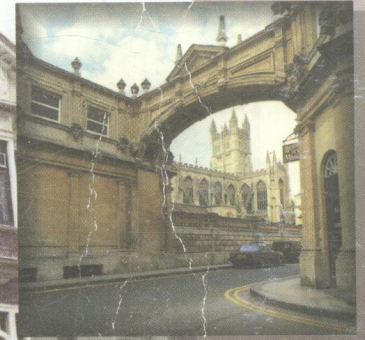
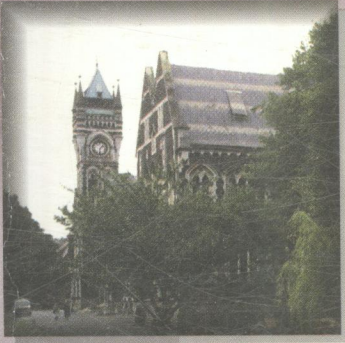


AUTUMN COURSES 1994 秋季課程

The University of Hong Kong
School of Professional and Continuing Education



秋

香港大學專業進修學院

TELEPHONE ENQUIRIES 詢問電話

General Enquiries: 859 2791 and 547 2225
(Fax: 559 7528) [unless otherwise stated]

Accounting, Professional Programmes in, (CGA-Canada)	858 4515
Business Studies	or
Curtin University B.Comm. Degree Programme in Accounting	858 4611
Institute of Administrative Management (IAM) Programme	(Fax: 858 4750)

Adult Education & Training	859 2421
Education	859 2415
Management Studies	859 2785
Geography & Geology	859 2423
Housing Management	859 2786
Urban Studies	859 2423

Art & Design	547 2279
English Studies	547 2225
European Languages/Studies } }	(Fax: 559 7545)

Biomedical & Health Science	859 2417
Pharmacy	859 2793

Computer Science		859 2418 or 540 7302
Engineering		859 1940
Librarianship		859 1940

Criminal Justice & Public Order	540 7430
Philosophy	540 7302

Economics, Banking & Finance		859 2783 or 5407213 or 540 8644
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Gemmology		
History & Archaeology		
Oriental Studies	859 2792	
Political Science		
Translation		

Journalism & Communication	859 2788
Music	

Law	857 1198
Construction Management	(Fax: 546 0295)

Life Sciences (Applied Medical Sciences)	859 2784
Medical Laboratory Science	859 2789
Science & Mathematics	859 2417

Nursing Studies	859 2416
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Oriental Languages	859 2787
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Psychology	859 1937
Social Work & Sociology	859 2790 or 540 7302

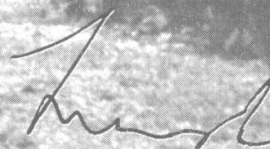
London University:	559 7628
External Student Registration	(Fax: 559 4666)

School Mission Statement

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

學院使命宣言

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



Professor Lee Ngok
Director

School of Professional and Continuing Education

STAFF LIST

DIRECTOR 院長

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

DEPUTY DIRECTOR 副院長

(**External Studies** 學位及專業課程)

W.B. Howarth 侯活夫, *LL.B., LL.M.(Manc.), Barrister-at-Law (Gray's Inn)*

READER 教授

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

SENIOR LECTURERS 高級專任講師

Terry W. Casey 祁得理, *B.A.(Nott.), M.Phil.(H.K.), Ph.D.(Bath)*

John A.K. Holford, *B.A.(Oxon.), M.Sc.(Surrey), Ph.D.(Edin.)*

Wilson W.S. Ng 吳偉成, *M.Sc., Dip. Applied Microbiol.(Strath.), Ph.D.(H.K.), C.Biol., M.I.Biol.*

Owen H.H. Wong 黃康顯, *M.A.(H.K.), Ph.D.(Cantab.), F.I.L.*

LECTURERS 專任講師

Richard M. Booker 卜克, *M.A., P.G.C.E.(Oxon.)*

F.T. Chan 陳訓廷, *B.Sc., M.Phil., M.B.A.(H.K.), C.Eng., M.B.C.S., M.H.K.C.S.*

Mrs. Y.L. Cheng 鄭鍾幼齡, *B.Soc.Sc.(H.K.), M.Phil.(C.U.H.K.)*

Bruce S.N. Cheung 張少能, *B.Sc., M.Phil., Ph.D.(H.K.)*

Bronwyn Lee Davies, *LL.B.(Auckland), Barrister and Solicitor of the High Court of New Zealand, Solicitor of the Supreme Court of England & Wales and of Hong Kong*

Michael J. Fisher, *LL.B.(Manc.), M.A.(Brunel), Cert.Ed.(Manc.), Barrister-at-Law (Gray's Inn)*

K.Y. Fong 方光怡, *B.B.A., M.B.A.(Simon Fraser)*

Koon-ki T. Ho 何冠驥, *B.A.(C.U.H.K.), A.M., Ph.D.(Ill.)*

Peter Kennedy 甘令德, *B.A.(Wales), M.A.(Sussex), M.A.(Essex), M.Phil.(Dublin), Cert.Ed.F.E.(Lond.), Dip./Cert. T.E.F.L.(R.S.A.)*

S.M. Ma 馬兆明, *B.B.A.(C.U.H.K.), M.B.A.(Br.Col.), C.P.A.(U.S.), A.H.K.S.A.*

Jennifer G.H. Ng 黃玉虹, *B.A.(Simon Fraser), M.Soc.Sc., P.C.Ed.(H.K.)*

Carole J. Petersen 白嘉露, *B.A.(Chicago), J.D.(Harvard), Attorney(U.S.A.)*

K.C. Tan-Un 阮陳健貞, *B.Sc.(Bath), M.Sc.(Lond.), Ph.D.(H.K.)*

Stephen W.N. Wu 胡永年, *B.Sc., Ph.D.(H.K.)*

TEACHING CONSULTANT 教學導師

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

TUTORS 專任導師

Renée P.L. Chan 陳碧蓮, *B.F.A.(Long Beach)*

Diane M. Graham, *LL.B.(Auckland), Barrister & Solicitor of the High Court of New Zealand, Solicitor of the Supreme Court of England & Wales and of Hong Kong*

Michelyne E. Hibbert, *B.A. (Trent), M.A. (McMaster)*

Emily Ni Li 李妮, *B.Soc.Sc. (C.U.H.K.)*

Allen M.W. Wong 黃文華, *B.A.(McMaster)*

NURSING STUDIES COORDINATOR 護理課程統籌

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

VISITING SENIOR LECTURERS 客座高級講師

David H.Y. Lam 林孝仁, *B.A.(Macalester), C.A., C.M.A., F.H.K.S.A.*

Paul Luey 呂保羅, *B.A.(H.K.), Ph.D.(Edin.)*

VISITING LECTURERS 客座講師

Li Jian, *M.Mus. (San Francisco), D. Mus. Arts (Cleveland)*
Moses Tse 謝銳光, *RNT(Lond.), B.Ed., M.Ed(W.Aust.)*

HONORARY PROFESSOR 名譽教授

Professor Zhang Zhizheng 張志爭教授

HONORARY SENIOR LECTURERS 名譽高級講師

C.W. Chan 陳智榮, *M.B.,B.S.(H.K.), FRCPATH(UK), FRCPA(Aust.), FHKCPATH, FIBMS(UK)*
Erik Kvan, *Cand.theol.(Copenhagen), D.Soc.Sc.h.c. (H.K.)*
James Chi-ching Wang 王紀慶, *Dip.Med. (Shanghai), M.Sc., Ph.D. (H.K.)*

HONORARY LECTURERS 名譽講師

A.Y.W. Chan, *M.B.Ch.B.(Glasgow), M.R.C.P., M.R.C.Path., F.R.C.P.A., F.H.K.C.Path.*
Y.M. Chan, *B.Sc.(Tor.), M.Sc.(York), Ph.D.(Tor.), C.Chem., F.R.S.C., F.A.C.B.*
E.Y.T. Chan, *B.Sc., M.B.,B.S.(H.K.), M.Sc., Ph.D.(Birm.), M.R.C.Path., F.H.K.C.Path.*
G. Cheng, *M.D., Ph.D.(Tor.), Dip.Am.Board, F.R.C.P.(Can.)*
K.H. Fu, *M.B.,B.S.(H.K.), M.R.C.Path., F.R.C.P.A., M.I.A.C., F.H.K.C.Path.*
Agnes S.L. Lam 林舜玲, *B.A., M.A.(Singapore), Ph.D., T.E.S.O.L.Cert.(Pittsburgh)*
J.S.K. Lee, *B.Sc.(Hull), Ph.D.(H.K.), C.Biol., M.I.Biol., C.Chem., M.R.S.C., F.A.C.B.*
P.S. Leung, *B.Sc.(Lond.), M.Sc.(Newcastle upon Tyne), M.A.I.M.S.(Aust.), F.I.M.L.S.(U.K.)*
S.L. Loke, *M.B.,B.S.(H.K.), M.R.C.Path.*
W.C. Pang, *B.Sc.(Nat. Taiwan), M.Sc.(C.U.H.K.), C.Biol., M.I.Biol., F.I.M.L.S.*
J.D. Robinson, *M.Phil.(H.K.), C.Biol., M.I.Biol.*
S.C.F. Tam, *M.B.,B.S.(H.K.), M.R.C.P.(U.K.), F.H.K.C.P., F.A.C.B.*
D. Wei, *M.B.,B.S.(Melb.), F.R.C.P.A.*
W.C. Yam, *B.Sc.(Lond.), Ph.D.(H.K.), C.Biol., M.I.Biol.*
K.N. Yau, *F.I.B.M.S.(U.K.)*
T.T.C. Yip, *B.Sc.(Lond.), Ph.D.(H.K.)*

DEMONSTRATORS 導師

T.Y. Chan 曾德源, *B.Sc.(Santo Tomas)*
*P.J. Hung 洪琬姿, *B.Sc.(Lond.), M.Sc.(Leeds)*
*H. Siau 蕭虹, *B.Sc.(Singapore), Ph.D.(Cantab.)*

ADMINISTRATIVE STAFF 行政人員

SCHOOL SECRETARY 行政主任

John Cribbin 祁樂彬, *B.Sc.(Lond.)*

ADMINISTRATIVE ASSISTANT 行政助理

C.K. Lai 黎澤江, *B.S.Sc.(C.U.H.K.), Dip.Comp.St.(Melb.)*

EXECUTIVE OFFICERS 事務助理

F.S. Fong 方富盛
Wendy Jackson 席嘉綸, *B.A., Dip.Acc.(Stirl.), C.A.*

SENIOR SECRETARIAL STAFF 高級秘書

Selin S.L. Poon 潘素齡
Sheila S.L. Yam 任瑞玲

* Part-time

GENERAL INFORMATION/ HOW TO ENROL

GENERAL INFORMATION

- (1) On short courses, there are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
- (2) The Director may at his discretion refuse to admit an applicant.
- (3) Unless otherwise arranged, no class will be held:
 - (a) on any public holidays.
 - (b) on University Foundation Day (March 16), Christmas Eve, New Year's Eve and Lunar New Year's Eve.
- (4) No class will be held:
 - (a) if Typhoon Signal No. 8 or above is hoisted.
 - (b) if a Black Rainstorm Warning is in force.
- (5) If the Typhoon Signal No. 8 or above or the Black Rainstorm Warning signal is lowered before 6.30 a.m., all daytime classes (usually between 8.30 a.m. – 5.30 p.m.) will take place as normal and if the Typhoon Signal No. 8 or above or the Black Rainstorm Warning signal is lowered before 12 noon, all evening courses (usually between 5.30–10 p.m.) will take place as normal. On all occasions when the Typhoon Signal No. 8 or the Black Rainstorm Warning is in force after 12 noon, all classes due to be held later that day will be cancelled.
- (6) Fees are not refundable, except in the event of a course being over-subscribed or cancelled.
- (7) Fees and places allocated on courses are not transferable.
- (8) 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.
- (9) The School reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.

HOW TO ENROL

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

- (1) Application forms (one for each course) should be sent together with the appropriate fee either in the form of a crossed cheque or bank draft (one for each course) made payable to UNIVERSITY OF HONG KONG. All forms should be sent to the Director, School of Professional and Continuing Education, University of Hong Kong [see (4) below].
- (2) To ensure that a class can take place, the School would appreciate early application.
- (3) You will be notified if you are not admitted because of oversubscription or other reasons. **THE SCHOOL WILL NOT NOTIFY SUCCESSFUL APPLICANTS WHO ARE EXPECTED TO ATTEND THE FIRST MEETING OF THE CLASS AT THE PLACE AND TIME ADVERTISED.**
- (4) Applicants may also enrol in person at the following places, but it would be helpful if fee payments could be made by crossed cheque rather than by cash:
 - (i) SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200, Connaught Road Central, Hong Kong.
(Access via lifts on the 2/F. of the Shopping Arcade).
(Weekdays: 9.30 a.m. to 5.45 p.m., Saturdays: 9.30 a.m. to 12.30 p.m.). Telephone: 547 2225 (Fax: 559 7545).
 - (ii) School of Professional and Continuing Education, Room 1, University Main Building, G/F, Pokfulam Rd., Hong Kong.
(Weekdays: 9.30 a.m. to 1 p.m., 2 to 4.45 p.m., Saturdays: 9.30 a.m. to 12.30 p.m.).
Telephone: 859 2791
Fax: 559 7528

入學須知

- (一) 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。
- (二) 專業進修學院院長有權決定是否接受任何入學的申請。
- (三) 除特殊情形外,本學院將在下列期間暫停授課:
 - (甲): 本港所有公眾假期。
 - (乙): 大學校慶日(三月十六日);聖誕前夕,公曆新年除夕及農曆新年除夕。
- (四) 天文台懸掛八號或以上風球或發出黑色暴雨警告之後,本學院一切課程全部取消。
- (五) 如八號或以上風球或黑色暴雨警告在上午六時三十分以前除下,日間課程(通常在上午八時三十分至下午五時三十分上課)照常上課;如在上午六時三十分以後除下,則日間課程全部取消。如八號或以上風球或黑色暴雨警告在正午十二時以前除下,晚間課程(通常在下午五時三十分至十時上課)照常上課;如在正午十二時以後除下,則當晚課程全部取消。
- (六) 除課程已額滿或被取消外,一切已繳學費,概不退還。
- (七) 一經取錄,學費及學額不得轉讓他人。
- (八) 如非特別註明,所有用中文刊登的課程都以粵語講授。
- (九) 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。
- (十) 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

- (一) 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」。
- (二) 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。
- (三) 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。
- (四) 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
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)。



LONDON UNIVERSITY REGISTRATION

Applications and Registrations for many London University External Programmes in Hong Kong are processed by the School of Professional and Continuing Education.

General Information

(1) Subjects currently available are:

BSc in Computing and Information Systems	BA French
BSc (Econ)	BA German
BSc (Management)	BA Italian
Diploma in Economics	BA Spanish and Latin American Studies
MSc in Financial Economics (through SOAS)	BA Geography
Diploma in Financial Economics (through SOAS)	BA Philosophy
LLB	B Music
LLM	BD (Theology)
BA English	BA Jewish History

(2) **SPACE offers tuition in many of the above subjects. Access programmes for certain subjects are also organised for interested applicants who possess no formal qualifications.** Some of the special features of the London University External programmes are:

- Study can be done at your own pace
- Examinations can be taken in Hong Kong or in other centres throughout the world
- Degrees are of the same standard as Internal Degrees
- No quota system for admission
- Lower costs than conventional studies
- There are over 4000 registered students in Hong Kong

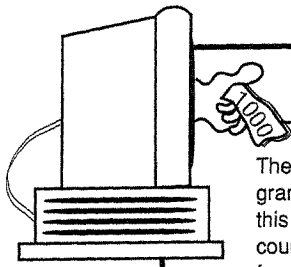
Registration Details

(3) Application forms and prospectus are available from:
SPACE Town Centre, Suite 1004-5, Shun Tak Centre, West Tower, 10/F.,
200 Connaught Road Central, Hong Kong. (Tel. No. 5597628)

Registration Time: Monday - Friday : 9:30 a.m. - 11:45 a.m. 1:00 p.m. - 4:30 p.m.
Saturday : 9:30 a.m. - 12:30 p.m.

All correspondence must be marked "London University Applications".

- (4) Students who wish to take their examinations in 1995 must submit their London University registration application forms by **September 17, 1994** and complete their registration by **November 30, 1994**, *except for the cases specified below.*
- (5) For the Diploma in Economics (Course No.351 see Autumn Prospectus p.64), MSc/Diploma in Financial Economics (Course No.354 see p.70) and BSc in Computing and Information Systems (p.50) special registration procedures apply. Students cannot register for the London University programme until they have enrolled on the courses provided by SPACE. Details can be found under the individual course references given above.
- (6) Applications with uncertain entrance qualifications will be referred to a Special Admission Panel of the University of London for consideration. A longer processing time is required for these applications, so applicants are strongly advised to submit their applications as early as possible.



Fee Refunds For Teachers

The Education Department has agreed in respect of a number of courses in this Prospectus to grant fee refunds to teachers who enrol on the courses. Where such a refund is applicable, this is indicated beneath the course description. The amount of the fee refund may vary from course to course and this is also indicated in the course description. The procedure for applying for a fee refund is as follows:

1. Teachers accepted on courses will be sent a course fee refund application form together with the notification of acceptance of their application (this applies to all teachers in government, aided and private schools) before the course starts.
2. The completed fee refund form should then be sent to the Director of Education together with the course fee receipt as soon as possible.

Please note that where you wish to apply for a fee refund, it is particularly important that you enrol at the School of Professional and Continuing Education before the course commences, otherwise courses may be cancelled if it appears that there is insufficient enrolment prior to the starting date.

教師申請退還學費：

部份課程，教育署同意優待教師退還學費。（政府，資助或私立學校教師均可。）凡此一類課程及教育署同意退還全部或部份學費，本手冊將在課程簡介後註明。

申請教育署退還學費手續：

1. 申請之教師獲錄取入學，將收到取錄函件和教育署退還學費申請表乙份（政府，資助或私立學校教師均適用）。
2. 退還學費申請表填妥後，可連同學費收據寄教育署署長（並於信封註明退還學費申請）。

注意：教師有意申請退還學費，請於課程開課前將入學申請表及支票寄達「香港大學專業進修學院」，否則如課程開課前報名人數不足，可能導致有關課程被迫取消。

Following some unfortunate incidents on the campus, the University has arranged to install alarm buttons in various ladies toilets on the campus, better lighting is being introduced in areas where this is necessary and the watchman patrols are being rearranged to provide better security.

香港大學已在校園的女廁內安裝警鐘及獨立警報器，並改善晚間照明設備及加強保安人員的巡邏以確保學員的安全。

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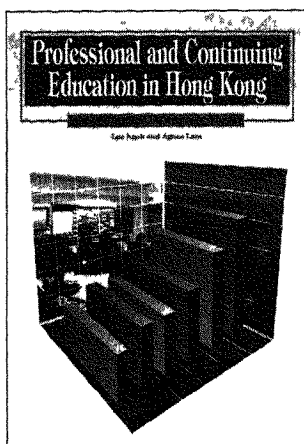
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Professional and Continuing Education in Hong Kong: Issues and Perspectives



by

Lee Ngok and Agnes Lam 1994

HK\$98.00
NEW BOOK
HKU PRESS

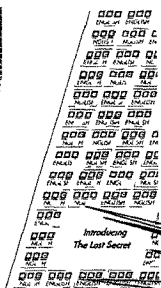
One in eight adults in Hong Kong attends part-time education or training programmes of some sort at any one time. Who provides the education or the training? What are the learners like? Can they afford the fees? If not, who pays or who ought to pay? Are these programmes effective? If not, how can they be improved?

Based on several first-hand studies, this new book (182 pages) focuses on some of the issues raised and provides an overview of the phenomenon of professional and continuing education in Hong Kong from different perspectives. The chapters are:

- Chapter 1 Introduction*
- Chapter 2 The role of government in human resource development*
- Chapter 3 Tertiary education expansion in Hong Kong: Questions of feasibility*
- Chapter 4 Hong Kong as an educational market*
- Chapter 5 The Hong Kong adult learner: A profile*
- Chapter 6 Staff development in the business sector*
- Chapter 7 Access and educational consortia: Models and issues*
- Chapter 8 Conclusion*

Prof. Lee Ngok is the Director of the School of Professional and Continuing Education, the University of Hong Kong. Dr. Agnes Lam is a lecturer at the English Centre of the University of Hong Kong. The other contributors are Mr. F. T. Chan, Dr. John Holford and Ms. Jennifer Ng, who teach at the School of Professional and Continuing Education, the University of Hong Kong.

The book is available at all major bookstores. For more information, call The Marketing Dept., Hong Kong University Press (550 2703).



英語迷踪 自學教材

HK\$ 450.00

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。

現在為了方便有志學習英語人士可安在家中自學英語，香港大學出版社聯合專業進修學院編輯了一套適合香港人用的英語教材，並在教科書中適當地加上了中文註解，令學習人士更易明白。

這套教材的程度雖然是適合初學英語的人士，但對於高些程度的學生想改善英語語法、發音、字彙，亦有很大幫助。

這套自學英語的教材包括了：

- 兩盒錄影帶
片長：140分鐘。是由11節故事片段組成的神秘刺激影片。
- 教科書和學習指南
教科書內每課將包含一節閱讀文章，卡通故事，閱讀理解習作，語法練習及問題答案和提示。書中的語法和字彙均有中文解譯，而且還有雙語說明幫助理解。
- 作業簿
連同答案的作業簿為學員提供更多英語書寫和語法練習的機會。

在編輯這套教材時，我們特別加多了溫習及練習部份。學員在學習時可按自己的需要及時間自行決定做多少。有興趣人士，請盡早預定。

如有查詢，請致電卜克先生或錢小姐 (547 2225)

(訂購表格在後頁。)

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

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

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

The self-study pack contains:

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

Student's book and study guide :

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

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

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

For enquiries : Please call Mr. Richard Booker or Ms. Doris Chin (547 2225)

(Order form overleaf.)



ORDER FORM 訂購表格

Send your order to
SPACE Town Centre
Shun Tak Centre, West Tower, 9/F
200, Connaught Road Central, HONG KONG
(Attn Mr Richard Booker Tel 547 2225)

Course No. 課程資料編號 8980 Course package title 課程資料名稱 The Lost Secret Self-Study Pack
Fee enclosed 附費 Cash/Cheque No. 現金/支票號碼

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

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

Chinese 中文 HK ID / Passport No. 身份證/護照號碼

Correspondence Address 通訊處

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

Telephone Nos. 電話: Home 住宅 Office 辦事處

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

OR

I wish to collect the pack(s) at the School of Professional and Continuing Education (SPACE), 7/F., Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong with no postage and packing charges.

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

本人想訂閱套英語迷踪(包括兩盒錄影帶、一本雙語教科書和一本全英語作業簿), 並付上支票總數: (每套售價: HK\$450.00; 每套郵費: HK\$45.00)。

或

本人想訂閱套英語迷踪(包括兩盒錄影帶、一本雙語教科書和一本全英語作業簿), 並付上支票總數: (每套售價: HK\$450.00)。本人會親自前往: 香港薄扶林道, 香港大學, 紐魯詩樓7字樓, 專業進修學院領取。

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

ADULT EDUCATION AND TRAINING

Lecturers in charge : John Holford
Y.F. Mok

Telephone : 859 2415
859 2421

71. Certificate in Adult Education and Training

More and more people in Hong Kong today need to know how to train or teach adults, in the private and public sectors as well as in other adult education contexts. This Certificate course is designed for those who are keen to develop the essential skills involved in facilitating adult learning. It is suitable for trainers in commerce, industry and government; teachers in professional, community and adult education; and personnel involved in programme management and development in these fields.

Objectives

- By the end of the course, participants should be able to:
1. understand the essential features of adult learning theories, and relate these to the needs and demands of students or trainees;
 2. deploy appropriate methods to identify students' or trainees' learning needs, and relate these to learning approaches;
 3. design programmes to facilitate effective adult learning within their own educational or training context;
 4. conduct an effective adult teaching or training session, using a variety of methods and techniques appropriately;
 5. use effectively and appropriately various methods of programme evaluation;
 6. show awareness of the range of audio-visual aids available to adult teachers and trainers, and make suitable choices among these.

Contents

Topics to be covered in the course will include: concepts and definitions in adult education and training; adult learning and society; the Hong Kong context; the psychology of adult learning; the adult educator and trainer; teaching and learning; methods and approaches; needs analysis and programme design; approaches to evaluation and assessment; materials development; and instructional technology in adult teaching.

Course Structure

The course will consist of the following elements:

1. Twenty-two 3-hour weekly meetings on Wednesdays.
2. Each course member will be expected to conduct one session of teaching, which will be observed by a course tutor and will be followed by an evaluative discussion with the tutor.
3. Each course member will visit one teaching or training session conducted by another course member and will conduct an evaluative discussion afterwards.
4. Each course member will complete an assignment and a project related to education or training within his or her own organisation or field: for example, identifying training needs within the organisation and designing possible programmes to meet these needs.

Assessment

Course members will be assessed by a written examination, a project, and another assignment.

Language of Instruction

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

Application Procedure

Applicants should complete and return the standard SPACE enrolment forms, together with a letter briefly outlining their experience in adult education or training and how they think they will benefit from the course. The closing date for application is 7 September 1994.

Enrolment is limited to 20

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

Ms. Yan Fung Mok, M.Ed.(Georgia)

Specialists in the field invited to teach the various sections of the course:

Starboard Yeung, B.Bus.(Curtin), M.A.I.T.D.,
C.M.A.H.R.I., M.B.A., Associate CIM.

Mrs. Kiran Singh, B.A.(Hons.)(Calcutta),
M.B.A.(Macau), P.C.Ed.(HK)

Ms. Virginia Handley, B.A., M.A. (London),
P.C.Ed.(Surrey)

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

Date : Wednesdays, 6.30-9.30 p.m., commencing
September 28, 1994

22 meetings

Fee : \$3,950

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

72. 製作訓練／教學錄像帶之基本技法 (Basic Video Production Technique on Making Instructional Programmes)

本課程將涵蓋基本錄像製作技術。主要課題如下：

- (一) 器材及工具之認識；(二) 錄像機之操作及基本技法；
(三) 製作之資料搜集，計劃及準備工作；(四) 劇本編寫簡介；
(五) 燈光及收音技術；(六) 拍攝及電影語言；(七) 剪接及後期製作。
本課程會介紹使用錄影帶作訓練用途之方法。課程中期將安排攝製練習及評估。是項課程專為教師及各行業之訓練人員而設。參加者毋須具備特別條件，惟擁有手提攝錄機較佳。
(請參閱教育課程下之基本錄像技術及使用錄像作為教學／訓練之方法)。(限收二十人)

主 講 人：尹國慶先生 B.Sc.(Hon.)(CUHK), Cert. in Ed.(HK)

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：一九九四年九月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：七百八十五元 (共十五講)

教師可獲教育署退還半費。詳參第vi頁。

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

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

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

除特別註明外，藝術及設計科之所有課程均無入學資格規定。

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

學員必須自備與課程有關之材料，詳情將會在課程第一講闡述。

Certificate Courses



證書課程

82. Certificate in Advanced Studies in Art Education

(Presented in Collaboration with Chester College)

Jointly presented by SPACE and Chester College (a College of Higher Education affiliated to the University of Liverpool), this programme is designed for artists and art teachers who wish to pursue advanced studies of a practical and theoretical nature in the fine art. The programme comprises two parts -- Part One to be completed in Hong Kong from September 1994 to June 1995, and Part Two in Europe, mainly at Chester College in England, in August 1995.

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

Objective

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

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

Course Structure

Part One – in Hong Kong (September 1994 to June 1995)

1. Practical

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

- Basic Drawing
- Basic Painting Workshop
- Figure Drawing
- Basic Watercolour Painting

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

2. Art History

Students must take *Introduction to the History of Western Art II: Post-Impressionism to Post-Modernism* which will be offered in February 1995. This course covers the period 1870 to 1980. (However, students are advised to take *Introduction to the History of Western Art I: The Renaissance to Impressionism* as well if they have not taken an art history course of this period. A solid background in the history of Western art will help their experience in museum visits in Part Two of the programme.)

Medium of instruction: English and Cantonese

Part Two - in Europe (Four weeks from July to August 1995)

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

1. Practical

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

2. Visits to European museums and galleries

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

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

Medium of instruction: English

Course Personnel

HKU - SPACE

Course Director: Renée Chan, B.F.A.(Long Beach)
Tutors : Victor Lai, B.Ed.(Liverpool), M.A.(R.C.A.)
Carmen Lee, B.A.(H.K.), M.Litt.(Oxon.)
Peter Mak, M.F.A.(Arizona)

Chester College

Course Director: Peter J. Turnbull, B.A., M.A.(R.C.A.)
(Head)
Tutors : John Renshaw, B.A., D.A.(Manc.)
Robert Jones, B.A., M.A.,(Slade)
Val Cosh, Cert.Ed., M.Ed.(Liverpool)
Maxine Bristow, B.A., M.A.(Manchester)
John Stephens, M.S.(Berlin), M.A.(Manchester)
Ian Hayes, M.A., Ph.D.(Essex)

Award of Certificate

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

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

Entry Requirements

- Applicants should have some basic knowledge of art.
- Applicants will have to sit an English Proficiency Test in September 1994 and may be required to take an English course at SPACE if they are accepted on the programme.

Expenses

- Tuition fee : HK\$14,000 which covers all the course work required at SPACE and Chester College.
- Board & lodgings : Students will stay at Chester College during Part Two of the programme. The fee is approximately HK\$2,500 per week.
- Airfares : Students have to pay for their own round-trip airfares from Hong Kong to the U.K.
- Visits : The cost of accommodation, food and transportation during visits to London and Paris is HK\$6,000 approximately. Applicants are responsible for their own visa applications to both the UK and France.
- Additional : The tuition fee of HK\$14,000 does not include the course fees for the English course which some students may be required to take or any additional art courses which students may choose to take at SPACE.

Application Procedure

Applicants should complete a special application form and submit it to SPACE before September 12, 1994 with a cheque for HK\$14,000 payable to "University of Hong Kong". They will be invited to attend an interview and sit an English Proficiency Test. Students may be required to take an English course with SPACE before taking Part Two of the programme at Chester College. Unsuccessful applicants will be informed accordingly and their fees refunded.

Enrolment is limited to 18

Application forms can be obtained from:

School of Professional and Continuing Education	School of Professional and Continuing Education
The University of Hong Kong	Room 1, G/F
9/F, West Tower, Shun Tak Centre	University Main Building
200 Connaught Road Central	Pokfulam Road
Hong Kong	Hong Kong
Tel 547 2279	Tel 859 2791

83. Certificate in Foundation Art and Design

Objective

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

Structure

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

Requisites (3 courses):

1. Basic Drawing (#91)
2. Basic Painting Workshop (#93)
3. Introduction to the History of Western Art I (#121, #122) or Introduction to the History of Western Art II (to be offered in Spring '95)

Electives (Any 3 courses from the following):

- Figure Drawing (#92)
- Basic Watercolour Painting (#94)
- The Art of Western Calligraphy (#95)
- Introduction to Two-dimensional Design (to be offered in Spring '95)
- Basic Photography (#119)
(Conducted in Cantonese only)

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

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

Award of Certificate

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

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

Fee

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

Application Procedure

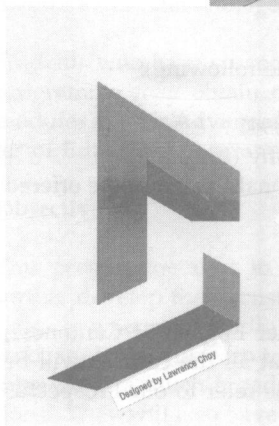
Applicants should complete a special application form and submit it to the School with a cheque for HK\$4,000 payable to "University of Hong Kong". Application forms can be obtained from:

School of Professional and Continuing Education
The University of Hong Kong
9/F, West Tower, Shun Tak Centre
200 Connaught Road Central
Hong Kong
Tel: 547 2279

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



Designed by Alan S.M. Law



Designed by Lawrence Choy



DESIGN BY BELLA LOUIE

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

課程宗旨：

電腦技術在美術設計行業扮演的角色日益重要，但市面上設計軟件種類繁多，一般短期課程只能講解基本技術，缺乏全面性的電腦設計知識。本證書課程由專業設計師及電腦技術員任教，有系統地全面介紹美術設計概念與電腦技術知識。課程另一特色是同時採用IBM-compatible及Macintosh兩大機種，介紹美術設計常用軟件，務求學員能靈活地使用電腦於日常設計工作上，或以電腦為藝術創作媒介。

課程大綱：

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

- (一) 電腦基礎技術 (Computer Fundamentals)
本單元深入地講授常用軟件的使用方法，例如 PageMaker, FreeHand 及 PhotoShop 等。
- (二) 美術及設計技巧 (Art and Design Principles)
本單元指導學員以電腦為繪圖工具，表達美術及設計概念。課程內容包括造型、色彩、字體、商標設計等，並安排參觀活動，使學員了解電腦美術設計的工作實況。
- (三) 技術進階 (Technical Essentials)
本單元深入探討電腦美術設計之技術，內容包括相片修描技巧 (PhotoRetouching)、分色片套疊 (Knockout & Overprint)，並對構圖及色彩等作專業技巧研究。
- (四) 應用美術設計 (Applied Art & Design)
學員可選擇美術設計範疇內之多種項目作進一步創作，例如插圖、海報設計、書刊設計、公司形象設計等，務使學員能應用電腦技術於實際設計工作中。
- (五) 專業實踐工序 (Professional Practice & Portfolio Preparation)
本單元介紹與電腦美術設計有關之其他服務，如咪紙、分色片印刷常識及各類彩色輸出等。學員須融會過往所學的電腦技巧和工序，製作一套專業的畢業作品。

應用軟件：

本課程將採用 PageMaker, QuarkXpress, Illustrator, CorelDraw, FreeHand, PhotoShop, PhotoStyler, Painter, Dimensions 及 Gallery Effects 等。

入學資格：

申請人必須對美術設計有濃厚興趣，並具備電腦操作之基本知識，例如完成本學院所主辦之「電腦美術設計初階」或同等程度課程。此外，學員也須具備閱讀英文的能力及進修兼讀課程的毅力。

證書頒發：

符合下列所有要求之學員，可獲本院頒發「電腦美術設計」證書：

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

成績出眾者可獲頒優異證書 (Distinction/Credit)。

Computer illustration by student of "Certificate in Computer Art & Design"

報名手續：

申請人請於一九九四年九月五日前填妥報名表格，將表格連同HK\$8,900之劃線支票（抬頭請書「香港大學」）郵寄香港上環干諾道中200號信德中心西翼九樓，香港大學專業進修學院。申請人須於九月中旬攜帶有關作品前來面試。日期另行通知。未被取錄者將獲退還學費。（每班限收十二人，一人一機）

主 講 人：畢子融先生 D.A.E., M.Sc.(Bank St.) (課程統籌)
 陳健強先生 H.C.(H.K.Poly.) (助理統籌)
 覃伯強先生 B.F.A.(Central Missouri)
 崔德明先生 B.A.(H.K.Poly.), M.C.S.D.
 及客席導師

地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

全期學費：八千九百元。學員自付材料費。額外租用電腦費用每小時六十元。

84. 一九九四年九月二十六日起每星期一、三下午六時至八時（共五十講）
85. 一九九四年九月二十六日起每星期一、三下午八時至十時（共五十講）
86. 一九九四年九月二十九日起每星期四、六下午六時至八時（共五十講）
87. 一九九四年九月二十四日起每星期六下午二時至六時（共二十五講）

88. Certificate in Watercolour Painting (水彩畫證書課程)

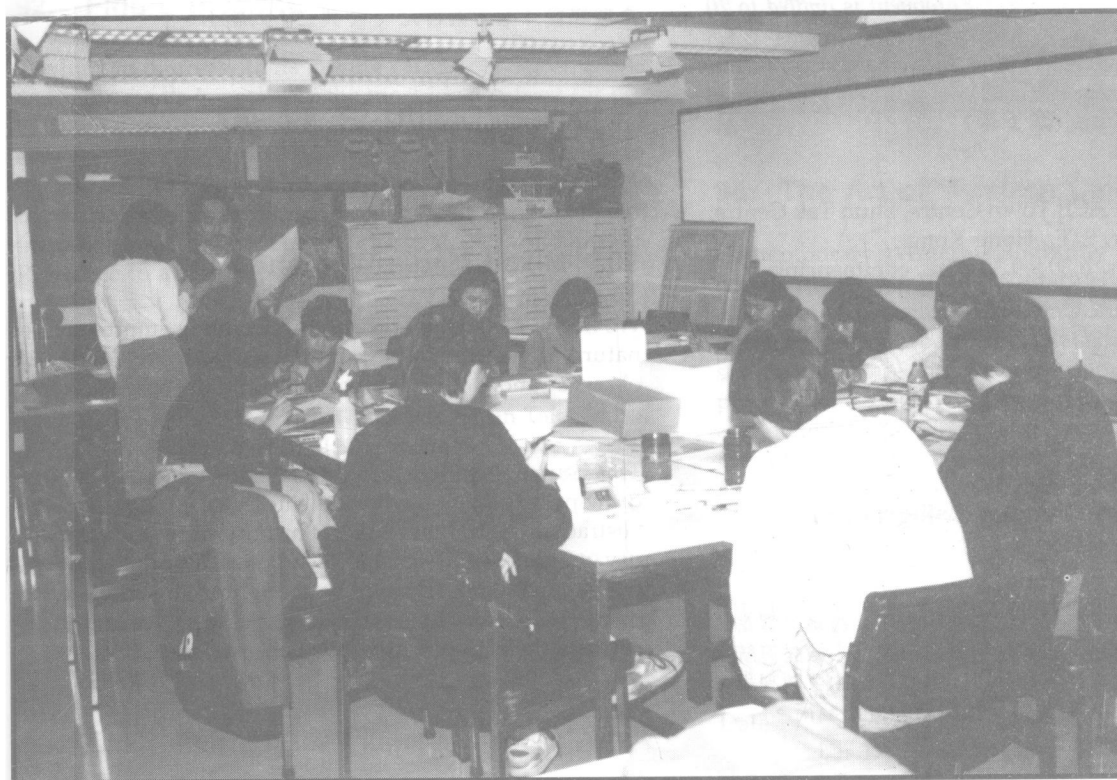
Objective

This programme is designed for students who have some basic knowledge and experience in drawing and/or any water-based painting mediums. It is intended to assist students in their development in technical, theoretical, conceptual and thematic matters in painting.

Course Structure

The course will be team-taught by several instructors who will focus on the following aspects:

- A brief introduction to the history of watercolour painting, its relationship to other mediums (drawing and oil painting) and its role in fine art and commercial art.
- Studies in various water-based medium painting techniques and their characteristics.
- Reinforcement of students' ability in drawing as the framework for their development in watercolour painting.
- Heightening students' sensitivity and rendering abilities in describing form, shape, structure, value, texture and space through observation and paintings of different still-life objects and outdoor scenes.
- Discussion and application of colour theory and colour schemes in painting.



A Watercolour Painting class at the Town Centre

- Understanding the application of formal visual elements and design principles in painting composition.
- An introduction to abstraction through various means e.g. simplification, distortion and exaggeration.
- Terminology and vocabulary used in the visual arts. Developing students' ability to verbalize such awareness in critiques and art work appreciation sessions.
- Developing personal themes in creative works
- Presentation techniques and portfolio preparation.

Award of Certificate

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

- attend a minimum of 75% of all classes;
- complete and obtain a passing grade in all assignments;
- present a body of coherent work for the assessments

Entrance Requirements

Applicants should have some basic knowledge in drawing and/or design.

Application Procedure

Applicants should complete an application form and submit it to SPACE before September 24, 1994 with a cheque for HK\$7,500 payable to "University of Hong Kong". Applicants may be required to attend an interview in early October, 1994. Unsuccessful applicants will be informed accordingly and their fees refunded.

Enrolment is limited to 20

Tutors : Peter Mak (麥志強), M.F.A.(Arizona), Coordinator
Joseph Cheung (張若瑟)
Chui Tze Hung (徐子雄)
Guest tutors

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

Date : Wednesdays, 6.30 - 9.30 p.m., commencing October 19, 1994

36 meetings

Fee : \$7,500

Medium of Instruction : Cantonese

89. 中國書法證書課程 (Certificate in Chinese Calligraphy)

課程宗旨

中國書法有悠久的歷史，歷代各派書法家的作品蘊藏著豐富的學術價值。「國畫現代化」激發起中國書法家也去檢討傳統因循的學習方法，本院就此問題設計了一個有系統的專題課程，從字體造型的基礎元素，研究傳統和創意的書法藝術。

課程大綱

課程兼顧到「傳統與現代」、「學與術」兩方面。第一部分由字體設計師負責，幫助學員了解字體造型的元素。第二部分書寫和用筆的研究，由中國書法家負責，包括中國傳統的臨碑摹

帖學習、日本古通用筆的學習及筆墨實驗。最後部分是創作實習，由畫家及書法家負責，除書法外，亦涉及繪畫、文學、篆刻及裝裱等。

入學資格

申請人必須對中國書法有濃厚興趣及有持續上課和完成家課的決心。

證書頒發

符合下列要求之學員，可獲本院頒發證書：

- (一) 出席率達百分之七十五以上，
- (二) 完成所有導師指定之作業；
- (三) 在《作業總評議》中得到全部導師同意其作業成績及格。

報名手續

申請人請於一九九四年十月三日前將報名表格及港幣7,500元之副線支票（支付「香港大學」），郵寄香港上環干諾道中200號信德中心西翼九樓，香港大學專業進修學院。如有需要，本院將邀請申請人前來面試，日期另行公佈，未被取錄者將獲退還學費。
(限收二十四人)

主 講 人：徐子雄先生（課程統籌）

靳埭強先生

葉民任先生

及客席導師

地 點：香港大學專業進修學院市區中心16字（信德中心西翼九樓）

時 間：一九九四年十月二十二日起行星期六下午二時三十分至五時三十分

全期學費：七千五百元（共三十六講）

西洋藝術 Fine Art (Western)

90. Mixed Media Workshop

We live in a visual world and carry with us impressions of nature, architecture and man-made objects. We doodle, we observe - and all of these reactions form the base of abstract art.

This course is designed for both beginners and those with drawing experience who are interested in non-objective abstract art. Students will be introduced to both wet and dry mediums and collage techniques. Reproductions of well-known art works will be brought in to stimulate students to see things from different perspectives and to encourage them to put forward their own ideas.

Enrolment is limited to 18

Tutor : Bonnie Cohen, B.A.(Brooklyn)

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

Date : Tuesdays, 5.50 - 7.50 p.m., commencing September 20, 1994

12 meetings

Fee : \$850

91. Basic Drawing

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

Enrolment is limited to 18

Tutor : Katie Webb, B.A.(Reading)

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

Date : Tuesdays, 8.00-10.00 p.m., commencing September 20, 1994

12 meetings

Fee : \$850

*Fee Refund : Teachers may apply for a half fee refund for this course. See page vi.***92. Figure Drawing**

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

Enrolment is limited to 18

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

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

Date : Mondays, 8.00 - 10.00 p.m., commencing September 19, 1994

12 meetings

Fee : \$1,100

*Fee Refund : Teachers may apply for a half fee refund for this course. See page vi.***93. Basic Painting Workshop**

This course is designed for those who have some experience in drawing and wish to develop their painting skills. Students will be introduced to various materials, traditional

and contemporary techniques, and the application of visual elements. In addition to demonstration and studio practice, students will see slide presentations of artists' works and participate in class critiques

Enrolment is limited to 18

Tutor : Victor Lai, B.Ed.(Liverpool), M.A.(Royal College of Art)

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

Date : Mondays, 5.50 - 7.50 p.m., commencing September 19, 1994

12 meetings

Fee : \$770

*Fee Refund : Teachers may apply for a half fee refund for this course. See page vi.***94. 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16室（信德中心西翼九樓）

時 間：一九九四年九月二十三日起每星期五下午五時五十分至七時五十分

全期學費：七百七十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。**95. The Art of Western Calligraphy**

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

Enrolment is limited to 20

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

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

Date : Saturdays, 2.30 - 4.30 p.m., commencing September 17, 1994

12 meetings

Fee : \$720

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

中國藝術 Fine Art (Oriental)

96. 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：一九九四年九月二十日起每星期二下午五時五十分至七時五十分

全期學費：九百二十元（共十五講）

教師可獲教育署退還半費。詳參第vi頁。

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

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

主 講 人：熊海先生

地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）

時 間：一九九四年九月十九日起每星期一下午五時五十分至七時五十分

全期學費：九百二十元（共十五講）

教師可獲教育署退還半費。詳參第vi頁。

98. 星期日戶外創作室 (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。本課程其中九講為寫生練習，由兩位導師輪流帶領學員到市區及郊外寫生，其餘三講則留在課室內作畫及評論作品，學員可選用導師提議的媒介或自己慣用之材料繪畫。學員須自付旅行費用及自備材料。(限收二十人)

主 講 人：張若瑟先生、徐子雄先生

地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）及不同寫生地地點

時 間：一九九四年九月二十五日起每星期日上午十時至中午十二時

全期學費：七百七十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

99. 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16室（信德中心西翼九樓）

時 間：一九九四年十二月十四日起每星期三下午五時五十分至七時五十分

全期學費：六百元（共十講）

教師可獲教育署退還半費。詳參第vi頁。

100. 書道研習 (Chinese Calligraphy Workshop)

本課程將以五種書體為基本，研習書道技法，輔導學員於掌握基本技法外，進而試探發揮個人書道創作之趣味。課程包括書刊介紹、書體與幅式實習、書寫示範、作業評講。除堂課外，學員必須以課外時間做習作。(限收二十四人)

主 講 人：翟仕堯先生 B.A.(Taiwan Normal)

地 點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）

時 間：一九九四年九月十四日起每星期三下午五時五十分至七時五十分

全期學費：七百二十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

101. 行書與草書 (Running Script & Cursive Script)

行草是我國書法中較生動的書體，亦較易發揮個人風格。導師將示範及講授運筆的基本技法、字形結構要領、章法、款式與鈐印的配合。學員每星期必須以課外時間完成作業。學期中可能有一次參觀展覽活動（於星期日或假日舉行）。(限收二十人)

主 講 人：葉民任先生

地 點：香港大學專業進修學院市區中心（信德中心西翼九樓）

時 間：一九九四年九月二十日起每星期二下午八時至十時

全期學費：七百二十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

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

本課程導師將詳細示範裝裱中國書畫的完整過程，包括所需物料及漿糊的製法，各種技巧如托底、托綾、托絹、切邊、出線、鑲邊、複背、打磨、窩邊等，務使學員能認識及實習由托底至壓鏡整個裝裱過程。學員須自付材料費約一百五十元。(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16室（信德中心西翼九樓）
 時 間：一九九四年九月十日起每星期六下午二時三十分至四時三十分
 全期學費：四百三十元（共六講）

教師可獲教育署退還半費。詳參第vi頁。

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

本課程為曾修讀「中國書畫裝裱技巧（一）」或略具裱畫知識的人士而設。導師將詳細示範裝裱掛章的完整過程，包括所需之物料如藥糊之製法，各種技巧如托畫心，並講解各種掛章的形式，包括：對聯、一色裱、二色裱、三色裱、宋式裱法及近代日本之裝裱等。學員須自付材料費約一百五十元。

(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：一九九四年十二月十日起每星期六下午二時三十分至四時三十分
 全期學費：四百三十元（共六講）

教師可獲教育署退還半費。詳參第vi頁。

商業美術及設計 Media Arts

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

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

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

(限收二十四人)

主 講 人：雷健生先生 B.A.(H.K.Poly.), M.C.S.D.
 地 點：香港大學專業進修學院市區中心26室（信德中心西翼九樓）
 時 間：一九九四年十二月九日起每星期五下午八時至十時
 全期學費：六百二十元（共八講）

105. 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。

(限收二十四人)

主 講 人：何超凡先生 B.A.(Arch. Studies), B.Arch., M.Sc.(Urban Planning), H.K.I.A., R.I.B.A.

地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）

時 間：一九九四年十一月七日起每星期一下午八時至十時
 全期學費：七百八十元（共十二講）

106. Introduction to Interior Design

This introductory course aims to provide a basic understanding of the historical development, elements and methodology of interior design. Topics will include: major development of design in the 20th century; design vocabulary and principles; site survey and measured drawing; building materials; ergonomics. Case studies of some local projects will also be discussed.

Students will be required to complete weekly assignments and be encouraged to participate actively in class discussions.

Enrolment is limited to 24

Tutor : Barrie HO Chow-lai, B.A.(A.S.)(Hons.)(H.K.), B.A.Int.Des.(H.K.Poly.), Dip.C.S.D.(U.K.)

Venue : Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 8.00 - 10.00 p.m., commencing September 7, 1994

12 meetings

Fee : \$780

Medium of Instruction: English & Cantonese

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

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

(限收二十人)

主 講 人：吳文正先生 M.Des.(Royal College of Art), H.D.D. (Distinction), F.C.S.D.(Chartered), F.R.S.A., M.C.F.I., M.H.K.D.A., M.H.K.I.T.A.

地 點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）

時間 一九九四年十二月七日起每星期三下午八時至十時
全期學費 六百五十元 (共十講)

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

本課程為「電腦美術設計證書課程」之先修科目，旨在為初學者提供入門知識與技巧。本課程具備以下特色 (一)由教學經驗豐富之設計師策劃及任教 (二)上課時間比同類課程長，每位學員約有十二小時電腦操作實習 (三)學員可同時學習IBM compatible及Macintosh兩大電腦系統及相關之軟件。

課程範圍包括 (一)介紹電腦機種及磁碟用法 (二)平面設計原理 (三)介紹基本電腦桌上繪圖軟件之操作如檔案處理、繪圖技巧、字體運用、排字功能、圖片掃描 (四)通過圖形抹率、靜物造型、名片與賀卡等設計習作而初步認識電腦繪圖技巧 (五)介紹兩大通用軟件FreeHand及PageMaker。

學員須自付材料費，如有需要，可額外租用電腦練習，每小時港幣六十元正。(每班限收十二人，一人一機)

課程統籌 畢子融先生 D A E M Sc (Bank St)

主講人 陳健強先生 H C (H K Poly)

覃伯強先生 B F A (Central Missouri)

及電腦技術員

地點 香港灣仔軒尼臣道8號威利商業大廈7字樓A字設計連電腦中心

全期學費 一千八百元 (共十二講)

108. 一九九四年九月二十三日起每星期二及五下午六時至八時

109. 一九九四年九月二十三日起每星期二及五下午八時至十時

110. 一九九四年十一月四日起每星期二及五下午六時至八時

111. 一九九四年十一月四日起每星期二及五下午八時至十時

112. 一九九四年十二月十六日起每星期二及五下午六時至八時

113. 一九九四年十二月十六日起每星期二及五下午八時至十時

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

本課程是「電腦美術設計初階」之延續，適合對電腦美術設計有基礎認識之人士修讀，學員可同時學習IBM compatible及Macintosh兩大系統之運作，毋須為機種之分別而擔憂。

課程內容包括圖片修改、色彩配合與特殊效果。通過較高層次之軟件如PhotoShop, PhotoStyler, CorelDraw, FreeHand等，學員可進一步認識電腦繪圖技巧。除導師講解及示範外，學員約有十二小時電腦操作實習。學員須自付材料費，如有需要，可額外租用電腦練習，每小時港幣六十元正。

(每班限收十二人，一人一機)

課程統籌 畢子融先生 D A E, M Sc (Bank St)

主講人 陳健強先生 H C (H K Poly)

覃伯強先生 B F A (Central Missouri)

及客席導師

地點 香港灣仔軒尼臣道8號威利商業大廈7字樓A字設計連電腦中心

全期學費 一千九百元 (共十二講)

114. 一九九四年九月二十九日起每星期四下午八時至十時

115. 一九九四年十二月二十九日起每星期四下午八時至十時

116. 產品設計初階 (Introduction to Product Design)

產品製造是香港重要工業之一。本課程著重發掘學員對產品設計的興趣，給有志從事這個行業人士或今日剛學生在接受課程之前提供一些扼要的知識與技巧。內容包括基本繪圖方法，產品設計原理，立體造型創作與欣賞，顏色運用，物料特性，人體工程學，包裝設計，生產方法，市場政策與顧客心理等。學員毋須對設計有任何認識。(限收二十人)

主講人 趙汝明先生 M Phil (H K Poly)

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 一九九四年十月七日起每星期五下午八時至十時

全期學費 七百八十元 (共十二講)

117. 首飾設計初階 (Basic Jewellery Design)

本課程適合有興趣從事首飾設計人士參加。導師會有系統地介紹首飾潮流的演變、首飾設計的理論和繪畫首飾設計圖的技巧。學員須在堂上和課餘時間完成習作。(限收二十人)

主講人 陸煥芝女士 B A (York) F G A

地點 香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時間 一九九四年九月十七日起行星期六下午四時四十五分至六時四十五分

全期學費 六百五十元 (共十講)

118. 首飾設計中階 (Intermediate Jewellery Design)

此課程為初階的延續，適合對首飾設計繪圖有基本認識人士修讀。本課程注重創意設計的訓練、資料搜集、設計配合、顏色繪圖等。設計練習方面包括潮流首飾和純個人創作。

(限收二十人)

主講人 陸煥芝女士 B A (York) F G A

地點 香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時間 一九九四年十一月二十六日起行星期六下午四時四十五分至六時四十五分

全期學費 六百三十元 (共八講)

攝影 Photography

119. 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、實習拍攝及作品評語，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 一九九四年九月六日起每星期二下午八時至十時
全期學費 七百二十元 (包括模特兒費) (共十講)

120. 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。課程包括兩次戶外實習（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 一九九四年九月十二日起每星期一下午八時至十時
全期學費 七百四十元 (包括模特兒費) (共十講)

藝術欣賞 Art Appreciation

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

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

The course will be conducted in English, though Cantonese will be used if all students enrolled are Cantonese-speaking.
Enrolment is limited to 30

Tutor Carmen Lee, B A (H K), M Litt (Oxon)
Venue Room 26, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, Hong Kong
Date Thursdays, 7 00 - 8 30 p m, commencing September 15, 1994

15 meetings Fee \$700

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

123. 嶺南派繪畫史概論 (A Survey of the History of Ling-nan School Painting)

中國繪畫源遠流長，至唐、宋為最盛，及元以下，則漸衰微，至清末尤甚。而嶺南畫派孕育於清中葉，至民初由高劍父、高奇峰及陳樹人提倡擷取中國畫之長處，及吸取西方繪畫之精華，創立嶺南畫派，強調「折衷中外，融會古今」。本課程除詳細介紹嶺南畫派之歷史外，也會簡略地示範嶺南派繪畫之技法。

(限收二十人)

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 (信德中心西翼九樓)
時 間 一九九四年十月四日起每星期二下午六時至七時三十分
全期學費 六百五十元 (共十講)

133. 設計史導論 (Introduction to the History of Design)

人類最基本的活動，是不斷改善生活的質素，這也是廣義的設計。至於「設計師」的正式出現，則要在工業革命後，手工藝機械化，設計過程與產品製造正式分家才開始。設計史是一門頗新的學科，其內容主要圍繞設計活動背後的社會及歷史現象。

本課程將以工業革命為起點，以幻燈片介紹，這百餘年西方的幾個主要設計思潮，包括美術工藝運動、新藝術、包浩斯、構成主義、裝飾藝術、功能主義及後現代設計等。(限收三十人)

主 講 人：陳鳳儀女士 B.So.Sc.(H.K.), M.A. (N.Y)

地 點：香港大學專業進修學院北角教學中心[香港北角英皇道250號北角城中心14字樓(炮台山地鐵站)]

時 間：一九九四年九月二十八日起每星期三下午六時十五分至七時四十五分

全期學費：四百五十元 (共十講)

其他 Miscellaneous

124. 綜合形象設計 (Integrated Image Design)

在香港這個國際大都市，個人形象包裝日漸受到重視，除了影視界人士外，其他行業如服務業和商界人士也開始注重個人外貌的修飾，期望有助其事業或人際關係的發展。本課程介紹形象的基本知識，包括服飾、髮型、護膚、化裝、儀態等。導師將集體及個別指導學員如何建立或改善個人形象。

(限收二十四人)

主 講 人：吳文正先生 M.Des.(Royal College of Art), H.D.D.
(Distinction), F.C.S.D.(Chartered), F.R.S.A.,
M.C.F.I., M.H.K.D.A., M.H.K.I.T.A.

嚴珍女士 Dip.(C&G), Dip.(Tameside)

鍾子儀先生 F.H.K.H.

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：一九九四年九月十六日起每星期五下午八時至十時
全期學費：七百八十元 (共十二講)

125. 護膚及化裝 (Skin Care and Make-up)

儀容是整體形象設計中重要的一環。本課程理論與實習並重，講授日常護膚法及配合各種場合的化裝法。內容包括：(一)皮膚結構分析及護理；(二)各類化裝品的成份及使用法。導師將會為學員購買用品一套，每位學員須自付費用約120元，包括潔面奶、爽膚水、卸裝水、面霜、面膜、潔面海棉、按摩膏、化裝品、化裝底霜、束髮器。惟學員須自備下列用品：粉底棉、粉掃、胭脂掃、唇掃、眼影掃、眼線筆、面紙、鏡、筆紙等。(限收三十人)

主 講 人：嚴珍女士 Dip.(C&G), Dip.(Tameside)

地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時 間：一九九四年十一月二十二日起每星期二下午八時至十時

全期學費：六百五十元 (共十講)

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

本課程專為理髮業內人士及一般有興趣人士提供一套全面的護理頭髮方法，理論及實習並重；內容包括毛髮結構、PH值、分析頭髮性質之方法、理髮用品之類別及特性、頭髮洗、剪和梳理技巧及電髮程序等。導師可代學員購買工具一套，包括ICE剪刀、假頭、假髮、髮梳、圍巾、電髮水和電髮卷等。費用約二百七十元。(限收二十人)

主 講 人：鍾子儀先生 F.H.K.H.

地 點：香港大學專業進修學院石硤尾教學中心8室(嘉智學校，九龍石硤尾偉智街五號。[石硤尾地鐵站偉智街出口])

時 間：一九九四年九月二十日起每星期二下午六時至八時
全期學費：七百八十元 (共十二講)

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

本課程為初班之延續，適合對髮型設計有基本認識人士。內容包括：護髮焗油理論、電捲筒曲髮技巧、扎髻技法、短髮之晚裝梳理、削髮刀使用法、電剪快速剪髮等。導師可代學員購買工具一套，包括長髮頭皮兩個、削髮刀連刀片、牙剪及髮夾，費用約二百七十元。(限收二十人)

主 講 人：鍾子儀先生 F.H.K.H.

地 點：香港大學專業進修學院石硤尾教學中心8室(嘉智學校，九龍石硤尾偉智街五號。[石硤尾地鐵站偉智街出口])

時 間：一九九四年十二月十三日起每星期二下午六時至八時

全期學費：七百八十元 (共八講)

128. 香港成衣業的轉型策略 (The Strategic Change of the HK Apparel Industry)

一向為香港帶來主要外匯收益的成衣業，近年被譽為「夕陽工業」。究竟這行業應如何面對香港經濟環境轉變的壓力？本課程將會深入淺出地探討這問題，內容包括：(一)介紹成衣業三大範疇；(二)採購代理在香港扮演的角色；(三)成衣製造商的應變措施；(四)成衣界湧現的一股新力量——服裝零售。

本課程適合年青行政人員及有興趣的人士修讀，講課中會加插本港的實際個案以作討論例証，藉以增加學員對成衣業未來發展的了解。(限收三十人)

主 講 人：江靜儀小姐 M.B.A.(Birmingham)

地 點：香港大學專業進修學院教學中心XXX室[香港北角英皇道250號北角城中心14字樓(炮台山地鐵站)]

時 間：一九九四年九月二十四日起每星期六下午七時至八時三十分

全期學費：六百五十元 (共十講)

129. 社交舞初階 (Basic Ballroom and Latin Dances)

學習社交舞既可自娛，亦可加強個人自信心和改善人際關係的發展。本課程學習範圍根據澳洲國家舞蹈教師協會(A.N.D.A.)之銅章課程而編排，講授社交禮儀及七種社交舞蹈，包括的士高、華爾滋、探戈、喳喳、倫巴、牛仔和舞會行列舞。

(限收三十人)

主 講 人：屈網權先生 Director & Examiner A.N.D.A. (Aust.),
M.I.S.T.D. (U.K.), M.N.A.T.D. (U.K.)
地 點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）
時 間：一九九四年九月十七日起每星期六下午五時三十分至七時
全期學費：九百五十元 （共十二講）

134. 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、喳喳、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：九龍佐敦道寶寧街官涌市政大廈五字樓二號活動室
時 間：一九九四年九月十三日起每星期二下午六時三十分至八時
全期學費：九百五十元 （共十二講）

130. 現代舞初階 (Introduction to Modern Dance)

本課程教授美國現代舞，採用正宗LABAN舞蹈分析學，實踐與理論並重，幫助學員了解身體各部份的活動能力，發展學員的舞蹈潛質。

(限收二十人)

主 講 人：蘇啓良先生 Adv.Dip.(H.K.A.P.A.), Teaching Cert.
(A.T.O.D.), M.H.K.D.F., M.A.T.D.
地 點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）
時 間：一九九四年九月十七日起每星期六下午七時至八時三十分
全期學費：七百元 （共十二講）

131. 繩結藝術 (The Art of Macramé)

中國古代結繩記事，但隨著歷史的發展，繩結已演變為別樹一幟的裝飾工藝。本課程介紹繩結藝術的基本技巧和工具，包括中國鈕扣結、酢漿草結、西方之梭織結、雙卷結等。除堂上示範外，導師會個別指導學員編織項鍊、耳環、腰帶、髮夾等飾物。學員須自付材料費約五百元。

(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：一九九四年九月二十四日起每星期六上午十時至中午十二時

全期學費：七百八十元 （共十講）

132. Caring for Your Textile Collection

Hong Kong offers many opportunities for textile enthusiasts to build a collection, yet many potential collectors are concerned over the hazards posed by the local environment. This course is designed to acquaint textile collectors with the theory and practice of textile conservation so as to enable them to carry out simple conservation procedures. Each lesson will consist of a lecture followed by a practical session.

Lecture: Topics include handling, examining, cleaning and mould treatment. Display and storage "ideals" will be examined and suggestions offered for the adaptation of these for the home situation in the tropics. The natural sensitivities of different textile fibres, as well as those introduced during manufacture, will be discussed. Methods of dyeing and weaving will be briefly covered to aid in the identification and appreciation of different textile types.

Practical: Some simple, reversible repairs and cleaning techniques will be taught in accordance with conservation ethics. Each student will be provided with a damaged textile to practise these procedures. The final practical session will be in the form of a "Textile Clinic" where students will be able to bring along textiles from their own collections to discuss treatment proposals.

Students will pay the tutor \$50 in the first meeting for materials which include scissors, needles, threads and fabric.

Enrolment is limited to 10

Tutor : Diana Collins, Textile Conservator

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

Date : Wednesdays, 6.30 - 9.30 p.m., commencing September 7, 1994

5 meetings

Fee : \$710

171. Certificate Course in Pharmacology and Pharmaceutical Management

The School of Professional & Continuing Education in conjunction with the Hong Kong Association of The Pharmaceutical Industry will offer the Certificate Course in Pharmacology and Pharmaceutical Management. This programme is particularly of interest to staff working in the pharmaceutical industry and related fields. Individuals who find this course beneficial may also apply. The course will start in October 1994 and the next intake will be in April/May 1995. 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).

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

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

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

課程內容包括：中醫經典著作選讀；中醫基礎理論及最近研究概況；溫病體系和中醫治療急性熱病；中醫養生學和老年醫學及中醫臨床醫學（包括內科、外科、婦科、兒科、骨傷科、針灸科）及中醫診斷學等，為期約十個月，每星期授課三次，每次兩小時，共約二百零八個學時。開課日期在九月，限收一百人。下次招生日期約在一九九五年五月。

本院敦請本港及國內外中醫界知名人士及專家成立評審委員會，以對本課程發揮督導作用。並邀請多位本港及海內外知名及資深中醫專家教授講授課程。有興趣報名參加的同學，請與本課程負責人「許少珍博士」聯絡，電話：【859 2793】。

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

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

本課程是專為中草藥醫師、針灸醫師及對基礎醫學有興趣之人仕而設計，使他們對解剖學，生理學及病理學有更深入的認識。內容包括理論學習及示範實驗等，為期約六個月，每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期約在一九九五年五月。

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】。

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

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

本課程內容包括系統及器官病理學，鑑別診斷，X光透視科學基礎理論和臨床化驗學基礎理論等，為期約六個月，每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期約在一九九五年五月。查詢電話【859 2793】

175. Certificate Course in Acupuncture

Acupuncture is a major branch of Chinese Medicine which has been practised and developed in China for more than 3000 years. Nowadays, acupuncture has become increasingly accepted in modern medical practice. The purpose of this course is to provide Western medical practitioners and acquire knowledge on acupuncture. The course will start in October 1995 and the next intake will be in April/May 1995. For further details please contact Miss I. Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 859 2793)

Certificate Course in Basic Acupuncture for Medical Students

There is growing interest among Western medical practitioners and other paramedical professionals in acupuncture. The purpose of this course is to provide basic training for medical students, with an opportunity to acquire knowledge on acupuncture. This course consists of Part I which introduces the foundation of acupuncture and Part II which introduces some clinical aspects of acupuncture. Part I will start in August 1994 and Part II will start in August 1995. For further details please contact Miss Law/Miss Cheung, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 859 2793)

An Introduction to Traditional Chinese Medicine

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

Topics to be covered will include:

- Development of Traditional Chinese Medicine (TCM);
- Theories of TCM;
- The Meridian System;

- d) The most commonly used acupressure points for relief;
e) Demonstration in the use of unintrusive methods of treatment.

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

Enrolment is limited to 25

Tutor : Betty S.H. Lui, B.Sc., M.Sc.(London), F.I.B.M.S.,
Dip. Acupuncture & Chinese Medicine (H.K.), Doctorate in Oriental
Medicine (H.K.).

176.

Venue : Room 8, SPACE Shek Kip Mei Study Centre (Ka
Chi School, 5 Wai Chi Street, 3/F., Shek Kip Mei,
Kowloon.)

Date : Thursdays, 2:30 - 4:00 p.m., commencing October
20, 1994

177.

Venue : Room 142, University Main Building, HKU

Date : Wednesdays, 7:00 - 8:30 p.m., commencing Octo-
ber 12, 1994

8 meetings

Fee : \$900

English supplemented with Cantonese when necessary.

Mastering Stress, Time and Space (Part I)

This self-help practical course is particularly relevant to meet the needs of Hong Kong, where stress is a recurrent reality, time often "insufficient" and space limited.

To obtain optimum results from this course, students need to be fully committed as it is essential that they practise between classes. Ample theory will be provided to help in understanding and mastering the material. When the knowledge is properly applied, it is possible, even for couch potatoes (!) to be energised in 5-15 minutes; the long term benefit is a maintenance of quality health.

The teaching materials used, date back 1500 years and are derived from the authoritative work on Chinese therapeutic practice. (Yi Jin Jing 易筋經)

Enrolment is limited to 20

Tutor : Betty S.H. Lui, B.Sc., M.Sc.(London), F.I.B.M.S.,
Dip. Acupuncture & Chinese Medicine (H.K.), Doctorate in Oriental
Medicine (H.K.).

178.

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

Date : Tuesdays, 2:30 - 4:00 p.m., commencing October
11, 1994

179.

Venue : Room 7, University Main Building, HKU

Date : Thursdays, 7:00 - 8:30 p.m., commencing October
20, 1994

8 meetings

Fee : \$1,200

English supplemented with Cantonese when necessary.

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

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

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

主 講 人：王紀慶醫生

地 點：香港大學邵逸夫樓209室

時 間：一九九四年十一月七日起每星期一下午八時零五分
至九時三十五分

全期學費：三百七十元 (共十講)

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

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

主 講 人：香港醫學組織聯合會會員 (Members of the Federation of
Medical Societies of Hong Kong)

講授語言：粵語 (輔以英語)

地 點：香港大學專業進修學院市區中心17室 (信德中心西
翼九樓)

時 間：一九九四年十月七日起每星期五下午八時至九時三
十分

全期學費：六百八十元 (共十六講)

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

本課程以深入淺出的形式介紹一些婦科常見的疾病，例如月經失調，不育症，懷孕早期的併發症 (如流產、宮外孕) 陰道及

盤腔發炎，乳房及子宮等之良性及惡性腫瘤，使學員了解其成因，病狀，治療及預防方法，適合醫護人員，教師及一般有興趣之女士修讀。

主 講 人：林淑儀醫生 MB,BS (HK), Doctor of Medicine
(Melbourne), MRCOG (U.K.), MRACOG
(Australia)

地 點：香港大學專業進修學院市區中心15室（信德中心西翼九樓）

時 間：一九九四年十月七日起每星期五下午八時至九時三十分

全期學費：四百一十元（共十講）

183. 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：蒙聚堅先生 B.Sc., Pharm.(Leicester) M.P.S., M.R.S.H.,
M.I.P., 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：一九九四年九月二十七日起每星期二下午六時至七時三十分

全期學費：四百九十元（共十二講）

184. 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：一九九四年十二月二十日起每星期二下午六時十五分至七時四十五分

全期學費：二百五十元（共五講）

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

本課程以深入淺出的形式介紹一些常見皮膚病例，從人生的階段，身體的部位和環境的因素等角度，剖釋疾病的成因、病癥、治療及預防方法，適合醫護人員，教師及一般有興趣之人士修讀。

主 講 人：葉榮根醫生 MB,BS(HK), MRCP(UK)

地 點：香港大學邵逸夫樓209室

時 間：一九九四年十月五日起每星期三下午八時零五分至九時三十五分

全期學費：三百五十元（共八講）

186. 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 September 26, 1994

12 meetings

Fee : \$490

187. Certificate Course in Drug Development (GCP) and Registration



Before a drug entity is produced for general distribution it has to go through a series of registration requirements dictated by the Regulatory Authority of the country where the drug is marketed. Tests of drug efficacy, in the form of clinical trials, are required to be conducted in approved trial centres. The standards of clinical trials are governed by the Code of Good Clinical Practice (GCP). GCP is a highly professional practice which demands practical experience rather than just academic knowledge. This course is designed to deliver the hands-on experience and theoretical background of GCP drawing from some countries including China and to provide the basis of implementing an effective drug registration in China.

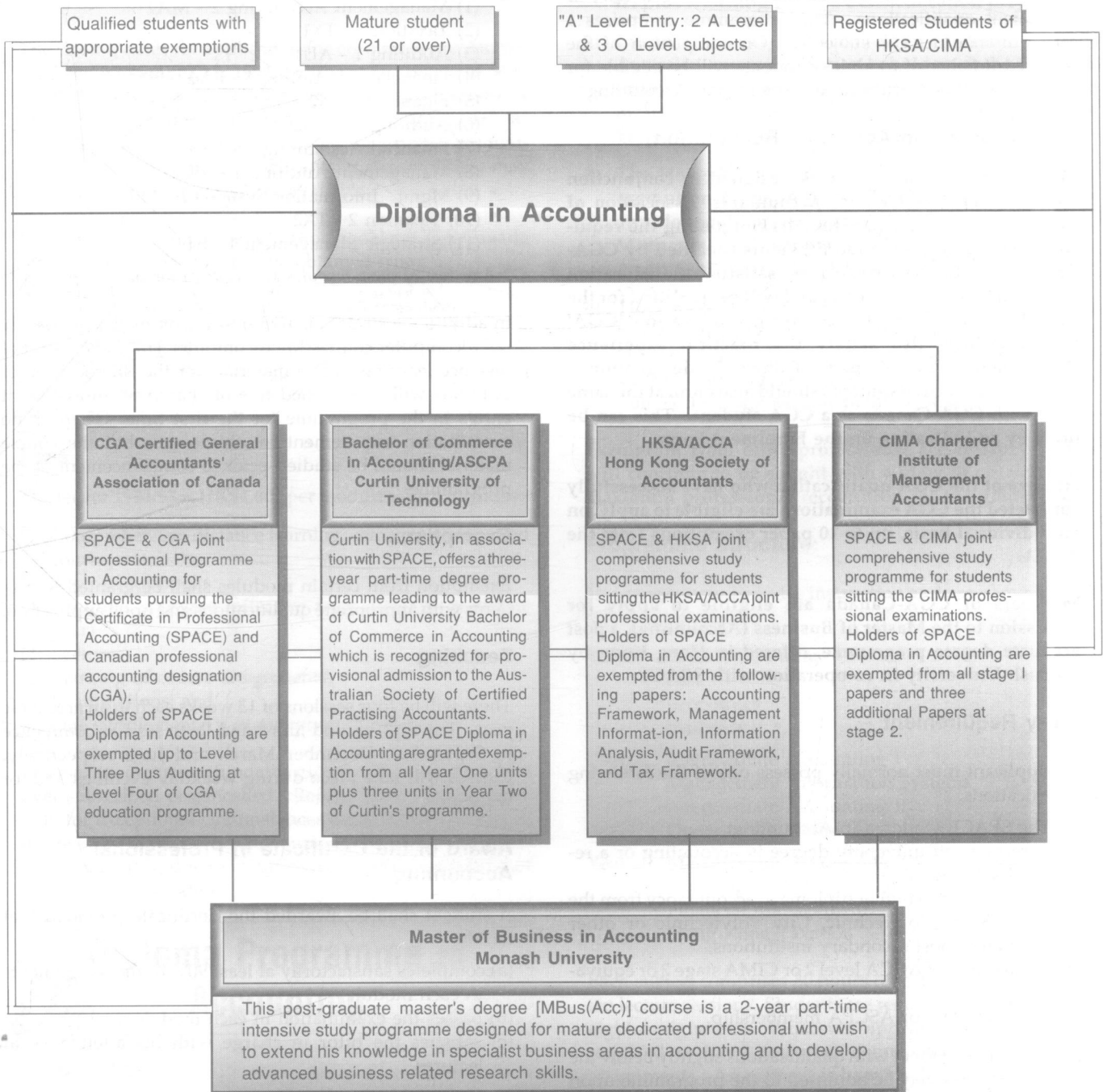
The course will start in October 1994. For details of application, please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 859 2793)


BUSINESS STUDIES

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

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 and Academic Recognition

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

Holders of the CGA qualification who have successfully completed the CGA examinations are eligible to apply, on an individual basis, up to 10 paper exemptions from the ACCA.

Members of CGA-Canada are eligible to apply for admission to the Master of Business (Accounting), a post graduate degree programme, offered in Hong Kong by Monash University in co-operation with SPACE

Entry Requirement

An applicant must normally possess one of the following qualifications:

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

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

Syllabus

A student will be required to complete up to eight of the modules listed below. The requisite number of modules to be taken by each student shall depend on the previous

studies of the student (see Exemptions below) and shall be specified by SPACE at the beginning of the programme.

The modules offered by SPACE will cover the required subjects at the advanced levels (Levels 4, 5 and 6) of the CGA education programme. The following modules are offered by SPACE:

Level 4, 5 and 6 modules:

- (1) Management Accounting 2 - MA2
- (2) Taxation 1 - TX1
- (3) Auditing 1 - AU1
- (4) Financial Accounting 4 - FA4
- (5) Finance 2 - FN2
- (6) Auditing 2 - AU2
- * (7) Financial Accounting 5 - FA5
- * (8) Management Auditing 1 - MU1
- * (9) Mgmt. Information Systems 2 - MS2
- * (10) Taxation 2 - TX2
- * (11) Strategic Management 1 - ST1

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

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

Exemptions

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

Teaching

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

Award of the Certificate in Professional Accounting

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

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

Application Procedure

Those students aiming for the CGA designation should apply to CGA-Canada Hong Kong Office at Rm. 1601, Shun Tak Centre, West Tower, 200 Connaught Rd., Central, Hong Kong for an evaluation of exemptions prior to enrolment in this programme and submit the Confirmation of Exemption

Status with the Enrolment Form. Students should allow at least two weeks for the evaluation process. A special application form for CGA evaluation is contained in the booklet 'CGA-Canada International Calendar' obtainable from SPACE.

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

The closing dates for application for enrolment are **August 12, 1994, November 11, 1994, February 10, 1995 and May 12, 1995 for Session 1, Session 2, Session 3 and Session 4** respectively. Students are encouraged to apply as early as possible as applications are accepted on a first-come-first-served basis for qualified applicants. Late enrolment may be accepted only if places are available.

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

School of Professional and Continuing Education (SPACE)
University of Hong Kong
Suite 1504-5, West Tower
Shun Tak Centre
200 Connaught Road
Central, Hong Kong
Tel 858 4515

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

Fees

The fee for 1994/95 is HK\$4,600 per module which includes:-

- (1) Comprehensive distance learning, computer-integrated course materials;
- (2) A set of textbooks;
- (3) Required software (effective from 1994/95 academic year)
- (4) Lectures;
- (5) Marking of course assignments;
- (6) Examinations; and
- (7) One supplementary examination; if required.

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

ards to courses at the first levels of undergraduate degree programmes. This feature will facilitate accreditation by overseas universities or other tertiary institutions.

Professional Recognition:

- 1) At present the Certified General Accountants' Association of Canada (CGA-Canada) has agreed to grant exemption to holders of the Diploma from level I to III plus Auditing 1 in the CGA education programme.
- 2) Curtin University of Technology in Perth, Western Australia, grants exemption to holders of the Diploma from all Year One units plus three units in Year Two of its Bachelor of Commerce (Accounting) Degree Programme.
- 3) The Hong Kong Society of Accountants also grants exemption to holders of the Diploma (Exemption awarded under new scheme: Accounting Framework, Management Information, Information Analysis, Audit Framework, Tax Framework).
- 4) The Chartered Institute of Management Accountants has agreed to grant exemptions to holders of the Diploma from all Stage 1 papers and the papers of Cost Accounting, Financial Accounting and Information Technology Management at Stage 2.

Exemption from other professional accountancy bodies will continue to be sought with a view to obtaining the maximum professional recognition for the graduates.

Programme Structure:

The programme includes instruction and assessment in the following modules:

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

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

Entry Requirements:

Applicants should possess at least two passes at advanced level and three passes at ordinary level of which one must be in English, or *equivalent*. However candidates 21 years of age or over may be admitted under the mature-student

category. A university degree or a diploma from a recognised post-secondary institution will also satisfy the entry requirements.

Exemption:

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

Subject to availability of places, students holding appropriate exemptions may be allowed direct enrolment into Year Two or Year Three in 1994/95.

Teaching:

The first term of the 1994/1995 academic year will commence in September 1994 and end in December 1994. The second term will commence in January 1995 and end in April 1995. The summer term will commence in May 1995 and end in August 1995. 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, 1994 for the first term, December 31, 1994 for the second term and April 30, 1995 for the summer term, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from:

- | | |
|---|--|
| 1. School of Professional and Continuing Education (SPACE)
The University of Hong Kong
Suite 1504-05, West Tower
Shun Tak Centre
200 Connaught Road
Central, Hong Kong
Tel: 8584515 | 2. School of Professional and Continuing Education (SPACE)
The University of Hong Kong
Rm.1, G/F, University Main Bldg
Pokfulam Road
Hong Kong
Tel. 8592791 |
|---|--|

Fees:

For 1994/1995 academic year, the fee for Year 1 modules is **HK\$2,700** per module which includes:

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

The fee for Year 2* and Year 3# modules is **HK\$3,500** 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\$2,700**, but the course material and text book will have to be purchased by the students.*

There is a \$70 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.

Stop Press

Master of Science degree in International Marketing

University of Strathclyde

The School is pleased to announce that from November 1994 it will participate in offering the Master's degree in International Marketing of the University of Strathclyde. This programme will be presented jointly with the Baptist College and should be of particular interest to those who have followed the School's Certificate and Diploma in Marketing courses. For further details please contact Mr. K.Y. Fong, Tel. 8584515.

University of London – External Division Birkbeck College

Diploma in Organizational Behaviour MSc in Organizational Behaviour MSc in Occupational Psychology

These distance learning courses are primarily designed for those who work, or intend to work, in the fields of human resource management, personnel management, or management consultancy, and for those with a background in psychology who wish to deepen their knowledge of occupational psychology. Study begins on 1 October each year. The Diploma may be completed in 2-5 years, and the MSc's in 3-5 years.

The course material consists of substantial subject guides which contain the core content of the courses together with a series of self assessed exercises, and a resource pack. The resource pack contains a selection of original articles taken from leading academic journals and books. As these study materials are so up to date and comprehensive, you are able

to successfully complete the courses without access to any additional books or readings.

For further details please contact: First Enquiry Office, (Ref: OBHK) Room 264, The External Division, Senate House, University of London, Malet Street, London WC1E 7HU, U.K.

Tel: 071-636-8000 Ext. 3150

Fax: 071-636-5894.

Curtin University Bachelor of Commerce Degree Programme in Accounting



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

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

Applications will be invited from prospective students in November 1994. Classes are expected to commence in February 1995.

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 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.

MASTER OF BUSINESS IN ACCOUNTING



Introduction

This master's degree is offered in cooperation with Monash University of Melbourne, Australia.

Programme Description

This post-graduate master's degree course in accounting is a two-year part-time programme of studies. The MBus(Acc) degree will provide an opportunity for suitable students to extend their knowledge and skills in specialist business areas in accounting; it will also aid their understanding of contemporary issues and problems which confront accountants and financial specialists. In addition, the programme will equip graduates with advanced business related research skills.

Entry Requirement

Prospective applicants must possess the following qualifications:

- an undergraduate degree in accounting from a recognized university and/or
- membership in a recognized professional accounting body

Programme of Studies

Students are required to complete successfully the following 16 units:

Year 1

- C4010 Advanced Financial Accounting
- C4020 Advanced Management Accounting
- C4030 Advanced Finance
- C4040 Advanced Investment
- C4050 Research Projects (2 Units)
- C4060 Research Methods (2 Units)

Year 2

- C7200 Issues in Competitive Advantage I
- C7401 Issues in Competitive Advantage II
- C7150 Financial Reporting Issues
- C7100 Advanced Strategic Management Accounting
- C7110 Advanced Information Systems
- C7120 Advanced Auditing and Professional Practice
- C7130 Financial Statement Analysis
- C7140 International Finance

Programme Delivery

This programme will be conducted on a part-time and modular basis. Students will be required to complete eight units per year.

The academic year is divided into 3 terms of 4 months each. The first, second and third session commence in June, October and February respectively. Classes will take place during weekday evenings and/or weekends.

Students will be provided with comprehensive course materials prepared by Monash University, lectures will be given by staff from Monash University and the University of Hong Kong. Local tutorials will also be provided. Assessment of student performance will be based mainly on examinations combined with continuous assessment and class presentation.

Award

The MBus(Acc) degree will be awarded by Monash University upon successful completion of the 2-year academic programme.

Course Fee

The course fee for the 1994/95 academic year is **\$1,200 Australian Dollars per unit** which includes course materials, lectures/tutorials, assessment, examinations and Monash University registration.

Application Procedure

All application forms must be completed and submitted, together with copies of all relevant academic and/or professional qualifications, to the School of Professional and Continuing Education (SPACE), University of Hong Kong, Suite 1504-5, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong (Attn: Mr. David H. Lam).

Applicants should bring original copies of all relevant academic and/or professional qualifications supporting the application to the admission selection interview.

A programme brochure can be obtained upon request from SPACE (Tel: 858 4515).

HONG KONG SOCIETY OF ACCOUNTANTS (ACCA) - JOINT EXAMINATION SCHEME

Joint Accountancy Programme

Introduction

SPACE/HKU and HKSA jointly offer a comprehensive joint study programme to students who intend to sit the HKSA/ACCA Joint Professional Examinations in December, 1994.

Entry Requirement

Applicants should possess at least two passes at advanced level and three passes at ordinary level or 3 passes at advanced level and 1 pass at ordinary level including English and Mathematics or equivalent. However, applicants over the age of 21 may be admitted under the mature-students category. All registered students of HKSA are eligible to enrol in the programme.

Study Programme

The programme provides students with an intensive formal study programme which includes ten 3-hour weekly lectures and a number of required assignments. Required text books will be selected from the reading lists specified in the HKSA/ACCA Examinations Reading List. Additional course materials, if deemed useful, will also be prescribed. The academic progress of students will be continuously monitored by assessing performance in assignments submitted and class participation.

Lectures are either academics from local institutions or qualified professionals in the field.

At the end of the lecture series, a review session for each course will be provided to integrate all topics covered and to review relevant examination papers with the objective to assist students to pass the HKSA/ACCA Joint Professional Examinations.

Students are responsible to ensure that they are eligible to write the HKSA/ACCA Joint Professional Examinations.

Award of Certificate

There will be no examinations in the Programme. However, a Certificate of Completion for each course will be awarded by SPACE/HKU and HKSA provided that the students have attended 80% of the lectures and completed satisfactorily all of the required assignments.

Course Schedule

Lectures will take place once a week. Each lecture will be of three hours duration, either between 6:30 to 9:30 p.m. on weekday evenings or 2:30 to 5:30 p.m. on Saturday afternoons.

The course offerings (denoted by exam. paper no.), subject to enrolment, are :

	Mon	Tue	Wed	Thur	Fri	Sat
Foundation Stage		1,3	2	3	4	2
Certificate Stage		5	6	7		8
Professional Stage	13	14	12,13	9,14	10,11	11

Lectures are tentatively set to commence in the week of September 12, 1994. The detail timetable will be sent to enrolled students in late August 1994.

Course Fees

Foundation Stage	- \$1,250.00
Certificate Stage	- \$1,450.00
Professional Stage	- \$1,700.00

The above course fees cover lectures, review session and marking of assignments but do not include course materials.

All cheques must be made payable to "University of Hong Kong".

Application Procedure

Applications for enrolment will be accepted on a first-come-first-served basis. However, registered students of HKSA will have priority. In addition, applicants are requested to note that the examination papers must be attempted in an order as required by the rules of the Joint Examinations. Three points of particular interest to students are quoted here :-

- "1. A maximum of four papers can be taken at any one sitting drawn from two consecutive stages (except that Module F{papers 12, 13 and 14} cannot be taken until the Certificate Stage has been completed).
2. All papers (except for exempted or passed papers) in a module must be attempted at the same sitting.
3. Modules must be taken in the order specified."

Application forms can be obtained in person from:

1 SPACE Town Centre The University of Hong Kong Suite 1504-5, Shun Tak Centre, 15/F, West Tower 200 Connaught Road Central, H K	2 Students Service Counter H K Society of Accountants(HKSA) 17/F, Belgian House 77-79 Gloucester Road Wanchai, Hong Kong
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Information about this Programme and application forms may be requested by mail to the SPACE Town Centre(address shown above), enclosing a \$1.00 stamped self-addressed envelope marked "Joint Accountancy Programme".

Enquiries

Enquiries should be made to SPACE(HKSA) at Tel. No. 858 4515.

Diploma Programme in Marketing

Introduction:

Commencing in September 1994, the HKIM offers a Diploma Programme in Marketing to students who intend to study for a professional marketing qualification. The programme is a one-year part-time diploma course which will provide an opportunity for students to acquire ability and skills in applying fundamental marketing knowledge and techniques to the realization of corporate objectives. The syllabuses of all diploma subjects are comparable to those of the Diploma in Marketing offered by the Chartered Institute of Marketing in England. On successful completion of the programme, students will be awarded a Diploma in Marketing issued by HKIM. Holders of the Diploma in Marketing will satisfy the academic requirement for full membership of HKIM. The School of Professional and Continuing Education of the University of Hong Kong (SPACE/HKU) will organize students registration and a programme of lectures to prepare students for the examinations.

Programme Structure:

The programme includes instruction and assessment in the following modules:

- Compulsory : Marketing Planning and Control
Marketing Management
- Choose Two out of : International Marketing
Marketing Financial Services
Marketing Communications

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

Entry Requirement:

Applicants should possess

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

Course Fees:

For the 1994/95 academic year, the fee for each module is **HK\$2,650** which includes:

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

There is a \$70 application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Award of the Diploma in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE/HKU. The closing dates for the application for enrolment are **August 26, 1994 for the first term, December 28, 1994 for the second term and April 29 1995 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 & Continuing Education
The University of Hong Kong
Suite 1504-05, West Tower, Shun Tak Centre
200 Connaught Road Central, Hong Kong
Tel: 858 4515

Certificate Programme in Marketing



Introduction:

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

University Recognition:

At present, the Curtin University of Technology of Perth, Western Australia grants exemption to the holders of Certificate Programme in Marketing from all Year One units of its Bachelor of Commerce (Management & Marketing) Degree Programme.

Programme Structure:

The programme includes instruction and assessment in the following modules:

- Fundamentals of Marketing
- Economics
- Business Law
- Statistics
- Practice of Marketing
- Behavioural Aspects of Marketing
- Financial Aspects of Marketing
- Principles & Practice of Selling

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

Entry Requirement:

Applicants with age over 18

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

Applicants with age over 21

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

After enrolled into the programme, students should register as a student member of HKIM.

Exemption:

Exemptions from relevant subjects may be granted to prospective students who have completed courses of equivalent content and level taken at recognized post-secondary institutions or professional examinations. Exemption will be given at a maximum of five modules so that students must enrol for at least 3 modules before receiving the Certificate.

Course Fees:

For the 1994/1995 academic year, the fee for each module is **HK\$1,700** which includes:

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

There is a \$70 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 30, 1994 for the first term, December 30, 1994 for the second term and May 5, 1995 for the summer term**, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from:-

- | | |
|--|--|
| 1. School of Professional and Continuing Education (SPACE)
The University of Hong Kong
Suite 1504-05, West Tower
Shun Tak Centre
200 Connaught Road
Central, Hong Kong
Tel: 858 4515 | 2. School of Professional and Continuing Education (SPACE)
The University of Hong Kong
Rm.1, G/F., University Main Bldg
Pokfulam Road
Hong Kong
Tel: 859 2791 |
|--|--|

Certificate in Administrative Management and Diploma in Administrative Management



Applications are invited for enrolment in courses offered by the School of Professional and Continuing Education (SPACE), University of Hong Kong, commencing in

August, 1994 and January, 1995 to prepare students for the Institute of Administrative Management (IAM) examinations in December, 1994 and June, 1995 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\$1,550 per module for the Certificate Programme and HK\$2,200 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
University of Hong Kong
Suite 1504-5, Shun Tak Centre
West Tower, 200 Connaught Road
Central, Hong Kong
(Tel 858 4515)

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

DIPLOMA PROGRAMME IN REAL ESTATE ADMINISTRATION



Applications are being invited for enrolment in the Diploma Programme in Real Estate Administration. The course has been designed by the School of Professional and Continuing Education (SPACE) in association with the Society of Hong Kong Real Estate Administrators (SHREA) and will commence in October 1994.

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

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

191. 中國對外經濟貿易：政策、法律與實務



(Certificate Course in China Trade and Investment)

宗旨：本課程的目的，在於從高層次研討中國自改革、開放以來，在對外貿易和利用外資等經濟合作方面的成效與問題，現行的體制、政策和法律，以及對中國進行貿易和投資的操作技巧。學員不僅接受課堂教學，並且安排與內地官員會晤及到各有關單位訪問，作直接溝通。從而做到理論密切結合實際，去了解如何開展對中國的貿易和投資，以取得良好的經濟效益。

課程內容與教學方式（總課時共100小時，用粵語講授）：

（甲）在香港上課二十次（60小時），每次一題3小時。共八週，前四週每週上課三次（星期二、四及六），後四週每週上課二次（星期四及六）。講課內容分三部份二十題。第一部份概論：（1）中國社會主義經濟制度的建立和發展；（2）經濟體制改革，建立社會主義市場經濟體制；（3）對外開放的新格局，中國外經貿的成就。第二部份中國對外貿易：（4）中國對外貿易的發展戰略與恢復關貿總協定締約國地位；（5）中國對外貿易的經營與管理；（6）關稅與許可證配額；（7），（8）中國商品出口貿易（上，下）；（9），（10）中國商品進口貿易（上，下）；（11）中國對外技術貿易。第三部份中國對外經濟合作與利用外資：（12）中國對外經濟合作的內容與體制；（13）中國的投資環境；（14）利用國際間接投資與直接投資；（15）第三產業的利用外資；（16）中外合資企業；（17）中外合作企業；（18）外商獨資企業；（19）對外加工裝配與補償貿易；（20）國際租賃。

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

（丙）研討、習題與考試（10小時）。

證書：全部課程結束，學員考試合格，由香港大學專業進修學院頒發專業證書。

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

地點：在香港大學及廣州（詳情容後公佈）

時間：一九九四年十月十一日起，星期二、四下午六時三十分至九時三十分，星期六下午二時三十分至五時三十分在香港上課。一九九四年十二月十一日至十二月十七日赴廣州調查、洽談。

全期學費：伍仟八百元（往返廣州的交通費及在廣州的食宿費用，均由學員自費）

Short Course/HKSA

Course Nos. 192 to 196 are designed to be of assistance to those preparing for the examinations of the Chartered Association of Certified Accountants, the Hong Kong Society of Accountants, the Chartered Institute of Management Accountants, the Institute of Chartered Secretaries and Administrators, and the London Chamber of Commerce and Industry.

The Courses are a complement to, not a substitute for, correspondence courses. The courses have been designed on the assumption that all participants are serious students and will undertake all homework as set by tutors. Students should make their own arrangements for sitting the relevant examinations.

192. Introduction to Hong Kong Taxation

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

Tutor : Lee Pun Hau, A.C.C.A., H.K.S.A.

Venue : Room 142, University Main Building.

Date : Saturdays, 2.00-3.30 p.m., commencing September 17, 1994

12 meetings

Fee : \$500

Medium of Instruction: Cantonese supplemented with English where appropriate

193. Advanced Financial Accounting

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

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

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

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

Venue : Room 121, University Main Building

Date : Saturdays, 2.30-5.30 p.m., commencing September 17, 1994

16 meetings

Fee : \$1,400

194. Foundation Accounting

This course covers most of the topics in the syllabus for Foundation Stage of the ACCA/HKSA examinations. The main areas of study will be: introductory topics in accounting and the accounting equation; books of prime entry and book-keeping; manufacturing, trading and profit and loss accounts, balance sheets and related adjustments and provisions; bank reconciliation statements; final accounts for sole trader and partnerships; incomplete records; accounting for non-profit-making organizations; introduction to the financial framework of limited companies including the issues of shares and debentures, increase and reduction in capital and simple final accounts for internal uses.

Tutor : Lau Chi Man, B.Com(Australia), A.S.C.P.A.

Venue : Room LG107, K.K. Leung Building, HKU

Date : Saturdays, 2.30-5.30 p.m., commencing September 17, 1994

12 meetings

Fee : \$920

Medium of Instruction: Cantonese supplemented with English where appropriate

195. Intermediate Accounting

The course completes the coverage of the syllabus of Second Level Book-keeping and Accounts (formerly intermediate Book-keeping) of the LCC & I examination. In particular, it presents the principles and treatments for partnerships and limited companies, bills of exchange, consignment accounts, manufacturing accounts, branch accounts, control accounts, incomplete records and single entry, the valuation of stock, depreciation, accounting for non-profit-making organizations and goodwill, treatment provisions and reserves, calculation and interpretation of accounting ratios. This course is especially suitable for those who sit for the relevant LCC & I examination. Appropriate textbooks will be recommended to reduce the need for note-taking to a minimum. Applicants should have a basic knowledge of elementary book-keeping.

Tutor : So Kwok Wai, B.B.A. (C.U.H.K.), M.M.S.

Venue : Room 141, University Main Building.

Date : Saturdays, 2.30-5.00 p.m., commencing September 17, 1994

16 meetings

Fee : \$1,000

Medium of Instruction: Cantonese supplemented with English where appropriate

196. Higher Accounting

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

Tutor : M.F. Fung, B.Bus(Australia)

Venue : Room 142, University Main Building

Date : Saturdays, 3.30-6.00 p.m., commencing September 17, 1994

14 meetings

Fee : \$940

Medium of Instruction: Cantonese supplemented with English where appropriate

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

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

主 講 人：區啓昌先生 B A (York)
地 點：香港大學校本部大樓121室
時 間：一九九四年九月十四日起每星期三下午七時十五分
至九時十五分
全期學費：六百六十元 (共十二講，限收四十五人)

198. Basic Auditing

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

Tutor : Lee Pun Hau, A.C.C.A., H.K.S.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 September 14, 1994

10 meetings Fee : \$440

199. Elementary Book-keeping and Accounts

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

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

Tutor : Chan Kee Ming, A.C.I.S.
Venue : Room LG110, K.K. Leung Building, HKU
Date : Saturdays, 2.30-5.30 p.m., commencing September 17, 1994

15 meetings Fee : \$940

Medium of Instruction: Cantonese supplemented with English where appropriate

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

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

主 講 人：余汝健先生 CPA, FHKSA., AASA, ATIKK
地 點：香港大學專業進修學院市區中心11室(在德中心西翼九樓)
時 間：一九九四年九月十四日起每星期二下午六時十五分
至七時四十五分
全期學費：六百四十元 (共十五講)

由於專門術語為本，學員須具有英語知識。

201. International Trade

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

Tutor : M.C. Wang, B.S.Sc.(HKU)
Venue : Room 121, University Main Building.
Date : Fridays, 7.15-9.45 p.m., commencing September 16, 1994

9 meetings Fee : \$600

Medium of Instruction: English supplemented with Cantonese where appropriate

IN-HOUSE TRAINING COURSES

Institutes, companies, societies and government departments who are interested in arranging in-house training courses in Accountancy studies or related topics for their employees/members should contact Miss Clara Lok at 858-4515. The School of Professional and Continuing Education is currently running a programme for the Macau Management Association.

I. Introductory Courses

The Principles and Applications of 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.
S.Y. Leung, B.Sc., M.Phil., M.B.A. (H.K.),
C.Eng., M.B.C.S..

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

247. Mondays, 6.30 - 9.00p.m., commencing October 10, 1994
(Workshop) Tuesdays, 6.00 - 7.30p.m., October 25, 1994

248. Mondays, 6.30 - 9.00p.m., commencing October 10, 1994
(Workshop) Tuesdays, 7.30 - 9.00p.m., October 25, 1994

13 meetings & 10 workshops Fee : \$1,800

Medium of Instruction: Cantonese supplemented with English terminologies

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

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

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

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

主 講 人：劉素嫻, C.K To
地 點：九龍太子道157號，東平大廈310室（太子地鐵站出口，旺角警署正對面）

249. 一九九四年九月十五日起每星期四下午六時三十分至九時

250. 一九九四年十月十四日起每星期五下午六時三十分至九時

全期學費：二千六百四十元正 (共十二講)

教師可獲教育署退還半費。詳參第vi頁。

251. 教師實用電腦課程進階(Advanced Practical Computer Course for Teachers)

現今電腦日漸普及，教師利用電腦於輔助教學上日多，唯大部份只能應用到電腦功能的一小部份，未能盡量發揮電腦豐富的功能。這課程針對教師們的實際需要，增加學員在電腦運用上的知識，提高工作效率。

課程內容包括：(一) 中文視窗的使用—檔案管理、列印等；(二) 視窗上試算表運用—成績大榜編製、成績統計、成績等級劃分；(三) 視窗文書處理—製作精美筆記、教學用高影片；(四) 筆記試題加入圖表技巧；(五) 協助老師解決視窗運用上常遇的問題等。(限收十六人)

主 講 人：劉素嫻, C.K. TO
地 點：九龍太子道157號，東平大廈310室（太子地鐵站出口，旺角警署對面）

日 期：一九九四年十一月十六日起逢星期三下午六時三十分至九時

全期學費：二千六百四十元正 (共十二講)

修讀條件：曾經修讀教師實用電腦課程或對DOS及中文輸入法有基本認識

252. 學校行政電腦化綜合課程(Computerization of School Administration)

學校行政電腦化是現今發展的趨勢。本課程是專為在職教師而設計，其重點在於如何能充份地應用電腦於實際學校行政工作上，並介紹電腦輔助教學及學習。

課程內容包括：

甲：資料庫管理
(1) 學生學籍記錄：獎懲、遲到、缺席等記錄。
(2) 表格之設計：學校時間表、教師堂數分析、登分紙、座位表。

乙：電子試算表
成績表編印：積分計算、名次編排、等級分類。

丙：中英文書處理

- (1) 編制校對：補充練習、測驗及考試題目、溫習筆記。
- (2) 學務設計：壁報標題、場刊、校報、校刊設計。
- (3) 盛事安排：水陸運會賽事編排、家長日及開放日程序。

丁：電腦輔助教學(CAI)及電腦輔助學習(CAL)介紹及示範一些流行及適用於教學上的軟件。

學員必須有電腦基本操作經驗，包括DOS指令運用及一般中文輸入法。全課程以粵語教授，輔以英語學術名詞。每堂均以一人一機上課。(限收二十人)

主 講 人：葉天資先生

地 點：弘智電腦學會，磚仔譚臣道114號廣亞大廈4樓

時 間：一九九四年九月廿五日起每星期日上午九時至十二時

全期學費：四千二百元正 (共十六講)

教師可獲教育署退還半費。詳參第vi頁。

Introduction to Personal Computer and DOS

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

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

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

253. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon
(Workshop) Wednesdays, 6.30-9.30 p.m., September 14, 1994

254. (Workshop) Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., H.K.
(Workshop) Thursday, 6.30-9.30 p.m., September 29, 1994

255. (Workshop) Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong
(Workshop) Fridays, 6.30-9.30 p.m., January 27, 1995

2 workshops Fee : \$550

Medium of Instruction: English for Course 254
Cantonese supplemented with English terminologies for Courses 253 and 255

Each student will be assigned to use one microcomputer.

Remarks : a) Course 253 is limited to 17.
b) Courses 254 and 255 are limited to 16.

Powerful DOS Commands and Techniques

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

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

Enrolment is limited to 17

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

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

256. (Workshop) Wednesdays, 6.30-9.30 p.m., October 19, 1994

257. (Workshop) Mondays, 6.30-9.30 p.m., January 9, 1995

4 workshops Fee : \$1,200

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

Each student will be assigned to use one microcomputer.

Medium of Instruction: English for Course 256
Cantonese, supplemented with English terminologies for Course 257

Introduction to Microsoft Windows (WIMP)

Windows environment is a popular 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. This introductory course provides a guide to participants in the basic structure of windows and the skills needed to master windows.

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

Enrolment is limited to 20

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

Venue : (Workshop) SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]

258. (Workshop) Mondays, 6.15 - 9.15 p.m., September 12, 1994

259. (Workshop) Tuesdays, 6.15 - 9.15 p.m., November 22, 1994

2 workshops

Fee : \$550

Introduction to UNIX

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

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

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

Enrolment is limited to 16

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

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.

260. Thursdays, 7.00 - 9.00 p.m., commencing September 22, 1994

(Workshop) Mondays, 6.00 - 8.00 p.m., October 3, 1994

261. Thursdays, 7.00 - 9.00 p.m., commencing September 22, 1994

(Workshop) Mondays, 8.00 - 10.00 p.m., October 3, 1994

6 meetings & 6 workshops

Fee : \$1,870

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

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

262. Understanding and Repairing your PC

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

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

Enrolment is limited to 36

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

Venue : Room 230, Knowles Building, HKU

Date : Mondays, 7.00 - 9.30 p.m., commencing January 23, 1995

9 meetings

Fee : \$830

Medium of Instruction: Cantonese, supplemented with English terminologies

263. Understanding Bar Code – Technology and Application

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

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

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

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

Venue : Room 7, University Main Building, HKU

Date : Wednesdays, 7.00 - 9.00 p.m., commencing September 14, 1994

6 meetings

Fee : \$440

II. Application Software

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

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

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

Enrolment is limited to 16

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

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

264. (Workshop) Saturdays, 2.00-4.30 p.m., September 17, 1994

265. (Workshop) Thursdays, 6.30-9.00 p.m., November 17, 1994

6 workshops Fee : \$1,100

Each student will be assigned to one microcomputer.

Medium of Instruction: English for Course 264
Cantonese, supplemented with English terminologies for Course 265

Introduction to WordPerfect (CIT 101)

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

Topics include: 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).

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

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

Date : (Workshop) Tuesdays, 7.00-10.00 p.m., September 13, 1994

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

Date : (Workshop) Fridays, 7.00-10.00 p.m., September 16, 1994

268. (Workshop) SPACE North Point Study Centre, 14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)

Date : (Workshop) Tuesdays, 7.00-10.00 p.m., December 6, 1994

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

Date : (Workshop) Fridays, 7.00-10.00 p.m., November 4, 1994

6 workshops Fee : \$1,400

Each student will be assigned to one microcomputer.

Remark: a) Course 268 is limited to 20
Course 266, 267, 269 are limited to 16

Medium of Instruction: Cantonese supplemented with English terminologies for Courses 266 and 269
English for Courses 267 and 268

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

Date : (Workshop) Tuesdays, 7.00-10.00 p.m., December 20, 1994

6 workshops

Fee : \$1,540

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

From WordPerfect for DOS to WordPerfect for Windows

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

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

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

271. (Workshop) Room 808, K.K. Leung Building, HKU
Date : (Workshop) Thursdays, 7.00-10.00pm, September 15, 1994

272. (Workshop) SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]
Date : (Workshop) Tuesdays, 7.00 - 10.00 p.m., January 24, 1995

2 workshops

Fee : \$550

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

Remarks: a) Course 271 is limited to 18.
b) Course 272 is limited to 20.

273. Microsoft Word for Windows (CIT 101)

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

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

Printing a document; Header and Footer.

Enrolment is limited to 20

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

Venue : (Workshop) SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]

Date : (Workshop) Mondays, 6.15 - 9.15 p.m., October 3, 1994

4 workshops

Fee : \$1,100

Students are not required to have prior computer knowledge.

274. 中文MS-WINDOWS 與文書處理

本課程教授中文視窗系統MS-WINDOWS 3.1操作，及在其環境下應用中文版本之文書處理WORD。內容包括：滑鼠控制、視窗系統概念及主項功能運用、中文輸入法應用（倉頡及速成）、各款中文TrueType字形安裝、廣告大字製作。文書處理功能包括：中文字編輯及排版、文字與插圖合併排版、編製各頁頭及頁腳標籤、中文表格製作、檔案處理、郵遞標籤列印及一般字體編印技巧等。

本課程特別適合需要經常編印高質素中文稿件之行業。各學員均以每人一機上課。
(限收二十人)

入學資格：須有基本電腦操作認識。

主 講 人：李緒業先生M.Sc.(CUHK), B.Sc (HKU)

地 點：弘智電腦學會，灣仔譚臣道114號廣亞大廈4樓

時 間：一九九四年九月三十日起每星期五下午六時至八時
(共六講)

全期學費：一千零五十元正

275. Windows Applications Development using Visual Basic

Visual Basic is generally regarded as a programming tool that allows people to write Windows applications without being a Windows expert. In a sense, it is a programmable shell for Windows. It is reported that more than 2000 different applications are being developed using Visual Basic.

Participants will learn how to migrate from DOS to Windows, dynamic link libraries (DLLs), application programmer's interface (API), Visual Basic-Windows interface, and program development using various windows API function.

Syllabus: Overview of Visual Basic, program development environment, introduction to dynamic link libraries (DLLs) & application programmer's interface (API), Windows environment, object-oriented programming, Windows API functions. Dynamic Data Exchange (DDE) programming.

Enrolment is limited to 20

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

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

Venue : (Workshop) SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]

Date : (Workshop) Wednesdays, 6.30 - 9.30 p.m., September 28, 1994

7 workshops

Fee : \$1,500

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

276. 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 : Miss Flora Fung W.S., B.A.(HKP), Computer Officer, University of Hong Kong

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

Date : (Workshop) Wednesdays, 6.30-9.00 p.m., November 16, 1994

6 workshops

Fee : \$1,100

Each student will be assigned to one microcomputer.

Business Graphical Presentation

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

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

Syllabus: Understanding PowerPoint Basics Objects and Terms, using and modifying Slide Masters and Template, Manipulating Color Schemes, editing text with special effect, using drawing tools, Adding Clip Art to a slide, Graphing in slide, Printing slides, Linking information with other applications using OLE, running and timing slide show using PowerPoint Viewer. *Enrolment is limited to 20*

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

Venue : (Workshop) SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]

277. (Workshop) Tuesdays, 6.30 - 9.30 p.m., September 20, 1994

278. (Workshop) Mondays, 6.30 - 9.30 p.m., November 7, 1994

3 workshops

Fee : \$880

Introduction to Microsoft Access

Microsoft Access is an versatile Relational Database Management system in Windows Graphical Environment. It takes full advantage of the graphical power in Windows, giving users visual access to data and simple, direct ways to view and work with your information. Its powerful querying and connective capabilities help users find their information quickly. You can use one query to work with data stored in different database formats and network locations. You can change your query at any time and see different layouts of data with just a simple click of button.

It is suitable for those who want to learn a database package with user-friendly graphical interface.

Syllabus: Concepts of Database and Access Objects, Designing, Creating and Opening a Database, Changing and Customizing Tables, Entering, Importing and Exporting Data, Generating SQL Statements using Query Design, Creating a Screen Form with Form Wizard, Writing reports with Report Wizard, Storing, Adding Graph into database and Report, Creating and Printing Mailing Labels, Writing and Running Macros, Programming Access (optional and duration dependent). *Enrolment is limited to 20*

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

Venue : (Workshop) SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]

279. (Workshop) Tuesdays, 6.30 - 9.30 p.m., October 18, 1994

280. (Workshop) Mondays, 6.30 - 9.30 p.m., December 5, 1994

4 workshops

Fee : \$1,100

281. Symphony (CIT 102)

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

Topics include : Work environments of electronic spreadsheet, word processing and graphics, and typical business applications. *Enrolment is limited to 16*

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

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

Date : (Workshop) Saturdays, 2.00-4.30 p.m., November 5, 1994

8 workshops Fee : \$1,430

Each student will be assigned to one microcomputer.

LOTUS 1-2-3 (CIT 102)

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

Topics include: Electronic spreadsheet concepts, spreadsheet creating, spreadsheet navigating, data entry, data editing, entering formula, worksheet commands, functions, printing techniques, graph commands, printgraph program and macros, linking worksheet files, database manipulation, managing macros and spreadsheet publishing with Allways. *Enrolment is limited to 17*

Tutor : Miss Flora Fung W.S., B.A.(HKP), Computer Officer, University of Hong Kong

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

282. (Workshop) Tuesdays, 6.30-9.00 p.m., September 20, 1994

283. (Workshop) Tuesdays, 6.30-9.00 p.m., November 22, 1994

8 workshops Fee : \$1,430

Each student will be assigned to one microcomputer.

Medium of Instruction: English for Course 283
Cantonese, supplemented with
English terminologies for Course
282

284. Introduction to Excel (CIT 102)

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

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

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

Enrolment is limited to 22

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

Venue : (Workshop) Room 523, Knowles Building, HKU

Date : (Workshop) Mondays, 6.30 - 9.30 p.m., September 12, 1994

6 workshops Fee : \$1,650

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

285. Database management using FoxPro 2.5 for Windows

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

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

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

Venue : (Workshop) SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]

Date : (Workshop) Thursdays, 6.30 - 9.30 p.m., October 20, 1994

6 workshops Fee : \$1,400

Participants are not required to have prior computer knowledge.

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

286. Database Programming using FoxPro 2.5 for Windows

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

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

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

Enrolment is limited to 20

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

Venue : (Workshop) SPACE North Point Study Centre [14/
F, Fortress Tower, 250 King's Road,
North Point, H.K. (Fortress Hill MTR
Station)]

Date : (Workshop) Thursdays, 6.30 - 9.30 p.m., December
8, 1994

7 workshops Fee : \$1,630

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

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

Introduction to dBASE III+ (CIT 103)

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

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

Enrolment is limited to 16

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

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

287. (Workshop) Mondays, 7.00-9.30 p.m., September
12, 1994

288. (Workshop) Mondays, 7.00-9.30 p.m., November
14, 1994

8 workshops Fee : \$1,430

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.

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 230, Knowles Building, HKU
(Workshop) University Computer Laboratory

289. Wednesdays, 6.30 - 9.00p.m., commencing
September 14, 1994
(Workshop) Mondays, 6.00 - 8.00p.m., October 3,
1994

290. Wednesdays, 6.30 - 9.00p.m., commencing
September 14, 1994
(Workshop) Mondays, 8.00 - 10.00p.m., October 3,
1994

6 meetings & 8 workshops Fee : \$1,870

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-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

291. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.
(Workshop) Fridays, 6.30-9.30 p.m., September 16, 1994

292. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon
(Workshop) Mondays, 6.30-9.30 p.m., October 31, 1994

7 workshops

Fee : \$1,540

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

Each student will be assigned to use one microcomputer.

Medium of Instruction: English for Course 292
Cantonese, supplemented with
English terminologies for
Course 291

293. Advanced dBASE IV

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

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

Enrolment is limited to 17

Tutor-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 : (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon

Date : (Workshop) Fridays, 6.30-9.30 p.m., November 11, 1994

5 workshops

Fee : \$1,200

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

Each student will be assigned to use one microcomputer.

294. Introduction to CorelDRAW 4

This course is designed to provide an understanding of the concepts of CorelDRAW and develop skills to utilise its powerful graphics functions and features. Topics include: Using dialogue boxes, the toolbox, selecting and deleting objects, drawing, roll-up menus, rotating and skewing objects, outlining, duplicating and blending objects, and using symbols and graphs.

Enrolment is limited to 20

Tutor : Sunny Suen, B.Sc.(H.K. Poly)

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

Date : (Workshop) Fridays, 8.10 - 10.10 p.m., September 30, 1994

6 workshops

Fee : \$1,050

Medium of Instruction: Cantonese supplemented with English terminologies

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

III. Programming Languages

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.

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 230, Knowles Building, HKU
(Workshop) University Computer Laboratory

295. Wednesdays, 6.30 - 9.00 p.m., commencing November 16, 1994
(Workshop) Mondays, 6.00 - 8.00 p.m., November 28, 1994

296. Wednesdays, 6.30 - 9.00 p.m., commencing November 16, 1994
(Workshop) Mondays, 8.00 - 10.00 p.m., November 28, 1994

6 meetings & 6 workshops

Fee : \$1,200

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, University of Hong Kong

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.

297. Thursdays, 6.45 - 9.15 p.m., commencing November 17, 1994
(Workshop) Mondays, 6.00 - 8.00 p.m., November 28, 1994

298. Thursdays, 6.45 - 9.15 p.m., commencing November 17, 1994
(Workshop) Mondays, 8.00 - 10.00 p.m., November 28, 1994

6 meetings & 6 workshops Fee : \$1,930

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.]

299. 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 20*

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

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

Date : Thursdays, 7.00 - 9.30 p.m., commencing January 5, 1995
(Workshop) Tuesdays, 6.00 - 10.00 p.m., January 17, 1995

8 meetings & 6 workshops Fee : \$2,360

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

IV. Computer Networking/ Data Communication

300. Elements of Computer Networking

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

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

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

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

Venue : Room 230, Knowles Building, HKU
Date : Wednesdays, 6.30 - 9.00 p.m., commencing January 4, 1995

10 meetings Fee : \$1,000

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

Introduction to Local Area Networks with Microcomputers

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

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

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

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

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

- 301.** Thursdays, 6.30-9.00 p.m., commencing September 15, 1994
(Workshop) Wednesdays, 6.15-8.00 p.m., September 28, 1994
- 302.** Thursdays, 6.30-9.00 p.m., commencing September 15, 1994
(Workshop) Wednesdays, 8.00-9.45 p.m., September 28, 1994
- 303.** Thursdays, 6.30-9.00 p.m., commencing December 1, 1994
(Workshop) Fridays, 6.15-8.00 p.m., December 16, 1994
- 304.** Thursdays, 6.30-9.00 p.m., commencing December 1, 1994
(Workshop) Fridays, 8.00-9.45 p.m., December 16, 1994

8 meetings & 5 workshops Fee : \$1,650

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

Administration of Local Area Networks

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

Syllabus: Principles of data communications; OSI and TCP/IP models; LAN topology; internetworking devices; router and bridge; LAN's connectivity to mini/mainframes; accounts management; Netware utilities; resources control; security control; backup and recovery; loading monitoring and control; system scripts and login scripts; applications design and management. *Enrolment is limited to 18*

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

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

- 305.** (Workshop) Saturdays, 2.30 - 5.00 p.m., September 17, 1994
- 306.** (Workshop) Wednesdays, 6.30 - 9.00 p.m., November 16, 1994

8 workshops Fee : \$1,900

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

Medium of instruction: English for Course 306
Cantonese supplemented with
English terminologies for
Course 305

V. Computer Aided Design/ Drafting

307. Computer-aided Art Design and Desktop Publishing

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

Syllabus: Introduction to Desktop Publishing (DTP) and its perspective; typography and fonts system; hardware and software requirements for DTP and art design; printing

technology and Colour Processing; the operation of software under Windows environment; use of Desktop Publishing software (PageMaker, Ventura); use of Art design software (CorelDraw, MacDraw); Use of photo-retouching software in press and comic production (Photostyler and Picture Publisher); use of 3-D package in advertisement and comic (3-D studio); how to solve the production problems and maximize the productivity and develop strategies for working with a team. *Enrolment is limited to 20*

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

Venue : Room 230, Knowles Building, HKU
Date : Saturdays, 2.30 - 4.30 p.m., commencing September 17, 1994

12 meetings Fee : \$720

Medium of Instruction: Cantonese supplemented with English terminologies

308. PageMaker for Desktop Publishing

This course is for users who have experience in common word processors and wish to learn how to mix text with graphics for developing a publication master by themselves. Topics include: creating a publication, combining text and graphics, importing text and graphics, flowing text around graphics, editing text, sizing and modifying images, formatting text and paragraphs, using stylesheets, master items, story editor, template, multi-page publications and printing options. *Enrolment is limited to 20*

Tutor : S.Y. Lee, M.Sc.(CUHK), B.Sc.(H.K.)

Venue : (Workshop) Whiz Club Ltd., 4/F., Kwong Ah Building, 114 Thomson Road, Wanchai, Hong Kong
Date : (Workshop) Mondays, 6.30 - 9.30 p.m., October 17, 1994

4 workshops Fee : \$1,050

Medium of Instruction: Cantonese supplemented with English terminologies

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

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: Ms Nancy Cheng Y.W., B.A. (Yale), M.Arch.(Harvard), NCARB certified Lecturer

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

309. (Workshop) Mondays, Wednesdays and Fridays, 6.30 - 9.30 p.m., September 12, 14, 16, 19, 23, 1994

310. (Workshop) Mondays, Wednesdays and Fridays, 6.30 - 9.30 p.m., September 28, 30, Oct. 3, 5, 7, 1994

311. (Workshop) Mondays, Wednesdays and Fridays, 6.30 - 9.30 p.m., January 4, 6, 9, 11, 13, 1995

5 workshops Fee : \$1,480

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

Medium of Instruction: English for Course 310
Cantonese with English terminologies for courses 309 & 311

AutoCAD Advanced Drafting

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

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

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

Tutor-in-charge: Ms Nancy Cheng Y.W., B.A.(Yale), M.Arch. (Harvard), NCARB certified Lecturer

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

312. (Workshop) Mondays, Wednesdays and Fridays, 6.30 - 9.30 p.m., November 2, 4, 7, 9, 11, 1994

313. (Workshop) Mondays, Wednesdays and Fridays, 6.30 - 9.30 p.m., January 18, 20, 23, 25, 27, 1995

5 workshops Fee : \$1,480

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

Medium of Instruction: English for Course 313
Cantonese with English
terminologies for course 312

314. AutoCAD 3D

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

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

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

Tutor-in-charge: Ms Nancy Cheng Y.W., B.A.(Yale), M.Arch.(Harvard), NCARB certified Lecturer

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30 - 9.30 p.m., November 16, 18, 21, 23, 25, 1994

5 workshops Fee : \$1,480

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

315. AutoCAD Customisation

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

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

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

Tutor-in-charge: Ms Nancy Cheng Y.W., B.A.(Yale), M.Arch.(Harvard), NCARB certified Lecturer

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30 - 9.30 p.m., December 19, 21, 23, 28, 30, 1994

5 workshops Fee : \$1,600

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

316. 3D Studio Modeling and Rendering

This course is intended to explain 3D modeling and computer rendering techniques in 3D Studio Release 2 and 3 (3DS). Fundamental and operational knowledge of 3DS are illustrated. Connection with AutoCAD's 3D modeling is also covered. Process for creation of photorealistic picture is shown.

Topics include: 2D Shaper, 3D Loftter, 3D Editor, Material Editor, Rendering Principles and Data Exchange with AutoCAD. *Enrolment is limited to 30*

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

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Tuesdays, 6.30 - 9.30 p.m., September
13, 1994

8 workshops Fee : \$2,400

317. 3D Studio Rendering and Animation

This course is intended to explain computer rendering and animation techniques in 3D Studio Release 2 and 3 (3DS). Participants should have completed the "3D Studio Modeling and Rendering" or equivalent course. Advanced computer rendering will be discussed. The process of creating animation in 3D Studio will be shown. The recording of animation on video tape will be demonstrated.

Topics include: Rendering theory, Rendering parameters, IPAS external processes, Rendering output process. Animation Principles, Keyframer and Animation Recording. *Enrolment is limited to 20*

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

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Tuesdays, 6.30 - 9.30 p.m., November
15, 1994

5 workshops Fee : \$1,480

318. Intergraph Microstation 2D/3D Basic Operation

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

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

Enrolment is limited to 20

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

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30 - 9.30 p.m., October 12, 14, 17, 19, 21, 24, 26,
28, 1994

8 workshops

Fee : \$2,200

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

319. 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 : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30 - 9.30 p.m., November 30, December 2, 5, 7, 9,
12, 14, 1994

7 workshops

Fee : \$2,200

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

VI. Project Management

320. 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 22

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

Venue : (Workshop) Room 523, Knowles Building, HKU
Date : (Workshop) Mondays, 6.30 - 9.30 p.m., October 31,
1994

5 workshops

Fee : \$1,930

VII. Chinese Computing

321. 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) 中文電腦語法；(11) 中文電腦軟件；(12) 專用中文文書系統；(13) 掌上中文專用系統；(14) 如何選擇中文電腦系統。每堂均用投影機聯上手提微機介紹及示範各種中文系統；及詳解倉頡輸入法。

本課程適合一般電腦從業員或對中文電腦有興趣之人士參加。

主 講 人：鄧文榮先生 Dip Soc. (H.K.), B.Sc. (Winnipeg), M.M.S (UEA)

地 點：香港大學銜魯詩樓230室

時 間：一九九四年十二月十七日起每星期六下午二時三十分至五時

全期學期：六百元正 (共十講)

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

本課程著重介紹目前市面流行之中文輸入法—倉頡輸入法，並介紹「倚天」中文系統之特點、造字系統及文書處理之有關技巧：字體之轉換、表格製作及該中文系統之有關列印指令等。課程包括充足實習時間讓學員掌握中文輸入。(限收十六人)

主 講 人：陳耀輝先生

地 點：九龍彌敦道136號A, 尖沙咀街坊福利會2字樓4室

322. 一九九四年十月二十七日起每星期四下午六時三十分至九時三十分

323. 一九九四年十二月十五日起每星期四下午六時三十分至九時三十分

全期學費：一千三百八十元正（共六講）

VIII. Object Oriented Approach

324. Application Development with Graphical User Interface

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

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

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

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

Venue : SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]

Date : Wednesdays, 6.45 - 8.45 p.m., commencing November 23, 1994

5 meetings

Fee : \$440

325. Introduction to C++

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

C++ is an "enhanced C", yet the transition from C to C++ could be difficult. This course takes what you know already in C programming language, and ease you step-by-step through the transition into C++. A lot of programming examples will be illustrated, so throughout the course you will be exposed to the more practical aspects of C++. Participants are expected to have taken a course on C.

Syllabus: C++ overview and features, C++ basics, Objects and Object-Oriented Programming (OOP) concepts, data

hiding, C++ classes, methods, constructors and destructors, C++ operators and friends, overloading, base and derived classes, encapsulation, polymorphism, inheritance, inheriting from existing classes, application examples.

Enrolment is limited to 20

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

Venue : SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]

Date : Wednesdays, 6.30 - 9.30 p.m., commencing January 4, 1995

4 meetings

Fee : \$550

IX. Day Time Courses

Hong Kong Plaza

Introduction to Personal Computer and DOS

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

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

Tutor-in-charge: Zwicky Cheung

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

326. (Workshop) Mondays, Wednesdays and Fridays, 1.00 - 2.00 p.m., October 17, 1994

327. (Workshop) Mondays, Wednesdays and Fridays, 4.00 - 6.00 p.m., December 5, 1994

Fee : \$600

Remarks: a) Course 326 has 6 workshops.
b) Course 327 has 3 workshops.

Introduction to WordPerfect 5.1 (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: text input and editing; document formatting; file merging, tables and columns; print setting, macro functions; line drawing; graphs editing; block editing; multiple columns editing. *Enrolment is limited to 17*

Tutor-in-charge: Zwicky Cheung

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

328. (Workshop) Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., October 17, 1994

329. (Workshop) Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., December 5, 1994

Fee : \$1,200

Remarks: a) Course 328 has 6 workshops.
b) Course 329 has 12 workshops.

Introduction to Lotus 1-2-3 (CIT 102)

This course provides an introduction to the electronic spreadsheet Lotus 1-2-3. Hands-on practical experience will be emphasized.

Topics include: spreadsheet concepts; spreadsheet navigating; formula editing; macro functions; graph commands; print setting; WYSIWYG function; linking spreadsheet files; manipulating data. *Enrolment is limited to 17*

Tutor-in-charge: Zwicky Cheung

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

330. (Workshop) Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., November 7, 1994

331. (Workshop) Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., January 9, 1995

Fee : \$1,200

Remarks: a) Course 330 has 12 workshops.
b) Course 331 has 6 workshops.

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

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

主 講 人：張文浩先生
地 點：置裕管理顧問有限公司訓練中心，香港干諾道西186-191號香港商業中心十六樓1612室

332. 一九九四年十一月七日起每星期一、三、五下午四時至六時 (共六講)

333. 一九九五年一月九日起每星期一、三、五下午一時至二時 (共十二講)

全期學費：一千二百元正

Fortress Hill Centre

Introduction to Personal Computer and DOS

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

Topics include: PC and its basic components; DOS and basic commands; disk handling commands; file operations; memory management. *Enrolment is limited to 20*

Tutor-in-charge: Bruce Cheung

Venue : (Workshop) SPACE North Point Study Centre, [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]

334. (Workshop) Mondays, Wednesdays and Fridays, 1.00 - 2.00 p.m., October 24, 1994

335. (Workshop) Mondays, Wednesdays and Fridays, 4.00 - 6.00 p.m., December 12, 1994

Fee : \$600

Remarks: a) Course 334 has 6 workshops.
b) Course 335 has 3 workshops.

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。(限收二十人)

主 講 人：張少能先生
地 點：香港大學專業進修學院北角教學中心香港北角英皇道250號北角城中心14字樓(炮台山地鐵站)
全期學費：每班一千二百元正

336. 一九九四年十月二十四日起每星期一、三、五下午四時至六時 (共六講)

337. 一九九四年十一月二十一日起每星期一、三、五下午一時至二時 (共十二講)

Microsoft Word for Windows (CIT 101)

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

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

Enrolment is limited to 20

Tutor-in-charge: Bruce Cheung

Venue : (Workshop) SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]

338. (Workshop) Mondays, Wednesdays and Fridays, 1.00 - 2.00 p.m., September 26, 1994

339. (Workshop) Mondays, Wednesdays and Fridays, 4.00 - 6.00 p.m., January 4, 1995

Fee : \$1,100

Students are not required to have prior computer knowledge.

Remarks: a) Course 338 is limited to 12 workshops

b) Course 339 is limited to 6 workshops

Wanchai

340. Introduction to ACCPAC Computer Accounting

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

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

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

This course will be conducted in CA (Computer Associates) Authorized Training Centre and in a networked and hands-on environment. Each student will be assigned to use one microcomputer. *Enrolment is limited to 20*

Tutor : K.F. Wong (Computer Associates Certified Tutor)

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

Date : (Workshop), 9.30am - 12.30pm & 1.30pm - 4.30pm, September 19, 1994

2 workshops

Fee : \$1,050

Medium of Instruction: Cantonese supplemented with English terminologies

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

1561. ACCPAC Computer Accounting

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

Modules covered in this course are: General Ledger, Accounts Receivable, Accounts Payable, Inventory Control, Order Entry, Retail Invoicing, Purchase Order, Sales Analysis, Dynaview, Windows System Manager.

Participants upon completion will manage to computerise their accounting operation through journalising, auto-posting, balancing, invoice processing, shipment handling, inventory updating, aging and monitoring as well as credit and debit control, income and margin analysis, final reporting with flexible format and integrating with Spreadsheet.

This course will be conducted in CA (Computer Associates) Authorized Training Centre and in a networked and hands-on environment. Each student will be assigned to use one microcomputer. *Enrolment is limited to 20*

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

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

Date : (Workshop) Sundays, 3.15 - 6.15 p.m., October 2, 1994

12 workshops

Fee : \$3,150

Medium of Instruction: Cantonese supplemented with English terminologies

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

X. Successful Qualitative Research

1562. Successful Qualitative Research

Information and data are essential to successful research. While any research program requires an in-depth background knowledge of the information that has already been generated in the particular field of interest, it is imperative also to test and further the limits of understanding.

An excellent and practical way of gathering original data is through qualitative research, i.e. surveys and interviews. Straightforward as surveying and interviewing sound, this is often not so. The failure to adhere to a rigorous methodology and maintain a controlled environment can produce disastrous and meaningless results.

This is a beginners' course in qualitative research theory and techniques. It is a practical course in which participants will be encouraged to focus their ideas, and design and produce appropriate survey and interview materials. It is suited to students and practitioners in marketing, business, and the social sciences.

NO background in qualitative research is required.

Syllabus: Types of survey, survey methodologies, survey and interview, implementation of research program, interpreting and producing results, result presentation.

Tutor : Robin Gauld, MA, BA(Hons)(Wellington), Cert ELTA.

Venue : Room 7, University Main Building, HKU
Date : Wednesdays, 6.45 - 9.15 p.m., commencing November 9, 1994

8 meetings Fee : \$650

Participants are welcome to bring an idea for qualitative research, the proposal may be discussed in the meeting if it is appropriate and time permits.

XI. Seminars

1563. Introduction to Multimedia

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

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

Venue : Room 102, SPACE Town Centre, Suite 1004-5, Shun Tak Centre, West Tower, 10/F., Hong Kong
Date : Mondays and Tuesdays, 9.30 a.m. - 5.00 p.m., commencing October 24-25, 1994

2 meetings Fee : \$1,100

1564. Expert Systems (with Workshop)

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

At the end of the course, the students are expected to: (1) understand in detail the vocabulary of expert systems. (2) have experienced what is involved in building an expert system. (3) know a methodology for implementing expert systems. (4) be up-to-date on current research issues in expert systems. *Enrolment is limited to 30*

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

Venue : Room 102, SPACE Town Centre, Suite 1004-5, Shun Tak Centre, West Tower, 10/F., Hong Kong (Workshop) Room 314, Knowles Bldg., HKU
Date : Friday, 9.30 a.m. - 5.00 p.m., commencing October 21, 1994
(Workshop) Saturday, 9.30 a.m. - 5.00 p.m., October 22, 1994

1 meeting & 1 workshop Fee : \$1,650

1565. Object Oriented Approach

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

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

Venue : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Wednesday, 9.30 a.m. - 5.00 p.m., commencing October 26, 1994

1 meeting Fee : \$600

Dr. K.P. Lee received his B.A. in Mathematics from the University of Hong Kong and Ph.D. in Computer Science from the State University of New York at Buffalo. After having taught for a number of years and worked for Bell Laboratories, he is currently a senior member of the

research staff at the Artificial Intelligence Research Department of Philips Laboratories in New York. His current interest is in the theory and practice of expert systems and he is involved in designing and building an expert system for the diagnosis and repair of the Philips Tomoscan 300 series of CAT scanners.

1566. Information Superhighway

Just as the industrial revolution changed the world in the last century, the information revolution is currently changing our way of life in a way that is inconceivable just a decade ago. The information superhighway is a vision of the future where vast amounts of information can be accessed from one's finger tips and affects how we learn, conduct business, entertain ourselves, and communicate with others. The world's major communications, computer, entertainment and consumer electronics companies are competing and cooperating to make this a reality. Possible applications include distance learning, movies on demand, tele-medicine, interactive shopping, virtual reality entertainment, videoconferencing, telecommuting, and others. We will cover aspects of this vision, including the necessary technologies, business opportunities, possible scenarios.

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

Venue : Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Friday, 9.30a.m. - 1.00 p.m., commencing October 28, 1994

1 meeting

Fee : \$350

XII. SPACE Certificate Courses



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

本課程主要講述倉輸入法及常用中文電腦的應用，內容包括：
(一) 個人電腦的基本概念；(二) 中文電腦的基本知識：中文電腦和英文電腦的區別，選擇中文電腦的基本要素，中文電腦的特殊功能介紹（如加字、造字、片語、內碼轉換、繁簡轉換等）；(三) 詳述倉頡第四代輸入法的原理及規則；(四) 中文電腦文書處理操作；(五) 中文電腦如何應用英文軟件；(如DBASE、LOUTS及WINDOWS等)；(六) 綜合介紹中文電腦桌上植字排版和中文電腦其他技術的發展和應用。

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

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

1567. 一九九四年九月十九日起逢每星期一下午七時至九時，香港干諾道中200號信德中心西翼（9）字樓13室

實習課程：一九九四年九月二十九日起逢星期四下午六時至九時三十分，香港德輔道中45號永隆銀行大廈13樓。
(十二課講授及十二課實習，另加十小時試前實習時間) (限收二十四人)

1568. 一九九四年九月十九日起逢每星期一下午七時至九時，香港干諾道中200號信德中心西翼9字樓13室
實習課程：一九九四年九月二十八日起逢星期三下午六時至九時三十分，香港皇后大道中聯威商業中心3字樓A室
(十二課講授及十二課實習，另加十小時試前實習時間) (限收十八人)

全期學費：三千八百五十元 (包括上課時所用之磁碟及講義)

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

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

(本課程與香港生產力促進局合辦)

Certificate Course in Microcomputer Applications

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

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

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

1569.
Venue : Room 230, Knowles Building, HKU
(Workshop) Room 808, K.K. Leung Building, HKU
Date : Tuesdays, 6.30 - 9.00p.m., commencing September 27, 1994 (Workshop) Mondays, 6.00 - 10.00 p.m., October 10, 1994

1570.
Venue : Room 230, Knowles Building, HKU
(Workshop) Room 201, Run Run Shaw Building, HKU
Date : Tuesdays, 6.30 - 9.00p.m., commencing September 27, 1994 (Workshop) Saturdays, 2.00 - 6.00 p.m., October 8, 1994

20 meetings & 25 workshops

Fee : \$4,800

(Workshop meetings consisting of computer and tutorial sessions)

Applicants should have completed secondary education or above.

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

1571. 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 : SPACE North Point Study Centre, 14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)

(Workshop) Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., HK.

Date : Fridays, 6.30-9.30 p.m., commencing October 7, 1994

(Workshop) Tuesdays, 6.00-10.00 p.m., October 18, 1994

16 meetings & 12 workshops

Fee : \$5,500

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

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

Please use special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. **Closing date for applications: September 24, 1994.**

Certificate Course in Advanced Microcomputer Applications

The objective of this course is to widen and deepen participants' knowledge in microcomputer applications. The course covers a wide range of topics which includes the most popular software packages and state-of-the-art technology. It is intended for assisting the participants to master the advanced techniques and features of microcomputers. Ample practical will be provided in order to strengthen the skills and knowledge of the participants. In addition to interested hobbyist, this course is also beneficial to both middle management and technical supervision personnels in all offices equipped with microcomputers. The effectiveness of their office will be greatly enhanced through effective application of their acquired knowledge in the course.

Syllabus:

Powerful Office Automation Software: introduction to office productivity software such as Microsoft Office 4.0 or WinSec or Lotus Notes. Facsimile software - Winfax, Scheduler; Voice Mail and E-Mail; Image Document Management System IDMS. etc.

Popular Windows Graphical applications: Software such as WinWord, Excel, Access, Presentation tools, DeskTop Publishing using Corel Draw etc.

Networking technologies: Wide Area Network (Internet), Local Area Network (Netware 4.0); use of Modem and remote access/control communication software such as pcAnywhere IV or Bitcom for Windows.

Chinese Computing: use Chinese Windows, Chinese word processing softwares e.g. Chinese Word, Chinese WordPerfect, pen-computing input technology, notepen etc.

Client/Server computing technology: fundamental concepts, applied business area and advantages.

Multimedia computing applications: basic components of MPC; use of CD-ROM, Sound and Video Card etc; Multimedia demonstrations; applied areas such as DeskTop Video Teleconference.

Other Latest development in Microcomputer:

7.1 64 Bits CPUs: a briefing on PowerPC 620, Intel's Pentium 5, DEC Alpha AXP CPU; and

7.2 High performance bus architecture: the latest VESA Local Bus and PCI bus technologies.

- 7.3 Touch Screen, PCMCIA card.
 7.4 Object-Oriented programming (OOP)
 7.5 Expert Systems

Enrolment is limited to 20

Tutor : S.Y. Leung, B.Sc., M.Phil., M.B.A.(H.K.), C.Eng.,
 M.B.C.S.,
 S.W. Lam, B.Sc.(C.P.H.K.), M.A.C.M., M.I.E.E.E.

Venue : Room 230, Knowles Building, HKU
 (Workshop) Room 201, Run Run Shaw Building,
 HKU

1572. Fridays, 6.30 - 9.00 p.m., commencing October 14,
 1994
 (Workshop) Mondays, 6.00 - 8.00 p.m., October 31,
 1994

1573. Fridays, 6.30 - 9.00 p.m., commencing October 14,
 1994
 (Workshop) Mondays, 8.00 - 10.00 p.m., October
 31, 1994

24 meetings & 27 workshops Fee : \$4,800

Minimum Entry Qualifications: Applicants should have at least completed secondary education and attended some basic courses on microcomputers.

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: September 24, 1994.**

Certificate Course in Information Systems

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

This course aims to provide a comprehensive study of the principles and technologies used in the development of information systems. The emphasis is on conformity with international standards such as ANSI standards on software engineering, SSADM etc. Popular software and CASE (computer-assisted software engineering) tools, e.g. Oracle, will be used for projects and case studies.

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

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

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

1574. Wednesdays, 6.30 - 9.30p.m., commencing
 January 4, 1995
 (Workshop) Fridays, 6.00 - 10.00p.m., January 13,
 1995

1575. Wednesdays, 6.30 - 9.30p.m., commencing
 January 4, 1995
 (Workshop) Thursdays, 6.00 - 10.00p.m., January
 12, 1995

16 meetings & 12 workshops Fee : \$5,500

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

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

Please use special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. **Closing date for applications: December 17, 1994.**

Certificate Course in Advanced Digital Computer Programming

This course is a follow-up of the Certificate Course in Digital Computer Programming. It aims to provide a thorough training in computer programming. Preference will be given to applicants who are programmers or potential programmers. Those who are able to enclose supporting documents to this effect are advised to do so.

Syllabus: Data processing: handling of data; storage devices; introduction to systems analysis and design; project management; concepts of database, data and file structures: linear lists, stacks, queues; applications of fundamental data structures; sequential files, indexed sequential files and direct files, searching and sorting algorithms, operating systems.

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

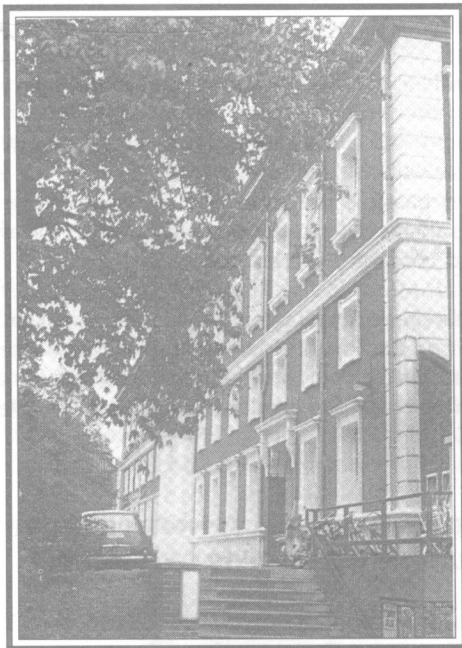
Venue : Room LG101, K.K. Leung Building, HKU
(Workshop) Room 808, K.K. Leung Building, HKU

1576. Fridays, 6.30 - 9.00 p.m., commencing September 16, 1994
(Workshop) Wednesdays, 6.00 - 8.00 p.m., September 28, 1994

1577. Fridays, 6.30 - 9.00 p.m., commencing September 16, 1994
(Workshop) Wednesdays, 8.00 - 10.00 p.m., September 28, 1994

28 meetings & 22 workshops Fee : \$6,000

Entry Qualifications: Applicants should have programming experience. Preference will be given to those who completed successfully a Certificate Course in Digital Computer Programming offered by the School of Professional and Continuing Education, University of Hong Kong, or equivalent.



A view of the Goldsmiths' College, University of London

Assessment: the Certificate in Advanced Digital Computer Programming 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

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: August 27, 1994.**

XIII. Academic award/ Professional Training Programmes

The University of Hong Kong
School of Professional and
Continuing Education



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

Introduction

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

Entrance Requirements

To be eligible for admission, applicants should

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

The following qualifications are also acceptable for entry to the B.Sc.(Hons) in Computing and Information Systems:

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

These qualifications satisfy the Entrance Requirements for this programme but do not automatically satisfy the general entrance requirements for other London University programmes.

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

Course Structure and Content

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

Level 1: 4 compulsory full-units

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

Level 2: 4 compulsory full-units

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

Level 3

- Compilers (1/2 unit)
- Artificial intelligence (1/2 unit)
- Neural networks (1/2 unit)
- Software engineering management (1/2 unit)
- Accounting information systems (1/2 unit)
- Information systems management (1/2 unit)
- Decision support and executive information systems (1/2 unit)
- Project (1 unit)

Examination

Examinations will be held once a year commencing in mid-May or early 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 Library Borrower's card to access to the library facilities of the University of Hong Kong.

1578. Introduction to Computers and Computer Programming (CIS 101)

(The content of this syllabus has not been changed. However, the wording has been revised to make it more concise)

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

Lecture meetings: Tuesdays, 7.00 - 10.00 p.m. starting September 6, 1994 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays (15 meetings)

Revision sessions: about 12 hours as scheduled

1579. Mathematics for Computing (CIS 102)

(The content of this syllabus has not been changed. However, the wording has been revised to make it more concise)

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

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting September 9, 1994 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays (15 meetings)

Revision sessions: about 12 hours as scheduled

1580. Principles of Business Computing and the Nature of Business Systems (CIS 103)

(The content of this syllabus has not been changed. However, the wording has been revised to make it more concise)

The business environment and the nature of everyday business applications. An introduction to COBOL and a modern fourth generation language, FOCUS; an introduction to structured systems analysis and design; an introduction to organisational design.

Programming methodology and use of Jackson Structured Programming techniques, to include: creating data structures and process structures; adding conditions and operations; resolving structure clashes; producing schematic logic; backtracking; program inversion and producing code.

Lecture meetings: Tuesdays, 7.00 - 10.00 p.m. starting December 20, 1994 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays (15 meetings)

Revision sessions: about 12 hours as scheduled

1581. Data, Information and Information Storage (CIS 104)

(The content of this syllabus has not been changed. However, the wording has been revised to make it more concise)

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

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting December 23, 1994 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays (15 meetings)

Revision sessions: about 12 hours as scheduled

1582. Databases (CIS 205)

(The content of this syllabus has not been changed. However, the wording has been revised to make it more concise)

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

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

Lecture meetings: Mondays, 7.00 - 10.00 p.m. starting December 19, 1994 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays (15 meetings)

Revision sessions: about 12 hours as scheduled

1583. Programming Languages, Information Representation and Processing (CIS 206)

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

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

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

Lecture meetings: Wednesdays, 7.00 - 10.00 p.m. starting December 21, 1994 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays (15 meetings)

Revision sessions: about 12 hours as scheduled

1584. Systems Development Methodologies (CIS 207)

(The content of this syllabus has not been changed. However, the wording has been revised to make it more concise)

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

Lecture meetings: Mondays, 7.00 - 10.00 p.m. starting September 5, 1994 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays (15 meetings)

Revision sessions: about 12 hours as scheduled

1585. Telecommunications and Computer Communications (CIS 208)

(The content of this syllabus has not been changed. However, the wording has been revised to make it more concise)

The basic building blocks in Computer Communications; public telecommunications services; network security; network topologies: Local Area Networks (LAN); Wide Area Networks (WAN) and Value Added Networks (VAN);

wireless data transmission. Metropolitan Area Networks (MAN) and Fibre Distributed Data Interface (FDDI); Open Systems Interconnection (OSI); distributed systems; using data communications for competitive advantage; network design and management.

Lecture meetings: Wednesdays, 7.00 - 10.00 p.m. starting September 7, 1994 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays (15 meetings)

Revision sessions: about 12 hours as scheduled

1586. Compilers (CIS 309)

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

Lecture meetings: starting September, 1994 (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays (8 meetings)

Revision sessions: about 6 hours as scheduled

1587. Artificial Intelligence (CIS 310)

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

Lecture meetings: starting September, 1994 (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays (8 meetings)

Revision sessions: about 6 hours as scheduled

1588. Neural Networks (CIS 311)

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

networks by hardware and software. Properties of neural networks. Learning in neural networks. Applications of neural networks.

Lecture meetings: starting January, 1995 (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays (8 meetings)

Revision sessions: about 6 hours as scheduled

1589. Software Engineering Management (CIS 314)

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

Lecture meetings: starting September, 1994 (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays (8 meetings)

Revision sessions: about 6 hours as scheduled

1590. Accounting Information Systems (CIS 317)

(The content of this syllabus has not been changed. However, the wording has been revised to make it more concise) This half unit describes the accounting process and the nature of Accounting Information Systems (AIS). It addresses the following subject areas: the measurement of business reality; the role of AIS in planning and control; product costing, project costing and performance measurement. It covers computer support for all of these areas and also provides an overall conceptual framework for AIS.

Lecture meetings: starting January, 1995 (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays (8 meetings)

Revision sessions: about 6 hours as scheduled

1591. Information Systems Management (CIS 318)

An introduction to the various facets of Information System Management to help students understand the importance of non-technical issues. The importance of close integration

between business and IS planning will be stressed. The following topics are included: information security and safety critical systems; data protection legislation; Computer Misuse Act and other relevant legislation. Ethical and professional issues. Strategic planning of IS; evaluation of IS investments.

Lecture meetings: starting September, 1994 (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays (8 meetings)

Revision sessions: about 6 hours as scheduled

1592. Decision Support and Executive Information Systems (CIS 319)

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

Lecture meetings: starting January, 1995 (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays (8 meetings)

Revision sessions: about 6 hours as scheduled

1593. Project (CIS 320)

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

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

Teaching Venue

Lecture Theatre, P2, Phase IV, The University of Hong Kong

Fee

Course fee to SPACE	1994-95 HK\$ 6,000 for one unit subject HK\$ 3,200 for half unit subject HK\$ 8,500 for Project
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Application fee to the University of London	£36
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Registration fee to the University of London	£359
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(Fees are subject to change annually)

Enrolment

Students who register for the B.Sc.(Hons) degree in Computing and Information Systems must also enrol in the courses offered by SPACE. Applications for the SPACE courses will be considered on a first-come-first-served basis and preference will be given to students of this degree. Applicants should therefore apply for a place on the External programme before applying to join the SPACE courses.

Students registering for the B.Sc.(Hons) degree who wish to take SPACE courses starting in September are advised to apply for admission to the degree programme and the courses in early Summer, although the official deadline for application submission is **17 September, 1994**.

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

Exemptions

1. Students who have appropriate qualifications may apply for exemption and may be credited with a pass in up to four full units at Levels 1 and 2. Students are advised that the University will consider such qualifications individually, in the light of the syllabus, the level of examination performance and the equivalence of the course to the Level 1 or 2 units from which exemption is sought.
2. A fee is payable for all applications for exemptions for exemption received, except for those where exemption is granted automatically (See paragraph 3 below). This fee is currently £50 for each full unit for which exemption is requested. The exemption application fee is not refundable, even if the exemption is not granted. Exemption applications will take a long processing time, and those applicants are strongly advised to submit their applications as soon as possible.
3. Students must note that no exemption will be granted unless specific application has been made in accordance with the instructions in paragraph 6 of the General Regulations which should be read in conjunction with this Schedule.

4. Students who have the qualifications listed below will be given automatic exemption from the units indicated:
- British Computer Society part I - all level 1 courses (CIS101-104)
 - NCC International Higher Diploma - CIS 103, also CIS 101 provided the student can prove competence in PASCAL.
 - City Polytechnic of Hong Kong Higher Diploma in Computer Studies - all level 1 courses (CIS101-104). The qualifications listed are subjected to change in September, 1994.
5. The University gives notice that it reserves the right to review the exemptions policy in respect of the BSc degree in Computing and Information Systems each year.

Application forms and further details can be obtained from:

- | | |
|--|---|
| <p>(1) SPACE Town Centre,
Suite 1005, 10/F,
Shun Tak Centre, West Tower,
200 Connaught Road Central,
Hong Kong</p> <p>(Tel 559 7628)</p> | <p>(2) University Office,
Room 1, G/F,
University Main Bldg,
Pokfulam Road,
Hong Kong</p> <p>(Tel 859 2418)</p> |
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Postgraduate Certificate Course in Computing Studies



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

March, 1995 - November, 1995

Part II: Tuition in Australia, Department of Computer Science, Mel- bourne University (January/February, 1996)

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

Course Directors:

Mr. Danny Tang, Manager, Computer Information Centre,
University of Science & Technology
Assoc. Prof. P.G. Thorne Head, Department of Computer
Science, School of Information Technology
and Electrical Engineering, The University
of Melbourne

Introduction:

This course aims to provide professional training in computing for graduates of other disciplines. It is designed to serve as a conversion course at postgraduate level and is particularly useful for executives, administrators and other professionals who wish to enter the computer industry. The

emphasis of the course is on the capabilities and applications of computer systems. Particular attention is paid to the fundamental principles of software engineering and to the management and professional responsibility of computing professionals.

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

Academic Standing

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

Travel and Accommodation:

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

Entry qualifications: Applicants should be either:

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

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

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

- an honours degree or higher degree;
- a record of achievement in Mathematics;
- substantial experience in computer programming;
- relevant work experience, preferably since graduation;

Syllabus:

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

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

Award of the Postgraduate Certificate in Computing Studies:

Student will be awarded a Certificate provided that:

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

Further Studies:

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

Application (around December, 1994)

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

XIV. Cambridge Information Technology Certificate

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

Cambridge Information Technology (CIT)

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

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

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

Information for Employers

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

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

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

How to Apply

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

- (i) obtain an "Application for CIT Certificate" form from the School,
- (ii) complete and return the form to the School before the course ends, or in any case, within two months of the completion of the course,

- (iii) submit the application fee and a stamp-addressed envelope together with your application.

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

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

Available Modules

A) 001 Computer Literacy

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

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

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

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

B) 101 Word Processing

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

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

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

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

C) 102 Spreadsheets

SPACE courses to be designated as CIT module in Spreadsheets:

- Lotus 1-2-3
- SYMPHONY
- Introduction to Excel
- Certificate Course in Microcomputer Applications

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

- (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).

CONSTRUCTION MANAGEMENT

Lecturers in charge : W.B. Howarth (Deputy Director - External)
S.M. Rowlinson

Telephone: 857 1198
540 7878

UNIVERSITY OF BATH

MSc. in Construction Management by Distance Learning



INTRODUCTION

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

COURSE DURATION

The course can be completed in 2 $\frac{1}{2}$ years, two years for the taught part of the course and 6 months + for the dissertation. However more flexible study arrangements are available with the maximum span of the degree being five years.

COURSE FORMAT

Course Modules and Weekend Schools

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

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

Workbooks, Readings, Textbooks, Audio Tapes and Video Tapes are provided.

METHODS OF ASSESSMENT

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

TUTORING

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

ENTRY REQUIREMENTS

Applicants should have any the following:

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

An acceptable professional qualification in a construction related discipline (eg. MCIOB, ARICS, MICE, RIBA, MBEng).

Any other degree plus (several years') experience working in the property and construction industry.

A diploma in Construction Management from HKU (SPACE)

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

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

COURSE APPLICATIONS

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

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

COURSE FEES

University Registration

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

Modules

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

Dissertation

All students pay the dissertation supervision fee after successful completion of the taught part of the course. In 1994/95 the dissertation fee is \$6,000. All fees are reviewed on an annual basis.

8017. Construction Management – Estimating and Bidding (CPD/ICE Course)

This is a one day course on Estimating and Bidding suitable for trainees and practising professionals in both the design and construction fields who wish to update or refresh their knowledge. The course will take place on Wednesday November 23, 1994 from 9:00 - 5:00 p.m. at Rm. 103, 10/F., SPACE Town Centre, Shun Tak Centre, 200 Connaught Road Central, Hong Kong.

Amongst the topics to be covered are: Design Cost Estimating; Construction Cost Estimating; Risk in Estimates; Bidding Procedures; Gains Contractors; Play with Bids; Bidding Strategies and work up.

The course will be taught by Dr. Stephen Ogunlana of the Asian Institute of Technology. The course, which is a full-time day course, will be included in the Institution of Civil Engineers "Course Guide" as equivalent to 1 CPD/CET day.

Closing date for applications: November 11, 1994

Course Fee: \$800

8018. Management Techniques (CPD/ICE Course)

A two-day course designed for ICE trainees and practising engineers in both the design and construction fields who wish to update or refresh their knowledge. The course runs over two days (January 11 & 12, 1995) from 9:00 - 5:00 p.m. and takes place at Rm. 103, 10/F., SPACE Town Centre, Shun Tak Centre, 200 Connaught Road Central, Hong Kong.

The course will be taught by Dr. Richard Fellows & Mr. Michael Hancock of Bath University and they will be assisted by Dr. Steve Rowlinson of Hong Kong University.

Topics covered will include value engineering, estimating and bidding, programming, productivity, quality management, cash flow and valuation strategies.

The course, which is a full-time day course, will be included in the Institution of Civil Engineers "Course Guide" as equivalent to 2 CPD/CET days.

Closing date for applications: December 20, 1994.

Course Fee: \$1,400

8019. Executive Seminar – Strategic Management in Construction

The School is presenting a one day Executive Seminar on the topic of "Strategic Management in Construction". This is an important and developing area nowadays with the onset of international markets, tight margins and ever-increasing competition. The seminar aims to explore areas of potential for improvement leading to much needed competitive advantage.

The fee will be \$4,500, and the seminar will take place on January 10, 1995 from 9:00 - 5:00 p.m. in Room 103, 10/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong. Tea, coffee and lunch will be provided.

The following topics will be dealt with during the seminar:

Strategic Management

A review of recent trends in strategic management of construction firms including areas such as project management, contractual alternatives, pricing and payment.

Marketing

The determination of client needs and satisfaction of these needs. Securing new orders and repeat business.

Strategic Human Management

How environmental scanning, organisational planning and organisational development programmes can help firms to be more in control of their environment.

Developing Futures – The Hong Kong Construction Market

An introduction to futures thinking and a panel discussion involving participative analysis to produce future scenarios for Hong Kong.

Please write or fax in for details of all the above Construction Management courses to: Rm 1405, 14/F. Shun Tak Centre, West Tower, 200 Connaught Road, Central, Hong Kong. Fax No. 5460295

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.

CRIMINAL JUSTICE & PUBLIC ORDER

Lecturer in charge: John Holford

Telephone : 859 2784
859 2415



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

The University of Leicester M.A. and Diploma in Public Order

The M.A in Public Order is an inter-disciplinary programme designed for people who wish to make an in-depth study of issues related to public order and disorder.

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

Students attend classes organised by SPACE. Teaching is conducted by a team of expert lecturers from the University of Hong Kong and from other tertiary institutions in Hong Kong, as well as the University of Leicester. The course follows a syllabus designed for Hong Kong by academic staff from the two universities.

Examination and assessment is based on this syllabus. The academic standards required of students are identical to those expected of students following the degree programme in the United Kingdom. Students who meet these standards in the various examinations and assessments are awarded the degree of Master of Arts (M.A.) by the University of Leicester.

THE UNIVERSITY OF LEICESTER

Founded in 1921, the University of Leicester has an international reputation for the study of crime, violence and disorder. This includes work on football hooliganism, mass media coverage of demonstrations and collective violence, terrorism, and the economic and fiscal problems of cities, as well as the study of disorder and crime, policing policies and methods, racial disadvantage and inner-city issues. Its staff also have specialist knowledge of juvenile crime and punishment, family violence and deviance.

Leicester University's Centre for the Study of Public Order (CSPO) develops research, teaching and professional training in public disorder, criminology, policing, security management and information technology, and associated fields. The work is wide-ranging, taking 'public order issues' to include the study of how order is sustained in societies as well as considering how and in what circumstances order can be threatened or destroyed.

The interests of the CSPO thus extend from the study of riots and other public disorder, assessments of violence and crime and its prevention and detection, and examinations of policing policies and methods, to explorations of race

relations and inner-city issues. The CSPO is particularly interested in the political and social context and consequences of crime and disorder, the significance of perceptions social justice, and processes of social change.

Other topics of interest include social movements and political change; media coverage and its impact; technology and security, the changing nature of democracies; political participation; violence and the political agenda; civil liberties and citizenship.

The M.A. in Public Order explores political and social change, urban problems, and the changing context in which policing take place. It offers a comprehensive study of collective violence, contemporary policing issues, the significance of social justice, riots, civil unrest and other forms of disorder, and methods of reducing crime and disorder.

COURSE ORGANISATION

Students take five courses over two years of part-time study. Two are Core courses dealing with central issues in public order. Students also take two Option courses, and a course in Social Research Methods and Study Skills. Students who pass in the Core and Option courses are eligible for the Diploma in Public Order. Those who also submit a satisfactory dissertation are awarded the M.A. in Public Order.

CORE COURSES

One Core course is taken in each year of study. The Core courses are:

- (a) Politics and Order
- (b) Issues in Public Order

OPTION COURSES

Students take two courses from among the following list. One option course is taken in each year of study. The Option courses taught will depend on students' preferences and availability of resources.

- (a) Issues in Public Sector Management
- (b) Society, Law and Order in Hong Kong
- (c) Armed Forces, War and Society
- (d) The Geography of Disorder
- (e) Punishment and Society
- (f) Sociology of Gender
- (g) Sociology of Deviance and Dissent
- (h) Popular Culture and the Mass Media
- (i) Other courses as approved.

DISSERTATION

A dissertation, not exceeding 20,000 words, on an approved subject of the student's choice, must be completed by 31 October 1997.

ADVANCED STUDY

Students awarded the M.A. in Public Order will have attained an academic qualification of a high level. Those who wish to pursue academic studies further may apply for

enrolment in research degree programmes (M.Phil. and Ph.D.), which involve completing original research under individual supervision.

COURSE ARRANGEMENTS

The M.A. in Public Order programme extends over two years of part-time study commencing in September 1995. Classes are normally held on one evening per week during term-time, for about three hours per evening. Other classes are held at weekends, and during intensive teaching weeks.

From the summer term of 1996 onward, students will also be working on their dissertations; they will be allocated a dissertation supervisor whom they will meet regularly and who will advise them in their dissertation studies.

The M.A. programme is demanding. M.A. students are expected to read widely within their subject areas. (They are entitled to borrow books from the University of Hong Kong Library.) As a rough guide, students may expect to study for about nine hours weekly on average, in addition to attending classes.

Venue : University Campus

Date : Wednesdays, 6.15 - 9.30p.m., commencing

APPLICATIONS AND ADMISSIONS

Applicants should possess at least a second class honours degree (in an appropriate subject) of a British university or the CNA, or its equivalent.

Applications are also welcomed from holders of the Certificate in Criminal Justice or the Certificate in Legal Studies offered by SPACE. (Applicants currently in their final year of study for these qualifications may also apply.) Application from candidates without these qualifications but with significant relevant experience are considered on their merits; in these cases, satisfactory performance in a qualifying examination is required.

Applicants may be invited to attend for interview.

Application form and detail information can be obtained by enclosing a stamped self-addressed 7" x 10" envelope from:

The Director (Attention: Ms Emily Chin),
School of Professional and Continuing Education,
University of Hong Kong,
Pokfulam Road,
Hong Kong. (Telephone: 540 7430)

OR in person from:
SPACE Town Centre,
9/F, West Tower, Shun Tak Centre,
200 Connaught Road,
Central, Hong Kong

346. CERTIFICATE IN CRIMINAL JUSTICE



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

The Certificate programme is also designed to provide students who have a strong professional record in the field (but whose formal educational qualifications would normally prevent them from gaining entry to a university or polytechnic degree programme) with a method of gaining entry to a professional-oriented M.A. programme offered by the University of Leicester. Students who complete the Certificate course successfully will be eligible for entry to the Leicester M.A. programme.

COURSE STRUCTURE

The Certificate programme lasts for one academic year.

Students normally attend a Lecture on one Monday evening per week, 6.15-9.30p.m., commencing in September 1994; tutorials are held normally on one further evening fortnightly. There will also be a revision period of intensive evening study and a few further half-day sessions held at weekends. Each week students are given readings relevant to their current unit of study. The course is therefore quite demanding, in terms of both time and commitment.

Most sessions will be held either at the University of Hong Kong SPACE Town Centre, Shun Tak Centre, 200 Connaught Road Central, or on the University main campus in Pokfulam Road; but sessions may be held elsewhere.

AIMS

The aims of the Course are:

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

SYLLABUS

The course consists of two modules. Module A consists of five units; Module B consists of six units. There are also

extra units devoted to study skills and to current issues. The modules and units are as follows:

MODULE A - Law, Crime, and Deviance

- A1: An Introduction to the Criminal Justice System
An overview of the role and function of the police, courts, corrections, and other agencies dealing with crime and criminals.
- A2: The Criminal Law
The criminal law is one of the ways in which society controls the conduct of its citizens. This unit looks at the place of criminal law in society, its history and its purpose.
- A3: Criminal Statistics and Crime Surveys
The criminal law defines what kind of behaviour is considered by society to be criminal. But how do we know how much crime there is in society? This unit looks at the ways in which crime figures are collected and examines some of the problems associated with these methods.
- A4: Crime and Deviance I
Many criminological studies have focused on specific types of crimes or offenders. The unit reviews such research, looking at, for example, homicide and assault, robbery, sexual offences, vice, and 'white collar' and organized crime.
- A5: Crime and Deviance II
The unit is an introduction to basic theories in criminology, and also introduces the student the concept of 'deviance'. It looks at various theories, including functionalist theories, the 'Chicago School', anomie and strain theories, labelling theory, subcultural theories, Marxist and 'radical' criminology, biosocial approaches and the study of 'white collar' crime.

MODULE B - Crime and The Criminal Justice System

- B1: Police and Policing
An examination of how a major component of the criminal justice system operates. Special consideration is given to sociological research into policing, including police discretion, the role of the police, public order and crime control, and informal social control and policing.
- B2: Punishment and Corrections
This will survey the history of punishment, prisons and penology, and the use of imprisonment and non-custodial options.
- B3: Law and Society
This unit explores sociological theories about the development of and need for law in society. It will also examine how and why it is that different kinds of society have different definitions of crime. To illustrate this point, the unit will examine 'crime' in pre-industrial, capitalist and socialist societies.
- B4: Juvenile Justice
Juvenile justice is organized in a very different fashion from 'adult justice', and the problems of juvenile delinquency are often seen to be distinct from those of crime. This unit focuses on the creation of juvenile delinquency as a social problem, the creation of juvenile justice and its administration, and the specific arrangements for juvenile justice in Hong Kong.

- B5: Victims in the Criminal Justice System
An examination of how, historically, the role of victims in the criminal justice system has changed. This unit also provides an overview of the current position of victims and the problems they experience in the criminal justice process.
- B6: Crime Prevention Strategies
An examination of existing strategies and tactics, such as safe neighbourhood schemes, community crime prevention, community policing, and 'fight crime' committees.

CURRENT ISSUES IN CRIMINAL JUSTICE

This unit offers students an opportunity to explore and discuss a number of current issues, through contributions by guest speakers and others. The precise content varies from course to course.

STUDY AND WRITING SKILLS UNIT

The development of writing, drafting and study skills is an essential element of this course. This non-modular unit is designed to help students to develop these vitally important academic skills. Sessions will be held fortnightly throughout the course.

ASSESSMENT

Students are expected to complete an assessed essay on each module, other assessed assignments as required, and to sit two examinations in May or June 1995.

APPLICATIONS AND ADMISSION

No formal qualifications are required for entry to the Certificate course in Criminal Justice. However, candidates must show evidence of their ability to undertake degree-level study in this field successfully. In assessing this ability, SPACE pays particular attention to candidates' professional records, and to referees' reports.

The course is conducted in English, and candidates will be expected to show evidence of their ability to undertake degree-level study successfully in English. They may be asked to sit a test to assess their competence in English.

Applicants may be asked to attend for interview.

Applications should be made on the special application form which may be obtained from:

Director (Attention Miss Carmen Chan),
School of Professional and Continuing Education,
University of Hong Kong, Pokfulam Road, Hong Kong

or by telephoning Miss Carmen Chan (540 7302).

Places are limited, and early application is strongly advised.

Course Director : Dr. Patricia Gray, Lecturer in Social Work and Social Administration, HKU

Tutors : The course is taught by the course director and other experts in the field.

Venue : Room 17, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 6.15-9.30p.m., commencing September 19, 1994

Fee : \$9,400

ECONOMICS, BANKING AND FINANCE

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

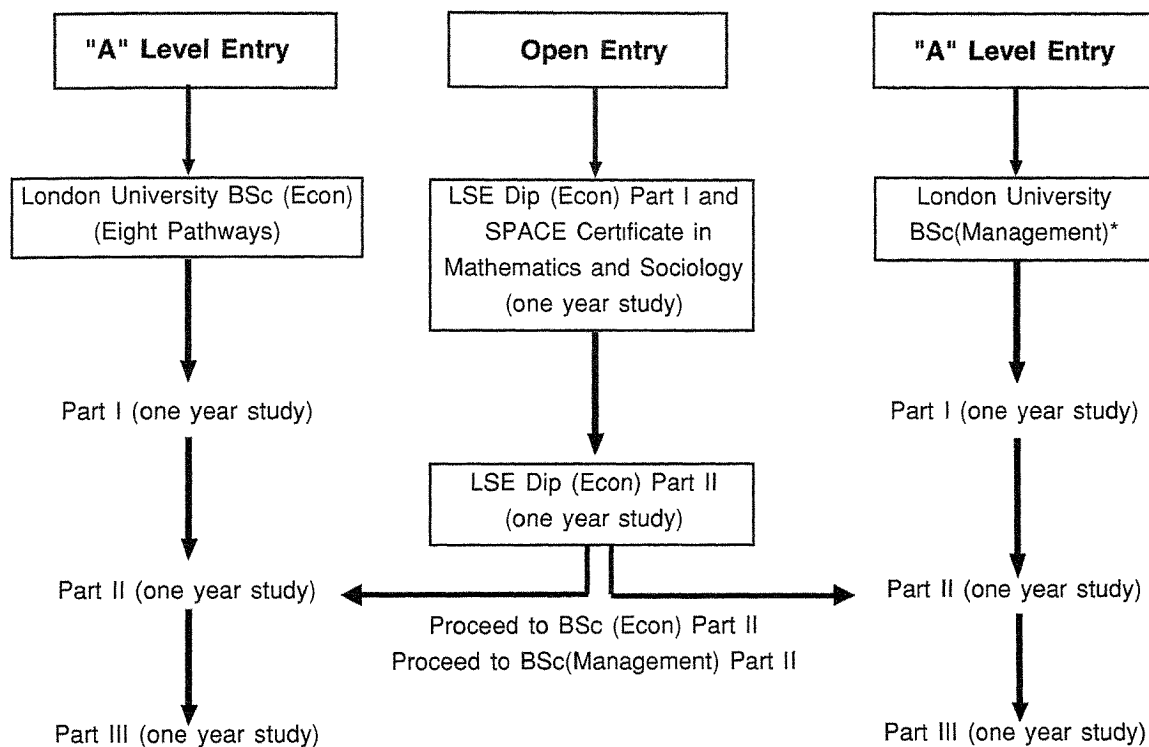
Telephone : 859 2783, 540 8644
857 9906 (Ext.303)

LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE EXTERNAL PROGRAMME:

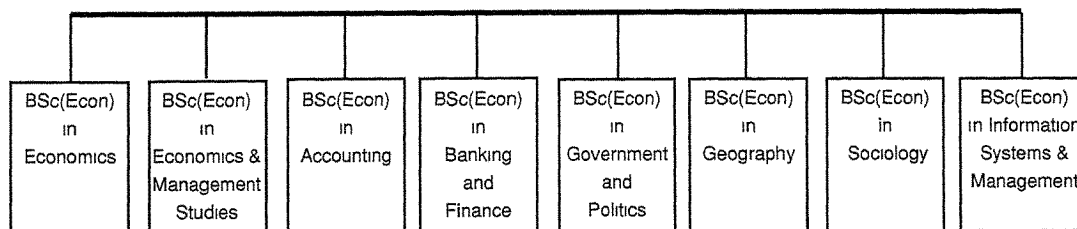
Diploma in Economics

London University BSc (Economics) Degree

London University BSc (Management) Degree



BSc (Economics) PATHWAYS



* This is a new degree course to be offered for the first time with effect from September 1, 1994. There will be no choice of pathways as that offered under the BSc(Econ) degree as the courses will be prescribed for the 3 Parts course. This degree will replace Pathway IV (Management Studies) of the BSc(Econ) degree.

351. London School of Economics and Political Science External Programme Diploma in Economics for



External Students

And

The University of Hong Kong SPACE Certificate in Mathematics and Sociology [BSc(Econ) Access Programme] [BSc(Management) Access Programme]

Introduction

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

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

Course Structure

Part I (Sept/Oct 94 - May 95)

Mathematics
Introduction to Sociology
English for Academic Purposes/
Study Skills

Part II (Sept/Oct 94 - May 95)

Economics
Elements of Statistics
English for Academic Purposes/
Study Skills

Entrance Requirements

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

Course Tuition

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

Examinations and Awards

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

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

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

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

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

International Recognition

Diploma holders may apply to the University of New South Wales, Australia for partial exemption from its BCom and BEcon degrees, and the University of British Columbia, Canada for partial exemption from its BCom degree. In addition, about 15 universities in the UK have agreed to consider holders of the LSE Diploma for entry into their undergraduate second year. For details, please contact the Director of Studies.

Library Provision and Access

Part I students will be eligible for a borrower's card for access to the University Library. Part II students will only be eligible for a reader's card, but may apply for a borrower's card upon payment of an additional fee of HK\$850 which may be revised upwards at a later date. Part II students who wish to apply for a borrower's card are required to apply to the following, such application to be received at the following address not later than two weeks after commencement of lectures. Your application shall enclose a Bank draft or a crossed cheque for the relevant amount made payable to the University of Hong Kong:

Ms. Y.K. Ho / Ms. P.C. Ko, Gogo
School of Professional and Continuing Education
The University of Hong Kong
7/F, Knowles Building,
Pokfulam Road,
Hong Kong.
Tel no : 859 2783 / 540 8644

Course Personnel

Director of Studies : Ng, J. G. H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Tel: 859 2783 / 540 8644

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

Lecturers:

Sociology : to be advised
Mathematics : Yao, T. H., B.Sc. (H.K.), Dip.Math. (Gott)
Statistics : Wong, C. M., B.Soc.Sc. (H.K.)
Economics : Chan, T. L., B.Soc.Sc., M.Soc.Sc. (H.K.)

English for Academic Purposes/Study Skill Co-ordinators:

Part I - Martyn, E., B.A., B.Ed.(Winnipeg),
M.Ed.(Manitoba)

Part II - Lewkowicz, J., B.A.(Reading),
Dip.Ed.(Exeter), M.A. (Lancaster)

Registration and Fees

The course is expected to commence in September/October 1994. Students must register for the School of Professional and Continuing Education course before embarking on registration with London University. Applications to the course should be made by **August 13, 1994** and students should complete their London University registration by **October 31, 1994**. The course fee for Part I is **HK\$9,430**. Students must also pay the London University registration and examination fees (see below).

London University Fees and Charges

GBP (1994 - 95)

* Initial registration fee	359
Continuing registration fee (All students will be required to pay a continuing registration fee in the second and subsequent years)	109
Examination fee for each part	174

* *Applicable only on first registration.*

The application form and detailed information of the course will be available in June 1994. They can be obtained by enclosing a stamped self-addressed 7" x 10" envelope or in person from:

- | | |
|---|--|
| 1. School of Professional and Continuing Education, University of Hong Kong, G/F., University Main Bldg., Pokfulam Road, Hong Kong.
Tel: 859 2783 / 540 8644 | 2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong.
Tel: 547 2225 |
|---|--|

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

London University External

BSc(Econ)

Introduction

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

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

Courses to be offered in 1994-95 (Sept/Oct 1994 - April/May 1995)

Part I

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

Part II & III

- Microeconomics
- Macroeconomics
- Elements of Accounting and Finance
- Money and Banking
- The Law of Business Organisations
- Economics of Industry
- Management Accounting
- Organisation Theory
- Marketing
- Computer-based Information Systems
- Mathematics for Management

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

Course Tuition

Part I courses comprise a series of lectures given by local lecturers. Two months before the examinations, a series of revision lectures will be conducted either by staff members of LSE, lecturers from U.K. Universities or local lecturers.

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

Revision courses for Microeconomics, Macroeconomics, Elements of Accounting and Finance, Money & Banking, Marketing and Computer-based Information Systems may be organised. If these courses are to take place, they will be taught either by LSE teaching members, lecturers from U.K. Universities or local lecturers in March/April 1995, and a separate fee will be charged for each of these courses.

Library Provision and Access

Students will be eligible for a reader's card for access to the University Library. To obtain a borrower's card, students will be required to pay an additional fee to be advised later.

To apply for a borrower's card, students are required to apply to the following, such application to be received at the following address not later than two weeks after commencement of the lectures. Your application shall enclose a Bank draft or a crossed cheque for the relevant amount made payable to the **University of Hong Kong**:-

Ms. Y.K. Ho/Ms. Eva Wong
 School of Professional and Continuing Education
 The University of Hong Kong
 7/F., Knowles Building
 Pokfulam Road
 Hong Kong
 Tel: 859 2783 / 540 8644
 Office Hours:
 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

Tuition Fees

The tuition fee per subject is **HK\$2,200**. Students who wish to take the London University examinations must also pay the London University registration and examination fees (see below).

London University Fees and Charges

	<u>GBP</u> (1994-95)
Application handling fee	36
* Initial registration fee	359
Continuing registration fee <i>All students will be required to pay a continuing registration fee in the second and subsequent years.</i>	109
Examination fee for each part	272
* <i>Applicable only on first registration.</i>	

Please note that fees paid for SPACE tuition courses are not refundable regardless of whether students have or have not been offered a place to study on the London University course.

Entrance Requirements

SPACE Preparatory Courses:

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

Admission to the degree programme (London University Registration) :

- To be admitted to the BSc(Econ) degree programme (London University Registration), you are required to satisfy the following O and A level requirements, or their equivalent:

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

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

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

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

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

Application for SPACE tuition courses

1. The tuition courses offered by SPACE are expected to commence in **September/October 1994**.
2. Those who wish to register for SPACE's tuition courses are advised to apply for the courses by **Friday, September 2, 1994**.
3. Completed application forms shall be sent to the Director, School of Professional and Continuing Education, University of Hong Kong. Application forms are available on request and should be sent together with the appropriate fee either in the form of a crossed cheque or bank draft made payable to the **University of Hong Kong**. Please use one application form and submit one crossed cheque or bank draft for each course you apply. Photocopied application forms are also acceptable.
4. Enquiries on the courses should be directed to :
Director of Studies : Ng, J.G.H., B.A. (Simon Fraser),
 M.Soc.Sc., P.C.Ed. (H.K.)
 Tel: 859 2783, 540 8644

Teaching Consultant : Ho, Y.K., B.Econ (Malaya),
 F.C.I.I (U.K.)
 Tel: 857 9906 Ext. 303
5. Application forms and detailed information of the tuition courses will be available in June 1994. They can be obtained by enclosing a stamped self-addressed 7" x 10" envelope or in person from:

- | | |
|--|--|
| 1 School of Professional and Continuing Education, University of Hong Kong, G/F., University Main Bldg., Pokfulam Road, Hong Kong. Tel: 859 2783, 540 8644 | 2 SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. Tel: 547 2225 |
|--|--|

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

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

London University Registration:

1. New registrations for all London University Programmes will be dealt with by the School of Professional and Continuing Education of the University of Hong Kong.

Application forms and prospectuses are available from:
SPACE Town Centre,
Suite 1005, Shun Tak Centre,
West Tower, 10/F., 200 Connaught Road Central,
Hong Kong (Tel: 559 7628)

(Registration Time:

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

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

2. Enquiries on London University Registrations should be directed to:
Officer-in-charge: Ms. Wendy Jackson Tel: 559 8809
3. Those who wish to take London University examinations in May/June 1995 are advised to apply for registration with London University by **Friday, July 29, 1994**, although the official registration application date is September 17, 1994
4. Students who are eligible for admission to the degree programme should complete their degree registration by **November 30, 1994**.
5. Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. A longer processing time is required for these applications so applicants are strongly advised to submit their applications as early as possible.

6. A **London University Open Day** will be held on **July 16, 1994** in the SPACE Town Centre. The Lecturer in charge from SPACE will introduce the BSc(Econ) degree programme and the preparatory courses.

London University External BSc(Economics) Revision Courses

Revision courses for the following Part II/III subjects of the London University BSc(Econ) degree programme will be taught in March/April, 1995 either by LSE teaching members, U.K. lecturers or local lecturers.

Mircoeconomics (L.U. Syllabus No. 66)

Macroeconomics (L.U. Syllabus No. 65)

Elements of Accounting and Finance (L.U. Syllabus No. 19)

Money and Banking (L.U. Syllabus No. 08)

Marketing (L.U. Syllabus No. OS36)

Computer-based Information Systems (L.U. Syllabus No. 37)

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

London University External Programme BSc(Management)

Introduction

This is a series of four courses designed to help candidates prepare for Part I of the 3 year BSc(Management) degree examinations. The BSc(Management) degree will replace Pathway IV (Management Studies) of the BSc(Economics) degree with effect from September 1, 1994.

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

Courses to be offered in 1994-95 (Sept/Oct 1994 - April/May 1995)

Part I

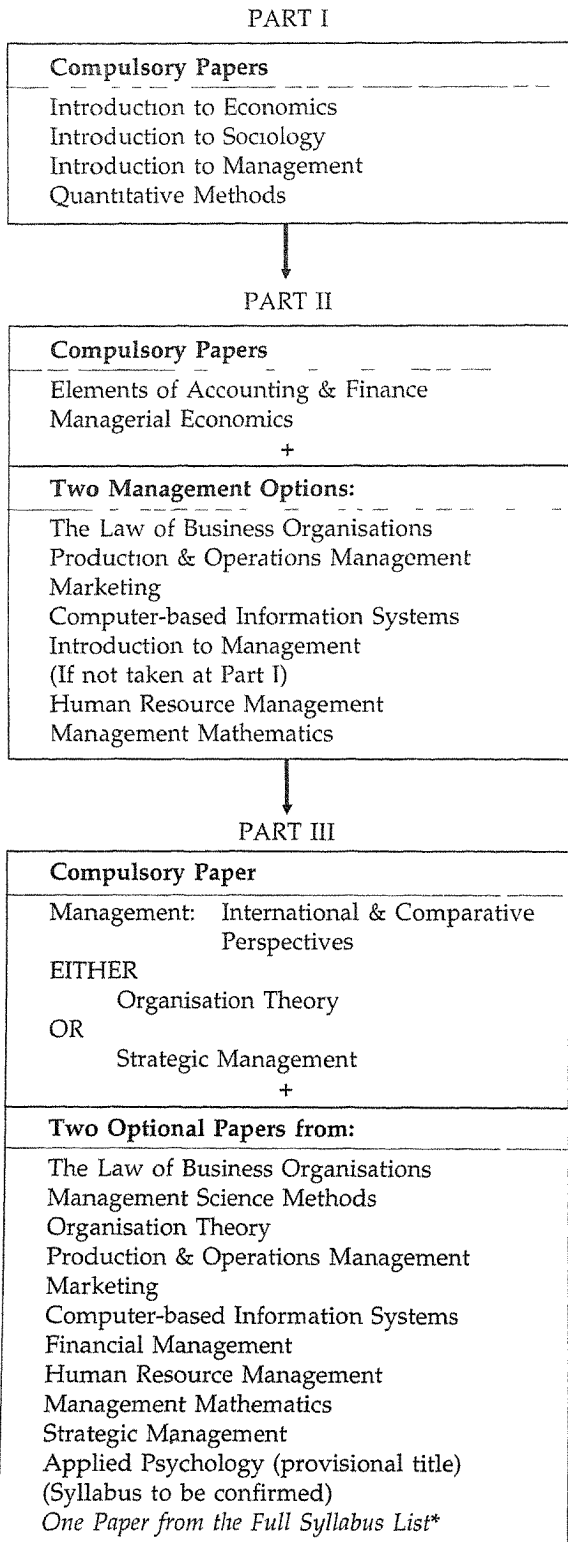
- Introduction to Economics
- Introduction to Sociology
- Introduction to Management
- Quantitative Methods

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

Course Structure

Students who wish to register for the London University BSc(Management) examinations shall take the following 3 Parts route:-

BSc(Management)



* See London University External Programme BSc(Economics)/ BSc(Management) Prospectus.

Course Tuition

Part I courses comprise a series of lectures conducted by local lecturers. Two months before the examinations, a series of revision lectures will be conducted, either by staff members of LSE, lecturers from U.K. Universities or local lecturers.

Library Provision and Access

Students will be eligible for a reader's card for access to the University Library. To obtain a borrower's card, students will be required to pay an additional fee to be advised later. To apply for a borrower's card, students are required to apply to the following, such application to be received at the following address not later than two weeks after commencement of the lectures. Your application shall enclose a Bank draft or a crossed cheque for the relevant amount made payable to the University of Hong Kong:-

Ms. Y.K. Ho/Ms. Eva Wong
 School of Professional and Continuing Education
 The University of Hong Kong
 7/F., Knowles Building
 Pokfulam Road
 Hong Kong
 Tel: 859 2783 / 540 8644
 Office Hours: 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

Tuition Fees

The tuition fee per subject is **HK\$2,200**. Students who wish to take the London University examinations must also pay the London University registration and examination fees (see below).

London University Fees and Charges

	<u>GBP</u> (1994-95)
Application handling fee	36
* Initial registration fee	359
Continuing registration fee	109
All students will be required to pay a continuing registration fee in the second and subsequent years.	
Examination fee for each part	272

* Applicable only on first registration.

Please note that fees paid for SPACE courses are not refundable regardless of whether students have or have not been offered a place to study on the London University course.

Entrance Requirements

SPACE Preparatory Courses:

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

Admission to the degree programme (London University Registration):

- To be admitted to the BSc(Management) degree programme (London University Registration), you have to be able to satisfy the following O and A level requirements, or their equivalent:

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

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

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



The 1993 Presentation Ceremony for the LSE Dip. Econ. and London University B.Sc. Econ.



The Presentation Ceremony Organising Committee rendering a Karaoke number

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

Application for SPACE tuition course

1. The tuition courses offered by SPACE are expected to commence in **September/October 1994**.
2. Those who wish to register for SPACE's tuition courses are advised to apply for the courses by **Friday, September 2, 1994**.
3. Completed application forms should be sent to the Director of School of Professional and Continuing Education, University of Hong Kong. Application forms are available on request and should be sent together with the appropriate fee either in the form of a crossed cheque or bank draft made out in favour of the **University of Hong Kong**. You should write one application form and one crossed cheque or Bank draft for each course you apply. Photocopied application forms are also acceptable.

4. Enquiries on the courses should be directed to:

Director of Studies: Ng, J.G.H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Tel: 859 2783, 540 8644

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

5. Application forms and detailed information on the tuition courses will be available in June 1994. They can be obtained by enclosing a stamped self-addressed 7" x 10" envelope or in person from:

- | | |
|--|--|
| 1. School of Professional
and Continuing Education,
University of Hong Kong,
G/F., University Main Bldg.,
Pokfulam Road, Hong Kong.
Tel: 859 2783, 540 8644 | 2. SPACE Town Centre,
Shun Tak Centre,
West Tower, 9/F.,
200 Connaught Road
Central, Hong Kong.
Tel: 547 2225 |
|--|--|

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

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

London University Registration:

1. New registrations for all London University Programmes will be dealt with by the School of Professional and Continuing Education of the University of Hong Kong.

Application forms and prospectuses are available from:
SPACE Town Centre,
Suite 1005, Shun Tak Centre,
West Tower, 10/F., 200 Connaught Road Central,
Hong Kong (Tel: 559 7628)

(Registration Time:

Monday-Friday : 9.30 a.m. - 12.00 noon
1.00 p.m. - 4.30 p.m.

Saturday : 9.30 a.m. - 12.00 noon)

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

2. Enquiries on London University Registrations should be directed to:
Officer-in-charge: Ms. Wendy Jackson Tel: 559 8809
3. Those who wish to take London University examinations in May/June 1995 are advised to apply for registration with London University by Friday, July 29, 1994, although the official registration application date is September 17, 1994.
4. Students who are eligible for admission to the degree programme should complete their degree registration by November 30, 1994.
5. Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. A longer processing time is required for these applications so applicants are strongly advised to submit their applications as early as possible.
6. A **London University Open Day** will be held on **July 16, 1994** in the SPACE Town Centre. The Lecturer in charge from SPACE will introduce the BSc(Management) degree programme and the preparatory courses.

354. LONDON UNIVERSITY

Centre for International
Education in Economics

School of Oriental and
African Studies

**MSc in Financial Economics
for External Students**



Introduction

The School of Professional and Continuing Education (SPACE) is pleased to announce the availability of a further degree course in addition to those already offered in the London University external degree programme. This is the

London University MSc in Financial Economics which is designed and produced by the Centre for International Education in Economics (CIEE) of the School of Oriental and African Studies. As with other degree courses SPACE will organise the registration and a programme of tutorials to prepare students for the examinations.

Distance Teaching Support

This University of London course is an innovative post-graduate programme covering the disciplines on economics, finance and development. It is specially designed for external students and is based on distance learning. CIEE provides lectures through video cassettes, printed study texts, tutorial exercises on audio-cassette and assignments. Students will also be assigned to a 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 and qualified local tutors will meet students regularly to discuss work. For the MSc programme, SPACE will also provide support services such as registering students and administering the assignments.

Course Structure

The MSc course broadly covers the principles and application of financial economics and economic policy analysis. To graduate, students must successfully complete seven courses, four in the first year and three in the second. The first year's courses to be offered in 1995 are:

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

The remaining three courses must be taken in the second year. In certain cases it may be possible to substitute one of these three courses with a dissertation.

The courses from which you are likely to be able to choose in 1996 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: Dissertation

Course Materials and Assessments

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

- Specially written course "units" with detailed guidance, 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 with particularly difficult concepts and relating the texts to "real world" examples through the use of case study materials

Each course in the MSc programme is assessed both by a final examination and by "continuous assessment" of course assignments which are graded and extensively commented upon by experienced distance learning tutors in the UK. Each component of the course - the examination and the course assignments - counts for fifty per cent of the students' final assessment grade, and both must normally be passed for successful course completion.

Entrance Requirements

Applicants must hold a Bachelor's degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance or Business Studies.

The degree programme therefore assumes an advanced level of economics knowledge.

Application Procedures and Fees

The course is expected to commence in January/February 1995. The 1994 course fee for Year I is £3,058. The 1995 course fee will be revised upwards and will be advised at a later date. The course fee includes London University registration and the external examination fees, course materials and local tuition. Costs of duplicating video/audio cassettes and administrative expenses of an extraordinary nature shall be billed separately, when the need arises. Students will also be required to pay an additional sum for the local processing examination fee, this being payable directly to the Hong Kong Examinations Authority.

All applicants are required to complete and return the "University of London MSc in Financial Economics" application form not later than the following dates to: -

London University External Student Registration
SPACE Town Centre
Room 1005, Shun Tak Centre
West Tower, 10/F.
200 Connaught Road Central
Hong Kong

(Tel: 559 7628)

Closing date for first batch : October 21, 1994
Closing date for second batch: November 25, 1994

Enquiries on the course should be directed to:

Director of Studies : Ng, J.G.H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Tel: 859 2783, 540 8644

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

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

- | | |
|--|--|
| 1. School of Professional
and Continuing Education,
University of Hong Kong,
G/F., University Main Bldg.,
Pokfulam Road, Hong Kong.
Tel: 859 2783, 540 8644 | 2. SPACE Town Centre,
Shun Tak Centre,
West Tower, 9/F.,
200 Connaught Road
Central, Hong Kong.
Tel: 547 2225 |
|--|--|

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

Acceptance on to the course is at the discretion of the Centre for International Education in Economics.

355. 遙距教育課程之 中國稅務

I. 引言

近年中國大陸的經濟發展迅速，特別是廣東省及各經濟特區的茁壯成長，對促進香港的經濟繁榮大有幫助。在推動中、港之間工商貿易的背後有兩個重要因素：首先是港商們有願意積極參予中國經濟發展的決心；其次是港商們將工業生產基地北移到南中國腹地，充份發揮當地大量廉價土地和勞工的優勢。預期未來中、港經濟勢必迅速結合，因此瞭解國內的經濟及財務制度自有其迫切需要。

為配合上述形勢所需，香港大學專業進修學院與香港稅務學會及廣東省稅務學會聯合主辦有關中國稅務的業餘進修課程。此課程不但對現職中國貿易或有志投身中國業務的人仕極有裨益；它對稅務顧問及其他專業人仕，以至所有需要認識現今中國稅務的人仕均十分適合。

II. 教育輔助

此項課程為期共六個月。課程期間廣東省稅務學會將派出經驗豐富和具專業資格的導師導修三次，首兩次在深圳舉行，最後一次在香港進行，並會發給學員四份作業，由廣州導師們評改。

此外，香港大學專業進修學院為此課程提供入學註冊、作業/考試安排及學習材料管理等服務。

III. 課程內容及學習材料

本課程包括下列廿三個課題：

1. 稅收、稅法、稅法要素及稅收立法
2. 中國稅制的建立和演變
3. 中國稅制改革
4. 中國稅務管理概況
5. 增值稅
6. 消費稅

7. 營業稅
8. 貨源稅
9. 房產稅
10. 車船使用稅
11. 印花稅
12. 固定資產投資方向調節稅
13. 土地增值稅
14. 涉外地方稅
15. 企業所得稅
16. 涉外企業所得稅的適用範圍和稅率
17. 涉外企業所得稅的優惠規定
18. 涉外企業應納稅所得額計算的基本規定
19. 涉外企業應納稅所得額計算的特殊規定
20. 涉外企業所得稅的征收管理
21. 個人所得稅的適用範圍、稅率的征收管理
22. 個人所得稅應納稅所得額的計算
23. 個人所得稅的優惠

此課程之學習材料以中文撰寫，專修以廣東話/普通話進行。

IV. 評核及結業証書

此課程之學員需連續完成四份作業，並需參加（暫定）於九五年八月中舉行的兩小時終期考試。成功完成此課程及考試合格者將可獲由香港大學與香港稅務學會及廣東省稅務學會聯合頒發之証書。屆時未能應考之學員可獲安排於終期試後兩個月內的指定日期補考，但學員必須在終期試兩周前來函通知本課程專任講師，並同時繳付880元補考費。

V. 入學資格

本課程不設任何資格限制

VI. 報名手續及學費

本課程準備於一九九五年一月尾開班。全期學費共4620元（包括學習材料，專修及考試費用）。但前往深圳之一切有關費用由學員自負。

報名者請前往下列地點索取表格，並於填妥後將表格連同劃線支票港幣4620元（抬頭請寫香港大學）於九四年十一月三十日前寄回下列地址：

- | | |
|---|--|
| <p>(甲)：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 2783/540 8644
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)。</p> | <p>(乙)：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)。</p> |
|---|--|

課程查詢：

專任講師：黃玉虹，B.A.(Simon Fraser), M.Soc.Sc., P.C.Ed.(H.K.)
電話：859 2783/540 8644

教學導師：何月貴，B.Econ(Malaya), F.C.I.I.(U.K.)
電話：857 9906 Ext.303

Professional Programme In Investment Analysis

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

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

Courses to be offered:

356. Equity Analysis (8 meetings)
357. How To Read Financial Statements (8 meetings)
358. Trading in Futures & Options (8 meetings)
359. Introduction To Technical Analysis (8 meetings)
360. Bonds, Interest Rates & Forex (8 meetings)
361. Investment Analysis & Programme (8 meetings)
Trading

Profile of Teaching Team

Lecturer-in-charge : Ng, J.G.H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Tel: 859 2783, 540 8644

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

Director of Studies:

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

Tutors:

MR. JACKY Y. K. CHAN
He is the Managing Director of TELE-TREND LTD. He is the founder of TSCI Research Hong Kong Ltd., a company specialising in computing technical analysis, and was personally involved in writing the technical analysis programme. He is also a columnist for various local economic journals.

**MR. RAYMOND H. M. KONG, A.C.I.B., F.I.C.B.,
A.C.I.S., C.Dip.A.F., M.I.C.M.(Grad.)**

He is the Deputy Treasurer of a European Bank in Hong Kong. He is responsible for managing the bank treasury portfolio including currency, fixed income securities and derivative instruments. He is also a fellow of the Asia Pacific Institute of Business, Chinese University of Hong Kong.

MR. ROLAND C. C. LAM, B.A.(York)

He has worked in various leading banks in Canada and Hong Kong. His expertise covers Canadian, HK Equity and Forex Investment. Mr. Lam is currently working in a leading American bank.

MR. GORDON K. L. NG, B.A.(H.K.), M.Sc.(Illinois)

He is the Vice-President of a Canadian investment company. He has worked in various Government Departments and in the United Nations during the period 1959 to 1986. He received practical training at the International Monetary Fund Institute, the U.S. Bureau of Census and at various financial institutions in London. He was a member of the team which had advised on the formulation and construction of the Hang Seng Index.

MR. ADRIAN W. H. NGAN, B.A.(C.U.H.K.)

He is a senior analyst of Swiss Bank Corporation. He has been working as an Investment Analyst since 1986.

356. Equity Analysis

This course is designed suitably for the Investment Analysts, Funds Managers, Accountants, and those members of the general public who are interested in investment. Topics covered include introduction to risk premium, internal rate of return & growth rate, present value, PE/DDM/NAV/LIQUIDATION VALUE/MARKET VALUE/COMPARABLE APPROACH/ CASH FLOW APPROACH, systematic risk & unsystematic risk, business cycles, interest rate parity theorem & covered warrants. Upon completion of this course, students are expected to show ability to forecast as a **junior fundamentalist**.

Tutor : Roland C. C. Lam

Venue : To be announced

Date : Tuesdays, 7.00-9.00 p.m., commencing October 18, 1994

8 meetings

Fee: \$880

Medium of Instruction: Cantonese supplemented with English

357. How To Read Financial Statements

This course is prepared suitably for the general investing public as well as for the non-institutional investors. Topics covered include introduction to company's Annual Reports,

foundation of credit analysis, basic financial ratios, traps of financial statements (accrual approach, historical accounting & managerial manipulation), principal accounting policies & cash flow analysis. Upon completion of this course, students are expected to show ability to analyse the financial health of a company.

Tutor : Adrian W. H. Ngan

Venue : To be announced

Date : Thursdays, 7.00-9.00 p.m., commencing October 20, 1994

8 meetings

Fee: \$880

Medium of Instruction: Cantonese supplemented with English

358. Trading in Futures & Options

This course is specifically designed for those members of the general public who are interested in trading in futures contracts, options on futures and options on equity as well as for personnel engaged in the investment industry. Topics covered include trading mechanics, factors affecting futures and options price movements, hedging, and speculation strategies, and risk management by means of futures and options. Trading in gold, currency, Treasury bonds, stock index and soybeans will be fully discussed. Option trading strategies will be demonstrated, such as purchase (and writing) of call/put options, bullish and bearish purchase (and writing) of vertical and horizontal spreading, purchase (and writing) of straddles, strangles and combinations. Special emphasis will be placed on the Hang Seng Index futures and its options. For equity options, techniques will be discussed in detail on how shareholders may earn extra income and how they may offset the risk of a price fall.

Tutor : Gordon K. L. Ng

Venue : To be announced

Date : Wednesdays, 7.00-9.00 p.m., commencing October 19, 1994

8 meetings

Fee: \$880

Medium of Instruction: English supplemented with Cantonese

359. Introduction To Technical Analysis

This course is specifically designed for the general investing public and for personnel in the investment industry such as Fund Managers, Remisiers, Investment Analysts & Accountants. Topics covered include the Dow Theory, support & resistance, Moving Averages Convergence & Divergence, overbought/oversold indicator, momentum indicator, stochastic process, parabolic index, advance/decline lines and price patterns. Upon completion of this

course, students are expected to show ability to forecast as a **junior chartist**.

Tutor : Jacky Y. K. Chan

Venue : To be announced

Date : Saturdays, 2.30-4.30 p.m., commencing October 22, 1994

8 meetings

Fee: \$880

Medium of Instruction: Cantonese supplemented with English

360. Bonds, Interest Rates & Forex

This course is specifically designed for the general investing public as well as for junior analysts and trainee fund managers. Topics covered include Introduction to Fixed Income Securities, Features of Fixed Income Securities, Risks and Returns on Fixed Income Securities, Time Value of Money, Price Volatility, Determinants of Interest Rates, How to Trade Zero Coupons, Repurchase Agreements (Repo Market), How to Trade Junk Bonds, Introduction to Eurobonds, Introduction to Mortgage-Backed and Asset-Backed related securities, Fixed Income related hedging techniques, Fixed Income Portfolio, Interest-Rate Swap Market & Arbitrage & To Forecast Interest Rates & Forex. Upon completion of this course, students are expected to show ability to act as a **junior dealer** or as a **junior fund manager**.

Tutor : Raymond H. M. Kong

Venue : To be announced

Date : Fridays, 7.00-9.00 p.m., commencing October 21, 1994

8 meetings

Fee: \$880

Medium of Instruction: Cantonese supplemented with English

361. Investment Analysis & 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. **CURRENT REAL** situation practices will be emphasized throughout the whole course. Students are expected to be able to form their own investment system and portfolio upon completion of the course.

Topics include:

1. Top Down Approach
2. Fundamental Analysis & Correlation Analysis
3. Technical Analysis
4. Psychological, Institution & Insider Trading Analysis
5. Programme Trading, Plan and Discipline
6. Diversification and a good portfolio
7. Criteria to buy a stock
8. Is Buy and Hold the Best Policy?
9. Special events: Takeover, Placement & Privatization
10. Impact of Government Policies, Interest & Inflation rates
11. Impact of Political Instability
12. Should We Believe The Forecasts of Economists and Analysts?
13. Speculation. When To Invest and In What?
14. Special Dates - The Weekend Threat & The Year End

Tutor : Desmond W. P. Li

Venue : To be announced

Date : Mondays, 7.00-9.00 p.m., commencing October 17, 1994

8 meetings

Fee: \$880

Medium of Instruction: Cantonese supplemented with English

Short Courses in Economics, Banking & Finance

362. Hong Kong Economy

This course is designed for people who are interested to know the present economic system of Hong Kong and its future economic developments. Discussion topics include: National Accounting System, Monetary Policy, Public Finance, Banking System, International Trade and Future Economic Developments.

Tutor : To be advised

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

Date : Mondays, 6:30-8:30 p.m., commencing November 7, 1994

4 meetings

Fee : \$220

363. Import and Export Banking

This course is specially designed for those working in bank's bills departments and/or shipping division of import/export firms who wish to widen their knowledge on international trade and practice. Topics include: letters of credit, collection bills, factoring, functions of various banks and their updated services, uniform customs and practice for documentary credits publication No. 500 and Collection

Rules No. 322, foreign exchange concepts and calculation practice, bank lending considerations in trade finance. Participants are expected to have F.6 standard. After completion, students should be able to solve basic bills problems.

Tutor : William Chan, B.Soc.Sc. (C.U.H.K.), Professional Dip. in Law (Peking), A.C.I.B., Dip.F.S.

Venue : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2.15-5.15 p.m., commencing September 17, 1994

8 meetings Fee : \$660

Medium of Instruction: Cantonese supplemented with English

364. Bank Lending and Credit Analysis

This course is designed for banking staff members who need a comprehensive basic knowledge of bank lending and credit analysis. Topics include: principles of good lending, securities for bank lending, ratio analysis, funds flow analysis, management accounting, budgeting and cash flow forecasting and review and control of client's facilities.

Banking staff working in loans department or other departments with 1 or 2 years experience are preferred.

Tutor : Chiao Li, B.A. (Nat. Taiwan), M.B.A. (Illinois)

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

Date : Tuesdays, 6.45-9.45 p.m., commencing November 15, 1994

6 meetings Fee : \$495

Medium of Instruction: Cantonese supplemented with English

365. 押匯信用狀實務操作 (Documentary Credits Operations)

本課程為初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：黎國鴻先生 B.Soc.Sc.(H.K.), M.B.A.(York), A.C.I.B.
地 點：香港大學校本部大樓122室
時 間：一九九四年十一月二十一日起每星期一下午六時四十五分至九時四十五分
全期學費：三百三十元 (共四講)

366. 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, euro note, medium-term note, certificate of deposit, bond, floating rate note, high yield bond, transferable loan certificate, credit rating, US Treasury market and benchmark.

Tutor : H. K. Kong, P.Mgr. (CIM), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M. Inst. A.M. (Dip.), A.C.I.Arb, M.I.Inf.Sc.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 6.45-9.30 p.m., commencing September 15, 1994

8 meetings Fee : \$605

367. Merchant Banking Services

Up-to-date knowledge about merchant banking activities will be introduced in this course. Discussion topics include: syndication of lendings and facilities, interest rate and currency swap, treasury services, portfolio management, acquisition and merger, unit trust and factoring.

Tutor : Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip. A.F., M.I.C.M. (Grad.)

Venue : Room 122, University Main Building, HKU

Date : Mondays, 6.30-9.30 p.m., commencing September 12, 1994

8 meetings Fee : \$660

Medium of Instruction: English supplemented with Cantonese

368. 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 : Roland C. C. Lam, B.A. (York)

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

Date : Mondays, 7.45-9.45 p.m., commencing September
12, 1994

10 meetings

Fee : \$550

Investment Management

This course aims at introducing various common investment devices and opportunities to small investors and savers. Topics include: Forex, Stock, Bond, Futures, Unit Trust and Option Markets; ratio analysis and assessing performance of a company; issues of shares, rights, warrants, convertibles and bonds; evaluation of common stock and bonds; risk and return analysis; company mergers and acquisitions; portfolio planning and management; technical analysis.

Tutors : H. K. Kong (For course no. 369), P.Mgr. (CIM),
A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M.
(Grad.), A.A.I.A., M.Inst.A.M. (Dip.),
A.C.I.Arb, M.I.Inf.Sc.

Roland C. C. Lam (For course no. 370), B.A. (York)

369.

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

Date : Mondays, 6.55-9.55 p.m., commencing September
12, 1994

370.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Thursdays, 6.45-9.45 p.m., commencing December
1, 1994

6 meetings

Fee : \$495

Medium of Instruction: English supplemented with
Cantonese

371. 金融期貨交易 (Introduction to Financial Futures Trading)

本課程適合對期貨買賣，特別對香港期貨市場之操作及發展有興趣的人士參加。內容包括期貨買賣的基本概念及方式、市場組織、運作及分析技巧和各類期貨合約簡介等。

主 講 人：由香港期貨交易所有限公司安排期貨業內人士主講
地 點：香港花園道三號萬國寶通廣場亞太金融大廈五樓
時 間：一九九四年九月十三日起每星期二下午六時三十分
至八時十五分

全期學費：三百四十五元 (共七講)

372. 期權合約簡介 (Introduction to Options Trading)

本課程適合對期權買賣，特別是恒生指數期權買賣有興趣的人士參與。內容包括期權的基本概念，認購及認沽期權的分別及用途，期權買賣的策略，期權價格之釐定，客戶按金計算法及期權市場的運作

主 講 人：由香港期貨交易所有限公司安排期貨業內人士主講
地 點：香港花園道三號萬國寶通廣場亞太金融大廈五樓
時 間：一九九四年十一月十五日起每星期二下午六時三十分至八時十五分

全期學費：二百九十五元 (共六講)

373. Securities and Equity Market in Hong Kong

The course will cover both the legal and practical aspects of the securities industry in Hong Kong. It will be particularly appropriate to business executives in the banking, fund management and securities industry. No prior knowledge of the subject is required. Topics include regulatory frameworks; the issue of securities and public floatation; company law in relation to shareholders' voting and rights; trading in the stock market and duty and liability of brokers; takeovers and mergers; regulation of trading practices and market malpractices in the securities industry; insider trading; disclosure of beneficial interest in shareholding; taxation of debt securities in Hong Kong; regulation and structure of the unit trust and futures industry in Hong Kong; globalisation of the securities market.

Tutor : S. Leung, Solicitor, LL.M. (Cantab.), P.C.LL. (H.K.)

Venue : Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Saturdays, 2.00-5.00 p.m., commencing November
19, 1994

9 meetings

Fee : \$745

Medium of Instruction: English supplemented with
Cantonese

374. Hong Kong Statistics for Business

This course is offered in cooperation with the Census and Statistics Department. It is designed to put managers, administrators and planners in closer touch with the statistical data available in Hong Kong, and to show how such data may be used to assist in business and forecasting. The course is an integrated series of lectures by experts in the field.

Tutors : Speakers are mainly senior professionals from the
Census and Statistics Department

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

Date : Tuesdays, 6.00-8.00 p.m., commencing September
13, 1994

6 meetings

Fee : \$330

EDUCATION

Lecturers in charge : John Holford
Y.F. Mok

Telephone : 859 2415
859 2421

441. Certificate Course in Tertiary Educational Administration and Management



This course is designed to help tertiary education administrators to develop the knowledge, skills and approaches which will meet their needs and enhance their effectiveness in the early stages of their careers. It provides a valuable foundation for personnel, normally in their first five years of employment in a tertiary institution, in all aspects of tertiary administration, including:

- institutional governance and administration
- the role of administrators in higher education
- the characteristics of academics and the nature of academic work
- the nature and needs of students

Aims

The course aims are:

1. to convey an understanding of the nature and purposes of higher education and of the contribution which administrators can make to their achievement;
2. to convey an understanding of the development of tertiary education in Hong Kong, and of the different institutions which form part of it;
3. to develop an awareness of current policy issues and themes in Hong Kong tertiary education, and their relationship to the work of educational administrators;
4. to develop key skills required by tertiary educational administrators;
5. to help course members to develop a professional network of contacts in tertiary educational administration.

Course Content

The course covers the following areas:

- The Role of Administrator in Higher Education
- The Development and Prospects of Higher Education in Hong Kong
- The Work of UPGC
- The Governance and Administration of Hong Kong Institutions
- Financial Management and its Impact
- Academics and the Academic Enterprise
- Administrative Skills in Higher Education, including Committee Secretaryship
- The Nature and Needs of Students
- Negotiating and Mediating Skills
- The Use of Statistics in Administration
- Health and Safety at Work in Higher Education
- Computers and Information Technology in the Office

Course Structure

The course consists of seminars and workshops, held on Thursdays weekly, 2.30-5.30 p.m.; projects on which Reports must be submitted, and which are assessed; and assessed Coursework and Reading.

Course Fees: \$8,400

Closing date for application: 10 July 1994.

Co-ordinating Staff:

Course Director : Roy Butler, B.A., M.A., Hon. LL.D., Deputy College Secretary, Lingnan College
Course Deputy Director: Keith Houghton, B.A., M.A., Associate Director (Administration) at the City Polytechnic of Hong Kong

442. Introduction to Reading in English – Primary

This course aims to provide an overview of essential concepts and procedures for the teaching of reading at the primary level. It also offers practical suggestions on how to organize an effective reading programme in the classroom. The topics to be covered will include: 1. an introduction to the process of reading; 2. developing word recognition: whole word and phonic approaches; 3. creating a reading environment: shared reading, using "real" books, and reading schemes; 4. reading aloud, responding to text; 5. reading comprehension: developing skills and strategies (for 2 sessions); 6. assessing reading for instruction; 7. organizing, preparing and evaluating reading instruction.

(This course is organised in association with the Hong Kong Reading Association)

Enrolment is limited to 35

Tutors : Ms. Gertrude Tinker Sachs, B.Ed., M.Sc.(Miami), M.A., Ph.D.(Toronto)
Anthony Mahon, B.Ed.(Manchester), M.A. (Reading)
Miss Nicola Daborn, B.A.(Hons.) (Leeds), P.C.Ed. (Oxford)
Ms. Susan Tee, B.Ed.(Hons.)(Oxford)
Mrs. Jayne Watkins, B.Ed.(Hons.)(Bath)

Course Co-ordinator:

Ms Kitty K.M. Kwan, B.A. (Manitoba), P.C.Ed., Adv. Dip.Ed., M.Ed.(HK)

Venue : Room 17, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 6.30-8.30 p.m., commencing October 20, 1994

8 meetings

Fee : \$450

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

443. 中文閱讀與中學中文閱讀教學 (Reading and the Teaching of Reading for Chinese Language Teachers - Secondary)

本課程旨在協助中學中文教師認識有關中文閱讀的理論和掌握中文閱讀的教學法。課程內容包括：1 概論：閱讀的本質及過程；2 閱讀的教與學；3 閱讀的類型與選材的原則；4 閱讀策略和技巧（共兩講）；5 閱讀教學與實踐。（由學員參與設計閱讀活動，以收切磋之效。）（限收三十五人）

（本課程與香港閱讀學會合辦）

主 講 人：黃瑞珍博士 B A (CUHK), M.A., Ph.D (Paris)
張吳鳳平女士 B A (Hons), M.A.(Hons.)(CUHK),
Dip.App.Ling (Singapore)

統 籌：關潔文小姐 B A (Manitoba), P.C.Ed., Adv Dip.Ed.,
M.Ed.(HK)

地 點：香港大學專業進修學院市區中心 2 1 室（信德中心西翼九樓）

時 間：一九九四年十月十四日起每星期五下午六時三十分至八時

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vi頁。

444. 基本錄像技術及使用錄像作為教學／訓練之方法 (Basic Video Production Technique and Use of Video in Teaching/Training)

本課程為中、小學教師及各行業之訓練人事而設計。課程將包括下列各項：（一）錄像器材及工具之認識；（二）錄像機之操作；（三）現場錄影；（四）簡單製作之計劃及準備工作；（五）拍攝及電影語言；（六）項目製作實習；（七）如何善用錄像技術於教學訓練；（八）學員介紹製作及評核。

參加者毋須具備特別條件，惟擁有手提攝錄機較佳。（請參閱成人教育課程下之製作訓練／教育錄像帶之基本技法）

（限收二十人）

主 講 人：尹國慶先生 B.Sc.(Hon.)(CUHK), Cert.Ed.(HK)

講授語言：粵語輔以英語

地 點：香港大學梁銓禧樓LG107室

時 間：一九九四年九月十六日起每星期五下午六時三十分至八時三十分

全期學費：七百八十五元（共十五講）

教師可獲教育署退還半費。詳參第vi頁。

445. 如何成爲一位卓越的教師 (The Making of an Excellent Teacher)

本課程以教師效能研究的理論與實踐為基礎，配合現時香港的教育環境，嘗試提出一套『如何成爲一位卓越教師』的模式。課程內容包括學校效能、教學效能、教師專業成長、教學反思、教育研究等題目，及如何將這些理論應用於現時學校所面對的困難—尤其在一些學生程度偏低的學校—如課室管理問題、學生缺乏學習動機、教師缺乏教學熱誠等。（限收三十五人）

主 講 人：譚偉明先生 B.Sc (Andrews), M.Sc (UBC), PGCE(HK),
M.Phil (CUHK)

地 點：香港大學專業進修學院市區中心 1 3 室（信德中心西翼九樓）

時 間：一九九四年九月二十八日起每星期三下午六時至八時

全期學費：四百二十四元（共八講）

教師可獲教育署退還半費。詳參第vi頁。

446. 中學中史教學法探討 (Methods for Teaching Chinese History in Secondary Schools)

本課程是為在職中學中史教師而設，目的在介紹實用的中史教學法。內容包括：中史教學目標的探索、教科書的評選與運用、教學資料的蒐集與利用、工作紙的設計與應用、多元化的習作設計、趣味性的教學技巧及政治史與文化史教學重點選定等。本課程除講授外，還會以小組討論形式進行。（限收三十人）

主 講 人：姚繼斌先生 B A (Hon.), Cert.Ed., M.A (HK)

地 點：香港大學專業進修學院市區中心 1 3 室（信德中心西翼九樓）

時 間：一九九四年十月一日起每星期六上午九時三十分至十二時三十分

全期學費：三百四十元（共四講）

教師可獲教育署退還半費。詳參第vi頁。

In-Service Teacher Education Programme (INSTEP)

Lecturer-in-charge: John Holford Telephone: 859 2415

The following courses are offered by the Faculty of Education in conjunction with the School of Professional and Continuing Education of the University of Hong Kong. The purpose of the programme is to provide a diverse range of in-service courses which will help teachers to implement changes and develop solutions to the problems which they face in schools.

447. 具高效能的小學教師 (Becoming an Effective Primary School Teacher)

本課程透過講座和討論，使參加者認識小學生的心理發展和教育的關係、教師的自我觀對學習效能的影響、小學班主任老師對學生的影響和老師所肩負的實務工作；並討論班主任改善課堂教學技巧之道，使小學教育工作者朝高效能教師目標發展，使教學雙方獲益。（限收四十人）

主 講 人：顏明仁先生 B.Ed.(Hons.) (CUHK)

地 點：香港大學專業進修學院市區中心 2 1 室（信德中心西翼九樓）

時 間：一九九四年十月五日起每星期三下午八時至九時三十分

全期學費：四百一十五元（共八講）

教師可獲教育署退還半費。詳參第vi頁。

448. 學校輔導 (School Guidance and Counselling)

本課程特別為那些在青少年成長中作扶助的朋友而設。課程中有輔導理論，亦有個案分析。內容包括輔導員的個人成長，有效運用輔導技巧，及在學校內推行輔導等。(限收二十五人)

主 講 人：張志儉先生 B.Comm.(McMaster), P.C.Ed., M.Ed.(HK)
香港大學課程學系教學導師
龍精亮先生 B.Sc., Dip Ed., Cert in School Guidance & Counselling, M.A.(CUHK)

地 點：稍後公佈
時 間：一九九四年十月七日行星期五下午五時三十分至八時

全期學費：五百三十五元(共七講)

教師可獲教育署退還半費。詳參第vi頁。

449. 什麼是名校 (What Makes a School Famous?)

講者做了一個關於名校的研究，以了解什麼因素令學校有良好名聲及老師、家長與同學從那裡得到關於名校的資料。這是一個有趣的問題，尤其對新校而言。(限收二十五人)

主 講 人：張志儉先生 B.Comm.(McMaster), P.C.Ed., M.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：一九九四年十月八日星期六下午二時至五時
全期學費：一百元(共一講)

教師可獲教育署退還半費。詳參第vi頁。

450. 側面思考法初探 (Introduction to Lateral Thinking)

側面思考法是一種相當有用的思考方法。很多從事創作行業的如設計家、演員、作家及廣告設計者都運用側面思考法來創作。講者深信參加者若懂得運用側面思考法，對其將來無論是學業上或工作上都有很大的幫助。(限收二十五人)

主 講 人：張志儉先生 B.Comm.(McMaster), P.C.Ed., M.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：一九九四年十月十五日星期六下午二時至四時
全期學費：六十元(共一講)

教師可獲教育署退還半費。詳參第vi頁。

451. 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。由於香港的青少年受到傳媒的影響，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，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., M.Ed.(HK),
香港大學課程學系教學導師

蔡靜霞小姐 B.A.(Jinan), P.C.Ed.(HK)

地 點：香港大學邵仁枚樓207室

時 間：一九九四年十一月十二日起每星期六下午二時至五時

全期學費：五百一十五元(共五講)

教師可獲教育署退還半費。詳參第vi頁。

452. Pronunciation for Teachers

This course is intended to provide knowledge of the different aspects of English language pronunciation to advanced learners, more particularly for teachers for self-improvement and professional development.

The course is designed to facilitate teachers to improve their competence in English and at the same time provide teachers a basis for formulating clear, solid criteria to assess the means and procedures in teaching and students' performance in English learning.

The course covers: 1. error analysis; 2. linguistic framework: theoretical rules and principles - English phonetic symbols, basic English phonological rules, and comparison of native language, Cantonese with English.

Enrolment is limited to 30

Tutor : Ms. Lara Lam, B.A., B.Ed.(Toronto), MAAL (Reading), Language Instructor in English Centre, HKU

Venue : To be advised

Date : Mondays, 6.15-7.45 p.m., commencing October 3, 1994

10 meetings

Fee : \$490

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

453. 學生輔導 (Student Counselling)

本課程是為有興趣或有需要輔導青少年的人士如教師或從事青少年服務的工作員而設。除了講授基本輔導技巧和輔導理論外，本課程亦著重理論的實踐和技巧的掌握。參加者將會透過個案處理去掌握並實踐如何輔導在學習，行為或青少年期有問題的學生。(限收二十人)

主 講 人：周亞美女士 B.Soc.Sc.(CUHK), M.Ed., Cert.Ed.(HK)

地 點：香港大學屬樹雄科學館G4室

時 間：一九九四年十月五起每星期三下午七時至九時三十分

全期學費：七百六十五元(共十講)

教師可獲教育署退還半費。詳參第vi頁。

Auditing Quality Systems Assessor/Lead Assessor Training Course

SPACE is now planning to organize an "Auditing Quality Systems Assessor/Lead Assessor Training Course" and other ISO9000 training courses in late September, 1994.

The Auditing Quality Systems Assessor/Lead Assessor Training Course is an intensive 4.5-day Course registered by the Registration Board for Assessors of Quality Management Systems in the UK and meets the Training Requirements of the Registration Accreditation Board for Auditors and Lead Auditors in the USA.

This training Course is a pre-requisite for those intending to become Registered Assessors or Lead Assessors under the Registration Scheme for Assessors of Quality Management Systems.

Persons interested in the above courses please send a self-addressed envelope to Miss Edith Au, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong.

ISO9000 Seminar Series – the passport to quality assurance

Introduction:

Quality assurance systems are becoming a vital part of modern global trade. This history of quality assurance saw a milestone in 1987, when agreement was reached on the international standard for quality management systems: ISO9000. Many industrial and business organizations in Hong Kong are aware of the urgency for adopting ISO9000 and apply for the certification. They want to know how do their existing quality system fit into the requirements of ISO9000. The purpose of this series of seminars is explain to you from the requirements of the standards, to how you can help your organization to obtain the ISO9001, 2 or 3 certificate.

Program of the Seminars:

Seminar #1

This seminar provides the important concepts that one must understand before the implementing an ISO9000 project, after all ISO9000 is a quality management system.

- What is quality?
- What is quality control?
- What is quality assurance?
- Introduction to Total Quality Management (TQM).
- Introduction to ISO9000, 9001, 9002, 9003 and 9004 series.
- How does TQM relate to ISO9000?
- Why ISO9000 is suitable for all organizations?
- Question and answer session.

Seminar #2

This seminar provides detail explanation the requirements of ISO9001, which is the most comprehensive standard amount ISO9001, 2 and 3.

- The world trends of ISO9000.
- The importance of ISO9000 to local organizations.
- Comparison of the revised ISO9001-1994 with ISO9001-1987.
- The interpretation of the auditable system-ISO9001-20 clauses.
- Implementation planning of the ISO9000 project.
- How does the ISO9000 certification affect your work?
- Benefits of ISO9000 project to the implementation team.
- Question and answer session.

Seminar #3

This seminar covers the documentation process of ISO9000 implementation. Critical areas of writing manuals are highlighted to facilitate the building of a good system.

- Why we need a documented system?
- The introduction to the basic documentation system.
- What is a 'Quality Manual'?
- What is a 'Quality Procedure'?
- What is a 'Work Instruction'?
- Examples and case studies of the documented system.
- Question and answer session.

Seminar #4

This seminar introduces the most powerful part of the ISO9000-the internal audit.

- What is an audit?
- Control of the audit process?
- The internal auditing system.
- The documentation of the audit.
- Examples and case studies of the documented system.
- Question and answer session.

Seminar #5

This seminar is to discuss ISO9000 implementation local experience.

- A number of complete case studies of ISO9000 implementation from planning, budgeting to certification and maintenance. (external speakers shall be invited).
- Question and answer session.

Speaker:

Mr. Victor Lo has been working in the field of quality management for fifteen years. He has gained substantial experience in this particular field in the local industrial and service sectors. Since he is a IQA registered ISO9000 Assessor, together with his skilled platform training experience have made him one of the well-sought-after speakers in this technical field. Mr. Lo is currently a lecturer in the Industrial and Manufacturing Systems Engineering Department, University of Hong Kong.

This seminar series is jointly organised by SPACE and the Department of Industrial and Manufacturing Systems Engineering, University of Hong Kong. Details of the arrangement will be announced later. Persons interested in the above seminar series please send a self-addressed envelope to Miss Edith Au, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong.

ENGLISH STUDIES

Lecturers in charge : Richard M. Booker
Peter Kennedy

Telephone: 547 2225

GENERAL ENGLISH COURSES

Course No.

- 471-502 Certificate Programme in the Use of English
- 503-531 Foundation English Programme
- 532-540 Practical English Programme
- 541-542 Developing Spoken English Skills
- 543-545 Everyday Spoken English
- 546 English Intonation
- 547-548 Certificate Course in English Speech

ENGLISH FOR SPECIFIC PURPOSES

Course No.

- 549-555 Certificate Programme in English for Business
- 556-558 Certificate in Starting Business English on Wharf Cable
- 559 Commercial Correspondence
- 560 Certificate Course in Medical English
- 561 Certificate Course in English for Engineers and Industrial Designers
- 562-566 Interpersonal Communication

ENGLISH FOR TEACHERS

Course No.

- 569-571 Certificate Programme in English Language Teaching
- 572 Basic Linguistics for Language Learners
- 573 Preparing for Speech Festivals
- 574 English for the Primary School
- 575 Using Children's Literature in the Primary Classroom

LITERATURE IN ENGLISH

Course No.

- 576-577 Certificate Programme in English Literary Studies

The elements of written communication will be dealt with systematically. Students will be exposed to a variety of texts and will carry out tasks designed to improve their understanding of text organization. They will be helped to develop better reading strategies and to write clear, concise, grammatical English on a number of topics in an appropriate style. (A detailed syllabus is available upon request)

The programme extends over two years.

On completion of the First Year, students will sit an examination, which, if they pass sufficiently well, will qualify them to enrol in a Second Year course in the following year.

On completion of the Second Year, students sit an examination that leads to the award of the SPACE Certificate in the Use of English. Students will be awarded the Certificate if they:

- pass the examination;
- complete assignments set during the year satisfactorily;
- attend at least 75% of the meetings scheduled.

This certificate represents the attainment of a very satisfactory command of English and is widely recognised by many employers in Hong Kong. The tutors for the courses offered each year are drawn from a panel of university graduates and experienced teachers of English.

Entrance Requirements

Second Year

Those who have completed a First Year course sufficiently well or who possess a SPACE Certificate in English for Business awarded in 1994 may enrol in a **SECOND Year** course without any further test.

First Year

(A) Those who have completed the Foundation English Programme OR the Communicate in English course sufficiently well in 1994 may enrol in a **FIRST Year** course without any further test provided they apply by 19th August 1994.

(B) Applicants who do not possess the above qualifications must

- (i) have gained a Grade D in English Language in the HKCEE exam (Syllabus B) OR a Grade B in English Language (Syllabus A) OR the equivalent in an approved examination.
- (ii) sit the Use of English Entrance Examination.

Copies of all certificates awarded must be attached to application forms.

Application procedure

Applicants for the First Year may either

General English Courses

Certificate Programme in the Use of English



The main aim of this advanced level general English programme is to help students develop greater fluency in spoken English so that they can USE English confidently and accurately in a variety of different contexts. Emphasis is put on language PRACTICE and production rather than learning ABOUT the rules of grammar in isolation. The course will not only help students to become proficient in speaking English but will also enhance their ability to understand and interpret it.

- (1) complete a special application form* and take the Entrance Exam at the time of applying (at the SPACE Town Centre only) or
- (2) complete and return a special application form, either in person or by post, indicating when they wish to sit the Entrance Exam. They will then be given an examination slip and should arrive punctually on the date and at the time they have chosen. Entrance Examinations will be held on the following days:

• **SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong (Sheung Wan MTR)**

6 30 - 8 00 p m	Mondays	8/8/94, 15/8/94, 22/8/94
6 30 - 8 00 p m	Tuesday	9/8/94
6 30 - 8 00 p m	Wednesday	17/8/94
6 30 - 8 00 p m	Thursday	8/9/94
6 30 - 8 00 p m	Fridays	19/8/94, 26/8/94, 2/9/94
2 30 - 4 00 p m	Saturdays	13/8/94, 27/8/94 (Public Holiday), 3/9/94, 10/9/94
4 30 - 6 00 p.m.	Saturdays	13/8/94, 27/8/94 (Public Holiday), 10/9/94
10 30 a m - 12 noon	Saturday	27/8/94 (Public Holiday)
10 30 a m - 12 noon	Sunday	11/9/94
2 30 - 4 00 p m	Sunday	11/9/94
4 30 - 6 00 p m	Sunday	11/9/94

• **SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (Shek Kip Mei MTR)**

6 30 - 8 00 p m	Monday	29/8/94 (Public Holiday)
	Tuesday	30/8/94
	Wednesdays	10/8/94, 31/8/94
	Thursday	11/8/94
	Friday	12/8/94
2 30 - 4.00 p.m.	Saturday	20/8/94

THE CLOSING DATE FOR ALL APPLICATIONS IS 10TH SEPTEMBER, 1994

After the exams have been marked, successful candidates will be sent an acceptance letter. Enrolments will be on a "first-come-first-served" basis. Applicants are advised to enrol early as some courses become oversubscribed very quickly.

N.B. Applicants may apply for EITHER a Use of English OR an English for Business course but not BOTH.

* There is a \$20 application fee to be submitted with the application form. This is to cover the cost of processing and marking and is non-refundable.

FIRST YEAR

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong (Sheung Wan MTR)

471. Mondays, Wednesdays, 8.30 - 10.00 A.M., commencing October 10, 1994
472. Tuesdays, Thursdays, 8.30 - 10.00 A.M., commencing October 11, 1994

473. Sundays, 10.00 A.M. - 1.00 p.m., commencing October 16, 1994
474. Sundays, 2.00 - 5.00 p.m., commencing October 16, 1994

Place : University of Hong Kong

475. Tuesdays, Fridays, 7.15 - 8.45 p.m., commencing October 11, 1994
476. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 11, 1994
477. Wednesdays, Fridays, 6.15 - 7.45 p.m., commencing October 12, 1994

Place : SPACE Fortress Hill Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong

478. Tuesdays, 6.30 - 9.30 p.m., commencing October 11, 1994

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

479. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994
480. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

Place : Wah Yan College, Queen's Road East, Hong Kong

481. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994
482. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

Place : Wah Yan College, 56 Waterloo Road, Kowloon

483. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994
484. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994
485. Wednesdays, Fridays, 6.30 - 8.00 p.m., commencing October 12, 1994

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (Shek Kip Mei MTR)

486. Mondays, Wednesdays, 9.00 - 10.30 A.M., commencing October 10, 1994
487. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994
488. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 11, 1994
489. Saturdays, 3.00 - 6.00 p.m., commencing October 15, 1994

SECOND YEAR

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong (Sheung Wan MTR)

490. Wednesdays, Fridays, 8.30 - 10.00 A.M., commencing October 12, 1994
 491. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 11, 1994
 492. Sundays, 10.00 A.M. - 1.00 p.m., commencing October 16, 1994
 493. Sundays, 2.00 - 5.00 p.m., commencing October 16, 1994

Place : University of Hong Kong

494. Mondays, Wednesdays, 6.15 - 7.45 p.m., commencing October 10, 1994

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

495. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994
 496. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

Place : Wah Yan College, Queen's Road East, Hong Kong

497. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994
 498. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

Place : Wah Yan College, 56 Waterloo Road, Kowloon

499. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994
 500. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (Shek Kip Mei MTR)

501. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994
 502. Saturdays, 9.30 - 12.30 A.M., commencing October 15, 1994

50 meetings* Fee: \$1,850

* except 473, 474, 478, 489, 492, 493, 502 (25 meetings)

Foundation English Programme

What is it?

This is a two-year programme mainly for those who wish to improve their English, but who are not qualified to join the Use of English course. However, other students who do not wish to advance to the Use of English course will find that attendance on this programme will be of benefit in itself.

The programme will give students constant practice in the four skills of reading, writing, listening and speaking to give

them greater confidence in using English so that they can reach the level of ability necessary for them to enter a higher course. At all times, the emphasis will be on getting students to participate actively in a wide range of language activities, so that they improve by actually using their language skills.

At the end of the second year of the course, students sit an examination for the SPACE First Certificate in English Language. Students awarded this Certificate with a Credit can enrol in a first year Use of English course without having to take the entrance examination. Those not awarded a Credit have to sit the Use of English entrance examination if they wish to take that course.

What qualifications are needed?

We expect most applicants to have a grade "E" pass in English Language in the Hong Kong Certificate of Education or a similar qualification from outside Hong Kong.

However, those who do not have a grade "E" pass but who have used English continuously since leaving school can also apply. They may be offered a place on this course depending on their performance in the entrance test.

Applicants who have a grade "D" pass or higher in the HKCEE will not be accepted for this course.

What is involved in entering the course?

First Year

a. Entrance Test

All applicants for the First Year must take an entrance test lasting about 45 minutes. They must fill out an entrance test application form and then take the test, either

- i) at the time of applying (at the SPACE Town Centre only) or
- ii) on any of the following dates at the SPACE Town Centre, 9/F, West Tower, Shun Tak Centre:
 - Wednesday, August 10, 1994 at 6.30 p.m.
 - Thursday, August 11, 1994 at 6.30 p.m.
 - Friday, August 12, 1994 at 6.30 p.m.
 - *Sunday, August 28, 1994 at 10.30 a.m., 2.30 & 3.45 p.m.*

* these sessions will only be held if necessary. Candidates are advised to apply for the earlier testing sessions.

A non-refundable fee of \$20 will be made to cover the cost of processing this test. The purpose of the test is to ensure that applicants are only accepted in a course that is suitable for them.

b. Admission to the Course

Applicants will be informed of their performance in the entrance test. Some will then be offered places on the First Year of the Foundation English programme. Others

may be advised to take the Practical English course before Foundation English. A few may even be accepted directly into the Second Year of the programme.

Those who are accepted for the course can then enrol on a "first-come, first-served" basis in the class that is most convenient for them.

Second Year

There are two ways of entry to the Second Year of the programme:

- by successful completion of the First Year;
- by a very good performance in the entry test taken by applicants for the First Year of the course.

Classes

First Year

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

503. Sundays, 2.00 - 5.00 p.m. commencing October 9, 1994
504. Mondays, Wednesdays, 8.30 - 10.00 a.m., commencing October 10, 1994
505. Mondays, Wednesdays, 10.15 - 11.45 a.m., commencing October 10, 1994
506. Tuesdays, Thursdays, 8.30 - 10.00 a.m., commencing October 11, 1994
507. Tuesdays, Thursdays, 10.15 - 11.45 a.m., commencing October 11, 1994
508. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 11, 1994

Place : University of Hong Kong

509. Mondays, Fridays, 6.15 - 7.45 p.m., commencing October 10, 1994
510. Mondays, Wednesdays, 8.00 - 9.30 p.m., commencing October 10, 1994
511. Tuesdays, Thursdays, 6.15 - 7.45 p.m., commencing October 11, 1994

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

512. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994
513. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

Place : SPACE Fortress Hill Study Centre, 14/F., Fortress Tower 250 King's Road, North Point, Hong Kong

514. Fridays, 6.30 - 9.30 p.m., commencing October 7, 1994

Place : St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)

515. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994

Place : Wah Yan College, 56 Waterloo Road, Kowloon

516. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994
517. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

518. Saturdays, 2.30 - 5.30 p.m., commencing October 8, 1994
519. Mondays, Wednesdays, 6.15 - 7.45 p.m., commencing October 10, 1994
520. Mondays, Wednesdays, 8.00 - 9.30 p.m., commencing October 10, 1994

Second Year

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

521. Sundays, 9.30 a.m. - 12.30 p.m., commencing October 9, 1994
522. Mondays, Wednesdays 8.30 - 10.00 a.m., commencing October 10, 1994
523. Mondays, Wednesdays, 8.00 - 9.30 p.m., commencing October 10, 1994

Place : University of Hong Kong

524. Mondays, Wednesdays, 6.15 - 7.45 p.m., commencing October 10, 1994
525. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 11, 1994

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

526. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

Place : St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)

527. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

Place : Wah Yan College, 56 Waterloo Road, Kowloon

528. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994
529. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

530. Saturdays, 2.30 - 5.30 p.m., commencing October 8, 1994

531. Tuesdays & Thursdays, 6.15 - 7.45 p.m., commencing October 11, 1994

50 meetings (except 503, 514, 518, 521 & 530 (25 meetings))

Fee : \$1,800

Practical English

What is it?

This programme is designed for:

- those who wish to enter the Foundation English programme in due course, but who are not qualified for that programme;
- those who are qualified to enter Foundation English, but who have been unable to practise English and so feel that they need to "refresh" their knowledge of the language.

Students who complete the course at the required standard will be accepted for the Foundation English programme in the following year. However, other students who do not wish to advance to Foundation English will also be accepted for this course and will benefit from it.

To help students to improve their existing levels of English, the four skills of reading, writing, speaking and listening will be practised at a suitable level. The course will use a textbook, but students will receive a lot of other materials written by our teachers for Hong Kong students.

Note : This programme is not for total beginners. Applicants will be expected to have studied 5 years of English at secondary school.

What is involved in entering the course?

Entrance Test

All applicants must take an entrance test lasting about 45 minutes. They must fill out an entrance test application form and then take the test, either

- at the time of applying (at the SPACE Town Centre only) or
- on any of the following dates at the SPACE Town Centre, 9/F., West Tower, Shun Tak Centre:
 - Wednesday, August 10 1994 at 6.30 p.m.
 - Thursday, August 11, 1994 at 6.30 p.m.
 - Friday, August 12, 1994 at 6.30 p.m.
 - * Sunday, August 28, 1994 at 10.30 a.m., 2.30 & 3.45 p.m.

* these sessions will only be held if necessary. Candidates are advised to apply for the earlier testing sessions.

A non-refundable fee of \$20 will be made to cover the cost of processing this test. The purpose of the test is to ensure that applicants are only accepted if the course is suitable for them.

Note : Applicants who have a grade "D" pass or higher in the HKCEE will not be allowed to take the entrance exam.

Admission to the Course

Applicants will be informed of their performance in the entrance test. Some will then be offered places on the programme. Others may be accepted for Foundation English if they do well enough in the test.

Those who are accepted for the course can then enrol on a "first-come, first-served" basis in the class that is most convenient for them.

Classes

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

532. Sundays, 9.30 - 12.30 p.m., commencing October 2, 1994

533. Sundays, 2.00 - 5.00 p.m., commencing October 2, 1994

534. Wednesdays, Fridays, 8.30 - 10.00 a.m., commencing October 5, 1994

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

535. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 3, 1994

Place : Wah Yan College, 56 Waterloo Road, Kowloon

536. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 3, 1994

537. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 4, 1994

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

538. Saturdays 9.00 a.m. - 12.00 noon, commencing October 1, 1994

539. Tuesdays, Thursdays, 6.15 - 7.45 p.m., commencing October 4, 1994

540. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 4, 1994

90 hours in total: classes held once a week have 30 sessions
classes held twice a week have 60 sessions

Fee : \$2,200

Developing Spoken English Skills

This course will cover a wide range of situations in which spoken English is used. It will help students to speak more confidently and fluently, but will not neglect the importance of accurate speech. Considerable attention will be given to improving students' pronunciation, stress and intonation.

Amongst the many functions that will be covered are:

- socialising
- describing and comparing
- telephoning
- asking for and giving information
- giving and receiving instructions
- predicting and planning
- agreeing and disagreeing
- describing things and processes
- giving directions

The course is aimed at those who need to use English in their everyday work, but feel that they need to gain in fluency and confidence when dealing with native speakers. It will be at the approximate level of students with a grade "E" pass in English Language in HKCEE syllabus B.

Enrolment will be by selection of those most likely to benefit from the course of tuition.

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

541. Tuesdays and Thursdays, 8.30 - 10.00 a.m., commencing October 4, 1994 (Note: this is a morning course.) (closing date for applications: **September 24, 1994**)

542. Tuesdays & Thursdays, 8.30 - 10.00 a.m., commencing January 10, 1995 (Note: this is a morning course.) (closing date for applications: **January 3, 1995**)

20 meetings Fee : \$850

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.

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

543. Tuesdays and Thursdays, 12.45-1.45 p.m., commencing October 4, 1994 (Closing date for applications: **September 24, 1994**)

544. Tuesdays and Thursdays, 12.45-1.45 p.m., commencing November 17, 1994 (Closing date for applications: **November 1, 1994**)

545. Tuesdays and Thursdays, 12.45-1.45 p.m., commencing January 10, 1995 (Closing date for applications: **January 3, 1995**)

Enrolment is limited to 25

10 meetings Fee : \$300

546. English Intonation

This short course will give participants practice in identifying and making prominent the most important words in any given situation so as to express what they want to say clearly, dividing their speech up meaningfully, using the appropriate tones, and using pitch variation for interesting delivery and maximum clarity. The course will include listening and speaking sessions in which participants will put into practice what they have learnt. These features receive little systematic treatment in published coursebooks, yet are essential for clear communication. This course will be of particular interest to those whose work brings them into contact with native speakers of English. In order to benefit from the course, applicants should have a grade "E" pass in English Language in the HKCEE syllabus B. (A course outline is available upon request)

Place : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 9.30 - 11.00 a.m., commencing October 15, 1994

6 meetings Fee : \$250

Certificate Course in English Speech



This is an intensive course of study in which it is intended to provide tuition in Spoken English to an advanced level for suitably qualified working adults who have a positive and urgent need to achieve a high standard of proficiency in a wide variety of social situations.

Tuition will cover in detail pronunciation, word and sentence stress, and intonation. These components will be covered thoroughly and comprehensively, and students will be required to learn relevant phonetic symbols and signs. Conversation, discussion and a wide variety of interpersonal communication will also be practised, the emphasis being on what is said and how it is said. For all sections of the course substantial practice is given and a workbook is provided that gives full details of each unit studied.

Applicants should bear in mind that this is not a general English course and grammatical and lexical competence will be assumed. Furthermore, this is not a course in rhetoric or the art of persuasive or impressive speaking and will not cover presentations, speeches or other such specialized applications. Applicants should also bear in mind that owing to the size of the class individual tuition will be impracticable, except to a very limited extent. Practice will be obtained and progress made by means of group work.

As this course is designed for working adults, those studying in school, college or university will not be admitted.

The syllabus comprises four components: Pronunciation; Stress; Intonation; Oral Communication.

Award : Students will be awarded a SPACE Certificate provided they:

- pass the final examination;
- satisfactorily complete the assignments set;
- attend at least 75% of the classes.

Entrance Requirements

All applicants should

- 1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination.
- 2) be able to produce evidence of further study at post-secondary level.
- 3) attach copies of their certificates to their application form.
- 4) sit the Entrance Test.

The Entrance Test will consist of a Listening Test and, for those who pass, an Interview. Listening tests will be held in the SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong, on 6th and 7th September, at 6.30 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

Applicants who perform sufficiently well in the Listening Test will be required to attend an Interview on 15th or 16th September at the SPACE Town Centre.

Closing date for applications: September 2, 1994.

Tutor : John Bensly, M.A.(Oxon), M.A.(Reading)

Course no. 547

Place : Lecture Theatre 8, Library Extension Building, HKU
Date : Tuesdays and Thursdays, 6.15-7.45 p.m., commencing October 4, 1994. 60 meetings

Course no. 548

Place : SPACE Town Centre, 9/F., West Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong (MTR: Sheung Wan)
Date : Sundays, 9.30 a.m.-12.30 p.m., commencing October 2, 1994. 30 meetings

Fee : \$2,250

Enrolment is limited to 30

English for Specific Purposes

Certificate Programme in English for Business

This course is intended primarily for those who have to handle correspondence independently in business. It is based on an import/export environment, though the prin-

ciples taught apply just as much to other situations.

The course has two main aims:

- to improve the ability of students to carry out the writing tasks that they may be faced with in their work, by helping them to express themselves clearly on paper;
- to give them greater confidence in speaking in front of others.

Syllabus

The following will be covered:

General English : at all times during the course tutors will help students correct the errors they make with their general English.

Oral English : students will be required to give an oral presentation and to participate in group discussions and projects.

Business Correspondence:

basic principles : format and convention;

trade negotiations : writing letters making trade enquiries, replying to them, placing orders and acknowledging them;

complaints & adjustment : writing and replying to letters of complaint;

sales letters : writing sales letters to suit different situations;

employment applications : writing job applications for oneself and references for others applying for employment;

correspondence summaries : summarising a series of letters to identify the main points in the correspondence as a whole and making recommendations for further action;

other forms of communication : memoranda, proposals, notices and forms;

report writing : writing investigative reports with recommendations, and also short reports;

reporting meetings : preparing agenda and writing minutes;

reading and comprehension : understanding general and commercial texts;

note-writing : making tabulated notes on written material and taking notes on spoken material.

Note : Several assignments will be set during the course for students to complete under examination conditions. Marks awarded for these assignments will be taken into account when students are assessed on completion of the course.

Award : A SPACE Certificate in English for Business will be awarded to students who:

- pass the final examination;
- satisfactorily complete the assignments set;
- submit a suitable report 2,000-3,000 words long on a topic of their choice;
- attend at least 75% of the classes.

Admission Requirements

1. Applicants with any of the following qualifications are required to take an entrance examination:
 - a) a SPACE Certificate in the Use of English with Writing Skills Grade C or D; or
 - b) a Grade 'D' pass or above in English at Hong Kong Advanced or Higher Level; or
 - c) a Grade 'C' pass or above in English at G.C.E. 'O' level; or
 - d) a Grade 'D' pass in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', plus evidence of full-time study at post-secondary level.

2. The following applicants are not required to take the entrance examination:
 - a) university graduates:
 - they should attend for interview on one of the following dates:

25th August 1994:	3.00 - 5.30 p.m.	(session A)
	6.00 - 8.30 p.m.	(session B)
31st August 1994:	3.00 - 5.30 p.m.	(session A)
	6.00 - 8.30 p.m.	(session B)
1st September 1994:	3.00 - 5.30 p.m.	(session A)
	6.00 - 8.30 p.m.	(session B)
5th September 1994:	3.00 - 5.30 p.m.	(session A)
	6.00 - 8.30 p.m.	(session B)
 - they should indicate the interview session of their choice on their application form.
 - at the interview, they will also be expected to complete a short writing test.
 - they will be interviewed on a "first come, first served" basis. Waiting time will be reduced as far as possible, but some delays are inevitable.
 - b) holders of the SPACE Certificate in the Use of English with Grade B or above for both writing and oral skills awarded in 1994:
 - they should attach a copy of their Certificate to their application form.
 - they should also submit a statement saying why they wish to be admitted to the course.
 - they should apply before 23rd August 1994.

Copies of all certificates awarded must be attached to application forms.

Entrance Examination

Entrance examinations will be set at the following times:

- A. At the SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road, Central, Hong Kong:
 - 6.30 p.m. on Wednesday 24th August 1994
 - 6.30 p.m. on Tuesday 30th August 1994
 - 2.30 p.m. on Saturday 3rd September 1994

- B. At SPACE Shek Kip Mei Study Centre (Ka Chi School, 5 Wai Chi Street, 3/Fl., Shek Kip Mei, Kowloon):
 - 6.30 p.m. on Thursday 25th August 1994
 - 6.30 p.m. on Thursday 1st September 1994

N.B. All entrance examinations continue for 1-1/2 hours.

Note : Applicants will be informed of the result of the entrance examination soon after the last examination on 5th September; the fees of those who have failed to gain admission will then be refunded.

Applicants may apply for either an English for Business or a Use of English course but not for both.

Closing date: September 2, 1994, unless all the places in the entrance examination have been allocated before that date.

Classes

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, Hong Kong

- 549. Sundays, 9.30 a.m. - 12.30 p.m., commencing October 9, 1994
- 550. Mondays, Wednesdays, 6.15 - 7.45 p.m., commencing October 3, 1994
- 551. Tuesdays, Thursdays, 6.15 - 7.45 p.m., commencing October 4, 1994
- 552. Tuesdays, Thursdays, 7.45 - 9.15 p.m., commencing October 4, 1994

Place : Wah Yan College, 281 Queen's Road East, Hong Kong

- 553. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 4, 1994

Place : Wah Yan College, 56 Waterloo Road, Kowloon

- 554. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 3, 1994
- 555. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 4, 1994

60 meetings (except 549 which has 30 meetings)

Fee : \$2,200

The SPACE Certificate in Starting Business English on Wharf Cable

What is this course ?

This is a foundation course that will introduce students with little previous knowledge of English to the English of international business. It has three elements :

- television broadcasts;
- self study;
- classroom study.

Television broadcasts

Starting on 13th September 1994, Wharf Cable television will broadcast Starting Business English, a new video programme produced by the British Broadcasting Corporation of London. Altogether there will be 20 x 30-minute programmes, giving a total of 10 hours of broadcast time.

The broadcasts will be shown several times a week on Tuesday, Saturday and Sunday, and will cover topics such as:

- introducing yourself;
- using the telephone;
- making appointments;
- business letters and presenting information;
- complaining about products and services, and many others.

Self study

Students who enrol on the course will receive a self study pack to use while they watch the broadcasts on television. This consists of a student book and an audio tape, and will contain :

- summaries of language used for various communicative functions;
- exercises supplementing the broadcasts.

Classroom study

There will be 12 hours of classroom tuition in support of the broadcasts. This tuition will consist of:

- orientation: one two-hour session.
Students will be introduced to the whole programme and to the course of tuition;
- lessons : five two-hour sessions.
Students will be given extra practice in the language points that have been introduced during the programme. These lessons will be held every four weeks during the series of broadcasts.

There will also be a final examination lasting one hour.

Entry standard

This is a foundation business English course. It will be suitable for anyone with a grade "D" or "E" pass in English Language (Syllabus B) in HKCEE. Enrolment into these courses will be open to all appropriately qualified applicants

on a "first-come, first served" basis. All applicants must attach copies of their educational qualifications to their application.

Award

Students who enrol in the course and complete all its elements satisfactorily, including the final examination, will be awarded the SPACE Certificate in Starting Business English on Wharf Cable.

Classes

Place : SPACE Town Centre, 9th Floor, West Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

- 556. Sundays, 10.30 a.m. - 12.30 p.m., commencing 11th September, 1994
- 557. Sundays, 1.30 p.m. - 3.30 p.m., commencing 11th September, 1994
- 558. Sundays, 4.00 p.m. - 6.00 p.m., commencing 11th September, 1994

Classes will be held on 11th September 1994 (Orientation), 9th October 1994, 6th November 1994, 4th December 1994, 8th January, 1995, 5th February, 1995.

Examination dates will be announced later.

6 meetings

Fee : \$850

559. Commercial Correspondence

Clerical and secretarial staff will benefit most from this short course. It will focus on memo, letter and short report writing, and will cover layout, organisation, grammar and style. Punctuation and the use of jargon will be dealt with as necessary.

Participants will practise and consolidate their business writing skills across a range of subjects, including dealing with commercial orders and making payments. A wide variety of model letters will be studied.

Applicants should have obtained a grade "D" pass in English Language (Syllabus B) in the HKCEE. Copies of certificates awarded should be attached to application forms.

Applicants will be accepted on a "first come, first served" basis.

Place : Wah Yan College, 56 Waterloo Road, Kowloon (MTR: Yau Ma Tei)

Date : Fridays, 6.30 - 9.30 p.m., commencing October 14, 1994

10 meetings

Fee : \$800

560. Certificate Course in Medical English

This course is intended for all those associated with health care, such as nurses, physiotherapists, paramedical staff, health educators, and others with a professional interest in medicine, who need to communicate in English. The aim of the course is to improve the students' general standard of English and to extend and practise language skills, both oral and written, in a variety of situations related to career requirements. The syllabus will also cover note-taking, summarizing, study and intensive reading, presenting medical reports orally and in writing, the language used in medical histories and case studies, medical terminology relating to physiology, anatomy, and disease, and the communicative needs of patients and staff. Authentic materials and the latest communicative techniques of specific purpose language teaching will be used.

Note : this course is not designed to teach basic English and an understanding of medical terminology in the students' first language will be assumed.

Award : Students will be awarded a SPACE Certificate provided they:

- pass the final examination;
- satisfactorily complete the assignments set;
- attend at least 75% of the classes.

Entrance Requirements

All applicants should

- 1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination.
- 2) be able to produce evidence of further study at post-secondary level.
- 3) attach copies of their certificates to their application form.
- 4) submit a short letter in support of their application.
- 5) attend an interview.

Interviews will be held from 9.00 a.m. to 12.30 p.m. on Saturday, September 24, 1994 on a "first come, first served" basis. There may be some waiting time, but this will be kept to a minimum.

Closing date for applications: September 22, 1994

Tutor : Mrs V McLoughlin, Dip.COT, MSSChA

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

Date : Saturdays, 9.00 a.m. - 12.00 Noon, commencing October 8, 1994

30 meetings

Fee : \$2,200

561. Certificate Course in English for Engineers and Industrial Designers

In Hong Kong there are many large scale engineering projects underway, and plans for the future development of Hong Kong's infrastructure will put an even greater premium upon the role of the engineer. In addition to being competent in their relevant professional and management skills, engineers must also have a high degree of both written and oral communication skills if they are to carry out their jobs at the most effective level and thereby further their career prospects.

This course will cover the full range of written and oral communication skills that engineers are likely to need in their everyday jobs. On the written side, tuition will be given in: technical correspondence, such as technical descriptions and operating instructions; writing memoranda; writing reports; writing minutes of meetings; writing briefing papers. On the oral side, students will be expected to participate in group discussions, give oral reports and make an oral presentation on an engineering topic.

At the same time, remedial tuition will be given with a view to correcting some of the most common errors which students make in general English. As part of this constant emphasis on general English students will also be given practice in listening and general reading comprehension.

The course will cater for all categories of people engaged in engineering: civil, mechanical, electrical and electronic engineers and industrial designers will find there is much common ground to interest them. Enrolment will be limited to 30 students, and will be by selection of those best qualified to benefit from the course of tuition.

Award : Students will be awarded a SPACE Certificate provided they:

- pass the final examination;
- satisfactorily complete the assignments set;
- attend at least 75% of the classes.

Entrance Requirements

All applicants should

- 1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of English Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination.
- 2) be practising engineers or industrial designers.
- 3) be able to provide evidence of further study at post-secondary level.
- 4) attach copies of relevant documents to their application forms.
- 5) submit a short letter stating why they think they will benefit from the course.
- 6) attend for an interview if required.

Closing date for applications: September 28, 1994

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
 Date : Mondays and Wednesdays, 6.15 - 7.45 p.m., commencing October 10, 1994

60 meetings

Fee : \$2,200

Interpersonal Communication I

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 should submit a copy of the relevant certificate with their application. They should also attach a letter 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.

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

562. Sundays, 9.30 a.m. - 12.30 p.m., commencing October 9, 1994. 10 meetings
 (Closing date for applications: September 28, 1994)

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

563. Tuesdays & Thursdays, 6.15 - 7.45 p.m., commencing October 4, 1994. 20 meetings
 (Closing date for applications: September 23, 1994)

564. Tuesdays and Thursdays, 8.00 - 9.30 p.m., commencing October 4, 1994. 20 meetings.
 (Closing date for applications: September 23, 1994)

Enrolment is limited to 25

Fee : \$850

Interpersonal Communication II

This course will give participants considerable practice in managerial level communication skills and language use. It will build on the situations and language functions covered in our Interpersonal Communication 1 course, but it is not necessary for students to have completed the first course to benefit from the practical approach to language skills and training that will be adopted in this second course.

Areas to be covered will include:

- networking;
- cultural expectations and idioms;
- conducting recruitment and appraisal interviews;
- presentations;
- meetings and public speaking.

Discussion, problem-solving and role-play simulations will be used. There will be extensive exposure to actual modern business English through video, audio-tape and printed materials.

To get full benefit from the course, students will be expected to participate as fully as possible.

Applicants should have obtained a grade "D" pass in English Language (Syllabus B) in the HKCEE and should submit a copy of the relevant certificate with their application. They should also attach a letter 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.

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

565. Mondays, Wednesdays, 8.00 - 9.30 p.m., commencing October 10, 1994. 20 meetings
 (Closing date for applications: September 30, 1994)

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

566. Tuesdays, Thursdays, 6.30 - 9.30 p.m., commencing January 10, 1995. 10 meetings
 (Closing date for applications: December 29, 1994)

Enrolment is limited to 25

Fee : \$850

IN-HOUSE COURSES FOR COMPANIES

SPACE also provides in-house English Language courses by request. Any company or hotel which would like to obtain information about this service should contact Richard Booker on 547 2225.

English for Teachers

ENGLISH FOR SECONDARY SCHOOL TEACHERS

Certificate Programme in English Language Teaching (Secondary) (Course numbers : 569, 570, 571)

ELT courses offered by SPACE aim to address the practical concerns of English teachers in Hong Kong as well as provide them with an up-to-date knowledge of recent developments in the field.

* Who is the programme for ?

The Certificate programme is open to all secondary school teachers of English. However, the courses offered are likely to be of particular interest to teachers at an early stage in their careers. Having completed their initial training, they may feel the need for a "refresher" course but not be able to attend full-time courses. These teachers may well intend to go on to further part-time study for a degree in ELT.

* How is the programme structured ?

- The SPACE Certificate in English Language Teaching (Secondary) is offered in modular form.
- To be awarded the Certificate a teacher has to complete **SIX modules**, two of which must be Core A and Core B.
- The other four modules may be selected from the range of options on offer in the Autumn and Spring terms.
- Core modules are 20 hours long and optional modules 15 hours.
- At the end of each module a "statement of completion" is issued based on course assessment and attendance.
- **The modules will be "free-standing" so that a teacher may enrol for a course without necessarily having in mind the accumulation of credits towards the Certificate.**
- The schedule of courses on offer is as follows:

		Options
Autumn 92	Core A	1 + 2
Spring 93	Core B	3 + 4
Autumn 93	Core A	5 + 6
Spring 94	Core B	7 + 8
Autumn 94	Core A	9 + 10
Spring 95	Core B	11 + 12

* What are the Core modules ?

Core A will focus on the language content of the secondary syllabus for forms 1 - 5. Tense, modality, transitivity, etc. will be considered in relation to the language systems inherent in the secondary syllabus. Close attention will also be paid to the language of classroom management. Two further aims of the module are to enrich a teacher's understanding of language as discourse and to enhance her own language awareness.

Core B will explore a range of practical classroom techniques and teaching strategies designed to make the process of language learning more enjoyable and effective. Proper account will be taken of what is realistic and appropriate to the Hong Kong context given constraints such as large classes, poor motivation, exam pressure, attitudes to English, lack of resources & etc.

* Who are the tutors ?

The tutors for these courses have had many years experience in teaching and teacher-training. Several of them have written textbooks for Hong Kong secondary schools and all of them know what the situation is in local schools right now.

Fee Refunds : Teachers may apply for a half fee refund for these courses. See Page vi.

569. LANGUAGE SYSTEMS AND THE ENGLISH SYLLABUS FOR SECONDARY SCHOOLS (FORMS 1 - 5) (CORE A)

The aims of this course are to:

1. Investigate the features of COMMUNICATIVE APPROACHES to English and analyse the implications for teaching/learning environments.
2. Enrich teachers' understanding of LANGUAGE as DISCOURSE.
3. Examine some principles of DESIGN, SELECTION AND USE of communicative materials, with particular reference to popular Hong Kong textbooks.
4. Consider effective approaches to CLASSROOM MANAGEMENT in a communicative language learning environment.

(Enrolment is limited to 30)

Tutor : Bob Adamson, M. Phil., B.A., P.G.C.E. (Wales)
Lecturer in English, Sir Robert Black College of Education

Date : Saturdays, 9.30 a.m. - 12.00 Noon, commencing September 24, 1994

Place : Lecture Theatre 3, SPACE Shek Kip Mei Study Centre, [Ka Chi School], 5 Wai Chi Street, Shek Kip Mei, Kowloon. (Shek Kip Mei MTR Station)

8 meetings

Fee: \$595

570. Developing Reading Skills in English: Techniques for Teachers (optional module)

This course will trace some of the theoretical background to reading but most of the classes will be practical workshop sessions. Members of the group will work together to explore different reading comprehension strategies and develop a variety of reading tasks. Teachers will examine ways in which to help pupils

- understand text organization
- scan for specific information
- extract the main ideas from a paragraph
- deal with unfamiliar words
- "read between the lines"
- understand complex sentences
- use reference words effectively
- evaluate texts

All the reading tasks and teaching techniques we consider will be related to the texts currently used in H.K. secondary schools.

(Enrolment is limited to 30)

Tutor : Arthur McNeill, M.A.(Glasgow), P.G.C.E., M.A.(London)/ Lecturer, Curriculum Studies Dept., University of Hong Kong.

Date : Fridays, 6.30 - 8.00 p.m., commencing October 7, 1994

Place : Lecture Theatre 8, LG2 Floor, Library Extension Building, University of Hong Kong.

10 meetings.

Fee: \$450

571. A Practical Approach to the Teaching of Pronunciation, Stress and Intonation for Secondary English Classes (optional module)

This course will run in two parts. The first part will consist of an overview of current theories of pronunciation, stress and intonation and an introduction to a simple system of annotation for teachers' use. The second part will consist of practical workshops on ways to include the teaching of pronunciation, stress and intonation in the secondary English syllabus.

(Enrolment is limited to 30)

Tutor : Richard Stibbard, B.A. (Exeter), M.A. (B'ham), Cert. T.E.F.L. (R.S.A.)

Date : Saturdays, January 7, 14, 21 & 28, 1995, 9.45 a.m. - 1.00 p.m. commencing January 7, 1995

Place : Room 12, SPACE Town Centre, 9th Floor, West Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong

4 meetings

Fee: \$450

572. Basic Linguistics for Language Learners

The aim of this course is twofold, namely to provide the participants with:

1. a general introduction to the meaning and scope of linguistics;
2. practice in those areas of linguistics which are relevant to efficient language learning especially when using the knowledge of one language to learn another language.

Topics will include:

- PHONOLOGY - the production and reception of vowels and consonants in speech and in writing
 - intonation, stress, juncture, pitch and tone
- MORPHOLOGY - word roots and word types, the use of dictionaries, thesauri and concordances
- SYNTAX - basic phrases and sentences - complex and compound sentences, and their expansion and reduction
- DISCOURSE ANALYSIS - texts beyond the sentence: their structure, meaning and function
- SEMANTICS - expressing the whole message

Tutor : Norman Bird, Ph.D., M.Phil., B.A., (London), Senior Lecturer in English, Institute of Language in Education

Date : Mondays, 6.30 - 8.00 p.m., commencing September 26, 1994

Place : Room 104, K.K. Leung Building, University of Hong Kong

10 meetings

Fee: \$450

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

573. Preparing for Speech Festivals

The aim of this course is to help teachers (primary and secondary) prepare their pupils for participation in speech and drama festivals in Hong Kong. Consideration will be given to each competition class including: solo verse speaking, choral verse speaking, prose reading, story-telling, bible reading, public speaking, sight performance, solo, duologue & group drama. A workshop approach will be adopted. Members of the group will explore and try to resolve some of the problems of technique and pronunciation their students may have. The course will also review some of the most common mistakes identified from previous speech festivals and equip teachers to help enhance their pupils' presentations. It may also serve to enrich the teachers' own understanding of the elements of spoken English.

The main tutor for this course has been actively involved in the annual speech festival for 19 years. Other experienced teachers will be invited to share some of the sessions.

(Enrolment is limited to 30)

Tutor : Christine Chan, B.A., Cert.Ed. (Hong Kong), M.I.L.
(& guest speakers)

Date : Saturdays, 9.00 - 11.00 a.m., commencing September 10, 1994

Place : Room 12, SPACE Town Centre, 9th Floor, West Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong.

8 meetings.

Fee: \$450

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

ENGLISH FOR PRIMARY SCHOOL TEACHERS

574. English for the Primary School

This course is designed for Primary School teachers of English who wish to deepen their understanding of the English language and its role in primary education. Consideration will be given to three main areas:

- the System of English
- approaches to Syllabus Design
- the language of the English lesson

The first area, the nature of English, looks at different aspects of the language: the sound system, grammar, discourse and para-linguistic features. The second area, approaches to syllabus design, looks at different ways of constructing schemes of work, according to the principles of the Communicative Approach and the Targeted-Oriented Curriculum. The third area, the language of the English lesson, examines the language a teacher needs to use for instructing and managing primary school children. The course will be conducted through talks, discussions and workshops. Guest speakers will be invited to talk on relevant topics.

Co-ordinator : Annie Tong, B.Ed.(Notts.), Teacher's Certificate (Northcote) (Formerly Hong Kong Bank Language Development Fund Research and Development Officer, TOC Project)

Date : Saturdays, 9.30 - 12.00 Noon, commencing November 26, 1994

Place : Lecture Theatre 3, SPACE Shek Kip Mei Study Centre, [Ka Chi School], 5 Wai Chi Street, Shek Kip Mei, Kowloon. (Shek Kip Mei MTR Station)

8 meetings

Fee: \$550

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

575. Using Children's Literature in the Primary Classroom

It is widely accepted that authentic English children's books provide good models of English in all its variety. Using such books as an integral part of an English language programme goes a long way to minimising the problems of English language acquisition and helps develop confident, fluent use of the language. This aspect of English language enrichment is often neglected in Hong Kong schools. It is hoped this course will help remedy the situation by introducing primary school teachers of English to a variety of children's literature and enriching their understanding of its potential use in the Upper Primary classroom.

The course will be practical and involve workshops where teachers will be guided to develop strategies for selecting suitable books to share with their pupils. Consideration will also be given to ways of introducing books to pupils, organising reading activities, and generating ideas for follow-up activities to maximise language acquisition.

Tutor : Elizabeth Thynne, B.A., M.A. (Well.), Dip.Tchg (Christchurch), Dip.Ed., Dip. TESL (Massey) Lecturer in English, Northcote College of Education

Date : Saturdays, 9.00 - 11.10 a.m., commencing November 5, 1994

Place : Room 12, SPACE Town Centre, 9th Floor, West Tower, Shun Tak Centre, 200 Connaught Road, Central, Hong Kong.

7 meetings

Fee: \$450

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

LITERATURE IN ENGLISH

Certificate Programme in English Literary Studies (Course numbers : 576, 577)

Who is it for?

- Anyone who has an interest in literature and would like to find out more about it;
- those who intend to study (part-time) for a degree in English, or for an Arts degree in which literature is a major component;
- those intending to study subjects other than literature at degree level who will first need a good foundation in English Studies;
- teachers of English (language as well as literature) who wish to enhance and refresh their knowledge of English;
- students of English who recognise that language learning entails more than understanding a set of grammar rules.

What are the aims of the programme?

- to introduce a variety of literary texts in English for close reading and discussion
- to help students develop the skills needed to read literature critically and to write about it effectively
- to acquaint students with the genres, conventions and devices of poetry, fiction and drama, as well as the basic terminology used in critical analysis
- to encourage students to explore and articulate their own responses to literary texts rather than to repeat second-hand opinions

How is it structured?

The Certificate is offered in modular form. To be awarded the Certificate a student has to complete **FIVE** modules. These must include the **THREE** Core modules:

CORE 1	Reading short fiction
CORE 2	Reading poetry
CORE 3	Reading drama

The other **TWO** modules may be selected from the range of options on offer in the Autumn and Spring terms. At the end of each module a "statement of completion" is issued based on course assessment and attendance.

The modules are "free-standing" so that a student may take a course for its own sake without necessarily having in mind the accumulation of credits towards the Certificate.

Why study literature?

"...through literature we rediscover a sense of the density of our lives" (Iris Murdoch)

"...to enable the reader better to enjoy life or better to endure it" (Samuel Johnson)

"/It is/ the language in which man explores his own amazement" (Christopher Fry)

Fee Refunds : Teachers may apply for a half fee refund for these courses. See Page vi.

576. Reading Short Fiction (CORE module)

V.S. Pritchett described the short story as: "...the glancing form of fiction that seems to me right for the nervousness and restlessness of contemporary life." This course will introduce some (contemporary) short stories in English. The texts will be selected not just for their intrinsic merits but in order to illustrate devices and techniques used in narrative fiction. These will include plot types, modes of characterisation, point(s) of view, patterns of sound and grammar.

There will be stories of mystery, psychology, humour and horror, the exotic, the erotic, the political and the social. Stories of quality which will repay the effort of reading them.

The classes will not be lectures about stories but discussions, workshops and readings, augmented where appropriate by audio-visual materials.

Applicants should have a good reading knowledge of English, a willingness to participate in discussion and, above all, an interest in literature. (*Enrolment is limited to 25*)

Tutor : Peter Kennedy, B.A.(Wales), M.A.(Sussex), M.A.(Essex), M.Phil.(Dublin). Lecturer (English Studies), SPACE, University of Hong Kong

Date : Saturdays 11.15 a.m. - 1.30 p.m., commencing October 1, 1994

Place : Room 12, SPACE Town Centre, 9th Floor, West Tower, Shun Tak Centre, 200 Connaught Road, Central, H.K.

9 meetings

Fee: \$600

577. Approaches to Literature (OPTIONAL Module)

This course will examine what it means to have a theory of literature and will encourage participants to develop a more flexible response to literary works. Using poems and short stories from the 19th and 20th centuries as sample texts, the course will examine such questions as:

- Does a literary text have only one meaning?
- How do I decide what the "correct" meaning of a text is?
- What is structuralism, deconstruction and post-structuralism?
- How do we "deconstruct" a text?
- What is stylistic analysis?
- What makes a viewpoint on a literary work "feminist" or "Marxist" or "post-colonial" ?
- What is reader-response theory?

Each session will involve some input, followed by participants working in groups on specific texts. It is to be hoped that sufficient interest is generated through the practical work that the follow-up discussion will be lively. The course obviously requires a fairly high level of proficiency in both written and spoken English and would suit those who wish to acquaint themselves with contemporary literary theory as well as teachers of literature who wish to 'catch up' with developments in the field of literary studies.

(*Enrolment is limited to 25*)

Tutor : Ray Mackay, M.A. (Aberdeen), M.Ed., P.G.C.E., Dip. Ling. (Edinburgh), Dip. T.E.F.L. (R.S.A.), Senior Lecturer in English, Northcote College of Education

Date : Saturdays, 9.30 a.m. - 12.00 Noon, commencing December 3, 1994

Place : Room 12, SPACE Town Centre, 9th Floor, West Tower, Shun Tak Centre, 200 Connaught Road, Central, Hong Kong

6 meetings

Fee: \$450

EUROPEAN STUDIES

Lecturers in charge : *Richard M. Booker*
Peter Kennedy

Telephone: 547 2225

- * **FRENCH**
578 - 582 First Certificate programme in French Language
583 Certificate in French for Business Communication
- * **SPANISH**
584 - 587 First Certificate programme in Spanish Language
- * **GERMAN**
588 - 590 First Certificate programme in German Language
- * **ITALIAN**
591 - 593 First Certificate programme in Italian Language
- * **RUSSIAN**
594 Russian for Beginners

The First Certificate programmes

The First Certificate programmes in **French, German, Italian** and **Spanish** are offered in modular form. The Level 1 courses are 45 hours, Level 2 courses are 45 hours and Level 3 courses are 60 hours long. Courses at each of the three Levels will normally be offered in both the Autumn and Spring terms:

October 1994	March 1995
Level 1	Level 1
Level 2	Level 2
Level 3	Level 3

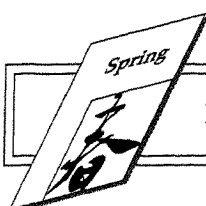
- To be awarded the SPACE First Certificate a student must complete courses at all THREE Levels i.e. 150 hours of tuition. Those who wish to complete the entire programme in three terms may do so provided they pass the exit tests at each level and attend at least 75% of all classes.
- However, those who just want to take an introductory course in one of these languages may exit the programme with a Statement of Completion after Level 1.
- Some students may find that they need to consolidate their understanding of the language at Level 2 before moving on to Level 3, or that work commitments prevent them from continuing to attend on a particular night. The flexibility of the First Certificate programme enables such students to repeat Level 2 the next term or to attend a course at a different centre on another night if they wish.
- For the convenience of students, the courses are offered at easily accessible locations in Kowloon and Hong Kong.
- The tutors for these courses are drawn from a panel of university graduates who are also experienced teachers of the European languages they are teaching.

(A course outline for each of these programmes is available upon request.)

SPACE offers language courses for working adults in French, Spanish, Italian, German and Russian.

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.



In order to receive the next issue of this Prospectus, please turn to page 117.

Courses in French Language

First Certificate programme in French Language

French: Level 1

These courses are for complete beginners who wish to acquire a basic understanding of spoken and written French. By the end of the course students should be familiar with the sound system of French and the basics of French grammar. They will also be able to hold simple conversations in French.

578. **SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road, Central, Hong Kong**

Date : Sundays, 9.30 A.M. - 12.30 p.m., commencing October 9, 1994

15 meetings

Fee: \$1,300

579. **St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, Tsimshatsui)**

Date : Mondays and Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994

30 meetings

Fee: \$1,300

580. **Wah Yan College, 56 Waterloo Road, Kowloon**

Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

30 meetings

Fee: \$1,300

French: Level 2

Level 2 French courses are intended for students who have completed Level 1 or received approximately 45 hours of instruction in basic French at another institution. *Strong emphasis will be put on the acquisition of audio-oral skills. Intensive tuition will also be provided in reading and writing skills. At the end of the course students should be able to use French to communicate in a variety of simple situations such as asking for directions, ordering food in a restaurant, shopping, making telephone calls etc. In addition, students will extend their active vocabulary and deepen their understanding of French grammar.*

(Enrolment is limited to 25)

581. **University of Hong Kong**

Date : Tuesdays and Thursdays, 7.15 - 8.45 p.m., commencing October 11, 1994

30 meetings

Fee: \$1,500

French: Level 3

Level 3 courses are intended for students who have completed Level 2 or received approximately 90 hours of instruction in French elsewhere. The course will enable students to develop greater fluency in French and to follow the conversation of a native speaker effectively. By the end of the course students should also be able to read simple French texts and have gained some insights into contemporary French life and culture. On completion of this course, students will sit an examination that leads to the award of the SPACE First Certificate in French Language.

(Enrolment is limited to 20)

582. **University of Hong Kong**

Date : Tuesdays and Thursdays, 6.15 - 7.45 p.m., commencing October 11, 1994

40 meetings

Fee: \$ 2,150

For all 3 Levels, the language of instruction will be French, supplemented by English as necessary.

583. Certificate in French for Business Communication

The course is aimed at those who wish to improve their spoken and written French for use in a business context. Tuition will be provided in how French is used in banking, shipping, administration, commerce and advertising. This course will focus on business communication and will include oral presentations, role play, simulations and group work activities. Consideration will also be given to business writing in French and this component will include: letters of enquiry and complaint, memoranda, taking minutes at meetings, business reports and summaries. Students will be expected to participate fully in oral activities and to complete the written assignments.

A SPACE **Certificate in French for Business Communication** will be awarded to those who complete the course satisfactorily and pass the final examinations.

Enrolment will be limited to 25 students who have completed the SPACE First Certificate in French programme or else can provide evidence that they have received approximately 150 hours of tuition in French elsewhere.

Place : **SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road, Central, Hong Kong**

Date : Tuesdays and Fridays, 6.15 - 7.45 p.m., commencing October 11, 1994

60 meetings

Fee: \$2500

Courses in Spanish Language

First Certificate programme in Spanish Language

Spanish: Level 1

These courses are designed for complete beginners who wish to learn to communicate in Spanish in a variety of situations. The course aims to cover the basics of Spanish grammar and to help students understand simple spoken and written Spanish.

584. University of Hong Kong

Date : Fridays, 6.15 - 9.15 p.m., commencing October 14, 1994

15 meetings

Fee: \$1,300

585. St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, Tsimshatsui)

Date : Mondays and Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994

30 meetings

Fee: \$1,300

Spanish: Level 2

Level 2 Spanish courses are for students who have completed Level 1 or received approximately 45 hours of instruction in basic Spanish elsewhere. *At the end of the course students should be able to use Spanish to ask for directions, use public transport, order food in a restaurant, give information about themselves, go shopping, make telephone calls, deal with various aspects of health and welfare, socialise etc. In addition, students will extend their active vocabulary and deepen their understanding of Spanish grammar.*

(Enrolment is limited to 25)

586. Wah Yan College, 281 Queen's Road East, Hong Kong

Date : Tuesdays & Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

30 meetings

Fee: \$1,500

Spanish: Level 3

Level 3 courses are intended for students who have completed Level 2 or received approximately 90 hours of instruction in Spanish elsewhere. The course will enable students to develop greater fluency in Spanish, to follow the conversation of a native speaker effectively and to understand some colloquial and idiomatic expressions. By the end of the course students should also be able to read simple Spanish texts and have gained some insights into

contemporary Spanish life and culture. On completion of this course, students will sit an examination that leads to the award of the SPACE First Certificate in Spanish Language.

(Enrolment is limited to 20)

587. Wah Yan College, 281 Queen's Road East, Hong Kong

Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

40 meetings

Fee: \$2,150

For all 3 Levels, the language of instruction will be Spanish, supplemented by English as necessary.

Courses in German Language

First Certificate programme in German Language

German: Level 1

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 familiar with the sound system of German and the basics of German grammar. They will also be able to hold simple conversations in German.

588. St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, Tsimshatsui)

Date : Tuesdays and Thursdays 6.30 - 8.00 p.m., commencing October 11, 1994

30 meetings

Fee: \$1,300

German: Level 2

Level 2 German courses are intended for students who have completed Level 1 or received approximately 45 hours of instruction in basic German at another institution. *At the end of the course students will be able to use German to communicate in a variety of simple situations such as asking for directions, ordering food in a restaurant, shopping, making telephone calls etc. In addition, students will extend their active vocabulary and deepen their understanding of German grammar.*

(Enrolment is limited to 25)

589. Wah Yan College, 56 Waterloo Road, Kowloon

Date : Mondays and Wednesdays, 6.30 - 8.00 p.m., commencing October 10, 1994

30 meetings

Fee: \$1,500

German: Level 3

Level 3 courses are intended for students who have completed Level 2 or received approximately 90 hours of instruction in German elsewhere. The course will enable students to develop greater fluency in German and to follow the conversation of a native speaker effectively. By the end of the course students should also be able to read simple German texts and have gained some insights into contemporary German life and culture. On completion of this course, students will sit an examination that leads to the award of the SPACE First Certificate in German Language.
(Enrolment is limited to 20)

590. Wah Yan College, 56 Waterloo Road, Kowloon
Date : Fridays 6.30 - 9.30 p.m., commencing October 14, 1994

20 meetings Fee: \$2,150

For all 3 Levels, the language of instruction will be German, supplemented by English as necessary.

Courses in Italian Language

First Certificate programme in Italian Language

Italian: Level 1

This course is designed for complete beginners who wish to learn to communicate in Italian in a variety of situations. The course aims to cover the basics of Italian grammar and to help students understand simple spoken and written Italian.

591. St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, Tsimshatsui)
Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

30 meetings Fee: \$1,300

Italian: Level 2

Level 2 Italian courses are for students who have completed Level 1 or received approximately 45 hours of instruction in basic Italian elsewhere. *At the end of the course students should be able to use Italian to ask for directions, use public transport, order food in a restaurant, give information about themselves, go shopping, make telephone calls, deal with various aspects of health and welfare, socialise etc. In addition, students will extend their active vocabulary and deepen their understanding of Italian grammar.*

(Enrolment is limited to 25)

592. Wah Yan College, 56 Waterloo Road, Kowloon
Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., commencing October 11, 1994

30 meetings Fee: \$1,500

Italian: Level 3

Level 3 courses are intended for students who have completed Level 2 or received approximately 90 hours of instruction in Italian elsewhere. The course will enable students to develop greater fluency in Italian, to follow the conversation of a native speaker effectively and to understand some colloquial and idiomatic expressions. By the end of the course students should also be able to read simple Italian texts and have gained some insights into contemporary Italian life and culture. On completion of this course, students will sit an examination that leads to the award of the SPACE First Certificate in Italian Language.

(Enrolment is limited to 20)

593. Wah Yan College, 56 Waterloo Road, Kowloon
Date : Fridays, 6.30 - 9.30 p.m., commencing October 14, 1994

20 meetings Fee: \$2,150

For all 3 Levels, the language of instruction will be Italian, supplemented by English as necessary.

Course in Russian Language

594. Russian for Beginners

This course is for complete beginners who wish to acquire a basic understanding of spoken and written Russian. By the end of the course students should be familiar with the sound system of Russian and the basics of Russian grammar. They will also be able to hold simple conversations in Russian. *The language of instruction will be Russian, supplemented by Chinese or English as necessary.*

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road, Central, Hong Kong

Date : Sundays, 2.00 p.m. - 4.30 p.m., commencing October 9, 1994.

18 meetings Fee: \$1,300

IN-HOUSE TRAINING COURSES

Companies interested in arranging in-house training courses in French, Spanish, German or Italian for their employees should contact Ms G Lee on 547 2225.

611. 英國珠寶鑑定師初級課程(中文)研習班 (A Preparatory Course for the FGA Preliminary Examination in Chinese)

課程目的：

使學員能根據英國珠寶鑑定師初級公開試的大綱要求而全面和有系統地掌握珠寶學的最基本知識。本課程適合應考英國珠寶鑑定師公開試的學員以及不準備考試但有志獲得珠寶學全面和有系統的知識的人士。

課程內容：

- (1) 基礎結晶學——晶體和非晶體的概念、結晶要素、七大晶系。
- (2) 寶石的物理及光學性質——顏色、硬度、解理、比重等等。
- (3) 各種寶石鑑定儀器的光學原理及使用方法。
- (4) 寶石概說——各種天然石包括鑽石、紅藍寶石、祖母綠、翡翠榴子石、橄欖石、黃石、海藍寶石、鉛石、蛋白石、水晶土耳其石及珍珠、琥珀、珊瑚等等 20 多種寶石的性質及鑑定方法。各種人造寶石的製造和鑑別方法、各種模擬石性質及鑑別方法。教學中配以幻燈片和樣本觀察使教學達到最佳效果。

課程主任：何冠驥先生 B.A.(C.U.H.K.), A.M., Ph.D.(III)

主 講 人：歐陽秋眉女士 M.Phil(HK), F.G.S.(Lond.), F.G.A.(Lond.),
Dip. Dia(GIA), 英國珠寶學會院士，
美國鑽石文憑

黎梅格女士 B.S.sc., Dip. Edu., F.G.A.(Lond.), 英國珠寶學會院士

地 點：香港大學專業進修學院市區中心 1 8 室（信德中心西翼九樓）

時 間：一九九四年九月廿九日起每星期四下午八時至十時
全期學費：七千九百五十元（共三十五講）

英國珠寶鑑定師文憑課程（中文）研習班 (A Preparatory Course for the FGA Diploma Examination in Chinese)

課程目的：

本課程是在英國寶石鑑定師初級課程的基礎上進一步深入擴大珠寶學的知識。通過有系統的理論教授和實習，使學員具備珠寶鑑定師的專業水平。

本課程適用於應考英國珠寶鑑定師公開試的學員以及不準備考試但有志獲得珠寶學專業知識及科學鑑定本領的人士。

課程內容：

本課程分為理論和實習兩個部份。除了包括初級班內容外還有如下內容：

- (一) 理論：(1) 基礎結晶學在寶石學中的應用。(2) 物理和光學性質——各種測定比重的方法、晶體光學性質。x 射線、紫外線在寶石鑑定方面的應用、包裹體及其重要性質在鑑定寶石中的作用。(3) 儀器及使用——顯微鏡、偏光儀、折射儀、光譜儀、分光儀、紫外燈，各種 X 射線在寶石鑑定中的應用，紅外光譜，電子探針等現代鑑定技術的原理及運用。(4) 寶石的性質及特徵——重要寶石的鑑定。不同產地紅藍寶石、祖母綠的鑑定。鑽石的分級鑑定。珍珠的分級鑑定。稀有寶石的鑑定。除初級班讀過的寶石外還加入紅柱石、磷灰石、鮑文玉、賽黃晶、透輝石、結晶珊瑚、孔雀石、天然玻璃等等 50 多種寶石。(5) 有機寶石鑑定——珍珠、琥珀、珊瑚、貝殼、象牙等。(6) 各種人工處理寶石的方法的原理及鑑定方法。

(二) 實習：使學員熟練掌握寶石的鑑定儀器，以便能快速地應付常見 40 多種寶石的鑑定，以達到專業鑑定師的基本標準。內容包括(1) 重要寶石和原石晶體的鑑別法。(2) 熟練和準確測量寶石折射率的方法。(3) 重要寶石的吸收光譜的測量方法。(4) 熟練掌握 40 多種不同寶石的鑑別方法。(5) 寶石顯微鏡觀察鑑定包裹體的方法。

課程主任：何冠驥先生 B.A.(C.U.H.K.), A.M., Ph.D.(III)

理論部份：

課程編號：612

主 講 人：歐陽秋眉女士 M.Phil(HK), F.G.S.(Lond.), F.G.A.(Lond.),
Dip. Dia(GIA), 英國珠寶學會院士，
美國鑽石文憑

黎梅格女士 B.S.sc., Dip. Edu., F.G.A.(Lond.), 英國珠寶學會院士

地 點：香港大學專業進修學院市區中心 1 0 室（信德中心西翼九樓）

時 間：一九九四年九月廿七日起每星期二下午七時四十五分至九時四十五分

全期學費：八千二百五十元（共三十五講）

實習部份（一）：

課程編號：613

主 講 人：歐陽秋眉女士 M.Phil(HK), F.G.S.(Lond.), F.G.A.(Lond.),
Dip. Dia(GIA), 英國珠寶學會院士，
美國鑽石文憑

黎梅格女士 B.S.sc., Dip. Edu., F.G.A.(Lond.), 英國珠寶學會院士

地 點：香港珠寶學院 402 室（香港德輔道中 247 號德祐大廈 401-2 室）

時 間：一九九四年十月三日起每星期一下午八時至十時

全期學費：五千五百元（共十七講）

實習部份（二）：

課程編號：614

主 講 人：歐陽秋眉女士 M.Phil(HK), F.G.S.(Lond.), F.G.A.(Lond.),
Dip. Dia(GIA), 英國珠寶學會院士，
美國鑽石文憑

黎梅格女士 B.S.sc., Dip. Edu., F.G.A.(Lond.), 英國珠寶學會院士

地 點：香港珠寶學院 402 室（香港德輔道中 247 號德祐大廈 401-2 室）

時 間：一九九五年二月六日起每星期一下午八時至十時

全期學費：五千五百元（共十八講）

GEOGRAPHY & GEOLOGY

Lecturer in charge: Paul Luey

Telephone : 859 2423
859 2786

601. 礦物，岩石與化石戶外考察 (Minerals, rocks and fossils in the field)

本課程介紹如何認識礦物，岩石和化石。內容如下：

- (一) 礦物晶系，礦物各種物理性質，造岩礦物，某些礦石礦物及某些寶石礦物的識別。
- (二) 岩石的分類，各種岩石的組成成分及識別。
- (三) 化石的形成條件，保存形式，化石類型。

(限收三十人)

主 講 人：鈕柏燊先生

地 點：香港大學邵逸夫樓208室

時 間：一九九四年十月六日起每星期四下午六時三十分至八時

全期學費：四百三十元 (共十二講及二次戶外考察)

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

602. Geographic Information System: Design and Applications

Geographic Information System (GIS) is a form of information processing currently used by business, industry and government. Specifically, GIS is a unique data base management system which incorporates spatial analytic techniques in order to capture, manipulate, display and analyze data. This course intends to introduce the concepts, implementation, and applications of GIS, and includes discussion of GIS architecture, data structure, transformation, geocoding, modeling, accuracy, and representation. Strategies on how to use such technology in an applied problem solving manner (e.g. in land use planning, resource management, and environmental monitoring) will be presented, with particular reference to Hong Kong, and different GIS software hardware interface will also be discussed.

Through the course, participants will be able to understand the important principles of GIS and to develop skills for building spatial database and performing spatial analysis. No previous GIS or computing experience is required although familiarity with computer system for mapping is an advantage.

Enrolment is limited to 30

Tutor : Miss Winnie Tang S.M., B.A. (H.K.)

Venue : Room LG107, K.K. Leung Building, HKU

Date : Wednesdays, 7.00-8.30 p.m., commencing October 12, 1994

Fee : \$430

Medium of Instruction: English supplemented with Cantonese

6 meetings & one daytime visit

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.

616. 現代的博物館 (Museum Studies)

博物館之成立、其特質及表達之思想方式、精神面貌等，往往反映當時社會的政治、經濟及文化背景。本課程旨在談論博物館在社會的地位、價值、意義及其所扮演的角色。

現代博物館趨向於建立一開放、走向大眾的形象，並處處為照顧觀眾需要而花上心思，於是很多不同面貌的博物館相繼出現，吸引不同年齡、不同階層的市民參觀，面對這群新觀眾，博物館應採取怎樣的態度、方針與策略？

此課程希望作為一個引介，使大家認識博物館此項大眾的資源。另一方面，亦盼望從事管理這項資源的同業人能交出更大的熱誠，努力尋找博物館應走的路向，並擬定完整的推廣計劃，以求為未來博物館作出新突破！

主 講 人：歐陽詠敏小姐 M.A.(Leicester)
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：一九九四年十月一日起每星期六下午二時十五分至三時四十五分
全期學費：四百元（共十講）

617. 香港業餘考古學導論 (Amateur Archaeology in Hong Kong)

本課程專為培養對考古工作有興趣人士而設，本課程著重理論和實習，使學員更有效地利用現場發掘過程，對考古學更具了解。

主要內容包括：（一）考古學研究的對象和範圍；（二）考古學研究的方向、功用及其與其它學科的關係；（三）新石器時代考古；（四）埋葬制度及文化藝術；（五）青銅時代考古；（六）鐵器時代考古；（七）陶瓷製造業；（八）石刻藝術；（九）灰窰製造業；（十）最新科學古物鑑定；（十一）考古遺址。並參觀考古學會發掘過程，及安排參與實習。

主 講 人：盧金球先生（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：一九九四年九月廿八日起每星期三下午六時十五分至七時四十五分
全期學費：五百元（共十二講及二次野外實習）

618. 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：一九九四年九月廿六日起每星期一一下午六時至七時三十分
全期學費：四百八十元（共十二講及一次現場參觀）

619. 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、古碑及炮台、古廟、宗祠及公祠、書室及書齋、圍村及民房、風水塔及風水牆、功名牌匾、及古建築物等。有關新界五大家族（鄧、廖、文、彭、侯）等的拓殖史及背景，封建考試制度如鄉試、會試及殿試等。農村風俗及生活習慣等作深入淺出的講授。（限收二十二人）

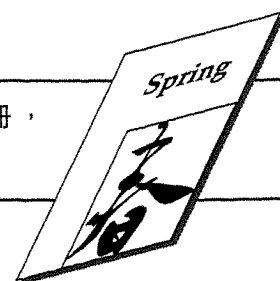
主 講 人：盧金球先生（香港古學會執行委員）
地 點：香港大學專業進修學院市區中心18室（信德中心西翼九樓）
時 間：一九九四年十二月廿一日起每星期三下午六時十五時至七時四十五分
全期學費：四百五十元（共九講及二次實地考察）

620. 香港近百年歷史的回顧 (The Past Hundred Years of Hong Kong)

本課程由中英第一次鴉片戰爭說起，回顧本港一百五十年來的滄桑史。內容介紹早期香港的面貌、地理環境、傳統生活習慣與風俗、及民間信仰等，並與今日的香港作一個全面的比較。其中對在日治時期港人的生活實況，更有詳細的闡述。講者生於斯長於斯，親身體會淪陷三年零八個月時期的情況，可說是歷史的見證人。本課程對未經第二次世界大戰洗禮的青年人，有提供教育與警傷的作用。四十歲以上的人上，亦可藉本課程重溫舊夢，與講者共同回味過去甘苦。（限收二十二人）

主 講 人：盧金球先生（香港考古學會執行委員）
地 點：香港大學專業進修學院市區中心18室（信德中心西翼九樓）
時 間：一九九四年十二月十九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（共八講及一次實地考察）

如欲收到下期課程手冊，
請翻閱第117頁。



JOURNALISM & COMMUNICATION

Lecturer in charge: Owen H.H. Wong

Telephone: 859 2788

621. Modern Journalism

The presentation of news, analysis, features and editorial views through all forms of the media will be considered by a variety of experts in their respective fields. They will include visiting correspondents such as Anthony Lawrence, BBC radio expert for both news and features.

The topics for discussion will cover the work of foreign correspondents; opportunities for free-lance writing as well as the daily activities of major news agencies and ways of entering the media. Consideration will also be given to such question as, what is news, can journalists be trained, and, if so, how can this best be done. The influence of new technology on the media will also be considered.

Prospective students, whether working in journalism or television, or hoping to do so, should be of a high calibre and should be fluent in both written and spoken English. They may be selected by interview after a short written test. They should also note that they will be expected to participate in exercises which will consist of simple reports based on newspaper cuttings, followed by class critiques. Thereafter, in the belief that the best way to learn about reporting is by reporting, students will be expected, after listening to the former BBC Far Eastern Correspondent, Anthony Lawrence, for instance, to simulate their own short news broadcasts and comments. Clare Hollingworth has agreed to act throughout as course-coordinator and "editor-in-chief".

Enrolment will be strictly limited to 30

Applicants should preferably provide a sponsoring letter from their employer and should attach to their application form a brief statement as to why they wish to join this course.

Tutors : Vergil G. Berger, M.A. (Cantab.)
Clare Hollingworth, O.B.E., and
other guest speakers

Venue : Room 22, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F, Hong Kong

Date : Tuesdays, 10.15a.m.-12.15p.m., commencing
October 18, 1994

10 meetings

Fee: \$565

(This course is subsidized by the Vocational Training Council. Those who would like to pay half-fee (\$293) have to use the special application form provided by our School with signatures from their officers-in-charge for approval.)

622. Electronic & Printed Media: China News Collecting & Reporting (電子與文字媒介的中國新聞採訪與報導)

(Sponsored by the Journalism Training Board, V.T.C.)

Speakers: Mr. Chan King-cheung, Deputy Editor-in-chief,
H.K. Economic Journal.
Mr. Law Kwok-sum, China News Specialist
and probably one guest speaker

Venue : Kadoorie Agricultural Research Centre, Shek
Kong, Yuen Long, N.T. (Participants should gather
at Hankow Road, Tsimshatsui for the coach at 2.30
p.m. on September 24, 1994)

Time : 3.00 p.m., September 24, 1994 (Saturday) to
5.30 p.m., September 25, 1994 (Sunday)

Fee : \$135, including transportation, full board and
lodging with air-conditioning (Payment should be
made by cheque payable to the University of Hong
Kong)

Medium of Instruction: Cantonese and some English

Application: through Journalism Training Board, Vocational
Training Council, 27 Wood Road,
Wanchai, Hong Kong. Tel: 8361714

Enrolment is limited to 24

Deadline for applications: September 9, 1994

623. What a Print Buyer Should Know About Printing

This course is designed for graphic artists, designers, reporters, editors, and other employees in the publishing, journalism and communication fields who, as print buyers, must have a basic understanding of printing production processes. Emphasis will be on costing evaluation and quality control. Topics will include: placing a printing order, appreciation of printing processes and production, printing materials; standard and suitability, costing and standards in printing, as well as quality control in printing.

Enrolment is limited to 30

Tutors : Members of the Graphic Arts Association of Hong
Kong

Venue : Room 208, Run Run Shaw Building, HKU

Date : Mondays, 6.45-8.45 p.m., commencing September
26, 1994

5 meetings

Fee: \$240

Medium of instruction: Cantonese supplemented with
English where appropriate

Participants are expected to pay \$100 each for materials and tools.

624. 公眾關係證書課程

(Certificate Course in Public Relations)

課程聯絡：

顧明仁先生 MScEd(USC), MA (Wisconsin Madison), Dip Comm, MIPR, FRSA, FICM, FInstPR, P Mgt (香港專業公眾關係協會創會會長)

課程主旨：

為從事公眾關係、市場推廣、工商管理、傳播工作及社會服務人士，提供一系統全面的專業知識。

課程內容：

(一) 大眾傳播導論：講授大眾傳播學理論，介紹不同種類傳媒的特性，並探討大眾傳媒的專業道德及社會責任等問題。(共八講)。(二) 公眾關係導論：闡釋公眾關係的基本原理及有關的理論，公眾關係活動的策劃程序及運作技巧等。(共六講)。(三) 媒介與宣傳：討論機構與傳媒關係，傳媒工作的策劃與機構媒介策略，製作及選擇適當的訊息與媒體，包括新聞稿撰寫，業績報告等。(共六講)。(四) 企業傳播：討論有關商業企業在形象確立的方針，企業對外及對內傳播的問題，企業危機與公眾關係處理技巧等。(共四講)。(五) 市場傳播：講授有關基本市場學與傳媒在市場傳播所擔任的角色、公眾關係與產品廣告之配合等。(共四講)。(六) 公眾關係策略評估與研究：討論有關公眾關係策略及研究的方法，怎樣提高公眾關係活動的效益等。(共六講)。(七) 個案及學員習作研討。(共四講)。(限收二十八人)

主 講 人：(由香港專業公眾關係協會院士負責擔任)

地 點：香港大學專業進修學院市區中心28室(信德中心西翼九樓)

時 間：一九九四年十月十一日起每星期二下午七時五十分至十時

全期學費：二千五百元 (共三十八講)

入學資格：(一) 大專畢業或(二) 大學入學試合格，並具一年以上有關工作經驗。

結業證書：課程結束後，學員若能符合下列三項條件，則可領得本學院頒發之證書：(一) 畢業考試合格；(二) 上課次數超過百分之八十；及(三) 完成所有課程中的作業。

申請手續：申請者須於九月九日前，將申請表格寄回本學院，函內須附回郵信封、二吋半身近照二張、學歷及工作經驗之證件副本及詳情，報名時請用支票交款。

[本課程與香港專業公眾關係協會合辦]

625. 新聞學證書班 (Certificate in Journalism)

課程主旨：

本課程專為有志從事新聞事業，及對新聞事業有興趣或日常工作與新聞事業，新聞寫作有密切關係之人士而設，提供專業的訓練。更通過各項參觀與實習，使彼等對新聞事業，有全面的認識，而目下的新聞工作從業員，又可藉此種課程得到進修的機會，以提高工作的效能。

課程內容：

新聞學導論；大眾傳播媒介與傳達學；新聞採訪與新聞寫作；新聞翻譯；編輯學；廣播與電視；有關新聞學專題講座；及實習與參觀。(限收三十二人)

顧 問：胡仙女士 OBE, JP (星島報業有限公司董事長)
岑才生先生 MBE, JP (華僑日報社長)

主 講 人：麥卓卓先生 (新報日報副社長)
梁天偉先生 (壹周刊副社長)
顧明仁先生 (香港專業公眾關係協會創會會長)
林平衡先生 (快報副總編輯)
梁麗珠小姐 (香港公開進修學院翻譯導師)
李錦祺先生 (時代論壇社長兼總編輯)
趙潤桓先生 (香港電台高級新聞時事節目主任)
何鉅華先生 (亞洲電視新聞部節目策劃編輯)

地 點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時 間：一九九四年十月十九日起每星期一 下午七時十分至九時四十分

全期學費：一千九百五十元(共三十八講，另加兩星期六的自習與參觀)

入學資格：

申請人須至少具下列任何一項資格：(甲) 持有大專畢業證書；(乙) 大學入學試合格，若不能達到此程度，則中英文中學會考須五科合格，而中英文成績良好；(丙) 在各報館、電台、電視台或出版機構從事記者或行政工作三年以上

結業證書：

課程結束後，學員若能符合下列三項條件，則可領得本學院頒發之證書：(一) 畢業考試合格；(二) 上課次數超過百分之八十；及(三) 完成所有課程中的作業。

申請手續：

申請者須於九月廿九日以前將申請表格及函件寄回本學院，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。報名時請用支票交款。

626. 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) 印刷工藝製作知識；(二) 編排技術的認識；(三) 桌上出版系統概說；(四) 色彩及彩色製版簡述；及(五) 特技影版的認識。

(限收二十五人)

主 講 人：香港印藝學會委員

地 點：香港大學邵逸夫樓208室

時 間：一九九四年十月三十一日起每星期一 下午六時四十分至八時四十五分

全期學費：二百四十元 (共五講)

627. 雜誌編輯 (Magazine Editing)

雜誌的編輯，是專門的學問，是一種藝術、是一項管理學；雜誌的編輯，更是作家與廣大群眾的橋樑；小至團體學校的刊物，大至銷路廣闊的雜誌，其成功與否，都倚賴編輯們的修養。故本課程將兼顧以下的重點：報紙、雜誌、畫報編輯的分野及特點；讀者心理和編輯風格的建立，新聞感和信任感探討；文字編輯和技巧編輯在香港的優缺點；標題的控制，資料選輯和節奏感的分析；紙張、製版、分色、印刷原理和選用介紹；版面設計、字體研究和美學小談；編輯工作的責任感和時間控制。

主 講 人：吳其人先生（編輯，出版人）
 地 點：香港大學校本部大樓122室
 時 間：一九九四年十月十四日起每星期五下午七時十五分至九時十五分
 全期學費：二百五十元（共七講）

628. 電腦輔助美術設計 (Computer-aided Design with Personal Computer)

本課程適合一群從事傳統設計、編輯、廣告及美術而有志於探求電腦輔助設計的工作者而設。雖則課程未有安排任何的課堂實習，但學員須早交家課多份，以備考核及展覽之用，故此希望學員能自備電腦及每週花費不少於五小時的實習時間。導師亦會在適當時為學員提供電腦輸出的服務及參觀。課程內容包括：電腦美術設計的硬件及軟件；電腦視窗(Windows)的工作環境及其操作；電腦字形系統的应用，Corel Draw 的应用，Picture Publisher的应用，及輸出的過程及其質量控制。

(限收三十人)

主 講 人：袁振光先生 B Sc (CUHK), Cert Ed (HK), MHKCS, MIEEE
 袁建雄先生 B Sc (CUHK)
 地 點：香港大學邵仁枚樓101室
 時 間：一九九四年十月四日起行星期二下午七時十五分至九時十五分
 全期學費：二百元（共六講）

629. 製作教學錄像節目之理論與技巧 (Introduction to Making Educational/Instructional Video)

為工商，教育，文化，新聞等行業提供的基本訓練課程，研究利用攝錄機拍攝簡單而有效的錄像節目，以供訓練員工，學生之用。內容包括：（一）錄像之歷史，流通及特色；（二）教育vs娛樂；廣播vs狹播，（三）錄像與學習；（四）系統式製作原理，（五）基本技術知識，（六）基本攝錄語言，（七）剪接，構圖，燈光，音響，（八）錄像類型。

主 講 人：容若愚先生 M Ph (Comm, CUHK), B Ed (Lond), STB (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：一九九四年十二月十五日起行星期四下午六時至八時
 全期學費：二百八十五元（共六講）

630. 電影及錄影製作 (The Technique of Film-making & Video Production)

本課程利用講解及分組討論形式，將電影工業及錄影製作各環節逐一介紹，先從認識各類型攝影器材開始，繼而介紹菲林類別，內容包括：（一）攝影機及鏡頭的運用；（二）電影語言；（三）拍攝技巧；（四）燈光效果；（五）音響控制；（六）劇本創作；（七）剪接功能；（八）製作預算。課程除講授外，並輔以佳作示範，及實地拍攝工作，務求使理論與實際互相配合。

(限收廿四人)

主 講 人：貝格理(Gary Pollard)先生 TV producer/reporter for the award winning "Here & Now" program, scriptwriter for "Legacy"

王璐德女士 Director of the program Legacy BEST INTERNATIONAL TV DRAMA (San Francisco Film Festival 1991)

黎頌圖先生 Winner of 3 awards in a recent contest
 黎秋華先生 Executive producer at RTHK

講授語言：粵語為主
 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：一九九四年十月一日起每星期六下午二時三十分至五時三十分
 全期學費：六百八十五元（共十講）

631. 錄影製作室 (Video Workshop)

本課程著重從實際拍攝中熟習錄影製作技巧，學員需構思劇本，參予前、中、後期製作，並參加演出。課程以單機製作為主，探討以不同敘事風格處理同一題材之結果。內容包括：（一）影像敘事文法；（二）一般攝錄、燈光、聲效技巧；（三）有效率之攝錄隊如何工作；（四）影視製作文書工作；（五）把錄影機之電子效果溶入劇中；（六）即興習作，（七）主題與變奏；及（八）平衡之創作心態。課程一部份以英語講授。

(限收三十人)

主 講 人：貝格理(Gary Pollard)先生、王璐德女士、黎頌圖先生、黎秋華先生
 講授語言：粵語為主
 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：一九九四年十二月十日起每星期六下午二時三十分至五時三十分
 全期學費：六百八十五元（共十講）

632. 公共關係 (Public Relations)

公共關係乃現代企業管理之工具，本課程共分三部：（一）透過公共關係的發展過程與理論，使學員了解到公共關係在管理階層上所發揮的作用；（二）簡介一般工商企業、政府或服務機構的公共關係實務，（三）著重公共關係實務技巧，如：新聞稿的撰寫、傳播媒介的運用、公共關係活動的策劃等。本課程對從事文化教育事業、社會工作、一般工商企業、以及有志投身公共關係行業者，均有極大之專業上幫助。

(限收三十八人)

主 講 人：香港公共關係學會委員
 地 點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）
 時 間：一九九四年十月七日起每星期五下午八時十分至九時五十分
 全期學費：三百四十元（共十講）

(此項課程由職業訓練局津貼，如欲繳交半費(\$180)者，必須選用特備報名表格，並具主管簽名及蓋章)

633. 自我辨認與人際溝通 (Intra-Personal Relationships in Human Communication)

除了導引出人際關係的理論上的專有解釋及概念外，更盡力增進學員們的自我了解，再輔以心理測驗及「相互觀察與糾正小組」的方式，來促進學員們對該科之認識。討論項目包括：傳

播之原則及理論，自我的成長，自我的認識，知覺力與定形趨向等等。

整個課程著重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。（截止報名日期：十一月十八日，限收二十人）

主 講 人：陳毓祥博士
地 點：香港大學鈕魯詩樓701室
時 間：一九九四年十一月廿五日起每星期一及星期五下午六時至十時三十分
全期學費：五百八十五元（共六講）

634. 人際關係與人際溝通 (Inter-Personal Relationships in Human Communication)

本課將以「相互觀察與糾正小組」方式學習人際關係的理論。內容包括：人際溝通技巧與理論，人際間的隔膜，家庭成員的二十種溝通技巧，面談的理論及技巧等等。

整個課程著重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。（截止報名日期：十一月十日，限收二十人）

主 講 人：陳毓祥博士
地 點：香港大學鈕魯詩樓701室
時 間：一九九四年十一月廿四日星期四下午六時至十時三十分（及由十一月廿六日星期六上午九時至十一月廿七日星期日下午十時的兩日一夜的小組活動）（共三十小時）
全期學費：六百八十五元（另食宿費一百六十元，報名時一共需繳費八百四十五元）

635. 實用心理與人際溝通 (Practical Psychology in Human Communication)

以小組討論，「相互觀察與糾正小組」及實習方式，幫助學員去領略有效之傳播溝通技巧，從而解決個人及人際間的問題，討論範圍包括：人際溝通處事分析(Transactional Analysis)，人際溝通的領導問題，人性理解，人際溝通的人體語言，勸誘的傳播技巧與宣傳方法，人際間的相互吸引問題，人際溝通問題中之適應性與不良心理反應及人際溝通與小組壓力。

本課程適合對傳播學有初步認識的學員選修。而對一般從事文化教育事業、社會工作及公共關係、及需進一步理解人際溝通的各項問題的人士，幫助尤大。（截止報名日期：十一月十五日，限收十八人）

主 講 人：陳毓祥博士
地 點：香港大學鈕魯詩樓701室
時 間：一九九四年十一月廿九日星期二下午六時至十時三十分（及由十二月三日星期六上午九時至十二月四日星期日下午十時的兩日一夜的小組活動）（共三十小時）
全期學費：六百八十五元（另食宿費一百六十元，報名時一共需繳費八百四十五元）

636. 快樂人生與人際溝通 (Happiness & Human Communication)

本課程除將各地中西學者對快樂人生的不同研究及石法說明外，並講解各種不同增進快樂人生的模式，再詳盡解釋「加」氏(W. Glasser)的現實控制論(Reality: Control Theory)及講者自創以老莊思想為根據的中國心理治療法，再輔以「相互觀察糾正小組」的方式，用以上談及的理論來個別分析學員的快樂人生觀。學員應先參閱「蔡志忠」博益出版「漫畫老子莊子」及Periy Good (1987) *In Pursuit of Happiness New View*和William Glasser (1984) *Control Theory* Harper & Row，會有很大的幫助。
(截止報名日期：十一月廿二日，限收十八人)

主 講 人：陳毓祥博士
地 點：香港大學鈕魯詩樓701室
時 間：一九九四年十二月六日星期二下午六時至十時三十分（及由十二月十日星期六上午九時至十二月十一日星期日下午十時的兩日一夜的小組活動）（共三十小時）
全期學費：六百八十五元（另食宿費一百六十元，報名時一共需繳費八百四十五元）

Advanced Learning Strategies: Theory & Practice

Dr. Chan has been conducting learning enhancement courses for more than twenty years in post secondary institutions in Hong Kong and Australia. He acquired his special skills from Stanford University, Evelyn Wood, Australia and Learning Method Group, London and his personal research. He has developed his own approach which incorporates the latest research findings in the areas of learning, reading, memory and concept maps. Participants of his courses in the past have consistently improved their reading speed by more than 100% with no loss in comprehension; be able to recall concepts, dates and numbers with ease and being able to condense key concepts in highly organized systems. Professionals who are required to cover high volume of information, teachers who are assisting students with learning would benefit from this course.

Reference: Buzan T. *Use Both Sides of Your Brain*. (London: BBC Publishing, 1974)

Enrolment is limited to 20 for each class

Medium of instruction: Cantonese and some English

Closing date for applications: November 21, 1994

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

637. Mondays, 10.10 a.m.-5.10 p.m., on November 28 and December 5, 1994

Venue : Room 15, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, Hong Kong

638. Thursdays, 10.10 a.m.-5.10 p.m., on December 1 and 8, 1994

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

Fee: \$385

639. Microcounselling: Theory & Practice

For the last twenty years, Dr. Chan has been conducting counselling training for both professional and para-professionals using the Ivey model. Following his personal exposure at Stanford University, he has developed training video tapes in Cantonese at the Chinese University. Apart from some brief introduction in theory, practical work will be stressed. At the end of the course, participants would be expected to improve their communication sensitivity especially in the area of emotional perception. This course would benefit teachers, guidance officers, social workers, volunteers who would like to improve their counselling skills with a practical focus. Participants have to make a 15 minutes video before the course with a client and bring along a blank 180"VHS tape. (Good to bring own video camera) *Enrolment is limited to 20*

Medium of instruction: Cantonese and some English

Closing date for applications: November 22, 1994

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, Hong Kong

Date : Tuesdays, 9.00 a.m.-5.00 p.m., on November 29 and December 6, 1994

Fee: \$320

Reference: Ivey A. & Authier J. *Microcounselling*. (Illinois: Charles C. Thomas., 1978)

640. Group Counselling & Psychotherapy: Theory & Practice

After 20 years of conducting groups in Hong Kong and overseas, Dr. Chan would share his experience with the participants in this field. Part of the course would be spent in presenting the basic theory of the humanistic and behaviour approaches. Most of the time will be devoted to real group operations which would be frequently "frozen" for process analysis. Participants would be expected to bring in real issues for sharing under strict confidential setting. Teachers, guidance officers, social workers and professionals who have to run groups would benefit from this course. (Bring a blank 180" VHS tape) (Good to bring own video camera) *Enrolment is limited to 20*

Medium of instruction: Cantonese and some English

Closing date for applications: November 23, 1994

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, Hong Kong

Date : Wednesdays, 10.10 a.m.-5.10 p.m., on November 30 and December 7, 1994

Fee: \$280

Reference: Corey G. *Group: Process & Practice*. (Calif: Brooks/Cole, 1977)

641. Tao Psychotherapy: Theory & Practice (A Chinese Cultural Approach)

After studying therapy continuously for the last 20 years in the West, Dr. Chan has developed a Chinese approach based on ideas taken from the works of Lao Zi and Zhuang Zi. He tried out the approach for the last three years in Hong Kong and Australia and found it to be effective with most if not all of the cases encountered. He would present the 2 levels of operations on two separate days. A substantial part of the programme would be devoted to attending to real situations brought up by the participants. This course will be useful to both professional counsellors as well as teachers, guidance officers, nurses, volunteers and educators. According to Lao Zi, his way is so simple that even the illiterate can understand although very few actually border to put it into practice. (A blank 180" VHS video tape needed) *Enrolment is limited to 20*

Medium of instruction: Cantonese and some English

Closing date for applications: November 25, 1994

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, Hong Kong

Date : Fridays, 9.00 a.m.-5.00 p.m., on December 2 and 9, 1994

Fee: \$320

Reference: Tsai C.C. *The Sayings of Zhuang Zi, Lao Zi*. (Asiapac Publishing, 1991)

642. Theory & Practice in Handling Children's Problems

Being a father of three, Dr. Chan would present the theory of positive parenting with both Western and Eastern orientations. The STEP (System Training for Effective Parenting) by Kinkmeyer will be presented with demonstration on the first day. Much of the time will be devoted

to real problems brought up by the participants with demonstration and role plays. The second day will be used to explore the Tao approach as compared with the Confucius model which is adopted by most Chinese. The lecturer has in the past succeeded in getting an "autistic child" to talk continuously for two hours right in front of the group under the camera. The participants would benefit if they can bring in real problems with recorded video or audio tapes. It may be of greater benefit if special arrangement can be made to invite their children to be present on request when the situation arise. (A blank 180" VHS video tape needed)

Enrolment is limited to 20

Medium of instruction: Cantonese and some English

Closing date for applications: November 24, 1994

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Room 701, Knowles Building, HKU

Date : Thursdays, 6.00-10.30 p.m., on December 1 and 8, 1994

Fee: \$220

Reference : Tsai C.C. *The Sayings of Zhuang Zi, Lao Zi*. (Asiapac Publishing, 1991)
Dinkmeyer D. *STEP The Parent's Handbook* (MN: American Guidance S., 1976)

643. How to Communicate with the Chinese: Theory & Practice

Apart from sharing the findings of his doctoral dissertation on the differences between the Chinese and American emotional expressions, Dr. Chan would present the basic theoretical frames of effective cross-cultural communication. He would go further to explore the cultural specific information on the Chinese, as well as the philosophical, cultural and psychological assumptions that make the Chinese behave in their particular way. He would also describe briefly the six major types of Chinese encountered in the West. It is expected that much of the time would be spent on practical demonstration and role playing in solving real communication problems brought up by the participants.

Enrolment is limited to 20

Closing date for applications: November 23, 1994

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Room 701, Knowles Building, HKU

Date : Wednesdays, 6.00-10.30 p.m., on November 30 and December 7, 1994

Fee: \$220

Reference: Bond M. *Beyond the Chinese Face*. (HK: Calay Printing Co., 1991)

644. 聲藝與口才 (The Art of Expression)

我們生活在這個蓬勃多姿的群體社會裏，隨時隨地都需要有談吐應對，或發表言論，或現身說法，或肩負司儀，或以聲音作為一種訴諸聽覺藝術的機會。但是話語怎樣才能說得得體，聲調運用得優美，情感的貫注又具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以至聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較深入的認識與探討，這個課程所提供的，也就是環繞著聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧；粵音九聲的變化；常用語音的分類；演說技巧及練習；司儀方法及練習；唸詞方法及口才訓練等。

(限收二十八人)

主 講 人：彭永才先生

地 點：香港大學邵逸夫樓208室

時 間：一九九四年十二月十二日起每星期一下午六時三十分至九時

全期學費：三百七十五元 (共八講)

645. 表達與理辯 (Public Speaking & Persuasion)

我們每人每天都要處事，都要用很多時間於聽別人的意見，說自己所要說的話、閱讀來往文件或書報、和書寫往來函牘、演講稿.....等等，這就是說我們無時無刻都在(一)自己向自己表達(思想方法的運用)，(二)一對一的相對表達(兩個人之間的問題處理)，(三)一對多的表達(處理兩到二十或更多人的問題，諸如演講、在職務性會議中怎樣發表意見等)，(四)理辯式的表達(交涉、談判，以及紛爭性的事務處理)。因此，本課程特從心理學、邏輯學的角度，分析人們思想意見的傳達技巧與實際運用；探討人類行為、理辯態度與社會關係影響意見的表達等等因素。故課程內容理論與實際並重，語言與文字兼顧，與工商教育傳播等均有密切關係，重點配合職業上實際的需求。

(限收三十八人)

主 講 人：周文海先生(人人書局經理兼出版部主任)

地 點：香港大學專業進修學院市區中心28室(信德中心西翼九樓)

時 間：一九九四年九月廿七日起每星期二下午六時至七時三十分

全期學費：二百六十元 (共八講)

646. 處事的技巧(Decision-Making)

本課程將透過七次專題講述，四次分組實例研究，探討如何對自己做的事能夠進行有目的的思考；能夠描述問題、分析問題、界定問題、解決問題；能夠擬方案；能夠寫計劃等。講授內容包括：處事的理和情；事理的設基；怎樣分析問題一查驗事情已發生的原因，認識事情的特點與變化；可能發生的問題之分析方法；人性需要與自我控制；你會編擬計劃嗎？怎樣界定問題與怎樣解決問題。分組討論的題目包括：連想力的試驗；報告自己分析事理的方法和經驗；如何開放自己與他人共同分析事理的方式；編擬計劃的方法及解決問題的事例與分享等。

(限收三十八人)

主 講 人：周文海先生(人人書局經理兼出版部主任)

地 點：香港大學專業進修學院市區中心28室(信德中心西翼九樓)

時 間：一九九四年十一月廿二日起每星期二下午六時至七時三十分
 全期學費：三百三十元 (共十一講)

647. 廣告與市場策略 (Advertising and Marketing Strategy)

在一個高度資訊化的社會裏，各廠商爭相使本身的產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，這就須要有有效率的計劃及策略了。

「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靠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。並討論廣告計劃的目標，預算訂定，媒介之安排與選擇，評估廣告效果的方法等。

主 講 人：鄧廣釗先生 M.B.A. (Long Island)
 地 點：香港大學專業進修學院市區中心16室 (信德中心西翼九樓)
 時 間：一九九四年十月六日起每星期四下午六時三十分至八時
 全期學費：二百五十元 (共七講)

(此項課程由職業訓練局津貼，如欲繳交半費(\$135)者，必須選用特備報名表格，並具主管簽名及蓋章)

648. 廣告學與市場管理 (Advertising in Marketing Management)

廣告的作用是在於商品的推銷以至市場的推廣，所以廣告與市場管理，實在是關連的。本課程首先介紹市場管理的重要性，消費者的心理與市況，工商機構中的銷售策略；繼而講授廣告學的各門知識，包括：(一)廣告策劃，如製作過程，宣傳目的與市場目標；(二)廣告媒介，如策略、電視、報紙、廣播、雜誌、郵遞、推銷與戶外宣傳等；(三)廣告創作，包括撰稿、編排、印刷、電視與廣播製作、商標、包裝等；(四)廣告管理，包括廣告代理與廣告宣傳計劃的處理。報讀本課程學員請一併報讀隨後之「廣告研習班」。(限收三十六人)

主 講 人：盧振忠先生
 地 點：香港大學專業進修學院市區中心10室 (信德中心西翼九樓)
 時 間：一九九四年十月六日起每星期四下午八時三十分至十時
 全期學費：二百七十五元 (共八講)

649. 廣告研習班 (Advertising Workshop)

以探討、座談及實習方式，讓學員體驗廣告業務之實際作業過程，藉以培育廣告人材，提高專業水準。

課程內容將就指定課題，先行提供實例資料，繼而引導學員分組進行研討、實習，以製訂綜合的作業計劃書。學員在必要時，可於堂外自行磋商及彙集資料。製訂的作業計劃書，必須由各小組在堂上陳述，另邀請資深廣告業人士現場評論。

此研習課程特為廣告業及相關行業之基層及中層從業員而設。申請者必須對廣告業有基本認識，具一年廣告工作經驗；曾修「廣告學與市場管理」課程者，優先取錄。(限收二十四人)

主 講 人：盧振忠先生
 地 點：香港大學專業進修學院市區中心10室 (信德中心西翼九樓)
 時 間：一九九四年十二月八日起每星期四下午八時三十分至十時
 全期學費：四百一十五元 (共十二講)

專業及廣告攝影課程 (初級班) (Photography for Professionals & Advertising – Basic Course)

本課程適合一般對攝影有興趣，有志於晉身「職業攝影」人仕選讀。課程中理論與實習並重。專業攝影及黑房器材之介紹、使用方法及操作原理，先充份了解專業攝影器材各個系統，再從而掌握有關技術。包括(一)專業大型4x5相機系統，(二)專業彩色及黑白沖晒技巧包括彩色自動沖機、幻燈片直接晒相及可變反差黑白放大，(三)影樓燈光系統及特性，(四)濾色片與廣告照片之配合，(五)測光系統，(六)專業鏡頭及特殊攝影配件，(七)背景前投式幻燈機操作，及(八)支柱腳架天花軌影棚設計等。本課程將提供電腦中文講義、TV錄影示範教具及逾百萬頂級專業器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等(約一百五十元)。(每班限收十四人)

主 講 人：蔡克信先生 (香港專業攝影師公會會員)
 地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院 (Studio3)

650. 一九九四年九月廿六日起每星期一下午七時三十分至九時三十分
 全期學費：八百三十五元 (共十講)

651. 一九九四年九月廿三日起每星期五下午七時三十分至九時三十分
 全期學費：八百三十五元 (共十講)

652. 一九九四年九月廿四日起每星期六下午四時三十分至六時三十分
 全期學費：八百三十五元 (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仕修讀(如已修讀初級班課程)。課程注重介紹商業攝影技巧及方法，使晉身攝影助手、攝影師及開設影樓等職業攝影工作，課程包括(一)4x5大型相機及商品攝影，(二)專業黑房沖晒技巧，(三)專業婚紗、人像及時裝攝影，(四)室內設計及建築職業攝影技巧，(五)舞台表演攝影，(六)海報、書面、明信片、月曆等插圖攝影等。本課程提供二千呎黑房及影樓、逾百萬頂級專業攝影器材、電腦講義及AV視聽教具。但學員需自付消耗性材料如菲林、藥水等(約二百元)。(每班限收十四人)

主 講 人：蔡克信先生 (香港專業攝影師公會會員)
 地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院 (Studio3)

653. 一九九四年十二月五日起每星期一下午七時三十分
至九時三十分
全期學費：九百一十元 (共十講)

654. 一九九四年十二月二日起每星期五下午七時三十分
至九時三十分
全期學費：九百一十元 (共十講)

655. 專業及廣告攝影證書課程
(Certificate Course in Photography for Professionals & Advertising)

本課程適合已修讀約四十小時課程之學員作深造進修，本學院有權挑選合資格之申請者入學。課程包括：(一)特技攝影(如超高速動態凝固、電子激光、三原色組合、幻燈背景廣告攝影)，(二)外籍模特兒人像攝影，(三)專業影樓及PRO-LAB參觀，(四)邀請專業攝影大師及名家作客座講師，(五)現代歐美日專業攝影潮流，(六)企業廣告攝影，(七)職業攝影客戶服務要點，(八)成立影樓及經營職業攝影方法，(九)高級商品攝影，(十)學員畢業作品集研討。本課程學員將必需拍攝作品集一套，作為證書成績之釐訂及畢業標準，學員結業後，可獲本學院頒發證書。

本課程將提供電腦中文講義、TV錄影示範教具及逾百萬頂級專業器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等(約三百元)。(限收十二人)(截止報名日期：一九九四年九月二十日)

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(Studio3)

時 間：一九九四年十月一日起每星期六下午二時至四時

全期學費：二千元 (共二十講)





Degree Courses

LONDON UNIVERSITY EXTERNAL LL.B. DEGREE COURSES

Introduction

These courses are designed to assist candidates in preparing for the London University External LL.B. and other similar examinations. The LL.B. degree represents the academic stage of a lawyer's training. The courses are taught mainly by lecturers invited from the United Kingdom. Students will receive a complete package comprising lectures, seminars, revision lectures and specially prepared course materials. SPACE maintains a close working relationship with London University and courses are geared specifically to the London University examinations.

Courses in the following subjects will be offered in 1994-95:

- Course No. 705 Constitutional Law
- Course No. 706 Criminal Law
- Course No. 707 Elements of the Law of Contract
- Course No. 708 English Legal System
- Course No. 709 Evidence
- Course No. 710 Land Law
- Course No. 711 Law of Tort
- Course No. 712 Law of Trusts
- Course No. 713 Company Law
- Course No. 714 Family Law
- Course No. 715 Jurisprudence and Legal Theory
- Course No. 716 Succession

Course Format

The course is of a minimum 3 years duration and students will study 4 subjects per year. On the Intermediate LL.B. (the first year of the course) students will take: Constitutional Law; Criminal Law; Elements of the Law of Contract; and English Legal System. On Part 1 (the second year) and Part 2 (the third year) students will take a further 8 subjects (4 each year) but will be expected to select Equity and Trusts; Land Law; and Tort, since these are necessary to obtain professional exemptions. Jurisprudence and Legal Theory is a compulsory subject.

Students are now offered a 4-year alternative whereby they will study only 3 subjects per year. Transfer from the 3-year mode to the 4-year mode will be permitted. Thus, a student who passes 3 out of 4 subjects attempted at intermediate level could progress to the second year of the 4-year mode.

Course Structure

Students enrolling on their first year in 1994 can expect to attend a brief induction period in September followed by a

lecture course in English Legal System. Thereafter lectures will be held in Constitutional Law, Criminal Law, and Elements of the Law of Contract. In March and April there will be intensive revision lectures delivered by visiting academics from the U.K. and elsewhere. A very important role is filled by the intensive seminar weekends held during the year. These will focus on written technique, examination preparation, discussion of difficult points and recent developments. Students will have an opportunity to submit written work in advance of these seminars

Entrance Requirements

All types of people enrol on SPACE courses but the unifying factor is the desire for part-time study enabling students to continue, to a large extent, their present occupational or domestic routine.

The LL.B. degree programme is open to all those who satisfy London University's minimum entrance requirements. These are basically the need for 2 'A' levels and 3 'O' levels (not necessarily obtained in one sitting). The successful completion of Year II of the Certificate in Legal Studies, or the Diploma in Legal Studies, operated by SPACE, satisfies the entrance qualification. All students who wish to take the LL.B. degree must register as external students with London University. A full explanation of entry requirements is provided in the booklet, "The External Programme: Laws" which is available on request from SPACE Town Centre, Suite 1004-5, 10/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong.

SPACE courses are invariably over-subscribed so it is important to apply promptly. Places on the courses are not limited to London University students and they may well be attractive to those attempting comparable examinations.

The cost is \$3,000 per subject for the total package of lectures, seminars, revision lectures and study guides.

Postgraduate Degree Courses



LONDON UNIVERSITY – MASTER OF LAWS LL.M. PREPARATION COURSES

SPACE will offer preparation courses in 1994 to assist students who wish to take the external London University LL.M. programme. The course is of two years duration and students must take written papers in four full subjects or in three full subjects and two half subjects over the two years. Students can now take two examinations at the end of year one. A choice of options will be available subject to demand. Applicants must hold a U.K. first degree in Law or hold the Common Professional Examination of England

and Wales (C.P.E.) provided they have a second class degree award in their non-law degree. The options likely to be offered in 1994 are:

- Course No. 717 Carriage of Goods by Sea
- Course No. 718 Company Law
- Course No. 719 Insurance (excluding Marine Insurance)
- Course No. 720 Marine Insurance

Course tuition will be in the form of intensive lectures delivered in blocks by London University academics together with tutorials where appropriate. The cost is \$6,000 per course.

Courses Requiring No Formal Qualifications

DIPLOMA IN LEGAL STUDIES (DEGREE ACCESS COURSE)

Introduction

The Diploma course is aimed at educating students in the study of law and preparing them for formal training in law and legal practice for future career development. The course has been specially designed to assist students to develop the academic and practical skills needed for practice in the law. The compulsory course units on Study Skills and Language for Lawyers direct themselves towards improving students' communication and examination skills. The provision of extensive course materials and regular classes together with compulsory written assignments throughout the course are aimed at educating students to a level where they can successfully progress to further legal qualification.

The programme is a block-building, accumulation course so that a student may leave the programme at various exit points in year one or year two.

The course is offered in conjunction with the Institute of Legal Executives (U.K.) which is the joint examining and validating body together with SPACE.

Course Duration

The Diploma course is a part-time full two-year programme. It includes two academic years of study and two summer programmes.

Course Format

The Diploma course consists of four certificates which are taken over a two-year period. In Year I the student will take:

- Course No. 701 Certificate in Legal Studies - Year I (September - May)

The course consists of:

- Law I – Criminal Law;
English Legal System;
Land Law;
Law of Tort.
- Practice I – Conveyancing;
County Court Procedure;
Criminal Procedure;
Legal Practice.
- Study Skills and Language for Lawyers.

Students will be provided with learning packs and will attend classes throughout the year.

Course No. 702 Summer Certificate - Year I (June - July)

The course consists of a programme on:
Hong Kong Legal System and Method.

At the end of Year I the successful student will be awarded two Certificates; the Certificate in Legal Studies, Year I and the Certificate in Hong Kong Legal System and Method.

In Year II the student will take:

Course No. 703 Certificate in Legal Studies - Year II (September - May)

- The course consists of:
- Law II – Business Law;
Contract Law;
Family Law;
Labour Law;
Succession.
 - Practice II – Matrimonial and Probate Practice;
High Court Litigation and Business.
 - Study Skills and Language for Lawyers.

Course No. 704 Summer Certificate - Year II (June - July)

The course consists of a programme on:
Hong Kong Constitutional Law.

The student will be awarded each certificate on successful completion of the programme.

On successful completion of the four certificates the student will be awarded the Diploma in Legal Studies based upon performance in the four certificates.

Career Progression

In answer to the question, "What can I do with my qualification?" there are many different career pathways that can be followed.

Students who hold the second year Certificate in Legal Studies at present are eligible to progress as follows:

1. To the LL.B. law degree programme at London University - the qualification is accepted for entry to many London University external degree programmes

including the LL.B. Students who complete the certificate programme will be given guaranteed places on the London University LL.B. External first year courses held by SPACE (see Course Nos. 705-708).

2. The qualification will assist a student who is applying to the HKU Law Faculty for the full-time LL.B. degree provided the applicant is over 25 at the time of application.
3. Students who complete the two-year Certificate can use the qualification as an entrance requirement for full-time law degree studies in the United Kingdom. SPACE has a special relationship with many Universities in the United Kingdom and places can be arranged for students who pass the two-year Certificate programme.
4. The Certificate satisfies Part I of the Institute of Legal Executives Certificate programme and enables students to enter the Part II course with a view to taking the Institute's fellowship examinations and ultimately qualifying as a solicitor.

In addition to the above, if the student completes the Summer Certificates and obtains the Diploma in Legal Studies:

1. The Diploma holder may apply for entry to the University of Leicester Master of Arts degree programme, M.A. in Public Order. This programme is offered part-time in Hong Kong in association with SPACE.
2. Diploma holders over the age of 25 may apply for entry to the Common Professional Examination of England and Wales (C.P.E.). This is a two-year part-time course (four subjects each year) offered at SPACE for students who wish to follow the fast-track route to qualification as a solicitor or barrister. This programme is offered by SPACE (see Course Nos. 721-722).
3. Diploma holders over the age of 25 may apply for entry to the Hong Kong Common Professional Examination Certificate in Laws (C.P.E.C.). This is a one-year full-time course for students who wish to follow the fast-track route to qualification as a solicitor or barrister in Hong Kong (see Course No. 8003).
4. Holders of the Diploma who work in solicitors' offices may use the title "Legal Executive" and have a limited right of audience before a Master in the High Court and before a District Judge in the District Court.

Entry Requirements

There are no formal entry requirements. However, students should have a proficiency in English demonstrated by, for example, a pass in English in the H.K.C.E.E. or other similar qualification, or on the basis of their business, commercial, academic or other experience.

Timetable

Course No. 701 Certificate in Legal Studies - Year I

The course will commence on Tuesday, September 27, 1994.

Time : 6.30 - 9.30 p.m.

Venue : Lecture Theatre 1, Library Extension Building, H.K.U., Pokfulam Road, Hong Kong

Classes will be held every Tuesday and some Thursdays from September to May. A full timetable will be distributed in the first class.

The cost of the Certificate in Legal Studies - Year I course is \$7,200. The cost of the 1995 Summer Course will be approximately \$650.

Professional Courses

SPACE operates 5 major professional courses; the C.P.E.; the C.P.E.C.; the P.C.LL.; the English Bar Examinations and the Institute of Legal Executives course. The C.P.E. and C.P.E.C. are offered to graduates in non-law disciplines and represent the academic stage of their legal training. The P.C.LL. is offered to law graduates and C.P.E. or C.P.E.C. holders and represents the professional stage of qualifying to practise law. In the great majority of cases applicants for the courses would be intending a career in law or, at least, qualification as a lawyer. For those seeking a non-graduate career in law, the Institute of Legal Executives Part II Certificate course is operated jointly by the Institute and SPACE, on a primarily distance learning basis. The Institute's Part II courses are open to all those who have successfully completed the Year II Certificate in Legal Studies or Diploma in Legal Studies. The English Bar Examinations course is offered for graduates or C.P.E. holders who wish to qualify as Barristers through the English route.

THE HONG KONG COMMON PROFESSIONAL EXAMINATION CERTIFICATE IN LAWS (C.P.E.C.)

The Hong Kong Common Professional Examination Certificate in Laws of the University of Hong Kong, (the "C.P.E.C.") is a full-time, one-year course and covers six law subjects: Constitutional and Administrative Law; Contract; Tort; Criminal Law; Equity and Trusts; and Land Law. The C.P.E.C. was offered for the first time in 1992, and is a joint award of the HKU Law Faculty and SPACE. It is designed for graduates in non-law disciplines who wish to qualify as solicitors or barristers in Hong Kong without completing a three-year LL.B. course. Successful candidates who satisfy the University as to their competence in Business Associations and Evidence (by completing special short courses offered by SPACE during the summer following the

C.P.E.C.) may proceed directly to the Postgraduate Certificate in Laws, ("P.C.LL.") and then to trainee solicitorship or pupillage in Hong Kong. Candidates who are interested in practising in jurisdictions other than Hong Kong should note that the C.P.E.C. is not a degree and at present is recognized only as an entrance qualification for the Hong Kong P.C.LL.. In particular, the C.P.E.C. is not recognized as an entrance qualification for the English Legal Practice Course or the English Bar Examinations. (Applicants who wish to proceed to these courses may wish to apply to the Manchester Metropolitan University C.P.E. of England and Wales course offered in Hong Kong through SPACE.) However, as a result of the recent abolition of the three-year practice rule, those who complete their trainee solicitorship in Hong Kong and wish to practise in England may apply directly for admission as solicitors in England and Wales.

Course No. 8003 The Hong Kong Common Professional Examination Certificate in Laws (C.P.E.C.)

The cost for this full-time course is \$46,325.

THE COMMON PROFESSIONAL EXAMINATION OF ENGLAND AND WALES (C.P.E.)

The course being offered by SPACE is a two-year part-time programme at the end of which the successful student will be able to enter the Hong Kong P.C.LL. course, or a Legal Practice course (formerly the Law Society Finals) or Bar Vocational Course in England, and subsequently take trainee solicitorship or pupillage. The C.P.E. is also recognised as satisfying eligibility criteria for some Master's courses notably the London University (External) part-time LL.M. provided the applicant has at least a second class degree in a non-law discipline. The unique attraction of this course is that it enables a student to obtain the equivalent of a three year, twelve subject LL.B. degree, in two years. Only students who have taken an accredited course are eligible to take the C.P.E. examinations.

Students will sit the C.P.E. examination of Manchester Metropolitan University, in Hong Kong. Successful candidates who pass all examinations at the first attempt will be guaranteed a place on the P.C.LL. course in Hong Kong offered by SPACE in the academic year following successful completion.

Course No. 721
Year I - Constitutional & Administrative Law
Contract
Tort

Course No. 722
Year II - Criminal Law
Equity & Trusts
Land Law

The annual cost for the complete tuition programme is \$13,250.

THE POSTGRADUATE CERTIFICATE IN LAWS (P.C.LL.)



The Postgraduate Certificate in Laws (P.C.LL.) is offered in conjunction with the Law Faculty of the University of Hong Kong. The course comprises the following subject areas: Conveyancing and Probate Practice, Civil and Criminal Procedure, Commercial Law and Practice, Revenue Law, Accounts and Financial Management, Professional Practice, and Advocacy.

The P.C.LL. exists as the usual method of entry into the Hong Kong legal profession. Having completed the P.C.LL. those intending to practise as solicitors must complete two years as trainee solicitors; intending barristers must complete one year of pupillage. At present holders of the P.C.LL. qualification are also eligible, having completed their traineeship in Hong Kong, to apply for admission as solicitors in England and Wales.

Course No. 8001 The Postgraduate Certificate in Laws (P.C.LL.)

Course No. 8002 The Postgraduate Certificate in Laws (P.C.LL. - Part-time option)

The cost for the full-time programme is \$78,480, and for Part I of the part-time the cost is \$39,240.

SPECIAL INTRODUCTORY COURSES IN BUSINESS ASSOCIATIONS AND EVIDENCE

In order to comply with P.C.LL. entrance requirements any applicant who has not studied Business Associations and/or Evidence in their law qualification should enrol in the Special Introductory Courses offered through SPACE. These courses are held in August and each subject involves 3-4 hour lectures each day for 10 days. Assessments and/or assignments will be administered.

Enrolment forms are available from the SPACE office at Room 1405, 14/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong. The closing date for enrolment is July 30, 1994.

Course fees are:	
Business Associations	\$1,980
(including compulsory text)	
Evidence	\$1,800

ENGLISH BAR EXAMINATIONS PREPARATION COURSE

This course will operate from September 1994 with a view to preparing students for Bar Examinations in 1995. Those successfully completing the examinations will be eligible to take pupillage in Hong Kong and practise, thereafter, as a barrister.

Students will receive extensive lecture and tutorial tuition from local and invited overseas lecturers. All the compulsory subjects will be covered together with selected options. Students will also be permitted to attend related London University LL.B. lectures provided by SPACE.

Criteria for admission are academic and will be based on a student possessing an LL.B. degree of at least second class honours standard.

Holders of the C.P.E. of England and Wales may also be given places but will require a certificate of completion of the Academic stage issued by the English Bar. Those at present holding a certificate of eligibility issued by the English Law Society will be granted a certificate of completion if their original non-law degree was of second class standard or above.

Applicants should note that the Bar examinations will take place in England. All students must join one of the 4 Inns of Court and fulfil dining requirements before taking examinations. Students will need to travel to England to dine and no classes will be scheduled during dining terms.

All eligible applicants should apply before August 12, 1994 though late applications will be considered particularly from those final year LL.B. London University students whose results are published after the deadline.

Course No. 723 English Bar Examinations Preparation Course

The cost for the full tuition package is \$32,500.

Course No. 726 Criminal Law

Course No. 727 Tort

The courses are designed for persons wishing to seek formal training in law and legal practice for future career development. They will be of particular use to students who wish to understand the basic principles of English law and practice. Students may take all four subjects in one year, though they are encouraged to spend two years over Part II.

Course Tuition

The programmes will be offered by a combination of lectures and revision seminars and supported by course materials and tests. The learning materials are prepared by ILEX Tutorial Services and are widely used in the U.K. by students interested in learning law or preparing to sit for the Institute of Legal Executives' examinations and those set by other examination boards including the English Law Society and the University of London. There are written assignments for each unit of the course which will be marked and returned by the subject tutor. A full lecture programme on each subject has to be attended.

The cost is \$4,350 per subject.

C.P.E. TOP UP FOR LEGAL EXECUTIVES

For those who have completed Part II and who wish to claim exemption from the C.P.E. with a view to becoming a solicitor students may complete the three remaining subjects through I.L.E.X. as single subjects.

Course No. 728 Constitutional Law

Course No. 729 Equity and Trusts

Course No. 730 Land Law

INSTITUTE OF LEGAL EXECUTIVES CERTIFICATE COURSES

Introduction

The qualification of Legal Executive is one which is highly respected worldwide and which carries substantial professional status. The programme leading to this qualification is certified by the Institute of Legal Executives, which, in conjunction with the University of Hong Kong, is offering a programme of seminars, lectures and correspondence tests to prepare students for the examinations of the Institute.

The Part I Certificate is a two-year programme consisting of papers in Law and Legal Practice. Those who have obtained the Year II Certificate in Legal Studies or the Diploma in Legal Studies will be exempt from Part I.

Year I - See Diploma/Certificate in Legal Studies
(Course No. 701 & 702)

Year II - See Diploma/Certificate in Legal Studies
(Course No. 703 & 704)

Course Structure

Part II Certificate

Course No. 724 Civil Litigation

Course No. 725 Contract

Law for Laymen

731. 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：一九九四年九月二十七日起每星期二下午八時至九時三十分

全期學費：四百二十元（共十講）

LIBRARIANSHIP

Lecturer in charge: F.T. Chan

Telephone : 859 1940

741. Certificate Course for Library Assistants

The course is planned in co-operation with the Hong Kong Library Association and the School of Continuing Studies of the Chinese University of Hong Kong and is designed to provide a non-professional training for Library Assistants and those working in children's libraries. It is basically the same as the course (conducted in Chinese) offered by the School of Continuing Studies of the Chinese University of Hong Kong and students of both courses sit the same examination.

The course consists of four sections:

Part 1: Library Routines & Methods
No. of Meetings: 34

Part 2: General Library Principles & Practice
No. of Meetings: 16

Part 3: Children's & School Libraries
No. of Meetings: 8

Part 4: Practical Work & Visits to Libraries
Time: April 11, 12, 13, 18, 19 & 20, 1995
(9 a.m.-12 noon; 2-5 p.m.)
May 6 & 20, 1995 (2.30-5.30 p.m.)

An examination will be conducted at the end of the course. Candidates should have attended not less than 75% of the lectures. Practical work and visits are compulsory.

Date of Examination: June 3 & 24, 1995.

If successful, candidates will be awarded a certificate issued jointly by the Hong Kong Library Association and the School of Professional and Continuing Education.

Director of Studies: Miss L.B. Kan/Wan Yiu-chuen
Miss L.B. Kan, B.Sc.(H.K.), M.A., M.L.S.(Calif.), Ph.D.(H.K.),
A.L.A.A., M.I.Inf.Sc., Librarian, HKU
Wan Yiu-chuen, B.A.(H.K.), M.Phil. (Wales), A.L.A.A., Assistant Librarian, HKU

Tutors : Miss Chan, Julia L.Y., B.A.(Manit.), M.L.S.
(W.Ont.), Assistant Librarian, HKU
Cheng Po-ying, B.A.(H.K.), M.L.S.(Rutgers),
Assistant Librarian, HKU
Chu, W.H., B.A.(H.K.), A.L.A.A., Librarian,
Urban Council Public Libraries
Lee, C.F., M.A.(H.K.), M.L.S.(Columbia), Senior
Sub-Librarian, HKU
Miss Lee, Agnes, B.A.(H.K.), Dip.Lib.(H.K.),
Assistant Librarian, Urban Council
Public Libraries
Lau Yee-fui, B.A.(Nat. Taiwan), M.L.S.(Hawaii),
Assistant Librarian, HKU
Kwong, C.H., A.L.A.A., M.B.I.M.
Mrs Yan, Angela S.W., B.A.(Boston), M.L.S.
(Calif.), Senior Sub-Librarian, HKU

Venue : Room 237, University Main Building, HKU
Date : Mondays and Thursdays, 6.15-7.45 p.m.,
commencing September 19, 1994

Fee : \$3,000

Medium of Instruction: English (Cantonese for certain parts of the syllabus)

Minimum Entry Qualifications: Five subjects, including English, at Grade E or above in the Hong Kong Certificate of Education or equivalent.

Enrolment is limited to 35 persons. Priority will be given to those working in libraries. Those who are able to enclose a letter from their employers are advised to do so.

Applicants must enclose photostat copies of the appropriate certificates along with their application forms. Closing date for applications: September 3, 1994.

Applicants are advised not to take any other public examination in the same year.

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



Diploma in Library and Information Science

This course aims to provide professional studies in Library and Information Science. It is designed mainly for School Librarians in secondary schools and other library/information personnel with suitable academic and working backgrounds.

The Diploma is based on the course which Charles Sturt University (CSU) offers in the form of a Bachelor of Arts degree in Library and Information Science. Teaching in each paper comprises of study packages in the form of distance learning material and weekly face to face sessions to provide tutorial support and supplementary teaching.

Graduates of the Diploma in Library and Information Science programme will be deemed by CSU to have partially fulfilled the requirements of their Bachelor of Arts (Library and Information Science) degree.

Students are required to take thirteen papers, ten of which are compulsory papers and three of which are electives chosen from nine papers. All papers will be taught in the distance learning mode with study packages supplied by CSU. SPACE will provide support teaching in the form of weekly face to face sessions of around 12 hours per paper. Students are also required to attend some compulsory day-time intensive teaching, and may be required to participate in study visits and undertake professional placements.

Students will study 4 papers a year. The duration of studies will normally be 3 and a half years.

A student enrolled in the SPACE Diploma in Library and Information Science may apply for enrolment in the Bachelor of Arts (Library and Information Science) degree course offered by Charles Sturt University at the beginning of their studies. They could complete the other required subjects of the B.A.(LIS) degree with Charles Sturt University. Students with a Teacher's Certificate or relevant qualifications may be given credits for some of these subjects.

Entry Qualifications: Applicants should have completed a programme at post-secondary level in a tertiary institution, Teachers Colleges, or equivalent; and be proficient in written and spoken English.

The commencing date of the course is February 1995 (instead of August 1994 as announced previously). Applications will be invited in November 1994. Those interested in obtaining an application form and details of course arrangements should send a self-addressed envelope to Miss Edith Au, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong.

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.



1995 Spring Prospectus

The next issue of the School Prospectus will be available in early January 1995. If you wish to be sent a copy of the Prospectus in January 1995, kindly complete and return the name and address slip on Page 118 (together with postal stamps to the value of \$5.70) to: [The Director, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong]. The envelope should be marked "Spring Prospectus".

一九九五春季課程手冊

本學院將於一九九五年一月初派發一九九五年春季課程手冊。有意索取者請填妥118頁回條，並附郵票五元七角，在信封上註明「郵索春季手冊」，寄【香港薄扶林道香港大學專業進修學院院長】收，本院職員將按回條地址寄上。

746. Certificate Course in Supervisory Management

Introduction:

This is a distance learning programme, with support tutorials, developed in conjunction with the Management Development Centre of Hong Kong. The course is offered for junior supervisors and managers currently working in industry, commerce, government, the professions and banking who are practising management without a formalized training in managerial skills.

Course Content:

In view of the distinctive nature of distance learning, this course will have a format which is radically different from the traditional SPACE short course or certificate programme. At the beginning of the course all students will be issued with five books and five videotapes, all developed in Hong Kong and written in the context of the local situation. Subjects to be covered in this material include: setting objectives, planning, control, organizing, work scheduling, time management, leadership, conducting negotiations, communications, motivation, speaking and listening, conducting meetings, letters and reports, innovation and change, decision-making, the assessment of performance and managerial roles.

Also included in the written material will be illustrative case studies and self-assessment exercises. The videotapes (VHS format) will be issued individually and will illustrate managerial situations, problems and opportunities. Tutorials to supplement the distance learning process will take

place at intervals in groups to be arranged.

Entry Requirements:

No formal entry qualifications will be required but all candidates must demonstrate a verbal and written fluency in English, which is the primary language of the course. Cantonese will be used in a supplementary sense in the tutorials. All applicants must be fluent in spoken Cantonese.

Venue:

A number of tutorials will be conducted at 1.30 p.m. and 3.45 p.m. by arrangement in Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong or alternatively the SPACE Study Centre, 3rd and 4th Floor, Ka Chi School, 5 Wai Chi Street, Shek Kip Mei, Kowloon commencing Saturday, September 24, 1994.

Assessment:

Assessment of students' progress will be by coursework tests undertaken by the distance learning mode and reviewed by tutors in the tutorials.

Fee: \$4,015 (including all materials)

Application:

A special application form is obtainable from Dr T.W. Casey, School of Professional and Continuing Education, The University of Hong Kong, by not later than September 19, 1994.



Please send me a copy of the 1995 Spring Prospectus. \$5.70 in postal stamps has been enclosed.

請惠寄一九九五年春季課程手冊乙本。內附五元七角郵票。

Name 姓名

Full Postal Address

地址

(1995P)

附註：請於一九九四年十二月一日以前寄回上列回條。

Note : Please return the above coupon before December 1, 1994.

747. An Introduction to Business Management

Managing a modern business enterprise is an activity for which relatively few of those who become involved in it have had proper training. The functions of the managerial process and prevailing motivation theories will be examined, together with the design of structures necessary to accomplish organizational objectives, and the development of managerial thought in its historical context. Particular attention will be paid to an analysis of the three major functional disciplines - manufacture, finance and marketing. This course has been specially designed for junior executives, or those about to enter the management field, who wish to broaden their knowledge of modern management techniques.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D.(Calif.)

Venue : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Wednesdays, 6.00-7.30 p.m., commencing September 28, 1994

12 meetings

Fee : \$468

748. 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 September 27, 1994

12 meetings

Fee : \$468

749. Developing Managerial Skills

A Manager is expected to be competent in professional knowledge, technical skills and managerial skills. The first two of these areas are in large measure taken care of in educational institutions, leaving managerial skills to be learnt by direct experience for the vast proportion of managers. This course has been developed to bridge the gap between the results of experience and the long formal courses in management training which are available to small numbers of managers. Designed for junior and middle level managers and supervisors, this course will review the management of people, work and time, problem-solving, the development of creativity, staff development related to improving the quality of work, problems of communication and inter-personal skills, and self-development. The course will draw upon the experiences of those attending in examining the themes.

Tutor : Raysen Cheung, B.Soc.Sc.(H.K.).

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

Date : Mondays, 7.45-9.15 p.m., commencing September 26, 1994

12 meetings

Fee : \$468

750. Management Concepts and Practices

Management is the function which has the greatest potential to make an organization run effectively. This course will concentrate upon deepening the participants' understanding of the overall managerial process, on ways of improving managerial performance, and building the foundations for career advancement into senior management. Areas to be discussed include organization and management theory; organizations and their business environments; management functions in relation to organization structures; corporate planning; strategy and policy; problem-solving and decision-making; communication; managing change and conflict; management by objectives (MBO); and the major functional areas of operations, finance, information systems, and human resources. Case studies will be incorporated into the course.

Tutor : Maurice M.F. Ma, B.A. (W.Ontario), M.B.A. (Canterbury), A.N.Z.I.M., M.H.K.C.S., M.A.C.S., C.Dip. A.F. (A.C.C.A.), C.M.A.

Venue : Room 101, James Hsioung Lee Science Building, HKU

Date : Saturdays, 3.45-5.15 p.m., commencing September 24, 1994

12 meetings

Fee : \$468

751. You! A Management Consultant?

The term Management Consultancy can today apply equally to the roles of internal members of an organization as to specialists who may be hired in the conventional way from outside. Managers today face situations of increasing complexity and need to equip themselves with the outlook and tools of the management consultant in order to come to terms with multi-disciplinary problems in the organization. The course will focus on three areas of skill development: business re-engineering, involving the identification of the organization's needs, the range of options available, strategic choice, objective setting and tactical preparation; leadership and change, involving managerial roles, team building, the motivation of staff and managing change; practical consultancy skills, including a detailed analysis of the different stages of project management that present the challenge to the consultant.

Tutor : Barry J. Cummings, B.A.(O.U.), M.B.A.(Exeter),
Cert.Ed., Cert.B.A., Cert.TEFL(RSA),
M.I.Elec.I.E., M.I.T.D.

Venue : Room 22, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Saturdays, 3.45-5.15 p.m., commencing September
24, 1994

12 meetings

Fee : \$468

752. 管理學原理 (The Principles of Management)

管理學原理之基本認識是現今管理人員成功的要素。本課程是專為有志於認識基本管理學人士而設。課程上半部包括管理人員的一般工作，管理學理論的演變，管理環境，企業文化，計劃，決策，控制及領導。下半部課程包括當代管理學導論，人力資源管理，企業精神及國際化管理學。本課程將加插公開討論及個案分析以提高學員的參予性。

主 講 人：梁日超先生 M.B.A.(Stirling)

地 點：香港大學專業進修學院市區中心 1 1 室（信德中心西翼九樓）

時 間：一九九四年九月二十八日起每星期三下午七時四十五分至九時十五分

全期學費：四百六十八元（共十二講）

753. Organization and Methods

The techniques of a sound Organization and Methods approach to the running of a business enterprise are being adopted by an increasing number of companies in the modern world. Designed for office, line and general managers, this course will cover the application of O. & M. techniques from basic fact finding, the analysis of bad procedures through to specialized techniques of an advanced nature. Specifically, the speaker will examine the problems of forms layout and design, the selection and usage of office machines, clerical aids, together with the

supporting role of statistical techniques and of critical path analysis. Examples will be used to show the successful application of O. & M. techniques, taking into account the human implications of changes made.

Tutor : Samuel San, B.E.(N.S.W.)

Venue : Room 24, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Saturdays, 4.00-5.30 p.m., commencing September
24, 1994

12 meetings

Fee : \$468

754. Management Information and Decision-Support Systems

The modern entrepreneur is faced with increasing complexity in the conduct of business. Management Information Systems and Decision Support Systems are disciplines that have been developed to improve the problem-solving and effective decision-making capabilities of managers involved in different functions and levels. In this course, the characteristics of effective information systems will be systematically analysed and illustrated by case studies as well as the process of developing MIS. Part of this course is relevant to the A.C.A. level 2 and I.A.M. examinations.

Tutor : Chow Man-chu, B.Sc.(New York), M.B.A.(Miami),
Cert.Dip.A.F., M.Inst.A.M.

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

Date : Saturdays, 4.00-5.30 p.m., commencing September
24, 1994

12 meetings

Fee : \$468

755. 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：一九九四年九月二十六日起每星期一一下午六時至七時三十分

全期學費：四百六十八元（共十二講）

756. Total Quality Management with the ISO 9000 System

Many leading companies today are turning to Total Quality Management (TQM) with the ISO9000 quality management system as a new approach to Cost and Management Accounting. The main objective of the system is to promote

continuous improvements in products, services, and work processes so as to reduce time and cost within an organization and to enhance customer satisfaction. Traditional cost and management accounting have failed to keep pace with the new challenges presented to the modern organization. The implementation of TQM/ISO9000 requires fundamental changes in organizational design, systems, structure, culture, as well as performance measurement systems, and the tutor will address the various adjustments that organizations have to make to meet them. The course has been designed for accountants and all other senior executives concerned with managing their organizations.

Tutor : Daniel E. Chow, B.Sc.(St. Joseph's), M.Com.(NSW), C.P.A., A.H.K.S.A., M.M.A., A.I.M.M., M.I.Mgt., M.C.I.M.

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

Date : Fridays, 6.00-7.30 p.m., commencing September 23, 1994

12 meetings

Fee : \$468

757. Successful Project Management

To run a successful project and to get it in on time is one of the most difficult tasks confronting a manager. It requires excellent communication, organizational ability, and man management skills. The project manager has to combine the roles of negotiator, chairman, manager, accountant and problem solver. Whilst much time is devoted to the theory of project planning and management, relatively less time may be devoted to the realities of running a project - the difference between what should happen and what does happen. This course is aimed at bridging the gap between theory and practice and at developing the essential skills the effective project manager needs. Aimed at junior to mid-level managers, this course will afford you the opportunity to put theory into practice, to work on real-life case studies to see where other people have gone wrong.

Tutor : Jane E. Smith, B.Sc.(City)

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

Date : Saturdays, 1.30-3.30 p.m., commencing September 24, 1994

8 meetings

Fee : \$420

758. An Introduction to Strategic Project Management

This course will give an introduction to the overall process of project management from the project initiation stage, design, construction management to the final handing-over stage. A key feature of the course lies in the emphasis given

to applying strategic planning and management to the construction and contract administration stage of work. The course will cover the responsibilities and the qualities required of a project manager, including contract strategy, the different stages of a project, construction management strategy, project acceleration, testing and commissioning and project handover. There will also be discussion of the application of computer-aided project planning, programming techniques, contract negotiation, together some selected case studies. This course has been designed for project managers, project engineers, site resident engineers and contract administrators.

Tutor : Chee M. Kwan, B.Sc.(Glasgow), M.B.A. (Strathclyde), Eur.Eng., C.Eng., M.B.I.M., M.C.I.B.S.E., M.I.Mech.E., M.Inst.E., M.H.K.I.E.

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

Date : Tuesdays, 6.00-7.30 p.m., commencing September 27, 1994

12 meetings

Fee : \$468

759. Strategic Planning and Management

The strategic planning approach in an organization involves the establishment of corporate objectives, the analysis of the organization in relation to its environment, product life cycles, competitive advantage, growth and diversification, and organizational culture. Reference will also be made to the latest management theories and techniques, such as TQM, JIT and Japanese management style which are gaining acceptance in both the commercial and industrial sectors. This course, which has been designed for junior managers involved in the process, will make a critical examination of the various frameworks and tools which are involved in strategic analysis and implementation. Case studies and group participation will be built into the review of principles and options available to managers in this most critical area of management initiative.

Tutor : Clara S.Y. Cheung, M.B.A.(Nott.), A.C.I.S.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays, 7.45-9.15 p.m., commencing September 27, 1994

12 meetings

Fee : \$468

760. 酒店管理 (Hotel Management)

本課程特為現職酒店經理及有志投身酒店業人士而設。課程內容包括酒店學之經營方略、酒店組織及各部門之經營管理方法及程序，務使各學員瞭解酒店各部門經理之日常經營運作，管理及決策技巧。

該等部門包括飲食部前台接待部、營業及市務部、公共關係部、人事及培訓部、房口管家部、會計及財務部、飲食成本控制、保安及工程部等。

主 講 人：黃薇秀女士 A.M.I.T.D.
講授語言：粵語（輔以英語）
地 點：香港大學專業進修學院市區中心 1 1 室（信德中心西翼九樓）
時 間：一九九四年九月二十七日起每星期二下午六時至七時三十分
全期學費：四百六十八元（共十二講）

761. 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：一九九四年九月二十九日起每星期四下午六時至七時三十分
全期學費：四百六十八元（共十二講）

762. An Introduction to Marketing Management

The Marketing Concept is a recent development which made its formal appearance only in the last few decades. It has evolved from its early orientation in production into a stage where the consumers' and societal needs become major considerations in business decisions. Marketing is now a cornerstone discipline in most of the successful multinationals and its applications can be found in many of the large and mid-sized trading houses in Hong Kong. This course is aimed at providing a fundamental knowledge of Marketing to those who wish to get a first knowledge on the subject and those who wish to pursue more advanced studies in a specialised area. This course will cover important issues of Marketing Management such as Marketing Systems and Processes, the Analysis of Marketing Opportunities, Marketing Planning and Strategies, and the development of the appropriate Marketing Mix.

Tutor : Ms Chee Po Chu, B.B.A.(C.U.H.K.)
Venue : Room 20, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Tuesdays, 7.45-9.15 p.m., commencing September 27, 1994

12 meetings Fee : \$468

763. Marketing Management

No business enterprise can be sustained unless it recognises the important of the concept of marketing and the increasing importance of marketing initiatives in the business world of today. The course will focus upon Marketing Management, how it inter-relates to other business functions, and is affected by consumer behaviour, and other businesses and forces in society. Based on course material, case studies and discussion, students will examine the need for effective forecasting and its importance in the major marketing elements of Product, Price, Promotion and Place. The course will also embrace the wider forces of consumerism, how market research can help a business, and the importance of Marketing Information Systems (MIS) as a tool to maximise the impact of the organization's whole marketing effort.

Tutor : Liza Yip, B.B.A.(Washington), M.B.A.(Portland)
Venue : Room G4, James Hsioung Lee Science Building, HKU
Date : Saturdays, 3.45-5.15 p.m., commencing September 24, 1994

12 meetings Fee : \$468

764. Developing a Winning Marketing Plan

Organizations need a good marketing plan. If a business wants to gain market share, increase sales and profits, or otherwise 'win', it needs a detailed map for the planning and supervision of all marketing activities, which is not always covered in marketing courses and textbooks. In this course the student will be guided in developing a marketing plan for the business on a systematic basis. Such a plan will take into account sales projections, target markets, pricing plans, personnel needs, promotional budgets, and other critical areas which even the most experienced marketing manager can forget or overlook. This course, emanating from sound theory in the field, will have a strong practical application.

Tutor : Doug Young, B.Ed.(Calgary), M.B.A.(Boston/Brussels)
Venue : Room 208, Run Run Shaw Building, HKU
Date : Saturdays, 3.45-5.15 p.m., commencing September 24, 1994

12 meetings Fee : \$468

765. 市場學初探 (Fundamentals of Marketing Management)

這個課程是專為有志於市務工作的初學人士而設。課程範圍包括市場學導論、市場環境及策略釐訂、消費者購買行為、資訊系統、市場調查及 4 "P" 的認識等。十二個精選課題均配上實例，學員可於課程完成後通曉市場學之精髓，並培養出對工商業及消費者市場有敏銳的觸覺。

主 講 人：林展鵬先生 M.B.A. (Stirling)
 地 點：香港大學專業進修學院市區中心 1 1 室 (信德中心西翼九樓)
 時 間：一九九四年九月二十四日起每星期六下午一時三十分至三時三十分
 全期學費：六百二十二元 (共十二講)

766. 市場謀略學 (Marketing Strategy)

本課程旨在令學員在短時間內，吸收及懂得運用市場機會，空檔等的分析技巧，設計一套完整的市場策略計劃書。計劃書的內容包括如何為商品及服務定下富策略性的宣傳策略，定價技巧，分銷網絡的運用，及如何面對市場及競爭對手及政治或政府政策的突變而作出致勝的反應。課程內亦提及如何將市場謀略學的原理，運用於學員的日常辦公室政治競爭及求職的過程中。

主 講 人：池寶珠女士 B.B.A.(C.U.H.K.)
 地 點：香港大學專業進修學院市區中心 2 0 室 (信德中心西翼九樓)
 時 間：一九九四年九月二十七日起每星期二下午六時至七時三十分
 全期學費：四百六十八元 (共十二講)

767. Strategic Modern Marketing

The successful business in today's competitive world is that which is able to match its products' differential advantage to what consumers want and are prepared to buy. As consumer markets are becoming increasingly heterogeneous, the pursuit of a strategic marketing approach is crucial to a business if it is to operate profitably and more efficiently than competition. This course will give students both the basic marketing knowledge and the marketing skills to create a competitive edge in today's consumer market. The integrated marketing campaign will be examined with special reference to market segmentation, targeting and positioning and decisions on products, price, distribution and the promotion mix. The course will be illustrated with examples of successful marketing strategies.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.
 Venue : Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
 Date : Saturdays, 2.00-3.30 p.m., commencing September 24, 1994

12 meetings Fee : \$468

Medium of Instruction : Cantonese

768. The Essentials of Marketing Strategy

Strategic marketing represents an important management policy to set strategic direction and marketing targets as a result of the analysis of immediate and long term business situations and the assessment of opportunities. The course

has been designed to help those with positions of authority in the marketing and general management fields to analyze situations and assess opportunities by means of matching company capability with market needs. Specific areas also to be covered include the development of a product-market matrix, the reduction of market and financial risks through proper portfolio management, and the integration of all human and marketing factors, such as product, price promotion and place, making for a management team which is truly customer-orientated.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.)

Venue : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
 Date : Wednesdays, 7.45-9.15 p.m., commencing September 28, 1994

12 meetings Fee : \$468

769. Consumer Behaviour in Marketing

The understanding of buyer behaviour in the target market is one of the essential tasks of marketing managers. This course is designed to inform students of the various consumer behaviour concepts and models which are relevant to today's world of business. It will also analyse the psychological and perceptual influences at work in the decision-making process, purchasing criteria and attitudinal changes and their implications for marketing decisions. Special attention will be devoted to the differences in consumer behaviour between Western and Chinese cultural settings.

Tutor : Lina Chan, B.Com., M.B.A.(Windsor)

Venue : Room G4, James Hsioung Lee Science Building, HKU
 Date : Saturdays, 2.00-3.30 p.m., commencing September 24, 1994

12 meetings Fee : \$468

770. Marketing Communications

Marketing communications are assuming an ever more essential role in strategic marketing for modern organisations, whether in performing the building of brand image in the long run through advertising and public relations or in stimulating short term sales through sales promotion techniques. This course aims to provide students with a knowledge of managing promotional activities in the context of marketing management. The content will focus on the major steps in developing effective marketing communication programs and advertising; the communication/promotion mix decisions; management of sales promotion; major public relations decisions; the coordination of various elements within the overall promotion mix.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.

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

Date : Saturdays, 3.45-5.15 p.m., commencing September
24, 1994

12 meetings

Fee : \$468

Medium of Instruction : Cantonese

771. 實戰連鎖店管理 (A Practical Approach to the Management of Retail Chain Stores)

本課程之目的為提供一個實戰管理連鎖店之辦法，課程講師會提供解決連鎖店問題之真正辦法。課程有 (1) 分店管理：開門及關門程序；營業前之準備工作；賣場管理之軟體部份。(2) 辦公室管理：貨倉 辦公室管理；零售物業之管理；零售文件管理。(3) 售貨及商品管理：現金及收銀處控制；陳列之原理和技巧；促銷材料和商品陳列。(4) 保安及員工管理：防火程序；安全及保安程序；員工及專櫃管理。

主 講 人：何其德先生 M.B.A (UEA) 及零售業人士

地 點：香港大學專業進修學院市區中心 1 2 室 (信德中心西翼九樓)

時 間：一九九四年九月二十三日起每星期五下午七時四十五分至九時十五分

全期學費：四百六十八元 (共十二講)

772. Purchasing Management

The Purchasing function is crucial for the survival of an organization. If it does not function properly the most likely effects will be to reduce the level of customer service and the competitiveness of the company in the price of the product. This course has been designed for purchasing personnel and those who are interested in learning the fundamental principles and concepts of the purchasing function. The topics to be covered include: the scope and objectives of purchasing, organization for purchasing, purchasing policy and procedures, and the strategic elements involved in purchasing. The ultimate aim of the course is to demonstrate how purchasing practice can select the right quality of product, the right quantity, at the right time, through the right supplier, and at the right price.

Tutor : Alex Y.K. Leung, M.C.I.P.S., Dip.M.

Venue : Room 208, Run Run Shaw Building, HKU

Date : Saturdays, 2.00-3.30 p.m., commencing September
24, 1994

12 meetings

Fee : \$468

773. An Introduction to Financial Management

Financial Management in an enterprise is concerned with the management of existing resources, the assessment of a company's financial health, its strengths, weaknesses, recent performance, and future prospects. This course is offered to junior executives and managers outside the specialized area of finance to conduct a review of financial statements, evaluate financial performance, the development of financial forecasting, and managing for growth. Active use will be made of case studies to illustrate the principles described.

Tutor : Ms Chan Yoke Meng, B.Acc.(Singapore)

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

Date : Saturdays, 1.30-3.30 p.m., commencing September
24, 1994

12 meetings

Fee : \$630

774. 財務管理實務概論 (A Practical Approach to Financial Management)

財務管理對於個人及公司運作是非常重要的。香港是一個國際金融社會，這方面的認識更添其實際性。本課程從實務方面考慮，旨在提供有興趣或在職人士有關知識。包括：財務報表分析、金融市場運作、資產管理、投資及衍生工具、其他外匯利息的套戩與對沖。

主 講 人：何志聰先生 B Econ., M.Econ (Macquarie)

地 點：香港大學本部大樓 7 室

時 間：一九九四年九月二十六日起每星期一下午六時三十分至八時正

全期學費：四百六十八元 (共十二講)

775. Financial Management for Non-Finance Personnel

The field of finance has been growing in significance in every working organization and to every manager working in them. Financial management is concerned with the managerial decision-making process on the acquisition, deployment and control of financial resources. This course is directed specifically to managers without a training and background in financial matters and will provide an understanding of the basic and practical elements of finance in organizations. Topics to be covered include: investment appraisal techniques, the cost of capital, selection of investment, replacement decisions, sources of finance, dividend policy, leasing, working capital management, ratio analysis, and the valuation of business. Examples will be used to illustrate the principles and techniques involved.

Tutor : Vincent Cheung, M.B.A.(East Asia), A.C.C.A.,
H.K.S.A.

Venue : Room 101, James Hsioung Lee Science Building, HKU
Date : Saturdays, 2.00-3.30 p.m., commencing September 24, 1994

14 meetings

Fee : \$546

776. Introduction to Corporate Treasury and Loan Portfolio Management

The success of a corporation relies heavily on sound financial management of its foreign currency exposure, funding functions and liquidity in the highly sophisticated capital and money markets. Recent bankruptcies of major international corporations have been caused mainly by poor management of corporate debt portfolio and cash flow. Topics will include asset and liability management, cash management, new treasury products for the reduction of interest and currency risks, capital market funding, loan documentation and negotiation. The course is aimed at providing fundamental knowledge of Corporate Treasury and Loan Management. Practical examples will form part of the course.

Tutor : Daniel E. Chow, B.Sc. (St. Joseph's), M.Com. (N.S.W.), C.P.A., A.H.K.S.A., M.M.A., A.I.M.M., M.I.Mgt., M.C.I.M.

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

Date : Fridays, 7.45-9.15 p.m., commencing September 23, 1994

12 meetings

Fee : \$468

777. Effective Foreign Currency Management

This is a practical course which is designed for those who wish to improve their currency investment skills. Topics to be covered include the FX mechanism, fundamental analysis, technical analysis, and economic indicator analysis. There will be an explanation of general investment concepts, trading practices, risks and money management. Students will be encouraged to develop their own strategies through the investment games.

Tutor : William Y.F. Mak, M.B.A.(Stirling), C.I.M.A., I.C.S.A., Dip.M., C.I.M.(Grad.)

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

Date : Saturdays, 3.45-5.15 p.m., commencing September 24, 1994

12 meetings

Fee : \$468

Medium of Instruction : Cantonese

778. 投資組合管理 (Effective Investment Portfolio Management)

本課程旨在介紹時下流行的投資工具予學員。內容包括股票、外匯、期貨、期權及單位信託基金。課程除了一般投資概念外，重點集中於交易投資、基本分析、圖表分析、經濟指標分析等。學員更希望藉著不同遊戲學習及設計自己的投資組合。

主 講 人：麥煜輝先生 M.B.A (Stirling), CIMA, I.C.S.A., Dip.M., CIM(Grad.)

授課語言：粵語 輔以英語

地 點：香港大學專業進修學院市區中心 2 2 室（信德中心西翼九樓）

時 間：一九九四年九月二十四日起每星期六下午一時三十分至三時三十分

全期學費：六百二十二元 共十二講

779. Effective Stock Investment Management

The Stock Market is popularly seen as an exciting place to make money on investments and perhaps to lose it. Whereas the attitude of many people is that investment in the Stock Market is an exercise in speculation and gambling, there is no doubt that the use of prudent techniques and long term strategies of an objective nature are likely to bring the best results in the market. Consideration will be given to the following areas: general investment concepts, trading practices, fundamental and technical analysis, stocks, warrants, the Hang Seng Index, futures and options. Students will be encouraged to develop their own portfolios through various investment games.

Tutor : William Y.F. Mak, M.B.A.(Stirling), C.I.M.A., I.C.S.A., Dip.M., C.I.M.(Grad.)

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

Date : Fridays, 6.00-7.30 p.m., commencing September 23, 1994

12 meetings

Fee : \$468

Medium of Instruction : Cantonese

780. Human Resources Management: A Modern Approach

Human Resources Management is an integral part of the senior group in many organizations responsible for strategy formulation and policy decisions with special responsibility for the human implications of the organization's performance. The course, which is aimed at executives with senior responsibilities in their concerns, will consider modern theory and practice in managerial activity generally and how the human resources specialist can play a role in its promotion. Human resources responsibilities will also be considered in their modern context: manpower planning, recruitment and selection, training and the development of personnel, appraisal, organizational design and develop-

ment, 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, 8.00-9.30 p.m., commencing September 27, 1994

10 meetings

Fee : \$400

781. Strategic Human Resources Management in Action

In today's changing business environment, senior executives are aware that a prime source of maintaining competitive advantage resides in the quality of staff employed. The implication of this is that some of the traditional approaches to staff recruitment, compensation and benefits administration, training and management development, performance management and career development may not be as relevant as before in today's world. Conventional ways of managing people may have to be re-thought in the light of a strategic human resources management approach which links into the corporate plan of the organization. As Human Resources Management (HRM) becomes the driving force of business and organizational development, so middle and senior managers may have to acquire new skills in strategic thinking, team development, business knowledge and partnership and change management. This course will focus upon these crucial issues.

Tutor : David Mui, M.B.A., P.G.D.M.S.(City Polytechnic), M.Inst.A.M., F.L.M.I.

Venue : Room 122, University Main Building, HKU

Date : Saturdays, 3.45-5.15 p.m., commencing September 24, 1994

12 meetings

Fee : \$468

782. 人事管理及勞資關係技巧 (Personnel Management & Labour Relations Techniques)

本課程分兩部份，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。隨後本課程會討論及研究一般人事管理人員面對之問題及處理方法，如勞資關係與溝通、勞資協商、員工之投訴及紀律處理、僱傭契約及僱員手冊之編寫、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.(HK), M.B.A.(UEA), MIPM, MITD

賴雪芬小姐 B.A.(HK), M.B.A.(Kent)

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：一九九四年九月二十二日起每星期四下午七時四十五分至九時十五分

全期學費：四百六十八元 (共十二講)

783. 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：馬明輝先生 B.A.(Western Ontario), M.B.A.(Canterbury), A.N.Z.I.M., M.H.K.C.S., M.A.C.S., C Dip.A.F.(A.C.C.A.), C.M.A.

地 點：香港大學本部大樓 1 2 2 室

時 間：一九九四年九月二十四日起每星期六下午二時至三時三十分

全期學費：四百六十八元 (共十二講)

784. 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：一九九四年九月二十六日起每星期一一下午六時至七時三十分

全期學費：四百六十八元 (共十二講)

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.

MEDICAL LABORATORY SCIENCE AND LIFE SCIENCES

Lecturers in charge : Wilson W.S. Ng
Sarah S.C. Hui
Stephen W.N. Wu
K.C. Tan-Un

Telephone: 859 2789
859 2793
859 2417
859 2784

Ordinary and Higher Certificate Courses in Medical Laboratory Science



Lecturers in charge : Wilson W.S. Ng
Sarah S.C. Hui
Stephen W.N. Wu
K.C. Tan-Un

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. This year the Higher course will commence in September 1994 and the next intake for the Ordinary-level course will be in January 1995. In each case the closing dates for application will be some months earlier. Applicants must be sponsored by their employers. Further details are available on request.

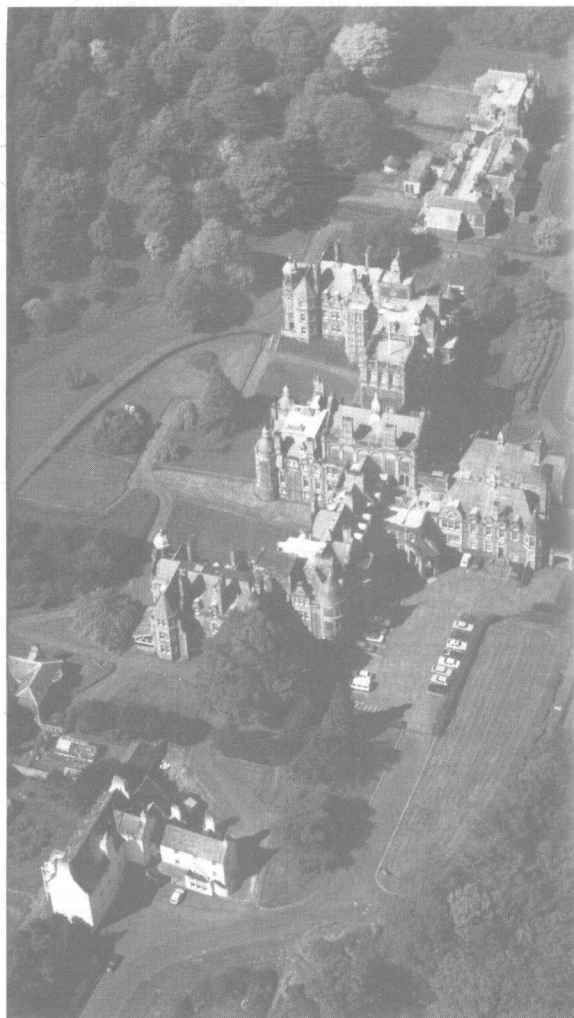
8030. Degree in Life Sciences (Applied Medical Sciences), Napier University



Lecturers in charge : Wilson W.S. Ng
Stephen W.N. Wu
K.C. Tan-Un

In collaboration with Napier University, the School is offering a B.Sc. degree in Life Sciences in September 1994. This is a one year part-time course primarily intended for holders of the Higher Technician Certificate in Medical Laboratory Sciences or their equivalent to obtain a University degree. The course comprises of three taught modules namely, Basic and Applied Immunology, Molecular and Biochemical aspects of Diseases, Related and Industrial Studies together with a dissertation. Each module, with the exception of the dissertation will be assessed by both course work and examinations. Students who successfully obtain a pass in all the modules will be awarded the B.Sc. degree from Napier University. All teaching and examinations for this course will be conducted in Hong Kong. Selection of students will be on a competitive basis and places will be offered on academic merits as well as other relevant criteria. The course is offered annually and enrolment for the next academic year is in April 1995.

Enrolment is limited to 55



A view of New Campus for Napier University

MUSIC

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone: 859 2788
859 2792

36. Diploma in Music Performance Pedagogy (Piano)



The School has been offering the Certificate course in Piano Performance Pedagogy since 1987. There is now a comprehensive programme comprising three Certificates. Successful completion of the three Certificate courses will lead to the award of a Diploma in Music Performance Pedagogy (Piano). The Diploma programme has separate, self-contained modules/units. Students are free to enrol according to individual interests and time schedule, except for the Certificate in Piano Performance Pedagogy, where students are required to enrol for the whole course.

The Diploma curriculum is divided into three parts:

Certificate in Piano Performance Pedagogy (2-year course)

38. Certificate in Advanced Piano Performance Pedagogy
39. Certificate in Music Language and History

Exemption:

- (1) Students who have been awarded the EMS/SPACE Certificate in Piano Performance Pedagogy will be exempted from the relevant parts of the programme.
- (2) Any module/unit successfully completed will be recognized for diploma credit.

Admission requirements:

- Either* University or conservatory graduates who took music as a major part of their degree or diploma course;
- or* in-service piano teachers with a minimum of three years experience;
- or* holders of Grade VIII Certificate (theory and practical) of the Associated Board of the Royal Schools of Music, the Trinity College of Music, or music academies of similar standing;
- or* in exceptional cases, candidates who do not have the qualifications listed above will be considered for admission if they possess the necessary knowledge of piano music and skill. (These candidates may be asked to attend an interview.)

Completed application forms should be accompanied by copies of relevant certificate(s) and diploma(s) and a crossed cheque for the respective course fees in favour of the "University of Hong Kong" and should reach the School of Professional and Continuing Education, University of Hong Kong not later than September 3, 1994.

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.

37. Certificate in Piano Performance Pedagogy



Curriculum:

1. Repertoire Study
 - 1.1 J.S. Bach: The Well-Tempered Clavier
 - 1.2 J.S. Bach: Suites and Partitas
 - 1.3 Mozart and Haydn: Piano Sonatas
 - 1.4 Beethoven: Piano Sonatas
 - 1.5 Lyrical Works of the Romantic Epoch
 - 1.6 Dramatic and Epic Works of the Romantic Epoch
 - 1.7 Impressionism and Expressionism
 - 1.8 Works by the "Early Moderns"
2. Basic Piano Pedagogy
 - 2.1 Creative Piano Instruction for Small Children
 - 2.2 Piano Methods
 - 2.3 Pedagogic Psychology and Psychology of Learning
 - 2.4 Technical Studies in Progressive Piano Education
3. Master Composers' Teaching Repertoire
 - 3.1 Teaching Baroque Keyboard Music
 - 3.2 Teaching Classical Piano Compositions
 - 3.3 Teaching 19th Century Piano Compositions
 - 3.4 Teaching Post-Romantic Music

Enrolment is limited to 34. Students are required to enrol for the whole course.

Acting Director of Studies and Tutor:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Mondays & Thursdays, 9.30 a.m.-12.00 noon, commencing October 3, 1994 (See units below)

Fee: \$6,000 per year

2nd year units, commencing in October, 1994

1. Repertoire Study

Beethoven: Piano Sonatas (Unit 1.4)

Selected Beethoven's piano sonatas will be examined and discussed through the lecture-demonstration. The study is based on the in-depth survey of Beethoven's 32 sonatas for piano. The lectures include: detailed analysis, characteristics of style, performance practice of the era, and guidelines to interpretation.

Score required: Beethoven Piano Sonatas, Books I & II (Henle)

Date : Mondays, 9.30 a.m.-12.00 noon, commencing October 3, 1994.

12 meetings

Baroque Suites and Partitas (Unit 1.2)

Selected works from Bach's French Suites, English Suites and Partitas will be examined and discussed through the lecture-demonstration. The emphasis will be on in-depth analysis, stylistic considerations and the development of interpretative criteria.

Score required: Bach French Suites (Henle), English Suites (Henle), Partitas (Henle)

Date : Thursdays, 9.30 a.m.-12.00 noon, commencing October 6, 1994.

12 meetings

2. Basic Piano Pedagogy

Technical Studies in Progressive Piano Education (Unit 2.3)

These lectures deal with the technical aspects of piano pedagogy. An appropriate integration of studies into piano teaching of the first four to five years will be discussed.

Date : Mondays, 9.30 a.m.-12.00 noon, commencing January 2, 1995

4 meetings

3. Master Composers' Teaching Repertoire

Teaching Baroque Keyboard Music (Unit 3.1)

Teaching lectures provide a survey of Bach's little Piano Pieces and Inventions often used for teaching purposes.

Date : Thursdays, 9.30 a.m.-12.00 noon, commencing January 5, 1995

4 meetings

 **38. Certificate in Advanced Piano Performance Pedagogy**

This course is designed as a follow-up of the first certificate, and successful completion of one year of the Certificate in Piano Performance Pedagogy will normally be regarded as a pre-requisite.

From amongst a great variety of topics (which will vary, as much as possible, every term), each student must choose and successfully complete:

- (a) 4 Performance Workshops with music from different stylistic periods;
- (b) 1 Chamber Music Workshop; and
- (c) 1 Research Seminar.

Curriculum:

4. Performance Workshops

- 4.1 Performance Workshop: Baroque Keyboard Music
- 4.2 Performance Workshop: Mozart/Haydn
- 4.3 Performance Workshop: Beethoven/Schubert
- 4.4 Performance Workshop: Chopin/Schumann/Brahms
- 4.5 Performance Workshop: Impressionism and Expressionism
- 4.6 Performance Workshop: Piano Works from the 20th Century

5. Research Seminars

- 5.1 Research Seminar 20th Century Piano Music
- 5.2 Research Seminar 20th Century Non-Piano Music

6. Chamber Music Workshop

Acting Director of Studies:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Fee: see units below.

Enrolment is limited to 8 for each group.

Units starting in October, 1994.

4. Performance Workshops

796. Mozart and Haydn (Unit 4.2)

Each participant will study and perform one sonata by either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Flat 515, Block Q, Kornhill, Quarry Bay, Hong Kong

Date : Fridays, 11.00 a.m.-1.00 p.m., commencing October 7, 1994

16 meetings

Fee: \$3,100

797. Beethoven and Schubert (Unit 4.3)

Each participant will study and perform one sonata by either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Flat 515, Block Q, Kornhill, Quarry Bay, Hong Kong

Date : Wednesdays, 9.00-11.00 a.m., commencing October 5, 1994

16 meetings

Fee: \$3,100

798. Chopin, Schumann and Brahms (Unit 4.4)

Each participant will study and perform one piece by either of the three composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Flat 515, Block Q, Kornhill, Quarry Bay, Hong Kong

Date : Wednesdays, 11.00 a.m.-1.00 p.m., commencing October 5, 1994

16 meetings

Fee: \$3,100

799. Debussy and Ravel (Unit 4.5)

Each participant will study and perform one piece by either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Flat 515, Block Q, Kornhill, Quarry Bay, Hong Kong

Date : Fridays, 9.00-11.00 a.m., commencing October 7, 1994

16 meetings

Fee: \$3,100

5. Research Seminar

800. 20th Century English Piano Music (Unit 5.1)

In this seminar, participants will analyze and categorize the main trends of musical language emerging in this field, draw conclusions for the various aspects of performance practice and gain a deeper understanding of the musical message. These investigations will be followed by discussions of pedagogic procedures - such as age-group allocation, technical and intellectual demands and the preparation of the teacher and/or the pupil.

Tutor : Ms Wong Chung Chun, B.Mus. (Manitoba), M.A. (Texas Woman)

Place : B7 Block 28, City One Shatin, N.T.

Date : Tuesdays, 9.30-11.30 a.m., commencing October 4, 1994

16 meetings

Fee: \$3,100

6. Chamber Music Workshop

801. Accompaniment and Chamber Music (Unit 6)

In this workshop, (1) the basic requirements for piano accompaniment and (2) the role of the piano in chamber music ensembles will be discussed. Under the guidance of the lecturers, each student will study and perform two works for different ensembles chosen from the following:

Piano Duets : Mozart and Schubert

Piano + Violin: Mozart sonatas for violin and piano

Piano + Flute : J.B.Bach and Telemann sonatas for flute and piano

Vocal accompaniment: Lieder by Schumann and Schubert

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Flat 515, Block Q, Kornhill, Quarry Bay, Hong Kong

Date : Tuesdays, 9.00-11.00 a.m., commencing October 4, 1994

16 meetings

Fee: \$3,100

39. Certificate in Music Language and History



Professor Edward Ho, D.Mus.(Durham), F.T.C.L., LRSM; Head of the School of Music, Kingston University.

This course has three units which will be taught by academic staff from the School of Music, Kingston University during Easter or Summer holidays in 1995.

Curriculum:

7. Music History and Analysis 1600-1900
8. Harmony and Keyboard Musicianship
9. Improvisation and Composition

More details will be provided in the prospectus of Spring Courses 1995.

35. Certificate in Music History, Advanced Keyboard Skills and Improvisation



Professor Edward Ho, D.Mus.(Durham), F.T.C.L., LRSM; Head of the School of Music, Kingston University.

This is an advanced course for the Certificate in Music Language and History. It has three units which will also be taught by academic staff from the School of Music, Kingston University during Easter or Summer holidays in 1995.

Curriculum:

1. Music History and Analysis 1400-1600 and 1900-1945
2. Composition
3. Advanced Keyboard Skills and Improvisation

More details will be provided in the Prospectus of Spring Courses 1995.

Holders of the Diploma in Music Performance Pedagogy (Piano), after the satisfactory completion of the Certificate in Music History, Advanced Keyboard Skills and Improvisation, will be considered on an individual basis for direct entry into the third year of the Bachelor of Arts with Honours in Music programme offered by the School of Music, Kingston University, U.K.

805. Western Harmony

The course aims at introducing harmonic vocabulary of Western music. The use of primary and secondary chords and their inversions, seventh chords and their inversions, the Neapolitan sixth and the diminished chords, principles of modulation and knowledge of harmonic tones will be introduced through lectures and workshops.

The course is designed as a pre-requisite for those without Grade 7 Theory (The Associated Board of the Royal Schools of Music or equivalent) for the enrolment of the B.A. Hons in music, a degree course to be taught in Hong Kong by the staff of the Kingston University, U.K.

Those who are interested in this course but do not wish to enrol for the degree course may also apply.

Entry Requirements : Holders of Grade 5 Certificate in Theory of Music (The Associated Board of the Royal Schools of Music or equivalent)

Tutor : Miss Wong Wai Yee, B.A.(Hons), Dip.Ed., (CUHK)

Venue : To be announced

Date : Mondays, 7.30-9.30 p.m., commencing September 5, 1994 and Thursdays in alternate weeks, 7.30-9.30 p.m., commencing September 8, 1994

Enrolment is limited to 20

Closing date for applications: August 26, 1994

26 meetings

Fee: \$2,400

806. 中國民歌 (Chinese Folk Songs)

中國幅員廣大，有近三十個省和自治區等，五十多個民族，故民族語言和地方方言繁複，因此民歌特別豐富多彩。

本課程將每課選唱各省或地區之民歌一首，講解該地之民族簡況和風土人情，民歌特點，輔以錄音帶欣賞，並講授歌曲讀譜及歌唱發聲法常識，每個學員均有機會被個別指導和個人聲音鑑別。
(限收十八人)

主 講 人：董華強先生 B.A.(Wuhan)

地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）

時 間：一九九四年十月三日起每星期一下午五時四十分至六時五十五分

全期學費：三百五十元（共十四講）

807. 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：一九九四年十月六日起每星期四下午五時四十五分至七時

全期學費：四百二十五元（共十六講）

808. 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：一九九四年十月六日起每星期四下午七時十分至八時廿五分

全期學費：三百五十元（共十講）

809. 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：一九九四年十二月廿二日起每星期四下午七時十分至八時廿五分

全期學費：三百五十元（共七講）



NURSING STUDIES

Coordinator: Moyna E.L.S. Loong

Telephone : 859 2416

B.Sc. (Hons) Nursing Studies

The programme

This is a part-time honours degree programme jointly offered by the *Faculty of Medicine and the School of Professional and Continuing Education of the University of Hong Kong*. The programme is specially designed for serving registered nurses with a view to developing their professional competencies and enhancing their capabilities as professional members in a health care system. The programme will extend over not less than three years (two years for those with exemptions as detailed below).

Who can apply?

To be eligible for admission to this programme, an applicant shall

- comply with the University General Regulations;
- be registered as a Nurse with the Nursing Board of Hong Kong or hold recognised equivalent qualifications; and
- have completed a minimum of two years' experience as a registered nurse.

Applicants may be required to take a qualifying test of language ability and nursing knowledge.

The curriculum

The programme will be taught over three years, consisting of three modules each year, as follows:

Year I (Part I)

Nursing Skills (Communication and Counselling)
Biological Science
Behavioural Science

Year II (Part II)

Nursing Research (Methods, Statistics & Application)
Health Care Issues (Health Assessment, Health Promotion, Maintenance and Rehabilitation)
Professional Issues (Patient Advocacy, Management & Education)

Year III (Part III)

Nursing Theories (Concepts, Theories & Models)
Advanced Practice (Clinical Nursing Project)
Nursing Research Project

Students admitted to the programme will be required to attend lectures/tutorials for two sessions per week. Each session is of five hours duration (from 4:00 p.m. to 9:00 p.m.).

Venue

Classes will be held at the underground lecture theatre at Queen Mary Hospital and the Nursing School of Queen Mary Hospital.

Assessment

With the exception of the Nursing Research Project and Advanced Practice, assessment of the modules will normally be based on written examinations and continuous assessment in the form of written assignments and/or practical exercises.

For the Nursing Research Project, students will be required to submit a dissertation of no more than 12,000 words by the end of the academic year. The assessment of Advanced Practice will be based on coursework assignments and seminar presentations. Examinations will normally be held in May each year.

The degree

This is an honours degree programme. Students who successfully complete the programme will be awarded a Bachelor's degree in Nursing Studies [B.Sc. (Nursing Studies)] in one of the following five divisions: first class honours, second class honours division one, second class honours division two, third class honours and pass. The standards attained in all the examinations, in coursework and in the nursing research project will be taken into account in determining each student's division.

Exemption

Applicants who hold a post-registration Diploma in Nursing or equivalent qualification from a recognised tertiary institution may be exempted from some or all of the subjects in Part I of the Nursing degree programme if they are deemed to have already covered the academic requirements of these subjects. No exemptions will be granted in Part II or Part III of the programme.

Fee

The first year composition fee is \$29,430. (subject to revision)

The application period for admission to the course in the 95/96 academic year will be in April 1995. Applications should be made on the *special application form* which may be obtainable in early April 1995.

For further information, please contact Mrs. Moyna E.L.S. Loong, Nursing Studies Co-ordinator, School of Professional and Continuing Education, Room 752, 7/F, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

Applied Biological Sciences for Nurses

This course is designed to provide nurses with a more comprehensive background knowledge in biological sciences. The major objectives are to enhance knowledge in clinical nursing practice and to prepare nurses for the Nursing Degree Programme being offered by the University of Hong Kong.

Outline of Course Content

- Cell physiology
- Nerve and muscle
- Blood, structures and functions
- Cardiovascular system
- Respiratory system
- Digestive system
- Renal system
- Endocrine system
- Reproductive system
- Central nervous system
- General and organic chemistry
- Protein and enzymes
- Introduction to metabolism
- DNA : genetic material
- Replication of DNA
- Transcription of DNA : RNA synthesis
- Basic immunology
- Pharmacokinetics & pharmacodynamics
- Autonomic pharmacology
- Drugs used in cardiovascular & respiratory system
- CNS acting drugs and pain killers
- Drugs used in cancer and gastrointestinal disorders
- Drugs used in endocrine and genito-urinary disorders

Course Coordinator : Ms Nellie So, R.N., Ph.D.

The commencing date of the course is in early October 1994.

Those interested in obtaining an application form and the details of course arrangements should contact Mrs. Moyna Loong, Nursing Studies Coordinator, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong. Telephone : 859 2416

Introduction to Mental Health/Psychiatric Nursing for General Nurses

General Aims

The course aims to provide participants with a comprehensive overview of some common mental/psychiatric disorders. The clinical manifestations and nursing management of these conditions will be briefly discussed. This course is designed for practising general nurses and other health professionals who wish to broaden their knowledge and understanding in this specialty area of interest.

Objectives

On completion of this course, participants will be able to:

1. Appreciate the complexity of the problems associated with mental/psychiatric disorders;
2. Describe some common clinical manifestations of major mental/psychiatric disorders;
3. Describe briefly the various methods of nursing management of major mental/psychiatric disorders;
4. Apply the knowledge acquired to their clinical practice.

Outline of Course Content

- Introduction
- Concepts of Mental Health
- Classification of mental/psychiatric disorders
- Mental Health Assessment
- Communication and its application in nurse-client interaction
- Therapeutic milieu
- Therapeutic relationships
- Skills in observation
- Nursing management of abnormal behaviour
- Neuroses; Personality disorders and Organic Brain Syndrome
- Nursing Management of Schizophrenic Disorders and Affective Disorders
- A brief introduction to Child and Adolescent Disorders
- Legal Issues
- Community Mental Health Nursing

Tutor : Moses Tse, RNT(London), B.Ed.(W.Aust.), M.Ed.
(W.Aust.)

Medium of Instruction : English & Cantonese

The commencing date of the course is in early October 1994.

Those interested in obtaining an application form and the details of course arrangements should contact Mrs. Moyna Loong, Nursing Studies Coordinator, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong. Telephone : 859 2416

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.

821. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays and Thursdays, 8.15-9.30a.m. (Morning), starting October 6, 1994

36 meetings Fee: \$1,850

822. Ms Judy Feng-ning Ashton, B.A. (Providence College), formerly language instructor, School of Oriental & African Studies, University of London

Place : Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Thursdays, 2.30-5.00p.m., starting September 29, 1994

18 meetings Fee: \$1,850

823. Miss Ng Pak-yung, B.A. (Jinan), Dip.Ed. (CUHK)

Place : Room 208, Run Run Shaw Building, University of Hong Kong

Date : Wednesdays, 7.15-9.30p.m., starting September 28, 1994

20 meetings Fee: \$1,850

824. Ms Alice Chang, B.A. (National Chung Hsin)

Place : Room 122, University Main Building, University of Hong Kong

Date : Tuesdays, 7.15-9.30p.m., starting September 13, 1994

20 meetings Fee: \$1,850

825. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 206, Run Run Shaw Building, University of Hong Kong

Date : Fridays, 8.00-10.00p.m., starting September 30, 1994

22 meetings Fee: \$1,850

826. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 122, University Main Building, University of Hong Kong

Date : Wednesdays, 7.15-9.45p.m., starting October 5, 1994

18 meetings Fee: \$1,850

827. Ms Alice Chang, B.A. (National Chung Hsin)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Thursdays, 5.30-8.00p.m., starting September 15, 1994

18 meetings Fee: \$1,850

828. Joseph Kung, B.A. (New York)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays, 5.30-7.30p.m., starting September 19, 1994

22 meetings Fee: \$1,850

829. Joseph Kung, B.A. (New York)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 5.30-7.30p.m., starting September 28, 1994

22 meetings Fee: \$1,850

830. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 5.30-7.30pm, starting October 7, 1994

22 meetings Fee: \$1,850

831. Miss Ng Pak-yung, B.A. (Jinan), Dip.Ed. (CUHK)

Place : SPACE North Point Study Centre [14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)]

Date : Mondays, 7.15-9.30p.m., starting September 26, 1994

20 meetings Fee: \$1,850

832. Miss Ng Pak-yung, B.A. (Jinan), Dip.Ed. (CUHK)

Place : SPACE North Point Study Centre [14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)]

Date : Thursdays, 7.15-9.30p.m., starting September 29, 1994

20 meetings Fee: \$1,850

Textbook: Sarah Tsou: Teach Yourself Living Mandarin (with tapes)(Longman) (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 366 8001)

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.

833. Mrs Sarah Tsou, M.A.(San Diego State)

Place : Room 102, Runme Shaw Building, University of Hong Kong

Date : Wednesdays, 7.15-9.45p.m., starting September 28, 1994

18 meetings Fee: 1,950

834. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 122, University Main Building, University of Hong Kong

Date : Thursdays, 7.15-9.45p.m., starting October 6, 1994

18 meetings Fee: 1,950

835. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays, 9.30-11.45a.m. (Morning), starting October 10, 1994

20 meetings Fee: 1,950

Textbook: Sarah Tsou, Teach Yourself Living Mandarin (with tapes)(Longman) and supplementary. (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 366 8001)



Certificate Course in Mandarin

Participation is limited to students who have completed Mandarin courses of at least one hundred hours duration in the past. The emphasis here will be on pronunciation and fluency, but students will also be introduced to written characters and should be able to read simple passages by the completion of the course. Students will be awarded a SPACE Certificate in Mandarin provided that they pass the final examination, and have attended at least 75% of the meetings.

836. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 9.30-11.45a.m. (Morning), starting October 11, 1994

40 meetings Fee: \$4,150

837. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 106, James Hsioung Lee Science Building, University of Hong Kong

Date : Tuesdays, 7.15-9.30p.m., starting October 11, 1994

40 meetings Fee: \$4,150

CANTONESE

Cantonese I

The main emphasis will be on basic grammar in spoken Cantonese and ample opportunity will be given for practising pronunciation and short sentence construction orally.

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 366 8001)

838. Mrs Caroline Law, B.A. (U.C.)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 5.30-7.30p.m., starting October 4, 1994

25 meetings Fee: \$1,850

839. K.K. Lee, B.A. (C.U.H.K.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 5.30-7.45p.m., starting September 30, 1994

22 meetings Fee: \$1,850

840. Miss Becky Lam, B.A. (H.K.)

Place : Room 101, James Hsioung Lee Science Building, University of Hong Kong

Date : Tuesdays, 8.00-10.00p.m., starting September 27, 1994

25 meetings Fee: \$1,850

841. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 101, Runme Shaw Building, University of Hong Kong

Date : Wednesdays, 7.15-9.45p.m., starting September 28, 1994

20 meetings Fee: \$1,850

842. Ms S.S. Kuk, B.Phil. (Exeter)

Place : Room 102, Runme Shaw Building, University of Hong Kong

Date : Mondays, 7.15-9.45p.m., starting September 26, 1994

20 meetings Fee: \$1,850

843. Mrs Caroline Law, B.A. (U.C.)

Place : Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 10.15a.m.-12.30p.m., starting September 30, 1994

22 meetings Fee: \$1,850

844. Mrs Caroline Law, B.A. (U.C.)

Place : Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays and Fridays, 2.00-3.30p.m., starting October 7, 1994

33 meetings Fee: \$1,850

845. Miss Kitty Wong, M.A. (Nottingham)

Place : Room 37, St. Mary's Canossian College, 162, Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue)

Date : Thursdays, 6.15-8.45p.m., starting September 29, 1994

20 meetings Fee: \$1,850

Cantonese II

The course, intended for students who have completed Cantonese I or who can prove that they have had equivalent training in Cantonese, will concentrate on oral expressions and idioms.

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 366 8001)

846. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 7.00-8.30p.m., starting September 13, 1994

20 meetings Fee: \$1,950

847. Keith Tong, M.A. (Reading)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 5.30-7.00p.m., starting October 4, 1994

20 meetings Fee: \$1,950

848. Miss Marie Lam, B.A. (C.U.H.K.)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Thursdays, 6.00-7.30p.m., starting September 29, 1994

20 meetings Fee: \$1,950

849. Mrs Caroline Law, B.A. (U.C.)

Place : Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays and Thursdays, 2.00-3.30p.m., starting October 10, 1994

20 meetings Fee: \$1,950

Cantonese III

Students who have attended Cantonese I and II will find this course extremely useful. The syllabus covers more grammar, useful colloquial expressions, idioms and proverbs in daily use. Students who are doing Cantonese II or who can prove that they have done sufficient Cantonese elsewhere are also welcome to join.

Textbook: Parker Po-fei Huang and Gerald P. Kok, Speak Cantonese Book II (Yale University Press) (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 5227064)

or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 366 8001)

850. Mrs Caroline Law, B.A. (U.C.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays 8.30-10.00p.m., starting October 4, 1994

20 meetings

Fee: \$1,950

CHINESE CHARACTERS

The study of Characters will include etymology of characters, vocabulary and classical reference of idioms. Special effort will be made to give students practice in reading characters.

Priority will be given to students who have completed Cantonese I and II, but those who are doing Cantonese II or who can prove that they have adequate knowledge of Cantonese are also welcome to join.

Textbook: John DeFrancis, *Beginning Chinese Reader, Part 1* (Yale University Press). (Available at: Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 366 8001)

851. Chinese Characters I

Tutor : Mrs Caroline Law, B.A.(U.C.).

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 7.50-9.35p.m., starting October 7, 1994

17 meetings

Fee: \$1,950

852. Chinese Characters I

Tutor : Mrs Caroline Law, B.A.(U.C.).

Place : Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 2.00-4.00p.m., starting October 12, 1994

15 meetings

Fee: \$1,950

JAPANESE

853. Introductory Japanese

Mainly designed for non-Chinese speaking people who wish to acquire the basis of spoken Japanese in a relatively short period of time. This course, comprehensive and condensed in nature, aims at providing beginners with a firm foundation in colloquial Japanese and in basic grammar. Ample opportunity will be given for practising pronunciation and short sentence construction orally.

Tutor : Mrs Naoko Tadaki, M.A. (London)

Place : Room G1, James Hsioung Lee Science Building, University of Hong Kong

Date : Mondays, 7.15-9.30p.m., starting October 10, 1994

20 meetings

Fee: \$1,950

Textbook: *Japanese for Beginners* (Gakken Co. Ltd) (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 366 8001)

854. 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 Naoko Tadaki, M.A. (London)

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

Date : Wednesdays, 5.40-7.10p.m., starting September 28, 1994

23 meetings

Fee: \$1,650

Textbook: *Japanese for Beginners* (Gakken Co., Ltd) (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel: 522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 366 8001)



日語證書班

(Certificate Course in Japanese)

宗旨：

為符合香港環境所需，本學院特開設一項日語證書課程，給予從事工商、文教等各業人士一個進修日本語文的機會，通過一項有系統的訓練，得以了解另一種文化，從而提高他們的工作條件。

課程概括：

本課程分爲「基本日語」和「高級日語」兩階段，每階段爲期一年。「基本日語」著重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，更著重實用日語會話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日文報刊；「高級日語」著重較高程度之語言運用，文字寫作及閱讀；較深文句之分析，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：全年港幣壹仟四百八拾元(HK\$1,480)

高級日語：全年港幣壹仟五百八拾元(HK\$1,580)

報名手續：填妥報名表格，連同學費交回本學院。本期開設「基本日語」四十五班，「高級日語」十二班，爲提高被取錄機會，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：一九九五年八月廿二日下午七時在香港大學內或香港大學專業進修學院市區中心（信德中心西翼九樓）舉行。

結業證書：本學院只頒發日語證書予「高級日語」畢業學員，惟學員須符合下列三項條件：

- (1) 在每階段之上課次數達五分之四；
- (2) 在學習過程中，充分完成所有習作；
- (3) 必須考試合格。

課 本：

基本日語：常用初級日語（香港大學專業進修學院編），附錄音帶。（總經銷：香港中環域多利皇后街九號地下三聯書店，電話：5250102-7及九龍彌敦道四百五十號地下中華書局，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九號地下三聯書店，電話：5250102-7）

基本日語(Basic Japanese)

855. 李小達先生主講（共四十講）

地 點：香港大學邵仁枚樓102室

時 間：一九九四年九月廿九日起每星期四下午七時十五分至九時卅分

856. 何嘉輝先生主講（共四十五講）

地 點：香港大學邵逸夫樓206室

時 間：一九九四年九月十五日起每星期四下午八時至十時正

857. 鄧國權先生主講（共四十五講）

地 點：香港大學厲樹雄科學館101室

時 間：一九九四年九月廿九日起每星期四下午八時至十時正

858. 鄧國權先生主講（共四十講）

地 點：香港大學邵仁枚樓101室

時 間：一九九四年九月卅日起每星期五下午七時十五分至九時卅分

859. 張民衍先生主講（共四十講）

地 點：香港大學厲樹雄科學館106室

時 間：一九九四年十月五日起每星期三下午七時十五分至九時卅分

860. 張民衍先生主講（共四十講）

地 點：香港大學邵仁枚樓102室

時 間：一九九四年九月十三日起每星期二下午七時十五分至九時卅分

861. 黃鳳屏小姐主講（共四十講）

地 點：香港大學厲樹雄科學館105室

時 間：一九九四年九月廿二日起每星期四下午七時十五分至九時卅分

862. 何嘉輝先生主講（共四十講）

地 點：香港大學邵仁枚樓102室

時 間：一九九四年十月七日起每星期五下午七時十五分至九時卅分

863. 李小達先生主講（共四十五講）

地 點：香港大學厲樹雄科學館101室

時 間：一九九四年十月五日起每星期三下午八時至十時正

864. 張民衍先生主講（共四十講）

地 點：香港大學邵仁枚樓101室

時 間：一九九四年九月廿四日起每星期六下午三時十五分至五時卅分

865. 黃鳳屏小姐主講（共四十講）

地 點：香港大學厲樹雄科學館G1室

時 間：一九九四年九月廿七日起每星期二下午七時十五分至九時卅分

866. 陳效贊先生主講（共四十講）

講授語言：國語及粵語

地 點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）

時 間：一九九四年九月廿六日起每星期一上午九時卅分至十一時四十五分

867. 張民衍先生主講（共四十講）

地 點：香港大學專業進修學院市區中心22室（信德中心西翼九樓）

時 間：一九九四年九月廿五日起每星期日下午一時卅分至三時四十五分

868. 葉碧玲小姐主講（共四十講）

地 點：香港大學專業進修學院市區中心22室（信德中心西翼九樓）

時 間：一九九四年九月廿五日起每星期日上午九時至十一時十五分

- 869.** 李明玉小姐主講 (共四十講)
地點：香港大學專業進修學院市區中心13室(信德中心西翼九樓)
時間：一九九四年十月五日起每星期三下午三時十五分至五時卅分
- 870.** 陳家豪先生主講 (共四十講)
地點：香港般舍道聖保羅書院612室
時間：一九九四年九月廿八日起每星期三下午六時四十五分至九時正
- 871.** 張菲洲先生主講 (共四十講)
地點：香港般舍道聖保羅書院611室
時間：一九九四年九月廿三日起每星期五下午六時四十五分至九時正
- 872.** 李明玉小姐主講 (共四十講)
地點：香港般舍道聖保羅書院612室
時間：一九九四年九月廿六日起每星期一一下午六時四十五分至九時正
- 873.** 李明玉小姐主講 (共四十講)
地點：香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
時間：一九九四年十月五日起每星期三下午六時四十五分至九時正
- 874.** 鄭熙先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學225室(中學部太豐道入口)
時間：一九九四年九月十四日起每星期三下午六時四十五分至九時正
- 875.** 李明玉小姐主講 (共四十講)
地點：香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
時間：一九九四年九月廿三日起每星期五下午六時四十五分至九時正
- 876.** 李明玉小姐主講 (共四十講)
地點：香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
時間：一九九四年九月廿二日起每星期四下午六時四十五分至九時正
- 877.** 伍錦源先生主講 (共七十二講)
地點：香港太古城地利亞修女紀念中學511室(中學部太豐道入口)
時間：一九九四年九月十二日起每星期一及三下午六時四十五分至八時正
- 878.** 伍錦源先生主講 (共七十二講)
地點：香港太古城地利亞修女紀念中學511室(中學部太豐道入口)
時間：一九九四年九月十二日起每星期一及三下午八時零五分至九時廿分
- 879.** 鄭熙先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學522室(中學部太豐道入口)
時間：一九九四年九月十五日起每星期四下午六時四十五分至九時正
- 880.** 鄭熙先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學415室(中學部太豐道入口)
時間：一九九四年九月十三日起每星期二下午六時四十五分至九時正
- 881.** 盧偉傑先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學412B室(中學部太豐道入口)
時間：一九九四年九月廿三日起每星期五下午六時四十五分至九時正
- 882.** 山口純代小姐主講(共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時間：一九九四年九月廿九起每星期四下午六時十五分至八時卅分
- 883.** 譚林通先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時間：一九九四年九月十六日起每星期五下午六時卅分至八時四十五分
- 884.** 陳雪雲小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時間：一九九四年九月卅日起每星期五下午六時卅分至八時四十五分
- 885.** 張民衍先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九四年十月六日起每星期四下午六時卅分至八時四十五分
- 886.** 王曼玲小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時間：一九九四年十月十二日起每星期三下午六時十五分至八時卅分
- 887.** 山口純代小姐主講(共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院40室(金巴利道入口)
時間：一九九四年九月卅日起每星期五下午六時十五分至八時卅分
- 888.** 周志樑先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九四年九月十六日起每星期五下午六時三十分至八時四十五分
- 889.** 林頤年小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時間：一九九四年九月十四日起每星期三下午六時卅分至八時四十五分

890. 盧偉傑先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
 時間：一九九四年九月十三日起每星期二下午六時卅分至八時四十五分

891. 葉碧玲小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
 時間：一九九四年九月廿八日起星期三下午六時十五分至八時卅分

892. 葉碧玲小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
 時間：一九九四年九月廿三日起每星期五下午六時卅分至八時四十五分

893. 山口純代小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
 時間：一九九四年九月廿六日起每星期一一下午六時十五分至八時卅分

894. 譚林通先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
 時間：一九九四年十月十日起每星期一一下午六時四十五分至九時正

895. 王曼玲小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
 時間：一九九四年十月十日起每星期一一下午六時卅分至八時四十五分

896. 陳效贊先生主講 (共四十五講)
 地點：香港大學專業進修學院石硤尾教學中心四樓LT5室(石硤尾偉智街五號近地鐵站)
 時間：一九九四年九月廿四日起每星期六上午九時至十一時正

897. 陳效贊先生主講 (共四十五講)
 地點：香港大學專業進修學院石硤尾教學中心四樓LT5室(石硤尾偉智街五號近地鐵站)
 時間：一九九四年九月廿四日起每星期六上午十一時至下午一時正

898. 葉碧玲小姐主講 (共四十講)
 地點：香港大學專業進修學院石硤尾教學中心五樓LT9室(石硤尾偉智街五號近地鐵站)
 時間：一九九四年九月廿七日起每星期二下午七時十五分至九時卅分

899. 葉碧玲小姐主講 (共四十講)
 地點：香港大學專業進修學院石硤尾教學中心四樓LT5室(石硤尾偉智街五號近地鐵站)
 時間：一九九四年十月一日起每星期六下午七時十五分至九時卅分

高級日語 (Advanced Japanese)

900. 黃鳳屏小姐主講 (共四十講)
 地點：香港大學厲樹雄科學館G4室
 時間：一九九四年九月十六日起每星期五下午七時十五分至九時卅分

901. 陳效贊先生主講 (共四十講)
 講授語言：國語及粵語
 地點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)
 時間：一九九四年十月十一日起每星期二上午九時卅分至十一時四十五分

902. 山口純代小姐主講 (共四十講)
 地點：香港般舍道聖保羅書院611室
 時間：一九九四年九月廿八日起每星期三下午六時四十五分至九時正

903. 李明玉小姐主講 (共四十講)
 地點：香港般舍道聖保羅書院612室
 時間：一九九四年九月廿七日起每星期二一下午六時四十五分至九時正

904. 伍錦源先生主講 (共四十講)
 地點：香港太古城地利亞修女紀念中學523室(中學部太豐道入口)
 時間：一九九四年九月十三日起每星期二下午七時至九時十五分

905. 鄭熙先生主講 (共四十講)
 地點：香港太古城地利亞修女紀念中學522室(中學部太豐道入口)
 時間：符一九九四年九月卅日起每星期五下午六時四十五分至九時正

906. 張民衍先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院28室(金巴利道入口)
 時間：一九九四年九月卅日起每星期五下午六時卅分至八時四十五分

907. 李澤森先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
 時間：一九九四年九月卅日起每星期五下午六時卅分至八時四十五分

908. 王永年先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
 時間：一九九四年十月六日起每星期四下午六時卅分至八時四十五分

909. 張民衍先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
 時間：一九九四年九月十九日起每星期一一下午六時卅分至八時四十五分

910. 山口純代小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)

時間：一九九四年九月廿七日起每星期二下午六時十五分至八時卅分

- 911.** 張民衍先生主講（共四十五講）
地點：香港大學專業進修學院石硤尾教學中心四樓8室（石硤尾偉智街五號近地鐵站）
時間：一九九四年九月十七日起每星期六下午七時四十五分至九時四十五分

日語深造班課程 (Follow-up Japanese Courses)

本學院開辦下列日文課程，給予高級班學員結業後進修，外界人士曾修讀日文二百小時以上者亦可參加。每班均有限額，以便各學員得以小組研討方式學習日文寫作與會話。每人均可同時報讀下列課程，名額有限，請盡快報名。

高級日語會話 (Advanced Japanese Conversation)

- 912.** 林秀華先生主講（共二十講）
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室（金巴利道入口）
時間：一九九四年九月廿七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：八百八十五元

- 913.** 高橋洋子女士主講（共二十講）
地點：香港大學邵逸夫樓206室
時間：一九九四年九月廿八日起每星期三下午八時至十時正
全期學費：八百八十五元

914. 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 — 助詞の諸問題」內容作教學大綱。

- 主講人：黃健雄先生（共四講）
地點：香港大學邵仁枚樓101室
時間：一九九四年九月十七日、九月廿四日、十月十五日及十月廿九日。星期六下午二時十五分至六時十五分
全期學費：四百八十五元

商業日語 (Business Japanese)

本課程專為有日文基礎之學員而設，內容包括商業匯酬用語；出入口貿易、推銷、保險、財經、運輸、旅遊等行業之專用語；及商業函件之寫作，每一課的內容將包括各語句、詞匯、課文、語法、會話及練習。

申請人須具已進修日語二百小時左右之程度，或曾修畢本學院主辦之高級日語。

- 915.** 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：一九九四年九月卅日起每星期五下午六時卅分至八時四十五分
全期學費：九百八十元（共二十講）

- 916.** 林秀華先生（前南京師範大學日語講師）
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室（金巴利道入口）
時間：一九九四年九月廿九日起每星期四下午六時三十分至八時四十五分
全期學費：九百八十元（共二十講）

普通話 (國語) (Putonghua)

本學院的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本學院特別就各界的需求重編教材，使普通話的教學更趨系統化。普通話合格證明只頒發給高級普通話班畢業學員。

為提高被取錄機會，申請者須將其第二、第三及第四選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。由於本學院的報名程序已電腦化，學員一經被取錄，不得轉班。

普通話課本：普通話教程（香港大學專業進修學院編），（可到中環域多利皇后街九號地下三聯書店購買，電話：5250102及九龍彌敦道四百五十號地下中華書局，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)

整個課程為期一學年。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，本課程是以普通話講授。

全期學費：一千二百八十五元(HK\$1,285)

- 917.** 張菊鳳女士主講（共三十七講）
地點：香港大學屬樹雄科學館106室
時間：一九九四年九月十二日起每星期一下午七時十五分至九時卅分
- 918.** 王溪濛小姐主講（共三十七講）
地點：香港大學屬樹雄科學館G1室

- 時間：一九九四年十月七日起每星期五下午七時十五分至九時卅分
- 919.** 張菊鳳女士主講（共三十七講）
地點：香港大學厲樹雄科學館106室
時間：一九九四年九月十六日起每星期五下午七時十五分至九時卅分
- 920.** 李美嫻小姐主講（共三十七講）
地點：香港大學厲樹雄科學館G1室
時間：一九九四年九月廿九日起每星期四下午七時十五分至九時卅分
- 921.** 劉仁謀先生主講（共四十一講）
地點：香港大學邵逸夫樓206室
時間：一九九四年九月廿七日起每星期二下午八時至十時正
- 922.** 任永年先生主講（共三十七講）
地點：香港大學校本部大樓151室
時間：一九九四年九月廿四日起每星期六下午三時十五分至五時卅分
- 923.** 丁國玲女士主講（共三十七講）
地點：香港大學專業進修學院市區中心12室（信德中心西翼九樓）
時間：一九九四年十月十四日起每星期五上午九時至十一時十五分
- 924.** 饒素蘭女士主講（共六十七講）
地點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）
時間：一九九四年九月卅日起每星期二及五下午三時四十五分至五時正
- 925.** 饒素蘭女士主講（共六十七講）
地點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）
時間：一九九四年九月卅日起每星期二及五下午五時十分至六時廿五分
- 926.** 張孝先生主講（共三十七講）
地點：香港大學專業進修學院市區中心23室（信德中心西翼九樓）
時間：一九九四年十月九日起每星期日下午一時卅分至三時四十五分
- 927.** 黎萱女士主講（共三十七講）
地點：香港大學專業進修學院市區中心22室（信德中心西翼九樓）
時間：一九九四年九月廿五日起每星期日上午十一時十五分至下午一時卅分
- 928.** 黎萱女士主講（共三十七講）
地點：香港大學專業進修學院市區中心22室（信德中心西翼九樓）
時間：一九九四年九月廿五日起每星期日下午三時四十五分至六時正
- 929.** 朱建小姐主講（共三十七講）
地點：香港大學專業進修學院市區中心23室（信德中心西翼九樓）
- 時間：一九九四年十月九日起每星期日上午九時至十一時十五分
- 930.** 朱建小姐主講（共三十七講）
地點：香港大學專業進修學院市區中心23室（信德中心西翼九樓）
時間：一九九四年十月九日起每星期日上午十一時十五分至下午一時卅分
- 931.** 李美嫻小姐主講（共三十七講）
地點：香港大學專業進修學院市區中心23室（信德中心西翼九樓）
時間：一九九四年十月九日起每星期日下午三時四十五分至六時正
- 932.** 譚惠霞女士主講（共三十七講）
地點：香港般舍道聖保羅書院611室
時間：一九九四年九月十五日起每星期四下午六時四十五分至九時正
- 933.** 陳萬里女士主講（共三十七講）
地點：香港般舍道聖保羅書院612室
時間：一九九四年十月六日起每星期四下午六時四十五分至九時正
- 934.** 丁國玲女士主講（共三十七講）
地點：香港般舍道聖保羅書院612室
時間：一九九四年九月卅日起每星期五下午六時四十五分至九時正
- 935.** 李美嫻小姐主講（共三十七講）
地點：香港太古城地利亞修女紀念中學415室（中學部太豐道入口）
時間：一九九四年十月七日起每星期五下午六時四十五分至九時正
- 936.** 陳萬里女士主講（共三十七講）
地點：香港太古城地利亞修女紀念中學415室（中學部太豐道入口）
時間：一九九四年九月廿六日起每星期一下午六時四十五分至九時正
- 937.** 李美嫻小姐主講（共三十七講）
地點：香港太古城地利亞修女紀念中學415室（中學部太豐道入口）
時間：一九九四年九月廿八日起每星期三下午六時四十五分至九時正
- 938.** 黎萃女士主講（共三十七講）
地點：香港太古城地利亞修女紀念中學412B室（中學部太豐道入口）
時間：一九九四年九月十三日起每星期二下午六時四十五分至九時正
- 939.** 任永年先生主講（共三十七講）
地點：香港太古城地利亞修女紀念中學426室（中學部太豐道入口）
時間：一九九四年九月卅日起每星期五下午六時四十五分至九時正

- 940.** 張開齡女士主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學522室(中學部太豐道入口)
時間：一九九四年九月廿七日起每星期二下午六時四十五分至九時正
- 941.** 任永年先生主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學523室(中學部太豐道入口)
時間：一九九四年九月十四日起每星期三下午六時四十五分至九時正
- 942.** 張開齡女士主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學426室(中學部太豐道入口)
時間：一九九四年十月六日起每星期四下午六時四十五分至九時正
- 943.** 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九四年九月十三日起每星期二下午六時十五分至八時卅分
- 944.** 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時間：一九九四年十月三日起每星期一一下午六時十五分至八時卅分
- 945.** 黎萃女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九四年九月十四日起每星期三下午六時十五分至八時卅分
- 946.** 伍少梅女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九四年九月廿八日起每星期三下午六時卅分至八時四十五分
- 947.** 譚惠霞女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九四年九月十六日起每星期五下午六時卅分至八時四十五分
- 948.** 鮑茂振先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時間：一九九四年九月十三日起每星期二下午六時卅分至八時四十五分
- 949.** 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時間：一九九四年十月五日起每星期三下午六時十五分至八時卅分
- 950.** 張孝先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
- 時間：一九九四年九月廿八日起每星期三下午六時十五分至八時卅分
- 951.** 徐麗燕女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院30室(金巴利道入口)
時間：一九九四年九月卅日起每星期五下午六時十五分至八時卅分
- 952.** 趙莉女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時間：一九九四年九月廿九日起每星期四下午六時三十分至八時四十五分
- 953.** 譚惠霞女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九四年九月廿八日起每星期三下午六時三十分至八時四十五分
- 954.** 李美嫻小姐主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九四年九月廿六日起每星期一一下午六時三十分至八時四十五分
- 955.** 張孝先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九四年九月廿六日起每星期一一下午六時三十分至八時四十五分
- 956.** 鮑茂振先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九四年九月十五日起每星期四下午六時三十分至八時四十五分
- 957.** 郝以明女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時間：一九九四年九月十四日起每星期三下午六時三十分至八時四十五分
- 958.** 張孝先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院26室(金巴利道入口)
時間：一九九四年十月七日起每星期五下午六時三十分至八時四十五分
- 959.** 黎萱女士主講 (共四十一講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT9室(石硤尾偉智街五號近地鐵站)
時間：一九九四年九月廿四日起每星期六上午九時至十一時正
- 960.** 高宏先生主講 (共四十一講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT9室(石硤尾偉智街五號近地鐵站)
時間：一九九四年九月廿四日起每星期六上午十一時至下午一時正

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部份北京地方語彙的講授。學員結業考試合格，上課次數超過百分八十，可獲普通話合格證明。

每班為期一學年，共八十一小時，全期學費：一仟三百八拾元 (HK\$1,380) 本課程是以普通話講授。

961. 張孝先生主講 (共三十六講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT9室 (石硤尾偉智街五號近地鐵站)
時間：一九九四年九月廿四日起每星期六下午七時十五分至九時卅分

962. 吳寶榕先生主講 (共三十六講)
地點：香港大學屬樹雄科學館106室
時間：一九九四年十月六日起每星期四下午七時十五分至九時卅分

963. 丁國玲女士主講 (共三十六講)
地點：香港大學專業進修學院市區中心20室 (信德中心西翼九樓)
時間：一九九四年十月五日起每星期三上午九時至十一時十五分

964. 丁國玲女士主講 (共三十六講)
地點：香港般舍道聖保羅書院611室
時間：一九九四年九月十三日起每星期二下午六時四十五分至九時

965. 李美嫻小姐主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學412A室 (中學部太豐道入口)
時間：一九九四年九月廿七日起每星期二下午六時四十五分至九時

966. 黎萍女士主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學412A室 (中學部太豐道入口)
時間：一九九四年九月十二日起每星期一下午六時四十五分至九時

967. 吳寶榕先生主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學523室 (中學部太豐道入口)
時間：一九九四年十月十日起每星期一下午六時四十五分至九時

968. 張菊鳳女士主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室 (金巴利道入口)
時間：一九九四年十月十一日起每星期二下午六時十五分至八時卅分

969. 黃麗生女士主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室 (金巴利道入口)
時間：一九九四年九月十六日起每星期五下午六時十五分至八時卅分

970. 譚惠霞女士主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室 (金巴利道入口)
時間：一九九四年九月十三日起每星期二下午六時卅分至八時四十五分

971. 普通話教學法 (Teaching Putonghua)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課程講授技巧及課堂實習講授。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明。

入學資格：能操流利普通話，對漢語拼音方法有認識，有意投入普通話教學工作。

主講人：饒素蘭女士及張丹女士 (講授語言：普通話)
地點：香港大學般舍道聖保羅書院611室
時間：一九九四年九月十二日起每星期一一下午六時四十五分至八時四十五分
全期學費：九百九十元 (共二十講)

972. 普通話教學法 (Teaching Putonghua)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課程講授技巧及課堂實習講授。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明。

入學資格：能操流利普通話，對漢語拼音方法有認識，有意投入普通話教學工作。

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：一九九四年九月十二日起每星期一一下午四時至六時
全期學費：九百九十元 (共二十講)

教師可獲教育署退還學費。詳參第vi頁。(只限課程編號972)

973. 對外漢語教學研習班 (Teaching Chinese as a Second Language)

本身能操流利普通話，兼懂英文，而有意從事本科教學工作，可藉本課程研習如何有效利用現代教育科技，編寫教材，製造教具，靈活運用教學法，以達成預期教學目標。研習要點包括：學校與家中常遇難題；對外漢語教學概況；實用教育科技，教科書之評鑑與教材編寫；外語教學法與記憶術；教具製作與使用；試教，實習與教學過程之掌握；聲音保健，學習效果之評量與回饋。

主講人：盧毓文女士 (Mrs Sarah Lu Tsou)
教授語言：英文與普通話
地點：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：一九九四年九月廿七日起每星期二上午十時二十分至十二時五十分
全期學費：一千五百元 (共十四講)
限收人數：十二名學員

ORIENTAL STUDIES

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone: 859 2788
Telephone: 859 2792

1001. Social Status and Roles of Oriental Women

For an in-depth understanding of China and Japan, the course will expostulate from a historical perspective the metamorphosis of the status and roles of women within the family and in society at large. This will include a discussion of women in religious, political and literary fields as well as women as daughter, wife and mother; and how such status and roles were influenced by the religious, political, social and economic factors of the times.

Enrolment is limited to 38

Tutor : Ms Leung On-yuk, Maggie, B.A.(HKU), M.A.
(Tsukuba Japan, Sophia Japan)

Venue : Rm 10, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F, Hong Kong

Date : Tuesdays, 6:10pm - 7:40pm, commencing October
4, 1994

7 meetings

Fee : \$285

1002. Chinese Geomancy and Superstition

Geomancy is a unique subject in Chinese metaphysics concerning the influences of environmental forces on human life. Its growing popularity in recent years also brings considerable misconceptions and misunderstandings about the subject. This series of lectures provides a clear overview of the meanings and contents of the art to unravel the mystery, and points to the right direction for practical usage of the knowledge. Topics include: theoretical framework of the Yin and Yang and the five elements; the Eight Houses school and the Flying Star School; application methods for assessing Yang Houses; practical examples and case studies on major buildings in Hong Kong; and Geomancy in the office and at home.

Enrolment is limited to 30

Tutor : Mr Raymond H.L. Lo, B.Soc.(HK)

Venue : Rm 16, SPACETC, 9/F

Date : Mondays, 6:35pm - 8:20pm, commencing
October 3, 1994

6 meetings

Fee : \$385

1003. Chinese Concept of Destiny

The Four Pillars of Destiny is a traditional method of forecasting human fortune employed by the Chinese for thousands of years and its influence can be found in all walks of Chinese life. The study of this subject not only provides a fascinating forecasting technique but also enables students to gain deep insight into the philosophical

background of the Chinese concept of destiny. Lectures will also cover the basic skill in destiny analysis to enhance understanding of individual potentials and directions in life.

Enrolment is limited to 30

Tutor : Mr Raymond H.L. LO, B.Soc.Sc.(HK)

Venue : Rm 16, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F, Hong Kong

Date : Mondays, 6:35pm - 8:20pm, commencing
November 21, 1994

6 meetings

Fee : \$385

1004. 現代詩及散文創作證書課程 (Certificate Course in Modern Poetry and Prose)

課程策劃小組委員：

艾青教授 (詩人、〈中國作家協會〉副主席、〈世界華文詩人協會〉榮譽會長)

鍾鼎文博士 (詩人、〈美國世界藝術文化學院〉院長、〈世界華文詩人協會〉榮譽會長)

黃康顯博士 (小說散文作家、〈香港大學〉專業進修學院高級講師、〈香港英文筆會〉會長)

雁翼博士 (詩人、〈華人文化交流委員會〉副主席、〈世界華文詩人協會〉會長)

羅門博士 (詩人、〈世界華文詩人協會〉會長)

藍海文博士 (詩人、〈世界華文詩人協會〉會長)

丁平教授 (詩人、〈廣大學院〉教授兼中國文學研究所所長、〈世界華文詩人協會〉常務理事兼秘書長)
(小組召集人)

課程主旨：本課程專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代文學基本理論與創作之機會。

課程內容：以四講時間，講授中國現代詩、現代散文及現代小說的基本理論，並介紹中國現代詩的主要詩人、現代散文、現代小說的主要作家。本課程創作與實務並重，學員在二十六講的時間內，除在校上課外，並在課外自動從事現代詩、現代散文及現代小說的創作。

學習方法：本課程之學習，是以「面授」與「遙距」兩種教學模式進行：A) 由主講人派發講義在堂上分析問題及詮釋範文；B) 學員之習作，將分別送往在台灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，(〈世界華文詩人協會〉創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄧荻帆、白樺、公木、徐遲、孫靜軒、羅門、張健、胡品清、吳宏一、蓉子、張默、文曉村、李春生、墨人、羅青、蕭蕭、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、羊令野、王祿松、上官予、呂進、陳慧樺、藍海文等詩人、散文及小說作家。) 分別改評外，主講人仍將在課堂上對習作再作深切之評述。C) 學員作品，將分別送交

〈世界華文詩人協會〉創會理事，或有關作家主編之報刊發表。（報刊如下：香港的〈世界中國詩刊〉、〈詩雙月刊〉、〈世界華文詩刊〉、〈黃河春秋〉、〈黃河月刊〉。大陸的〈詩刊〉、〈詩潮〉、〈芒種〉、〈詩林〉、〈詩人〉、〈文學報〉、〈詩歌報〉、〈中國詩人〉、〈銀河系〉、〈星星〉、〈虎門〉、〈雨花〉、〈詩神〉、〈散文詩報〉、〈台灣詩學雜誌〉、〈海南開發報副刊〉。台灣的〈創世紀〉、〈笠〉、〈現代〉、〈葡萄園〉、〈秋水〉、〈大海洋〉、〈海鷗〉、〈詩潮〉、〈曼陀羅〉、〈聯合報副刊〉、〈中央日報副刊〉、〈聯合文學〉、〈中華日報副刊〉。澳洲的〈華聲報〉。加拿大的〈愛華報副刊〉。

主 講 人：

丁 平教授（國立中山大學文學士、教育碩士）（〈世界華文詩人協會〉常務理事兼秘書長、〈廣大學院〉教授兼中國文學研究所所長。）

黃康頌博士（小說、散文作家、〈香港大學〉專業進修學院高級講師、〈香港英文筆會〉會長。）

黃緒心博士（詩人、散文作家、〈世界華文詩人協會〉會員、〈香港詩人協會〉理事。）

江 顯先生（詩人、〈世界華文詩人協會〉會員、〈香港詩人協會〉理事。）

潔 芝女士（詩人、〈世界華文詩人協會〉會員、〈香港詩人協會〉理事。）

借 流小姐（詩人、〈世界華文詩人協會〉會員、〈香港詩人協會〉理事。）

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室（金巴利道入口）

時 間：一九九四年十月廿日起每星期四下午六時三十分至八時三十分（共三十講，另加遙距等學習方式及習作）

全期學費：一千零八十元

入學資格：預科以上學歷，對現代詩或散文寫作有興趣而中文流暢者，特別歡迎在職教師及在學大專同學參加。

畢業證書：課程結束後，學員若符合下列條件者，將由本院發給證書（一）上課出席率不少過八成；（二）完成課程習作，並獲得七十分合格分數，及（三）有作品在本課程指定報刊發表一篇以上者。

報名手續：申請者須於十月廿日前，將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本，及其他有關詳情。報名時請用支票交款，本課程限收三十人。

[本課程與世界華文詩人協會合辦]

教師可獲教育署退還半費。詳參第vi頁。

1005. 現代文學創作高級證書課程 (Certificate in Chinese Creative Writing (Advanced I))

課程策劃小組委員：（同課程編號：1004）

課程主旨：本課程為一年制之高級證書課程，專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代文學基本理論與創作之機會。

課程內容：以四講時間，講授中國現代詩、現代散文及現代小說的基本理論，並介紹中國現代詩的主要詩人、現代散文、現代小說的主要作家。本課程著重創作實務，指導學員在二十八講的時間內，在課外自動從事現代詩、現代散文及現代小說的創作。

學習方法：本課程之學習，是以「面授」與「遙距」兩種教學模式進行：A) 由主講人派發講義在堂上分析問題及詮釋範文；B) 學員之習作，將分別送往在台灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，（〈世界華文詩人協會〉創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄒荻帆、白樺、公木、徐遲、孫靜軒、羅門、張健、胡品清、吳宏一、蓉子、張默、文曉村、李春生、墨人、羅青、蕭蕭、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、羊令野、王祿松、上官予、呂進、陳慧樺、藍海文等詩人、散文及小說作家。）分別改評外，主講人仍將在課堂上對習作再作深切之評述。C) 學員作品，將分別送交〈世界華文詩人協會〉創會理事，或有關作家主編之報刊發表。（報刊如下：香港的〈世界中國詩刊〉、〈詩雙月刊〉、〈世界華文詩刊〉、〈黃河春秋〉、〈黃河月刊〉。大陸的〈詩刊〉、〈詩潮〉、〈芒種〉、〈詩林〉、〈詩人〉、〈文學報〉、〈中國詩人〉、〈銀河系〉、〈星星〉、〈虎門〉、〈雨花〉、〈詩神〉、〈散文詩報〉、〈崆峒〉、〈海南開發報副刊〉。台灣的〈創世紀〉、〈笠〉、〈現代〉、〈葡萄園〉、〈秋水〉、〈大海洋〉、〈海鷗〉、〈詩潮〉、〈台灣詩學雜誌〉、〈聯合報副刊〉、〈中央日報副刊〉、〈中華日報副刊〉、〈中國時報人間副刊〉、〈聯合文學〉。澳洲的〈華聲報〉。加拿大的〈愛華報副刊〉。

主 講 人：丁 平教授（國立中山大學文學士、教育碩士）（〈世界華文詩人協會〉常務理事兼秘書長、〈廣大學院〉教授兼中國文學研究所所長。）

黃康頌博士（小說、散文作家、〈香港大學〉專業進修學院高級講師、〈香港英文筆會〉會長。）

地 點：香港大學專業進修學院市區中心13室（信德中心西翼九樓）

時 間：一九九四年十月廿九日起每星期六下午二時至三時四十五分（共三十二講，另加遙距等學習方式及習作）

全期學費：一千五百二十元

入學資格：具有下列條件之一者，得申請入學：A) 領有「現代詩及散文創作證書」者；B) 領有學士學位，或同等學歷證書，或高於上列學歷，並對現代詩、現代散文及現代小說寫作有興趣而中文流暢者；特別歡迎在職之中等以上學校教師及研究所在學研究生參加。

畢業證書：課程結束後，學員若符合下列條件者，將由本院發給證書：（一）上課出席率不少過八成；（二）完成課程習作，並獲得七十分合格分數，及（三）有作品在本課程指定報刊發表一篇以上者。

報名手續：申請者須於十月廿九日前，將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本，及其他有關詳情。報名時請用支票交款，本課程限收二十八人。

[本課程與世界華文詩人協會合辦]

教師可獲教育署退還半費。詳參第vi頁。

1006. 中國文學批評高級證書課程——(3) 小說部份 (Advanced Certificate in Chinese Literary Critics: (3) Chinese Verse)

課程策劃小組委員：(同課程編號：1004)

課程主旨：本課程為一年制高級證書課程，專為對中國文學歷代名著及其作者有研究興趣之人士而設。目的在為學員提供一項對上述作品與作家有系統地評論之機會。

課程內容：課程分為三階段：(1) 詩歌部份，(2) 散文部份，(3) 小說部份。每一階段為期一年，獨立發給文憑。每階段選評之內容如下：(A) 中國歷代文學名著及其作者；(B) 香港中學會考之中國語文、香港中學會考之中國文學、香港高級程度會考之中國文學 (選講各課程中之主要篇章與作者)。以四講時間，講授中國文學批評簡史。在廿八講時間內，就課程內容中，選講在中國文學發展上有重大影響之歷代名著及其作者。

主 講 人：丁 平教授 (國立中山大學文學士、教育碩士)
(〈世界華文詩人協會〉常務理事兼秘書長、〈廣大學院〉教授兼中國文學研究所所長)

黃康顯博士 (小說散文作家、〈香港大學〉專業進修學院高級講師、〈香港英文筆會〉會長)

地 點：香港大學專業進修學院市區中心 1 3 室 (信德中心西翼九樓)

時 間：一九九四年十月廿一日起每星期五下午六時至七時三十分 (共三十二講)

全期學費：一千六百三十元

入學資格：具有下列條件之一者，得申請入學：(A) 領有「現代詩及散文創作證書」者；(B) 領有「現代文學創作高級證書」者；(C) 領有學士學位，或同等學歷證書，或高於上列學歷者。特別歡迎在職之中等以上學校教師及研究所在學研究生參加。

畢業證書：課程結束後，學員上課出席率不少過八成者，將由本院發給證書。

報名手續：申請者須於十月廿一日前，將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本一份，報名時請用支票交款，本課程限收廿二人。

[本課程與世界華文詩人協會合辦]

教師可獲教育署退還半費。詳參第vi頁。

1007. 文學創作研習班 (Creative Writing in Modern Chinese Literature)

在文學的範疇，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體念「文章千古事，得失寸心知」的妙諦。

本課程主要是向文學愛好者和文學教師提供。講授內容除一般文學理論外，並將選讀現代中國文學名家作品，藉透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部

份將以創作為主。學員除了有機會練習寫詩和小說等各種文學類別外，還得嘗試一項大型創作，內容自定，於課程完結前完成。優秀作品將會被推薦給本港的文藝副刊登載，並收入本班作品集。

本課程目的除提高學員的欣賞和創作能力外，並為大家提供一個集體學習的環境，希望透過不斷的訓練和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。(限收十八人)

主 講 人：吳荳人先生 (編輯，出版人)

地 點：香港大學專業進修學院市區中心 1 6 室 (信德中心西翼九樓)

時 間：一九九四年十月十日起每星期一下午八時二十分至九時五十分

全期學費：三百三十五元 (共十講)

Philosophy

1008. 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，甚少專家作全面之探究和發揚。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 (中學校太豐路入口)

時 間：一九九四年九月廿九日起每星期四下午七時三十分至九時三十分

全期學費：三百九十元 (共十講)

1009. 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：一九九四年十二月十五日起每星期四下午七時三十分至九時三十分
全期學費：三百九十元 (共十講)

1010. 佛學要義 (Outline of Buddhist Philosophy)

本課程將下述課題,作簡要介紹,以期研究者獲得明瞭及修證。
(一)三歸依與四弘誓願；(二)漸修及頓悟的異同；(三)菩薩道的心路歷程；(四)唯識哲學的意趣；(五)般若真空的涵義；(六)明咒修持——大悲咒。

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：一九九四年九月廿八日起每星期三下午六時十五分至七時四十五分
全期學費：三百二十元 (共十二講)

1011. 佛經專書導讀 (Special Topics: Buddhism)

佛陀教義，有高度，有深度，有教理，有熱誠，有實踐，有神秘，每本經典純為對機說法，而有變化不同。維摩經以十四品內容，把佛陀語錄概括無遺，允稱佳作，本講座將摘要介紹。

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：一九九四年九月廿八日起每星期三下午八時十五分至九時三十分
全期學費：三百二十元 (共十一講)

1012. 中西哲學之人生觀 (Philosophy of Life in the East & the West)

本課程以取精用宏、深入淺出及趣味方式啓迪學員領悟人生。選講範圍：(一)西洋為何會出現哲學這門特殊學問(啓迪學員自創新學問)(二)西哲如何判別天才之錯與庸人之錯(三)西哲人及神話藝術論「人」(四)何謂：人、人生、人生觀、人死觀(附論自殺)及宇宙觀(五)西哲之終極關懷：論世界末日及人之死後(六)人生之謎：人生意義及目的，如何能今生無悔、無憾(七)人生三階：青年、中年及老年之正負價值(八)何種人生可貫通天(神或超自然)、地(自然)、人(社會)、我(自我)(九)現代西哲兩大主流及理性與非理性如何安頓知識、人生及宇宙等大問題(十)愛恩思坦如何論「上帝」及獎善罰惡因果報應(十一)警惕易犯之錯：為何快樂幸福(十二)十二種以上之人生觀供選擇(十三)中西哲學鑑定認可之「三個我」、「三不朽」、「六項需求」、「四件人生大事」、「四大修養境界」(十四)西方名哲選講：蘇、柏、亞、叔本華、尼采、康德、存在主義、實用主義及獲諾貝爾之哲思簡釋等(任選四項)。

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)
地 點：香港大學專業進修學院市區中心 1 0 室 (信德中心西翼九樓)
時 間：一九九四年十月五日起每期一下午七時至八時十五分
全期學費：二百九十元 (共十二講)

1013. 認識中國哲學 (Understanding Chinese Philosophy)

中哲博大精深，其實效價值及能對西方文化病痛之矯治功能早已引起全球學者重視。本課程對愛哲理、文藝、修養及啓迪人生智慧有助。寓高深於趣味，初學可懂。選講範圍：(甲)周易、孔子、孟子、荀子、老莊、墨子、惠施、公孫龍子、韓非子、董仲舒、陰陽五行、魏晉玄學、宋明理學、朱陸異同、王陽明及王船山等。(乙)專題：(一)中國為何會出現哲學這門特殊學問？(啓迪學員自創新學問)(二)中哲特色及各時期思想比較(三)中哲之宗教、民主及科學觀(四)儒釋道三教及九流之修養及處世法精要(五)中哲為何有「道成肉身」(六)中哲之道德形而上學為何受重視(七)「孝道」哲學新解；析忠孝、孝慈及不同之愛之衝突兩難之倫理問題(八)做「聖人」之簡易公式(破高不可攀之說)(九)中國文化及哲學之現代化；中哲價值何處可超越西哲？

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)
地 點：香港大學專業進修學院市區中心 1 0 室 (信德中心西翼九樓)
時 間：一九九四年十月五日起每期一下午八時三十分至十時
全期學費：二百九十元 (共十二講)

1014. 中西心理哲學：命運、愛情與緣份 (The Psychology & Philosophy of Fate & Love in the East & the West I)

內容：
(一) 命運、愛情、緣份之定義與古今名思想家之觀點。
(二) 討論：有緣有份、有緣無份、有份無緣、無緣無份。
(三) 分析東西方文學、宗教及名人所表示之命運與愛情之心理哲學。

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：一九九四年八月廿八日(星期日)下午三時至八月廿九日(星期一)下午五時
集合時間及地點：八月廿八日下午三時於九龍窩打老道「豪華酒樓」門前(培正中學附近)
住 宿：香港大學嘉道理農業研究所宿舍，六人冷氣房(請自備手提電筒)
全期費用：二百九十元(包括學費、食宿及交通費)
名 額：四十人(先到先得)(二十人以下取消)
截止報名日期：一九九四年八月十二日

Art & Culture

1015. 書法基礎班 (Basic Chinese Calligraphy)

本課程從最基本開始，著重向學員教授如何執筆、運筆，和介紹各種不同字體，務求學員先有概括認識，從而選擇自己所喜愛的書體學習，課堂上將有示範和指導臨摹，因此學員必須在課堂練習和交作業，課程會以個別形式教授。

(限收二十五人)

主 講 人：林雲女士

地 點：香港大學專業進修學院市區中心 2 5 室（信德中心西翼九樓）

時 間：一九九四年九月廿八日起每星期三上午九時三十分至十一時三十分

全期學費：四百六十元（共十講）

1016. 楷書入門 (Regular Script in Chinese Calligraphy)

本課程適合書法基礎班和初學人仕參加，教導學員從實習中掌握寫楷書之方法，並指導學員如何欣賞每一位書法家之特點和風格，本課程主要著重於唐楷，如柳公權、歐陽詢、趙孟頫等。

(限收二十人)

主 講 人：林雲女士

地 點：香港大學專業進修學院區中心 2 5 室（信德中心西翼九樓）

時 間：一九九四年十二月七日起每星期三上午九時三十分至十一時三十分

全期學費：四百六十元（共十講）

1017. 書法研習班 (Seminar in Chinese Calligraphy)

本課程專為有書法基礎的學員而設，進一步研討書法的運筆、字形的設計、與各體的書法，學員將有個別指導與學習批改的機會。

(限收二十五人)

主 講 人：林雲女士

地 點：香港大學專業進修學院區中心 2 5 室（信德中心西翼九樓）

時 間：一九九四年九月廿七日起每星期二上午九時三十分至十一時三十分

全期學費：四百六十元（共十講）

1018. 草書 (Grass Script)

本課程除介紹草書源流及演變外，並教導學員臨習前人名帖，尤其著重正確的行筆方法，務求穩紮根基，避免浮滑。課程以臨習六朝正統草書為主，並視乎學員進度，加入唐宋名帖，以求變化。

(限收二十人)

主 講 人：林雲女士

地 點：香港大學專業進修學院區中心 2 5 室（信德中心西翼九樓）

時 間：一九九四年十二月六日起每星期二上午九時三十分至十一時三十分

全期學費：四百六十元（共十講）

1019. 山水畫基礎班 (Basic Chinese Landscape Painting)

本課程專為曾選修初級程度國畫的學員而設。課程內容包括山水畫之基本概念、構圖、著色、運筆、用紙等之技巧，並即時示範及個別指導。

(限收二十五人)

主 講 人：林雲女士

地 點：香港大學專業進修學院市區中心 2 5 室（信德中心西翼九樓）

時 間：一九九四年九月廿六日起每星期一上午九時三十分至十一時三十分

全期學費：四百六十元（共十講）

1020. 山水畫深造班 (Advanced Chinese Landscape Painting)

本課程專為曾選修「山水畫基礎班」之學員而設。課程內容主要深入研究山水畫之精粹所在和如何分析作品特點，並挑選一些有代表性之作品作教材，通過不斷實習以達到鞏固學員之基礎技法，從而帶動學員進入另一個層面領悟傳統山水畫之神韻及意境。本課程將會分組形式授課。

(限收二十人)

主 講 人：林雲女士

地 點：香港大學專業進修學院市區中心 2 5 室（信德中心西翼九樓）

時 間：一九九四年十二月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：四百六十元（共十講）

1021. 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 2 5 室（信德中心西翼九樓）

時 間：一九九四年九月廿九起每星期四上午九時三十分至十一時三十分

全期學費：四百六十元（共十講）

1022. 中國畫構圖及著色 (Composition and Colouring in Chinese Painting)

本課程適合曾習中國畫基本技法或對中國畫有初步認識之學員參加，內容分構圖、著色兩部分。

構圖方面會講解分析：(一)呼應；(二)虛實；(三)顧盼；(四)賓主；(五)疏密；(六)聚散；(七)題款等，使學員能明瞭如何在畫面上「經營位置」以至完成一幅作品。

著色方面有：(一)顏料之認識；(二)顏色與墨色之配合；(三)季節和色調之關係；(四)如何配色；(五)水光和煙雲之渲染等。

課堂上會介紹一名家代表作，使學員更進一步明瞭其中要訣，及提高學習趣味。(限收二十人)

主 講 人：林雲女士
地 點：香港大學專業進修學院市區中心 2 5 室 (信德中心西翼九樓)
時 間：一九九四年十二月十五日起每星期四上午九時三十分至十一時三十分
全期學費：四百六十元 (共十講)

1023. 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 1 6 2 號聖瑪利嘉諾撒女書院 3 5 室 (金巴利道入口)
時 間：一九九四年十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：三百八十五元 (共十講)

1024. 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 1 6 2 號聖瑪利嘉諾撒女書院 3 5 室 (金巴利道入口)
時 間：一九九四年十二月十三日起每星期二下午六時三十分至八時三十分
全期學費：三百六十元 (共八講)

1025. 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 4 1 5 室 (中學部太豐路入口)
時 間：一九九四年十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：三百八十五元 (共十講)

1026. 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 4 1 5 室 (中學部太豐路入口)
時 間：一九九五年一月五日起每星期四下午六時三十分至八時三十分
全期學費：三百六十元 (共八講)

1027. 花鳥與山水畫技法 (Techniques of Chinese Paintings: Flowers, Birds & Landscape)

花鳥與山水畫有很緊密的連繫，樹石對花鳥來說，有如牡丹綠葉相得益彰，增加畫面的變化及美觀。講授對運筆、用墨、用紙(生熟紙)絹，設色(赭墨、淺綠、青綠、金碧輝煌)技法，並加畫史、畫理、寫生等。課程以梅、蘭、菊、竹、四時花卉、昆蟲、鳥類、金魚、蝦、蟹、水草、蔬果等。而山水以鹿角、蟹爪、點葉、夾葉、松、柳、梧桐、芭蕉等樹法、山石、長短披麻皴、斧劈皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲法、染雲、瀑布、波濤等。課程由淺入深，輔助學員領會花鳥與山水畫的結合精華，每講臨場示範、實習、欣賞及派發畫稿，歡迎有興趣人士及曾修讀花鳥與山水畫課程的同學參加。(限收二十五人)

主 講 人：鄧昶立先生
地 點：九龍柯士甸道 1 6 2 號聖瑪利嘉諾撒女書院 3 9 室 (金巴利道入口)
時 間：一九九四年十月七日起每星期五下午六時三十分至八時
全期學費：三百六十元 (共十講)

1028. 花鳥山水畫構圖 (Composition of Chinese Paintings: Flowers, Birds & Landscape)

本課程是花鳥與山水畫技法的延續，為相等程度及有興趣人士而設，加強內容，以學員進度而作出技法及構圖，深入教授。內容以山水三遠法（平遠、深遠、高遠）等。而花鳥以賓主、呼應、顧盼、虛實、緊散、疏密等構圖法。題材以紫藤、秋海棠、桃花、玫瑰、水仙、荷花、小雞、麻雀等，配以四時樹、石鳥、著重造型、意境等。設色有白描、水墨、勾勒（工筆）、沒骨（寫意）、淡彩、粉彩、重彩為主。能使學員在短期內完成作品，發揮花鳥山水畫進一步的長處，令至學員達到創作的階段。每講均有示範、臨堂實習及派發畫稿。歡迎曾修讀花鳥與山水畫同學參加。（限收二十人）

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室（金巴利道入口）

時 間：一九九三年十二月十六日起每星期五下午六時三十分至八時

全期學費：三百五十元（共七講）

中國山水畫 (Chinese Landscape Painting)

分階段以理論及示範同時施教，由淺入深，使學員明白山水畫樹石及構圖要訣，基本皴法及種類，對畫面皴法之統一，點苔之要義及作用，用筆及用墨之要點及變化，控制水分，粗筆及幼筆之作用，畫面之深淺遠近，透視比例，最後能達至墨韻之要義，並兼教繪雲海及瀑布之畫法及山水畫之設色技巧，如何將真實風景經過美化後套入中國畫法，構成一幅圖畫，並講解兼示範各種畫法應避忌之處，逐一指出，使初學山水畫之學員於短期內亦能自繪簡單之山水畫，作日後深入研究之初階。（每班限收二十五人）

1029. 吳祖蔭先生主講

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：一九九四年十月七日起每星期五下午六時三十分至八時

全期學費：三百六十元（共十講）

1030. 吳祖蔭先生主講

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室（金巴利道入口）

時 間：一九九四年十月十日起每星期一下午六時三十分至八時三十分

全期學費：三百六十元（共八講）

中國山水畫技法 (Method of Chinese Landscape Painting)

本課程專供修業完畢初級山水國畫班之學員深入山水國畫之技法研究，除簡略重溫習基本畫法外，更進一步研究山水國畫之技法和構圖，皴擦、運筆、用墨、染墨、染色、乾筆之蒼茫，濕筆之潤厚及乾濕筆之並用，點線之美化等技巧及其效果，並示範如何達氣韻生動及氣勢磅礴之境界，更進一步研究瀑布及雲海之繪寫過程及技巧，亦根據學員之成績調詳課程漸進入較高深之技法研討，更為愛好繪寫雲海及瀑布之學員作深入之講解及研究，理論與即席示範兼施。（每班限收二十人）

1031. 吳祖蔭先生主講

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：一九九四年十二月十六日起每星期五下午六時三十分至八時

全期學費：三百六十元（共九講）

1032. 吳祖蔭先生主講

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室（金巴利道入口）

時 間：一九九四年十二月五日起每星期一下午六時三十分至八時三十分

全期學費：三百六十元（共八講）

1033. 國畫花鳥蟲魚構圖寫作技法 (Techniques of Chinese Paintings: Flowers, Birds, Insects & Fish)

本課程為適應對國畫有基本研習而對花鳥蟲魚寫作有研習興趣者而設。內容包括：（一）春夏秋冬四季花卉構圖寫作技法。（二）各類飛翔雀鳥寫作技法。（三）蜂蝶草蟲寫作技法。（四）魚蝦水族寫作技法。（五）花鳥配合構圖法。（六）蜂蝶花卉配合構圖技法。（七）魚蝦花草配合構圖技法。（八）花鳥蟲魚綜合構圖技法。（九）各類畫面題款與用印技法。（十）每課印發講義並附習作樣稿（十一）每課隨堂示範寫作技法，並批改習作（包括家課習作）。（限收廿五人）

主 講 人：徐達之先生

地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）

時 間：一九九四年十月七日起每星期五上午九時三十分至十一時三十分

全期學費：四百六十元（共十講）

1034. 國畫梅蘭竹菊構圖寫作技法 (Techniques of Chinese Paintings: Flowers)

本課程為有意研習「梅蘭竹菊」四君子國畫構圖寫作技法者而設。旨在對梅蘭竹菊國畫源流，演變及各個時代的風格與寫作技法、分別介紹與研習。內容包括（一）梅蘭竹菊國畫的興起與發展。（二）梅蘭竹菊國畫的水墨寫作技法。（三）梅蘭竹菊國畫的賦色寫作技法。（四）梅花的風緻與幹枝構圖技法。（五）蘭花的神韻與墨彩運用技法。（六）胸有成竹的寫意畫竹技法。（七）菊花的構圖與百花寫作的貫通。（八）梅蘭竹菊與風晴雨雪季候性的寫作技法。（九）欣賞歷代名家作品。（十）每課分發講義（並附習作樣稿），隨堂寫作示範並批改習作（包括家課習作批改）。（限收廿五人）

主 講 人：徐達之先生

地 點：香港大學厲樹雄科學館106室

時 間：一九九四年十月八日起星期六下午二時四十分至四時十分

全期學費：六百四十五元（共二十講）

1035. 中國書法六體千字文寫作應用研習 (Different Styles in the Book of One Thousand Characters)

本課程為適應對中國書法寫作已有楷書基礎而有進一步研習行書、草書、章草、隸書、篆書各體書法藝術者而設。以千字文一千個不同的中文字為各體書法寫作對象，並將各體集成文句或對聯加以應用。內容包括：(一)正楷千字文寫作法。(二)行書千字文寫作法。(三)草書千字文寫作法。(四)章草千字文寫作法。(五)隸書千字文寫作法。(六)篆書千字文寫作法。(七)各體千字文集句或對聯寫作法。(八)每課編發講義與習作樣稿。(九)每課隨堂示範寫作技法：包括：執筆使轉、用墨、用水、用紙。並批改堂課及家課習作。
(限收廿五人)

主 講 人：徐達之先生
地 點：香港大學厲樹雄科學館106室
時 間：一九九四年十月八日起每星期六下午四時廿五分至五時五十分
全期學費：六百四十五元 (共二十講)

1036. 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寫作基礎而有深入研習山水畫構圖意境，發揮水墨設色各項技法者而設。內容包括：(一)中國山水畫的源流；(二)山水畫紙、絹、工具的選擇與運用；(三)中國歷代山水畫名作的欣賞與選習；(四)山水畫臨摹法；(五)山水畫寫生法；(六)山水畫構圖與畫中有詩的意境研習；(七)山水畫水墨與設色法；(八)山水畫題字與用印技法；(九)每課編發講義並附習作樣稿；(十)每課隨堂示範並批改家課習作。
(限收二十五人)

主 講 人：徐達之先生
地 點：香港太古城地利亞修女紀念中學412B室(中學部太豐路入口)
時 間：一九九四年十月十日起每星期一下午七時至九時
全期學費：六百四十五元 (共十五講)

1037. 中國書法篆隸楷行草集聯寫作研習 (Chinese Calligraphy: Various Styles)

本課程為適應對中國書法有研習興趣而稍有書法基礎者進一步研習各體書法集聯集句寫作應用者而設。內容包括：(一)大家鐘鼎文書法寫作應用研習。(二)小篆繹山碑書寫與應用。(三)石鼓文篆書寫作與應用。(四)漢隸禮器、史晨、乙瑛、張遷、曹全碑文書法寫作與應用。(五)魏碑石門頌書法寫作與應用。(六)魏鐘繇楷書寫作研習。(七)晉王羲之、王獻之楷、行、草書寫作研習。(八)唐代歐陽詢、虞世南、褚遂良、顏真卿、柳公權各家書法寫作與應用。(九)宋代蘇軾、黃山谷、米芾、蔡襄各家寫作與應用。(十)各體書法之欣賞、寫作與應用的特點。(十一)結合各體書法神韻與寫作應用研習。(十二)每課編發講義並附習作樣稿。(十三)隨堂示範並批改習作(包括家課程習作)。
(限收廿五人)

主 講 人：徐達之先生
地 點：香港太古城地利亞修女紀念中學412B室(中學部太豐路入口)
時 間：一九九四年十月十二日起每星期三下午七時至九時
全期學費：六百四十五元 (共十五講)

1038. 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)

主 講 人：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：一九九四年九月廿八日起每星期三上午九時至十一時
全期學費：一千一百元 (共十六講)

書法講座(三)教師班 (The Learning and Teaching of Chinese Calligraphy III)

本課程是「書法講座(二)」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。歡迎已完成「書法講座(二)」的學員或相當程度的教師參加研習。
(每班限收十人)

1039. 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：一九九四年九月廿九日起每星期四上午九時至十一時
全期學費：一千四百六十元 (共十六講)

1040. 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：一九九四年九月廿九日起每星期四下午三時至五時
全期學費：一千四百六十元 (共十六講)

書法講座(四)教師班 (The Learning and Teaching of Chinese Calligraphy IV)

本課程是「書法講座(三)」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。本課程只歡迎已完成「書法講座(三)」的學員參加研習。
(每班限收十人)

1041. 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：一九九四年九月廿七日起每星期二上午九時至十一時
全期學費：一千四百六十元 (共十六講)

- 1042.** 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：一九九四年九月廿七日起每星期二下午三時至五時
 全期學費：一千四百六十元（共十六講）

書法講座（五）教師班 (The Learning and Teaching of Chinese Calligraphy V)

本課程是「書法講座（四）」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。本課程只歡迎已完成「書法講座」（四）的學員參加研習。

（每班限收十人）

- 1043.** 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：一九九四年九月廿六日起每星期一上午九時至十一時
 全期學費：一千四百六十元（共十六講）

- 1044.** 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：一九九四年九月廿六日起每星期一下午三時至五時
 全期學費：一千四百六十元（共十六講）

1045. 篆刻與印章 (Seal Engraving)

學習刻印，務使學印者在短期之內領悟刻印的方法，刻印的樂趣，盡量著重實踐，手法和刀法等技巧，使學印者對刻印的基本概念，有全面的認識；包括自製刻刀方法與自製印章錦匣等等。使學者認識到刻印會豐富人生，賞印亦是一種生活情趣。

（限收三十人）

- 主講人：盧人俊先生
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室（金巴利道入口）
 時間：一九九四年十月六日起每星期四下午六時十五分至七時四十五分
 全期學費：三百六十元（共十二講）

1046. 篆刻技巧與印石 (The Art of Seal Engraving)

篆刻乃由文學、美術及雕刻三者結合而成的一種藝術，本課程對理論、篆刻技巧、印石種類等詳為講解，示範，印石實物介紹和說明。全期課程均以實踐為主，務使學印者在短期之內，深切領略篆刻方法，體驗自刻印章的樂趣。

- 主講人：盧人俊先生
 地點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
 時間：一九九四年十月八日起每星期六下午四時十五分至五時四十五分
 全期學費：三百六十元（共十二講）

篆刻深造班 (Advanced Seal Engraving)

深造班專為已完成篆刻初級班人士或有篆刻基礎和興趣繼續深造者而設。此深造班課程全面以篆刻示範，治印技巧。學員作業，導師改印，教與學均以實踐為主。復以刀法、手法、佈白等等為輔。務令學員刻印盡量領略方寸之間的篆刻藝術，讓學印者多嘗治印的樂趣。

（每班限收二十五人）

- 1047.** 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：一九九五年一月十二日起每星期四下午六時十五分至七時四十五分
 全期學費：二百六十元（共八講）

- 1048.** 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：一九九五年一月十四日起每星期六下午四時十五分至五時四十五分
 全期學費：二百六十元（共八講）



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

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 1996.

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 1996.

Please write in for details enclosing a stamped self-addressed envelope or contact course coordinator Dr. Sarah Hui, Tel. 859 2793.



1071. 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，希冀藉著展示中外古今哲學家對宇宙人生終極問題的探索路向與結果，以及學員的積極討論，使學員能夠較深入地理解這些問題，從而明瞭哲學的特性與意義。

本課程分兩部份，第一部份「哲學基礎」包括哲學導論、思考方法、邏輯、方法論(共三十二講)。第二部分「哲學專題」包括哲學專題、中西哲學史、當代哲學主要流派及中、西方哲學原著選讀。(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：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)

方子華先生 B.A., M.Phil. (H.K.U.)

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)

文潔華博士 B.A., M.Phil., Ph.D. (C.U.H.K.)

余錦波先生 B.A., M.Phil., Ph.D. Candidate (H.K.U.)

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) 一九九四年十月八日起每星期六下午二時至四時(第一堂)
(乙) 一九九四年十月十二日起每星期三下午八時至九時三十分

全期學費：三千二百元 (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。

1072. 思考方法導論 (Introduction to General Methodology)

本課程的內容包括：(一) 邏輯思考方法；(二) 科學思考方法；(三) 語理分析思考方法；(四) 常見的謬誤剖析。本課

程的特點，是除了一般教授外，還通過課上討論及習題解答等多樣方式來傳達思考方法之精髓，深入淺出，循序漸進，能令學員在短期內形成獨立的思考能力，經常作出合理有效的思考。

主講人：梁光耀先生 B.A. (C.U.H.K.)

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：一九九四年十月六日起每星期四下午六時十五分至七時四十五分

全期學費：四百八十元 (共十二講)

1073. 哲學導論 (Introduction to Philosophy)

現代人所面對的，是一個思想混亂、價值失落的世界。由於各種學說和主張到處出現，令人頭昏目眩，迷失了自我。一個人如果不想被別人牽著鼻子走，唯一的方法就是弄清自己的頭腦、堅定自己的意志，而這些工作正是哲學的主要任務。本課程屬哲學的入門課，以問題為中心，綜述哲學的三大部門——形而上學、道德哲學及知識論的概貌，並簡述中、印、西哲學之特質及異同，俾使學員能對哲學有較全面之了解，適合喜歡反省人生的現代人修讀。

主講人：劉桂標先生 B.A.(HKBC), M. Phil. (C.U.H.K.)

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：一九九四年十月八日起每星期六下午四時零五分至五時三十五分

全期學費：五百二十五元 (共十六講)

1074. 中國文化要義 (The Essentials of Chinese Culture)

本課程為輔助中學高級補充程度「中國語文及文化科」教師教授中國文化部分之課程而設，旨在從學術與教育結合之角度，增加有關教師對中國文化之了解和興趣，從而提高其教學質素和熱誠。

本課程內容分為兩大部分：一、中國文化概述，包括文化之涵義、中國文化之特質、中西文化之比較及著名學者之文化理論介紹等。二、中國文化名篇導讀，包括分析和評論課程規定之六篇文章，即唐君毅、韋政通、殷海光諸先生之文章，另外，亦將它們與其他文化名篇，如梁漱溟、錢穆、牟宗三、徐復觀等人之相關文章作出比較，好讓有關教師對當中問題有全面而深刻的把握。

本課程同時歡迎任何對中國文化問題有興趣之社會人士修讀。

主講人：劉桂標先生 B.A. (HKSC), 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：一九九四年十月八日起每星期六下午二時十五分至三時四十五分

全期學費：五百二十五元 (共十六講)

香港公民教育系列課程

前言：面對後過渡期，香港市民有需要增強自己對香港及中國在社會、經濟、政治、法律等方面的認識。本學院特別設計「香港公民教育」系列課程，並希望藉此幫助市民對九七年的過渡，作出更好的準備。本學期課程包括以下兩個。

1081. 香港政治專題探討 (Selected Topics in Hong Kong Politics)

隨著過去十多年政治環境的急劇變遷，香港市民日益關注日常的政治與公共事務。本課程旨在以專題形式，向學員介紹與分析香港的政治現象與問題。探討範圍包括：政治制度與政制發展、政治文化、政治參與、公共政策問題、利益團體、政治團體與政黨、勞工政治、基本法、中港關係等等。教學形式除講課外，於適當時候輔以堂上習作與小組討論，務使學員能積極參與。學員亦可提出問題供堂上討論。本課程歡迎任何對香港政治與公共事務有興趣人士參加。

主 講 人：溫浩然先生 B.A.(Nat. Taiwan), M.Soc.Sc(East Asia),
M.Phil.(H.K.), Adv. Dip. Ed. (Lond.)

地 點：香港大學專業進修學院市區中心 2 8 室（信德中心西翼九樓）

時 間：一九九四年九月廿九日起每星期四下午八時至九時卅分

全期學費：三百八十五元（共十講）

1082. 香港的法治 (Rule of Law in Hong Kong)

“法律面前，人人平等”這是一句婦孺皆知的口號。但究竟這口號背後的現實是甚麼呢？法庭的判決又是否真正的公正呢？

本課程旨在展示在香港現行法律制度下法治的真面目。課程將從多個角度探討公平、公正、平等這些觀念的理論與現實。內容包括：（一）普通法的特色；（二）香港的憲法；從英皇制誥到基本法；（三）香港的法院與法官；（四）刑事及民事程序；（五）法律援助；（六）人權與法律。

主 講 人：何冠驥先生 B.A.(C.U.H.K.), A.M., Ph.D.(Ill)

地 點：香港大學校本部大樓 1 4 2 室

時 間：一九九四年九月廿九日起每星期四下午八時至九時卅分

全期學費：三百八十五元（共十講）

1083. 轉型期的當代中國：政治及社會的變化 (China in Transition: Socio-Political Changes)

本課程旨在討論在開放改革以來，中國大陸在政治及社會上的改變。隨著社會主義市場經濟推展下去，中國社會必然經歷更大的改變。藉此課程，我們希望探索當前中國在政治、社會及文化價值各方面的轉變。

認識中國，進而理解其發展，不但作為我們個人反省的機會，而且預備我們進入中港的新關係。「一國兩制」的實踐，將有賴我們對「一國」更深了解。

主 講 人：莫家豪先生 Ph.D.candidate(L.S.E.) (香港城市理工學院公共及社會系講師)

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：一九九四年十月十一日星期二下午八時至九時三十分

全期學費：三百八十五元（共十講）

1084. 鄧小平領導下的中國 (China Under The Leadership of Deng Xiaoping)

本課程旨在介紹中國近十五年的政治情況，以重大政治事件為脈絡，探討國內人事更替，派系鬥爭，黨、國方針政策，政治體制改革及黨、軍關係等問題。

內容包括：

（1）鄧小平的生平與文革後的政局；（2）鄧小平的復出與掌權；（3）中共十一屆三中全會與黨的路線調整；（4）農村經濟體制改革；（5）城市經濟體制改革；（6）民主牆運動與八六學運；（7）中共十三大與政治體制改革；（8）八九民運；（9）保守政策抬頭；（10）鄧小平一九九二年南巡；（11）解放軍的現代化及政治角色；（12）後鄧時期的政局。

主 講 人：陳啓明先生 B.A., M.Phil., Dip.Ed.(C.U.H.K.)

地 點：香港大學邵仁枚樓 1 0 1 室

時 間：一九九四年十月三日起每星期一下午七時十五分至八時四十五分

全期學費：四百四十元（共十二講）

PSYCHOLOGY

Lecturer in charge: Y.L. Cheng

Telephone: 859 1937

1091. The Psychology of Religion

Religions are to be found in all societies. Religions have inspired their adherents to love and to hate, to deeds of the foulest cruelty or the highest altruism. Religion has found expression in works of sublime beauty or excruciating banality. Religious movements may often have supplanted each other, but the frequent attempts, both in the past and at present, to suppress religion have met with little success. Throughout history and both in East and West, thinkers and scientists have probed the roots of religion and wondered about its origin and function in human society and in individual lives. The course aims at a critical analysis of some of the probings, especially by psychologists.

The course topics include: Descriptions of religious movements and experiences; Religious beliefs and social structures; Religious tolerance and its limits; Religious intolerance as exemplified in religious warfare. Certainty and doubt in religious beliefs; Growth and development of individual religious beliefs.

Enrolment is limited to 25

Tutors : Erik Kvan, D.Soc.Sc.h.c.(H.K.), formerly Senior Lecturer and Head, Department of Psychology, HKU and Guest Lecturer

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 6.00-7.30 p.m., commencing October 14, 1994

10 meetings Fee : \$410

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

1092. Personal Growth Group

Personal Growth Group is an experiential approach to learning. It involves the assumption that each person has the potential of knowing himself/herself, to be able in life situations to make the choices that will best enhance growth and meaning. This workshop is oriented towards the group process that is equally applicable at home and in the workplace.

The aims of the group are: (a) increasing self awareness and sensitivity, (b) identifying and transforming emotional blocks with self and with others into positive energy, (c) developing the skills required to relate to others in a life-promoting, work-enhancing, meaningful fashion, and (d) discovering and appreciating the uniqueness of self. Regular attendance is mandatory.

Enrolment is limited to 24

Tutor : Mrs. Grace Cheung, B.Soc.Sc. (C.U.H.K.)

Venue : Catholic Institute of Religion and Society, 130 Waterloo Road, Kowloon. (Maryknoll Convent School - Primary Section)

Date : 9.30 a.m.-1.00 p.m. and 2.00-5.30 p.m., December 21-24, 1994

4 meetings (full-day workshops) Fee : \$840

Medium of Instruction : Cantonese

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

1093. Introduction to Dream Analysis

The purpose of this course is to introduce the basic theories and skills of dream analysis and the therapeutic approaches and techniques in dreamwork.

Topics to be covered include: Historical perspective and most current relevant literature of sleep and dreaming; Freud's, Jung's, Perls' Gestalt & Faraday's theories of dreamwork; Modern model of dreamwork; Principles of symbolic interpretation; Dream language; Advice for counsellors when working with parents of children who have night terrors; Structuring group feedback; Dreamwork techniques for working in groups; Skills in remembering and recording dreams; Dreams in psychotherapy; and Dreams in the Bible.

The course will be appropriate for school guidance teachers, mental health professionals, physicians, nurses, counsellors, and any other helping professionals.

Enrolment is limited to 20

Tutor : C.W. Lo, Ph.D.(Clin.Psy.)

Venue : Room 209, Run Run Shaw Building, HKU

Date : Mondays, 8.05-9.35 p.m., commencing October 10, 1994

10 meetings Fee : \$550

Medium of Instruction: Cantonese supplemented with English

1094. 精神健康與異常心理學導論 (Introduction to Mental Health and Abnormal Psychology)

本課程是為對精神健康有興趣的人士而設，旨在提供學員對精神健康有一概括的了解，同時認識一些處理問題及促進精神健康的方法。內容主要討論何謂異常心理，並分析常見的異常心理行為、其成因及處理方法。範圍包括「正常」和「異常」的

概念，兒童及青少年的心理發展及問題，成年人的心理發展，日常生活的壓力，精神病，性心理及異常性行為，藥物濫用，暴力及自毀行為，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：鄭淑儀小姐（臨床心理學碩士）及客座講師
地 點：香港大學專業進修學院市區中心14室（信德中心西翼九樓）
時 間：一九九四年十月四日起每星期二下午七時五十分至九時五十分
全期學費：九百一十元（共十八講）

教師可獲教育署退還半費。詳參第vi頁。

1095. 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：朱懿芬小姐及陳淑賢小姐（臨床心理學碩士）
地 點：香港大學專業進修學院市區中心14室（信德中心西翼九樓）
時 間：一九九四年十月十日起每星期一下午八時至九時四十五分
全期學費：六百一十元（共十三講）

教師可獲教育署退還半費。詳參第vi頁。

65. Certificate in Careers Teachers Training

This course is jointly sponsored by the Education Department and the Labour Department for secondary school teachers with the following objectives:

- to provide participants with the basic necessary theories and principles relevant to careers guidance and counselling
- to help participants acquire basic skills instrumental to carrying out the work of careers teachers
- to kindle interest in, and awareness of the development of careers education, and careers guidance/counselling

With more facilities and opportunities made available for young students, and limited involvement of family in helping their children, many students feel helpless when they

have to make decisions over further studies and careers choice. Hence there is tremendous need for careers guidance and counselling. The design of the course is based on the needs of the students and that of the careers teachers as they carry out their tasks. Participants are invited to re-examine the work of careers teachers in the light of basic theories and changing circumstances, to consider alternatives and to take an active part in all the practical work and exercises.

Content

Part A

Careers work and the target group:
Identification of objectives, scope, roles, tasks and resources in careers guidance/counselling; understanding adolescence.

Part B

Administration: team building and administrative system.
Information: careers, further study, employment and training, appraisal tests.

Part C

Skills in relation to: communication and interviewing; programme planning; group guidance; individual guidance/counselling; job application.

Format

Lectures, discussions, seminars, workshops, role plays, etc.

Time of Meetings

Regular meetings: Saturdays, 9.30 a.m. - 12.30 p.m. from September 17, 1994 to June 24, 1995

Workshops:

Workshop I: Saturday, 9.30 a.m. - 5.00 p.m., September 17, 1994.

Workshop II: Saturday, 9.30 a.m. - 5.00 p.m., May 6, 1995.

Place of Meeting

Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong.

Admission

To be eligible, applicants must be

- holding the post of Careers Master/Mistress (or will be appointed Career Master/Mistress in the coming academic year, if so, please specify) and
- either (a) graduates of recognised universities or (b) holders of Certificate of Education/Teacher Certificate or the equivalent

Number of places: 35

Deadline for Application: June 18, 1994

Award

A Certificate in Careers Teachers Training will be awarded by the School of Professional and Continuing Education, The University of Hong Kong, to participants who have:

- attend at least 80% of the meeting,
- actively participated in lectures and workshops,
- completed assignments satisfactorily.

Teaching Staff

Teaching staff is drawn from experienced counsellors, school administrators, appointment service officers, and careers teachers.

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 859 1937. (All correspondence should be addressed to School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.)

This course will be conducted in Cantonese.

3. Certificate in School Counselling and Guidance

This course is sponsored by the Education Department for secondary school guidance teachers. It is due to begin in September, 1994, and will be completed in July, 1995. The objective of the course is to provide training for guidance teachers, so that they may be more effective in helping those students who have difficulty in coping with school life, in handling themselves and their interpersonal relationships. Considerable emphasis will be given to enhancing the competency of the guidance teachers in team work and in developing preventive programmes within the school setting.

Curriculum

- Human growth and development (particular emphasis will be given to childhood and adolescence)
- Communication and interviewing
- Guidance and counselling theories and their application in school settings, with special reference to the whole school approach
- Administration and team building of the school guidance team
- Other related issues (e.g. adolescent suicide) and skills (e.g. managing stress, communicating with parents etc.)

Teaching Format

- Lectures
- Case Studies
- Role Plays
- Skills Workshops
- Practicum (the class will be divided into small groups to practise counselling and guidance skills)
- Panel Discussion
- Project Work

Participants are expected to undertake a reasonable amount of reading as directed by the tutors.

Award

To qualify for the award of the certificate, a participant must attend no less than 80% of the meetings and complete the written assignments satisfactorily. The practical work of the participant will also be taken into consideration. No participant will be awarded the certificate unless their written assignments and practical work have scored the minimum grade required.

Time of Meetings

(1) Regular meetings & Workshops
Saturdays, 9.30 a.m. - 12.30 p.m.
September 94 to July 95

(2) Practicum
The class will be divided into 4 groups. These practicum group meetings are usually held on Saturdays and/or weekday evenings if the group(s) so desire. A total of 10 meetings are expected throughout the course.

Duration of the Course

September 17, 1994 to July 8, 1995

Place of Meeting

For Regular meetings and Workshops:

Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong.

For Practicum:

They may either be held in the SPACE Town Centre or the University. Detail arrangement will be announced when the course starts.

Admission

This course is open to all secondary school guidance teachers.

Enrolment is limited to 40

Deadline for Application : June 10, 1994

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 859 1937. (All correspondence should be addressed to School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.)

This course will be conducted in Cantonese.

67. Certificate in Discipline Teachers Training

This course is sponsored by the Education Department for secondary school discipline teachers. It is due to begin in September, 1994 and will be completed in January, 1995. The objective of the course is to equip the discipline teachers with the knowledge and skills in school discipline work so that they can perform their duties more effectively. The course will put emphasis on the integration of relevant theories with practical issues in school discipline work in local secondary schools.

Curriculum

The course will cover the following 6 areas:

I. Working as a Discipline Teacher

- (1) The role and function of the discipline teacher
- (2) Work objectives and school mission
- (3) School rules and regulations
- (4) Effective reward and punishment
- (5) Consistency amongst teachers on behavioural standards
- (6) Complaints from teachers, students and parents
- (7) Management of work-related stress

II. Working with Students

- (1) Adolescent psychology with particular emphases on deviant and disruptive behaviour, development of self-concept, moral judgement and self-control
- (2) Problems at school - bullying, vandalism, triads, stealing, truancy, drug-abuse and run-away
- (3) Communication and interviewing skills
- (4) Approaches to assessment and management of behaviour difficulties
- (5) Intervention methods:
 - (a) The cognitive approach
 - (b) Social skills training
 - (c) The behavioural approach
 - (d) Crisis intervention
- (6) Classroom management
- (7) Prevention and positive discipline work

III. Working with Parents

- (1) Communicating and interviewing parents
- (2) Helping parents develop positive attitudes and basic skills in disciplining their children
- (3) Positive communication between parents and the school

IV. Working with other Personnel in the School

- (1) School discipline - the whole school approach
- (2) Team building
- (3) Collaboration with the school administrative team, guidance team, the school social worker and the psychologist
- (4) Staff development

V. Working with Agencies in the Community

- (1) The Education Department
- (2) The Police Department
- (3) The Social Welfare Department
- (4) Other helping agencies in the community

VI. Other Relevant Topics

- (1) Legal Aspects of Discipline Work
- (2) Peer Tutoring

Teaching Format

- Lectures
- Case Studies
- Case Conference
- Role Plays
- Skills Workshops
- Group Discussions
- Panel Discussions
- Project Work

Participants are expected to undertake a reasonable amount of reading as directed by the teachers.

Award

To qualify for the award of the certificate, a participant must attend no less than 80% of the meetings and complete the written assignments satisfactorily.

Time of Meetings

Thursdays, 6.30 - 9.30 p.m.
Saturdays, 9.30 a.m. - 12.30 p.m.

Duration of the Course

September 15, 1994 to January 28, 1995

Place of Meeting

Thursdays, Room 1302A/B, K.K. Leung Building, The University of Hong Kong, Pokfulam Road, Hong Kong

Saturdays, Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong

Admission

This course is open to all secondary school discipline teachers.

Enrolment is limited to 40

Deadline for Application : June 20, 1994

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 859 1937. (All correspondence should be addressed to School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.)

This course will be conducted in Cantonese.

1111. Certificate Course in Biomedical Electronics



This 2-year part-time certificate course is designed to give some fundamental biological background and instrumentation principles to employees in the field of biochemical electronics and those who intend to pursue a career in biomedical instrumentation, so that they can have an appreciation of the origin of physiological signals and the electronics design of instruments. Thus candidates after completing the course can communicate more effectively with end-users and render better consumer services. Instrumentation in the areas of research and laboratory analysis, clinical and para-clinical diagnosis, surgery, patient care and monitoring will be covered. Closing date for applications: August 15, 1994.

For further details and for special enrolment forms, please contact Mr. Tommy Tsang, School of Professional and Continuing Education, University of Hong Kong. (Tel. 859 2417).

1112. An Introduction to Telecommunication and Information Systems

The new technologies of telecommunication and information systems have changed our lives and the basic way by which we communicate. Today computers adorn every respectable office and at the press of a button, we can access on-line databases of the latest information from around the world. This course covers four main areas: telecommunication, telecommunication equipment and systems, data communication and their applications. Topics include: fundamental concepts in telecommunication; modems; multiplexors, basic telephone networks; data transmissions; protocols; data networks; local area networks; PC to PC communications, PC to host communications, and access to on-line databases. As the course is set at an introductory level, participants are not expected to have any prior knowledge in this field. Lectures are conducted in English.

Tutor : D.H. Do, B.Sc. (Hons.) (Bath), M.Sc. (Essex), M.B.A. (O.U., U.K.)

Venue : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing September 26, 1994

12 meetings

Fee : \$660

1113. Introduction to Broadcasting and Telecommunications Technologies

Flows of information depend very much on reliable and efficient communication networks. This course is designed

for those who wish to strengthen their understanding of modern broadcasting and telecommunications technologies. Topics include: communication & information theory; modulation: AM, FM, PM; digital communication & coding; copper transmission; radio: VHF, UHF; microwave; satellite communication; TV, CATV & satellite TV; fibre optics; and mobile phone, CT2.

Tutor : P.C.H. Tai, B.Sc. (C.U.H.K.); Grad. Dip. B.A. (Monash); M.A. (H.K.C.P.)

Venue : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 6.30-8.00 p.m., commencing September 23, 1994

10 meetings

Fee : \$550

1114. Applications of Optical Fibres in Telecommunications Systems and Sensors

This course gives an overview of how fibre optics can be applied in telecommunications systems and sensors. Topics cover: the fundamental waveguiding mechanism and structures of optical fibres; fibre materials and fabrication methods; novel design of fibre-optic devices; erbium doped fibre lasers and laser amplifiers; high power taper fibre dye lasers; fibre coupler and splitter; implementation of telecommunications systems with all fibre-optic; and application of optical fibre in current sensing, pressure sensing or other detection methods. Laboratory demonstrations may be arranged if possible.

Tutors : S.F. Yu, B.Eng. (Lond.), D.Phil. (Cantab)
E.H. Li, B.S. (Wash.), Ph.D. (Surrey), C.Phys.

Venue : Room LG107, K.K. Leung Building, HKU

Date : Thursdays, 6.20-7.50 p.m., commencing September 22, 1994

10 meetings

Fee : \$550

1115. Semiconductor Optoelectronic Devices

The advanced development of optoelectronic devices has a significant impact on the design of modern optical communication systems and integrated optoelectronic circuits. The basic components of an optical communication system consist of light emitting devices, optical waveguides and photodetectors. This course gives a comprehensive analysis of these devices, e.g. the single mode operation of distribution feedback lasers, surface emitting vertical cavity lasers, the novel design of grating-assisted coupling optical waveguide; and very high speed metal-semiconductor-

metal photodiodes. Laboratory demonstrations may be arranged if possible.

Tutors : S.F. Yu, B.Eng. (Lond.), D.Phil. (Cantab)
E.H. Li, B.S. (Wash.), Ph.D. (Surrey), C.Phys.

Venue : Room LG107, K.K. Leung Building, HKU
Date : Thursdays, 8.00-9.30 p.m., commencing September 22, 1994

10 meetings Fee : \$550

1116. An Introduction to Integrated Services Digital Network (ISDN)

With the push by telecommunication service providers to bring their customers better service and more features, there is a rapid migration from older analog based phone networks to digital transmission networks. These newer methods allow digital encoding of voice information, integration of digital data and incorporation of an internationally standard, digital, message orientated and out-of-band signalling. This digital revolution is bringing about a great change to the network architecture and operation, leading to the formation of ISDN. The course will cover: OSI model; UNI; transmission techniques; comparison of PRI and BRI; ISUP; ISDN development in Hong Kong.

Tutor : W.K. Luk, B.Sc. (Eng.), M.Sc. (Eng.)(H.K.), D.M.S. (H.K. Poly.), C.Eng., M.I.E.E., M.I.E. (Aust.)

Venue : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Mondays, 6.30-8.00 p.m., commencing November 14, 1994

6 meetings Fee : \$350

1117. Hospital Infection Control

Hospital-acquired infections (HAI) may pose serious problems not only to the welfare of patients but also have far-reaching financial implications. This course gives an overview of the principles of infection and how HAI can be controlled. Topics include: nature of microorganisms; microbial growth requirements; special organisms; principles of infection; mechanisms of transmission; pathogenesis of communicable and HAIs; types of HAI; appropriate patient-care practices for the prevention of HAI; isolation precautions; sterilization; and disinfections.

Tutors : P.T.Y. Ching, R.N., Dip. Nursing Admin.
W.C. Yam, B.Sc. (Lond.), Ph.D. (H.K.), C.Biol., M.I.Biol.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Mondays, 8.00-9.30 p.m., commencing December 19, 1994

6 meetings

Fee : \$330

1118. Dietary Management of Common Diseases in Hong Kong

This course intends to give an insight into the dietary management of some common diseases in Hong Kong e.g. diabetes mellitus, renal failure, hyperlipidaemia, obesity, gout, cancer and other conditions requiring nutritional support. Dietary treatment could be the only or part of the treatment of these diseases. The course is suitable for those who are engaged in the care of people suffering from these conditions both in the community or in institutions. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : J.Y.F. Lok, S.R.D. (U.K.)

Venue : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Mondays, 6.30-8.00 p.m., commencing September 26, 1994

6 meetings Fee : \$330

1119. Prevention of Foodborne Hazards

This course aims to give a general discussion of the causes, modes of transmission and methods of prevention of some common food hazards. The widely adopted preventive method of food hazards, HACCP (Hazard Analysis and Critical Control Points) will also be discussed. Topics include: introduction to food hazards; bacterial foodborne infections such as cholera, typhoid, bacillary dysentery; bacterial and chemical food poisoning; common parasites in food; natural food toxicants; an overview of non-permitted food additives, food contaminants and adulterants; and an introduction to HACCP in the prevention of foodborne diseases.

Tutors : K.T. Wong, B.Sc. (U.K.), M.Sc. (H.K.), F.R.S.H., M.I.E.H., M.I.A.M.F.E.S.
C.W. Keung, Dip. Health Ed. (Leeds)

Venue : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Fridays, 6.30-8.00 p.m., commencing December 2, 1994

6 meetings Fee : \$330

1120. Electromedical Safety

The aim of this course is to provide an overall introduction of the theoretical and practical aspects of electromedical safety. Personnel engaged in the handling of electromedical equipment such as nurses, doctors and instrument maintenance technicians should find the course useful.

Topics to be discussed include: an introduction to electromedical safety; basic electricity and equipment classification; physiological effects of electricity; electric shock and earthing; safe operation of electromedical equipment; and a review of some hazardous cases or situations.

Tutor : F. Chan, B.Sc. (Eng.) (H.K.), M.Sc. (Aberdeen), C.Eng., M.B.E.S., M.H.K.I.E., M.I.E.E., Certified Clinical Engineer.

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

Date : Mondays, 6.20-7.50 p.m., commencing September 19, 1994

5 meetings

Fee : \$290

1121. An Introduction to Anthropology

The course will examine ways by which anthropologists understand culture and social relations to be the most important components in constructing human societies. Topics include: the history of anthropological theories of human cultural development; five areas of social life, namely economy, politics, gender, kinship and marriage, and language. In each of the areas, the course will explore the social and cultural foundations and compare diverse forms of development in diverse societies. Special emphasis will be placed on the roles of science and power in constructing differences within societies.

Tutor : D. Dorfman, B.A. (Mass.), M.A., Ph.D. (Johns Hopkins)

Venue : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 8.00-9.30 p.m., commencing November 11, 1994

6 meetings

Fee : \$330

1122. 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 December 8, 1994

11 meetings

Fee : \$660

1123. Foundation Mathematics: Calculus of one variable

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; and application of the above mentioned. Participants are expected to have mathematical knowledge at Form 5 level. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : C.L. Wang, B.Sc. (H.K.)

Venue : Room 206, Run Run Shaw Building, HKU

Date : Mondays, 8.00-9.30 p.m., commencing September 26, 1994

10 meetings

Fee : \$500

1124. Introduction to Topology

Nowadays topology is a fundamental branch of mathematics and is one of the most rapidly expanding areas of mathematical thought. It has strong interactions with other branches of mathematics, and in particular with modern algebra, algebraic geometry, functional analysis and the theory of partial differential equations. Unfortunately many texts or courses in topology plunge immediately into a formalized and entirely abstract presentation of topological concepts, it is thus difficult for a student to appreciate the beauty of the subject. This course will adopt a more intuitive and leisurely approach, thus making it easier for non-mathematicians to grasp the essence of the subject.

The subject will be treated geometrically as far as possible and the practical aspects will always be emphasized. In fact, participants will eventually find that many of the ideas are beautiful, interesting and relevant to everyday life. Mathematics teachers advising extracurricular activity groups may find this course inspiring and helpful. Participants are expected to have a knowledge of mathematics of Form 5-6 level. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : Y.K. Lau, B.Sc., M.Phil. (H.K.)

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

Date : Mondays, 6.20-7.50 p.m., commencing October 24, 1994

8 meetings

Fee : \$440

1125. 天文學入門 (Introduction to Astronomy)

天文學可說是一門古老，但亦是最尖端的科學之一。近年由於太空科技的急速發展，很多宇宙的奧秘亦逐漸被揭開。

鑑於自香港太空館於多年前成立以來，香港市民對天上的日、月、星辰漸感興趣，本課程藉此向愛好天文學的人士提供一個較系統性的系列專題講座。

內容包括：天文學的發展歷程、太陽、月球、行星世界、恆星、星雲、星團、銀河系等的概括認識。此外，還會對恆星演化、黑洞、外太空生命、宇宙起源等有趣問題加以探討。同時亦會介紹如何認識星空及使用望遠鏡觀察等實用技術。如天氣情況許可，還會安排一次實地觀星活動。

主 講 人：黃衍蕃先生
地 點：香港大學邵仁枚樓101室
時 間：一九九四年九月二十二日起每星期四下午七時三十分至九時
全期學費：四百元（共八講）

1126. 四季星空巡禮 (365 Starry Nights)

千百年來，神秘的夜空不知迷倒多少仰望夜空的人士。古代的民族，早已將這看來亂雜無章的星空組成秩序井然的星座，並為它們譜上動人的神話故事。隨著生活上的需要，人們更將四季的變化與星空的循環拉上關係。

本課程將從如何利用星圖認識我們的星空開始，介紹每月在香港可以見到的星座，每個星座背後引人入勝的神話故事、星座中有趣的星體與多姿多采的星雲星團，同時還會詳述一年內香港可以見到的各類特別天象。

如天氣情況許可，講座後將安排短暫的觀星實習，另亦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：一九九四年十一月廿四日起每星期四下午七時三十分至九時
全期學費：五百元（共十講）

1127. 古董的科學鑑定 (Scientific Assessment of Antiques)

近三十年來，許多現代科學技術的研究成果已經成為鑑定古董真偽的方法，並已廣泛地被古董收藏家以及國際古董市場所認可。

本課程以講授鑑定技術為綱，並介紹每一種技術的簡單原理、技術要領、基本設施、具體應用以及適用對象等。內容包括：古董的初步鑑別方法：外表觀察，實物的量度和比較歷史文獻的記載；斷代和年齡測定的科學方法；古董的物質成份分析方法和鑑定。本課程採用普通話授課。

主 講 人：李虎侯先生
地 點：香港大學專業進修學院市區中心23室（信德中心西翼九樓）
時 間：一九九四年九月廿三日起每星期五下午八時至九時三十分（十月七日及十月十四日無課）
全期學費：三百元（共五講）



1131. Introduction to Group Counselling

The purpose of this course is to introduce basic group counselling skills, group dynamics theory and practice, and the application of current group counselling models to the appropriate settings.

Topics to be covered include: Basic skills of group counselling; Group structure and dynamics; Survey of group modalities; Group counselling for children and adolescents; Group counselling for adults and the elderly; Group counselling for the mentally disturbed; Group counselling for the gifted; and Relationship-oriented group model will be stressed.

The course will be appropriate for school guidance teachers, social workers, paraprofessional counsellors, physicians, nurses, and other helping professionals.

Enrolment is limited to 20

Tutors : C.W. Lo, Ph.D. (Clin.Psy.) and Guest Lecturers

Venue : Room 1302A/B, K.K. Leung Building, HKU
Date : Fridays, 7.30-9.30 p.m., commencing October 14, 1994

12 meetings Fee : \$680

Medium of Instruction : English & Cantonese

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

1132. Introduction to Music Therapy

Music has long been used as a therapeutic tool since the ancient time. The concept of music in therapy has evolved from mystical healing, exorcism to a scientific application of using music to affect human emotion and behavior.

Class format consists of lectures, discussions and practice sessions. The course aims to give a general orientation of music therapy to the interested parties. Topics will include the history of music therapy, current models in music therapy, guided imagery with music and Orff music therapy. Practice sessions will be arranged in selected areas such as guided imagery with music, the Orff's technique and music adaptation for the handicapped. Students are not expected to be familiar with music knowledge when they apply for admission.

Enrolment is limited to 20

Tutor : Paul Pang Ka Wa, B.Mus., Cert.Sp.Ed., Dip.Ed. (Music), Registered Music Therapist (National Association for Music Therapy, USA)

Venue : Pang's Music Therapy and Development Centre, 5/F, Fung Woo Building, 279 Des Voeux Road Central, Sheung Wan, Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing October 10, 1994

10 meetings Fee : \$540

Medium of Instruction : English & Cantonese

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

1133. Behavioral Music Therapy Technique for the Handicapped Children

The course aims to provide workers and teachers of the handicapped children an effective way in managing behavior of a musical setting. It integrates behavioral modification and music recreation suited for music therapy as well as music development for the handicapped children. Skill mastery is emphasized.

Class format consists of lectures, discussions, practise sessions and role plays. Participants are required to learn a musical instrument called Omnichord in class. Topics include basic music theory, sight-reading and voice training essential for leading music activities; music adaptation, repertoire and the use of music for speech, motor and social-emotional skill development for the handicapped children. Participants should prepare for leading music activities in class.

Prerequisite: Some experience in leading music activities.

Enrolment is limited to 15

Tutor : Paul Pang Ka Wa, B.Mus., Cert.Sp.Ed., Dip.Ed. (Music), Registered Music Therapist (National Association for Music Therapy, USA)

Venue : Pang's Music Therapy and Development Centre, 5/F, Fung Woo Building, 279 Des Voeux Road Central, Sheung Wan, Hong Kong

Date : Thursdays, 7.30-9.30 p.m., commencing October 6, 1994

12 meetings Fee : \$1,030

Medium of Instruction : English & Cantonese

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

1134. 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.

Enrolment is limited to 25

Tutor : S.M. NG, C.Q.S.W.(U.K.), 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 October 7, 1994

8 meetings Fee : \$450

Medium of Instruction : English & Cantonese

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

1135. Understanding and Helping People Suffering from Schizophrenia

This course aims at providing the participants with a comprehensive view on schizophrenia - from the medical, psychological and social perspectives. It will also cover skills for managing relapse and suicidal state. Special emphasis will be on introducing a comprehensive social skills training programme, which is based on cognitive-behavioural therapy, for schizophrenic patients. It is well known that the attitude of family members is closely correlated with the relapse rate of schizophrenia. If the patients have better social skills, the attitude of family members may become more positive.

Enrolment is limited to 25

Tutor : S.M. Ng, C.Q.S.W.(U.K.), 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 December 2, 1994

8 meetings Fee : \$450

Medium of Instruction: Cantonese supplemented with English

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

1136. Family Therapy and its Application to Children's Emotional and Behavioural Problems

Family therapy is an approach which treats the struggles of the individual, not in isolation, but in the context of the family environment. As the well-being of children is closely linked with the functioning of the family as a whole, family therapy has been widely recognized for its relevance to the treatment of problems in children.

This course attempts to provide a theoretical framework in Structural and Strategic family therapy, with specific application to emotional and behavioural problems of children. Concepts to be covered include basic assumptions, nature of pathology, assessment of family structure and formulation of hypothesis, goals of therapy and intervention strategies.

The format is a combination of lectures, study of case examples from the world-known Philadelphia Child Guidance Centre, role plays and/or simulated live-supervision, or demonstrations if appropriate cases are available. This course serves as an excellent review and preparation for further clinical practice and supervision. Participants must be helping professionals such as social workers, psychologists and counsellors.

Enrolment is limited to 25

Tutor : Ms. Esther Lau, M.S. (Wisconsin-Madison), C.Psych. (Alberta)

Venue : Room 208, Run Run Shaw Building, HKU

Date : Fridays, 7.00-9.30 p.m., commencing October 7, 1994

12 meetings Fee : \$820

Medium of Instruction: Cantonese supplemented with English

[This course is jointly sponsored by the Positive Living United Services.]

1137. Introduction to Recreation Therapy

The purpose of therapeutic recreation is to facilitate the development, maintenance, and expression of an appropriate leisure lifestyle for individuals with physical, mental, emotional, or social limitations. This purpose is accomplished through the provision of professional programs and services which assist the client in eliminating barriers to leisure, developing leisure skills and attitudes, and optimizing leisure involvement. Three specific areas of professional services are employed to provide this comprehensive leisure ability approach towards enabling appropriate leisure lifestyle: Therapy, Leisure education and Recreation participation.

Class format consists of lectures, discussions and practical sessions. Topics will include the history and current mod-

els of recreation therapy, treatment, program planning in the hospital setting vs a non-clinical setting, and some practical application or recreation activities. The course will be appropriate for social workers, nurses, and other helping professionals.

Enrolment is limited to 25

Tutor : Ms. Karen Burgman, B.Sc. (Recreation), M.A. (Marriage, Family & Child Therapy)

Venue : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 7.45-9.45 p.m., commencing October 7, 1994

8 meetings

Fee : \$440

1138. The Therapeutic Use of Storytelling: Your Mythic Journey

For centuries, storytelling has been a means of communication and interaction whereby valuable traditions, ethics, wisdom and insight are passed on and between generations and throughout cultures. A story can simply be a story or a metaphor, just as a diamond can be simply a diamond, or a symbol of inner beauty and self-worth. A story is metaphorical when it is used to communicate something more than the events of the story itself. The distinction lies in how a story is told and how the listener hears it. In particular this course will look at the structure of how a story or the act of storytelling can be therapeutically instructive personally and professionally in counselling.

Class format consists of lectures, storytelling with discussions, small group and self-reflection exercises.

Enrolment is limited to 25

Tutor : Ms. Karen Burgman, B.Sc. (Recreation), M.A. (Marriage, Family & Child Therapy)

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

Date : Wednesdays, 6.00-8.00 p.m., commencing December 7, 1994

8 meetings

Fee : \$440

1139. 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 October 22 & 23 and December 3 & 4, 1994. 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 1302A/B, K.K. Leung Building, HKU

Date : Mondays, 6.45-9.45 p.m., commencing October 17, 1994

8 meetings & 2 workshops

Fee : \$2,450 (including residential workshop fees)

Medium of Instruction : Cantonese

Closing date for applications: October 3, 1994.

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

1140. Ensuring Quality in Health Services

Ensuring quality is an international trend prevailing in the health services. Various mechanisms and models are being fostered in the management practice. This course will review the evolution of quality management, stages of development and the underpinning principles. Mechanisms commonly used in quality management and Total Quality Management (TQM) in combination with concepts in health service delivery including quality assurance, audit, peer review, performance measures, standards, health indicators and profiles will be reviewed. Group discussions and presentation of cases will enable participants to draw experience in ensuring quality.

The course is catered for members in the health service and in management practice, in particular, for those involving in the design of quality plan, implementation and quality ensuring activities.

Enrolment is limited to 47

Tutor : William Lai, M.A. (Manchester), D.H.S.A., M.H.S.M., F.R.S.H.

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

Date : Wednesdays, 6.15-7.45 p.m., commencing October 12, 1994

10 meetings

Fee : \$410

1141. Working with Children in Care

This course is designed for workers in residential child care settings to get a better understanding of the needs of those children away from their natural families. The emphasis will be on how to enhance positive self-esteem of those children and to promote their healthy growth and development. The course will also cover how to work with the natural parents and with those carers such as houseparents and foster parents who are of equal importance in the helping process.

Class format consists of short lectures, case illustrations, group discussions and experience sharing.

Enrolment is limited to 20

Tutor : Ms. C.S. Kwok, B.Soc.Sc. (C.U.H.K.), M.Sc. (London)

Venue : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 7.40-9.40 p.m., commencing October 14, 1994

8 meetings

Fee : \$440

Medium of Instruction : Cantonese

1142. 認識及協助兒童語言之發展 (Introduction to Language Development in Children)

語言不單是表達思想和溝通的工具，它在兒童的認知，情緒及社交發展均扮演重要的角色，若在語言發展重要期間予兒童適當的語言刺激，便可促進他們在語言及各方面的發展。

本課程歡迎家長、醫生、護士、幼兒工作員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適的語言刺激幫助兒童語言理解、表達、及發音能力發展。此課程除講授外，亦輔以研討、分組活動等方式。 (限收二十五人)

主 講 人：賴秀瓊小姐 (言語治療師)

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：一九九四年十月十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 (共五講)

教師可獲教育署退還半費。詳參第vi頁。

1143. 如何建立及提高特殊兒童的溝通能力 (Developing Communication Skills in Children with Special Needs)

本課程目的在使家長、或經常接觸特殊兒童之醫生、護士、幼兒工作員、教師等對特殊兒童之語言能力有基本之認識，從而在生活上、工作上協助提升該等兒童之溝通能力。內容包括：溝通之定義及組成成分、溝通障礙及言語治療之認識、各類特殊兒童之語言特徵及教導技巧等。上課形式以講授、研討、角色扮演等為主，學員須積極參予討論及小組練習。(限收二十人。學員必須對正常語言發展已有清楚之認識。)

主 講 人：賴秀瓊小姐 (言語治療師)

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：一九九四年十一月十四日起每星期一下午七時四十分至九時四十分

全期學費：四百一十元 (共六講)

教師可獲教育署退還半費。詳參第vi頁。

1144. 兒童藝術教育課程 (一) (Introduction to Children's Art Education I)

本課程專為家長及關心兒童藝術教育的人士而設，旨在對兒童藝術提供一個全面性的認知，使學員能夠指導兒童，尤其是幼兒，正確地和有效地接觸兒童藝術，從中獲得樂趣和一些基礎知識。課程將會包括兒童音樂、舞蹈、戲劇、電影、朗誦等五方面。 (限收三十人)

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士

地 點：香港大學專業進修學院市區中心14室 (信德中心西翼九樓)

時 間：一九九四年十月十日起每星期一下午六時至八時

全期學費：二百八十元 (共五講)

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第vi頁。

1145. 兒童藝術教育課程 (二) (Introduction to Children's Art Education II)

本課程專為家長及關心兒童藝術教育的人士而設，旨在對兒童藝術提供一個全面性的認知，使學員能夠指導兒童，尤其是幼兒，正確地和有效地接觸兒童藝術，從中獲得樂趣和一些基礎知識。課程將會包括兒童文學、講故事技巧、兒童美術欣賞兒童書畫、閱讀技巧等五方面。 (限收三十人)

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士

地 點：香港大學專業進修學院市區中心14室 (信德中心西翼九樓)

時 間：一九九四年十一月二十一日起每星期一下午六時至八時

全期學費：二百八十元 (共五講)

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第vi頁。

1146. 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：一九九五年一月七日，十四日，二十一日，及二十八日星期六下午二時三十分至五時三十分
全期學費：二百五十元

〔本課程與防止虐待兒童會合辦〕

教師可獲教育署退還半費。詳參第vi頁。

1147. 了解及處理自閉症兒童 (Understanding and Managing Autistic Children)

本課程是為在工作中需要與自閉症兒童接觸的人士而設。課程內容包括：(一)兒童自閉症 (Childhood Autism) 的病徵；(二)自閉症所引起的學習、社交及行為問題；(三)一般處理上述問題的方法及技巧；(四)自閉症兒童對家庭的影響；(五)香港現有對自閉症兒童的服務。除一般講授外，上課形式亦包括個案放映及討論。本課程適合直接服務兒童之人仕如幼兒教育工作者，小學教師，學生輔導主任等參加。

(限收四十人)

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：一九九四年十月十一日起每星期二下午六時十五分至七時四十五分
全期學費：四百二十元（共十講）

教師可獲教育署退還半費。詳參第vi頁。

1148. 聽覺弱能兒童的認識及教育 (Understanding and Teaching Children with Hearing Impairment)

本課程的目的為使社會人士，家長及直接為聽覺弱能兒童工作的教師、學前教育工作者、社會工作者和義工等，對聽覺弱能兒童有基本的瞭解及認識。

本課程的內容包括：(一)聽覺弱能的成因、種類和評估；(二)聽覺弱能兒童的語言和行為特徵；(三)聽覺弱能兒童的學習心理；(四)教導聽覺弱能兒童的方法和技巧，例如讀唇和手語；(五)與聽覺弱能兒童的溝通技巧；(六)各類型助聽機的介紹。

上課形式，除一般講授外，還包括個案討論，小組討論及專題錄影帶研討等。
(限收四十人)

主 講 人：鍾國棟先生（教育碩士）
地 點：香港大學鳳樹雄科學館105室
時 間：一九九四年十月十日起每星期一下午七時十五分至八時四十五分
全期學費：四百元（共十講）

教師可獲教育署退還半費。詳參第vi頁。

1149. 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：一九九四年十月七日起每星期五下午六時至七時三十分
全期學費：五百五十元（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vi頁。

1150. 學前教育機構督導管理證書課程 (Certificate Course in Supervisory Management for Child Care Education Institutions)

課程主旨：本課程之設計乃專為曾受基本管理訓練和現於幼稚園、幼兒中心、或早期訓練中心擔任督導職級的人士（如校董、校監、校長、中心主任等）而提供的高級管理課程，目的是灌輸學員一些較新穎的管理知識和技巧，以能有效地執行各種管理工作和處理一些棘手的問題。本課程著重「理論」和「實踐」相結合，故除了一般課堂授課外，學員將被安排在其機構裡進行研習及在導師指導下撰寫研習報告。

課程內容：主要包括：(一)管理技巧之運用；(二)人力資源管理和發展；(三)問題員工和家長之處理手法；(四)校董會功能和效能之提昇；(五)評估（包括幼師績效、學習環境、兒童成長、全面服務、家長滿意程度、和課程評估等）；(六)家長

工作；(七)財政預算編製；(八)控制服務成本之有效方法；(九)改善家長服務；和(十)服務質素保證和全面優質服務管理之推行。

(限收三十人)

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.
吳克儉先生 B.S.Sc., M.P.A.

地 點：九龍窩打老道56號九龍華仁書院109室

時 間：一九九四年十月二十一日至九五年七月初每星期五下午六時三十分至九時三十分(共三十四節，每節三小時)

全期學費：三千元

入學資格：凡曾修讀港大專業進修學院學前教育服務機構行政管理證書課程、社署所舉辦之幼兒中心主任管理課程或理工之幼兒照顧高級證書課程者均可報名。

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)完成課程研習報告，並獲得六十分合格分數及(三)期終考試合格。

報名手續：申請者須於九月二十三日前，將(一)申請表格及(二)三千元支票及(三)學歷證件副本寄回香港大學專業進修學院(學前教育機構督導管理證書課程)主任收。各申請人並應於申請表格上寫上服務機構名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。

1151. 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爲一般人生活重要的一環。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爲重要。

此課程適合於一般市民，與輔導有關的行業如社工、護士、教師、學生輔導員等更可學以致用於他們日常工作中。

(限收二十五人)

主 講 人：羅志華博士(臨床心理學博士)

地 點：香港大學校本部大樓141室

時 間：一九九四年十月十日起每星期一下午六時十五分至七時四十五分

全期學費：五百四十元 (共十講)

教師可獲教育署退還半費。詳參第vi頁。

1152. 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號崑崙商業大廈4字樓403-5室(鄰社服務中心)

時 間：一九九四年十月二十日起每星期四下午七時三十分至九時

全期學費：四百八十元 (共十講)

1153. 面紗背後：同性愛的透視 (Understanding Diversity: Homosexuality)

有見於日漸開明的社會認知(如同性愛已不被列作精神病的一種)，現代的輔導工作者，不單要重估自己的價值觀，更應全面了解同性愛，異性愛，雙性愛，和性的意義，以配合更真實的社會現況。這個課程適合各界有興趣深入瞭解同性愛的人仕參加。課程將會從不同的現代角度包括專業心理學，醫學，輔導及當事人的經驗等去分析和認識同性愛，希望透過討論溝通，參加者可以反省自己的立場，和反思現存社會政策的處理手法是否恰當。

課程內容包括：(一)性和性取向的謬誤神話；(二)從醫學，心理學，教育，社會工作的角度看性取向；(三)大眾傳媒裡的同性愛形象；(四)同性愛者的經歷，生活和內心世界；(五)愛滋病究竟和同(異)性愛如何拉上關係？(六)怎樣才是有效的輔導方法？(七)同志解放運動和人權運動。上課形式以體驗學習和討論爲主。

(限收二十五人)

主 講 人：梁若芊小姐(臨床心理學碩士)及客座講師

地 點：香港大學邵逸夫樓206室

時 間：一九九四年十月十五日起每星期六下午二時三十分至五時三十分

全期學費：六百五十元 (共八講)

1154. Certificate Course in Child Mental Health

Recently, there has been an increasing need of services for children with psychological and psychiatric problems. These problems are usually managed by a multidisciplinary team which may include psychiatrist, psychologist, social worker, nurse, teacher, occupational therapist, physiotherapist and speech therapist. Workers in child mental health do not only have to learn the recent advances in their own field but also have to keep abreast with the growing knowledge of other disciplines so that they can work together efficiently. To this end, a course of study in child mental health has been developed by the School of Professional and Continuing Education, University of Hong Kong in association with the Hong Kong Association for Child and Adolescent Psychology and Psychiatry.

Course Aims and Objectives

The general aim is to provide professional workers in child mental health with the basic knowledge and skills in child psychology and psychiatry. Students will be taught about child development and common psychological and psychi-

atric problems in childhood. They will also learn the basics in assessment and treatment approaches in some common childhood psychological problems. It is envisaged that the course will benefit all professionals working in child mental health, in particular, nurses, teachers, social workers, occupational therapists, physiotherapists and speech therapists. The course will stress on clinical aspects of child psychological problems. On completion of this course, the student will have increased his or her ability in the assessment and management of common child psychological problems.

Course Content

The course will consist of a comprehensive presentation of child psychology and psychiatric problems. Topics to be covered will include: (1) development: factors influencing development, development theories, normal and abnormal development; (2) psychological and psychiatric problems of childhood; (3) clinical assessment; (4) treatment.

In addition to lectures, there will be many practical and clinical sessions which require active participation of students. These will include case presentations, seminars, workshops, and tutorials.

Assessment and Awards

Successful completion will be dependant upon a minimum attendance of 75%. Assessment consists of the student's performance in case presentations, workshops, seminars and tutorials; and a class test at the end of the course. Successful candidates will be awarded a certificate by the School of Professional and Continuing Education, University of Hong Kong. *Enrolment is limited to 40*

Tutors : S.F.Hung, M.B.,B.S.; M.R.C.Psych. (Co-ordinator)
S.Y.Chung, M.B.,B.S.; M.R.C.Psych.
Patrick Leung, M.Soc.Sc. (Clinical Psychology)
Amy Fung, M.Soc.Sc. (Clinical Psychology)
C.C. Lee, M.B.,B.S.; M.R.C.Psych.
Guest Lecturers

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Wednesdays, 6.30-9.30 p.m., commencing October 12, 1994

37 meetings

Fee : \$3,200

Medium of Instruction : Cantonese

Admission Requirements

Applications will be considered from all professionals working in the field of child mental health. It is particularly relevant for nurses, social workers, teachers, occupational therapists, physiotherapists and speech therapists. The course will be limited to maximum of 40 students. It will be conducted in Cantonese. Closing date for applications: September 19, 1994.

Course Duration: about 110 contact hours.

Special enrolment forms will be available on request.

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

1155. 老年學證書課程 (Certificate in Gerontology)

課程目標：本課程專為安老服務的工作人員而設，目的是向他們提供多元化學科的知識，包括醫學、精神科學、心理學、社會工作學及管理科學等，使他們能有效地提供服務，滿足老人之需要。本課程是特別適合任職於安老服務機構之專業人士，如持有專業文憑或學位之社工及註冊護士等參加。由於課程著重理論與實踐之結合，故設立小組習作，分別由課程導師負責指導，進行小規模之研究工作。

課程內容：本課程主要包括四部份：(甲) 老年人身體和精神疾病：(一) 老化過程之生理改變及老年醫學之概念；(二) 老年期疾病的一般性徵狀；(三) 老年期病者藥物治療及各種內分泌疾病；(四) 老年人之常見心臟、血管及肺部疾病；(五) 中風及其他常見神經系統疾病；(六) 老人康復治療及老人日間醫院；(七) 垂死病人的護理；(八) 老年痴呆症及其他老年精神病；(九) 安康之概念與老人之預防性健康活動；(十) 護理老年病人之原則及哲理；(十一) 推廣老人健康輔導。(乙) 老年人的心理需要與精神健康：(一) 老年人的心理轉變與心理需要；(二) 老年人怎樣適應年老帶來的轉變；(三) 老年人的心理健康；(四) 與老年人溝通的技巧及處理老年人心理問題的方法；(五) 輔導老人之技巧；(六) 懷舊治療法。(丙) 中心與院舍之社會工作：(一) 中心及院舍之社會工作任務；(二) 中心及院舍目標之製訂和服務之策劃；(三) 評鑑老人之需要及問題的標準化測量方法；(四) 老人之社交需要及活動；(五) 網絡建設的策略；(六) 老人之均衡營養及飲食。(丁) 院舍及中心行政管理：(一) 人事管理系統之建立；(二) 員工培訓與發展；(三) 職員督導系統之製訂；(四) 員工評核制度之設計；(五) 財政預算與控制；(六) 領導之風格與技巧；(七) 單位服務與評估；(八) 處理問題員工之步驟和看法；(九) 個案管理。(限收三十五人)

課程統籌及主講人：梁萬福醫生

梁偉康先生(社會工作主任)

齊鉞博士(港大社會工作及社會行政學系講師)

李翹駿博士(中大社工系講師)

客座講師：莊明蓮女士(城市理工學院應用社會科學系講師)

馬淑儀女士(中文大學護理學系講師)

黃玉明先生(社會工作主任)

及其他資深講師

講授語言：粵語(輔以英語)

地點：香港大學專業進修學院市區中心14室(信德中心西翼九樓)

時間：一九九四年十月二十日至九五年七月初逢星期四下午六時三十分至九時三十分(共一百零二小時)

全期學費：二千九百元

結業證書：課程結束後學員若能符合下列條件，可獲頒發證書：（一）出席率不少過百分之八十；（二）課程習作平均達六十分合格標準；（三）小組習作達到六十分合格標準；及（四）中期考試及期終考試合格（每次考試共二小時）。

報名手續：申請者須於九月十八日前，將（一）申請表格及（二）學歷證件副本寄回香港大學專業進修學院。各申請人並應於申請表格上寫上服務機構名稱及其本人職位。

1156. 專題研習：都市精神病的認識及預防—附錄影帶示範 (Understanding and Preventing Mental Illness)

內容：根據一項精神健康調查顯示，香港約五人便有一人有某程度的精神病，較普遍的有神經衰弱、憂鬱症、老人癡呆症……等。本課程將會以深入淺出的講授配合錄影帶示範去介紹什麼是精神病、常見的精神病（包括癡呆症、精神分裂症、躁狂症、憂鬱症、神經衰弱等）、精神治療與康復、精神病的預防方法等。並會探討一些與精神病相關的課題如自殺，產後精神病、酗酒、虐妻及虐待兒童等。各學員亦可在課堂中提出任何與精神病有關的問題向講者發問及討論。（限收五十人）

對象：社工、教師、輔導員、護士及中五程度或以上的市民

主講人：趙伯宏醫生

地點：香港大學專業進修學院市區中心14室（信德中心西翼九樓）

時間：一九九四年十一月十二日及二十六日星期六上午九時至下午一時正

全期學費：二百一十元

免費公開講座

「精神病患者的自殺問題、其預防及跟進照顧」 (Understanding and Handling the Suicidal Behaviour of the Mentally Ill)

內容：據學者指出，人類自殺原因包括個人心理、疾病、生活環境、人際關係及社會文化因素等，然在醫學上，精神病患者的自殺現象還有很多不解之處。本講座嘗試帶領參加者了解精神病患者與自殺行為的關係、其特質及分類；如何及早察覺患者自殺傾向；如何預防及提供輔導。

主講人：臨床心理學家、社會工作者

地點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）

時間：一九九五年一月十四日星期六下午三時至五時

對象：精神病患者家人、親友、輔導員、社會工作者、義工及有興趣人士。

參加辦法：有興趣者請填妥報名表格，親到本學院或郵寄（附回郵信封）索取入場卷。

（本講座由新生精神康復會與本學院合辦）。

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。

TRANSLATION

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone : 859 2788
859 2792

Intensive Courses for the Final Diploma Examination of The Institute of Linguists



Advisory Board:

Dr C.C. Liu
President, Institute of Linguists, Hong Kong Regional Society

Professor Harry Simon, F.I.L.
Dean of Faculty of Arts and Head of Department of Translation, Lingnan College.

Professor Benjamin T'sou, F.I.L.
Associate Director (Development and Research) City Polytechnic of Hong Kong

Director of Studies:

C.C. Liu, B.A.(Lond.), M.Phil., Ph.D(H.K.), F.I.L.,
F.H.K.T.S., F.R.S.A., Hon MIL

Co-Directors of Studies:

Tommy K.K. Ho, B.A.(C.U.H.K.),A.M.,Ph.D.(Ill.)
Owen H.H. Wong, M.A.(H.K.),Ph.D.(Cantab.), F.I.L.

Course Coordinator:

Miss Jacqueline Lam, M.A.(Exon.),MIL

Introduction:

This series of one year School of Professional and Continuing Education courses is designed to prepare local candidates to take the Final Diploma examination in English and Chinese of the Institute of Linguists, United Kingdom. Candidates will be able to enter Part I of the examination, comprising five modules in mid-1995. This examination is currently administered in Hong Kong by the Hong Kong Examinations Authority, which will provide the candidates with all the details about the examination. Registration for the examination will be the student's own responsibility. This is a high-level professional examination, designed to test practical language skills in both English and Chinese. The Final Diploma qualifies candidates to apply for full membership of the Institute(M.I.L.), which is a qualification of equivalent status to a University degree in language. Membership of the Institute, founded in 1910, denotes a high level of linguistic skills together with professional experience in an appropriate area of work.

The School of Professional and Continuing Education provides this series of preparatory courses in close collaboration with the Hong Kong Regional Society of the Institute of Linguists, and offers local candidates a means of preparing themselves properly for the Final Diploma examination through qualified tuition.

Aims and Objectives:

The Final Diploma tests language skills from a bilingual perspective offering professionals using more than one language a degree-level qualification fully geared to the particular demands and disciplines of their practice. As such it will appeal to the professional linguist in a number of areas.

The objectives of the syllabus are:

- To test spoken and written fluency in English and Chinese within a contemporary context.
- To test accurate transfer of the written and spoken language into and from each language.
- To test the facility of the language practitioner to perform accurate intermediation between two languages with a proper degree of sensitivity to both language cultures.
- To demonstrate a knowledge and understanding of both contemporary language cultures of relevance within Hong Kong and China.
- To recognise language-based expertise in a particular area of professional interest, e.g. education, law, banking, finance and insurance.

Candidates are required to have:

- familiarity with the contemporary scene and broad acquaintance with the fundamental physical, political, economic, social and cultural features of the country (or one of the countries) where the language is spoken;
- either special knowledge of a particular subject related to the country concerned, or a special skill, possessed to an effectively professional level, in technical translation or liaison interpreting;
- Completion of matriculation examinations before applying (copies of certificates should be enclosed);
- the School reserves the right to select candidates when the courses are over-subscribed.

Attendance:

Students are required to attend 80% of the lectures, and the School reserves the right to exclude students from lectures if they have been absent for two consecutive lectures.

Duration:

8 workshops and 32 lectures from September 1994 to May 1995. Total number of lecture hours: approximately 110.

Course No. 1201.

Mondays, 6:30pm - 9:30pm, starting September 12, 1994
Room LG110, K.K. Leung Building, University of Hong Kong, Pokfulam, Hong Kong. **Fee: \$4,650.00**

Course No. 1202.

Thursdays, 6:30pm - 9:30pm, starting September 15, 1994,
Room LG101, K.K. Leung Building, University of Hong
Kong, Pokfulam, Hong Kong. Fee: \$4,650.00

Workshops are compulsory.

Constituent Courses:

- 1) Chinese writing skills
- 2) English writing skills
- 3) Summarisation skills: English to Chinese
- 4) Summarisation skills: Chinese to English
- 5) Translation to Chinese
- 6) Translation to English
- 7) Oral English
- 8) Thesis writing

Closing date for Application: **August 15, 1994**

Enrolment is limited to 35 per class.


Text Books: A list of reference books and reading materials
will be provided by the course tutors.

Medium of Instruction : English and Cantonese

Enrolment & Enquiries:

- A) School of Professional & Continuing Education, The
University of Hong Kong, Room 1, University Main
Building, Pokfulam, Hong Kong. Telephone : 859 2788
- B) School of Professional & Continuing Education, Town
Centre Office, Shun Tak Centre, West Tower, 9/F, 200
Connaught Road Central, Hong Kong.
Telephone : 547 2225

For further details of the examination and membership
regulation, candidates are strongly recommended to write
to: The Institute of Linguists, Mangold House, 24a Highbury
Grove, London N5 2EA, United Kingdom.



Diploma In Translation

Introduction:

In response to the increasing demand for persons possess-
ing techniques of translation between English and Chinese
in Hong Kong, the School of Professional and Continuing
Education first launched a Certificate Course in Translation
in Autumn 1988. The purpose of this course was to provide
a comprehensive curriculum which would form a solid
basis for those wishing to choose professional translation as
their long-term career. Subsequently, the Certificate Course
has been repeated several times and a Certificate Course in
Translation (Advanced) was offered in Autumn 1991 to
provide a channel for further studies for the holders of the
Certificate in Translation.

The Diploma programme will build on the existing Certifi-
cate 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 pro-
gramme 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, Canton-
ese or Mandarin, 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.)
Elsie K.Y. Chan, HDTI(CPHK), M.A.(C.U.H.K.)
Chong Yau-yuk, B.A., M.Phil.(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-comte' a Beasan on), Ph.D.
(Cologne)
Luk Man-shun, HDTI(CPHK), M.A.(C.U.H.K.)
Joseph H.K. Poon, B.A., M.Phil.(H.K.)
Richard S.Y. Sheung, HDT&I (HKP), M.A.(H.K.),
M.A.(Reading)
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 maxi-
mum period to finish the entire programme is five years.

Part I: Certificate in Translation

All units in this part are compulsory. Students who success-
fully 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. 1203 - Certificate in Translation

Course No. 1204 - Higher Certificate in Translation

The three elective units offered this term:

- Commercial Translation
- Translation in the Media
- Legal Translation

Admission:

I. Course No. 1203: Certificate 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 (Sell.B) or Grade A in English Language (Sell.A),
 - b) Grade C or above in Chinese Language, and
 (ii) have gained at the Hong Kong Advanced Level Examination or equivalent Grade E or above in three subjects at one and the same time.
- or
- C) be mature applicants over 25 years of age who do not possess the above qualifications but who may be admitted at the discretion of the School, subject to satisfactory performance in a qualifying examination in both languages set by the School. The School reserves the right not to offer such qualifying examination and to directly accept mature applicants.

II. Course No. 1204: Higher Certificate in Translation

Applicants should possess the Certificate in Translation awarded by the School.

Award of Certificate:

The Certificates 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 Fees:

- I. An optional initial registration fee of \$300 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 \$150 is chargeable for each part.

- II. The tuition fees for either course is HK\$4,750.00, and must be paid upon receipt of official notice of admission. Any fee paid is not refundable or transferable.

Application Procedures:

1) Course No. 1203 - Certificate in Translation

Special application forms, available upon request at the reception counters at the University office and Town Centre Office, should be used. Completed application forms should be accompanied by (1) photostat copies of official certificates and examination results; (2) other relevant documents (Selection is normally solely based upon the application materials submitted. Make sure you include all relevant documents with your application) and should reach Dr. K.K. Ho, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, not later than August 26, 1994. Do not send in cheque with your application. Enrolment is limited to 35.

2) Course No. 1204 - Higher Certificate in Translation

Special application forms mentioned above should be used. For those who have paid the initial registration fee, only the photostat copy of the Certificate in Translation is required. For those who have not paid the initial registration fees, a full application as described above for course no. 1203 is necessary. Closing date is September 12, 1994. Do not send in cheque with your application. Enrolment is limited to 35.

Date of Commencement:

- 1) Course No. 1203 - Certificate in Translation
Monday, September 26, 1994

- 2) Course No. 1204 - Higher Certificate in Translation
Tuesday, September 27, 1994

Time and Place:

- 1) Course No. 1203 - Certificate in Translation

Lectures:
Mondays and Thursdays, 7:00pm - 9:30pm
LT 9, Shek Kip Mei Study Centre (Ka Chi School, see the Map on P. 180 for location)

- 2) Course No. 1204 - Higher Certificate 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.

1205. 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：香港大學專業進修學院市區中心 2 1 室 (信德中心西翼九樓)
時 間：一九九四年十月四日起每星期二下午八時至九時四十五分
全期學費：四百四十元 (共十二講)

1206. 實用翻譯 (Practical Translation)

翻譯是一種工具，作為一個東西文化交匯與世界工商金融中心的香港，這種工具更顯得重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時事、會議程序及紀錄、議案、商業信札、演講辭、科技用字、及公事文件的翻譯。 (限收二十五人)

主 講 人：余懿迪先生 (前德臣西報編輯)
地 點：香港大學厲樹雄科學館 G 1 室
時 間：一九九四年十月五日起每星期三下午七時十五分至八時四十五分
全期學費：三百三十元 (共十二講)

1207. 商業翻譯 (Business Translation)

本課程適合有志從事商業之人士及各行業之文書人員。內容以商業上各類文件、函札之中英文對譯實務為主，包括來往公函、提議案、計劃書、報告、契約、協議書、訂單、通告、議程表、會議錄、推薦及介紹文字、應酬柬帖等等。

主 講 人：余啓興先生 B.A.(H.K.)
地 點：香港大學專業進修學院市區中心 1 6 室 (信德中心西翼九樓)
時 間：一九九五年一月九日起每星期一下午八時廿分至九時五十分
全期學費：三百三十元 (共十講)



Master of Housing Management

The Master of Housing Management is an interdisciplinary programme designed not only to upgrade the training and skills of public and private sector professionals already working in housing but also to provide a firm intellectual foundation for those wishing to specialize in the housing area at postgraduate level.

The programme extends over two and a half academic years of part-time study. Each year of the programme comprises four taught courses, a seminar series and field trips. Each course extends over one semester of study (i.e. 12 weeks). The last six months of the programme are engaged with the production of a dissertation. Lectures are mostly held on weekday evenings and Saturdays and are generally of two hours' duration.

During the first year of study students are required to take the following compulsory courses:

- Theories of Urban Development
- Quantitative Methods
- Management Theories and Techniques in Housing
- The Sociology of Housing
- Seminar on Housing Policy and Management I

During the second year of study students are required to take the following compulsory courses:

- Housing Economics
- Comparative Housing Policy and Management
- Seminar on Housing Policy and Management II

Students are also required to take two optional courses from a list of those on offer. This list may vary from year to year.

Applicants must be holders of

- (i) a Bachelor's degree with honours of this University; or
- (ii) a qualification of equivalent standard of this University or another university or comparable institution accepted for this purpose; or
- (iii) a Certificate in Housing Management or a Diploma in Housing Management awarded by the School of Professional and Continuing Education (formerly the Department of Extra-Mural Studies) and have at least five years of work experience in the housing field; or
- (iv) the MIH professional designation and have at least five years of work experience in the housing field (at least two years of which must be post-qualification).

Applicants without a degree qualification, if selected by the Admission Committee, will not be offered admission until they have satisfied the examiners in a qualifying examination.

Please write in for further information enclosing a stamped (\$2.00) self-addressed envelope (17cm x 24 cm).



Diploma in Housing Management

The course aims to provide a professional qualification in Housing Management for people already working in the field. It is intended to provide a firm grounding in the theory and practice of housing management. This course is recognised by the Chartered Institute of Housing in the U.K. for Corporate Membership (MCIH). The MCIH itself has degree equivalent status. MCIH is fully recognised for the purposes of career advancement and promotion by the Hong Kong Government.

The course runs over three academic years. Each year will cover five papers ranging from housing studies, through management studies, building studies and legal studies to social studies. Students will be assessed by coursework and examination at the end of each year.

A Diploma in Housing Management issued by the School of Professional and Continuing Education, the University of Hong Kong, will be awarded to a candidate on passing the Final Examination, on the satisfactory fulfilment of the Practical Experience Requirement and on producing evidence of having had at least three years' approved experience in the housing field.

Applicants must be matriculants or mature age students with five years of working experience in housing and an acceptable general education background. They must also be sponsored by their employers as some of the lectures are held during office hours. Candidates must submit their application up to one year in advance as, on passing the Entrance Test, candidates are required to take and pass a Pre-course on "Communication" before being admitted to the Diploma Course. As places are limited, selection will be based on academic merits. Successful candidates are required to join the Chartered Institute of Housing as student members for the duration of the Diploma Course.

Please write in for further information enclosing a stamped (\$3.00) self-addressed envelope. Applications for the 1994/95 Pre-course must be submitted before August 20, 1994.

Certificate in Housing Practice

The course aims to provide training in housing at a more practical and technical level. While this Certificate course by itself is a self-contained programme, it also serves as an access course to the Diploma in Housing Management. Certificate holders are also eligible for the Housing Practitioner membership of the Chartered Institute of Housing in the U.K.

The course runs over two academic years. The Year One course aims to provide the basic skills and concepts in housing management. The Year Two course builds on the Year One course and aims to deepen and widen housing management skills. Papers covered range from housing studies, through management studies, building studies and legal studies to social studies. During the course of study, students are required to complete the pertinent objectives of the Practical Experience Requirement set by the Chartered Institute of Housing.

Applicants must be either

- (i) matriculants or equivalent; or
- (ii) holders of the Higher Certificate in Property Management and Valuation (awarded by the Hong Kong Polytechnic) with an acceptable general education background; or
- (iii) mature age students with five years of working experience in housing and an acceptable general education background.

Applicants must also be sponsored by their employers and must be working in the housing field. As places are limited, admission is subject to selection criteria. Successful applicants are required to join the Chartered Institute of Housing as student members for the duration of the Certificate course.

Please write in for further information enclosing a stamped (\$3.00) self-addressed envelope (34 cm x 24 cm). The closing date for application is August 20, 1994.

Diploma in Transport Management

The course aims to provide professional training in transport management for people already working in the field as well as for those intending to seek a career in the transport sector.

Diploma holders are exempt from the education requirements for the Corporate Membership of the Chartered Institute of Transport in the United Kingdom (MCIT). MCIT is fully recognised for the purposes of career advancement and promotion by the Hong Kong Government. It is also accepted by certain tertiary institutions in the United Kingdom for graduate studies.

The course is a three-year part-time programme. Papers offered include Transport Economics, Management Accounting and Finance, Statistical and Computing Techniques, Law of Business and Carriage, Human Resource Management, Logistics and Physical Distribution Management, Local Transport Management, Rail Transport Management, Transport Policy and Planning, Corporate Strategy and Policy in Transport, and Marketing in Transport.

Candidates must be either matriculants or Associate Members of the CIT. Candidates without the above qualifications but wish to audit the course may also apply, but auditing students will not be eligible for the award of the diploma.

Please write in for further information enclosing a stamped (\$2.00) self-addressed envelope (17 cm x 24 cm). Applications for the 1994/95 intake must be submitted before August 20, 1994.

1251. 香港環境的現況與前瞻 (Hong Kong's Environment Transition)

本課程旨在使學員掌握有關香港環境保護的最新情報，訓練學員分析環境政策及管理手段，並讓學員感受環境保護的重要和迫切。內容包括：(一) 天地有淨氣 — 空氣污染與防治；(二) 難得有清泉 — 水質污染與防治；(三) 惜物是福 — 固體廢物問題；(四) 能源，能完；(五) 重建生態園；(六) 地球殺手 — 香港；(七) 持續發展可能嗎？(八) 環境保護抑或環境保『護』？(九) 觀鳥者言；(十) 潮流與環保？

(本課程限收四十人)

每講印發有關資料，並推薦有關書籍，文章，資源及活動。

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：一九九四年十月六日起每星期四下午八時零五分至九時三十五分

全期學費：三百八十元正 (共十講)

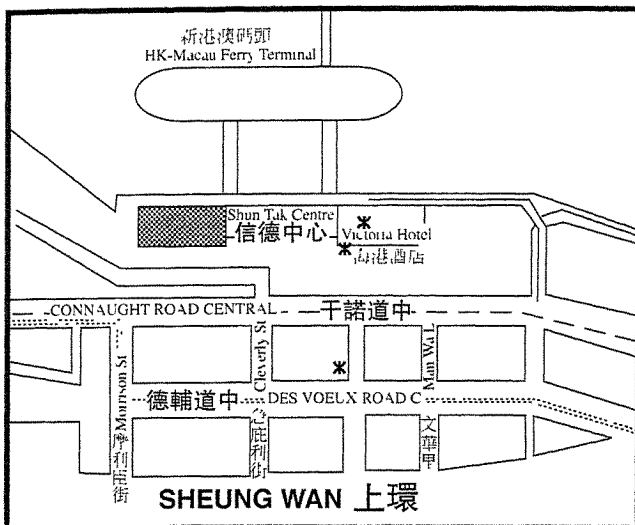
教師可獲教育署退還半費。詳參第vi頁。

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

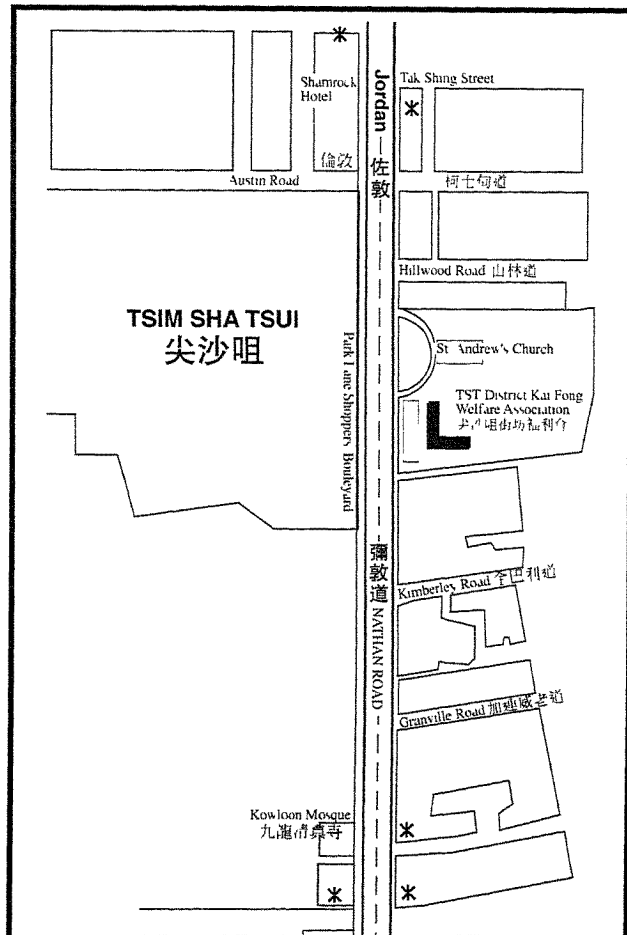
Centre Location Map

主要上課地點示意圖

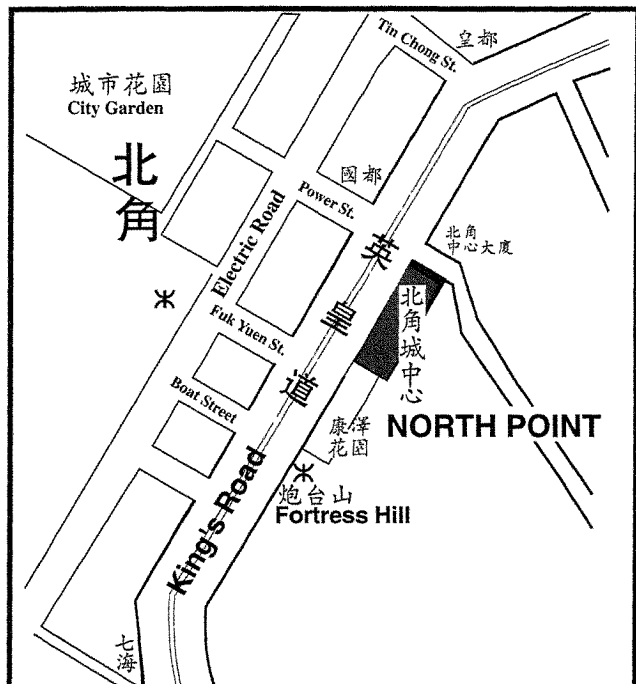


SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 10/F., 14/F. and 15/F., 200 Connaught Road Central, Hong Kong

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、⑩、⑭及⑮字樓（由②字樓商場電梯上）



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〕



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

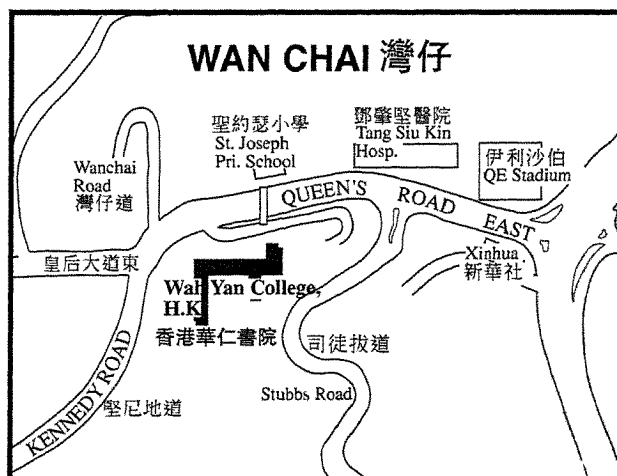
香港大學專業進修學院北角教學中心，香港北角英皇道250號北角城中心 ⑭字樓（炮台山地鐵站出口）

North Point Study Centre

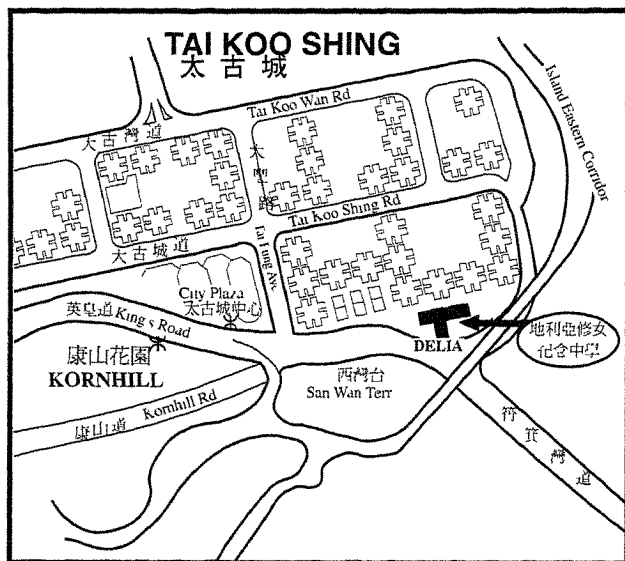
It is likely that students attending classes at the North Point Study Centre will have to show a student card for evening access. Details of how to obtain such cards will be issued to those students registering for courses taught at North Point.

北角教學中心

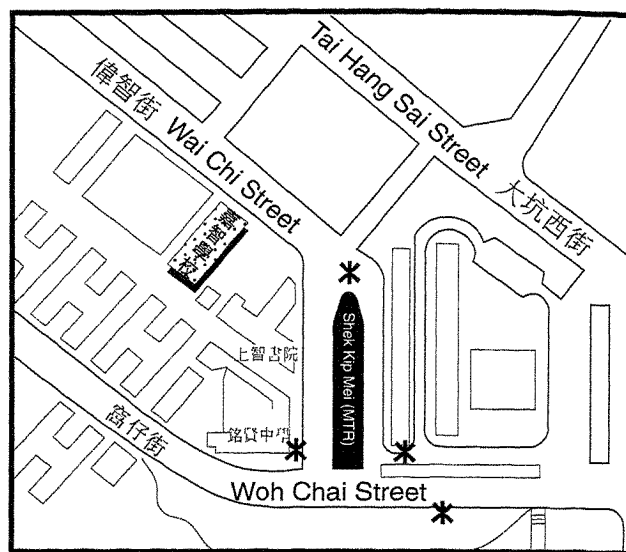
本院學員在晚間可能被要求出示本院學員証才能進入北角教學中心上課。申請學員証之手續，本院將通知所有在北角教學中心晚間上課的學員。



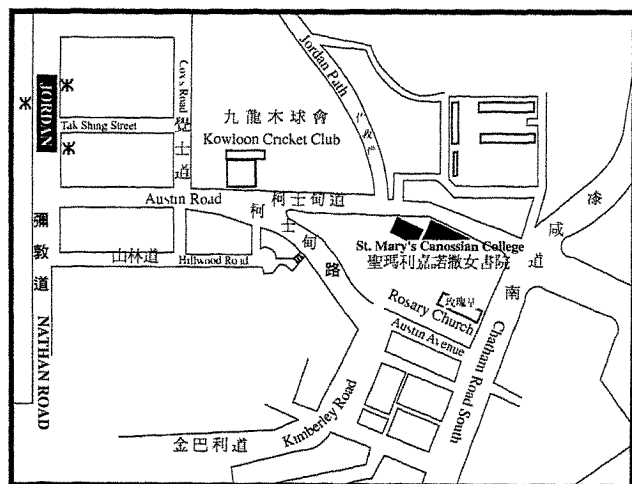
Wah Yan College, 281 Queen's Road East, Hong Kong
香港華仁書院香港皇后大道東281號



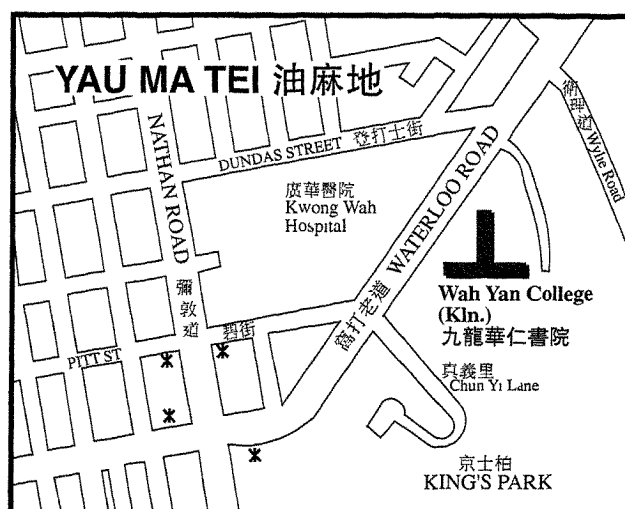
Delia Memorial School, Tai Koo Shing, Hong Kong
 香港太古城地利亞修女紀念中學 (由中學部太豐路入口)



SPACE Shek Kip Mei Study Centre [Ka Chi School, 5 Wai Chi Street 3/F., Shek Kip Mei, Kln.](Shek Kip Mei MTR Station)
 香港大學專業進修學院石硤尾教學中心〔嘉智學校，九龍石硤尾偉智街五號四樓(石硤尾地鐵站偉智街出口)〕



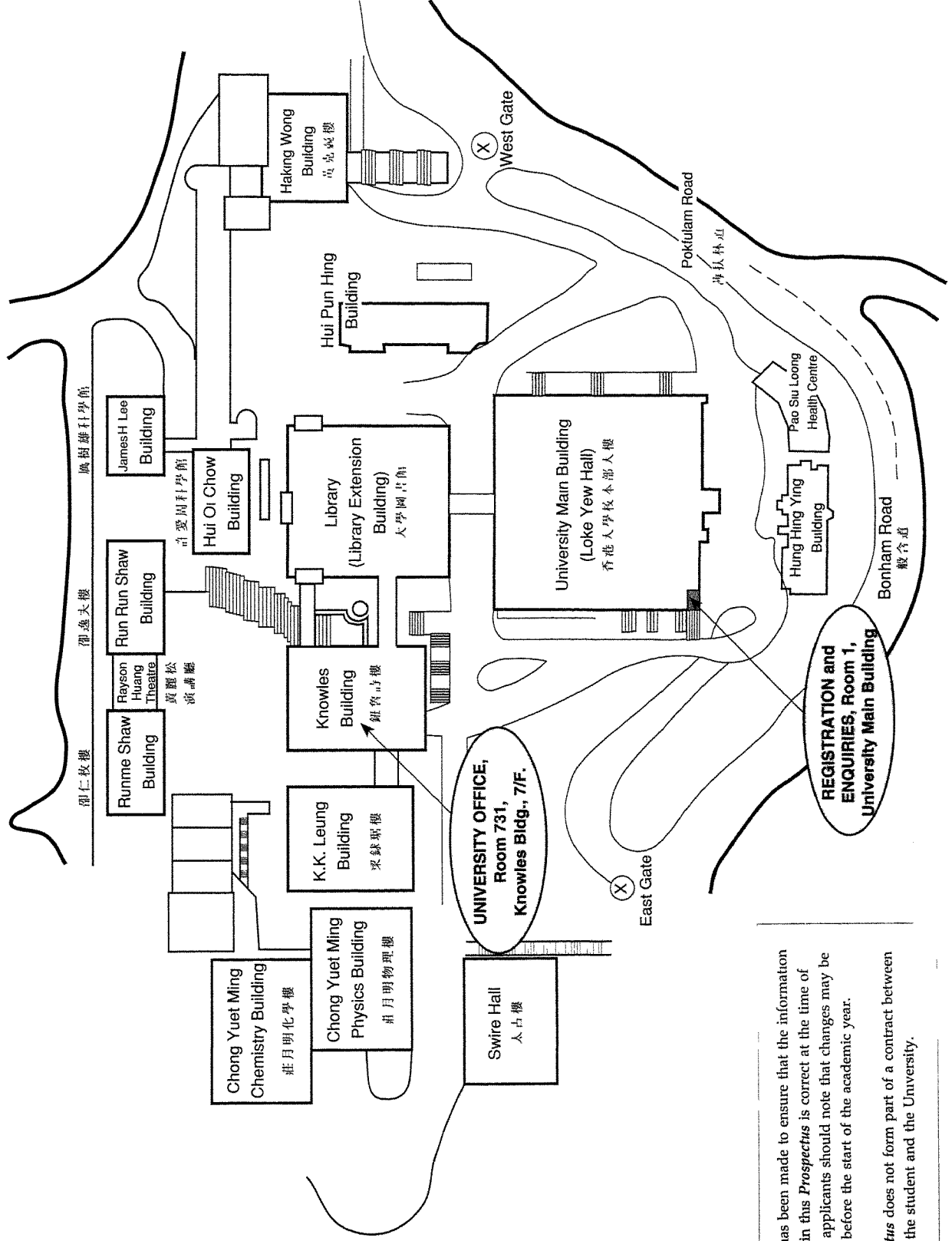
St. Mary's Canossian College, 162, Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue)
 聖瑪利嘉諾撒女書院九龍柯士甸道162號(由金巴利道入口)



Wah Yan College, 56, Waterloo Road, Kowloon
 九龍華仁書院九龍窩打老道56號(油麻地地鐵站)

UNIVERSITY OF HONG KONG GENERAL LAYOUT

School of Professional and Continuing Education



Every effort has been made to ensure that the information contained in this *Prospectus* is correct at the time of printing, but applicants should note that changes may be made before the start of the academic year.

This *Prospectus* does not form part of a contract between the student and the University.

University of Bath
University of Curtin
University of Leicester
University of Otago
University of London
University of Strathclyde
University of Napier
University of Monash



香港大學
University of Hong Kong