Lond.)

地 點：九龍柯士甸道162號，嘉諾撒聖瑪利書院39室（由金巴利道大門入）
時 間：一九九三年二月十七日起每星期三下午六時三十分至八時

全期學費：五百二十元（共十二講）

本課程與香港天主教教育委員會合辦。

教師可獲教育署退還半費。詳參第76頁。

II. Languages & Communications

1469. 中國語文知識概論 (Introduction to the Study of Chinese Language)

本課程以未曾修習中國語言學的中學中國語文教師為對象，著重介紹中國語言文字的基本知識。課內活動，包括導師講授和小組研習兩方面。

(限收二十人)

主講人：韓炎聯先生 M.A., P.C.Ed (HK), 香港大學課程學系講師

地點：香港大學邵仁枚樓 204 室

時間：一九九三年二月一日起每星期一下午六時十五分至七時四十五分

全期學費：四百七十五元（共十二講）

教師可獲教育署退還半費。詳參第76頁。

1470. 中文作文量表批改法 (Evaluating Pupils' Chinese Writing by Peer Checklist)

培養學生修改自己文章的能力，其實是作文評改教學的最終目的；學生養成自改文章的習慣，也是終身受用。經過實驗和實踐證明，量表批改法比精批細改和符號批改更有效。本課程將介紹量表批改法的理論、各地實驗的情況；並推介一些量表給中學語文老師試用。本課程的教學活動包括教法示例、教學交流、實驗報告等。

(限收三十人)

主講人：謝錫金先生 B.A., M.Phil., Dip Ed (HK), M.A.(Ed.) (CUHK), 香港大學課程學系講師

岑紹基先生 B.A (Lond.), M.I.L., Cert Ed (HK), M.A.(Ed.) (CUHK)

地點：香港大學邵仁枚樓 204 室

時間：一九九三年二月六日星期六上午九時至下午一時

全年學費：二百一十元（共一講）

教師可獲教育署退還半費。詳參第76頁。

1471. Language Learning with LOGO

LOGO is a simple yet powerful computer language designed for learning, exploring, and messing about with language. It is available in many Hong Kong secondary schools. This course is meant for language teachers to learn

how to use LOGO in the classroom. Topics include student projects on language structure, knowledge structure, grammar, dictionaries, conversations, and so on. Requirements: hard work, a sense of humour, and a love of language. No experience with programming or computers necessary. Text for the course will be E. Paul Goldenberg and Wallace Feurzeig, *Exploring Language with Logo*, MIT Press.

Enrolment is limited to 20

Tutor : Hubert O. Brown, B.A.(Col.), M.A.(Chic.), M.A., Ph.D.(Stan.). Senior Lecturer in Education, HKU

Venue: Room 324, Runme Shaw Building, HKU

Date : Mondays, 6.15-7.45 p.m., commencing February 1, 1993

10 meetings

Fee : \$650

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

1472. 創意教室 (A Creative Classroom)

培養學生創造力是近年語文教學的新趨勢。本課程通過講課和工作的形式，介紹創造思考教學的各種策略，讓學員認識在語文課進行創造思維訓練的方法，目的在激發學生思考，變化教學模式和活潑課堂氣氛。

本課程將為中學教師而設，內容包括：(一)創意閱讀教學 這部份將以九一年中學中國語文課程新編課文為例，介紹不同類型的創意教學設計。(二)創意寫作教學 主要介紹各種不同的創意寫作策略和教學設計。

(限收三十人)

主講人：李孝聰先生 B.A., Cert.Ed (HK)

張永德先生 B.A., M.A (HK), Dip Ed (CUHK)

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：一九九三年二月五日起每星期五下午六時至八時

全期學費：四百二十元（共六講）

教師可獲教育署退還半費。詳參第76頁。

1473. English Pronunciation for Teachers

This course is specially designed for primary and secondary English teachers to (1) improve their English pronunciation and (2) upgrade their effectiveness in teaching English pronunciation. Course participants will be familiarised with the basic patterns of English pronunciation at the suprasegmental level, including intonation, accent, stress and rhythm, linking, contraction, assimilation and elision. Teaching (or revision) of the International Phonetic Symbols will be included. Participants will also discuss the teaching of verse-speaking and public speaking with regard to pronunciation. Course activities will include role-play, public speaking, reading aloud poems, rhymes, dialogues and prose passages, drills and games.

Enrolment is limited to 20

Tutor : Ng Sun-kit, B.A.(National Taiwan), M.Ed.(HK),
M.I.L.

Venue: Room 237, University Main Building, HKU
Date : Tuesdays, 6.15-7.45 p.m., commencing February 2,
1993

8 meetings Fee : \$445

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

III. Science & Mathematics

1474. The Biology Teacher Assessment Scheme (TAS): Developing Skills for Assessing Students' Laboratory Abilities

This course is specially developed for supporting A-Level and AS-Level biology teachers to implement the Teacher Assessment Scheme (TAS). It aims to develop skills and competence in assessing pupils' skills and abilities in conducting physiology experiments (Area A) and writing laboratory reports (Area B). The course emphasizes group work, discussions, presentations and sharings for effective learning. Participants are expected to work actively in group tasks. Apart from developing skills and insights, participants will acquire useful resources developed by teachers in their own and other groups. As enrolment is limited, acceptance will be based on a first-come-first-served basis.

Enrolment is limited to 30

Tutors: K.C. Pang, B.Sc., M.Sc.(McGill), Cert.Ed.,
Adv.Dip.Ed., Ph.D.(HK), M.I.Biol., C.Biol.,
Senior Lecturer in Curriculum Studies, HKU
(Course Co-ordinator)

Benny Yung, B.Sc., Cert.Ed., M.Ed.(HK)
S.Y. Tse, B.Sc., Dip.Ed., Adv.Dip.Ed., M.Ed.(HK),
M.A.(Lond.), C.Biol., M.I.Biol.
M.C. Ng, B.Sc.(CUHK), Cert.Ed.(HK)
W.Y. Ng, B.Sc., Dip.Ed., M.Phil. (CUHK)

Venue: Room 8, Library Extension Building, HKU
Date : Saturdays, 9.15 a.m. - 12.45 p.m., June 5, 19 & July
3, 1993

3 meetings Fee : \$715

Medium of Instruction : Cantonese

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

1475. Innovative Practical Approaches in A-Level Biology

The course will allow participants to work on practical materials suitable for the HK Advanced Level Biology syllabus and the new HK Advanced Supplementary Level Biology syllabus. It will attempt to suggest an integrated approach to syllabus teaching to enhance the development of guided discovery as the basis of learning. Free hand preparations and study of A-level specimens from photographs will be included to extend the scope of learning. Teachers completing the course will find it a useful resource for their Teacher Assessment Scheme. Students using these methods should become more critical, self-reliant and analytical. It is hoped that video-taped materials from this course will be suitable for development of work eligible for a grant under Education Department's "School Based Curriculum Development Scheme".

Enrolment is limited to 18

Tutor : Law Siu-wing, B.Sc.(CUHK), Cert.Ed.(HK)

Venue: Room 308, Runme Shaw Building, HKU
Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing May
15, 1993

6 meetings Fee : \$1,025

Medium of Instruction: Cantonese supplemented with
English

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

IV. Computer Studies & The Application of Micro-Computers

1476. Using WordPerfect in Producing Printed Materials

This course is designed for teachers who have little or no experience in using computers. Topics to be covered will include (1) the basic features of WordPerfect such as creating and editing documents, using the speller and the thesaurus, changing fonts and other attributes, and creating tables; (2) configuring WordPerfect for different kinds of printers; (3) advance features like automatic mass-mailings, using WordPerfect as a database manager, and creating simple macros; (4) enhancing documents with graphics by the use of a hand-scanner, and (5) using WordPerfect as a tool in desktop publishing. The course will also introduce some basic principles in design and layout of printed materials.

Enrolment is limited to 20

Tutors: Annie Nicholson, B.A.(Hons.), M.Ed., Cert.Ed.
(HK), Teaching Consultant in Curriculum
Studies, HKU
Lee Ming-sun, Cert. in Computing Studies (CWIT),
Cert. in Foundation Design(H.K.Poly.)

Venue: Room 201, Run Run Shaw Building, HKU
Date : Fridays, 6.00-8.00 p.m., commencing February 5,
1993

5 meetings Fee : \$685

Medium of Instruction: English supplemented with
Cantonese

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

1477. Word Processing Skills for Teachers

This is an introduction to WordPerfect that should benefit
primary and secondary teachers with little or no practical
experience of word processing. Participants will enjoy in-
dividual 'hands on' experience throughout the duration of
this course and will learn how to produce worksheets,
handouts and overhead transparencies efficiently and effec-
tively with the aid of computer technology.

Enrolment is limited to 12

Tutor : Dino Chincotta, B.Ed.(Hons.)(Soton), M.Ed.
(Nottingham), Demonstrator in Curriculum
Studies, HKU

Venue: Room 324, Runme Shaw Building, HKU
Date : Saturdays, 2.00-3.30 p.m., commencing February 6,
1993

6 meetings Fee : \$635

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

1478. Writing Programs in dBase III+/ Foxbase to Assist School Administration Work

This is an introductory course on dbase III+/Foxbase pro-
gramming. It aims to help participants to acquire the skills
to program in dbase III or dbase related softwares. With
guidance from the tutors, participants are expected to write
simple programs to assist certain administrative work in
their school. Small program modules will be provided for
participants to build up their own applications.

Topics to be covered include database concepts, file design,
system design and project management. The following area
of dBase III+ skills will be outlined: dbase functions and
command syntax, basic input and output, menu and win-
dows, general programming skills, report printing, modular
program design, program testing and debugging tech-
niques.

Enrolment is limited to 28

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

Venue: (To be confirmed)
(Workshop) Room 314, Knowles Building, HKU
Date : Tuesday, 7.00-9.00 p.m., April 20, 1993 (for one
special meeting) Fridays, 7.00-9.00 p.m., commencing
April 23, 1993 (for balance of meetings)
(Workshop) Tuesdays, 6.30-8.00 p.m., commencing
April 27, 1993

8 meetings & 6 workshops Fee : \$970

Medium of Instruction : Cantonese

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

Computer Literacy Course for Teachers, School Administrators & Clerks

With the help of personal computer, much routine school
office work can be made more efficient and easy. These
include word processing, data processing, statistical
analysis and graphical presentations, etc. The course is
designed for beginners with little knowledge of computers
and would like to get some insight into using a computer.

The following area of knowledge will be outlined: basic
computer concepts, DOS usage, window environment, Eten
Chinese system, preparing documents with WordPerfect,
manipulating data with dbase III+/Foxbase, and using
Symphony/Lotus 1-2-3 to perform numerical analysis and
graphical presentations. Furthermore, local area network
(LAN), bulletin board system (BBS) and modems will also
be introduced.

Enrolment is limited to 18

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

1479.

Venue: (To be confirmed)
(Workshop) Room 808, K.K. Leung Building, HKU
Date : Mondays, 7.00-9.00 p.m., commencing February 1,
1993
(Workshop) Thursdays, 6.30-8.00 p.m., commencing
February 4, 1993

1480.

Venue: (To be confirmed)
(Workshop) Room 808, K.K. Leung Building, HKU
Date : Mondays, 7.00-9.00 p.m., commencing February 1,
1993
(Workshop) Fridays, 6.30-8.00 p.m., commencing
February 5, 1993

9 meetings & 8 workshops Fee : \$1,110

Medium of Instruction : Cantonese

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

V. Physical Education & Sport Sciences

Course Nos. 1481- 1494 are organised in association with the Physical Education and Sports Science Unit, The University of Hong Kong

1481. Reciprocal Style of Teaching in PE and Sport

The Reciprocal Style of Teaching has been described as the one which best suits a teaching context which lacks space for large group lessons. It is innovative in a sense that it does not merely focus on practical sport skill learning but on improvement of analytical and interactive ability in pupils. The course includes some lectures and practical sessions and workshops.

Enrolment is limited to 16

Tutor : Li Yuk-keung, Daniel, B.Ed.(Hons.) (Nott.), M.A. (Ed.) (CUHK), Physical Education Officer, HKU

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Saturdays, 2.30-5.30 p.m., commencing April 17, 1993

8 meetings Fee : \$725

Medium of Instruction : Cantonese

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

1482. Planning the PE Curriculum in Schools

This course is designed for PE teachers who are interested or involved in planning the PE curriculum in schools. Content includes concept of curriculum; issues of planning; curriculum design; school-based curriculum development; and trends in the development of PE curriculum in schools.

Enrolment is limited to 16

Tutor : Li Yuk-keung, Daniel, B.Ed.(Hons.)(Nott.), M.A. (Ed.) (CUHK), Physical Education Officer, HKU

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Fridays, 7.00-9.00 p.m., commencing April 16, 1993

6 meetings Fee : \$440

Medium of Instruction : Cantonese

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

1483. Managing the PE Subject Panel: Issues and Practices

This course aims at equipping PE teachers with theoretical concepts and practical skills for managing the PE subject panel. Content includes: concepts of administration, management and leadership; the school as an organization; leading a professional team; operational management; management of change and development; concepts of action research.

Enrolment is limited to 16

Tutor : Li Yuk-keung, Daniel, B.Ed.(Hons.) (Nott.), M.A.(Ed.)(CUHK), Physical Education Officer, HKU

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Wednesdays, 7.00-9.00 p.m., commencing February 3, 1993

8 meetings Fee : \$580

Medium of Instruction : Cantonese

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

1484. Qualitative Research Methods in PE and Sport

This course aims at introducing some qualitative research methods to personnel who may have an interest in research in Physical Education and Sport. Content includes a discussion of contrasting approaches (qualitative and quantitative) to research; an introduction to interpretive and critical approaches; workshops on preparing research proposals as well as implementation of a small-scale exercise in qualitative research.

Enrolment is limited to 10

Tutors: Cheng Kai-ming, B.Sc.(Special), M.Ed.(HK), Ph.D. (Lond.), Senior Lecturer in Education, HKU
Li Yuk-keung, Daniel, B.Ed.(Hons.)(Nott.), M.A. (Ed.) (CUHK), Physical Education Officer, HKU

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Fridays, 7.00-9.00 p.m., commencing February 5 to March 26, 1993 and June 4-11, 1993

10 meetings Fee : \$940

Medium of Instruction : Cantonese

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

Teachers' Swimming Class

The course is designed for teachers who cannot swim. With reference to individual cases, either breast stroke or front crawl will be introduced to individual course members. The aim of the course is to enable teachers to gain some knowledge and skill in swimming which may be helpful for their personal and social development with their children and pupils.

Enrolment is limited to 8

Tutor : Li Yuk-keung, Daniel, B.Ed.(Hons.) (Nott.), M.A. (Ed.) (CUHK), Physical Education Officer, HKU

1485.

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : 5.30-6.30 p.m. (for Wednesdays); 9.30-10.30 a.m. (for Saturdays), commencing April 28, 1993

1486.

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : 5.30-6.30 p.m. (for Wednesdays); 9.30-10.30 a.m. (for Saturdays), commencing May 19, 1993

1487.

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : 5.30-6.30 p.m. (for Wednesdays); 9.30-10.30 a.m. (for Saturdays), commencing June 9, 1993

6 meetings

Fee : \$360

Medium of Instruction : Cantonese

Teaching of Badminton

This course is designed for teachers who have a basic knowledge of badminton, and are prepared to promote the activity in schools. Content includes analysis of basic skills and teaching methods.

Enrolment is limited to 12

Tutor : Li Yuk-keung, Daniel, B.Ed.(Hons.) (Nott.), M.A. (Ed.) (CUHK), Physical Education Officer, HKU

1488.

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Thursdays, 5.00-7.00 p.m., commencing February 4, 1993

1489.

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Mondays, 5.00-7.00 p.m., commencing April 19, 1993

8 meetings

Fee : \$770

Medium of Instruction : Cantonese

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

網球教學法 (Teaching of Tennis)

本課程適合對網球運動有基本認識，並且準備在學校推動網球活動之教師而設，內容包括技術分析及教學法等。
(限收十人)

1490. 李玉強先生 B Ed.(Hons.) (Nott.), M A (Ed.) (CUHK), Physical Education Officer, HKU

地點: 何世光夫人體育中心 (香港薄扶林道 111-113 號)

時間: 一九九三年二月一日起每星期一下午五時至七時

全期學費: 九百二十元 (共八講)

1491. 楊格非先生 B Ed.(Taiwan), H K T A (Part I & II), USPTR, Physical Education Officer, HKU

地點: 何世光夫人體育中心 (香港薄扶林道 111-113 號)

時間: 一九九三年四月十七日起每星期六上午九時三十分至十一時三十分

全期學費: 九百二十元 (共八講)

教師可獲教育署退還半費。詳參第 76 頁。

1492. Archery for Teachers

This course is designed to train teachers how to introduce and teach archery to beginners in school or club. The course will include: history of archery, archery development in Hong Kong, care of equipment, basic technique and method of coaching, safety, competition, choice of equipment. (Basic equipment will be provided for the course.) Previous archery experience is preferred but not essential.

Enrolment is limited to 12

Tutor : Lau Chiu Ki, B.Sc.(Ed.), M.Sc.(Phy.Ed.) (Emporia State), Physical Education Officer, HKU

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Saturdays, 2.00-4.00 p.m., commencing February 13, 1993

8 meetings

Fee : \$715

Medium of Instruction : Cantonese

1493. Squash Introductory Course for Teachers

This course is designed to train teachers basic skills in squash and show them how to introduce the game to beginners in school. The course will include: introduction to the game, the court and equipment, organization of group lessons with emphasis on safety, activity and purpose, teaching technique, grip, swing, court movement, forehand and backhand drives, service and return service, basic tactics, conditioned games, scoring and simple tournament organisation.

Enrolment is limited to 16

Tutor : Lau Chiu-ki, B.Sc.(Ed.), M.Sc.(Phy. Ed.)(Emporia State), Physical Education Officer, HKU

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Wednesdays, 6.30-8.30 p.m., commencing April 7, 1993

8 meetings

Fee : \$525

Medium of Instruction : Cantonese

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

1494. Instructor Training of Weight Training

This course is especially suitable for teachers or physical educators who would like to gain basic knowledge and practical experience in teaching and conducting weight training programmes. The course contents include the assessment of muscular fitness, demonstration techniques on the use of equipment and the preparation of more advanced course on weight training.

Enrolment is limited to 16

Tutor : Joe Ching W.K., B.Ed.(Hons.) (Liverpool), M.Ed. (HK), Qualified Weight Training Instructor of Hong Kong Physical Fitness Association

Venue: Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Saturdays, 10.00 a.m. - 12.00 noon, commencing April 24, 1993

8 meetings

Fee : \$560

Medium of Instruction : Cantonese

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

1495. 幼兒體能課程 (Early Childhood PE)

認識幼兒體能、幼兒體能訓練之重要性及老師在幼兒體能發展上之角色。課程更包括如何訓練幼兒基本平衡、律動、手眼協調等之活動；如何利用體育器材設

計遊戲及比賽活動；夏天游泳(玩水)時之安全及水上玩忌等；如何編寫課程、教案及如何籌備運動日等。
(限收三十六人)

主 講 人：李榮漢先生 B.A.(Chu Hai College)

地 點：九龍塘根德道2號耀中國際學校體育館

時 間：一九九三年四月七日起每星期三下午六時十五分至七時四十五分

全期學費：五百一十五元 (共十二講)

教師可獲教育局退還半費。詳參第76頁。

VI. School & Teacher Development

Courses on the School Management Initiative (SMI)

Courses 1496, 1497 and 1498 examine aspects of the School Management Initiative Scheme (SMI). The courses are linked; applicants may find it advantageous to attend all three, but this is not a requirement. Each course will include an opportunity for teachers and administrators to share their views and experiences of SMI.

1496. The Concept of School Management Initiative

The basic concepts of school-based management will be explored, analyzed and contrasted with the existing mode of management in Hong Kong. This new management initiative will be examined also from the effective school framework. School-based management is looked at as a further attempt to make the school more effective in serving its main functions.

Enrolment is limited to 25

Tutor : Andrew K.C. Wong, B.A.(CUHK), Adv.Dip.Ed. (HK), Ph.D. (Lond.), Lecturer in Education, HKU

Venue: Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 2.30-4.00 p.m., commencing February 10, 1993

5 meetings

Fee : \$260

Medium of Instruction : English & Cantonese

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

1497. The Appraisal of Staff

This course will study the concept of staff appraisal, its purposes, requirements, procedures and outcomes. These are important components of appraisal which should be considered. Although guidelines, advice, expectations for criteria may be provided by central authorities, it is the school which must determine its own arrangements. Key issues like who, what, how much, how often should be appraised; whether fairness can be ensured; and confidentiality of information, will be raised.

Enrolment is limited to 25

Tutors : Brian Cooke, B.L., B.A., Ph.D., Dip.Ed.(Durh.),
Professor of Curriculum Studies, HKU
Au Yeung Ying Cheong, M.Ed.(HK)

Venue: Room 22, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Wednesdays, 2.30-4.00 p.m., commencing March
24, 1993

4 meetings Fee : \$215

Medium of Instruction : English & Cantonese

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

1498. The School Plan and School Profile

This course will study how school plans and school profiles are actually worked out. Examples will be drawn both local and overseas schools. The self-managing school model will be explored as a frame. Sharing will be made to enable the participants to look the possible problems encountered in the local school situation.

Enrolment is limited to 25

Tutors: Andrew K.C. Wong, B.A.(CUHK), Adv.Dip.Ed.
(HK), Ph.D.(Lond.), Lecturer in Education,
HKU
Sr Bernadette Au, B.A., Dip.Ed. (CUHK),
M.A.(Lond.)

Venue: Room 22, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Wednesdays, 2.30-4.00 p.m., commencing April 28,
1993

5 meetings Fee : \$260

Medium of Instruction : English & Cantonese

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

1499. Concepts, Strategies and Issues in Curriculum Development

The course aims at giving a general picture to the exciting exercise of developing a curriculum. Basic concepts and issues about development models, aims and objectives, designs and implementation, inquiries and evaluating will be introduced. Philosophical queries about the school curriculum will be raised. Theories and practice in the area of school-based curricula development will be discussed with the aid of case studies.

There is no prerequisite to the course and anyone in a strong position to influence curricula, e.g. senior teachers, principals, members of curriculum innovation teams, will find the course particularly useful.

Participants are expected to interact actively with the tutors and with one another.

Enrolment is limited to 30

Tutors: Brian Cooke, B.A., Ph.D., Dip.Ed.(Durh.), Professor
of Curriculum Studies, HKU
Paul Morris, B.Ed., Cert.Ed.(Leeds), M.Sc., D.Phil.
(Sussex), Reader in Curriculum Studies,
HKU
Philip Stimpson, B.Sc., Cert.Ed.(Brist.), M.Sc., Ph.D.
(Sheff.), Senior Lecturer in Curriculum
Studies, HKU
Jerry McClelland, B.Sc.(Belf.), Ph.D.(Cornell),
Senior Lecturer in Education, HKU
Hob Brown, B.A.(Col.), M.A.(Chic.), M.A., Ph.D.
(Stan.), Senior Lecturer in Education, HKU
Leung Yat-ming, B.A.(HK), M.A., D.Phil.(Sussex),
Cert. Ed.(HK), Lecturer in Curriculum
Studies, HKU
Annie Nicholson, B.A., M.Ed.(HK), Teaching
Consultant in Curriculum Studies, HKU
Wong Kai-shung, B.Sc., M.Ed.(HK), Lecturer in
Curriculum Studies, HKU

Venue: Room 206, Runme Shaw Building, HKU

Date : Saturdays, 9.30 a.m. - 12.30 p.m. & 2.00-5.00 p.m.,
commencing June 5, 1993

3 meetings Fee : \$570

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

1500. School-based Staff Development: A Positive Outlook to Change and Collaboration

This course is designed to discuss the problems/barriers faced by teachers nowadays. The intention is to encourage teachers to overcome some of these barriers through school-based staff development to promote an atmosphere of collaboration in school so as to achieve meaningful change. Action research is introduced as a framework to facilitate

collaborative staff development. Teachers are expected to participate actively in the lecture/workshop/discussion. Key topics are suggested as follows: (a) identification of problems in school; (b) school-based staff development as an approach to solve the problems; (c) action research (teacher enquiry) as a framework to do staff development; (d) strategies of planning and implementation, and (e) evaluation and assessment for further improvement.

Enrolment is limited to 40

Tutor : Ms Tammy Kwan, B.A., Cert.Ed., M.Sc., M.Ed.

Venue: (For Mon & Thur) Room 17, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
(For Tue) Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Monday, Tuesday and Thursdays, 6.00-9.00 p.m.,
June 7, 10, 15 & 17, 1993

4 meetings

Fee : \$375

Medium of Instruction : Cantonese

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

1501. Meeting Individual Needs

This course, based on a UNESCO project, is for teachers in primary or secondary schools concerned with improving their practice. The emphasis is on learning from experience, exploring ways of meeting individual needs, developing whole school approaches and evaluating classroom practice. The course will involve participants in active learning. Written support materials will be provided.

Enrolment is limited to 30

Tutor : Nick Crawford, B.A.(Open), M.Ed.(Birm.),
Teacher's Cert.(Lond.), Dip.Sp.Ed.(Wales),
Lecturer in Education, HKU

Venue: (To be confirmed)

Date : Saturdays, 9.30 a.m. - 12.00 noon, commencing
May 1, 1993

8 meetings

Fee : \$465

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

1502. An Introduction to Special Needs in the Ordinary Classroom

This course forms part of a new project developed by UNESCO to help teachers and schools to respond to students with special needs. The material used requires active learning by participants usually involving group work. Little use is made of formal lectures. Written materials will be provided. Teachers in primary and secondary schools working with children who have learning or behaviour

difficulties or those involved in developing whole school approaches will find this introductory course invaluable.

Enrolment is limited to 30

Tutor : Nick Crawford, B.A.(Open), M.Ed.(Birm.),
Teacher's Cert.(Lond.), Dip.Sp.Ed.(Wales),
Lecturer in Education, HKU

Venue: (To be confirmed)

Date : Saturdays, 9.30 a.m. - 12.00 noon, commencing
February 13, 1993

5 meetings

Fee : \$295

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

1503. Research Methodology and Data Analysis

This course will cover quantitative and qualitative research methodology. Topics covered will include: an overview of research paradigms; literature review techniques with CD-ROM; hypothesis testing; research design; measurement; sampling; data collection; data analysis with SPSS/PC+; generalization; interpretation of print-outs.

Enrolment is limited to 12

Tutor : Joe Hong Hing-cheung, B.A.(Winn.), B.Sc.(Manit.),
Demonstrator in Education, HKU

Venue: Room 324, Runme Shaw Building, HKU

Date : Saturdays, 9.30-12.30 p.m., commencing February
6, 1993

10 meetings

Fee : \$1,650

Medium of Instruction : Cantonese

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

1504. 潮流文化剖析 (A Critical Analysis of Contemporary Popular Culture)

本課程特別為常與青少年接觸之人士而設。由於香港之青少年受到傳媒的嚴重影響，所以這課程會從流行歌、電影、電視、及漫畫等青少年喜愛的嗜好來分析它們對青少年的影響，亦從而協助他們以正確的態度來欣賞這些東西。
(限收二十五人)

主 講 人：張志儉先生 B.Comm.(McMaster), P.C.Ed.(HK), 香港
大學課程學系教學導師

地 點：香港大學邵仁枚樓 207 室

時 間：一九九三年三月一日起每星期一下午五時
三十分至七時三十分

全期學費：四百六十元 (共八講)

教師可獲教育署退還半費。詳參第 76 頁。

1505. 課外活動統籌主任訓練課程 (Management Course for Extra-Curricular Activity Co-ordinators)

本課程專門為中學課外活動統籌主任提供有關的專業訓練。內容分三部分：一般行政管理知識，學生管理的一般原理，及在本港中學擔任課外活動統籌主任的方法及技巧。
(限收三十人)

主 講 人：黃光啓先生（香港課外活動統籌主任協會主席）

劉錦民先生（香港課外活動統籌主任協會副主席）

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：一九九三年三月三日起每星期三下午七時三十五分至九時零五分

全年學費：四百七十元（共八講）

(本課程與香港課外活動統籌主任協會合辦。)

教師可獲教育署退還半費。詳參第76頁。

1506. Stress Management for Teachers

The purpose of this course is to enable teachers to be aware of the sources and impact of stress on their well-being. Strategies and methods for reducing stress will be introduced.

Topics to be covered include: sources of stress; theories on stress; stress management; strategies/methods for reducing stress; coping mechanisms of stress; practical exercises and/or relaxation will be introduced.

This course is specially designed for teachers who are interested in stress and stress management.

Enrolment is limited to 30

Tutor : Ms Amy Chow A.M., B.Soc.Sc.(CUHK), M.Ed.
(Educational Psychology), Cert.Ed.(HK)

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

Date : Wednesdays, 6.30-8.30 p.m., commencing May 12, 1993

8 meetings

Fee : \$475

Medium of Instruction : Cantonese

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

1507. Maximising the Use of Visual Aids for Effective Instruction

The course is aimed at developing an appreciation of visual media in teaching and learning with an in-depth survey on

the use of the overhead projector. Characteristics of various types of visual aids will be discussed, ranging from traditional chalkboard to modern computer graphics. Included will be a workshop on the production of learning materials for the overhead projector as compared with those generated by computer software. Participants can acquire practical skills which include the production of animated transparencies. In-service teachers, school resource personnel, librarians, technicians and training officers will find this course particularly beneficial.

Enrolment is limited to 16

Tutors : William C.W. Pang, Dip.Ed.Tech. (Plymouth Polytechnic), Senior Technician in Education, HKU

Venue: Room 301, Runme Shaw Building, HKU

Date : Saturdays, 9.30-11.30 a.m., commencing April 17, 1993

8 meetings

Fee : \$580

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

1508. Towards a Human Rights Education Curriculum in Civic Education

This course, jointly organised with Amnesty International Hong Kong Section, is designed to develop an independent, non-political curriculum for human rights education in secondary schools. Participants are expected to be teachers involved in organising civic education and/or student activities. They will be exposed to various aspects of human rights issues through discourse with the guest speakers/tutors, who are invited to give their different perspectives and experience on human rights education. It is envisaged that through such a pooling of expertise, a basic framework of a human rights education curriculum for secondary schools in Hong Kong can be developed.

Enrolment is limited to 50

Tutors : Man Sze Wai

Yip Po Keung, B.A., M.Phil. (CUHK), Ph.D.
(Western Ontario)

Johannes Chan, LL.B.(HK), LL.M.(Lond.), P.C.LL.
(HK), Senior Lecturer in Law, HKU

Ho Hei Wah

Benny Yiu-Ting Lai, LL.B., P.C.LL.(HK), LL.M.
(Lond.), Lecturer in Law, HKU

Woo Wai Ki, B.A.(HK Association for Religious Education in Christian Schools)

Venue: Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturday and Monday, 10.00 a.m. - 5.00 p.m., on April 10 & 12, 1993

2 meetings

Fee : \$600

Medium of Instruction: Cantonese (English in case of foreign speakers, translation available for Q & A sessions)

[This course is organised in association with Hong Kong Island Chinese Group, Amnesty International Hong Kong Section.]

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

1509. 幼兒音樂教育 (Music Education for Young Children)

本課程為幼稚園、幼兒院教師提供一個基本而全面的音樂教學訓練課程，內容包括：(1)介紹 Kodaly, Dalcroze, Orff, Suzuki, Carabo-Cone, Gordon 等教學法及在幼兒音樂教育上的應用；(2)探討『潛能發展模式』、『親子音樂教育模式』、『Piaget 學習理論』及『新一代音樂教學法』在幼兒音樂教育的推行；(3)研習上述教學法的教學技巧及基本和聲、指揮、配樂、敲擊樂器演奏、鍵盤和聲技巧等音樂技巧，以配合上述教學法的推行；和(4)綜論幼兒音樂教育的功能、課程設計及推行模式。本課程深入淺出，著重老師參與，使老師將所學的實踐在教學上。(限收二十人)

主 講 人：劉超祺先生 B.A., Dip.Ed., Cert.Sp.Ed., Cert. Aural Rehab., M.A., FCollp.(UK)

地 點：香港弱能、健全、資優兒童音樂家庭，九龍深水埗長沙灣道 110-114 號偉業樓四樓 E 座（長沙灣道與石硤尾街交界）

時 間：一九九三年四月一日每星期四下午七時至九時

全期學費：七百二十元（共十二講）

教師可獲教育署退還半費。詳參第 76 頁。

1510. 弱能兒童音樂教育 (Music Education for Handicapped Children)

本課程旨在向從事弱能兒童音樂教育工作者提供一個基本而全面的音樂教學訓練課程，內容包括：(1)介紹 Kodaly, Dalcroze, Orff, Suzuki 等教學法及在弱能人士音樂教學及治療上的應用；(2)探討『潛能發展模式』、『親子音樂教育模式』、『Piaget 學習理論』及『新一代音樂教學法』對弱能兒童音樂教育的可行性；(3)研習上述教學法的教學技巧及音樂技巧，如基本和聲、指揮、配樂、敲擊樂器演奏、鍵盤和聲技巧等；(4)綜論弱能兒童音樂教育的目的，與醫學及治療的關係。本課程深入淺出，著重老師參與，使老師將所學的實踐在教學上。(限收二十人)

主 講 人：劉超祺先生 B.A., Dip.Ed., Cert.Sp.Ed., Cert. Aural Rehab., M.A., FCollp.(UK)

地 點：香港弱能、健全、資優兒童音樂家庭，九龍深水埗長沙灣道 110-114 號偉業樓四樓 E 座（長沙灣道與石硤尾街交界）

時 間：一九九三年二月二日每星期二下午七時至九時

全期學費：七百二十元（共十二講）

教師可獲教育署退還半費。詳參第 76 頁。

VII. Primary Education

1511. 如何在小學組織及推行課外活動 (How to Conduct Extra-Curricular Activities in Primary Schools)

本課程適合小學教師。內容包括：(一)課外活動的功能、角色、和行政原則；(二)如何組織較大型之課外活動設計；(三)小學各學科的課外活動形式；(四)如何安排教育營、參觀、興趣小組及各類比賽；(五)課外活動的安全及賠償；(六)如何解決組織及推行課外活動所遇到之困難。(限收二十五人)

主 講 人：梁兆棠先生

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：一九九三年二月十一日起每星期四下午八時至九時三十分

全期學費：四百元（共八講）

教師可獲教育署退還半費。詳參第 76 頁。

1512. 小學中國語文教學法 (Method in Teaching Chinese Language – Primary)

本課程介紹幾種有效識字法，包括：集中識字法、分散隨課文識字法、多形式結合識字法等。希望能幫助小學生自能識字，培養識字能力，達到無痛學習，愉快識字之目標。教學活動包括教法示例、示範、教學討論等。(限收三十人)

主 講 人：黃綺華女士 (South China Normal University)

地 點：香港大學專業進修學院市區中心 20 室(信德中心西翼九樓)

時 間：一九九三年二月三日起每星期三下午六時至九時

全期學費：三百二十五元（共三講）

教師可獲教育署退還半費。詳參第 76 頁。

1513. 從欣賞導向創作 (Teaching Art with Art)

本課程為小學美勞教師而設。內容包括：(一)低年級的欣賞教學；(二)連貫性專題模式的高年級美勞課程；(三)串連美術欣賞，美術批評和創作的教材。(限收三十人)

主 講 人：陳美玉女士 Diploma D.E.U.G.(France)

譚瑞菁女士 Dip.Ed.(Newcastle); M.Ed.(HK)

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：一九九三年二月三日起每星期三下午六時三十分至八時

全期學費：五百一十五元（共十講）

教師可獲教育署退還半費。詳參第 76 頁。

1514. 中國藝術概觀 (Introduction to Chinese Art)

以專題性質介紹各類型中國藝術，如繪畫、雕刻、瓷器等。深入淺出的啟發學員對中國藝術的興趣，增加其認識。

由於本課程主要為在職小學美術教師而設，故課程設計亦考慮到其教學需要，在選材與講授角度方面儘量以能和創作實踐結合為原則，希冀能有助於學員的教學工作。(限收三十人)

主 講 人：劉健威 B.A.(Fine Arts) (CUHK)
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：一九九三年三月二十五日起每星期四下午六時三十分至八時
全期學費：四百一十元 (共十講)

教師可獲教育署退還半費。詳參第76頁。

VIII. Library Studies

1515. 學校圖書館實務入門 (Introduction to School Library Work)

本課程為有意從事學校圖書館工作的人士而設，協助他們在入職前充份了解日後工作職務和範疇，作好準備。也歡迎有興趣認識學校圖書館工作及其在教學上的功能的教師及教育學院學生參加，希望他們掌握運用圖書館資源，令課程發展更加順利，教學更加多元化。課程內容包括：學校圖書館管理總論，圖書選購原理和負責，圖書館分類和編目導論及實習，日常運作程序及管理，推廣活動和配合學校課程發展活動。(限收二十五人)

主 講 人：鄭志雄先生 A.L.A., M.B.I.M., M.I.L.
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28室(信德中心西翼九樓)
時 間：一九九三年三月二十二日起每星期一下午六時三十分至八時三十分
全期學費：六百元 (共十二講)

[本課程與香港圖書館協會(學校圖書館及教育學院圖書館小組)合辦。]

教師可獲教育署退還半費。詳參第76頁。

1516. Developing Library Skills for Secondary Students

This course is designed for school librarians, or teachers who work with librarians in library skills instruction.

The course would involve two workshop sessions that would address the objectives, strategies and tools required

to (a) orient students to the library, and to the location and arrangement of material; (b) develop in students good research skills.

Enrolment is limited to 12

Tutor : Ms Linda A. Anderson, B.A.(Hons.), P.G.C.E.,
P.Dip.Lib.

Venue: Hong Kong International School, Middle School Library, 23 South Bay Close, Repulse Bay, Hong Kong

Date : Fridays, 7.00-9.00 p.m., commencing May 7, 1993

2 meetings Fee : \$195

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

1517. Book Repair – Promoting the Shelf Life of Library Stocks

This session is a practical approach to book maintenance and is most suited to school librarians and to teachers and parents who are interested in methods of book repair. Problems of book disrepair will be identified and appropriate methods of mending described. Mending skills will be demonstrated to give a step-by-step guide. Materials necessary for the task will be displayed.

Enrolment is limited to 20

Tutor : Mrs. Susan Halford, B.A., N.Z.L.A.(Cert.)

Venue: Room LG107, K.K. Leung Building, HKU

Date : Friday, 6.30-8.30 p.m., April 23, 1993

1 meeting Fee : \$125

[This course is organised in association with the Hong Kong Library Association: School, College and Education Libraries Committee.]

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

1518. Classification: Old and New, Abridged and Unabridged

This course further explores the use of both the abridged 12th edition and the unabridged 20th edition of Dewey Decimal Classification (DDC) with emphasis on the use of tables, and compares the basic revision of DDC 19th edition to the 20th edition. Persons who are using the abridged older editions of DDC may find this is a 'refreshing' workshop. Applicants should have experience with the DDC classification or have taken the Introduction course on DDC.

Enrolment is limited to 20

Tutor : Ms Agatha Sit, B.A., M.L.S.

Venue: (To be confirmed)
Date : Thursdays, 6.45-8.15 p.m., commencing March 11, 1993

4 meetings Fee : \$240

Medium of Instruction : Cantonese

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

1519. Introduction to Classification with the Abridged Dewey Decimal Classification

This course introduces the use of Dewey Decimal Classification, focussing on the abridged 12th edition. The theory of subject analysis and the use of classification as subject access will be briefly discussed. This course is suitable for persons with little prior experience of classification.

Enrolment is limited to 20

Tutor : Ms Agatha Sit, B.A., M.L.S.

Venue: (To be confirmed)
Date : Thursdays, 6.45-8.15 p.m., commencing February 18, 1993

3 meetings Fee : \$195

Medium of Instruction : Cantonese

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

1520. Subject Cataloguing with Subject Headings

This course explores the needs and practicality of adopting the use of subject headings in a small, school library (or public library) environment, and introduces both the Sears and LCSH subject heading schemes. The use of subject headings and keywords in automated retrieval will be discussed. Experience with cataloguing and classification is desirable.

Enrolment is limited to 20

Tutor : Ms Agatha Sit, B.A., M.L.S.

Venue: (To be confirmed)
Date : Thursdays, 6.45-8.15 p.m., commencing April 29, 1993

5 meetings Fee : \$280

Medium of Instruction : Cantonese

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

1521. Reference Resources and Information Retrieval Skills for School Libraries

The course is specially designed for teachers or teacher-librarians who wish to broaden their knowledge in reference resources. It aims at introducing most of the possible reference materials for school libraries, including encyclopedia, dictionaries, geographical dictionaries, topical collections and computer software etc. A demonstration of how to use these reference materials, and discussions on the selection and development of reference resources in school libraries, will be included.

Enrolment is limited to 20

Tutors : Ms Agatha Sit, B.A., M.L.S.
Mrs Teresa Ho, Teacher's Cert., B.A (CUHK)

Venue: (To be confirmed)
Date : Saturday, 9.00 a.m. - 1.00 p.m., April 3, 1993

1 meeting Fee : \$185

Medium of Instruction : Cantonese

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

1522. Introduction to Computer Applications in the School Library

This course is intended for school administrators and librarians who are considering the possibility of computerizing library functions. Emphasis is on the use of P.C.'s in the small library. Included are library office functions but with special emphasis upon the library functions of circulation and catalogue searching.

The computerized library of Hong Kong International School library (elementary school) will be used as a laboratory. Hands-on experience will be included.

Enrolment is limited to 20

Tutor : Mrs Kathryn Kay Young, B.Ed., M.Ed., M.L.S.

Venue: Hong Kong International Elementary School, Library, 23 South Bay Close, Repulse Bay, Hong Kong

Date : Friday, 7.30-9.30 p.m., March 12, 1993

1 meeting Fee : \$100

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

1523. Developing Library Special Programmes

This is a workshop on developing library special programmes in relationship to school library objectives within the curriculum and on developing an expanded programme within the school. Included are development of library special projects such as Book Weeks, reading competitive and non-competitive projects, library art projects, displays, making student videos, book reviews and drama activities. Course participants will develop a plan for possible student library activities within their own school.

Enrolment is limited to 30

Tutor : Mrs Kathryn Kay Young, B.Ed., M.Ed., M.L.S.

Venue: Hong Kong International Elementary School, Library, 23 South Bay Close, Repulse Bay, Hong Kong

Date : Friday, 7.30-9.30 p.m., March 26, 1993

1 meeting Fee : \$100

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

1524. 學校圖書館電腦化初階 (Using a Microcomputer in the School Library)

本課程特為未具有電腦知識及操作電腦經驗的學校圖書館主任而設，亦歡迎有興趣認識圖書館電腦化的人士參加。課程內容包括：電腦的基本常識，磁碟作業系統(DOS)常用的命令，倚天中文系統及倉頡輸入法簡介，學校圖書館電腦軟件的應用示範。

(限收二十五人)

主 講 人：潘松有先生

地 點：香港大學校本部大樓 237 室

時 間：一九九三年四月十三日起每星期二下午六時十五分至九時十五分

全期學費：一百八十元 (共三講)

教師可獲教育署退還半費。詳參第 76 頁。

IX. Speech Studies

1525. Aural Rehabilitation for Teachers of the Deaf

This course will help participants to understand and apply recent advances in the speech, language and hearing sciences, learning theory, educational audiology/psychology and counselling to their work as teachers of the deaf. Particular emphasis will be given to (1) the interpretation of the hearing loss, and the relevance of the audiogram and aiding related to the acquisition of all the elements of language; (2) classroom teaching, including interactive language strategies; (3) the understanding of the dichotomy

between hearing age and cognition; (4) an introduction to problem solving approaches for young children; (5) hearing aid management.

The course will include small group learning and problem solving, field studies, self directed study, practical sessions and role plays involving continuing contribution and assessment.

Enrolment is limited to 30

Tutors : Mrs Gillian Clezy, B.Ap.Sc., M.A.A.S.H.,
Certificate Clinical Competence/Speech
Language Pathology, Lecturer in Speech and
Hearing Sciences, HKU

Mrs Ellen Yip, M.Ed. (Teacher of the Deaf)

Mr Dennis Au, B.A., Dip.Aud. (Audiologist),

M.Ap.Sc., Lecturer in Speech and Hearing
Sciences, HKU

And Others

Venue: (For Thursdays) Room 17, SPACE Town Centre,
Shun Tak Centre, West Tower, 9/F., Hong Kong

(For Saturdays) Room 13, SPACE Town Centre,
Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays and Saturdays, 6.00-8.00 p.m. (for
Thursdays) & 9.00 a.m. - 12.00 noon (for Satur-
days), commencing February 4, 1993

12 meetings Fee : \$865

[This course is organised in association with Committee on
Aural Habilitation]

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

1526. 語言學導論 (Introduction to Linguistics)

本課程適合中、小學教師和幼稚園導師選讀。課程重點在介紹近代語言學理論的一些基本理論和概念。內容包括：(1) 語言的定義和特徵；(2) 語言學的範圍；(3) 語音學；(4) 音韻學；(5) 構詞學；(6) 句法學；(7) 語意學；(8) 語用學。

(限收二十人)

主 講 人：梁長城先生 B.A.(Hons.)(HK), M.A.(ESL), M.A.(Chin.
Ling.) (Hawaii), 香港大學言語及聽覺科學
系講師

地 點：香港大學言語及聽覺科學系，菲臘親王牙
科醫院 523 室，香港醫院道 34 號

時 間：一九九三年二月二日起每星期二下午六時
至八時

全期學費：三百七十五元 (共六講)

教師可獲教育署退還半費。詳參第 76 頁。

1527. 了解及處理自閉症兒童在學習方面的困難 (Understanding and Managing the Learning Problems of Autistic Children)

本課程是為在工作或生活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)自閉症兒童所有的學習及行為問題；(三)一般處理上述問題的方法及技巧；(四)給自閉症兒童的語言訓練；(五)香港現有對自閉症兒童的服務。

本課程適合直接服務自閉症兒童之人仕如幼兒教育工作者、小學教師、學生輔導主任或關心自閉症兒童的家長等參加。(限收三十人)

主 講 人：周亞美女士 B.Soc.Sc.(CUHK), M.Ed.(Educational Psychology), Cert Ed.(HK).

地 點：香港大學樹木科學館102室
時 間：一九九三年三月九日起每星期二下午七時十五分至八時四十五分

全期學費：四百四十五元 (共十講)

教師可獲教育署退還半費。詳參第76頁。

X. Guidance & Counselling

1528. Strategies and Practice for Good Sexuality Education

The course is designed for teachers, health care professionals and others (including parents) who prepare children for sexual life. This sensitive subject will be handled for children aged 5-20, with emphasis being placed on the peri-pubertal years. Ideas for approaching difficult topics such as masturbation, contraception and pornography will be given with classroom and small group approaches and materials being offered.

Enrolment is limited to 20

Tutor : J.R. Day, B.Sc., Ph.D.(East Anglia), P.G.C.E. (Cantab.), M.I.Biol., C.Biol., Lecturer in Curriculum Studies, HKU

Venue: Room 204, Runme Shaw Building, HKU
Date : Mondays, 6.00-8.30 p.m., commencing February 15, 1993

6 meetings Fee : \$490

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

1529. Case Conferences for Guidance Teachers in Secondary Schools

This is an airing, sharing and caring programme!

Guidance teachers need tremendous mutual support plus knowledge and awareness of what happens in guidance work in other schools for reference and insights.

Starting with presentation of actual cases brought by participants, it moves onto analysis, skills, intervention plans and goals. Backed by counselling principles, this is an attempt to reverse the learning procedure, putting practice before theories.

At the end of the eight sessions, teachers' morale should be sufficiently boosted to handle student problems in a more systematic and cool-headed manner and, hopefully, design related preventive programmes as well.

Enrolment is limited to 24

Tutor : Agnes Wong, B.A., M.Ed., Cert.Psych.(HK), Dip. in Ed. Guidance (HK Polytechnic)

Venue: Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 5.00-7.00 p.m., commencing April 30, 1993

8 meetings Fee : \$425

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

1530. Student Counselling

The purpose of this course is to introduce basic counselling skills, counselling theories and practice, and the application of counselling skills and models to the appropriate settings.

Topics to be covered include: basic counselling skills; counselling theories; counselling for school children and adolescents with learning and/or behavioural problems.

This course is specially designed for school guidance teachers, teachers, paraprofessional counsellors, school social workers and other helping professionals who work with adolescents.
Enrolment is limited to 20

Tutor : Ms Amy Chow A.M., B.Soc.Sc.(CUHK), M.Ed. (Educational Psychology), Cert.Ed.(HK)

Venue: Room LG107, K.K. Leung Building, HKU (Workshop) (To be confirmed)

Date : Fridays, 6.30-9.30 p.m., commencing March 5, 1993 (Workshop) Saturdays, 9.30 a.m. - 12.30 p.m. & 2.00-5.00 p.m., March 13 & 27, 1993

5 meetings & 2 workshops

Fee : \$735

Medium of Instruction : Cantonese

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

1531. Introduction to Counselling

This is an introducing course on counselling. The contents include personal characteristics of counsellors; the counsellor's values and philosophy of life; the counsellors' personality and needs; how to build up an effective counselling relationship and overview of contemporary counselling models and their application.

Enrolment is limited to 20

Tutor : To Tsang Cheung, Antony, B.Sc.(Hons.) in Psychology, Dip.Ed., Cert. in School Guidance and Counselling, M.Ed. (Educational Psychology) (HK)

Venue: Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 7.35-9.05 p.m., commencing May 5, 1993

6 meetings

Fee : \$280

Medium of Instruction : English & Cantonese

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

Fee Refunds For Teachers

The Education Department has agreed in respect of a number of courses in this Prospectus to grant fee refunds to teachers who enrol on the courses. Where such a refund is applicable, this is indicated beneath the course description. The amount of the fee refund may vary from course to course and this is also indicated in the course description. The procedure for applying for a fee refund is as follows:

1. Teachers accepted on courses will be sent a course fee refund application form together with the notification of acceptance of their application (this applies to all teachers in government, aided and private schools) before the course starts.
2. The completed fee refund form should then be sent to the Director of Education together with the course fee receipt as soon as possible.

Please note that where you wish to apply for a fee refund, you must enrol at the School of Professional and Continuing Education at least 10 days before the course commences.

教師申請退還學費

部份課程，教育署同意優待教師退還學費。(政府，資助或私立學校教師均可。)凡此一類課程及教育署同意退還全部或部份學費，本手冊將在課程簡介後註明。

申請教育署退還學費手續

1. 申請之教師獲錄取入學，將收到取錄函件和教育署退還學費申請表乙份(政府，資助或私立學校教師均適用)。
2. 退還學費申請表填妥後，可連同學費收據寄教育署署長(並於信封註明退還學費申請)。

注意：教師有意申請退還學費，最遲必須於課程開課前十天，將入學申請表及支票寄達「香港大學專業進修學院」。

1536. 工程常識淺探 (Engineering in Daily Life)

本課程與香港工程師學會(HKIE)合辦。旨在向公眾介紹香港的各類工程學和工程技術的發展，及對社會和日常生活的影響，以提高參加者對工程科技及有關專業的興趣和認識。參加者須具中五或以上程度，但無須具備工程學的知識或工作經驗。

每講由有關專業人士及香港工程師學會會員介紹各項與生活息息相關的工程領域。主要內容包括基礎建設，新機場計劃，電機工程，土木工程，機械工程，電訊，樓宇設備，氣體工程及環境保護。每講講題會按照講者的經驗和有關行業的趣味性訂定。

負責人：香港工程師學會

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28室
(信德中心西翼九樓)

時間：一九九三年三月十五日起每星期一下午六時三十分至八時三十分

全期學費：三百九十元 (共九講)

In order to receive the next issue of this
Prospectus, please turn to page 125.

寄：香港大學
專業進修學院
彌敦道

如欲收到下期課程手冊，
請翻閱第125頁。

ENGLISH STUDIES

Lecturers in charge : *Richard Booker*
Peter Kennedy

Telephone: 547 2225

English Language Courses

The English language courses offered in the Spring of 1993 are primarily intended for those who wish to prepare themselves before applying for a place in one of the School's Certificate courses in the Use of English or in English for Business in the year 1993-94. The tuition provided will give them a better chance of passing the appropriate entrance examination that they will need to sit later in the year. Other applicants who do not have the time to attend a full course lasting one or two academic years may also be admitted to these courses.

In addition to these courses we also offer a number of shorter courses at different times throughout the late Spring and early Summer that we hope will be of interest.

Communicate in English

The ability to communicate effectively in English is essential for work and study in Hong Kong.

The main aim of this programme is to help students develop greater fluency in spoken English so that they can communicate in English more confidently and accurately in a variety of different contexts. The course will not only provide opportunities for students to develop proficiency in spoken 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.

Entrance Qualifications:

Applicants should have a Grade 'D' or above in English Language (Syllabus B) in the HKCEE or the equivalent in an approved exam. Copies of certificates should be attached to application forms.

Applicants will be accepted on a "first come, first served" basis while places are available. Early application is strongly advised. As courses at particular centres are sometimes oversubscribed, applicants are advised to indicate a second choice of course (state the number only) in addition to their first choice.

Courses

A. In Hong Kong

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central (MTR: Sheung Wan)

1546. Mondays and Wednesdays, 8.30-10.00 a.m., commencing February 15, 1993.

1547. Tuesdays and Thursdays, 8.30-10.00 a.m., commencing February 16, 1993.
N.B. These courses are held in the morning.

The University of Hong Kong, Pokfulam.

1548. Mondays and Fridays, 8.00-9.30 p.m., commencing February 15, 1993.

1549. Tuesdays and Thursdays, 6.15-7.45 p.m., commencing February 16, 1993.

1550. Tuesdays and Thursdays, 8.00-9.30 p.m., commencing February 16, 1993.

St. Joseph's College, 7 Kennedy Road, Hong Kong.

1551. Mondays and Wednesdays, 6.30-8.00 p.m., commencing February 15, 1993.

Wah Yan College, Queen's Road East, Hong Kong.

1552. Mondays and Wednesdays, 6.30-8.00 p.m., commencing February 15, 1993.

1553. Tuesdays and Thursdays, 6.30-8.00 p.m., commencing February 16, 1993.

B. In Kowloon

Course No.

Wah Yan College, 56 Waterloo Road, Kowloon (MTR: Yau Ma Tei)

1554. Tuesdays and Thursdays, 6.30-8.00 p.m., commencing February 16, 1993.

Shek Kip Mei Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon.

1555. Tuesdays and Thursdays, 9.00-10.30 a.m., commencing February 16, 1993.
N.B. This course is held in the morning.

1556. Mondays and Wednesdays, 6.30-8.00 p.m., commencing February 15, 1993.

1557. Mondays and Fridays, 6.30-8.00 p.m., commencing February 15, 1993.

30 meetings

Fee : \$995

Effective Communication

This is a general English course in which attention will be focussed on the listening and speaking skills. It will enable those who have a passive knowledge of the structures of English to practise using the language in communication.

Applicants should have obtained at least a Grade "D" pass in English Language (Syllabus B) in the HKCEE or the equivalent in an approved exam. Copies of certificates should be attached to application forms.

1558. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays and Wednesdays, 6.30-8.00 p.m., commencing June 2, 1993

1559. Shek Kip Mei Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

Date : Mondays and Wednesdays, 9.00-10.30 a.m., commencing May 10, 1993

N.B. This course is held in the morning.

1560. Shek Kip Mei Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

Date : Mondays and Wednesdays, 6.30-8.00 p.m., commencing May 10, 1993

15 meetings

Fee : \$560

Grammar in Use

These courses are intended for students who find they still make many grammatical errors and who lack the confidence to use a greater variety of structures in English. The emphasis will be on learning to USE grammatical structures more effectively and not on learning ABOUT grammar. The courses will be tailored to the needs of participants and will aim to address specific problem areas as well as to provide a systematic review of grammar through a range of lively communicative activities.

Applicants should have obtained at least a Grade "D" pass in English Language (Syllabus B) in the HKCEE or the equivalent in an approved exam. Copies of certificates should be attached to application forms.

1561. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Tuesdays and Thursdays, 12.45-1.45 p.m., commencing May 11, 1993

1562. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Mondays and Wednesdays, 12.45-1.45 p.m., commencing June 7, 1993

12 meetings

Fee : \$295

General Writing Skills Workshop

This course is intended to make students more aware of how a well-written text differs from a series of loosely connected sentences and to help them produce texts which are easy to read and understand. Particular attention will be paid to punctuation, paragraphing, the function of "linking" words, selecting and ordering relevant material and the use of "attitude" words. Students will have the opportunity to practise writing a variety of texts such as formal and informal letters, brochures, articles and memos.

In order to benefit from the course applicants should have a Grade "D" in English Language (Syllabus B) in the HKCEE. Enrolment will be by selection of those most likely to benefit from the course of instruction.

1563. Shek Kip Mei Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon.

Date : Mondays and Wednesdays, 6.30-8.30 p.m., commencing May 10, 1993. *15 sessions*
(Closing date for applications: April 30, 1993)

1564. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

Date : Tuesdays and Thursdays, 8.30-10.00 a.m., commencing May 17, 1993. *20 sessions*

N.B. This course is held in the morning.

(Closing date for applications: May 7, 1993)

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.

Venue : SPACETown Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong (MTR: Sheung Wan)

1565. Tuesdays and Thursdays, 12.45-1.45 p.m., commencing May 11, 1993
(Closing date for applications: May 1, 1993)

1566. Mondays and Wednesdays, 12.45-1.45 p.m., commencing June 7, 1993
(Closing date for applications: May 29, 1993)

Enrolment is limited to 25

10 meetings

Fee : \$250

Written Communication for Executives

These courses are intended for those who are employed in commerce and industry and relevant Government departments and who need to handle correspondence independently. The syllabus is as follows:

Basic Principles: principles of correspondence, conventional usage, style and the use and abuse of commercial jargon.

Negotiations : how to make trade enquiries, how to negotiate for more favourable terms and how to place orders.

Complaints : how to write letters of complaint and to reply to them.

Sales Letters : how to write sales letters to suit particular situations.

Memoranda : how to write memoranda to suit a variety of different situations.

Reports : how to write effective reports, and short reports in particular.

Throughout the courses considerable attention will be paid not only to what to say to suit different circumstances, but also to the implications of expressing oneself in a variety of different ways. Practice assignments will therefore be set and later discussed in class.

Entrance Qualifications: a Grade "C" pass in English Language (Syllabus B) in HKCEE or equivalent. Preference will be given to applicants with higher qualifications than this and/or those who have completed relevant post-secondary courses. Copies of certificates awarded should be attached to application forms. Enrolment will be by selection of those who are most capable of benefiting from the course of tuition, and so applicants should add a statement to their application

forms saying why they wish to be enrolled in the course. As courses are sometimes very quickly oversubscribed, applicants are advised to indicate a second choice of course (state the course number only) in addition to their first choice, if possible.

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

1567. Fridays, 6.15-7.45 p.m., commencing February 19, 1993.
(Closing date for applications: February 8, 1993.)

1568. Tuesdays and Thursdays, 6.15-7.45 p.m., commencing June 15, 1993.
(Closing date for applications: June 1, 1993.)

Wah Yan College, Queen's Road East, Hong Kong.

1569. Mondays, 6.30-8.00 p.m., commencing February 22, 1993.
(Closing date for applications: February 12, 1993.)

15 meetings

Fee : \$585

Introduction to Correspondence

These courses are intended for those who have recently started working in an office. The tuition provided will also be of value to those who are proposing to apply for admission to one of SPACE's Use of English courses or to one of SPACE's English for Business courses in 1993/94.

The syllabus will cover the lay-out and convention of correspondence, letters to friends to suit a variety of situations; how to apply for employment, how to reply to letters of application; how to write letters for publication in newspapers and simple memoranda and reports.

Entrance Qualifications: all applicants should have gained a Grade 'D' or above in English Language Syllabus B, in the Hong Kong Certificate of Education or, in the case of English Language Syllabus A, Grade 'B' or above, or the equivalent in an approved examination, and should be able to provide evidence of some form of study after Secondary Form V. Copies of certificates awarded should be attached to application forms. Applications will be accepted on a "first come, first served" basis while places are available. Early application is therefore advised. Applicants who can attend either of the courses offered should put both a first choice and a second choice on their application forms.

1570. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 8.00-9.30 p.m., commencing February 26, 1993

1571. Wah Yan College, 56 Waterloo Road, Kowloon

Date : Mondays, 6.30-8.00 p.m., commencing February 22, 1993

15 meetings

Fee : \$585

1572. International Business Communication

This course is aimed at those who wish to improve their spoken and written English for use in business.

The business writing component will include: reports and summaries, taking minutes of meetings, memoranda, letters reminding customers about non-payment of bills as well as letters of enquiry and complaint. Consideration will be given to the principles of good business writing as well as to the conventions of layout and format.

The oral component will give help with oral presentations, making verbal enquiries, and finding out and passing on information.

Participants will be expected to take a full part in discussions and to complete the written tasks set.

Enrolment will be by selection of those most likely to benefit from the course of instruction, but it is unlikely that anyone with lower than Grade "D" in English Language Syllabus B in the HKCEE will be accepted. Copies of certificates awarded should be attached to application forms.

Closing date for applications: April 30, 1993

Venue : Shek Kip Mei Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon.

Date : Tuesdays and Thursdays, 6.30-8.30 p.m., commencing May 11, 1993

20 meetings

Fee : \$950

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.

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

1573. Mondays and Wednesdays, 8.00-9.30 p.m., commencing February 22, 1993. 20 meetings. (Closing date for applications: February 12, 1993)

1574. Tuesdays and Thursdays, 6.30-8.30 p.m., commencing June 8, 1993. 15 meetings. (Closing date for applications: May 28, 1993)

Shek Kip Mei Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon.

1575. Tuesdays and Thursdays, 6.30-8.30 p.m., commencing February 23, 1993. 15 meetings. (Closing date for applications: February 12, 1993)

Enrolment is limited to 25

Fee : \$750

1576. Hotel English

This course is designed for those who are currently working in the hotel industry and who wish to improve their English so as to deal with customers more effectively. The emphasis will be on speaking and understanding English in the contexts of reception, reservations and front of house areas; restaurant, bar and kitchen.

Enrolment will be by selection of those considered most likely to benefit from the course. Enrolment is limited to 30

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

Date : Tuesdays and Fridays, 3.00-4.30 p.m., commencing June 1, 1993

10 meetings

Fee : \$325

English for Teachers

Certificate Programme in English Language Teaching (Course numbers : 1600, 1601, 1602, 1603)

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 now feel the need for a "refresher" course but are unable 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 Core B course will be held one evening a week for 12 weeks. Core B will also be offered as a two weekend intensive course to suit teachers who might not be able to attend the evening sessions.
- The schedule of courses on offer will be as follows:

		Options
Autumn 92	Core A	1 + 2
Spring 93	Core B	3 + 4
Autumn 93	Core A	5 + 6
Spring 94	Core B	7 + 8

* What are the Core modules ?

Core A (What to...?) will focus on the language content of the English syllabus for forms S1 - S5. Tense, modality, transitivity etc. will not be dealt with theoretically, 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 (How to...?) will explore a range of practical classroom techniques and teaching strategies designed to make the process of language learning more enjoyable and effective. Proper account will be taken of what is appropriate to the Hong Kong context given constraints such as large classes, poor motivation, exam pressure, lack of resources etc.

* Who are the tutors ?

The tutors for these courses have had many years experience in teaching and teacher-training. Several of them have written textbooks for Hong Kong secondary schools and all of them know what the situation is in local schools right now.

Fee Refund: Teachers may apply for a half fee refund for these courses. See Page 76.

English Language Teaching: recent trends and current classroom practice (CORE B)

1600. Bob Adamson B.A., M. Phil., P.G.C.E. (Wales) Lecturer, Sir Robert Black College of Education

Date : Wednesdays, 6.15-7.55 p.m., starting 10th February 1993

Place : Room 8, LG2 Floor, Library Extension Building, University of Hong Kong

12 meetings

Fee: \$495

1601. 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

Date : Saturdays 27th February and 6th March 1993, 9.30 - 12.30 & 2 - 5 p.m. Sundays, 28th February and 7th March 1993, 9.30 - 1.30

Place : Room 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central

20 hours

Fee: \$495

This course is intended to assist teachers who face the difficult task of teaching English in a lively and interesting way to large classes of poorly motivated pupils. The aim is to explore a range of practical classroom techniques while keeping in mind the constraints which the syllabus, exam pressure etc. place on the teacher.

Consideration will be given to:

- * presenting new language
- * organizing controlled practice activities
- * effective pair work and group work
- * teaching (and integrating) the 4 skills
- * pronunciation and intonation

- * organizing & adapting communicative activities
- * making effective use of the textbook
- * adapting teaching materials

The course will NOT be a series of lectures. Participants will be encouraged to take part in interactive tasks – to “learn by doing” – and to exchange ideas and experiences with the other teachers.

Enrolment is limited to 30

The Project Approach to Language Learning in Hong Kong (Optional Module)

1602. Steve Walters B.A. (E.Anglia), M.A. (Essex) Principal Lecturer, Department of English, City Polytechnic

Date : Mondays, 6.15-7.45 p.m., starting 8th February 1993
Place : Room 8, LG2 Floor, Library Extension Building, University of Hong Kong

10 meetings

Fee: \$ 370

Changes taking place in the English syllabus and in public exams in Hong Kong reflect a growing interest in the exciting possibilities offered by a project work approach to language learning. It is a way of integrating all aspects of language work and of building students' confidence through experience. This course will examine in some detail the basic elements of a project-based approach. These include the linguistic syllabus, the content syllabus and their implementation; the theoretical underpinning of the overall approach and issues of practical classroom management. The participants will examine a number of examples of project work from around the world from both a practical as well as a theoretical point of view. Part of the course will be devoted to experiencing and evaluating aspects of a project approach and part will be devoted to discussing the underlying theories. At all stages of the course, consideration will be given to what is practicable in Hong Kong.

Enrolment is limited to 30

Integrating Language Arts in the English class (Optional Module)

1603. Philip Chan B.A., M.A. (H.K.U.), Dip.Ed. (C.U.H.K.)

Date : Fridays, 6.15-7.45 p.m., starting 12th February 1993
Place : Room 8, LG2 Floor, Library Extension Building, University of Hong Kong

10 meetings

Fee: \$ 370

In recent years teachers have come to recognise that “language arts” texts have an important role to play in English language learning. Learning English just for work and study, for the transmission of information, neglects other equally important functions of language such as aesthetic development and enjoyment. Texts and classroom tasks which take account of “affective” factors can also help to bring the language to life and increase student involvement.

This course will be of interest to teachers who would like to extend “textbook” English and increase their pupils' motivation. Texts which are literature with a small “I” will be examined. These will include stories, songs, films, plays and poems. The course will explore how these texts can generate a wide variety of practical classroom activities such as role-plays, book reports, verse and prose speaking, creative writing etc.

The tutor will demonstrate how these enjoyable activities can be reconciled with the requirements of the syllabus and of examinations. In order to develop effective reading skills for instance, pupils need to practise interpreting texts, to be able to read between the lines and to see how grammar and vocabulary are used in context. Lively “language arts” texts and tasks which engage the emotions and intellect are more likely to encourage pupils to develop such skills than traditional reading comprehension exercises.

The course will take the form of workshops, demonstrations and discussions.

Enrolment is limited to 30

* * * * *

1604. Educational Drama Workshops for Teachers

THIS COURSE IS NOT PART OF THE CERT. ELT PROGRAMME.

The Chung Ying Theatre Company is a professional company supported by the Council for Performing Arts. It is well-known in Hong Kong for its commitment to young people's theatre. Since its inception in 1979, the company has worked closely with schools, providing workshops for teachers and students as well as touring schools with its productions.

These intensive workshops are intended for primary and secondary school teachers and for youth workers. The aim is NOT to prepare for a performance or to teach acting techniques but to explore ways in which drama games and activities can be used for educational ends. The workshop facilitators will demonstrate how these activities can help students to release their imaginative powers and develop greater self-awareness so that they are more confident in communication and more alert and receptive to the world around them. Participants will be given a teacher's pack for follow-up work with their students after the course.

Enrolment is limited to 30

Tutors : Wong Yuen Ling
Yuen Che Hung

Venue : Chung Ying Theatre Co., G/F., 10 Borrett Road, Hong Kong

Date : Fridays and Saturdays, 6.30-9.00 p.m. (for Fridays) & 10.30 a.m.-1.00 p.m. (for Saturdays), commencing February 5, 1993

8 meetings

Fee : \$495

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

The Lost Secret Self-Study Pack

英語迷踪

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

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

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

The self-study pack contains:

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

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

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

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

Order Form

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)

Pre-publication Offer
~~HK\$ 450.00~~
HK\$380.00
valid until 28 Feb. 1993

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\$380.00 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), 9/F, Shun Tak Centre, 200 Connaught Road Central, Hong Kong and waive my postage and packing charges.

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

Name : _____ (please print)

Address : _____

Date : _____ Tel : _____

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性。

現在爲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
連同答案的作業簿爲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。

訂購表格

請寄往：香港薄扶林道
香港大學專業進修學院

林舜玲博士 (電話：859 2421)

預購優惠

HK\$ 450.00

HK\$ 380.00

有效至 28 Feb. 1993

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\$ 380.00；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\$ 380.00)。本人會親自前往：香港干諾道中200號，信德中心9字樓，香港大學專業進修學院領取。

姓名：_____

地址：_____

日期：_____ 電話：_____

EUROPEAN STUDIES

Lecturers in charge : *Richard Booker*
Peter Kennedy

Telephone: 547 2225

- * **French**
- * **Spanish**
- * **German**
- * **Italian**

S.P.A.C.E. 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 just 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.

For the convenience of students, the courses are offered at easily accessible locations in Kowloon as well as Hong Kong.

The tutors for these courses are not only well-qualified, experienced teachers but are also native speakers of the language they are teaching.

Enrolment for all these classes is limited to 30 students.

1606. French for Beginners

This is a practical course in French for those who wish to have a good, active command of the language for everyday communication both orally and in writing. It is intended for those with no previous knowledge of the language. Strong emphasis will be put on the acquisition of aural-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.

Tutor : Mrs Rany Patout, M.A., B.A., Dip. (Paris)

Venue : Room 15, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2.00-4.00 p.m., commencing February 20, 1993

20 meetings

Fee : \$850

1607. Spanish for Beginners

Those who have no previous knowledge of Spanish will find this course for complete beginners in the language particularly useful. The tutor will take the students to a level where they can understand elementary texts in Spanish and carry out simple conversations.

Tutor : Rev. Father Emiliano Perez, O.P., B.A. (Spain), B.A.Ed. (Hull), Principal, Rosaryhill School

Venue : Room LG104, K.K. Leung Building, HKU

Date : Mondays and Fridays, 6.15-7.45 p.m., commencing February 15, 1993

30 meetings

Fee : \$950

1608. German for Beginners

This course is for complete beginners who wish to acquire a basic understanding of spoken and written German. By the end of the course students should be able to hold simple conversations in German and to follow the conversation of a native speaker. Students should also have gained some insights into German life and culture.

Tutor : Peter Szilas, B.Sc., M.Sc., Ph.D. (Munich)

Venue : Wah Yan College, 56 Waterloo Road, Kowloon

Date : Tuesdays and Thursdays, 6.30-8.00 p.m., commencing February 16, 1993

30 meetings

Fee : \$950

1609. Italian for Beginners

This course is designed for complete beginners who wish to learn to communicate in Italian in a variety of situations. The course also aims to cover the basics of Italian grammar, to help students understand spoken and written Italian and to explore various aspects of Italian life and culture.

Tutor : Mrs Rossana Cantadori, Dott. Lett. (Bologna)

Venue : Wah Yan College, 56 Waterloo Road, Kowloon

Date : Mondays and Wednesdays, 6.30-8.00 p.m., commencing February 15, 1993

30 meetings

Fee : \$950

GEMMOLOGY

Lecturer in charge: Koon-ki T. Ho

Telephone: 859 2792

1621. 寶石學入門 (Introduction to Gemmology)

本課程著重介紹寶石的基本知識和鑑別寶石的主要根據。講授範圍包括：(一)常見的天然寶石(如鑽石、紅寶石、藍寶石、祖母綠、閃山雲、水晶、翡翠、珍珠等)的物理性質和鑑別特徵；(二)各種人造寶石的製造方法，仿製品的形式，人工處理顏色的方法及其鑑別方法。

主 講 人：歐陽秋眉女士 B.Sc., M.Phil., F.G.S., (Lond), F.G.A. (Lond.), Dip. Dia(GIA)

陳志强先生 F.G.A.(英國寶石學會院士)

地 點：香港大學專業進修學市區中心 18 室 (信德中心西翼九樓)

時 間：一九九三年二月廿五日起每星期四下午八時至十時

全期學費：六百八十元 (共十講)

英國寶石學協會公開試(中文)研習班

從一九九三年六月起，香港考生參加英國寶石學會的公開試(初級)可以選擇使用中文作答。香港大學專業進修學院與香港珠寶書院特聯合舉辦這個研習班，協助選擇以中文作答的考生準備一九九四年的六月考試，詳情請致函本學院查詢，內附貼足郵票的回郵信封。



Library on the 9/F., SPACE Town Centre

Lecturer in charge: Paul Luey

Telephone: 859 2786
859 2423

1626. Introduction to Geographic/Land Information Systems

Geographic/land information systems as a tool to effective management of land resources or urban facilities have gained wide acceptance among developed countries. In its drive towards implementing GIS/LIS before the turn of this century, Hong Kong is now actively preparing new entrants to this field. This short course attempts to provide an introduction to the theories and concepts of this technology. Real-life examples will be shown in videos or slides to assist explanation. To widen the exposure of students in this course, there will be a visit to the Land Information Centre of the Hong Kong Government. People in the fields of geography, urban planning, resource management, and those who are preparing for a career in GIS/LIS will find this course particularly useful.

Participants are expected to have elementary knowledge about cartography or computer usage.

Enrolment is limited to 30

Tutor : Luk Chiu Ming, B.S.Sc.(CUHK), M.A.(Mich.),
Ph.D.(Minn.)

Venue: Room 201, University Main Building, HKU

Date : Saturdays, 2.00 - 4.30 p.m., commencing March 6,
1993

6 meetings + 1 visit to the H.K. Government's Land Information Centre

Fee : \$430

Medium of Instruction: Cantonese supplemented with English

1627. 香港地理野外考察 (Geography in the Field)

本課程著重介紹香港的地質、土壤、植物、農村及都市土地利用等。內容包括：(一)礦物、岩石與構造地質特徵，簡略介紹主要岩礦物與主要岩石類型特徵，構造特徵(包括褶皺、斷裂、節理、劈理等)；(二)土壤的形成，植物群的種類，分佈，和它們相互的關係；(三)農村及都市土地利用。(限收三十五人)

主 講 人：鈕柏燊先生、袁貞偉先生、鄧玉瓊小姐
地 點：香港大學梁詠瑤樓106室
時 間：一九九三年二月二十四日起每星期三下午
六時三十分至八時
全期學費：五百一十五元(共十一講及四次野外考察)

教師可獲教育署退還半費。詳參第76頁。



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

1631. 香港業餘考古學導論 (Amateur Archaeology in Hong Kong)

本課程專為培養對考古工作有興趣人士而設，課程著重理論和實習，使學員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、功用及其與其他學科的关系；(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) 最新科學古物鑑定；(十一) 考古遺址；並參觀考古學會發掘過程，及安排參與實習。

主 講 人：盧金球先生 B.A. (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：一九九三年二月二十四日起每星期三下午
六時十五分至七時四十五分
全期學費：四百二十元 (共十二講及二次野外實習)

1632. 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：一九九三年三月十五日起每星期一下午
六時至七時三十分
全期學費：三百九十元 (共十二講及一次現場參觀)

1633. 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)的拓殖史及背景、封建考試制度如鄉試，會試及殿試、農村風俗及生活習慣等作深入淺出的講授。
(限收二十二人)

主 講 人：盧金球先生(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 18 室
(信德中人西翼九樓)

時 間：一九九三年六月七日起每星期一下午六時
至七時三十分
全期學費：三百三十元 (共九講及二次實地考察)

1634. 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, 2:15pm - 3:45pm, commencing February 27, 1993

8 meetings & 1 workshops

Fee : \$300

1641. 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.

Participants are expected to pay \$100 each for materials and tools

Medium of instruction Cantonese supplemented with English where appropriate

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 February 15, 1993

5 meetings

Fee \$200

1642. 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)早上出版系統概說，(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 一九九三年三月廿九日起每星期一 下午六時四十五分至八時四十五分

全期學費 二百元 (共五講)

1643. 雜誌編輯 (Magazine Editing)

雜誌的編輯，是專門的學問，是一種藝術、足一項管理學，雜誌的編輯，更是作家與廣大群眾的橋樑，小至團體學校的刊物，大至銷路廣闊的雜誌，其成功與否，都倚賴編輯們的修養。故本課程將兼顧以下的重點：報紙、雜誌、畫報編輯的分野及特點、讀者心理和編輯風格的建立、新聞感和信任感探討、文字編輯和技巧編輯在香港的優缺點、標題的控制、資料選輯和節奏感的分析(配幻燈片) 紙張、製版、分色

印刷原理和工用介紹 版面設計 印刷研究和入學小友(配幻燈片) 編輯工作的責任和時間控制。

主講人 吳日人先生(編輯、出版人)

地點 香港大學板橋館大樓122室

時間 一九九三年二月十九日起每星期五下午七時十五分至九時十五分

全期學費 一百一十元 (共七講)

1644. 中文字體設計與美術創作 (Chinese Typography for Advertising and Publications)

中文美術設計應用範圍極廣，由從日風格的個人標誌，到各種動感的報章、圖書刊物。以至於內採用的各種印刷字體，都要求不同的設計、創新而有特色的字體設計，更能充份表現出個人或機構、行業的精神和藝術的形象，發揮出極佳的視藝或印刷效果來。課程內容包括：透過不同字體之合用與「中」創製新字體，分析、用於進而尋求更完美的結構造型，介紹多款新字體的創製技巧及視感造型，並與「日」創製字體作多方面分析，日期介紹多方面美術創作技巧。
(限收一十人)

主講人 鍾康先生

地點 香港大學專業進修學院中區中心11室(在港中區西區九樓)

時間 一九九三年二月廿日起每星期六下午四時至五時十分

全期學費 一百二十元 (共七講)

(如有申請職工訓練局課程者，可到香港西區27號香港職工訓練局報名，電話：8361728，查詢名額只限十人)(本課程與香港職工訓練局合辦)

1645. 中文電腦信息處理初階 (Introduction to Chinese Data Processing)

本課程着重研習倉頡字碼編碼方法後，使學員能掌握倉頡法的基本原理。了解中文電腦輸入方法，經多次練習後，達到快練程度。課程內容適合對中文電腦有興趣及日常工作及利用電腦處理中文資料者修讀。課程內容包括：(一)漢字結構與計算機表示法 (二)漢字內部碼與輸入碼 (三)漢字輸入/輸出方式和設備 (四)拼音方案的編碼方法 (五)倉頡字碼編碼方法 (六)其他編碼方法 (七)中文系統及中文應用軟件簡介。

主講人 尹日成先生 M Phil (HK)

袁振光先生 B Sc (CUHK) MHKCS

袁達輝先生 B Sc (CUHK)

地點 香港大學邵逸夫樓101室

時間 一九九三年二月十六日起每星期二下午七時十五分至九時十五分

全期學費 一百八十元 (共八講)

電腦桌上印刷初階 (Introduction to Desktop Publishing with Personal Computers)

本課程的設計，適合一般編輯、出版商、廣告設計者、作者及教師進修。課程內容主要涉及桌上印刷的硬件，軟件選擇，基本印刷及植字原理，桌上印刷及圖象應用軟件簡介，個人雷射打印機及其控制式語言 (Postscript Language) 簡介。課程將會在過場庭加插示範，令學員加深了解。(每班限收三十人)

1646. 袁振光先生 B Sc (CUHK) Cert Ed (HK) MHKCS
MIEEE 主講

地點 香港大學邵仁枚樓 101 室
時間 一九九三年四月六日起每星期二下午七時十五分至九時十五分
全期學費 一百二十元 (共三講)

1647. 袁振光先生 B Sc (CUHK) Cert Ed (HK) MHKCS
MIEEE 主講

地點 香港大學邵仁枚樓 101 室
時間 一九九三年五月四日起每星期二下午七時十五分至九時十五分
全期學費 一百二十元 (共三講)

1648. 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，新聞等行业提供的基本訓練課程，研究利用攝錄機拍攝簡單而有效的錄像節目，以供訓練員工，學生之用。內容包括 (一) 錄像之歷史，流通及特色 (二) 教育 vs 娛樂 廣播 vs 狹播 (三) 錄像與學習 (四) 系統式製作原理 (五) 基本技術知識 (六) 基本攝錄語言 (七) 剪接，構圖，燈光，音響 (八) 錄像類型。

主講人 容若愚先生 M Ph (Comm CUHK) B Ed (Lond) S T B (Rome) Cert Comm Arts (UK)

地點 香港大學專業進修學院市區中心 16 室 (信德中心西翼九樓)
時間 一九九三年四月廿二日起每星期四下午六時至八時
全期學費 二百七十五元 (共八講)

1649. 香港電影中的宗教人物研究 (A Semiotic Study on Religious Personalities in HK Films)

以符號學方法剖析港產片如何設計及描繪宗教人物，尤其在塑造個性特徵 (Traits) 及樣版 (Types) 方面。內容包括 電影中的人物碼 “人版” 研究，神職人員在港產片中的造型，特徵及角色 及一般教徒信眾在港產片中的型像。

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 一九九三年七月一日起每星期四下午六時至八時

全期學費 二百元 (共六講)

【本課程與香港公教視影協會合辦】

1650. 電影藝術及欣賞：理論研討 (Film Art and Film Appreciation)

本課程著手以不同的角度探討一部電影的各個方面，內容包括 (一) 電影歷史與技術演變的關係 (二) 敘事形式與非敘事形式 (三) 時空交錯的場面調度 (四) 語言、映象與聲音的表達 (五) 電影與文學。課程除講授外，並輔以影片及電視錄影帶作參考觀，適合一般對電影有濃厚興趣的人士參加。(限收二十四人)

主講人 黎秋華先生 BA (HK)

李小祈先生 MA (Michigan)

地點 香港大學專業進修學院市區中心 16 室 (信德中心西翼九樓)

時間 一九九三年三月十二日起每星期六下午一時三十分至五時四十五分

全期學費 五百八十元 (共十講)

1651. 電影藝術及欣賞：各類作者風格 (Film Art and Film Appreciation)

本課程試從不同類型的電影去比較作者風格，例如愛森斯坦的蒙太奇理論，巴士的巧匠主義，尚阿圖達的新浪潮等等。學員如能對歐洲、亞洲或美國方面的電影導演有甚深認識，更能增加學習興趣。課程輔以影片或電視錄影帶作觀摩討論。曾進修本學院電影課程者將獲優先取錄。(限收二十四人)

主講人 黎秋華先生 BA (HK)

李小祈先生 MA (Michigan)

地點 香港大學專業進修學院市區中心 16 室 (信德中心西翼九樓)

時間 一九九三年五月廿九日起每星期六下午二時三十分至五時四十五分

全期學費 五百八十元 (共十講)

1652. 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) 着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 一九九三年二月十二日起每星期五下午八時十分至九時五十五分

全期學費 二百八十五元 (共十講)

聲藝與口才 (The Art of Expression)

我們生活在這個蓬勃多采的群體社會裡，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，情感的變化又具感染力，而達到悅耳悅神，達情而暢的境地，那就有賴於口才的訓練，表達技巧的掌握，語調情感的表述，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：聲調表達的技巧、粵音九聲的變化，常用語音的分類、發音技巧及練習、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)

1653. 彭永才先生主講
地點：香港大學梁銓琪樓 LG107 室
時間：一九九三年二月十六日起每星期二下午六時三十分至九時
全期學費：三百一十元 (共八講)

1654. 彭永才先生主講
地點：香港大學梁銓琪樓 LG107 室
時間：一九九二年四月廿七日起每星期二下午六時三十分至九時
全期學費：三百一十元 (共八講)

1655. 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、閱讀來往文件或報章、和書寫往來函件、演講稿等，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，以及紛爭目的事務處理)。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、理解態度與社會關係影響意見的表達等等因素。故課程內容理論與實際並重，語言與文字兼顧，與工商教育傳播等均有密切關係，重點配合職業上實際的需求。

(限收三十八人)

主講人：周文海先生(人人書局經理兼出版部主任)
地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)
時間：一九九三年三月九日起每星期二下午六時十分至七時四十分
全期學費：二百一十元 (共八講)

1656. 處事的技巧 (Decision-Making)

本課程將透過七次專題講述，四次分組實例研究，探討如何對自己做的事能夠進行有目的的思考，能夠描述問題、分析問題、界定問題、解決問題，能夠擬方案；能夠寫計劃等。講授內容包括：處事的理和情，

事理的及基本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一可能發生的問題之分析方法一人性需要與自我控制一你會編擬問題嗎，怎樣界定問題與怎樣解決問題。分組討論的題目包括：連想力的試驗一報告自己分析事理的方法和經驗一如何開放自己與他人共同分析事理的方式，編擬問題的方法及解決問題的事例與分析。

(限收二十八人)

主講人：周文海先生(人人書局經理兼出版部主任)
地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)
時間：一九九二年五月十一日起每星期二下午六時十分至七時四十分
全期學費：二百一十元 (共十一講)

1657. 廣告與市場策略 (Advertising and Marketing Strategy)

在一個日益多元化的社會裏，各級商爭相使本身的商品呈現於消費者的眼前，但如何令自己的產品脫穎而出，吸引消費者的注意，是必須要有有效的計劃及策略了。成功的廣告行動源於良好的推廣計劃，而良好的推廣計劃是由可執行有效市場行銷計劃而來。本課程討論廣告策略與市場策略之關係，市場定位與市場調查對廣告運用的幫助，並討論廣告計劃的口徑，預算制定，媒介之安排與選擇，評估廣告效果的方法等。

主講人：鄧慶鏞先生 MBA (Long Island)
地點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)
時間：一九九二年五月廿五日起每星期四下午六時十分至八時
全期學費：二百元 (共七講)

1658. 廣告學與市場管理 (Advertising in Marketing Management)

廣告的作用是在於產品的推銷以至市場的推廣，所以廣告與市場管理，是有關連的。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：一九九三年三月十八日起每星期四下午八時三十分至十時
全期學費：二百二十元 (共八講)

1659. 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習、實習，以製訂符合的作業計劃書。學員在必要時，可於課外自行採辦及蒐集資料。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。曾進修「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中區中心 10 室(信德中心西座九樓)
時間 一九九三年五月十三日起每星期四下午八時三十分至十時
全期學費 三百五十元 (共十二講)

**專業及廣告攝影課程 (初級班)
(Photography for Professionals & Advertising — Basic Course)**

本課程適合一般對攝影有興趣，有志於晉身專業攝影人士進修。課程中理論與實習並重。專業攝影及暗房器材之介紹、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片黑白放大，(三)影樓燈光系統及特性，(四)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 錄影示範教員及逾百萬頂級專業器材免費作實習用。暗房及影樓二千呎。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)

1660. 蔡克信先生主講 (香港專業攝影師公會會員)
地點 香港英皇道 1044 號福昌樓三樓 B4 室香港專業攝影學院 (Studio 3)
時間 一九九三年三月八日起每星期一一下午七時三十分至九時三十分
全期學費 六百八十五元 (共十講)

1661. 蔡克信先生主講 (香港專業攝影師公會會員)
地點 香港英皇道 1044 號福昌樓三樓 B4 室香港專業攝影學院 (Studio 3)
時間 一九九三年三月五日起每星期五下午七時三十分至九時三十分
全期學費 六百八十五元 (共十講)

1662. 蔡克信先生主講 (香港專業攝影師公會會員)
地點 香港英皇道 1044 號福昌樓三樓 B4 室香港專業攝影學院 (Studio 3)
時間 一九九三年三月六日起每星期六下午四時三十分至六時三十分
全期學費 六百八十五元 (共十講)

**專業及廣告攝影課程 (中級班)
(Photography for Professionals & Advertising — Intermediate Course)**

本課程適合具有攝影基礎人士進修(如已修讀初級班課程)。課程注重介紹專業攝影技巧及方法，使晉身攝影助手、攝影師及開設影樓等專業攝影工作，課程包括(一)4x5 大型相機及商品攝影，(二)專業暗房沖晒技巧，(三)專業婚紗、人像及特寫攝影，(四)室內設計及建築專業攝影技巧，(五)舞台表演攝影，(六)婚照、書照、明信片、月曆等插圖攝影等。本課程提供二千呎暗房及影樓、逾百萬頂級專業攝影器材、電腦講義及 AV 視聽教員。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)

1663. 蔡克信先生主講 (香港專業攝影師公會會員)
地點 香港英皇道 1044 號福昌樓三樓 B4 室香港專業攝影學院 (Studio 3)
時間 一九九三年五月三十一日起每星期一一下午七時三十分至九時三十分
全期學費 七百五十元 (共十講)

1664. 蔡克信先生主講 (香港專業攝影師公會會員)
地點 香港英皇道 1044 號福昌樓三樓 B4 室香港專業攝影學院 (Studio 3)
時間 一九九三年五月廿八日起每星期五下午七時三十分至九時三十分
全期學費 七百五十元 (共十講)

**1665. 專業及廣告攝影證書課程
(Certificate Course in Photography for Professionals & Advertising)**

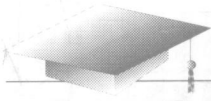
本課程適合已修讀約四十小時課程之學員作深造進修，本學院有權根據學員在初級班及中級班之成績挑選合格之申請者入學。課程包括(一)特技攝影(如超高速動態凝固、電子激光、二原色組合、幻燈背景廣告攝影)，(二)外拍極特寫人像攝影，(三)專業影樓及 PRO-LAB 參觀，(四)邀請專業攝影大師及名家作客座講師，(五)現代歐美日專業攝影潮流，(六)企業廣告攝影，(七)職業攝影客戶服務要點，(八)成立影樓及經營職業攝影方法，(九)高級商品攝影，(十)學員專業作品集研討。本課程學員將必需拍攝作品集一套，作為證書成績之證訂及畢業標準，學員結束後，可獲本學院頒發證書。證書的頒發，須符合下列三項條件：(一)出席率超過百分之八十，(二)完成課程所有作業；及(三)畢業考試及格。本課程將提供電腦中文講義、TV 錄影示範教員及逾百萬頂級專業器材免費作實習用。暗房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等(約二百元)。(限收十二人)(截止報名日期 一九九三年二月廿六日)

主講人：蔡克信先生 (香港專業攝影師公會會員)
地點：香港英皇道 1044 號福昌樓三樓 B4 室香港專業攝影學院 (Studio 3)
時間：一九九三年三月七日起每星期日下午四時至六時
全期學費：一千六百六十元 (共二十講)

LAW

Deputy Director : W.B. Howarth
Lecturers in charge : B.L. Davies, M.J. Fisher, C.J. Petersen

Telephone: 857 1198



Degree Courses

LONDON UNIVERSITY EXTERNAL LL.B. DEGREE REVISION COURSES

Revision courses for candidates sitting the London University External LL.B. and other similar examinations will be offered in March/April 1993. They will be taught mainly by lecturers invited from the United Kingdom.

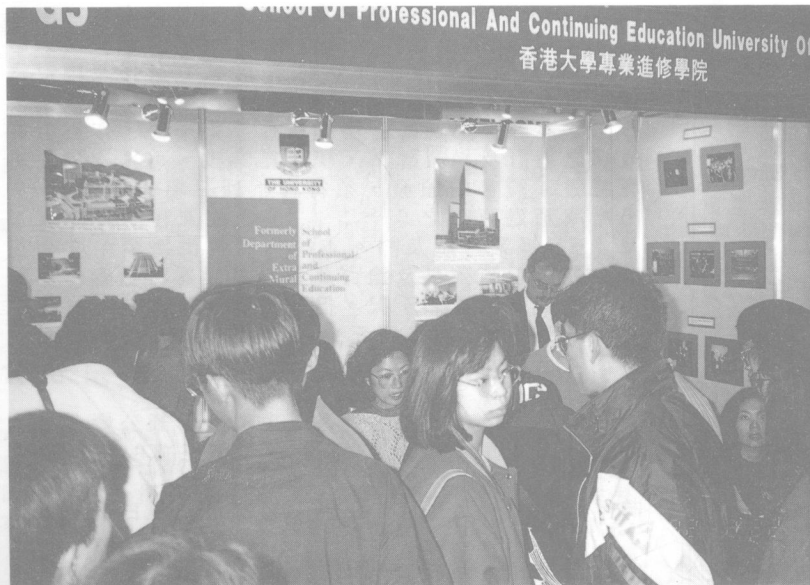
The courses offered will be in:

- 1681. Constitutional Law
- 1682. Criminal Law
- 1683. Elements of the Law of Contract
- 1684. English Legal System
- 1685. Evidence
- 1686. Land Law
- 1687. Law of Tort
- 1688. Law of Trusts
- 1689. Company Law
- 1690. Family Law
- 1691. Jurisprudence and Legal Theory
- 1692. Succession

Course Fee: \$900 (per subject)

Please write in for details enclosing a stamped self-addressed envelope.

SPACE Booth at the Education & Careers Expo '92 organised by Hong Kong Trade Development Council February 20-23, 1992



Professional Courses

COMMON PROFESSIONAL EXAMINATION (C.P.E.) PREPARATION COURSES

Revision courses for candidates sitting the C.P.E. examinations of Manchester Metropolitan University (previously Manchester Polytechnic) will be offered in March/April, 1993. These courses will be taught by lecturers invited from the United Kingdom.

The courses offered will be in:

Year I:

- Course No. 1693. Constitutional and Administrative Law
- Course No. 1694. Law of Contract
- Course No. 1695. Law of Tort

Year II:

- Course No. 1696. Criminal Law
- Course No. 1697. Equity and Trusts
- Course No. 1698. Land Law

Course Fee: \$900 (per subject)

Please write in for details enclosing a stamped self-addressed envelope.

Law for Laymen

1699. 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：一九九三年二月九日起每星期二下午八時至九時三十分
全期學費：三百五十元
(共十講)

1706. Certificate Course in Supervisory Management

Introduction:

This is a distance learning programme, with support tutorials, developed in conjunction with the Management Development Centre of Hong Kong. The course is offered for junior supervisors and managers currently working in industry, commerce, government, the professions and banking who are practising management without a formalized training in managerial skills.

Course Content:

In view of the distinctive nature of distance learning, this course will have a format which is radically different from the traditional SPACE short course or certificate programme. At the beginning of the course all students will be issued with five books and five videotapes, all developed in Hong Kong and written in the context of the local situation. Subjects to be covered in this material include: setting objectives, planning, control, organizing, work scheduling, time management, leadership, conducting negotiations, communications, motivation, speaking and listening, conducting meetings, letters and reports, innovation and change, decision-making, the assessment of performance and managerial roles.

Also included in the written material will be illustrative case studies and self-assessment exercises. The videotapes (VHS format) will be issued individually and will illustrate managerial situations, problems and opportunities. Tutorials to supplement the distance learning process will take place at intervals in groups to be arranged.

Entry Requirements:

No formal entry qualifications will be required but all candidates must demonstrate a verbal and written fluency in English, which is the primary language of the course. Cantonese will be used in a supplementary sense in the tutorials. All applicants must be fluent in spoken Cantonese.

Venue:

A number of tutorials will be conducted at 1.30 p.m. and 3.45 p.m. by arrangement in Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong commencing Saturday, February 13, 1993 and February 20, 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: \$3,300 (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 January 30, 1993.

1707. 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 February 10, 1993

12 meetings

Fee : \$385

1708. Management Principles and Policy

The objective of the course is to introduce participants to an understanding of the wider responsibilities of management as a preparation for the holding of senior management posts. Topics to be discussed comprise definitions of management: the identification of management functions and responsibilities; management levels and managerial skills; the formulation and execution of policy; the setting of objectives; the exercise of delegation; authority and responsibility; the structure and theories of organization; forms of organization for general and functional management; problem solving and decision making; leadership styles and direction; management by objectives and performance appraisal; motivation and incentives; training needs and design; management development programmes; time management; organizational careers; individual development and career strategies.

Tutor : Benjamin Fung, B.Comm.(Concordia), Grad. Dip. Mgt. (McGill), A.C.I.S., Dip.M., M.C.I.M., M.H.K.I.M., M.B.I.M.

Venue: Room 12, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Tuesdays, 7.45-9.15 p.m., commencing February 9,
1993

14 meetings

Fee : \$450

1709. Management Concepts and Practices

The focus of this course will be upon how a business organization operates and the inter-related functions which make it run effectively. Forms of business ownership, the principles, history and trends of management thinking will be examined together with the facilitating requirements of communication, information systems and the structure of international trade. The four major specialist functions – production, marketing, finance and human resources – will also be considered and their interaction with each other. Case material will be incorporated in the more formal teaching mode, as well as the fullest participation by members of the class.

Tutor : Andy Ng, B.Admin., B.Comm., M.B.A.(Ottawa),
Dip.Fin.Mgt.(New England), C.P.A.(Aust.),
A.H.K.S.A., M.B.I.M.

Venue: Room 12, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Fridays, 6.00-7.30 p.m., commencing February 12,
1993

12 meetings

Fee : \$385

1710. 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 February 8,
1993

12 meetings

Fee : \$385

1711. 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 February
13, 1993

12 meetings

Fee : \$385

1712. 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：香港大學邵逸夫樓 2 0 8 室

時 間：一九九三年二月十三日起每星期六下午
三時四十五分至五時十五分

全期學費：三百八十五元 (共十二講)

1713. 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：一九九三年二月八日起每星期一下午六時
至七時三十分

全期學費：三百八十五元 (共十二講)

1714. Strategic Planning and Management

The strategic planning approach in an organization involves the establishment of corporate objectives, the analysis of the organization in relation to its environment, product life cycles, competitive advantage, growth and diversification, and organizational culture. This course, which has been designed for junior managers involved in the process, will make a critical examination of the various frameworks and tools which are involved in strategic analysis and implementation. Case studies and group participation will be built into the review of principles and options available to managers in this most critical area of management initiative.

Tutor : Ms Clara S.Y. Cheung, M.B.A.(Nott.), A.C.I.S.

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

Date : Saturdays, 2.00-3.30 p.m., commencing February 13, 1993

12 meetings

Fee : \$385

1715. International Business Policy

The rapid growth in levels of international trade has had a dramatic effect on the competitive positions of many firms involved in what have now been termed "global" industries. This course identifies the causes of internationalisation, examines the effects that such events have on any particular industry and studies the range of strategies open to the firm seeking to gain or retain competitiveness in a global marketplace. For the individual corporation global competition requires a re-assessment of policy in most areas of its business operation. It necessitates forming strategies in areas of; production location and sourcing; international marketing and distribution; finance and forex management; and organisational design and cross-cultural management. Through use of appropriate examples the course will explore how successful global companies have met these challenges. Special concern will be paid to the position of Hong Kong within the global economy and the outlook for the future competitiveness of Hong Kong firms.

Tutor : Paul Whitla, B.A.(C.N.A.A.), M.B.A.(Manchester)

Venue: Room 141, University Main Building

Date : Mondays, 8.00-9.30 p.m., commencing February 8, 1993

12 meetings

Fee : \$385

1716. Corporate Planning and Business Policy

Many organizations today are facing strong challenges to their ability to survive and grow in the complex business environment of today. In the face of these difficulties an increasing number of companies have adopted business

policies involving the corporate planning approach. Central to this approach is the idea that employees will perform more effectively if they understand the direction in which the organization is heading. Major areas to be considered are the formulation of policy, the establishment of objectives for the enterprise, the social responsibility of the firm, the analysis of the environment, and the selection, implementation, and evaluation of alternative strategies.

Tutor : Edmund Fu, M.B.A.(Durham)

Venue: Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 3.45-5.15 p.m., commencing February 13, 1993

12 meetings

Fee : \$385

1717. 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 : Ms 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 February 13, 1993

8 meetings

Fee : \$385

1718. 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 20, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Saturdays, 4.00-5.30 p.m., commencing February
13, 1993

10 meetings

Fee : \$325

1719. 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、營業及市場部、公共關係部、人事及培訓部、房口管家部、會計及財務部、飲食成本控制、保安及工程部等。

主 講 人：黃薇秀女士 A.M.I.T.D.

講授語言：粵語(輔以英語)

地 點：香港大學專業進修學院市區中心 11 室
(信德中心西翼九樓)

時 間：一九九三年二月九日起每星期二下午六時
至七時三十分

全期學費：三百八十五元 (共十二講)

1720. 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 February
13, 1993

12 meetings

Fee : \$515

1721. 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 February 8,
1993

12 meetings

Fee : \$385

1722. An Introduction to Capital Budgeting

This course is designed for managers and company administrators who wish to acquire a basic understanding of capital budgeting and its applications. Specific areas to be covered include investment appraisal techniques; compounding and discounting; discounted cash flow; net present value and the internal rate of return; capital rationing; implications for taxation, inflation and depreciation. Consideration will also be given to capital budgeting under risk and uncertainty, sensitivity analysis and cost of capital.

Tutor : William Y.F. Mak, M.B.A.(Stirling)

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

Date : Saturdays, 3.45-5.15 p.m., commencing February
13, 1993

12 meetings

Fee : \$385

1723. Managing Your Stock Market Investments

The Stock Market is popularly seen as an exciting place to make money on investments, and perhaps to lose it. Whereas the attitude of many people is that involvement in the Stock Market is an exercise in speculation and gambling, there is no doubt that the use of prudent techniques and long term strategies of an objective nature are likely to bring the best results in the Market. This course will address the investment theories and techniques of financial analysis which are relevant to investors. Cases from the Hong Kong and U.S. Stock Markets will be quoted where necessary, together with an explanation of the working of stock warrants and options. Participants will be encouraged to design their own portfolio and make their own investment decisions.

Tutor : Andy H.S. Wong, B.B.A.(C.U.H.K.),
M.B.A.(Bradford)

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

Date : Tuesdays, 6.00-7.30 p.m., commencing February 9,
1993

12 meetings Fee : \$385

Medium of Instruction : Cantonese

1724. 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：麥煜輝先生 M.B.A.(Stirling), CIMA(Grad.), 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：一九九三年二月十三日起每星期六下午二
時至三時三十分

全期學費：三百八十五元（共十二講）

1725. 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：一九九三年二月十一日起每星期四下午六
時至七時三十分

全期學費：三百八十五元（共十二講）

1726. 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 : Fridays, 7.45-9.15 p.m., commencing February 12,
1993

12 meetings Fee : \$385

1727. 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、市場環境及策略燈訂、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：一九九三年二月十三日起每星期六下午二
時至三時三十分

全期學費：三百八十五元（共十二講）

1728. Marketing Management

Marketing plays an important role in today's world with a growing recognition and is attributable to the success of such companies as McDonald's, IBM, Kodak, Procter & Gamble, etc. This course aims at providing a general insight into the marketing principles and exploring the application of marketing in today's organisation, covering the marketing management process which consists of analyzing marketing strategies, planning marketing tactics, implementing and controlling the marketing effort. Case studies and practical examples will be drawn whenever appropriate. This course is designed primarily for junior and supervisory personnel involved in marketing.

Tutor : Eddie Y.F. Chan, B.Sc.(Birm.), M.Sc.(Lond.),
M.C.I.M., M.B.I.M., C.Dip.A.F.

Venue: Room 11, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Tuesdays, 8.00-9.30 p.m., commencing February 9,
1993

12 meetings Fee : \$385

1729. 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 February 10, 1993

12 meetings

Fee : \$385

1730. Advertising Management in Marketing

Advertising is an integral part of the marketing function which inter-relates with all other functions in the marketing mix. This course will focus upon the uses and users of advertising; the function of the advertising manager; setting advertising budgets/appropriations; integrated advertising campaign planning; establishing advertising research; the evolution of media strategy and an introduction to the range of services offered by an advertising agency. The course will be of interest of those involved in the advertising industry as well as in client organizations in business or commerce.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.

Venue: Room 208, Run Run Shaw Building, HKU

Date : Saturdays, 2.00-3.30 p.m., commencing February 13, 1993

12 meetings

Fee : \$385

1731. 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 commu-

nication 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 and special topics in international advertising.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.

Venue: Room 122, University Main Building

Date : Saturdays, 3.45-5.15 p.m., commencing February 13, 1993

12 meetings

Fee : \$385

1732. Marketing in the International Environment

Marketing internationally is inherently more complex and varied than domestic marketing. This arises because of the greater level of uncertainty in the international environment as a consequence of differences in economic, political, legal, cultural, technological and competitive conditions in foreign markets. The major challenge facing the international marketer is the need to develop marketing strategies which take into account environmental differences between countries, but which at the same time, maximise the competitive benefits to be derived from the firm's international presence. The course aims to provide an examination of the alternative foreign market entry and development strategies available to firms and factors influencing the choice of strategy.

Tutor : Rod Laurin, B.A., M.B.A.(McGill)

Venue: Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2.00-3.30 p.m., commencing February 13, 1993

12 meetings

Fee : \$385

1733. 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：一九九三年二月十三日起每星期六下午三時四十五分至五時十五分

全期學費：三百八十五元 (共十二講)

1734. 銷售學原理 (Principles of Selling)

在商業社會的成功與否，在於能否適當地將貨品或服務銷售給客戶。銷售學原理主要針對的不單是面談銷售，更涉及如何利用貨品特質的銷售法，和介紹直接傳銷及傳播銷售，從而令學員能在本課程中全面瞭解最新的銷售原理。

本課程特別適合銷售、市場策劃及銷售管理人員或有意從事以上職務的人士修讀。

主 講 人：池寶珠女士，BBA (CUHK)
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：一九九三年二月十二日起每星期五下午六時至七時三十分
全期學費：三百八十五元 (共十二講)

1735. Consumer Behaviour in Marketing

An understanding of why consumers behave as they do in the purchase of goods and services is one of the most important challenges in marketing. This course will focus upon individual differences between consumers, such as motivation, attitude and life style, environmental influences in the society, culture and family, implications for marketing in retailing and market segmentation, and the effects on buyer behaviour. The target audience for this course is a combination of those already involved in marketing and market research, as well as others in the organization for whom it is essential to have a sound appreciation of the behavioural concepts and applications which lie behind consumer and organizational buying.

Tutor : Arthur Cheung, B.A.(Toronto)

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

Date : Saturdays, 2.00-3.30 p.m., commencing February 13, 1993

12 meetings

Fee : \$385

1736. 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：何其龍先生 MBA(UEA) 及各售業人士
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：一九九三年二月十二日起每星期五下午七時四十五分至九時十五分
全期學費：三百八十五元 (共十二講)

1737. 生產管理學 (Production Management)

本課程專為在製造工業工作之人士或有意投身的人士而設，旨在提供一些生產管理的主要知識。課程內容包括 (1) 容量策劃及計劃 (如預測學、營運研究技術)；(2) 工作力量管理；(3) 庫存管理；(4) 品質管理及 (5) 資訊科技等。而本課程也借此機會與參加者一同研習一些著名的日本製造及管理制，如品質圈、切合時宜等；參加者可以藉此交流這方面的寶貴經驗。

主 講 人：黃啓智先生 M.B.A (Wales), AMIEE
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：一九九三年二月十日起每星期三下午七時四十五分至九時十五分
全期學費：三百八十五元 (共十二講)

1738. Personnel Management: Theory and Practice

Modern Personnel Management is an integral part of the senior group in many organizations responsible for strategy formulation and policy decision with special responsibility for the human implications of the organization's performance. The course, which is aimed at executives with senior responsibilities in their concerns, will consider modern theory and practice in managerial activity generally and how the personnel specialist can play a role in its promotion. Specific personnel responsibilities will also be considered in their modern context: manpower planning, recruitment and selection, training and the development of personnel, appraisal, organizational design and development, salaries administration policies, and the promotion of incentives to work. Reference will be made to appropriate theoretical contributions from the field of organizational behaviour.

Tutor : Terry Casey, B.A.(Nott.), M.Phil.(H.K.),
Ph.D.(Bath.), Senior Lecturer in SPACE,
HKU

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

Date : Tuesdays, 7.45-9.15 p.m., commencing February 9, 1993

10 meetings

Fee : \$325

1739. 管理技巧與人際關係 (Managing Interpersonal Skills)

管理階層之任務，在乎有效地運用其資源，以達到所屬機構之工作目標；而其最重要之資源，莫過於其屬下員工。因此管理階層工作之成敗，實有賴於人事處理之技巧。此課程用講授、個案之分析或實踐之方法，探討一連串人事技巧的問題；包括溝通技巧，工作小組之建立，談判之原則及手法，員工之培訓及發展，以及進行工作評估，勸導或紀律性之會晤技巧等。此課程專為中級人事主管而設。

主 講 人：黃世強先生 B A (Hons), M.Soc Sc (Public Adm)
(HK)

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：一九九三年二月九日起每星期二下午六時
至七時三十分

全期學費：三百八十五元 (十二講)

1740. Managing Human Resources for Line Managers

The management of human resources is not solely the responsibility of personnel specialists in an enterprise; it is an integral part of the work of all managers and supervisors throughout the organization. Theirs is a shared responsibility for manpower planning, recruitment and selection, termination procedure, staff budgeting, employment policy, the appraisal system, and employee relations. Managers in areas such as finance, engineering, production, sales and marketing and servicing need to develop awareness and skills in the management of human resources which come under them. An emphasis will be put on case studies group discussion, and drawing on the experiences of participants in human relations.

Tutor : Victor Chu, M.B.A.(Brunel), M.B.I.M., M.C.I.M.,
P.Mgr., M.C.Inst.M.

Venue: Room 101, James Hsioung Lee Science Building,
HKU

Date : Saturdays, 2.00-3.30 p.m., commencing February
13, 1993

12 meetings

Fee : \$385

1741. 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、薪金管理、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：香港大學校本部大樓 7 室

時 間：一九九三年二月八日起每星期一下午六時
三十分至八時

全期學費：三百八十五元 (共十二講)

1742. 人事管理學 (Personnel Management and Office Administration)

人事管理研究的範圍包括所有與企業管理方面有關人事的因素，人事政策實施的問題，如招募、挑選、就業、工作分析、員工訓練及發展、評估薪酬、員工福利、紀律、及員工關係等，將在討論範圍之內。

主 講 人：張紫荊碩士 M.Sc (Salford)

地 點：香港大學校本部大樓 1 2 2 室

時 間：一九九三年二月十二日起每星期六下午二
時至三時三十分

全期學費：三百八十五元 (共十二講)

1743. 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：一九九三年二月八日起每星期一下午六時
至七時三十分

全期學費：三百八十五元 (共十二講)

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 1993 and for the Ordinary-level course in January 1993; in each case the closing dates for application will be some months earlier. Applicants must be sponsored by their employers. Further details are available on request.

Certificate Course in Medical Laboratory Management

A certificate course in Medical Laboratory Management is also planned to be offered. In this case, advertisement and enrolment will be made some months earlier.



Degree Programme

Napier University B.Sc. (Hons.) Life Sciences (Applied Medical Sciences)

Following approval by the University Senate, 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.

PRIOR ENROLMENT IS ESSENTIAL

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

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

MUSIC

Lecturers in charge: Owen H. H. Wong
Y. W. Liu
Koon-ki T. Ho

Telephone: 859 2788
859 2416
859 2792

36. Diploma in Music Performance Pedagogy (Piano)

The School has been offering the Certificate course in Piano Performance Pedagogy since 1987. There is now a new comprehensive programme comprising three Certificates. Successful completion of the three Certificate courses will lead to the award of a Diploma in Music Performance Pedagogy (Piano). The Diploma programme has separate, self-contained modules/units. Students are free to enrol according to individual interests and time schedule, except for the Certificate in Piano Performance Pedagogy, where students are required to enrol for the whole course.

The Diploma curriculum is divided into three parts:

37. Certificate in Piano Performance Pedagogy (2-year course)
38. Certificate in Advanced Piano Performance Pedagogy
39. Certificate in Music Language and History (2-year course)

Exemption:

- (1) Students who have been awarded the EMS/SPACE Certificate in Piano Performance Pedagogy will be exempted from the relevant parts of the programme.
- (2) Any module/unit successfully completed will be recognized for diploma credit.

Admission requirements:

- Either* University or conservatory graduates who took music as a major part of their degree or diploma course;
- or* in-service piano teachers with a minimum of three years experience;
- or* holders of Grade VIII Certificate (theory and practical) of the Associated Board of the Royal Schools of Music, the Trinity College of Music, or music academies of similar standing;
- or* in exceptional cases, candidates who do not have the qualifications listed above will be considered for admission if they possess the necessary knowledge of piano music and skill. (These candidates may be asked to attend an interview.)

Completed application forms should be accompanied by copies of relevant certificate(s) and diploma(s) and a crossed cheque for the respective course fees in favour of the "University of Hong Kong" and should reach Dr. Y.W. Liu, School of Professional and Continuing Education, University of Hong Kong not later than Saturday, February 6, 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 the future) may be considered for direct entry into the final year of the above degree course at Kingston University.

37. Certificate in Piano Performance Pedagogy

Curriculum:

1. **Repertoire Study**
 - 1.1 J.S. Bach: The Well-Tempered Clavier
 - 1.2 J.S. Bach: Suites and Partitas
 - 1.3 Mozart and Haydn: Piano Sonatas
 - 1.4 Beethoven: Piano Sonatas
 - 1.5 Lyrical Works of the Romantic Epoch
 - 1.6 Dramatic and Epic Works of the Romantic Epoch
 - 1.7 Impressionism and Expressionism
 - 1.8 Works by the "Early Moderns"
2. **Basic Piano Pedagogy**
 - 2.1 Creative Piano Instruction for Small Children
 - 2.2 Piano Methods
 - 2.3 Pedagogic Psychology and Psychology of Learning
 - 2.4 Technical Studies in Progressive Piano Education
3. **Master Composers' Teaching Repertoire**
 - 3.1 Teaching Baroque Keyboard Music
 - 3.2 Teaching Classical Piano Compositions
 - 3.3 Teaching 19th Century Piano Compositions
 - 3.4 Teaching Post-Romantic Music

Enrolment is limited to 34. Students are required to enrol for the whole course. (Application closed)

Director of Studies:

Ms. Siglind Bruhn, M.Mus.(Stuttgart), M.Phil.(Munich), Ph.D.(Vienna), formerly director of Pianisten-Akademie Ansbach.

38. Certificate in Advanced Piano Performance Pedagogy

This course is designed as a follow-up of the first certificate, and successful completion of one year of the Certificate in Piano Performance Pedagogy will normally be regarded as a pre-requisite.

From amongst a great variety of topics (which will vary, as much as possible, every term), each student must choose and successfully complete:

- (a) 4 Performance Workshops with music from different stylistic periods;
- (b) 1 Chamber Music Workshop; and
- (c) 1 Research Seminar.

Curriculum:

4. Performance Workshops

- 4.1 Performance Workshop: Baroque Keyboard Music
- 4.2 Performance Workshop: Mozart/Haydn
- 4.3 Performance Workshop: Beethoven/Schubert
- 4.4 Performance Workshop: Chopin/Schumann/Brahms
- 4.5 Performance Workshop: Impressionism and Expressionism
- 4.6 Performance Workshop: Piano Works from the 20th Century

5. Research Seminars

- 5.1 Research Seminar 20th Century Piano Music
- 5.2 Research Seminar 20th Century Non-Piano Music

6. Chamber Music Workshop

Director of Studies:

Ms. Siglind Bruhn, M.Mus.(Stuttgart), M.Phil.(Munich), Ph.D.(Vienna)

Tutors: Dr. Siglind Bruhn and lecturers from HKAPA, HKBC, CUHK and others.

Fee: see units below.

Enrolment is limited to 8 for each group.

Units starting in February, 1993.

4. Performance Workshops

1746. J. S. Bach: Preludes from English Suites (Unit 4.1)

Tutor : Ms. Siglind Bruhn, M.Mus.(Stuttgart), M.Phil.(Munich), Ph.D.(Vienna)

Place : N6 Pak Tak Yuen, Shatin

Date : Wednesdays, 9.15-11.15 a.m., commencing February 24, 1993

16 meetings

Fee: \$2,400

Each student will study and perform one virtuoso prelude from one of Bach's English Suites.

1747. Mozart: Variations (Unit 4.2)

Tutor : Ms. Siglind Bruhn, M.Mus.(Stuttgart), M.Phil.(Munich), Ph.D.(Vienna)

Place : N6 Pak Tak Yuen, Shatin

Date : Wednesdays, 11.15a.m.-1.15p.m., commencing February 24, 1993

16 meetings

Fee \$2,400

Each student will study and perform one of W.A Mozart's cycles of piano variations.

1748. Schumann: Album for the Young (Unit 4.4)

Tutor : Ms. Siglind Bruhn, M.Mus.(Stuttgart), M.Phil.(Munich), Ph.D.(Vienna)

Place : N6 Pak Tak Yuen, Shatin

Date : Tuesdays, 11.15a.m.-1.15p.m., commencing February 23, 1993

16 meetings

Fee: \$2,400

Each student will study and perform two miniatures from each part of the Album.

1749. Piano music from the "Group of Six" (Poulenc, Milhaud, Honegger etc.) (Unit 4.6)

Tutor : Ms. Wong Chung Chun, B.Mus.(Manitoba), M.A.(Texas Women's University)

Place : Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F

Date : Fridays, 9.15-11.15 a.m., commencing February 26, 1993

16 meetings

Fee: \$2,400

Each student will study and perform two to three pieces or a cycle by one of the composers of the French "Group of Six".

5. Research Seminar

1750. French Piano Music composed between 1900 and 1950 (Unit 5.1)

In this seminar, participants will analyze and categorize the main trends of musical language emerging in this field, draw conclusions for the various aspects of performance practice and gain a deeper understanding of the musical message. These investigations will be followed by discussions of pedagogic procedures - such as age-group alloca-

tion, technical and intellectual demands and the preparation of the teacher and/or the pupil.

Tutor : Ms. Siglind Bruhn, M.Mus.(Stuttgart), M.Phil.
(Munich), Ph.D.(Vienna)

Place : N6 Pak Tak Yuen, Shatin

Date : Tuesdays, 9.15-11.15 a.m., commencing February 23, 1993

16 meetings

Fee: \$2,400

6. Chamber Music Workshop

1751. 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: Bach: sonatas for violin + piano; Mozart/Schubert: piano duets; Kuhlau: Divertimentos and other pieces for flute + piano; Strauss: Lieder op.10 and others for soprano and piano.

Tutors: Ms. Josephine Cheung, ARCM, GRSM, B.Mus.,
M.Phil. and

Ms. Siglind Bruhn, M.Mus.(Stuttgart), M.Phil.
(Munich), Ph.D.(Vienna)

Place : 4/F Hannover Court, 87 Waterloo Road, Kowloon

Date : Saturdays, 5.00-7.00 p.m., commencing February 27, 1993

16 meetings

Fee: \$2,400

39. Certificate in Music Language and History

This course has three units which will be taught by academic staff from the School of Music, Kingston University during the Summers, 1993 and 1994.

Enrolment is limited to 30

Curriculum:

7. Music History 1650-1900
8. Harmony and Keyboard Musicianship
9. Improvisation and Composition
 - 9.1 Improvisation
 - 9.2 Improvisation and Composition

1752. Music History (1650-1900) (Unit 7)

This course examines the main events and developments of the common practice period from a stylistic and historic perspective. Specific works will be selected for analytical study. These will focus on non-piano music.

Tutor : Professor Edward Ho, D.Mus.(Durham), F.T.C.L.,
LRSM

Place : Room 10, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F

Summer Course: Late July to September, 1993

Fee: \$4,200

(More details will be available in February 1993)

1756. 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，講解該地之民族情況和風土人情，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，每個學員均有來機會被個別指導和個人聲音鑑別。

(限收十八人)

主 講 人：葉卓強先生 BA (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：一九九三年三月一日起每星期一、三、五下午五時四十分至六時五十分

全期學費：二百八十五元 (共十四講)

1757. 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：一九九三年二月廿五日起每星期四下午五時四十五分至七時

全期學費：三百五十元 (共十六講)

1758. 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：一九九三年二月廿五日起每星期四下午七時十分至八時廿五分
全期學費：二百九十元（共十講）

1759. 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：一九九三年五月六日起每星期四下午七時十分至八時廿五分
全期學費：二百九十元（共七講）

1762. 現代舞蹈基訓及欣賞 (Modern Dance: Appreciation and Basic Training)

課程將以動作訓練及討論欣賞兩階段形式進行，首先以現代舞基本之人體肌肉控制及脊椎運作、呼吸、鬆弛、伸展等基本訓練，令學者認識現代舞的技巧、風格及形式。進而以討論方式介紹空間、速度、動力之運用，啟發學員進一步體會現代舞獨特風格的演繹方式，動作之旋律感及性質去體會，欣賞現代舞蹈的創作性。適合任何十八歲以上未有舞蹈訓練者或初學者。（限收二十人）

主講人：洪漢寶先生(漢紹舞蹈團藝術總監及編舞)
地點：香港灣道4號香港中華基督教青年會2字樓香港會所404室
時間：一九九三年三月六日起每星期六下午二時至四時
全期學費：四百六十五元（共十講）

PRIOR ENROLMENT IS ESSENTIAL

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

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

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.

1766. 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), commencing March 18, 1993

36 meetings Fee: \$1,460

1767. Ms Jenny Sze, B.A.(Tientsin)

Place : Room 206, Run Run Shaw Building, University of Hong Kong

Date : Tuesdays, 8.05-10.05p.m., commencing March 9, 1993

22 meetings Fee: \$1,460

1768. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 206, Run Run Shaw Building, University of Hong Kong

Date : Fridays, 8:05-10:05p.m., commencing March 19, 1993

22 meetings Fee: \$1,460

1769. Joseph Kung, B.A.(New York)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays and Wednesdays, 6.00-7.30p.m., commencing March 22, 1993

30 meetings Fee: \$1,460

Textbook: Sarah Tsou: Teach Yourself Living Mandarin (with tapes) (Longman) (Available at Hong Kong Book Centre and/or Swindon Book Co.)

1770. Mandarin for Business Conversation

This course is designed for non-Chinese speaking people who have no background in Mandarin and yet wish to advance to a conversational level in a relatively short period of time. The emphasis will be on business-related vocabulary, daily expressions and the more practical aspects of the language.

Enrolment is limited to 20

Tutor : Ms Jenny Sze, B.A.(Tientsin)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 5.30-7.30p.m., commencing March 19, 1993

20 meetings Fee: \$1,460

Textbook: Sarah Tsou: Teach Yourself Living Mandarin (with tapes) (Longman) (Available at Hong Kong Book Centre and/or 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.

1771. Mrs Sarah Tsou, M.A.(San Diego State)

Place : Room 106, James Hsioung Lee Science Building, University of Hong Kong

Date : Wednesdays, 7:15-9:45p.m., commencing March 17, 1993

18 meetings Fee: 1,520

1772. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 206, Run Run Shaw Building, University of Hong Kong

Date : Thursdays, 8:05-10:05p.m., commencing March 11, 1993

22 meetings Fee: 1,520

1773. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays, 9.30-11.45a.m.(Morning), commencing March 29, 1993

20 meetings Fee: 1,520

Textbook: Sarah Tsou, Teach Yourself Living Mandarin (with tapes) (Longman) and supplementary. (Available at Hong Kong Book Centre and/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 an Extra-Mural Certificate in Mandarin provided that they pass the final examination, and have attended at least 75% of the meetings.

1774. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays, 7.30-9:45p.m., commencing March 29, 1993

40 meetings

Fee: \$3,200

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.

1775. Geoffrey M.B. Wu, B.A.(C.U.H.K.), M.A.(H.K.)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays and Thursdays, 6.00-7.30p.m., commencing March 9, 1993

33 meetings

Fee: \$1,460

1776. 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., commencing March 19, 1993

22 meetings

Fee: \$1,460

1777. K.K. Chan, B.A.(C.U.H.K.), Language Instructor, University of Hong Kong

Place : Room 101, James Hsioung Lee Science Building, University of Hong Kong

Date : Tuesdays, 8:05-10:05p.m., commencing March 2, 1993

25 meetings

Fee: \$1,280

1778. Ms Ko Shek-ying, B.A.(Chi-nan), Language Instructor, University of Hong Kong

Place : Room 101, Runme Shaw Building, University of Hong Kong

Date : Wednesdays, 7.15-9.45p.m., commencing March 3, 1993

20 meetings

Fee: \$1,280

1779. Mrs Caroline Law, B.A.(U.C.)

Place : Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 10.15a.m.-12.30p.m., commencing March 26, 1993

22 meetings

Fee: \$1,280

1780. 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., commencing March 26, 1993

33 meetings

Fee: \$1,280

1781. Mr Keith Tong, M.A.(Reading)

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., commencing March 18, 1993

20 meetings

Fee: \$1,280

Enrolment: limited to 29 per course
(limited to 22 for Course 1775 and 1776)

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours (Available at Hong Kong Book Centre & Swindon Book Company)

Cantonese II

The course, intended for students who have completed Cantonese 1 or who can prove that they have had equivalent training in Cantonese, will concentrate on oral expressions and idioms.

1782. Ms Elza Lam, M.Ed.(Manchester)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 5.45-7.15p.m., commencing March 30, 1993

20 meetings

Fee: \$1,520

1783. Miss F.K. Lam, B.A.(C.U.H.K.)

Place : Room 101, James Hsioung Lee Science Building,
University of Hong Kong

Date : Thursdays, 8.05-9.35p.m., commencing March 4,
1993

20 meetings Fee: \$1,520

1784. Mrs Caroline Law, B.A.(U.C.)

Place : Room 10, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F.

Date : Mondays and Thursdays, 2.00-3.30p.m., commencing
March 15, 1993

20 meetings Fee: \$1,520

1785. Miss Connie Cheung, B.A.(H.K.)

Place : Room 39, St. Mary's Canossian College, 162, Austin
Road, Kowloon (Entrance at the junction of Kim-
berley Road and Austin Avenue)

Date : Tuesdays, 6.45-8.45p.m., commencing March 9,
1993

15 meetings Fee: \$1520

*Textbook: Lung Sing, Basic Cantonese in One Hundred Hours
(Available at Hong Kong Book Centre and Swindon Book
Company)*

Cantonese III

Students who have attended Cantonese I and II will find this course extremely useful. The syllabus covers more grammar, useful colloquial expressions, idioms and proverbs in daily use. Students who are doing Cantonese II or who can prove that they have done sufficient Cantonese elsewhere are also welcome.

1786. Mrs Caroline Law, B.A.(U.C.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F.

Date : Tuesdays, 7.35-9.35p.m., commencing March 2,
1993

15 meetings Fee: \$1,520

*Textbook: Parker Po-fei Huang and Gerald P. Kok, Speak
Cantonese Book II (Yale University Press) (Available at Hong
Kong Book Centre and Swindon Book Company.)*

Chinese Characters

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 I
(Yale University) (Available at Hong Kong Book Centre and
Swindon Book Co.)*

1787. 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., commencing March 26,
1993

17 meetings Fee: \$1,560

1788. 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., commencing March
24, 1993

15 meetings Fee: \$1,560

Japanese

1789. Introductory Japanese

Mainly designed for non-Chinese speaking people who wish to acquire the basics of spoken Japanese in a relatively short period of time, this course, comprehensive and condensed in nature, aims at providing beginners with a firm foundation in colloquial Japanese and in basic grammar. Ample opportunity will be given for practising pronunciation and short sentence construction orally.

Enrolment is limited to 26

Tutor : Mrs Hiroko Benson-Itakura, M.A.(Exeter), M.A.
(Shinshu)

Place : Room G1, James Hsioung Lee Science Building,
University of Hong Kong

Date : Mondays, 7.15-9.30p.m., commencing March 22,
1993

20 meetings Fee: \$1,560

*Textbook: Japanese for Beginners (Gakken Co. Ltd) (Available at
Hong Kong Book Centre and/or Swindon Book Co.)*

1790. 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 Miyoko Yamashita-McGregor, B.A. (Hosei)

Place : Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 5.40-7.10p.m., commencing March 24, 1993

23 meetings

Fee: \$1,730

Textbook: *Japanese for Beginners (Gakken Co., Ltd) (Available at Hong Kong Book Centre)*

日語證書班 (Certificate Course in Japanese)

宗旨：為符合香港環境所需，本學院特開設一項日語證書課程，給予從事工商、文教等各類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；較深文句之分析，以期學員能充分操縱此種語文。

主講人：「基本日語」由曾經留學日本之華人導師主持，彼等均有多年教授日語經驗，並曾在各大學校任教；「高級日語」由精通中國語文之日語講師主持，故在學習過程中，學員均不會在聽講時有語言上的困難。

入學資格：

基本日語：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：全年港幣壹仟二百八拾元 (HK\$1,280)

高級日語：全年港幣壹仟三百二拾元 (HK\$1,320)

報名手續：填妥報名表格，連同學費交回本學院。本院於1992年秋季開設「基本日語」四十九班，「高級日語」十三班，為提高被取錄機會，申請者須將其第二、第三及第四選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。由於本學院之報名程序已電腦化，學員一經被取錄，不得轉班。

結業考試：

基本日語：由各班導師個別安排。

高級日語：一九九三年八月二十日下午七時起在香港大學或專業進修學院市區中心舉行。

結業證書：本學院只頒發日語證書予「高級日語」畢業學員，惟學員須符合下三項條件：(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：(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)

1791. 黃君猷先生 (共四十講)
地點：香港大學本部大樓122室
時間：一九九三年三月十七日起每星期三及星期四下午七時十五分至九時卅分
學費：壹仟二百八拾元

1792. 李明玉小姐 (共三十講)
地點：香港大學屬樹雄科學館G4室
時間：一九九三年二月五日起每星期五下午七時至十時
學費：壹仟二百八拾元

1793. 李明玉小姐 (共五十一講)
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：一九九三年二月廿三日起每星期二及星期五下午三時廿五分至五時十分
學費：壹仟二百八拾元

中級日語 (Intermediate Japanese)

專供曾修讀四十小時或以上初級人士或本院基本日語期終測驗不合格學員進修。

全期學費：港幣捌佰玖拾元 (HK\$890)

1794. 周國欣先生 (共廿二講)
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：一九九三年二月廿二日起每星期一下午六時卅分至八時四十五分

1795. 林頤年小姐 (共廿二講)
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：一九九三年二月廿六日起每星期五下午六時卅分至八時四十五分

1796. 譚林通先生 (共廿二講)
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：一九九三年二月廿二日起每星期一下午六
時卅分至八時四十五分

1797. 張民衍先生 (共廿二講)
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：一九九三年二月廿二日起每星期一下午四
時十五分至六時卅分

中級日語課本：常用初級日語(香港大學專業進修學
院編)，附錄音帶。

購書處：三聯書店或中華書局

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)

1798. 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：一九九三年三月三十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)

1799. 大鹽朝子女士主講
地點：香港大學邵逸夫樓206室
時間：一九九三年三月廿四日起每星期三下午八
時零五分至十時零五分
全期學費：八百二十元 (共二十講)

1800. 日語文法輔導課程 (Japanese Grammar)

此課程為已修畢高級日語學員而設，內容論及各學員
在過去兩年間極常碰到而又較難理解的幾個文法重點
，其中包括：(一)日語助詞的用法；(二)動詞分類法，
從而介紹動詞的時與態；(三)敬語的使用意識。

每講均用常見的誤用例作為分析的基礎，務使學員能
對文法基礎有進一步的理解，並能作更正確的使用。

此課程將依「日本國際交流基金」所編的「文法 I 一
助詞の諸問題 I」內容作教學大綱。

主 講 人：黃健雄先生
地 點：香港大學邵仁枚樓101室

時 間：一九九三年二月二十日、三月六日及三月
二十日 星期六下午二時十五分至六時十五
分
全期學費：三百六十元 (共三講)

1801. 商業日語(Business Japanese)

本課程專為有日文基礎之學員而設，內容包括商業應
酬用語；出入口貿易、推銷、保險、財經、運輸、旅
遊等行業之專用語；及商業函件之寫作，每一課的內容
將包括語句、詞匯、課文、語法、會話及練習。

主 講 人：林秀華先生(前南京師範大學日語講師)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27
室(金巴利道入口)
時 間：一九九三年三月廿六日起每星期五下午六
時卅分至八時四十五分
全期學費：八百二十元 (共二十講，限收三十人)

申請人須具進修日文本二百小時左右之程度，或曾修
畢本學院主辦之高級日語。

下列是1993年度秋季普通話(國語)課程預告

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。內容有國語注音符號(包括注音
字母及中國現行標準拼音法)，國粵語發音，語法和
詞句的差異，聲調與語法的練習，特重高低聲調的調
號，調值與類別，及四音節的變化，並輔以會話與各
文章的選讀。每班共計八十三小時，限收三十人。本
課程是以普通話講授。

1992年全期學費：一仟零捌拾元正(HK\$1,080)

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部份北京地方語彙的講授。學員結業考試合格，上課次數超過百分八十，可獲普通話合格證明。

高級班優先取錄修畢本學院基本班之學員，外界申請入學者，可作後補生。每班為期一年，限收三十人。

1992年全期學費：一仟一百零八拾元 (HK\$1,180)

(上述資料乃是1993年度秋季課程預告)

1802. 中級普通話 (Intermediate Putonghua)

本課程專為曾進修外界之初級普通話申請者而設，以便銜接升讀一九九三年本院所辦之高級普通話課程。

[課本：“普通話教程”上冊，本學院編印
購買處：三聯書店或中華書局]

主講人：蔣治中先生主講 (共二十講)

地點：香港大學厲樹雄科學館G1室

時間：一九九三年三月九日起每星期二下午七時
十五分至九時卅分

全期學費：八百五十元

1803. 普通話教學法 (Teaching Putonghua)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課程講授技巧及課堂實習講授。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明。入學資格：能操流利普通話，對兩種拼音方法有認識，有意投入普通話教學工作。

(限收二十五人)

主講人：饒素蘭女士及張丹女士

講授語言：普通話

地點：香港般含道聖保羅書院611室

時間：一九九三年三月八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：八百一十元 (共二十講)

1804. 普通話教學法 (Teaching Putonghua)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課程講授技巧及課堂實習講授。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明。

(限收二十五人)

主講人：饒素蘭女士及張丹女士

講授語言：普通話

地點：香港大學專業進修學院市區中心11室(信
德中心西翼九樓)

時間：一九九三年三月八日起每星期一下午四時
至六時

全期學費：八百一十元 (共二十講)

入學資格：能操流利普通話。對兩種拼音方法有認識，有意投入普通話教學工作。

教師可獲教育署退還學費。詳參第76頁。(只限課程編號1804)

1805. 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，而有志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，制作教具，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；教具制作與使用；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：一九九三年三月二日起每星期二上午十時
二十分至十二時五十分

全期學費：一千一百元 (共十四講)

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone: 859 2788
Telephone: 859 2792

1811. Hong Kong: Historical Development & Cultural Background Since 1842

The remoulding of Hong Kong as the meeting point between the East and the West is significant, especially after the coming of the British in 1842. At the same time Chinese political, social and cultural influences are still dominating. To understand the background, the following topics will be dealt with: the Western impact on China through this territory as a point of contact and conflict; the three treaties and the marking of a Colony; the founding of local institutions, religious charitable, educational and others; the development of a unique cross-cultural place where the East meets the West; the Japanese occupation.

There will be one full-day field trip on a Sunday (travelling expenses to borne by participants).

Enrolment is limited to 15

Tutor : Kwan Lai-hung, M.A., Ph.D(Lond.), M.B.I.M.,
A.M.I.T.D.

Venue: Room 10, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Wednesdays, 6:15pm - 7:45pm, commencing May
19, 1993

5 meetings plus 1 field trip

Fee : \$280

1812. 實用中文證書課程 (Certificate in Use of Chinese)

課程主旨：

本課程的目的在向學員提供中國語文的基本知識，加強他們運用語文的能力，以應付日常工作和社交的需要。

課程內容：

(一) 語文基礎知識

語言和文字是人類溝通的主要工具，如果能夠掌握這個工具的特性，必可使我們在表達意見和吸收訊息時，收事半功倍之效。本科目將就語言的本質、漢語的特色、漢語和文字、漢字的特點等，詳加闡述，務使學員能充分掌握語文的知識，改進運用的能力。

(二) 應用文

在現代社會中，應用文是與人交際、傳達訊息的重要工具。能夠掌握各類應用文的體裁和特點，對處理私事、公務，都有莫大的幫助。本科目將針對香港的實際情況，詳細介紹公函、商業書信、報告、會議紀錄、啓事、契約、建議書等的格式和作法，使學員能應付日常需要。

(三) 資訊中文

香港社會資訊發達，消息頻繁，應用資訊性文字的機會也不斷增多。為了配合需求，本科目

將會選講一些資訊性文類如新聞稿、廣告稿、說明書、演講稿等，分析它們的特點和撰寫方法，輔以實例，務求學員能充分掌握各文類的規格，學以致用。

(四) 文學作品賞析與創作

本科目旨在從優秀的中國白話文學作品中汲取養料，並透過欣賞和分析，幫助學員掌握漢語寫作的要點。加強他們對中國語文運用的認識，從而提高他們駕馭中國語文的能力。本科涵蓋的作品包括小說和散文，以1949年前後在中國大陸發表的為主，並輔以台灣和香港兩地的傑出作品。

本課程分兩部分

第一部分：語文基礎知識；應用文

第二部分：資訊中文；文學作品賞析與創作

課程主任：陳遠止先生 B.A., M.Phil(H.K.)

主 講 人：陳遠止先生 B.A., M.Phil(H.K.)

楊玉峯先生 B.A., M.Phil., Ph.D.(H.K.)

李雄溪先生 B.A., M.Phil(H.K.)

白雲開先生 B.A., M.Phil(H.K.)

地 點：香港大學邵逸夫樓 208 室

時 間：第一部分 (共二十五講)：

一九九三年二月十六日起每星期二下午六時卅分至八時卅分

第二部分 (共二十五講)：

一九九三年九月廿一日起每星期二下午六時卅分至八時卅分

全期學費：一千八百五十元

入學資格：中學會考中文科合格

畢業證書：課程結束後，學員若能符合下列條件，則可獲本部頒發的證書：(一)出席率超過百分之八十，(二)完成所有課程中的作業，(三)考試合格。

報名手續：申請者須於一九九三年二月二日前將(一)申請表格，(二)學歷證件副本，(三)貼足郵票的回郵信封乙個，寄回香港大學專業進修學院。報名時請用支票(抬頭寫香港大學)交款。

1813. 中國語文講座：現代漢語語法 (An Introduction to Modern Chinese Grammar)

我們學習語法，一方面可以提高分析句子結構能力，有助於閱讀時能準確地理解文意；一方面又能改正語病，正確地運用語言去表情達意，使不會修習語法的人士，能分析句子的結構與成分；此外，又解釋「習慣性的語法」與「學者的語法」或「理論性的語法」的分別。

講授內容：包括詞和詞的構造，句子和句子成分，詞類和詞組。單句和複句、語氣、標點符號等。務使學員在聽課後，對語文學習和語文教學都有幫助。

(限收二十八人)

主 講 人：朱國能先生 M.A.(H.K)
地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 25 室
時 間：一九九三年三月四日起每星期四下午六時十五分至八時十五分
全期學費：三百二十元 (共十一講)

教師可獲教育署退還半費。詳參第 76 頁。

1814. 文學創作研習班 (Creative Writing in Modern Chinese Literature)

在文學的範疇裡，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體會「文章千古事，得失寸心知」的妙諦。

本課程主要是向文學愛好者和文學教師提供。講授內容除一般文學理論外，並將選讀現代中國文學名家作品，藉透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部份將以創作為主。學員除了有機會練習寫詩和小說等各種文學類別外，還得嘗試一項大型創作，內容自定，於課程完結前完成。優秀作品將會被推薦給本港的文藝副刊登載，並收入本班作品集。

本課程目的除提高學員的欣賞和創作能力外，並為大家提供一個集體學習的環境，希望透過不斷的訓練和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。

(限收十八人)

主 講 人：吳萱人先生 (嶺南學院翻譯系兼任講師，編輯，出版人)
地 點：香港大學專業進修學院市區中心 16 室 (信德中心西翼九樓)
時 間：一九九三年二月廿二日起每星期一下午八時二十分至九時五十分
全期學費：二百七十五元 (共十講)

1815. 唐宋詩選 (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；均堪選介，以與同好共賞！

主 講 人：潘小磐先生
地 點：香港大學專業進修學院市區中心 16 室 (信德中心西翼九樓)
時 間：一九九三年二月十五日起每星期一下午六時四十分至八時十分
全期學費：三百元 (共十四講)

1816. 詩歌朗誦初探 (Introduction to Verse Speaking)

以抒情和生活化手法，用國、粵語朗誦由中國古今文學選材的詩歌，可發揮對詩歌的高度欣賞和體會。方式採用獨誦、對誦及合誦，並盡量配予音樂。主講者曾訓練校際朗誦隊，近年並在中西樂團、舞劇及戲劇中作朗誦演出。

主 講 人：李默小姐 (專欄作家)
地 點：香港大會堂八樓南會議室
時 間：一九九三年三月一日起每星期一下午七時至九時
全期學費：二百五十元 (共八講)

1817. 寫作的思路與修辭 (How to Improve Chinese Writing)

無論中外，修辭學都是一門古老的學問，也都會陷入繁瑣虛飾與做作的歧途。本課程採取自內至外，以動帶靜的方法，從開拓思路著手引入修辭的作用，分為六個專題：從觀察到紀錄；分析、比較與選擇；怎樣整理大批的材料；怎樣加強說服力；怎樣加強感染力；及怎樣發展創造力。本課程適合中學程度以上之青年參加。

(限收二十四人)

主 講 人：何達先生 (職業作家)
地 點：香港大會堂八樓南會議室
時 間：一九九三年四月廿六日起每星期一下午七時至九時
全期學費：一百八十元 (共六講)

1818. 電影小說的精神分析 (A Psychoanalytical Approach to Movie Stories)

佛洛伊德說「人皆有疾」，換言之，人人的心理都有多少毛病。

想知道周星馳惹笑原因嗎？且聽《鹿鼎記》的分析。跟父母相處有問題嗎？且聽《菊豆》與《大紅燈籠高高掛》的分析。

有婚外情嗎？且聽《阮玲玉》與《狂》的分析。想知道自己有無自殺或同性戀傾向？當聽白先勇《芝加哥之死》的分析。常常覺得遭人迫害嗎？來聽《郁達夫傳奇》的分析。有童年陰影嗎？來聽亦舒《珍珠》的分析。

主 講 人：曾焯人先生 B.A., M.A. (C.U.H.K.)
時 間：一九九三年三月一日起每星期一下午六時十五分至七時四十五分
地 點：香港大學梁球瑤樓 LG 101 室
全期學費：二百五十元 (共八講)

1819. 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，動作的设计）；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

彭永才先生

麥思刈先生

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：一九九三年三月四日起每星期四下午六時
三十分至八時三十分

全期學費：三百四十五元（共十講）

教師可獲教育署退還半費。詳參第76頁。

1821. 周易義理與人生 (The Book of Changes)

易經為六藝之源，本為卜巫之書，後經文王、周公、孔子等之，整理及演易，把古代專為卜巫之書變為以義為主之書。然周易六十四卦，有卦象、卦辭、卦爻。本課程將以最淺白之哲理，去探討易卦之卦理與人生的關係，其中可以發揮其實用之價值理論，包括易卦之軍事理論，經濟原理，教育及社會制度等。

本課程可使學員了解周易義理，並藉其易卦知識自我反省，提高人生之樂觀進取之自強精神，增加生活情趣，教人排難解紛、趨吉避凶。內容包括：（一）易經之緣起；（二）基本八卦理之分析；（三）周易對中國哲學之影響；（四）周易之軍事思想；（五）周易之經濟理論；（六）社會及政治理想；（七）個人修養；（八）教育理論；（九）易卦之陰陽變化；（十）君子自強不息之人生價值。

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
(中學部太豐路入口)

時 間：一九九三年五月十三日起每星期四下午七
時三十分至九時三十分

全期學費：三百三十元（共十講）

Philosophy

1820. 堪輿學之義理研究 (The Study of Geomancy)

中國堪輿學是一門極高深而玄妙的宗教哲學，它集合了古代聖賢哲理的精髓，遠溯至伏羲創八卦、史巫祭祀、河圖洛書及陰陽五行家之演易。堪輿學與中國的天文、地理、建築、祭祀、風俗等有密切的關係，而一直在民間流傳，根深蒂固。上至君王將相，下至販夫走卒，皆樂於此學。可惜此門學理，卻限於師徒私底相授，其中某些真學或已失傳，甚少專家作全面的探究和發揚。其實它包了預言學、心理及環境學、神學等，且有科學根源，是一種有智慧的信念。

本課程探討其源流與精神價值，以學術為主，趣味為副，並求深入淺出，教授時並以現代社會實例為證。講授主題包括：（一）堪輿的起源；（二）堪輿學之基本原理；（三）堪輿師之道德觀；（四）堪輿對中國建築學之影響；（五）倫理教化之意識；（六）陰宅之吉凶；（七）陽居之吉凶；（八）羅盤之應用；（九）對風俗之影響；（十）討論及實地考察。

主 講 人：袁匡任先生 Dip. Ed(C.U.H.K.),M.A.

地 點：香港太古城地利亞修女紀念中學 4 1 2 B
(中學部太豐路入口)

時 間：一九九三年三月四日起每星期四下午七時
三十分至九時三十分

全期學費：三百三十元（共十講）

1822. 佛學要義 (Outline of Buddhist Philosophy)

講授內容主要包括：（一）佛教的意義略釋；（二）佛家的「無我」觀念；（三）解脫道對於心靈的修養；（四）發菩提心的廣義解釋；（五）玄奘三藏的事功介紹；（六）佛菩薩的盛德。

主 講 人：葉文意女士

地 點：香港大學專業進修學院市區中心 1 0 室
(信德中心西翼九樓)

時 間：一九九三年二月廿四日起每星期三下午六
時十五分至七時四十五分

全期學費：二百六十五元（共十二講）

1823. 佛經專書導讀：八大人覺經 (Special Topics in Buddhism)

生命歷程可能發生之事情，諸如幸福與悲慘、健康與疾病，成功及挫折，快樂及愁苦等，在在影響人生。佛陀透過此經，提供八點應該注意事項，指導怎樣去化解，突破以及徹底趨避的方法。

主 講 人：葉文意女士

地 點：香港大學專業進修學院市區中心 1 8 室
(信德中心西翼九樓)

時 間：一九九三年二月廿四日起每星期三下午八
時十五分至九時三十分

全期學費：二百六十五元（共十一講）

1824. 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啟發有助。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：一九九三年二月十五日起每星期一下午七時至八時十五分
全期學費：二百四十元 (共十二講)

1825. 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：一九九三年二月十五日起每星期一下午八時三十分至十時
全期學費：二百四十元 (共十二講)

1826. 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

期 間：一九九三年一月十六日（星期六）下午三時至十七日（星期日）下午五時
集合時間及地點：一月十六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：二百四十五元（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：一九九二年十二月廿六日

1827. 中西「公共關係」的心理哲學：防「騙」識「謬」與真善美 (The Psychology & Philosophy of Public Relations in the East & the West II)

內容：(一) 公關的定義、職務、功能與通才、專才；(二) 公關應有之「交際術」、「口才術」與人緣之建立；(三) 公關如何識破「騙術」，「謬誤」及了解真理標準；(四) 公關應有之「成功哲學」及認識真善美之智慧。

主 講 人：鄭炯堅先生 B.A., M.Phil. (CUHK)
上課地點：香港元朗石崗林錦公路香港大學嘉道理農業研究所

期 間：一九九三年二月十三日（星期六）下午三時至十四日（星期日）下午五時
集合時間及地點：二月十三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：二百四十五元（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：一九九三年一月廿三日

Art & Culture

中國古今陶藝釉藥研製班 (Techniques of Glazing in Chinese Ceramics & Porcelain)

本課程著重介紹中國古今陶瓷釉藥之研製方劑，對陶藝製作上有一定基礎之人士及對陶藝藝術愛好者有一定之幫助。能夠製作一件陶器只約一半功夫，釉藥之製造以及上釉技巧佔非常重要地位。一件陶藝製品由泥至成器，其間經歷十三個工序，缺一不可。本課程除講述釉藥之製造過程之外，尚詳述陶藝製作以外之一切知識。

1828. 何大鈞先生主講
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：一九九三年二月廿三日起每星期二下午五時四十分至七時三十分
全期學費：二百五十元 (共八講)

1829. 何大鈞先生主講
地 點：香港大學專業進修學院市區中心 10 室
(信德中心西翼九樓)
時 間：一九九三年二月十九日起每星期五下午五時四十分至六時五十五分
全期學費：二百五十元 (共十二講)

仿古陶塑 (Imitation in Chinese Ceramics)

集文獻所得，配合陶塑技法以仿製歷代陶瓷，從而加強對欣賞古器之趣味與辨真知識。對不可能擁有的古陶瓷器加以仿製，非以混珠，實珍魚目，聊供一察，亦可消閒云爾。
(每班限收二十四人)

1830. 何大鈞先生主講
地點：新界沙田火炭約坳背灣街14-24號金豪工業大第二座十樓丁座
時間：一九九三年六月十九日起每星期六下午三時至六時
全期學費：三百三十元 (共六講)

1831. 何大鈞先生主講
地點：新界沙田火炭約坳背灣街14-24號金豪工業大第二座十樓丁座
時間：一九九三年六月二十日起每星期日下午三時至六時
全期學費：三百三十元 (共六講)

截止報名日期：一九九三年六月十二日

1832. 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12室
(信德中心西翼九樓)
時間：一九九三年三月九日起每星期二上午十時零五分至十二時零五分
全期學費：三百八十元 (共十講)

1833. 行書 (Running Script)

本課程介紹行書的源流及演變，並指導學員從實習中領略書寫行書的方法。從王羲之，趙孟頫之行書入手，藉以鞏固用筆和結字的基礎，並使學員在日常書寫方面得以改善。繼而學習黃山谷的行書，在已有的基礎上求變化及突破。
(限收二十人)

主講人：林雲女士
地點：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：一九九三年五月十八日起每星期二上午九時三十分至十一時三十分
全期學費：三百八十元 (共十講)

1834. 書法研習班 (Seminar in Chinese Calligraphy)

本課程專為有書法基礎的學員而設，進一步研討書法的運筆、字形的設計、與各體的書法，學員將有個別指導與學習批改的機會。
(限收二十人)

主講人：林雲女士
地點：香港大學專業進修學院區中心20室
(信德中心西翼九樓)
時間：一九九三年三月十日起每星期三上午九時三十分至十一時三十分
全期學費：三百八十元 (共十講)

1835. 篆書入門 (Seal Script Calligraphy)

本課程適合有書法基礎之人士參加，輔導學員從實習中掌握寫篆書之方法，從而領會篆字和別種字體在書寫技巧方面的分別。此外，本課程並扼要介紹篆書在文字演變和書法史上之地位，以及在篆刻方面之應用，對初學篆刻者尤有幫助。
(限收十八人)

主講人：林雲女士
地點：香港大學專業進修學院市區中心12室
(信德中心西翼九樓)
時間：一九九三年五月十九日起每星期三上午十時零五分至十二時零五分
全期學費：三百八十元 (共十講)

1836. 山水寫意畫 (Impressionist Landscape Painting)

水墨寫意畫是中國畫的另一主流，主要的特點是在墨色方面見勝，尤其是在宣紙上的技巧。本課程將會著重介紹如何控制水份和運用毛筆，因此學員必須在課堂上實習和交作業。
(限收二十人)

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：一九九三年三月十五日起每星期一上午九時三十分至十一時三十分
全期學費：三百八十元 (共十講)

1837. 寫在絹上的山水畫 (Landscape Paintings on Silk)

中國畫除用宣紙寫以外還有用作絹作材料。紙和絹質地不一樣，因而寫法便有所不同，絹不吸水。而宣紙吸水。南宋以前人多用絹，所以絹畫在中國畫史上也佔有一重要地位。如何用作畫之材料，本課程將會為學員教授及示範。
(限收十八人)

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：一九九三年五月廿四日起每星期一上午九時三十分至十一時三十分
全期學費：三百八十元 (共十講)

1838. 中國畫基本技法 (Basic Techniques in Chinese Painting)

本課程適合初學人仕及對中國畫有興趣者選讀。內容包括有：(一)山水畫名家簡史介紹；(二)如何選

用宣紙及毛筆；(三)分段指導及示範基本筆法，如樹木、山石、泉水煙雲、人物屋宇、船舶、橋樑。學員須在課堂上實習一些簡單習作。

本課程最後更著介紹傳統畫之特色和優點，並引石濤及龔賢之畫法例，引導學員從中領略中國畫之精粹。
(限收二十五人)

主 講 人：林雲女士
地 點：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：一九九三年三月十一日起每星期四上午九時
三十分至十一時三十分
全期學費：三百八十元 (共十講)

1839. 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。
(限收十八人)

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：一九九三年五月二十日起每星期四上午九
時三十分至十一時三十分
全期學費：三百八十元 (共十講)

1840. 東方紙黏土與四季花鳥 (Oriental Paper Clay and Flowers & Birds in Four Seasons)

紙黏土是由陶瓷藝術演變而成黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。由淺入深，內容授以紅蘿白、山竹、月季花、心口針、水仙、壁畫、荷花錦鯉、秋菊、筆座、小雞、梅花、麻雀、樹石等。作品經風乾後，可塗上顏色及光油。臨堂示範及實習，製作過程輕鬆有趣，初學及有興趣人士均可參加。
(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：一九九三年二月廿三日起每星期二下午六
時三十分至八時三十分
全期學費：三百三十元 (共十講)

1841. 東方紙黏土與四季花鳥創作 (Oriental Paper Clay & Flowers & Birds in Four Seasons: An Advanced Course)

本課程是東方紙黏土與四季花鳥的延續，內容加強，有草菇、白菜、康乃馨、小鴨、假石山、跳舞蘭、心口針、扇形掛畫、花籃、白天鵝、燈座等。此外，學員更可自由創作，並配上逼真的色彩，每堂均有示範及實習，使學員對東方紙黏土與四季花鳥，加深發揮創作潛能。初學及有興趣人士均可參加。
(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：一九九三年五月四日起每星期二下午六時
三十分至八時三十分
全期學費：三百元 (共八講)

1842. 東方紙黏土設計 (Oriental Paper Clay : The Design)

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。內容授以風景(山水)、扇形掛畫、新鮮石榴、小巧雨傘、心口針、漂亮的帽子、鮮艷花卉、飾物、雀鳥、假石山、動物等等。作品經風乾後，可塗上逼真顏色及光油、臨堂實習及示範，製作過程輕鬆有趣，初學及有興趣人士均可參加。
(限收二十人)

主 講 人：鄧昶立先生
地 點：香港太古城地利亞修女紀念中學 415 室
(中學部太豐路入口)
時 間：一九九三年二月廿五日起每星期四下午六
時三十分至八時三十分
全期學費：三百三十元 (共十講)

1843. 紙黏土人物創作 (Figures in Paper Clay)

本課程是東方紙黏土設計延續，內容豐富，授以各款基本公仔、平面人物，坐立式及直立式之立體人物，造形優美，神態活現，栩栩如生。此外更注重設色、技巧及製作概念，更可自由創作。每講均有實習及示範，使學員對紙黏土人物創作，加深發揮潛能。初學及有興趣人士均可參加。
(限收十八人)

主 講 人：鄧昶立先生
地 點：香港太古城地利亞修女紀念中學 415 室
(中學部太豐路入口)
時 間：一九九三年五月六日起每星期四下午六時
三十分至八時三十分
全期學費：三百元 (共八講)

1844. 花鳥山水畫寫意 (Chinese Landscape, Flowers & Birds Painting)

寫意花鳥山水畫，又稱骨畫法。原於五代南唐，以點染的技法，揉合形似與豐富的色彩，配上優美的線條，落筆縱橫，賦彩濃淡染就，崇尚生動和野趣。講授

討論章、用墨、用紙設色（赭土、淺綠、青綠、全碧、靛藍）技法，並加畫史、畫理、巧生等。課程以松、竹、蘭、秋菊、翠竹、四時花卉、蔬果、（白奈、西瓜）蜜蜂、蝴蝶、鯉魚、麻雀、小雞等而山水以樹石、鹿角、蟹爪技法，點苔、夾葉、松、芭蕉樹法、山石以長短披麻、斧劈皴、大小木點皴、鬼皮皴、濃墨皴、大小勾云、染云、瀑布、波濤等。課程由淺入深，輔助學員領會化鳥與山水畫技巧結合的精華，每講均有課堂實習、示範、欣賞及派發畫稿，歡迎初學及有興趣人士均可參加。（限收二十五人）

主 講 人 鄧昶立先生
地 點 九龍柯士甸道162號聖瑪利嘉諾撒女書院39室（金巴利道入口）
時 間 一九九三年三月五日起每星期五下午六時三十分至八時
全期學費 三百元（共十二講）

1845. 花鳥山水畫深造班 (Advanced Chinese Landscape, Flowers & Birds Painting)

本課程是花鳥山水畫技巧的延續，為相宜程度及有興趣人士而設，加強內容，以學員進度而作出技法及構圖，內容以山石、樹木、雲煙、泉瀑、風雨，配以四時花卉、昆蟲、鳥類等等。畫使山巒聳翠、激流湍瀑、朝煙暮靄、鳥語花香、象以巧形，無不神似，而氣韻生動，古樸清奇、盡收腕底。能使學員在短期內完成作品，發揮花鳥山水畫技巧進一步的長處，令至學員達到創作的階段。每講均有示範，課堂實習及派發畫稿。歡迎初學及有興趣人士均可參加。（限收二十人）

主 講 人 鄧昶立先生
地 點 九龍柯士甸道162號聖瑪利嘉諾撒女書院39室（金巴利道入口）
時 間 一九九三年五月廿八日起每星期五下午六時三十分至八時
全期學費 二百八十元（共七講）

中國山水畫 (Chinese Landscape Painting)

分階段以理論及示範同時施教，由淺入深，使學員明白山水畫樹石及構圖要訣，基本皴法及種類，對畫面敷法之統一，點苔之要義及作用，用筆及用墨之要點及變化，控制水分，粗筆及幼筆之作用，畫面之深淺遠近，透視比例，最後能達至墨韻之要義，並兼教繪雲海及瀑布之畫法及山水畫之設色技巧，如何將真貫風骨經過美化後套入中國畫法，構成一幅圖畫，並講解兼示範各種畫法應避忌之處，逐一指出，使初學山水畫之學員於短期內亦能自繪簡單之山水畫，作日後深入研究之初階。（每班限收二十五人）

1846. 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 一九九三年三月十二日起每星期五下午六時三十分至八時
全期學費 三百二十元（共十一講）

1847. 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 一九九三年三月一日起每星期一一下午六時三十分至八時二十分
全期學費 三百二十元（共九講）

中國山水畫技法 (Method of Chinese Landscape Painting)

本課程專為修業完畢初級山水國畫之學員深入山水國畫之技法研究，除簡略重溫其基本法外，更進一步研究山水國畫之技法和構圖，皴擦、渲染、用墨、染墨、染色、乾筆之介心，墨法之潤澤及乾筆之並用，點線之變化技巧及其效果，並示範如何運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法過程及技巧，再根據學員之程度即果程度漸進入較深之技法研究，更巧愛好繪畫者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）

1848. 吳祖蔭先生主講
地 點 香港大學專業進修學院市區中心16室（信德中心西翼九樓）
時 間 一九九二年六月四日起每星期五下午六時三十分至八時
全期學費 三百二十元（共九講）

1849. 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 一九九一年五月二日起每星期一一下午六時三十分至八時二十分
全期學費 二百二十元（共八講）

1850. 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技巧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）山水畫構圖與畫中意境研究，（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本（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 香港大學風樹雄科學館106室
時 間 一九九三年三月二十日起星期六下午二時四十分至四時十分
全期學費 五百三十五元（共二十講）

1851. 中國各體書法集聯應用寫作研習 (Practical Chinese Calligraphy and Couplets)

中國書法，自殷周秦漢以至代不斷變，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，乃進一步研習各體書法集聯集句應用者而設。內容包括（一）殷周甲骨文書法集句（二）鐘鼎文書法集句（三）石鼓文書法與應用（四）秦小篆石山碑書法與應用（五）漢魏天發識與石門頌書法研習（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）晉上張之、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）每課隨堂示範並昆改習作。（限收二十五人）

主講人 徐達之先生
地點 香港大學樹旗館科學館106室
時間 一九九三年三月二十日起每星期六下午四時二十分至五時五十分
全期學費 五百三十五元（共二十講）

1852. 花鳥蟲魚國畫寫作技法 (Flowers, Birds, Insects & Fish in Chinese)

本課程為適應對國畫有基本研習而對花鳥蟲魚寫作有研習興趣者而設。內容包括（一）春夏秋冬四季花卉構圖寫作技法。（二）各類飛翔雀鳥寫作技法。（三）蜂蝶草蟲寫作技法。（四）魚蝦水族寫作技法。（五）花鳥配合構圖技法。（六）蜂蝶花卉配合構圖技法。（七）魚蝦花草配合構圖技法。（八）花鳥蟲魚綜合構圖技法。（九）各類畫面題款與用印技法。（十）每課印發講義並附習作樣稿（十一）每課隨堂示範寫作技法，並批改習作（包括家課習作）。（限收廿五人）

主講人 徐達之先生
地點 香港大古城地利亞修女紀念中學412B室(中學部大豐路入口)
時間 一九九三年三月八日起每星期一上午七時至九時
全期學費 五百三十五元（共十五講）

1853. 歷代名家書法藝術研習 (Eminent Chinese Calligraphy of Different Periods)

中國書法具有高度的藝術性，不但國人愛好，且為國際人士所激賞，歷代書寫家輩出，更有不少書法藝術墨蹟流傳於世，成為不朽的藝術傑作，並為後世研習書法藝術的典範。

本課程特為有書法研習歷代名家書法藝術者而設。內容包括（一）大篆石鼓文書法藝術，（二）小篆石山碑書法藝術，（三）古隸書法藝術，（四）八分書法藝術，（五）魏碑書法藝術，（六）晉代名家書法藝術

（七）唐代名家書法藝術，（八）宋代名家書法藝術（九）元代名家書法藝術（十）明清名家書法藝術。

本課程共講授三十小時，大篆、小篆佔六小時，古隸、八分佔六小時，魏晉名家六小時，唐宋名家六小時，元、明、清名家六小時。（限收二十五人）

主講人 徐達之先生
地點 香港大古城地利亞修女紀念中學423室(中學部大豐路入口)
時間 一九九三年三月十日起星期三下午七時至九時
全期學費 五百三十五元（共十五講）

書法講座（一）教師班 (The Learning and Teaching of Chinese Calligraphy I)

本課程專為初學書法的教師而設，講授書法基礎知識。目標有二（一）引起教師們對書法藝術的興趣，進而學習傳統書法的基本理論和實踐，以建立書法研習基礎。（二）教師們在研習中，掌握了書法藝術學習上循序漸進的基本理論與方法，便可在學校教學中指導學生們進行學習。凡對書法藝術有興趣，而能撥出時間進行練習者，歡迎參加研習。（每班限收二十人）

1854. 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 一九九三年三月四日起每星期四上午九時至十一時
全期學費 七百二十元（共十八講）

1855. 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 一九九三年三月四日起每星期四下午三時至五時
全期學費 七百二十元（共十八講）

教師可獲教育署退還半費。詳參第76頁。

書法講座（二）教師班 The Learning and Teaching of Chinese Calligraphy II

本課程是「書法講座（一）」的延續，目標相同，歡迎已完成「書法講座（一）」的學員，或對書法藝術的理論與實踐已稍有基礎的教師參加。（每班限收十六人）

1856. 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 一九九三年三月二日起每星期二上午九時至十一時
全期學費 九百一十元（共十八講）

1857. 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 一九九三年三月二日起每星期二下午三時至五時
全期學費 九百一十元（共十八講）

書法講座 (三) 教師班 (The Learning and Teaching of Chinese Calligraphy III)

本課程是「書法講座(二)」的延續,目標相同,而研習方面,除對理論與實踐作深入研討外,更利用集體切磋,以提高認識。同時,並將根據個別學員的興趣愛好而發展所長。歡迎已完「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)

1858. 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 一九九三年三月三日起每星期二上午九時至十一時
 全期學費 一千零五十元 (共十四講)

1859. 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 一九九三年三月三日起每星期三下午三時至五時
 全期學費 一千零五十元 (共十四講)

書法講座 (四) 教師班 (The Learning and Teaching of Chinese Calligraphy IV)

本課程是「書法講座(三)」的延續,目標相同,而研習方面,除對理論與實踐作深入研討外,更利用集體切磋,以提高認識。同時,並將根據個別學員的興趣愛好而發展所長。本課程只歡迎已完「書法講座(三)」的學員參加研習。

(每班限收十人)

1860. 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 一九九三年三月一日起每星期一上午九時至十一時
 全期學費 一千零五十元 (共十四講)

1861. 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 一九九三年三月一日起每星期一下午三時至五時
 全期學費 一千零五十元 (共十四講)

1862. 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,其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 一九九三年三月十一日起每星期四下午六時十五分至七時四十五分
 全期學費 三百元 (共十二講)

1863. 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,印石器物介紹和說明。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 一九九三年三月十三日起每星期六下午四時十五分至五時四十五分
 全期學費 二百元 (共十二講)

篆刻深造班 (Advanced Seal Engraving)

深造班專為已完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。學員作篆,導師改印,教與學均以實踐為主。復以刀法、丁法、佈白等為輔。務令學員刻印畫章領略刀工之間的篆刻藝術,讓學印者多件治印的樂趣。

(每班限收二十五人)

1864. 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 一九九二年六月二日起每星期四下午六時十五分至七時四十五分
 全期學費 二百一十元 (共八講)

1865. 盧人俊先生主講
 地點 香港大學專業進修學院市區中心 10 室
 (信德中心西翼九樓)
 時間 一九九三年六月五日起每星期六下午四時十五分至五時四十五分
 全期學費 二百一十元 (共八講)

1866. Buddhism in Translation: What is Zen?

Among all Schools of Buddhism, Zen or Ch'an has probably had the most far reaching impact upon both Chinese and Western culture. Known for its paradoxical expressions of truth, Zen literature is ripe with humor, tragedy and spontaneity. It is perhaps the earliest nonlinear approach to truth found in world literature, but is difficult to read precisely for this reason. We will read translations of selections from the classic Chinese Zen texts of the T'ang and Sung dynasties, where the idiosyncrasies of the authors are given full expression in the vernacular of the day.

No prior knowledge of Buddhism is required for this course, just an open mind. However, like all my courses, meaning will be drawn from the entire corpus of Buddhist and, in this case, Taoist thought. Therefore previous study of Buddhism, Taoism or Chinese philosophy will enrich the experience for the student. *Enrolment is limited to 30*

Tutor: Dr Mark Blum (Ph D University of California, Berkeley)

Venue: Rm 101, James Lee Hsioung Science Bldg, HKU
 Date: Wednesdays, 8 05pm - 9 35pm, commencing March 17, 1992

8 meetings

Fee \$340

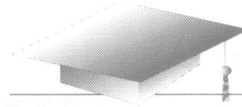
PHARMACY

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 Postgraduate Certificate in Pharmacology and Pharmacy Administration. Duration of the course is 2.5 years and begins, biennially, in September. The next intake will be March/April 1994 for the September.



Bachelor's Degree in Pharmacy

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 for the September.

Please write in for details enclosing a stamped self-addressed envelope or contact course coordinator Dr. Sarah Hui, Tel. 859 2793.

Teleconference session in M. Pharm. course



1881. 哲學概論證書課程 (Certificate in Philosophy)

宗旨：(一)培養批判思考能力；(二)引介重要哲學問題；(三)揭示哲學與現代生活的關係；(四)介紹中西哲學主流；及(五)訓練閱讀哲學著作的能力。

課程大綱：這是一個哲學入門課程，對象是有興趣探索人生及宇宙等終極問題人士，藉著展示歷來哲學家對這些問題的思考結果，讓學員掌握解決問題的途徑及必須的工具，從而明瞭哲學的特性與意義。

本課程分兩部份，第一部份「哲學基礎」包括哲學導論、思考方法、邏輯、方法論(共三十二講)。第二部分「哲學專題」包括哲學專題、中西哲學史及中西哲學原著選讀(共四十講)。(限收三十人)

課程主任：黃慧英博士 B.A., M.Phil., Ph.D. (C.U.H.K.), M.A. (York)

主講人：呂子德先生 B.A., M.Phil., Ph.D. Candidate (C.U.H.K.)
盧傑雄先生 B.A., M.Phil. (C.U.H.K.)

陶國璋博士 B.A., M.Phil. (C.U.H.K.), Ph.D.
(New Asia Institute for Advanced Chinese Studies)

蕭競聰先生 B.F.A., M.A. (N.I.U.)

吳毗博士 M.Phil., Ph.D. (New Asia Institute for
Advanced Chinese Studies)

譚家雄博士 B.A. (H.K.), B.A., M.A., Ph.D.
(Sorbonne)

葉錦明女士 B.A., M.Phil., Ph.D. Candidate (C.U.H.K.)

地點：香港大學專業進修學院市區中心10室(每星期三)及29室(每星期六)(信德中心西翼九樓)

時間：每星期三及六上課：
(甲)一九九三年二月二十七日起每星期六下午二時至四時
(乙)一九九三年二月二十四日起每星期三下午八時至九時三十分

全期學費：二千五百元 (共七十二講)

入學資格：高等或高級程度會考合格或以上程度。

結業證書：課程結束後，學員若能符合下列條件，則可獲本學院頒發的證書：(一)出席率超過百分之八十，(二)完成所有課程中的作業，(三)考試合格。

報名手續：申請者須將(一)申請表格，(二)半身近照乙張，(三)學歷證件副本及貼足郵票的回郵信封乙個，(四)一篇約二百字的短文，說明選修這個課程的目的及對本課程的期望，寄回香港大學專業進修學院。

1882. 哲學導論 (Introduction to Philosophy)

現代人所面對的，是一個思想混亂、價值失落的世界。由於各種學說和主張到處出現，令人頭昏目眩，迷失了自我。一個人如果不想被別人牽鼻子走，唯一的

方法就是弄清自己的頭腦、堅定自己的意志，而這些工作正是哲學的主要任務。本課程是哲學的入門課，以問題為中心，綜論哲學的三大部門——形上學、道德哲學及知識論的面貌，並簡述中、印、西哲學之特質及異同，俾使學員能對哲學有較全面之了解。適合喜歡反省人生的現代人修讀。

主講人：葉達良先生 B.A., M.Phil. (C.U.H.K.)

地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)

時間：一九九三年二月十六日每星期二下午七時四十五分至九時四十五分

全期學費：四百元 (共十二講)

1883. 思考方法導論 (Introduction to General Methodology)

本課程的內容包括：(一)邏輯思考方法；(二)科學思考方法；(三)語理分析思考方法；(四)常見的謬誤剖析。本課程的特點，是除了一般教授外，還通過課上討論及習題解答等多樣方式來傳述思考方法之精髓，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 B.A. (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：一九九三年三月十三日每星期六下午四時十分至五時四十分

全期學費：四百二十元 (共十六講)

1884. 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、社會結構盡革因常，藝術嚮往、宗教祈求、哲學關懷改轍易轍。近代以降，縱經數變，卻是萬變不離其中。其精神，一言以蔽之，無限理性是也。然而，持此而行，拖邇至今，人類已是步伐蹣跚，傷痕纍纍。由此逼迫当代人去反思：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，不同維度回應以上問題。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 B.A., M.Phil. (C.U.H.K.)

地點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)

時間：一九九三年三月十三日起每星期六下午二時十五分至三時四十五分

全期學費：三百五十元 (共十講)

1885. 藝術哲學 (Philosophy of Art)

很多人以為，藝術是屬於感性領域的。對藝術來說，所謂理性的分析，根本用不著。情形真是這樣的嗎？實際的情況是，藝術作品的地位得以確立和展示於人前，背後都得到不少藝術理論的支持。

本課程旨在介紹這些不同的藝術理論，並對此作出批評。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 B.A. (C.U.H.K.)
 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：一九九三年四月三十日起每星期五下午八時至九時三十分
 全期學費：三百五十元 (共十二講)

1886. 綠色思想：理論與實踐 (The Theory and Practice of Green Thinking)

本課程由本地多位身體力行的綠色生活推廣者各就自己專門範圍，介紹九十年代最前衛的思想與生活方式，報導綠色運動在全球及本港的最新發展，內容包括：(一)綠色運動——文明的轉化與個人的更新；(二)綠色政治；(三)綠色經濟；(四)綠色教育、綠色傳媒工作；(五)綠色科技；(六)綠色醫療、綠色健康生活；(七)綠色家居；(八)綠色消費；(九)綠色飲食；(十)綠色兩性關係；(十一)綠色思想與宗教；(十二)綠色工作觀與人生觀。除了堂上講授外，還有一次到有機農場體驗。每堂都會印發講義，並有綠色活動參與介紹。

主 講 人：綠色力量負責人(周兆祥、陳冠中、袁大明等)
 地 點：香港大學專業進修學院市區中心21室(信德中心西翼九樓)
 時 間：一九九三年二月九日每星期二下午八時零五分至九時三十五分
 全期學費：三百五十元 (共十二講)

1993/94 School Prospectus

The next issue of the School Prospectus will be available in mid-August 1993. If you wish to be sent a copy of the Prospectus in August 1993, kindly complete and return the name and address slip overleaf, together with \$6.00 in postal stamps, to the School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong. The envelope should be marked "1993/94 Prospectus".

一九九三／九四年度課程手冊

本學院將於一九九三年八月中派發一九九三年秋季課程手冊。有意索取者請填妥背頁表格，並附郵票六元，逕寄【香港薄扶林道香港大學專業進修學院院長】收。信封請註明〔秋季手冊〕字樣。

1891. 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探究中國共產黨在意識形態上之轉變；(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 28 室 (信德中心西翼九樓)
時 間：一九九三年二月二十五日起每星期四下午六時至七時三十分
全期學費：三百六十元 (共十二講)

1892. 中國近百年對外關係 (China's Foreign Relations in the Past Hundred Years)

本課程介紹及分析中國近百年對外關係的演變，論述中國與美國、日本、蘇聯及歐洲強國的交鋒，以及探討中國近百年外交的考慮，制肘與問題。重點內容包括辛亥革命的外交，民國政府與列強關係，中華人民共和國與蘇聯的結盟與交惡，中美關係由五十年代的僵化至七零年代的正常化，中國四化與中國外交。

主 講 人：盧耀泉先生 B A (C U H K), M A (Nottingham)
地 點：香港大學專業進修學院市區中心 21 室 (信德中心西翼九樓)
時 間：一九九三年四月廿二日起每星期五下午八時至九時二十分
全期學費：三百元 (共八講)



Please send me a copy of the 1993/4 Prospectus. \$6.00 postal stamps has been enclosed.

請惠寄一九九三/四年度課程手冊乙本。內附六元郵票。

Name 姓名
Full Postal Address 地址
(1993/4P)

附註：請於一九九三年七月十五日以前寄回上列表格。
Note：Please return the above coupon before July 15, 1993.

1901. Religions and Superstitions in Everyday Life

The course begins with descriptions of a variety of practices observed in Hong Kong, e.g. church-going, worshipping of gods, visits to shamans and mediums etc. Using a psychological framework, it examines the experiences of everyday life, the way in which people think of themselves, of others and of events and how they make decisions in all sorts of practical matters. Special attention is given to the question of how beliefs grow and develop in the lives of societies and of persons.

Topics include: The theory and practice of everyday life; the making of gods; religious and superstitious practices; believing and knowing; psychology of knowledge and as knowledge; science and religion.

No special academic background is required of participants, but believers and non-believers alike may join in the debate around which the course unfolds.

Enrolment is limited to 25

Tutor : 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 February 12, 1993

11 meetings Fee : \$330

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

1902. Applied Learning and Study Skills

Upon completing this course, students are expected to be proficient in the use of study skills and learning strategies in any content area. Topics to be covered include: The successful learner/Time management; Procrastination/Goal setting; Problem-solving model; Cognitive learning strategies; Finding main ideas/Note-taking; Metacognition/Comprehension monitoring; Pre-reading, during and post-reading strategies; Concentration and listening; Test taking skills/Coping with test anxiety; Stress model/Coping with academic stress and tension. Class activities include lectures, self-assessments and exercises.

Enrolment is limited to 25

Tutor : Sherman Hu, B.A.(Texas)

Venue: Room 105, James Hsioung Lee Science Building, HKU

Date : Mondays, 7.15-9.15 p.m., commencing February 8, 1993

12 meetings Fee . \$500

Medium of Instruction : Cantonese

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

1903. Personal Growth Groups

Personal Growth Group is an experiential approach to learning. It involves the assumption that each person has the potential of knowing himself/herself, to be able in life situations to make the choices that will best enhance growth and meaning. This workshop is oriented towards the group process that is equally applicable at home and in the workplace.

The aims of the group are: (a) increasing self awareness and sensitivity, (b) identifying and transforming emotional blocks with self and with others into positive energy, (c) developing the skills required to relate to others in a life-promoting, work-enhancing, meaningful fashion, and (d) discovering and appreciating the uniqueness of self. Regular attendance is mandatory.

Enrolment is limited to 24

Tutor : Mrs. Grace Cheung, B.Soc.Sc. (C.U.H.K.)

Venue: Catholic Institute of Religion and Society, 130 Waterloo Road, Kowloon

Date : Saturdays and Sundays, 9.30 a.m.-1.00 p.m. and 2.00-5.30 p.m., commencing April 24, 1993

4 meetings (full-day workshops on April 24 & 25, May 1 & 2, 1993)

Fee : \$690

Medium of Instruction : Cantonese

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

1904. 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28室(信德中心西翼九樓)

時 間：一九九三年二月二十四日起每星期三下午八時零五分至九時三十五分

全期學費：五百六十元 (共十八講)

教師可獲教育署退還半費。詳參第76頁。

1905. 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：鄺綺華小姐(臨床心理學碩士)及客座講師
地 點：香港大學梁銓鋸樓1302A/B室

時 間：一九九三年二月八日起每星期一下午七時十五分至九時十五分

全期學費：五百元 (共十二講)

教師可獲教育署退還半費。詳參第76頁。

1906. 心理學導論(二) (Introductory Psychology II)

此課程乃心理學導論(一)之延續，其目的為使學員對普通心理學有進一步的認識，而其內容則著重社會及文化對個體行為之影響。

課程綱要：自然環境，文化背景及社會結構對心理發展及思想的影響；觀念之形成和改變；群體的結構和成員的行為，群體力學；領袖和領導；偏見之形成；現代都市生活及稠密之人口對行為之影響等。

曾修讀「心理學導論(一)」者得優先取錄。

主 講 人：黃世強碩士

地 點：香港大學本部大樓141室

時 間：一九九三年二月八日起每星期一下午六時十五分至七時四十五分

全期學費：三百八十元 (共十二講)

教師可獲教育署退還半費。詳參第76頁。

1907. 催眠術與心理趣談 (Self Hypnosis & Some Aspects of Psychology)

本課程與「心理學與神秘世界」課程相配合。內容以玄秘事物作心理分析，盡量依科學或不迷信之心理作求真、揭秘、存疑及斥偽之研究。

選講範圍：(一)研究與上述課程項目有關之其他新資料；(二)催眠術與心理治療、邪教、騙術；教授簡易自我催眠，訓練精神集中、神經鬆馳、控制情緒、戒除失眠及補救自律神經失調等；(三)坐禪(靜坐氣功)與身心健康；(四)如何用音樂、書法、繪畫等進行心理改造；「哭」、「笑」心理學對心理改造；精神分析法應用於日常生活；(五)超自然心理分析及有關之騙術揭秘；(六)中西碟仙及招魂術；(七)黑白巫術、人與超自然界「第三度接觸」、時光隧道及第四度以上空間之「靈界」存在可能性。
(限收四十人)

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14室(信德中心西翼九樓)

時 間：一九九三年二月十六日起每星期二下午七時四十分至九時十分

全期學費：五百元 (共十二講)

1908. 心理學與神秘世界 (Psychology and Mysterious World)

本課程以心理學為核心，附以科哲、宗教、民族學及人類學等觀點，純客觀分析及介紹富有實用性及影響性之心理及超心理趣題。

選講範圍：(一)比較超心理學與心理學；(二)「自我」之心理哲學觀；(三)心理與生理之週期性及生物鐘、身心互影、心理病；(四)精神分裂、變態、異化；(五)潛意識、第六感、靈感；(六)天才、神童、胎教、遺傳；(七)夢與預兆、造夢法、析夢法；(八)氣功與特異功能，神通；(九)記憶奇談、神話、社會風習等迷信及神秘心理；(十)靈魂、鬼神、通靈、因果報應；(十一)掌相命、占卜、求籤、扶乩、風水；(十二)命運與自由。
(限收四十人)

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14室(信德中心西翼九樓)

時 間：一九九三年二月十六日起每星期二下午六時至七時三十分

全期學費：五百元 (共十二講)

1916. Clinical & Health Information System

This course examines the fundamental principles involved in the study of information systems as applied to the health field, and with an emphasis on clinical aspects. Attendees are invited to actively participate in discussions and, if possible, to operate a demonstration model of a prototype system based on a clinical information system as its nucleus. The course is suitable for clinicians and those who are interested in health informatics. Topics include: system definition, system dimensions, holistic system concept — internal & external environment; special issues with clinical & health information; legitimate expectations vs. wishful thinking; necessary & desirable features — end products & operational considerations; the user; system integration; extended conceptualisation of system world; system strategy & tactics, and system development.

Enrolment is limited to 40

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

Venue: Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 6.30-8.00 p.m., commencing April 16, 1993 (Workshops) Thursdays, 6.30-8.00 p.m., May 13, 20, 27 & June 3 1993 if arranged

8 meetings (including workshops) Fee : \$1,500

1917. Clinical Applications of Ultrasound

Ultrasound is one of the fastest growing and widely used techniques in clinical diagnosis. This course will provide a concise discussion on: the physical properties of ultrasound; design of ultrasound transducers for diagnostic purposes; interaction of ultrasound with tissues; an introduction to A-Scan, B-Scan, M-Scan and tomography; clinical applications of ultrasound including imaging and physiotherapy; basic principles of Doppler ultrasound and its clinical uses; biological effects of ultrasound and its safety. This course is suitable for nurses and other paramedical personnel and any one with an interest in learning more about this fantastic technique.

Enrolment is limited to 40

Tutor : K.K. Chan, B.Sc. (H.K.), M.Phil. (C.U.H.K.), M.Sc., Ph.D. (Aberdeen)

Venue: Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing February 8, 1993

6 meetings Fee : \$300

1918. An Intermediate Course in Diagnostic Ultrasound

This is a follow-up course for "Clinical Applications of Ultrasound" and will provide a more detailed discussion of the various applications of ultrasound in clinical diagnosis. Topics include: ultrasound applications in abdominal, obstetrical and gastrointestinal cases; ultrasonic fetal measurement; ultrasonic Doppler imaging; blood flow measurement; and the safe use of diagnostic ultrasound. A case-study approach would be adopted in the lectures.

Enrolment is limited to 40

Tutor : K.K. Chan, B.Sc. (H.K.), M.Phil. (C.U.H.K.), M.Sc., Ph.D. (Aberdeen)

Venue: Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing March 22, 1993

4 meetings Fee : \$200

1919. Principles and Applications of Magnetic Resonance Imaging

Magnetic resonance (MR) techniques had been developed for the analysis of organic and biochemical substances and adapted as a useful imaging method for clinical diagnosis. Unlike other radiographic investigations, patients undergoing MR imaging are not exposed to radiation which may have detrimental side effects. This course aims to introduce the basic principles and applications of MR imaging. Topics include: basic principles of magnetic resonance; its applications in spectroscopy and diagnostic imaging; some basic application techniques; and future trends of MR imaging. The course is expected to be useful to doctors, nurses, scientists and those with an interest in clinical diagnostic technology.

Tutors: Denis S.C. Leung, B.Sc. (Bio-Eng.) (Guelph) and other application specialists

Venue: Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 7.00-8.00 p.m., commencing March 8, 1993

6 meetings Fee : \$240

1920. A Short Course on Nuclear Medicine & Radiation Protection

This course aims to provide some basic concepts of the applications of nuclear medicine in a health care environment and to provide an understanding of the use of radiological equipment and radioisotopes in diagnostic imaging and therapy. Principles of radiation protection will also be discussed. Topics include: basic radiation physics and radiation detection; setup in a nuclear medicine department; radiological equipment; radioisotopes; imaging techniques; use of computers in interpretation; quality assurance; radiation protection; and personal monitoring. The course will be useful to personnel engaged in health care service, radiation equipment marketing industry and anyone with an interest in nuclear medicine.

Tutor : W.M. Law, B.Sc. (Hons.)(Lond.), Ph.D. (Manitoba)

Venue: Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 8.00-9.30 p.m., commencing February 12, 1993

8 meetings

Fee : \$400

1921. Causes and Prevention of Some Common Diseases

This course gives a comprehensive view of some common diseases seen in Hong Kong with an emphasis on their pathogenesis and methods of prevention. Types of diseases to be discussed include: neoplastic diseases (cancer); common infections (hepatitis, gastroenteritis, common cold, AIDS); endocrine disorders; and respiratory tract disorders.

Tutor : Registered doctor, M.B.B.S. (H.K.)

Venue: Room 209, Run Run Shaw Building, HKU

Date : Mondays, 8.05-10.00 p.m., commencing February 8, 1993

10 meetings

Fee : \$500

1922. Acoustics & Noise Control

The problem of noise pollution has become a topic of public concern. More stringent statutory requirements have been established to control noise emanated from construction and industrial operations as well as those generated from public and private activities. This course is to provide participants a clear understanding of acoustics and noise control. Topics include: basic acoustic principles, equipment and procedures for measuring noise; and noise control techniques. Lectures will be conducted in Cantonese/English.

Tutor : Y.T. Tang, Higher Dip. (Civil Engineering), Associateship in Noise & Vibration Control (HKP), M.Sc. (Heriot-Watt)

Venue: Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Fridays, 6.30-8.00 p.m., commencing February 12, 1993

8 meetings

Fee : \$360

1923. Environmental Pollution Control

With increasing industrialization the problem of environmental pollution has become a topic of public concern. This course is designed to provide participants with a more in-depth understanding of the various aspects of environmental pollution control. Topics include: air pollution control; water pollution control; waste water treatment and waste management. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : W.M. Chow, B.Sc. (Lond.), Ph.D. (Strathclyde)

Venue: Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 6.30-8.00 p.m., commencing February 8, 1993

4 meetings

Fee : \$180

1924. Basic Social Research Methodology

Participants will be introduced to the major methods of social research, including structured and unstructured interviews, community studies, postal, door-to-door, and telephone surveys. Basic concepts of sampling methods, questionnaire design, interviewer effect, data verification, systematic bias, statistical significance, reliability and validity, will also be introduced. The main target of the course is to provide students with the basic knowledge of examining and assessing the validity of different research findings, and the ability to plan a simple social survey on themselves. The course is also expected to be useful to those who wish to conduct studies on quality assurance.

Tutor : Robert T.Y. Chung, B.Soc.Sc., M.Phil. (H.K.)

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

Date : Mondays, 6.30-8.00 p.m., commencing April 19, 1993

10 meetings

Fee : \$550

1925. The Basics of Pet Care

This course is designed specially for novice pet-owners and aims to provide some basic knowledge on the various aspects of pet care. Emphasis will be paid to the environmental, nutritional and physiological requirements of various species of pet animals, in particular dogs and cats. The care of other pet animals such as birds, fishes and reptiles will also be discussed. Special attention will be given to the care of young, pregnant, debilitated and geriatric animals.

Tutors: Derek C.M.A. Chow, B.A. (California), B.V.Sc. (Sydney);
K.S. Lo, B.Sc. (H.K.), B.V.Sc. (Queensland),
M.R.C.V.S., F.R.S.H.; M.S.
Cheuk, B.Sc. (Lond.), M.Phil. (H.K.) and
other veterinary specialists

Venue: Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Fridays, 8.00-9.30 p.m., commencing April 16, 1993

6 meetings

Fee : \$280

1926. An Elementary Course on Statistics & Probability

This course is designed for those with no prior training in Statistics but who would like to grasp some concepts in statistical analysis. Topics to be discussed include: collection of statistical data; summarization and presentation of data; index number; time series; correlation and regression; and binomial and normal distributions. Participants after completing this course can pursue studies in more advanced courses on statistics like "Quantitative Analysis I".

Tutor : K.K. Yue, M.Sc., Ph.D. (Sheffield), F.R.S.S.

Venue: Room LG107, K.K. Leung Building, HKU

Date : Thursdays, 8.00-9.45 p.m., commencing February 11, 1993

8 meetings

Fee : \$450

1927. Quantitative Analysis I

This course is designed to give an introduction of the basic concepts of probabilities, statistics and their applications. It is suitable for researchers in science, social science and business. Candidates preparing for professional examinations in accounting should also find this course relevant. Topics to be discussed include: elementary probability; probability distributions including the binomial, Poisson and Normal; sampling distributions including the Normal, t-, chi-square and F distributions; confidence interval and hypothesis testing; regression analysis and correlation. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : 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 February 11, 1993

10 meetings

Fee : \$480

1928. Foundation Mathematics I: Calculus of one variable and vector quantities

This course introduces the concept and methods of calculus and can be regarded as a preparatory foundation course for the study of other higher level mathematics and science courses. The course is expected to be of use to candidates preparing for public examinations in mathematics. Topics to be discussed include: limits; differential calculus; integral calculus; vector calculus; and application of the above mentioned. Participants are expected to have mathematical knowledge at Form 5 level. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : W.K. Wong, B.Sc., M.Phil. (C.U.H.K.), Dip. Ed.
(C.U.H.K.)

Venue: Room LG107, K.K. Leung Building, HKU

Date : Thursdays, 6.30-8.00 p.m., commencing April 22, 1993

10 meetings

Fee : \$420

1929. Foundation Mathematics II: Calculus of several variables and Matrix

This course is a continuation of Foundation Mathematics I, and provides a discussion of mathematical techniques that are requisites for higher level mathematical and science courses. Topics to be discussed include: matrix, partial differentiation of several variables, gradient, curl, multiple integrals, line integrals, surface integrals, divergence theorem, Stokes' theorem, and application of all of the above. Private candidates who are preparing for examinations may find this course useful. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : W.K. Wong, B.Sc., M.Phil. (C.U.H.K.), Dip. Ed.
(C.U.H.K.)

Venue: Room LG107, K.K. Leung Building, HKU

Date : Thursdays, 8.00-9.30 p.m., commencing April 22, 1993

10 meetings

Fee : \$420

1930. 天文學入門 (Introduction to Astronomy)

天文學可說是一門古老，但亦是最尖端的科學之一。近年由於太空科技的急速發展，很多宇宙的奧秘亦逐漸被揭開。

鑑於自香港太空館於多年前成立以來，香港市民對天上的日、月、星辰漸感興趣，本課程藉此向愛好天文學的人士提供一個較系統性的系列專題講座。

內容包括：天文學的發展歷程、太陽、月球、行星世界、星、星雲、星團、銀河系等的概略認識。此外，還會對恆星演化、黑洞、外太空生命、宇宙起源等有趣問題加以探討。同時亦會介紹如何認識星空及使用望遠鏡觀察等實用技術。如天氣情況許可，還會安排一次實地觀星活動。

主 講 人：黃衍蕃先生
地 點：香港大學邵仁枚樓 101 室
時 間：一九九三年二月十一日起每星期四下午
七時三十分至九時
全期學費：三百三十元 (共八講)

1931. 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：一九九三年四月八日起每星期四下午七
時三十分至九時
全期學費：三百八十元 (共九講)

In order to receive the next issue of this
Prospectus, please turn to page 125.

寄：香港大學
專業進修學院
薄扶林道

如欲收到下期課程手冊，
請翻閱第 125 頁。

1936. Introduction to Cognitive Behaviour Modification

This course is designed for students of Social Science and is relevant to those who seek continuing education, are in in-service training or other professional development, or are employed in the field of management, education or mental health.

It is geared to acquaint the students with the basic theoretical assumptions of behaviour therapy and cognitive behaviour therapy and the clinical procedures derived from these. Lectures and practice sessions will emphasize the study of the latest effective techniques of anxiety control, stress management, assertiveness training, social skills training and the control of a variety of behaviours such as substance abuse, sexual deviance and dysfunctions, etc.

The student will have the opportunity to learn simple physical and mental skills such as progressive body relaxation and suggestion and the control of maladaptive, irrational cognitions and emotions.

Enrolment is limited to 15

Tutor : Alfred A. Keltner, Ph.D., Dip.Clin. Psych. (Queen's)

Venue: Room 1302A/B, K.K. Leung Building, HKU

Date : Thursdays, 6.30-9.30 p.m., commencing February 4, 1993

10 meetings

Fee : \$820

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

1937. Application of Self and Communication in Youth Counselling

This course comprises lectures, small group discussions and sensitivity training workshops which are designed primarily to help participants to learn more about themselves and to apply such learning to effective communication and counselling. Topics to be covered include: introduction to experiential learning, introduction to the basics of communication and self-understanding, sensitivity training and self-awareness; the process of communication and factors affecting communication, communication skills and their application to counselling.

The course is specially designed for para-counsellors, school teachers, social workers and other helping professionals who work with adolescents. Preference will be given to those applicants with tertiary education and experience in counselling.

Two residential workshops will be held on February 13 & 14, 1993 and March 27 & 28, 1993. The whole course altogether will provide 56 hours of teaching in counselling.

Enrolment is limited to 20

Tutor : Helios K.C. Lau, M.Soc.Sc.(Clinical Psychology)

Venue: Room 102, James Hsioung Lee Science Building, HKU

Date : Mondays, 6.30-9.30 p.m., commencing February 8, 1993

8 meetings & 2 workshops

Fee : \$1,970 (including residential workshop fees)

Medium of Instruction : Cantonese

Closing date for applications: January 21, 1993

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

1938. 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., March 13 & 27, 1993

2 meetings

Fee : \$575

Medium of Instruction : Cantonese

1939. Introduction to Group Counselling

The purpose of this course is to introduce basic group counselling skills, group dynamics theory and practice, and the application of current group counselling models to the appropriate settings.

Topics to be covered include: Basic skills of group counselling; Group structure and dynamics; Survey of group modalities; Group counselling for children and adolescents; Group counselling for adults and the elderly; Group counselling for the mentally disturbed; Group counselling for the gifted; and Relationship-oriented group model will be stressed.

The course will be appropriate for school guidance teachers, social workers, paraprofessional counsellors, physicians and nurses, and any helping professionals.

Enrolment is limited to 20

Tutors: Tommy Yuen, M.Ed.(North Texas) and
Guest Lecturers

Venue: Room 1302A/B, K.K. Leung Building, HKU

Date : Fridays, 6.30-9.00 p.m., commencing February 12, 1993

12 meetings

Fee : \$610

Medium of Instruction : English & Cantonese

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

1940. 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.,
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 February 8, 1993

10 meetings

Fee : \$320

Medium of Instruction : English & Cantonese

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

1941. Introduction to Dance/Movement Therapy

Dance/movement therapy is a form of psychotherapy utilizing movement as its primary medium of expression and integration. The dance/movement therapist focuses on the nonverbal behavior of the client and uses this to effect changes in feelings, cognition, physical functioning, and behavior.

This course consists of lectures, discussions and workshops. It will cover the following areas of dance/movement therapy: origins and history, theoretical principles, therapeutic goals, basic dance/movement techniques that can be used in group therapy, and selected model examples of group sessions for different kinds of clients. Students are not expected to be familiar with dance when they apply for admission.

Enrolment is limited to 20

Tutor : Ms. 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, 7.35-9.35 p.m., commencing February 5, 1993

12 meetings

Fee : \$540

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

1942. 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 February 12,
1993

8 meetings

Fee : \$360

Medium of Instruction : English & Cantonese

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

1943. Effective Parenting

This course aims at: helping parents become more human and effective parents; heightening mutual satisfaction in parentchild relationship; and promoting the well-being of parents, children and family as a whole.

Contents include understanding basic human needs and developmental needs; emotions and stress; goals of behaviour; self-esteem and mental health; effective communication and interactions; parenting styles; values and belief; conflict resolution; towards mutually gratifying relationships.

This course is suitable for parents, counsellors and educators. Students' active participation in self-reflection, open sharing, role play, discussion and home practice are crucial.

Enrolment is limited to 30

Tutor : Mrs. Anita Leung, M.Soc.Sc (H.K.)

Venue: Room 28, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Mondays, 6.00-8.00 p.m., commencing March 8,
1993

12 meetings

Fee : \$560

Medium of Instruction : Cantonese

1944. 認識及協助兒童語言之發展 (Introduction to Language Development in Children)

語言不單是表達思想和溝通的工具，它在兒童的認知，情緒及社交發展均扮演重要的角色，若在語言發展重要期間予兒童適當的語言刺激，便可促進他們在語言及各方面的發展。

本課程歡迎家長、醫生、護士、幼兒工作人員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童

語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適的語言刺激幫助兒童語言理解、表達、及發音能力發展。此課程除講授外，亦輔以研討、分組活動等方式。
(限收二十五人)

主 講 人：張鄭美寬女士(言語治療師、言語病理學碩士)

地 點：香港大學專業進修學院市區中心29室(信德中心西翼九樓)

時 間：一九九三年二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：二百七十元 (共五講)

教師可獲教育署退還半費。詳參第76頁。

1945. 如何建立及提高特殊兒童的溝通能力 (Developing Communication Skills in Children with Special Needs)

本課程目的在使家長、或經常接觸特殊兒童之醫生、護士、幼兒工作人員、教師等對特殊兒童之語言能力有基本之認識，從而在生活上、工作上協助提升該等兒童之溝通能力。內容包括：溝通之定義及組成成分、溝通障礙及言語治療之認識、各類特殊兒童之語言特徵及教導技巧等。上課形式以講授、研討、角色扮演等為主，學員須積極參與討論及小組練習。(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：一九九三年三月十五日起每星期一下午七時四十分至九時四十分

全期學費：三百三十元 (共六講)

教師可獲教育署退還半費。詳參第76頁。

1946. 兒童藝術教育課程(一)(Introduction to Children's Art Education I)

本課程專為家長及關心兒童藝術教育的人士而設，旨在對兒童藝術提供一個全面性的認知，使學員能夠指導兒童，尤其是幼兒，正確地和有效地接觸兒童藝術，從中獲得樂趣和一些基礎知識。課程將會包括兒童音樂、舞蹈、戲劇電影等四方面。(限收三十人)

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：一九九三年二月八日起每星期一下午六時至八時

全期學費：一百八十元 (共四講)

[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76頁。

1947. 兒童藝術教育課程(二) (Introduction to Children's Art Education II)

本課程專為家長及關心兒童藝術教育的人士而設，旨在對兒童藝術提供一個全面性的認知，使學員能夠指導兒童，尤其是幼兒，正確地和有效地接觸兒童藝術，從中獲得樂趣和一些基礎知識。課程將會包括兒童文學、講故事技巧、朗誦、兒童美術欣賞等四方面。
(限收三十人)

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：一九九三年三月八日起每星期一下午六時至八時
全期學費：一百八十元 (共四講)

[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76頁。

1948. 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：一九九三年二月十三日，二十日，二十七日，三月六日星期六下午二時三十分至五時三十分
全期學費：二百元

[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76頁。

1949. 了解及處理自閉症兒童 (Understanding and Managing Autistic Children)

本課程是為在工作中需要與自閉症兒童接觸的人士而設。課程內容包括：(一)兒童自閉症 (Childhood Autism) 的病徵；(二)自閉症所引起的學習、社交及行為問題；(三)一般處理上述問題的方法及技巧；(四)自閉症兒童對家庭的影響；(五)香港現有對自閉症兒童的服務。除一般講授外，上課形式亦包括個案放映及討論。本課程適合直接服務兒童之人士如幼兒教育工作者，小學教師，學生輔導主任等參加。
(限收四十人)

主 講 人：潘麥瑞雯女士(臨床心理學碩士)及客座講師
地 點：香港大學專業進修學院市區中心14室(信德中心西翼九樓)
時 間：一九九三年四月十九日起每星期一下午六時十五分至七時四十五分
全期學費：三百四十元 (共十講)

教師可獲教育署退還半費。詳參第76頁。

1950. 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：一九九三年四月十七日起每星期六下午二時三十分至五時
全期學費：三百五十元 (共六講)

教師可獲教育署退還半費。詳參第76頁。

1951. 少年犯罪心理學 (Juvenile Delinquency)

本課程是為對青少年心理有興趣的人士而設，旨在增加一般人對少年犯罪的認識，並提供一般的緩衝及處理的方法。內容包括青少年心理學，少年犯罪的因素及發展，少年犯的種類，男和女少年犯的特徵，及有關的輔導方法。授課形式除講授外亦包括個案研究、小組討論及習作。

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：一九九三年四月七日起每星期三下午六時正至八時正
 全期學費：三百三十元 (共八講)

教師可獲教育署退還半費。詳參第76頁。

1952. 自我認識與人際關係 (Self Understanding and Interpersonal Relations)

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理測驗、短講及個案研究等形式進行，學員須主動參與，互相分享及交流經驗。內容大致包括自我了解的模式；溝通的原則和技巧；聆聽、自我表白和回應的概念；信任；表達的能力和技巧；合作與競爭；人際間的衝突；工作關係等。
 (限收二十六人)

主講人：黎國雄先生(社會工作者)
 地點：香港皇后大道西335-339號崑保商業大廈4字樓403-5室(鄰社服務中心)
 時間：一九九三年二月十七日起每星期三下午七時三十分至九時
 全期學費：三百九十元 (共十講)

1953. 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：一九九三年二月十日起每星期三下午六時至八時
 全期學費：四百四十元 (共八講)

教師可獲教育署退還半費。詳參第76頁。

1954. 認識及服務弱智人士 (Understanding and Serving the Mentally Handicapped)

本課程之目的為使社會人士、家長、及直接為弱智人士工作之教師、護士、社會工作者、或訓導員對弱智人士有基本之了解，並在管理方面，有正確之認識。

課程內容包括：(一)弱智的成因，特徵，類別及評估；(二)教導各類別弱智人士的基本技巧；(三)行為處理的基本概念及應用技巧；(四)弱智人士的家居生活及對弱智人士家庭的輔導；(五)對弱智人士的專業服務(如言語治療、職業治療等)；(六)其他專題(如自閉症，弱智人士的精神健康等)。

講授方面以粵語為主。(限收四十名，在職專業者及弱智人士家長將獲優先取錄)

主講人：弱智人士服務協進會及本港對弱智人士服務有研究及直接工作經驗之專業人士擔任
 地點：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：一九九三年二月十二日起每星期五下午六時至七時三十分
 全期學費：四百五十元 (共十四講)

[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76頁。

1955. 家庭教育 (Family Education)

本課程專為幼稚園及初小學生的家長而設，旨在幫助家長明白父母的角色，兒童成長的歷程，管教子女的原則和方法，如何建立親子的關係，如何教養兒童擁有健全的人格，如何培養兒童積極的學習態度及應付個別情況的手法等。授課形式以講授、研討、角色扮演為主，學員須積極參與討論及小組學習。
 (限收二十人)

主講人：陳盛賢小姐(教育學士)及客座講師
 地點：香港大學梁詠瑤樓LG106室
 時間：一九九三年二月十三日起每星期六下午三時至四時三十分
 全期學費：二百六十元 (共八講)

都市以外——週末營 (Residential Workshop on Stress Management)

緊張的都市生活節奏，分秒必爭的商業活動，狹窄及污染之居住環境，疏離之人際關係，是都市生活之特色。城市人在營營役役之都市生活下，不免感到壓力重重、失落及焦慮。如何能有效地處理壓力，維持均衡生活，是城市人要學習之課題。

本課程將以週末營之方式，讓參與者在遠離塵囂之環境下，輕鬆悠閒地學習及體驗處理壓力之方法。資深之心理學家將透過講座、小組參與、鬆弛練習等與參加者分享以下課題：(一)壓力之特徵及來源；(二)壓力與健康關係；(三)城市人面對之壓力；(四)應付壓力之方法，包括鬆弛練習及其他心理學之方法；音樂，飲食及運動與應付壓力。
 (限收二十人)

全期學費：八百八十元(包括學費、膳食、住宿及交通費)

主 講 人：香港心理學會臨床心理學組組員，資深臨床心理學家。
地 點：香港大學竊道理農業研究所(新界石崗)

1956. 一九九三年三月六日至七日，星期六下午二時半入營，星期日下午三時離營

1957. 一九九三年五月一日至二日，星期六下午二時半入營，星期日下午三時離營

1958. 學前教育服務機構行政管理證書課程 (Certificate in the Administration and Management of Preschool Education Institutions)

課程主旨：本課程專為擔任幼兒中心及幼稚園督導工作之人士而設，目的在為學員提供一套有效的管理方法，以改善學前教育服務機構之行政管理，進而改善服務的質素。本課程已舉辦了八屆，著重理論和實踐；除一般理論講授外，並透過小組研習及「計劃習作」(Project Work)，使學員更有效地掌握一套較有系統和可行的管理方法，應用於學前教育服務機構日常的管理工作上。

課程內容：主要包括：(一)管理理論；(二)目標與年度計劃製訂；(三)設計課程之小組方法；(四)員工挑選與僱用過程；(五)職員培訓與發展；(六)員工督導之形式、方法與安排；(七)員工評核方法；(八)領導之風格與技巧；(九)解決員工衝突之方法；(十)財政預算與控制；(十一)課程評估；(十二)大型活動之策劃方法；(十三)處理問題員工之技巧；(十四)如何主持會議；(十五)園內外活動場所設計、辦公室管理、及檔案系統之建立等。此外，學員將被編配到研習小組進行「計劃習作」，每一小組由一位導師負責指導。

主 講 人：梁偉康先生 B.S.Sc., M.S.Sc., PQSW., D.T.M.
黃玉明先生 B.S.Sc., M.S.W. 及客座講師

地 點：香港大學邵逸夫樓 209 室

時 間：一九九三年三月十九日至七月十六日及九月三日至十二月十七日每星期五下午六時三十分至九時三十分

全期學費：二千三百元

入學資格：(一)中學會考合格及擁有幼兒服務文憑或幼稚園教師文憑之在職幼兒中心或幼稚園主任或副主任，或(二)曾在幼兒中心或幼稚園任教七年或以上幼師。

畢業證書：課程結束後，學員若能符合下列條件者，將獲頒發證書：
(一)上堂出席率不少過八成；
(二)完成課程習作及「小組計劃習作」，並獲得六十分合格分數及(三)考試合格。

報名手續：申請者須於二月十五日前，將(一)申請表格，(二)二千三百元支票及(三)學歷證件副本寄回香港大學專業進修學院(學前教育

服務機構行政管理證書課程)主任收。各申請人並應於申請表格上寫上幼兒中心或幼稚園名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。
(限收三十五人)

教師可獲教育署退還半費。詳參第 76 頁。

1959. Certificate in Nursing Behavioural Sciences

The need of continuing nursing education in Hong Kong has been well established. Increasing sophistication in health care delivery demands a corresponding expansion of present nursing roles, both to assist the nurse in keeping his/her practice up to date and to develop his/her specific expertise. To this end, a course of study in the behavioural sciences and their application to nursing has been developed by staff of the Behavioural Sciences Unit in association with the School of Professional and Continuing Education, The University of Hong Kong.

Course Aims and Objectives:

The general aim is to provide the professional nurse with an opportunity to study the behavioural sciences and their application to health care in Hong Kong. It is envisaged that the course will benefit all grades of nursing staff including those engaged in the direct giving of care, first line, middle and top level management and those involved with the education of the nurse at both basic and post-basic levels.

On completion of this course the student will have increased her or his ability to:

- develop an awareness of how psycho-social factors influence disease development and the clients' responses to disease, including the perceived care need of these clients;
- apply knowledge gained from the course to the care of individual patients;
- communicate more effectively with both their clients, health professionals and peer groups;
- develop a methodological and constructively critical approach to the planning of nursing care; and
- discuss different strategies for change in health care delivery and how these could be implemented in Hong Kong.

The course will consist of an integrated presentation of nursing, general and medical sociology and psychology. Topics to be covered will include: psycho-social factors in disease; human development and illness in different developmental stages; concepts of health and illness, psychological, social and cultural responses to health and illness; communications theory and skills; organizational theory and roles; health care organizations; nurse-patient relationships; concepts of care of self and others; the family stress; health care delivery; adjustment to change and loss; dying and bereavement and other life crises. In addition to

the theoretical inputs, students will participate in supervised projects. Additional details will be given to course participants at the beginning of the course.

Assessment and Award:

Successful completion will be dependent upon a minimum attendance at 75% of the lectures. Continuous assessment consists of one psychology and one sociology essay, one nursing care plan, one nursing model and an empirical project. A 60 question True - False class test is also given at the end of the course. A minimum pass mark of 50% in all areas of assessment. Successful candidates will be awarded a Certificate by the School of Professional and Continuing Education, The University of Hong Kong.

Enrolment is limited to 30

Tutors: Andrea Y. Lo, B.Sc., M.Sc. – Course Director
R. Fielding, Ph.D., Dip.Clin.Psych.
D.F. Nestel, B.A., R.N. and
Guest Lecturers

Venue: Room 21, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong (Wednesday class)
Room 14, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong (Saturday class)
Date : Wednesdays and Saturdays, commencing April
21, 1993

Fee : \$3,800

Applications will be considered from registered nurses who have a minimum of 1 year post basic experience in clinical, managerial or teaching practice. Both sponsored and private students will be considered. The course will be limited to a maximum of 30 students, with preference being given to those sponsored by their employer. To this end, a letter of sponsorship should be attached to the application form. As the course will be conducted mainly in English, participants are expected to have a working usage of the language. Applicants should also note that the course workload is heavy and should satisfy themselves that they can meet these commitments of approximately 200 hours of study over the course duration.

Course Duration: Over 120 contact hours

Lectures: Wednesdays, 5.40–7.40 p.m. and Saturdays, 9.15
a.m. – 12.15 p.m.
April – June, 1993 and September – January 1994

Project Work: July – December, 1993

Special enrolment forms will be available on request.

Closing Date for Applications: March 31, 1993.

1960. 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 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 February
15, 1993

10 meetings

Fee : \$330

1961. 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：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：一九九三年五月八日起每星期六下午二時三十分至五時
全期學費：二百八十元 (共四講)

Diploma In Translation

Introduction:

In response to the increasing demand for persons possessing techniques of translation between English into 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
Lam Wai Hung, B.A. (H.K.), M.A. (C.U.H.K.)
David C.S. Li, B.A. (C.U.H.K.), Licence Maitrise (de Franche-comté à Besançon), Ph.D. (Cologne)
K.K. Sin, B.A., M.A. (C.U.H.K.), Ph.D. (S. Illinois)
Alan C. Tse, HDT&I (HKP), M.A. (Leeds), MIL
Elaine Tsoi, B.Soc.Sc. (H.K.), M.A. (C.U.H.K.)
and guest lecturers

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. 1976 - Certificate Course in Translation
Course No. 1977 - Higher Certificate Course in Translation

Admission:

I. Course No. 1976: 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.

II. Course No. 1977: High Certificate Course in Translation

Applicants should possess the Certificate Course in Translation awarded by the School or its predecessor, i.e. Department of Extra-Mural Studies or equivalent.

Award of Certificate:

The Certificate in Translation will be awarded provided that students (1) pass the written examination; (2) attend at least 80% of the meetings, (3) complete all course assignments.

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 \$200 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 \$100 is chargeable for each part.
- II. Tuition fee for each Certificate Course is HK\$3,900.00, 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 the University office and Town Centre Office should be used. Complete application forms should be accompanied by (1) photostat copies of official certificates and examination result; (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 February 8, 1993 for No. 1976, and February 1, 1993 for No. 1977. Do not send in cheque with your application. *Enrolment is limited 32*

Date of Commencement:

- 1) Course No. 1976 – Certificate Course in Translation
Tuesday, March 2, 1993
- 2) Course No. 1977 – Higher Certificate Course in Translation
Thursday, February 13, 1993

Time and Place:

- 1) Course No. 1976 – 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.

2) Course No. 1977 – Higher Certificate Course in Translation

Lectures:

Mondays and Thursdays, 6:30pm - 9:00pm
Rm 404, Shek Kip Mei Teaching Centre (Ka Chi School, see the Map on P144. for location)

Enquiries should be addressed to Dr K.K. Ho, Tel No. 859 2792.

**1978. 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：香港大學梁銑瑠樓 LG 106 室
時 間：一九九三年二月廿三日起每星期二下午六時十五分至七時卅分
全期學費：二百六十五元 (共十二講)

1979. 英漢翻譯研習班 (Seminar in Translation: From English to Chinese)

本課程為一深造課程，通過研討和實習，以了解翻譯的標準；講授各種翻譯技巧，幫助參與者具備翻譯工作人員所應有的知識。翻譯重視實踐，當以習作為主，通過練習和講師的講評，結合實例，逐步提高參與者的翻譯水平，進而協助其應付一般公開試。申請人須具預料程度，對翻譯理論有認識。

(限收二十五人)

主 講 人：倫伯豪先生 B.A.(Lond), M.A.(C.U.H.K.), M.I.L.
地 點：香港大學梁銑瑠樓 LG 106 室
時 間：一九九二年二月廿三日起每星期二下午七時四十分至九時十分
全期學費：三百二十元 (共十二講)

1980. 實用翻譯 (Practical Translation)

翻譯是一種工具，作為一個東西文化交匯與世界工商金融中心的香港，這種工具更顯得重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時事、會議程序及紀錄、議案、商業信札、演講辭、科技用字、及公事文件的翻譯。

(限收二十五人)

主 講 人：余懿迪先生 (前德臣西報編輯)
地 點：香港大學屬樹雄科學館 G1 室
時 間：一九九三年二月廿四日起每星期三下午七時十五分至八時四十五分
全期學費：三百元 (共十二講)

1981. 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 BA (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：一九九三年五月三日起每星期一一下午八時廿分至九時五十分
全期學費：二百六十五元 (共十講)

PRIOR ENROLMENT IS ESSENTIAL

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

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

1991. 香港自然永衡法設計證書課程 (Certificate in Permaculture Design in Hong Kong)

自然永衡法是一套整全的設計技巧。參與者應用自然生態系統中的平衡性、多樣化以及循環不息的特質，配合土地利用、樓宇及室內設計、現代科學、農耕及園藝技術等、為個人設計一套順應自然的生活模式。一方面挽救世界的能源及生態危機，另一方面令現代文明的發展，可配合自然生態系統，持續發展及循環不息。

這一套設計技巧，能夠應用在生活的每一方面；日常家居、室內設計、花園陽台、辦公室、以至生活習慣及工作方式等。

課程將針對目前世界環境問題，加以剖析，協助學員從多元化的角度，掌握實際的設計技巧。課程內容包括有機耕種技巧、生態能源的認識及使用、節省能源的樓宇及室內設計，以至綠色商業設計及工作模式。此課程對一些行業，如土地利用設計、建築、農業、城市設計，環境保育及其他綠色志願工作者，會有重大裨益。

課程分為幾個階段，除設計理論外，並注重實習及協助學員掌握設計原則，鼓勵分組討論及設計。課程並包括戶外考察，以及探訪自然永衡法南丫島中心。

學員完成課程後及被評定為合格者，可獲授證書。所提交的設計，如獲澳洲國際自然永衡法學院評定合格，也可獲該學院頒授自然永衡法文憑。

課程以粵語為主，但教材及部份內容以英語講授。

主講人：龍飛虎先生(Chris Lonsdale, B.Sc.(Hon))

講授語言：粵語(輔以英語)

地點：香港大學專業進修學院石硤尾教學中心LT1室
(星期二) [嘉智學校，九龍石硤尾偉智街五號四樓] 及自然永衡法南丫島中心(星期六)

時間：一九九三年二月二十三日起每星期二下午六時至九時及星期六下午

全期學費：二千元(共二十講及六次戶外考察)

1992. 環境保護與環境教育 (Environmental Protection and Education)

本課程旨在介紹香港的環境現狀及治理，並探討在學校及社區推行環境教育的問題，策略與方法。內容包括：(一) 香港環境總論；(二) 香港的能源政策及其影響；(三) 香港的空氣污染及治理；(四) 香港的水質污染及治理；(五) 香港的廢物處理及循環再造；(六) 香港的噪音污染及治理；(七) 香港的野生生物及保護；(八) 城市規劃與環境問題的關係；(九) 環保與經濟；(十) 家居環保與綠色消費；(十一) 環保教育與推行；(十二) 以小組方法推行社區環保工作。

每講印發有關資料，並推薦有關書籍、文章、資源及活動。本課程限收四十人。

主講人：長春社負責人(陳偉群博士、張肇堅博士、熊永達先生、吳祖南博士、潘智生博士等)

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：一九九三年二月二十五日起每星期四下午八時零五分至九時三十五分

全期學費：三百三十元(共十二講)

教師可獲教育署退還半費。詳參第76頁。

1993. 城市規劃與香港的發展 (Town Planning and The Development of Hong Kong)

由於香港都市及新市鎮迅速發展，而土地利用規劃直接影響一個都市或地方的生活環境，所以城市規劃已漸受市民重視。

這課程旨在介紹都市規劃的概念、理論及實踐。本課程內容包括規劃理論，規劃大綱，區域規劃的實踐及發展管制，新市鎮的規劃及城市規劃條例的演變等。

主講人：香港都市規劃師學會

講授語言：粵語(輔以英語)

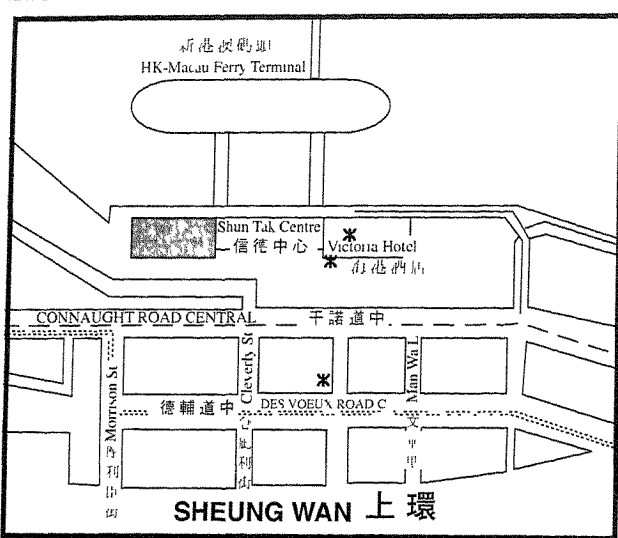
地點：香港大學邵逸夫樓208室

時間：一九九三年二月二十五日起每星期四下午七時三十分至九時

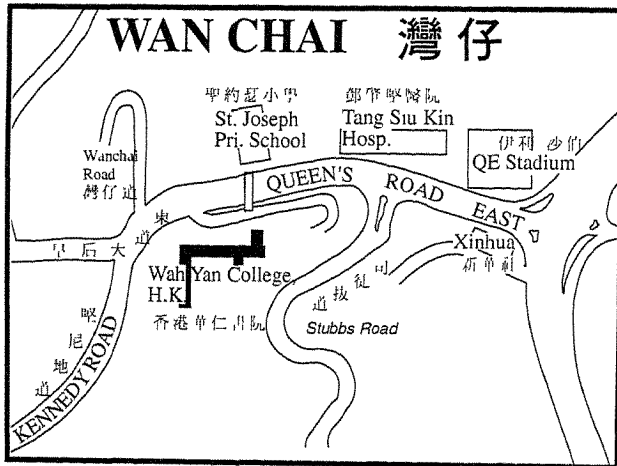
全期學費：三百一十九元(共十講)

Centre Location Map

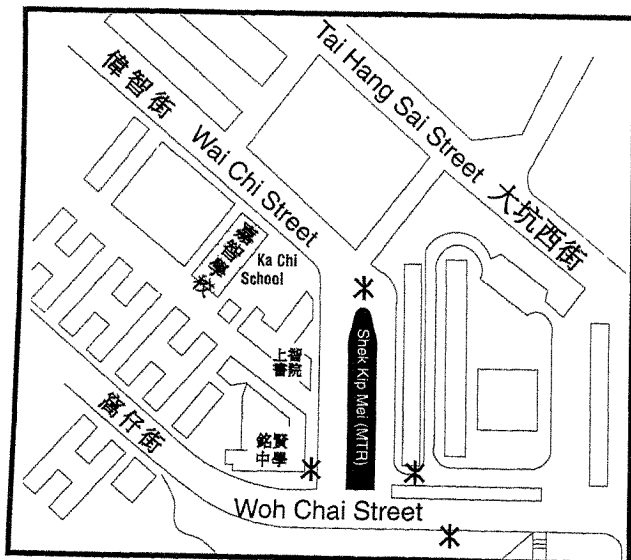
主要上課地點示意圖



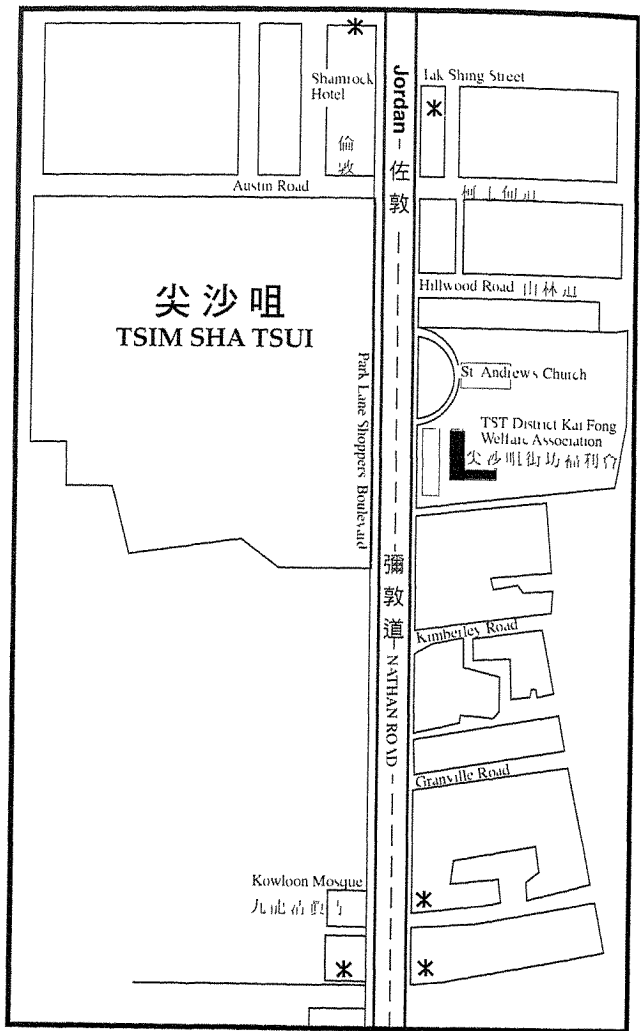
SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 14/F. and 15/F., 200 Connaught Road Central, Hong Kong
 香港大學專業進修學院市區中心·香港干諾道中二百號信德中心西翼(9)、(14)及(15)字樓(山(2)字樓商場電梯上)



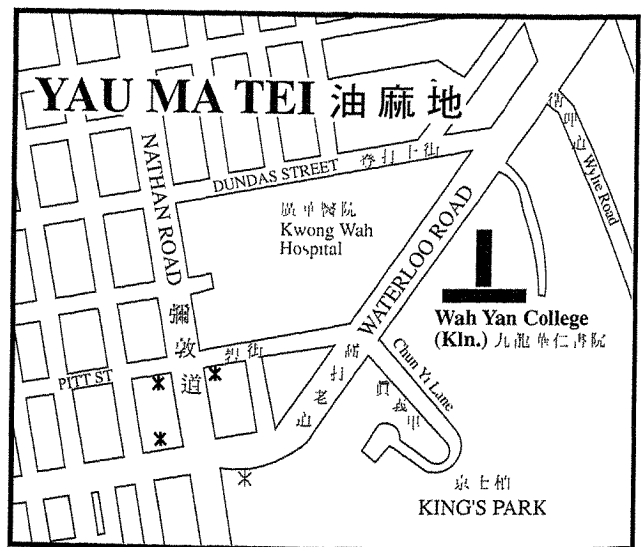
Wah Yan College, 281 Queen's Road East, Hong Kong
 香港華仁書院皇后大道東281號



SPACE 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)〕



SPACE Tsim Sha Tsui Study Centre [TST District Kai Fong Welfare Association, 136A Nathan Road, Kowloon]
 香港大學專業進修學院尖沙咀教學中心(尖沙咀街坊福利會九龍彌敦道136-A)

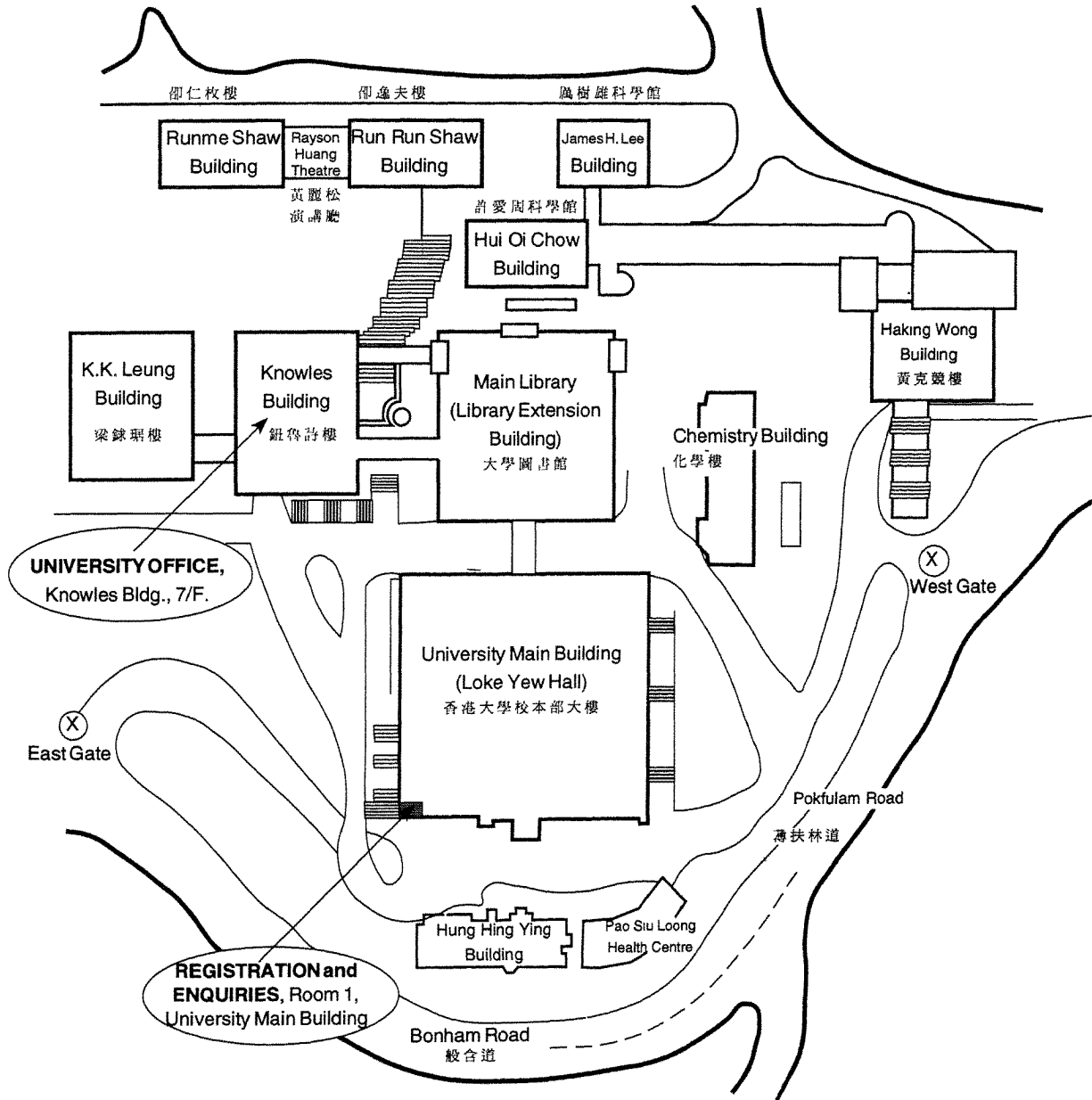


Wah Yan College, 56, Waterloo Road, Kowloon

九龍華仁書院
 窩打老道56號
 (油麻地地鐵站)

UNIVERSITY OF HONG KONG GENERAL LAYOUT

School of Professional and Continuing Education



SPACE



香港大學
University of Hong Kong