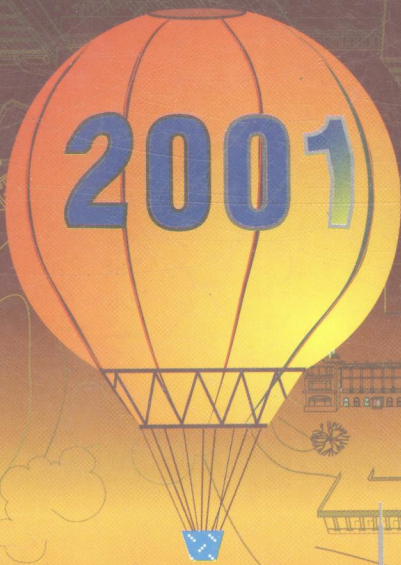


春季課程

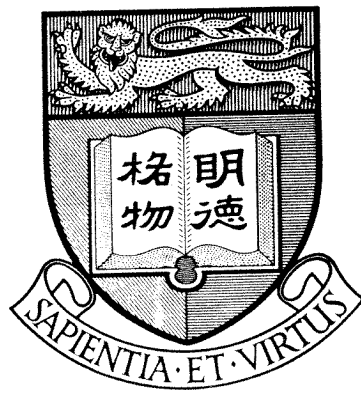
SPRING COURSES 1994

The University of Hong Kong
School of Professional and Continuing Education
香港大學專業進修學院



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TELEPHONE ENQUIRIES 詢問電話

General Enquiries: 859 2791, 540 7430 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
Engineering	859 1940
Librarianship	859 1940

Criminal Justice & Public Order	859 2784
Philosophy	
Sports Science	

Economics, Banking & Finance	859 2783
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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)

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

London University:	858 4515
External Student Registration	(Fax: 858 4750)

School Mission Statement

- To offer educational opportunities to the community, principally on a part time, evening or week-end 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

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

DEPUTY DIRECTOR 副院長

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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 or 540 7430
Fax: 559 7528

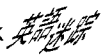
入學須知


- (一) 除個別課程(例如專業訓練)有特定的人學資格外,本學院其他所有課程,歡迎各界人士報名選修,並無學歷限制,凡年滿十八歲即可。個別課程細則,請參閱課程簡介。
- (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二號室
電話: 859 2791 或 540 7430
圖文傳真: 559 7528
(星期一至五: 上午九時三十分至下午一時,下午二時至四時四十五分。
星期六: 上午九時三十分至下午十二時三十分)。

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Accounting	20	"An applicant shall be deemed to have satisfied the minimum requirements for entrance to the University...	
Information Technology	46	(ii) if he has attained the age of 25 years on or before September 1 of the year in which admission is sought..."	
Marketing	22	However, not all faculties are willing to admit mature students, particularly where prerequisite qualifications are considered necessary for study (e.g. in Medicine). Applicants should apply to the Registrar for assessment of their qualifications by October preceding the academic year in which admission is sought.	
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ADULT EDUCATION AND TRAINING

Lecturers in charge : John Holford
Agnes Lam

Telephone : 859 2415
859 2421

1501. Developing and Planning Programs in Adult Education

The goal of this course is to help course participants to understand their own planning practices and evaluate their own approaches in programme planning with reference to the classical, naturalistic and critical perspectives in adult education programme planning. Theories of curriculum planning and programme development will be covered. Short readings are required during class for the discussion of actual examples.

Enrolment is limited to 20

Tutor : Mok Yan-fung, M.Ed.(Georgia)

Venue : Room 141, University Main Building
Date : Mondays, 8.00-9.30 p.m., commencing February 21, 1994

8 meetings Fee : \$355

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1502. Facilitating Adult Learning

This course covers the definitions, concepts and areas of adult education with a focus on the psychological and social development of adults and adult learning theories and methods. Problems on participation in adult education, factors for enhancing motivation to learn and the transfer of training into performance are also to be examined. The objective of this course is to familiarize participants with the meaning of self-directed learning aiming for life-long learning.

Enrolment is limited to 20

Tutor : Mok Yan-fung, M.Ed.(Georgia)

Venue : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Wednesdays, 7.40-9.40 p.m., commencing February 23, 1994

10 meetings Fee : \$550

Medium of Instruction: Cantonese supplemented with English

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

Further Studies and Research in Adult Education and Training

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

In addition to the Certificate in Adult Education and Training programme offered every Autumn, the School collaborates with the Faculty of Education, The University of Hong Kong, in providing a Postgraduate Certificate in Education (P.C.Ed.) programme for Adult Educators and Trainers every two years. The next intake is planned for September 1995.

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

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

1511. Certificate in Advertising

(廣告證書課程) (Presented in collaboration with The Communication School)

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

Syllabus

The programme comprises eight modules with a total of 172 contact hours :

1511A. Introduction to Advertising (5 mtgs, 2 hrs. each)

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

1511B. Marketing Management (12 mtgs, 2 hrs. each)

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

1511C. Communication Skills (10 mtgs, 2 hrs. each)

This module will teach student how to develop and improve their techniques in verbal and non-verbal communication. It covers: what communication is, the use of the English language, the mechanism of thinking, listening and responding, interpersonal skills, group communication, communication at work, how to write better reports, letters and proposals, and writing skills for advertising and communication executives.

1511D. Introduction to Media Planning (10 mtgs, 2 hrs. each)

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

1511E. Introduction to Copywriting (10 mtgs, 2.5 hrs. each)

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

1511F. Creative Development in Advertising (14 mtgs, 2 hrs. each)

This module is designed to give students a better understanding of the creative process in developing an advertising campaign. During this workshop students will, through "role play", briefly explore the functions of the account manager, creative director, writer, art director, media planner, producer, and presenter as well as the effects of creativity in these areas. Students will produce the entire campaign from writing the brief, to producing the creative, the media plan and strategy, to the final client presentation.

1511G. Advertising Campaign Planning (10 mtgs, 2.5 hrs. each)

This module is designed to enhance students' understanding of the complete role and function of advertising. It is

the culmination of the above modules which covers: marketing environment and situation analysis; analysis of consumer perception and attitude change; advertising communication systems; the use of research in advertising; positioning, setting marketing and advertising objectives; advertising strategy and decision making; media planning; creative strategy, campaign planning and advertising evaluation.

1511H. Advertising Account Management (10 mtgs, 2 hrs. each)

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

Provisional Schedule

Module	Date	Day	Time
1511A	Feb 26 - Mar 26, 1994	Sat.	2.30 - 4.30 pm
1511B	Mar 23 - Jun 8, 1994	Wed.	8.00 - 10.00 pm
1511C	Apr 9 - Jun 18, 1994	Sat.	2.30 - 4.30 pm
1511D	Jun 22 - Aug 24, 1994	Wed.	8.00 - 10.00 pm
1511E	Jul 2 - Sept 10, 1994	Sat.	2.30 - 5.00 pm
1511F	Sept 7 - Dec 14, 1994	Wed.	8.00 - 10.00 pm
1511G	Sept 24 - Nov 26, 1994	Sat.	2.30 - 5.00 pm
1511H	Dec 3 - Feb 25, 1995	Sat.	2.30 - 4.30 pm

Teaching Team

1511A,E & G	Spencer Wong, B.A. (HKU)
1511B	Ms Rosana Loo, Hon. Dip. (HK Baptist)
1511C	Calvin Wong, Grad. Dip. (Queensland), B.A. (Victoria), M. Phil. (HK Baptist)
1511D	Ms Alice Lo, Hon. Dip. (HK Baptist)
1511F	Ms Ferlito, Rosaria Anna, B.A. (St. Lucia)
1511H	Ms Angela Lee, Hon. Dip. (HK Baptist)

Award of Certificate

Course members will be awarded a certificate provided they:

- attend at least 75% of all classes;
- complete and gain a passing grade in all assignments given by the tutors.

Application Procedure

Applicants should complete an application form and submit it to the School with a cheque for HK\$10,500 payable to "The University of Hong Kong" by February 10, 1994. Applicants may be required to attend an interview. Unsuccessful applicants will be informed accordingly and their fees refunded. *Enrolment is limited to 30*

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

Date : Wednesdays and Saturdays, commencing February 26, 1994

81 meetings (172 hours)

Fee : \$10,500

Medium of Instruction : English & Cantonese

1512. Certificate in Interior Design

Interior design as a profession is a relatively new field. It is concerned with the shaping of space within a building and is considered a specialized branch of architecture. While the architect usually concerns himself with the overall structure and design of a building, the interior designer deals with more specific aesthetic, functional and psychological questions concerning the use of interior space.

Objective

Taught by practising architects and interior designers, this certificate programme aims to prepare students to understand what good interior design (*not* decoration) is all about and how to approach it. The programme is targeted at :

- Secondary school graduates who intend either to enter the interior design profession or to gain some background knowledge before pursuing further studies in the field;
- People who are already in the decoration/renovation business but wish to acquire more academic and professional knowledge of interior design.

Course Structure

A team of professional architects and interior designers will teach the four modules, sometimes on a collaborative basis. Through this teaching method, students will benefit from often diverging but cohesive points of view which are based on criteria firmly rooted in principles of design.

Students will attend forty-four (44) weekly meetings of three hours each and will be required to complete about ten assignments which will form the basis of assessment by the tutors. The following interlinking modules will not necessarily be taught in the order listed but will be integrated throughout the programme:

Design Theory (20%)

This module will explore the history of architecture and design, theories on colour, space, lighting, and anthropometry.

Architectural Drafting, Interior Perspectives and Presentation (20%)

Architectural drawings are used for communication among architects, builders, interior designers and others. Students will be introduced to the use of drafting tools, simple projections, plans, sections, axonometric and isometric drawings, perspectives, colour renderings and presentation techniques.

Professional Practice and Technology (20%)

This module will provide an overview of the whole process of implementing architectural or interior design. Topics will include: building disciplines and the profession, legal concepts, appointment contracts, client's briefs, the design process and regulations, specifications and tender documents, building contracts, site supervision, office administration and accounts, environmental comfort, production drawings, as well as interior building elements and materials.

Design Studio (40%)

In this module, students will integrate what they have learnt in the first three modules and apply them in three-dimensional design projects as well as commercial and residential interior design projects. Students will be closely supervised throughout the process, and guest speakers will be invited to give talks on special topics.

Teaching Team

Dennis Mak, B.F.A. (Mass.), *Coordinator*
Edwin Chan, LL.B.(Hon.) (London), Dip. Arch., B.A.
(Hon.), M.A. (Arch.), R.I.B.A., *Asst. Coordinator*
Ho Chiu Fan, B.A. (Arch. Studies), B.Arch., M.Sc.
(Urban Planning), H.K.I.A., R.I.B.A.
Guest tutors

Award of Certificate

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

- attend at least 80% of all classes;
- complete and obtain a passing grade in all assignments set by tutors.

Entrance Requirements

Applicants should have reached Form 5 standard or above and have some basic knowledge in art and design. However, those with working experience in related fields will also be considered subject to the quality of their portfolios.

Applicants should note that students will be required to spend a great deal of time on home assignments throughout the programme.

Application Procedure

Applicants should complete an application form and submit it to SPACE with a cheque for **HK\$8,300** in favour of "The University of Hong Kong". Applicants may be required to attend an interview in mid-February, 1994. Unsuccessful applicants will be informed accordingly and their fees refunded. *Enrolment is limited to 24*

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

Date : Thursdays, 6.30 - 9.30 pm, commencing March 3, 1994

44 meetings

Fee: \$8,300

Medium of Instruction : Cantonese and English

1513. 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 (#1518,#1519)
2. Basic Painting Workshop (#1522)
3. Introduction to the History of Western Art I (to be offered in Autumn '94) *or*
Introduction to the History of W. Art II (#1549,#1550)

Electives (Any 3 courses from the following):

- Figure Drawing (#1520,#1521)
- Basic Watercolour Painting (#1523)
- The Art of Western Calligraphy (#1525)
- Introduction to Two-dimensional Design (#1537)
- Basic Photography (#1545)
(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 all the required assignments;
- complete all six courses within three years from the date of registration.

Fee

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

Application Procedure

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

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

課程宗旨：

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

課程大綱：

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

(一) 電腦基礎技術(Computer Fundamentals)

本單元為電腦硬件與軟件之認識，是學習電腦美術設計之首要條件。本節將扼要教授一般電腦知識，及介紹美術設計常用之軟件，例如PageMaker，FreeHand及PhotoShop等，為日後進一步之學習奠定基礎。

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

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

(三) 技術進階(Technical Essentials)

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

(四) 應用美術設計(Applied Art & Design)

學員可選擇美術設計範疇內之各種項目作進一步創作，例如插圖、版畫、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

、幻燈片及分色片之輸出。學員須融會過往所學的電腦技巧和工序，製作一套畢業作品。

應用軟件：

本課程將採用PageMaker, QuarkXpress, Illustrator, CorelDraw, Free-Hand, PhotoShop, PhotoStyler, Painter, Gallery Effects 及 Adobe Type Manager, Excel 等輔助軟件。

入學資格：

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

證書頒發：

符合下列所有要求之學員，可獲本院頒發證書：

- (一) 每科之出席率達百分之七十五或以上；
- (二) 於指定時間內完成各科的堂課及家課；及
- (三) 獲全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)。

報名手續：

申請人請於一九九四年三月四日前填妥報名表格，將表格連同HK\$8,300之劃線支票(抬頭請書「香港大學」)郵寄香港干諾道中200號信德中心西翼九樓，香港大學專業進修學院。申請人親臨上述地址報名亦可。申請人須於三月中旬攜帶有關作品前來面試。日期另行通知。未獲取錄者將獲退還學費。
每班限收十二人(一人一機操作)

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) 及客席導師

地點：灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

1514. 一九九四年三月二十一日起每星期一、三下午六時至八時

1515. 一九九四年三月二十一日起每星期一、三下午八時至十時

1516. 一九九四年三月二十六日起每星期六下午二時至六時

全期學費：八千三百元。學員自付材料費。額外租用電腦費用為每小時六十元。

1517. 平面設計證書課程 (Certificate in Graphic Design)

課程主旨：

在香港這個經濟蓬勃的商業社會裡，平面設計的應用日趨廣泛，社會對平面設計師的需求亦日益殷切。本課程將會有系統地介紹平面設計的基本概念和技術上的知識。學員修讀本課程後，應有足夠的基本知識及能力去應付初級平面設計師的工作。

課程大綱：

本課程教學模式基本上採用工作坊形式，加上導師講解、幻燈片講座、作品評述及參觀活動等，務求訓練學員搜集和分析資料，及培育其創作能力。課程包括以下六項科目：

- (一) 繪描與速寫 (共8講，每講三小時)
繪描與速寫是平面設計師必須具備的技術。設計師在掌握繪寫能力後，才能有效地將意念轉移到畫面上，繼而將意念提升至更高的水平。本科目訓練學員眼與手的配合，並介紹黑白和彩色繪寫工具的運用。
- (二) 平面設計觀念與色彩運用 (共8講，每講三小時)
本科目首先講述設計的基本語言，包括各類簡單以至繁複的造型及圖象。第二部分強調色彩的特性、色彩在視覺和感覺上所產生的效果、塗色技巧和配色的方法。
- (三) 電腦美術設計 (共9講，每講兩小時)
介紹與設計有關之電腦軟件及其應用法，學員約有十小時的電腦操作實習。
- (四) 設計正稿製作 (共8講，每講三小時)
介紹中英文字體、印刷原理及黑白彩色正稿的製作技法。
- (五) 平面設計工作坊 (共10講，每講三小時)
介紹不同類別的平面設計，例如商標設計、公司信箋設計、海報設計等有關的製作及印刷過程。學員將學習由意念發展成正稿整個設計過程。
- (六) 書刊設計 (共10講，每講三小時)
這是平面設計工作坊的延續，重點講述插圖及字體學在書刊設計上的應用法。屆時將邀請客席導師主持專題講座。

入學資格：

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

證書頒發：

符合下列要求之學員，可獲本院頒發證書：

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

報名手續：

申請人請於一九九四年二月十五日前填妥報名表格，將表格連同HK\$8,300之劃線支票(抬頭請書「香港大學」)郵寄香港干諾道中200號信德中心西翼九樓，香港大學專業進修學院。申請人親臨上述地址報名亦可。如申請人數超額，本院將邀請申請人前來面試，日期另行公佈，未獲取錄者將獲退還學費。
(限收二十人)

主 講 人：畢子融先生 M.Sc.(Bank St.)(課程統籌)

黃炎鈴先生 Dip.(Taiwan)(助理統籌)

陳健強先生 H.C.(H.K. Poly.)

陳樹強先生 H.C.(H.K. Poly.)

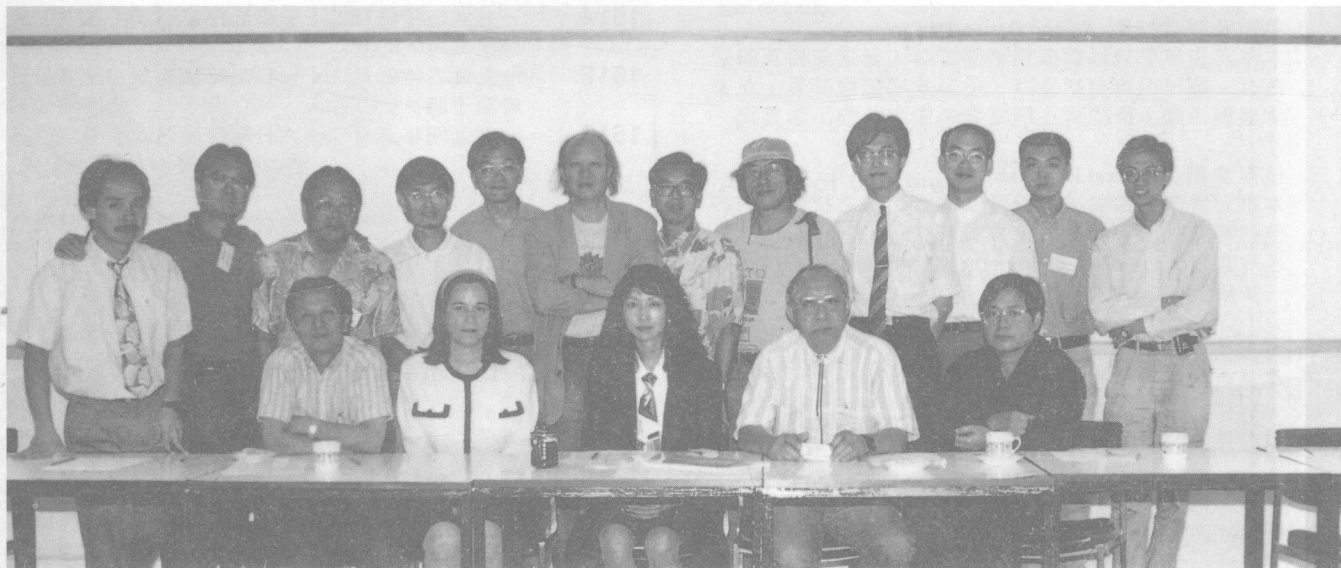
馬桂鴻先生 Post-Grad. Cert.(London)及客席導師

地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)及灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

時 間：一九九四年二月二十五日起每星期五下午六時三十分至九時三十分(「電腦美術設計」一項未必於星期五舉行)

全期學費：八千三百元正(共五十三講，一百五十小時)
(學員須另付材料費)

"Art & Design" part-time tutors at a meeting in September, 1993



Fine Art (Western) 西洋藝術

1518. 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 : Rosalind Gordon, B.A. (N.Y.), M.S. (Indiana)

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

Date : Tuesdays, 8.00-10.00 p.m., commencing March 22, 1994

12 meetings

Fee : \$785

1519. 基本素描 (Basic Drawing)

素描是藝術創作中重要的思想過程，本課程將引導學員利用素描去記錄及分析眼前或腦海中的景象、意念、甚至情緒。討論範圍包括美學及構圖概念、視覺元素、空間處理及材料運用等，學員將會嘗試以木炭、木顏色筆及粉彩作基本練習及實驗。
(限收十八人)

主 講 人：畢子融先生 M.Sc. (Bank St.)

地 點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時 間：一九九四年五月三十一日起每星期二下午五時五十分至七時五十分

全期學費：七百二十元 (共十二講)

教師可獲教育署退還半費。詳參第77頁。

1520. 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 pm, commencing February 21, 1994

10 meetings

Fee : \$850 (including model fee)

Fee Refund : Teachers may apply for a half fee refund for this course. See page 77.

1521. Figure Drawing

Intended for the adult learner with some life drawing experience, this workshop provides an opportunity to explore multiple ways of using the human figure as a source of creative expression. In addition to working with the support of a model, meetings will include slide presentations of acclaimed figurative works and critiques of works-in-progress. The studio is equipped with easels and stands so that students can work comfortably with a range of materials. Please bring materials of your own choice to the first meeting, though fixative sprays are not allowed.

Enrolment is limited to 18

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

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

Date : Tuesdays, 5.50 - 7.50 pm, commencing March 1, 1994

12 meetings

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

1522. 繪畫初階 (Basic Painting Workshop)

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

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

地 點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時 間：一九九四年三月二十一日起每星期一、下午五時五十分至七時五十分

全期學費：七百四十元 (共十二講)

教師可獲教育署退還半費。詳參第77頁。

1523. 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：麥志強先生 M.F.A. (Arizona)
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：一九九四年二月十六日起每星期三下午五時五十分至七時五十分
全期學費：七百四十元 (共十二講)

教師可獲教育署退還半費。詳參第77頁。

1524. 現代繪畫工作坊 (Modern Painting Workshop)

本課程講述繪畫技法訓練，理論及實踐並重，由兩位導師分別領導，旨在培訓學員對現代繪畫的認識。各導師將透過幻燈片欣賞、講解及示範，介紹炭筆、塑膠彩及混合媒介等技法，提高學員的創作技巧及樂趣。每星期學員須完成家課。

(限收十八人)

主 講 人：陳餘生先生，朱興華先生
地 點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時 間：一九九四年六月二十八日起每星期二下午八時至十時
全期學費：七百四十元 (共十二講)

教師可獲教育署退還半費。詳參第77頁。

1525. 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. (HK Poly)
Venue : Room 25, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Saturdays, 2.30 - 4.30 pm, commencing February 19, 1994

12 meetings Fee : \$720

Fee Refund : Teachers may apply for a half fee refund for this course. See page 77.

1526. Relief Printing

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

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

Enrolment is limited to 15

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

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

Date : Saturdays, 2.00 - 5.00 pm, commencing February 19, 1994

10 meetings Fee : \$1,000

Medium of Instruction : English & Cantonese

Fee Refund : Teachers may apply for a half fee refund for this course. See page 77.

Fine Art (Oriental) 中國藝術

1527. 中國黃山寫生班 (Painting on Location at Huangshan, China)

黃山是中國十大風景名勝之一，以奇特的自然景觀著名於世，被譽為「天下第一奇山」，並被聯合國列為世界遺產保護區，自古以來有「五嶽歸來不看山，黃山歸來不看嶽」之佳句稱美黃山。

香港大學專業進修學院和廣州美術學院將聯合主辦黃山寫生班，宗旨是組織香港地區美術愛好者同往黃山寫生，學習中國傳統山水畫寫生技法，同時將學習與旅遊相結合，寓學習於娛樂之中。本班將由廣州美術學院中國畫教授陪同學員出發，在現場講課及指導。學員年齡須在18歲至50歲之間，身體健康並具備一定美術基礎。出發日期在一九九四年六月底。

索取詳細章程

- 請於一九九四年二月一日前寄回郵信封(連同郵票)往香港干諾道中二百號信德中心西翼九樓，並於信封面註明「黃山寫生班」。
- 或於一九九四年二月一日以後親臨信德中心西翼九樓索取。

報名手續

一九九四年二月一日開始接受報名，先到先得，限收十五人。

1528. 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：一九九四年四月二十六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77頁。

1529. 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：一九九四年五月十一日起每星期三下午五時五十分至七時五十分
全期學費：七百二十元 (共十二講)

教師可獲教育署退還半費。詳參第77頁。

1530. 星期日戶外寫生〈初班〉 (Sunday Outdoor Workshop I)

速寫和寫生是藝術工作者自我鍛鍊的好方法，假日旅行寫生更可將藝術納入生活情趣中。本課程其中九講為寫生練習，由兩位導師輪流帶領學員到市區及郊外寫生，其餘三講則留在課室內作畫及評論作品，學員可選用導師提議的媒介或自己慣用之材料繪畫。旅行費用和物料由學員自付。
(限收二十人)

主講人：張若瑟先生、陳球安先生
地點：香港大學專業進修學院市區中心九樓25室，及不同寫生地地點
時間：一九九四年二月二十日起每星期日下午二時三十分至四時三十分
全期學費：七百四十元 (共十二講)

教師可獲教育署退還半費。詳參第77頁。

1531. 星期日戶外寫生〈進修班〉 (Sunday Outdoor Workshop II)

本課程適合速寫經驗人士參加，由兩位導師輪流帶領學員到市區及郊外寫生。課程中有六至八講為寫生練習，其餘時間則留在課室內作畫及評論作品，學員可選用導師提議的媒介或自己慣用之材料繪畫。旅行費用和物料由學員自付。
(限收二十人)

主講人：張若瑟先生、徐子雄先生
地點：香港大學專業進修學院市區中心九樓25室，及不同寫生地地點
時間：一九九四年二月二十日起每星期日上午十時至十二時
全期學費：七百四十元 (共十二講)

教師可獲教育署退還半費。詳參第77頁。

1532. 中文硬筆書法 (Chinese Penmanship Workshop)

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

主講人：翟仕堯先生 B.A. (Taiwan Normal)
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九四年五月二十四日起每星期二下午五時五十分至七時五十分
全期學費：六百元 (共十講)

教師可獲教育署退還半費。詳參第77頁。

1533. 基本書道系列——行草書研習 (Chinese Calligraphy Workshop – Running Script & Cursive Script)

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

主講人：翟仕堯先生 B.A. (Taiwan Normal)
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九四年二月二十二日起每星期二下午五時五十分至七時五十分
全期學費：七百二十元 (共十二講)

教師可獲教育署退還半費。詳參第77頁。

1534. 篆書與隸書 (Chinese Calligraphy Workshop – Seal Script and Clerical Style)

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

主 講 人：葉民任先生
地 點：香港大學專業進修學院市區中心(信德中心西翼九樓)
時 間：一九九四年五月二十四日起每星期二下午五時五十分至七時五十分
全期學費：六百元 (共十講)

1535. 中國書畫裝裱技巧 (一) (Picture Mounting and Framing – Chinese Style, Part I)

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

主 講 人：宋冠成先生
地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時 間：一九九四年五月二十一日起每星期六下午二時十五分至四時十五分
全期學費：四百三十元 (共六講)

教師可獲教育署退還半費。詳參第77頁。

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

本課程為曾修讀「中國書畫裝裱技巧(一)」或略具裱畫知識的人士而設。導師將詳細示範裝裱掛章的完整過程，包括所需之物料如漿糊之製法，各種技巧如托畫心，並講解各種掛章的形式，包括：對聯、一色裱、二色裱、三色裱、宋式裱法及近代日本之裝裱等。材料費由學員自付(約\$150)。
(限收二十人)

主 講 人：宋冠成先生
地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時 間：一九九四年七月九日起每星期六下午二時十五分至四時十五分
全期學費：四百三十元 (共六講)

注意：無論以郵遞或親身報名人士，請將報名表格及支票(抬頭寫「香港大學」)交還藝術及設計科。

教師可獲教育署退還半費。詳參第77頁。

Media Arts 商業美術及設計

1537. 基本平面設計 (Introduction to two-dimensional Design)

基本平面設計研究的對象，是各種視覺藝術(如繪畫、平面設計、插圖、攝影等)背後的基本組織架構及原理。本課程將集中研究點、線、面、肌理、比例、色彩及其他視覺元素與構圖的關係，令學員熟識視覺藝術語言的基本字彙、法則和結構，以便進一步發展學員的視覺感性。課程除著重實際設計工作外，還希望培養學員對研究畫面表現能力的興趣。
(限收二十四人)

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.

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：
一九九四年二月十六日起每星期三下午八時至十時

全期學費：七百二十元
(共十二講)



Students' work being assessed

1538. 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：一九九四年五月二十三日起每星期一下午八時至十時
全期學費：五百八十元 (共八講)

1539. 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), HKIA, RIBA
地點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時間：一九九四年五月十八日起每星期三下午八時至十時
全期學費：七百二十元 (共十二講)

1540. 建築/室內設計專業實習介紹 (The Principles and Professional Practice in Architecture/ Interior Design)

普羅大眾在日常生活中與建築/室內設計常有接觸，例如住家裝修及改建工程等。本課程介紹有關建築/室內設計的原理及工作過程，適合一般有興趣人士及從事建築或室內設計業內人士修讀，學員更可以學習如何策劃及監察專業人士和承建商為自己進行的改建或裝修工程。學員必須用課餘時間做習作，供堂上分析及討論。

本課程內容包括：(一)聘請專業人士；(二)業主要求；(三)設計理論(四)設計過程；(五)圖則及繪畫；(六)建築科技及選用材料；(七)燈光及環境；(八)建築合約簡介；(九)監督施工及財政。

(限收三十人)

主講人：陳漢雲先生 LL.B. (Hons)(London), Dip. Arch., B.A. (Hons), M.A.(Arch.), R.I.B.A.
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九四年五月二十三日起每星期一下午五時五十五分至七時五十五分
全期學費：七百二十元 (共十二講)

1541. 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26室(信德中心西翼九樓)
時間：一九九四年五月十八日起每星期三下午五時五十分至七時五十分
全期學費：六百元 (共十講)

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

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

學習範圍包括兩方面：(一)平面設計原理，包括造型、色彩、構圖等綱要；(二)基本電腦美術設計軟件的認識，包括PageMaker, FreeHand等。學員毋須對電腦有任何知識，惟應對平面設計及電腦應用有濃厚的求知慾。除講解課及示範外，還有約十二小時的電腦操作實習。學員須自付材料費。

(每班限收十二人，每人一機)

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

1542. 一九九四年二月十五日起每星期二及五下午六時至八時

1543. 一九九四年二月十五日起每星期二及五下午八時至十時

1544. 電腦美術設計中階 (An Intermediate Course in Computer Graphics)

本課程適合有設計常識及基本電腦操作經驗的人士修讀，旨在進一步提高學員對電腦美術設計的認識。學員可選擇IBM-compatible或Macintosh系統，深入學習PhotoShop/PhotoStyler。

FreeHand, Corel Draw 等繪圖軟件，每人約有十二小時電腦操作實習。學員須自付材料費。

(限收十二人，每人一機)

主 講 人：畢子融先生 M.Sc.(Bank St.)

陳健強先生 H.C.(H.K. Poly.) 及

電腦美術技術員

地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

時 間：一九九四年二月十七日起每星期四下午八時至十時

全期學費：一千八百元 (共十二講)

Photography 攝影

1545. 基礎攝影 (Basic Photography)

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

(限收二十四人)

主 講 人：陳樹人先生

地 點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時 間：一九九四年二月十八日起每星期五下午七時四十分至九時四十分

全期學費：六百六十元(包括模特兒費)(共十講)

教師可獲教育署退還半費。詳參第77頁。

1546. 攝影進修 (A Guide to Better Photography)

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

(限收二十四人)

主 講 人：陳樹人先生

地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時 間：一九九四年二月十五日起每星期二下午八時至十時

全期學費：六百八十元(包括模特兒費)(共十講)

教師可獲教育署退還半費。詳參第77頁。

1547. Photographic Portraiture for Beginners

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

Enrolment is limited to 20

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

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

Date : Thursdays, 5.50 - 7.50 pm, commencing June 9, 1994

12 meetings

Fee : \$780

Art Appreciation 藝術欣賞

1548. 中國繪畫史導論 (二)：元代至現代 (Introduction to the History of Chinese Painting (Part II): Yuan Dynasty to Twentieth Century)

唐代及宋代是中國繪畫史的全盛時期，當時名家輩出，及至元代，中國繪畫又另有一番風貌。在元人的統治下，面對破碎山河，藝術家只好將內心感情訴諸筆墨之間。明、清以後，不少畫家以承襲傳統為時尚，模仿抄襲古人作品，蔚然成風，陳陳相因，了無新意。迨至清末，石濤、八大等之出現，才稍振頹風。及至清末民初時局動盪，不少學者留學歐美及日本，在革命政治思潮衝激下再加上西風東漸，誕生了不少極有朝氣和創意的藝術家。他們在吸取西方藝術營養之餘，再繼承優良的中國傳統繪畫精神及氣韻，形成了一個新風格。本課程將有系統地介紹元朝至現代中國畫之發展過程及歷代畫家之作品。除在堂上傳閱巨型畫冊及名畫複製品外，導師亦會放映大量珍貴幻燈片，介紹珍藏於台北及北京故宮博物院及其他博物館之作品，藉資參照。

(限收三十人)

主 講 人：徐煥光博士 Ph.D. (Taiwan)

地 點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時間：一九九四年二月二十五日起每星期五下午六時至七時三十分
全期學費：六百八十元（共十五講）

教師可獲教育署退還半費。詳參第77頁。

1549. 西洋美術史導論（二）：後印象主義至後現代主義 (Introduction to the History of Western Art II: Post-Impressionism to Post-Modernism)

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

(限收三十人)

主講人：李筱怡女士 B.A.(H.K.), M.Litt.(Oxon.)
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九四年二月二十四日起每星期四下午八時零五分至九時三十五分
全期學費：七百元（共十五講）

教師可獲教育署退還半費。詳參第77頁。

1550. Introduction to the History of Western Art II : Post-Impressionism to Post-Modernism

The latter part of the nineteenth century was a time of economic, technological and social change when traditional values were challenged. This revolutionary period marked the beginning of the modern age. Its spirit is reflected in the art of the time, which overturned traditional rules and values. This course explores the characteristics of modern art through an in-depth study of various styles and trends such as Fauvism, Cubism, Dadaism, Constructivism, Surrealism, Abstract Expressionism and Pop Art.

The course will be delivered in English but Cantonese may be used if all students enrolled speak Cantonese.

Enrolment is limited to 30

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

Venue : Room 26, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, Hong Kong
Date : Thursdays, 6.30 - 8.00 pm, commencing February 24, 1994

15 meetings • Fee: \$700

Fee Refund : Teachers may apply for a half fee refund for this course. See page 77.

1551. 中國近代繪畫認識及鑑辨 (Looking at Contemporary Chinese Painting : Appraisal and Appreciation)

本課程分兩部份：（一）探討近代中國畫的源流和發展（1840-現代）；（二）分析書畫國際市場，收藏書畫的準則及鑑辨的要訣。學員將有機會欣賞大量珍貴幻燈片，以增強對中國近代書畫的認識，繼而學習以圖表進行鑑辨及考證。並邀請收藏界知名人士與學員進行研討，以增強認識。

(限收二十五人)

主講人：魏天斐先生(文匯報中國書畫版編輯)
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九四年五月二十三日起每星期一下午八時至十時
全期學費：八百三十元（共十二講）

教師可獲教育署退還半費。詳參第77頁。

1552. 西洋藝術初探 (A Brief Survey of Western Art)

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

(限收三十人)

主講人：李筱怡女士 B.A.(H.K.), M.Litt.(Oxon.)
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九四年五月二十一日起每星期六下午四時四十五分至六時四十五分
全期學費：四百八十元（共七講）

教師可獲教育署退還半費。詳參第77頁。

1553. 當代雕塑面面觀 (The Evaluation of Contemporary Sculpture)

現代科技的發展和新的文化條件的出現，都增加了雕塑藝術的內涵和表現性。當代雕塑的意念，表現手法和材料都有別於傳統。本課程透過幻燈片、錄影帶、講授和討論，引導學員對構成這三維空間藝術所採用的物料，觀念和環境條件增加進一步的認識。專題的雕塑家介紹有奈維爾遜(L. Nevelson)，波依斯(Beuys)，依娃凱絲(Eva Hesse)，野口勇(Noguchi)等；此外，亦會逐一帶領學員臥遊紐約和芝加哥的城市雕塑和日本的露天雕塑公園等。

(限收三十人)

主講人：劉霜陽先生 B.F.A., M.F.A. (C.U.H.K.)，信報藝評專欄作者
地點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)
時間：一九九四年五月六日起每星期五下午七時四十分至九時十分
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77頁。

Miscellaneous 其他

1554. 綜合形象設計(Integrated Image Design)

在香港這個國際大都市，個人形象包裝日漸受到重視，除了影視界人士外，其他行業如服務業和商界人士也開始注重個人外貌的修飾，期望有助其事業或人際關係的發展。本課程介紹形象的基本知識，包括服飾、髮型、護膚、化裝、儀態、攝影造形等。導師將集體及個別指導學員如何建立或改善個人形象，並安排替學員個別拍照作分析及比較用途，費用約四十元，由學員自付。(限收二十四人)

主 講 人：吳文正先生 M.Des.(Royal College of Art),
H.D.D.(Distinction), F.C.S.D.(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：一九九四年二月十六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)

1555. 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26室(信德中心西翼九樓)

時 間：一九九四年二月十九日起每星期六下午四時四十五分至六時四十五分

全期學費：六百元 (共十講)

1556. 髮型設計及護理(初班) (Hair Styling and Hair Care I)

本課程專為理髮業內人士及一般有興趣人士提供一套全面的護理頭髮方法，理論及實習並重；內容包括毛髮結構、PH值、分析頭髮性質之方法、理髮用品之類別及特性、頭髮洗、剪、和梳理技巧及電髮程序等。導師可代購工具一套，包括ICE剪刀、假頭、假髮、髮梳、圍巾、電髮水、和電髮卷等。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：一九九四年二月十五日起每星期二下午六時至八時

全期學費：七百二十元 (共十二講)

1557. 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：一九九四年五月十七日起每星期二下午六時至八時

全期學費：七百二十元 (共八講)

1558. 服裝潮流及採購(Fashion Trends and Apparel Merchandising)

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

主 講 人：連龍章先生 F.R.S.A., F.B.S.C., Dip.S.C.M., C&G Teacher's Cert. 及客席導師

地 點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時 間：一九九四年六月九日起每星期四下午八時至十時

全期學費：七百二十元 (共十二講)

1559. 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、噴噴、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：一九九四年二月二十六日起每星期六下午五時三十分至七時

全期學費：八百六十元 (共十二講)

Certificate Course in Pharmacology and Pharmaceutical Management

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

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】。

Certificate Course in Acupuncture

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

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，共約二百零四個學時。開課日期在九月，限收一百人。下次招生日期約在一九九四年五月。

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

基礎醫學證書課程

(Certificate Course in Basic Medical Science)

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

課程是專為中草藥醫師、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。下次招生日期約在一九九四年五月。

1611. 應用中藥學證書課程 (Certificate Course in Applied Chinese Medicines)

本課程之宗旨在為香港執業的中醫師、中藥從業員及有志學習中藥的人仕而設。學員宜具有一定之中藥知識或相應之學歷。曾修讀本學院前舉辦之「實用中藥學」者，當優先取錄。

修讀本課程之學員將會學習中藥之性能、配伍、鑒別與炮製等知識，在中醫學之理論基礎上，運用方劑配伍之規律，學習臨證施藥之指導原則，為進一步研究和使用中藥建立基礎。

本課程由江潤祥教授主持，廣州中醫學院中藥系主任梁頌名教授主講，並專門為此課程編寫講義。課程中個別章節則由江潤祥、關培生、張俊榮及高漢森等講授。關培生先生為課程主任。課程為期十二週，每星期授課三次，每次三小時，共約一百零八學時。開課日期在一九九四年二月，限收四十人。下次招生日期約在一九九四年十月。查詢電話【859 2793】

1612. An Introduction to Traditional Chinese Medicine

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

Topics to be covered will include:

- Development of Traditional Chinese Medicine (TCM);
- Theories of TCM;
- The Meridian System;
- The most commonly used acupressure points for relief;
- Demonstration in the use of unintrusive methods of treatment.

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

Enrolment is limited to 25

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

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

Date : Tuesdays, 2:30 - 4:00 p.m., commencing March 8,
1994

8 meetings

Fee : \$800

English supplemented with Cantonese when necessary.

1613. 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 (HK)

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

Date : Thursdays, 8:00 - 9:30 p.m., commencing March
10, 1994

8 meetings

Fee : \$1,000

English supplemented with Cantonese when necessary.

1614. 人體呼吸系統的生理與疾病 (Physiology and Disorders of Human Respiratory System)

人可以缺少食物達數星期之久而不至死亡，但設若缺少水份只能維持數天的生命，而停止呼吸則最多只能支持數分鐘，可見呼吸對生命的重要。在工作中或日常生活裡氣體中毒主要是指呼吸系統中毒，嚴重時在毫無預感之下突然

失去知覺而導至死亡。這類意外時有發生，皆因對呼吸認識不足所致。本課程主要講解人體呼吸系統的解剖、生理、病理、藥理以及呼吸疾病方面的知識由淺入深做一個全面而概括的介紹，使參加者對呼吸系統有整體的認識。

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

主 講 人：王紀慶醫生

地 點：香港大學邵逸夫樓 209 室

時 間：一九九四年二月二十八日起每星期一下午八時
零五分至九時三十五分

全期學費：三百三十元 (共十講)

1615. 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：蒙豪堅先生 B.Sc., Pharm.(Leicester), M.P.S., M.R.S.H.,
MIP, Pharm.M.

地 點：香港大學專業進修學院市區中心 17 室(信德中心
西翼九樓)

時 間：一九九四年三月一日起每星期二下午六時至七
時三十分

全期學費：四百四十元 (共十二講)

1616. 嬰兒的護理(The First Two Years of Life)

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

主 講 人：香港兒科醫學會會員

主持導師：李明貞醫生

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：一九九四年三月四日起每星期五下午八時至九
時三十分

全期學費：三百三十元 (共十講)

1617. 兒童健康及疾病 (Childhealth & Diseases)

本課程以最簡淺方法討論兒童健康及常見之疾病。內容包括兒童生長過程，及常見的傳染病、先天性缺陷、兒童癌症、意外及兒童精神病等等，適合醫護人員、教師及一般對兒童疾病有興趣之人士修讀。

主 講 人：李尚信醫生 M.B., B.S., D.C.H.(London), M.R.C.P.E.,
F.R.C.P.G.

地點：香港大學邵逸夫樓209室
 時間：一九九四年三月廿三日起每星期三下午八時零五分至九時三十五分
 全期學費：三百五十元（共十講）

1618. 人生各階段營養學 (Nutrition Throughout the Lifecycle)

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

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

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

主講人：許惠卿小姐 R.D.N. (瑪嘉烈醫院社區營養師)
 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：一九九四年三月四日起每星期五下午八時至九時三十分
 全期學費：三百七十元（共十講）

1619. 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：一九九四年六月七日起每星期二下午六時十五分至七時四十五分
 全期學費：二百二十元（共五講）

1620. Management of Urgent Health Problems

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

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

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

Date : Mondays, 8.00 - 9.30 p.m., commencing February 28, 1994

12 meetings

Fee : \$440

首屆中醫進修班全體畢業生和學院負責人、授課老師

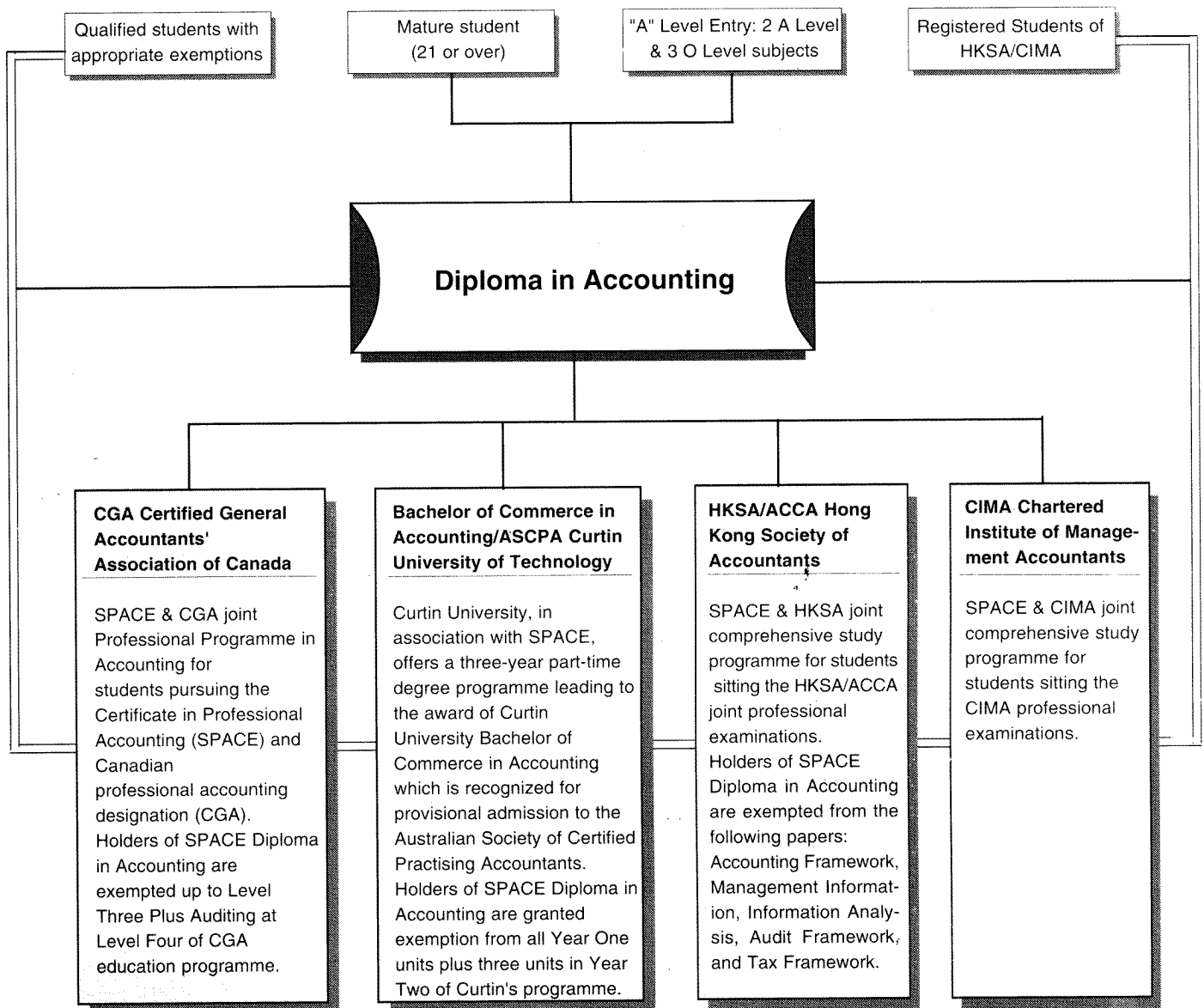


BUSINESS STUDIES

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 Recognition

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

Entry Requirement

An applicant must normally possess one of the following qualifications:

- (1) The SPACE Diploma in Accounting;
- (2) A recognized university degree in accounting or a related subject;
- (3) A professional/higher diploma in accountancy from the Hong Kong Polytechnic, City Polytechnic or other equivalent post-secondary institutions;
- (4) Completion of ACCA level 2 or 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 to 5) of the CGA education programme. The following modules are offered by SPACE:

Level 4 and 5 modules:

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

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

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

Exemptions

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

Teaching

There will be 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 **February 11, 1994 and May 15, 1994 for Session 3 and Session 4 respectively**. Students are encouraged to apply as early as possible as applications are accepted on a first-come-first-served basis for qualified applicants. Late enrolment may be accepted only if places are available.

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

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

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

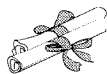
Fees

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

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

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

Diploma Programme in Accounting



Introduction:

The programme is a three-year part-time diploma course which will provide students with a solid foundation in the accounting field. The subjects within the course are so designed that holders of the Diploma can seek exemptions from various professional examinations. Moreover, the subjects are comparable in both content and academic standards to courses at the first levels of undergraduate degree programmes. This feature will facilitate accreditation by overseas universities or other tertiary institutions.

Professional Recognition:

- 1) **At present the Certified General Accountants' Association, of Canada (CGA-Canada) has agreed to grant exemption to holders of the Diploma from level I to III plus Auditing 1 in the CGA education programme.**

- 2) **Curtin University of Technology in Perth, Western Australia, grants exemption to holders of the Diploma from all Year One units plus three units in Year Two of its Bachelor of Commerce (Accounting) Degree Programme.**
- 3) **The Hong Kong Society of Accountants also grants exemption to holders of the Diploma (Exemption awarded under new scheme: Accounting Framework, Management Information, Information Analysis, Audit Framework, Tax Framework).**
- 4) **The Chartered Institute of Management Accountants has agreed to grant exemptions to holders of the Diploma from all Stage 1 papers and the papers of 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 1993/94.

Teaching:

The first term of the 1993/1994 academic year will commence in September 1993 and end in December 1993. The second term will commence in January 1994 and end in April 1994. The summer term will commence in May 1994 and end in August 1994. Classes will be held twice a week in the evenings or Saturday afternoons.

Award of the Diploma in Accounting:

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

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

Application Procedure:

Complete and return to SPACE an application form for the Diploma Programme in Accounting. The closing dates for application are August 31, 1993 for the first term, December 31, 1993 for the second term and April 30, 1994 for the summer term, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from:

- | | |
|---|---|
| 1. School of Professional and Continuing Education (SPACE)
The University of Hong Kong
Suite 1504-05, West Tower
Shun Tak Centre
200 Connaught Road
Central, Hong Kong
Tel: 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 1993/1994 academic year, the fee for Year 1 modules is **HK\$2,500** per module which includes:

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

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

- (1) Comprehensive distance learning, computer-integrated course materials;
- (2) A set of text book;
- (3) Lectures;

- (4) Marking of course assignments;
- (5) Examination; and
- (6) One supplementary examination; if required.

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

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

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

Curtin University Bachelor of Commerce Degree Programme in Accounting



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

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

Applications will be invited from prospective students in April 1994. Classes are expected to commence in July 1994.

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

Please write in for a detailed prospectus enclosing a \$1.40 stamped self-addressed envelope to Curtin Programme, School of Professional and Continuing Education, Univer-

sity of Hong Kong, Suite 1504-05, 15/F., West Tower, Shun Tak Centre, 200 Connaught Road, Central, Hong Kong or call 858 4515.

SPACE/Hong Kong Society of Accountants

Joint Accountancy Programme

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

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

All 14 courses for the three stages of the HKSA/ACCA joint examinations will be offered before each HKSA/ACCA joint examination diet. All courses will commence in mid-March 1994.

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

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

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

SPACE/Chartered Institute of Management Accountants

Joint Management Accountancy Programme

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

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

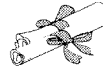
All 16 courses for the four stages of the CIMA examinations will be offered, subject to enrolment. All courses will commence in mid-February 1994.

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

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

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

Diploma Programme in Marketing



Introduction:

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

Programme Structure:

The programme includes instruction and assessment in the following modules:

Compulsory : Marketing Planning and Control
Marketing Management

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

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

Entry Requirement:

Applicants should possess

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

Course Fees:

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

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

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

Award of the Diploma in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE/HKU. The closing date for the second intake in 1993 is **December 31, 1993**, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from:

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



Certificate Programme in Marketing

Introduction:

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

Programme Structure:

The programme includes instruction and assessment in the following modules:

- Fundamentals of Marketing
- Economics
- Business Law
- Statistics
- Practice of Marketing
- Behavioral Aspects of Marketing
- Financial Aspects of Marketing
- Principle & Practice of Selling

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

Entry Requirement:

Applicants with age over 18

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

Applicants with age over 21

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

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

Exemption:

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

Course Fees:

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

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

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

Award of the Certificate in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE. The closing dates for application are August 31, 1993 for the first term, **January 2, 1994** for the second term and May 15, 1994 for the summer term, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from:-

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

Certificate in Administrative Management and Diploma in Administrative Management

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

This part-time lecture programme provides professional training in Administrative Management for students who

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

The Institute of Administrative Management, UK and Administrative Management

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

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

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

Professional Recognition

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

Study Programme

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

Structure of Programme

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

- Module 1: Administration in the Office
- Module 2: Office Systems
- Module 3: Manpower Administration
- Module 4: Office Planning and Control
- Module 5: Information Technology
- Module 6: Administrative Data and Information
- Module 7: Case Study

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

- Module 11: Administrative Management 1
- Module 12: Administrative Management 2
- Module 13: Human Resources Management
- Module 14: Organisational Analysis

Module 15: Advanced Methods & Systems - Integration
 Module 16: Advanced Methods & Systems - Development
 Module 17: Case Study

Plus Two option modules:

- Facilities Management
- Financial and quantitative Methods
- Office Automation

Entry Requirement

Certificate in Administrative Management:

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

Diploma in Administrative Management:

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

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

Exemption

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

Fees

The fee is HK\$1,400 per module for the Certificate Programme and HK\$2,000 per module for the Diploma Programme, which includes lectures and marking of assignments but does not include course materials. The fees for courses commencing in July 1994 will be HK\$1,550 and HK\$2,200 per module for the Certificate Programme and the Diploma Programme respectively.

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.

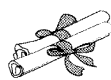
Application Procedure

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

1621. 中國對外經濟貿易研討會 (Seminar: China Trade and Investment)

研討會將於一九九四年三月初在香港和廣州舉行，為期一星期。星期一和星期三晚上六時半至九時半在香港講學兩次。講學內容著重一九九二年春天鄧小平南巡以來，中國對外開放的新格局，對外貿易經營管理的新變化，利用外資的新措施(包括房地產、金融、商業等第三產業如何利用外資)。周末(星期五、六和星期日)到廣州考察和進行研討，由內地外經貿部門的官員和企業家演講，並與眾學員交談。目的在於研討中國改革開放後，特別是一九九二年加快改革開放以來，對外貿易與利用外資等方面的發展、變化，對外經濟貿易現行的體制、政策和法律，以及對中國進行貿易和投資的操作技巧。

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

全期學費：二千九百元(往返廣州的交通費和在廣州的食宿費用，均由學員自費)

其他詳情請向本院查詢。(電話：858 4515)

COURSE NOS. 1622 TO 1626 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.

1622. 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 : Che Hon Wai, H.K.S.A.

Venue : Room 237, University Main Building.

Date : Saturdays, 2.00-3.30 p.m., commencing February 19, 1994

12 meetings

Fee : \$440

Medium of Instruction: Cantonese supplemented with English where appropriate.

1623. 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 February 19, 1994

16 meetings

Fee : \$1,250

1624. Foundation Accounting

This course covers most of the topics in the syllabus for level 1 of the ACCA/HKSA examinations. The main areas of study will be: introductory topics in accounting and the accounting equation; books of prime entry and book-keeping; manufacturing, trading and profit and loss accounts, balance sheets and related adjustments and provisions; bank reconciliation statements; final accounts for sole trader and partnerships; incomplete records; accounting for non-profit-making organizations; introduction to the financial framework of limited companies including the issues of shares and debentures, increase and reduction in capital and simple final accounts for internal uses.

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

Date : Saturdays, 2.30-5.30 p.m., commencing February 19, 1994

12 meetings

Fee : \$830

Medium of Instruction: Cantonese supplemented with English where appropriate.

1625. Intermediate Accounting

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

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

Venue : Room 141, University Main Building.

Date : Saturdays, 2.30-5.00 p.m., commencing February 19, 1994

16 meetings

Fee : \$920

Medium of Instruction: Cantonese supplemented with English where appropriate.

1626. 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 : Fung Mei Fung, B.Bus(Australia), A.S.C.P.A.

Venue : Room 237, University Main Building

Date : Saturdays, 3.30-6.00 p.m., commencing February 19, 1994

14 meetings

Fee : \$850

Medium of Instruction: Cantonese supplemented with English where appropriate.

1627. 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：一九九四年二月二十三日起每星期三下午七時十五分至九時十五分

全期學費：六百元（共十二講，限收四十五人）

1628. Basic Auditing

This is an introductory for those with no knowledge of auditing. It is suitable for those just starting work in this field and particularly for businessmen who need to liaise with auditors. The aim of it is to provide an understanding

of modern practical audit techniques on financial statements. Beginning with principles of auditing, the course will survey existing traditional auditing techniques and take a brief look at recent developments such as computer auditing. International standards and guidelines of practice will be covered as well as the professional duties and legal liabilities of the auditor.

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

Date : Wednesdays, 6.00-7.30 p.m., commencing February 23, 1994

10 meetings

Fee : \$400

1629. 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 February 19, 1994

15 meetings

Fee : \$850

Medium of Instruction: Cantonese supplemented with English where appropriate.

1630. 香港稅務：原理與實際應用 (Hong Kong Taxation: Principles and Practical Procedures)

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

主講人：余汝健先生 C.P.A., F.H.K.S.A., A.A.S.A., A.T.I.H.K.

地點：香港大學專業進修學院市區中心11室(信德中心西翼九樓)

時間：一九九四年二月二十三日起每星期三下午六時十五分至七時四十五分

全期學費：五百八十元（共十五講）

由於專門術語為本，學員須具有英語知識。

9 meetings

Fee : \$550

Medium of Instruction: English supplemented with Cantonese where appropriate.

1631. International Trade

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

Tutor : Wang Man Chi, B.Sc.(HKU)

Venue : Room 121, University Main Building.

Date : Fridays, 7.15-9.45 p.m., commencing February 25, 1994

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.

University of London Graduates Reception Party in January 1992. Facing from left: Professor S. Sutherland (Vice-Chancellor, LU), Professor Wang Gungwu (Vice-Chancellor, HKU), Professor Lee Ngok (SPACE), Mr. J. Cribbin (SPACE), Ms. R. Gosling (LU), Professor T. Nossiter (LU).



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 18

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

- 1641.** Room 230, Knowles Building, HKU
(Workshop) Room 808, K.K. Leung Building, HKU
Date : Tuesdays, 6.30 - 9.00p.m., commencing May 10, 1994
(Workshop) Fridays, 6.00 - 7.30p.m., May 20, 1994
- 1642.** Room 230, Knowles Building, HKU
(Workshop) Room 808, K.K. Leung Building, HKU
Date : Tuesdays, 6.30 - 9.00p.m., commencing May 10, 1994
(Workshop) Fridays, 7.30 - 9.00p.m., May 20, 1994

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

Medium of Instruction: Cantonese supplemented with English

教師實用電腦綜合課程 (Practical Computer Application Course for Teachers)(CIT 001)

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，Edwin Lo
地 點：九龍太子道157號，東平大廈310室(太子地鐵站出口，旺角警署正對面)

- 1643.** 一九九四年二月十八日起每星期五下午六時三十分至九時
1644. 一九九四年三月十七日起每星期四下午六時三十分至九時

全期學費：二千四百元正 (共十二講)

教師可獲教育署退還半費。詳參第77頁。

Introduction to Personal Computer and DOS

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

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

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

- 1645.** (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.
Date : (Workshop) Wednesdays, 6.30-9.30 p.m., February 23, 1994
- 1646.** (Workshop) Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong
Date : (Workshop) Wednesdays, 6.30-9.30 p.m., April 27, 1994
- 1647.** (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon
Date : (Workshop) Wednesdays, 6.30 - 9.30 p.m., June 1, 1994

2 workshops Fee : \$500

Medium of Instruction: English for Course 1647
Cantonese supplemented with English for Courses 1645-6

Each student will be assigned to use one microcomputer.

Remarks : a) Courses 1645 and 1647 are limited to 17.
b) Course 1646 is limited to 16.

Powerful DOS Commands and Techniques

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

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

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

1648. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F, 136A Nathan Road, Kowloon

Date : (Workshop) Wednesdays, 6.30-9.30 p.m., March 23, 1994

1649. (Workshop) Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong

Date : (Workshop) Wednesdays, 6.30-9.30 p.m., May 18, 1994

4 workshops

Fee : \$1,100

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

Each student will be assigned to use one microcomputer.

Remarks : a) Course 1648 is limited to 17.
b) Course 1649 is limited to 16.

Medium of Instruction: English for Course 1649.
Cantonese, supplemented with English for Course 1648.

Introduction to Microsoft Windows (WIMP)

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

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

Enrolment is limited to 22

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

1650. (Workshop) Room 523, Knowles Building, HKU
Date : (Workshop) Mondays, 6.15 - 9.15 p.m., March 21, 1994

1651. (Workshop) Room 523, Knowles Building, HKU
Date : (Workshop) Wednesdays, 6.15 - 9.15 p.m., June 15, 1994

2 workshops

Fee : \$500

Medium of Instruction: English for Course 1651
Cantonese supplemented with English for Course 1650

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 18

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

1652. 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.

Date : Thursdays, 6.45 - 8.45p.m., commencing March 17, 1994

(Workshop) Tuesdays, 6.00 - 8.00p.m., March 22, 1994

1653. 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.

Date : Thursdays, 6.45 - 8.45p.m., commencing March 17, 1994

(Workshop) Tuesdays, 8.00 - 10.00p.m., March 22, 1994

6 meetings & 6 workshops

Fee : \$1,700

Applicants are expected to know some basic concepts about computers.

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

1654. 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 : Tuesdays, 7.00 - 9.30p.m., commencing February
22, 1994

9 meetings

Fee : \$750

Medium of Instruction: Cantonese, supplemented with
English

1655. 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 G3, James Hsioung Lee Science Building,
HKU

Date : Mondays, 8.10 - 9.40 p.m., commencing March 7,
1994

8 meetings

Fee : \$400

II. Application Software

1656. 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

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

6 workshops

Fee : \$1,000

Each student will be assigned to one microcomputer.

Introduction to WordPerfect (CIT 101)

This course provides an introductory training to the versatile word processing software WordPerfect (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).

Enrolment is limited to 16

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

1657. (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., February
22, 1994

1658. (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., March 18, 1994

1659. (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., April 19, 1994

6 workshops Fee : \$1,280

Each student will be assigned to one microcomputer.

Medium of Instruction: English for Course 1658.
Cantonese supplemented with English for Courses 1657 and 1659

1660. WordPerfect in Depth (CIT 101)

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

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

Enrolment is limited to 16

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

Venue : (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., May 20, 1994

6 workshops Fee : \$1,400

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

1661. From WordPerfect for DOS to WordPerfect for Windows

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

Topic includes: Getting Started, formatting document, formatting page, desktop publishing, cooperation for DOS and Windows versions. *Enrolment is limited to 18*

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

Venue : (Workshop) Room 808, K.K. Leung Building, HKU
Date : (Workshop) Wednesdays, 7.00-10.00pm, May 4, 1994

2 workshops Fee : \$500

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

1662. Microsoft Word for Windows (CIT 101)

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

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

Enrolment is limited to 22

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

Venue : (Workshop) Room 523, Knowles Building, HKU
Date : (Workshop) Mondays, 6.15 - 9.15 p.m., April 18, 1994

4 workshops Fee : \$1,000

Students are not required to have prior computer knowledge.

1663. Introduction to WordStar (CIT 101)

WordStar is one of the most common word processing packages for microcomputers. This course provides an introductory training to WordStar 5.5. Hands-on practical experience will be emphasized. Students are not required to have prior computer knowledge.

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

Enrolment is limited to 17

Tutor : T.Y. Kan, B.Sc.(Warwick), M.Sc.(Birmingham), Computer Officer, HKU

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

Date : (Workshop) Saturdays, 2.30-5.00 p.m., April 9, 1994

6 workshops Fee : \$1,000

Each student will be assigned to one microcomputer.

Business Graphical Presentation

Microsoft PowerPoint is a graphical presentation package specially designed for business executive to produce presentation slide on Windows platform. The purposes of the course is to give hands-on experience and demonstration in using the Microsoft PowerPoint package to produce attractive presentation. It is suitable for those who want to produce high quality and professional outlook documents and presentation materials.

Syllabus: Integration of text, spreadsheet data, database information, graphics and images /photos in a single document, production of reports, documents, and presentation slides/transparencies.

Enrolment is limited to 18

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

1664. (Workshop) Room 808, K.K. Leung Building, HKU
(Workshop) Mondays, 6.30 - 9.30 p.m., February 21, 1994

1665. (Workshop) Room 808, K.K. Leung Building, HKU
(Workshop) Fridays, 6.30 - 9.30 p.m., April 8, 1994

3 workshops Fee : \$800

1666. 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, 2.30-5.00 p.m., April 30, 1994

8 workshops Fee : \$1,300

Each student will be assigned to one microcomputer.

LOTUS 1-2-3 (CIT 102)

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

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

Tutor : T.Y. Kan, B.Sc.(Warwick), M.Sc.(Birmingham), Computer Officer, HKU

1667. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.

Date : (Workshop) Tuesdays, 6.30-9.00 p.m., March 1, 1994

1668. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon

Date : (Workshop) Tuesdays, 6.30-9.00 p.m., May 10, 1994

8 workshops Fee : \$1,300

Medium of Instruction: English for Course 1668.
Cantonese, supplemented with English for Course 1667.

Each student will be assigned to one microcomputer.

1669. Introduction to Excel (CIT 102)

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

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

Syllabus: Introduction and Basic Skills, Worksheet, Navigating, Format design, Relative and absolute cell address, Working with multiple worksheets, Formulas, Functions, Databases and Data Forms and 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., May 23, 1994

6 workshops Fee : \$1,500

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

1670. Introduction to FoxBASE+ (CIT 103)

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

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

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

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

Date : (Workshop) Mondays, 6.45-9.15 p.m., February 28, 1994

6 workshops Fee : \$1,050

Each student will be assigned to one microcomputer.

1671. 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

Date : (Workshop) Wednesdays, 7.00-9.30 p.m., February 23, 1994

8 workshops

Fee : \$1,300

No prior computer knowledge is required for this course.

Each student will be assigned to one microcomputer.

Programming in dBASE (CIT 105)

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

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

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

Enrolment is limited to 18

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

1672. Room 7, University Main Building, HKU
(Workshop) Room 808, K.K. Leung Building, HKU

Date : Wednesdays, 6.30 - 9.00p.m., commencing May 11, 1994

(Workshop) Mondays, 6.00 - 8.00p.m., May 23, 1994

1673. Room 7, University Main Building, HKU
(Workshop) Room 808, K.K. Leung Building, HKU

Date : Wednesdays, 6.30 - 9.00p.m., commencing May 11, 1994

(Workshop) Mondays, 8.00 - 10.00p.m., May 23, 1994

6 meetings & 8 workshops

Fee : \$1,700

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

Each student will be assigned to one microcomputer.

Introduction to dBASE IV (CIT 103)

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

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

Enrolment is limited to 17

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

1674. (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., February 25, 1994

1675. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon

Date : (Workshop) Mondays, 6.30-9.30 p.m., April 25, 1994

7 workshops Fee : \$1,400

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 1675.
Cantonese, supplemented with English for Course 1674.

1676. 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 18

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

Venue : (Workshop) Room 808, K.K. Leung Building, HKU
Date : (Workshop) Wednesdays, 6.30-9.30 p.m., May 25, 1994

5 workshops Fee : \$1,100

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

Each student will be assigned to use one microcomputer.

III. Programming 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.

Enrolment is limited to 20

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

1677. Room 7, University Main Building, HKU
(Workshop) Room 101, Run Run Shaw Building, HKU

Date : Wednesdays, 6.30 - 9.00 p.m., commencing March 23, 1994
(Workshop) Tuesdays, 6.00-8.00 p.m., March 29, 1994

1678. Room 7, University Main Building, HKU
(Workshop) Room 101, Run Run Shaw Building, HKU

Date : Wednesdays, 6.30 - 9.00 p.m., commencing March 23, 1994
(Workshop) Tuesdays, 8.00 - 10.00 p.m., March 29, 1994

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

Introduction to C (CIT 105)

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

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

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

Enrolment is limited to 18

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

1679. 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.

Date : Thursdays, 6.45 - 9.15 p.m., commencing May 5, 1994
(Workshop) Tuesdays, 6.00-8.00 p.m., May 17, 1994

1680. 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.

Date : Thursdays, 6.45 - 9.15 p.m., commencing May 5, 1994
(Workshop) Tuesdays, 8.00-10.00 p.m., May 17, 1994

6 meetings & 6 workshops

Fee : \$1,750

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

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

PC Assembly Language and Systems Programming (CIT 105)

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

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

Syllabus: Basic computer concepts, number systems and overview of the 8088 microprocessor family; 8088 microprocessor instruction set and addressing modes; Microsoft Macro Assembler and related utilities; Relations and interfaces between high level languages and assembly language; Introduction to programming with DOS internals and system calls; Introduction to programming with PC hardware and BIOS function calls. *Enrolment is limited to 16*

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

1681. 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

Date : Thursdays, 6.30-9.00 p.m., commencing May 5, 1994
(Workshop) Mondays, 6.15-8.00 p.m., May 16, 1994

1682. 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

Date : Thursdays, 6.30-9.00 p.m., commencing May 5, 1994
(Workshop) Mondays, 8.00-9.45 p.m., May 16, 1994

10 meetings & 10 workshops

Fee : \$1,950

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

IV. Computer Networking/Data Communication

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.

1683. 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

Date : Thursdays, 6.30-9.00 p.m., commencing March 3, 1994
(Workshop) Mondays, 6.15-8.00 p.m., March 14, 1994

1684. 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

Date : Thursdays, 6.30-9.00 p.m., commencing March 3, 1994
(Workshop) Mondays, 8.00-9.45 p.m., March 14, 1994

8 meetings & 5 workshops

Fee : \$1,500

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

- 1685.** (Workshop) Training Centre of Wealthland Consultants & Management Ltd. Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.
(Workshop) Saturdays, 2.30 - 5.00 p.m., February 26, 1994

- 1686.** (Workshop) Training Centre of Wealthland Consultants & Management Ltd. Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.
(Workshop) Fridays, 6.30 - 9.00 p.m., May 6, 1994

8 workshops Fee : \$1,750

Entrance Requirement: Participants should have some exposure to local area network environment and will expect to take up administration role in a near future.

Medium of instruction: English for Course 1686
Cantonese supplemented with
English for Course 1685

V. Computer Aided Design/ Drafting

1687. 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 209, Run Run Shaw Building, HKU
Date : Tuesdays, 8.10 - 9.40 p.m., commencing March 1, 1994

14 meetings Fee : \$650

Medium of Instruction: Cantonese supplemented with English

AutoCAD Basic Drafting

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

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

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

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

- 1688.** (Workshop) Room 314, Knowles Building, HKU
(Workshop) Mondays and Wednesdays, 6.30 - 9.30 p.m., March 7, 9, 14, 21, 23, 1994
- 1689.** (Workshop) Room 314, Knowles Building, HKU
(Workshop) Mondays and Wednesdays, 6.30 - 9.30 p.m., April 6, 13, 20, 25, 27, 1994
- 1690.** (Workshop) Room 314, Knowles Building, HKU
(Workshop) Mondays and Wednesdays, 6.30 - 9.30 p.m., June 22, 27, 29, July 4, 6, 1994

5 workshops Fee : \$1,350

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

Medium of Instruction: English for Course 1690
Cantonese with English terminologies for Course 1688, 1689

1691. AutoCAD Advanced Drafting

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

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

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

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

Venue : (Workshop) Room 314, Knowles Building, HKU
(Workshop) Mondays and Wednesdays,
6.30 - 9.30 p.m., May 4, 9, 11, 16, 18, 1994

5 workshops Fee : \$1,350

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

1692. AutoCAD 3D

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

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

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

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

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Mondays and Wednesdays, 6.30 - 9.30 p.m., May 25, 30, June 1, 6, 8, 1994

5 workshops Fee : \$1,350

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

1693. AutoCAD Customisation

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

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

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

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

Venue : (Workshop) Room 314, Knowles Building, HKU
(Workshop) Tuesdays and Thursdays, 6.30 - 9.30 p.m., June 9, 16, 21, 23, 28, 1994

5 workshops Fee : \$1,450

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

1694. 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
(Workshop) 6.30 - 9.30 p.m., March 1, 8, 15, 22, 28, 29, April 11, 12, 1994

8 workshops Fee : \$2,000

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

1695. 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
(Workshop) Tuesdays, 6.30 - 9.30 p.m., April 26, 1994

7 workshops Fee : \$2,000

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

1696. Introduction to Wavefront Visualization

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

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

Enrolment is limited to 9

Tutor : J.W. Bradford, B.Arch.(V.P.I.), M.Arch.(V.P.I. & State), Lecturer, HKU

Venue : (Workshop) Room 314A, Knowles Building, HKU
Date : (Workshop) Wednesdays, 6.30 - 8.30 p.m., March 23, 1994

8 workshops Fee : \$1,500

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

VI. System Analysis & Design/ Project Management

1697. Structured Systems Analysis and Design Method (SSADM)

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

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

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

Syllabus: SSADM Philosophy, Principles and Concepts; Modules, Stage and Step Descriptions; Data Flow Modelling; Relational Data Analysis, Logical Data Modelling; Function Definition; Specification Prototyping; Entity Event Modelling; Logical Database Process Design; Dialogue Design; Physical Data Design & Physical Process Design; Project Procedures; Documentation and Quality Assurance Reviews. *Enrolment is limited to 30*

Tutor-in-charge: N.K.K. Fok, K. Huan, W. Chan, K. Chan

Venue : Room 230, Knowles Building, HKU
Date : Wednesdays, 6.30 - 9.00 p.m., commencing March 2, 1994

20 meetings Fee : \$2,200

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

1698. 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 18

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) Thursdays, 6.30 - 9.30 p.m., June 9, 1994

5 workshops Fee : \$1,750

VII. Chinese Computing

1699. 中文電腦基本概念及倉頡輸入法 (Elementary Chinese Computing & Dragon Input Method)

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

本課程適合一般電腦從業員或對中文電腦有興趣之人士參加。

主 講 人：鄧文榮先生 Dip. Soc. (H.K.), B. Sc. (Winnipeg)
地 點：香港大學鈕魯詩樓 230 室
時 間：一九九四年四月三十日起每星期六下午二時三十分至五時
全期學期：五百五十元 (共十講)

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

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

主 講 人：陳耀輝先生
地 點：九龍彌敦道 136 號 A，尖沙咀街坊福利會 2 字樓 4 室

1700. 一九九四年二月十七日起每星期四下午六時三十分至九時三十分
1701. 一九九四年四月七日起每星期四下午六時三十分至九時三十分
1702. 一九九四年五月二十六日起每星期四下午六時三十分至九時三十分

全期學費：一千二百五十元 (共六講)

VIII. Object Oriented Approach

1703. 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 : Room 230, Knowles Building, HKU
Date : Fridays, 6.45 - 8.45 p.m., commencing April 29, 1994

5 meetings Fee : \$400

IX. Day Time Intensive Training

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: Mr Zwicky Cheung for Courses 1704-5.
Mr Bruce Cheung for Courses 1706-7.

1704. Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

Date : (Workshop) Mondays, Wednesdays and Fridays, 1.00 - 2.00 p.m., February 21, 1994

1705. (Workshop) Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

Date : (Workshop) Mondays, Wednesdays and Fridays, 4.00 - 6.00 p.m., April 6, 1994

1706. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.

Date : (Workshop) Mondays, Wednesdays and Fridays, 1.00 - 2.00 p.m., March 28, 1994

1707. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.

Date : (Workshop) Mondays, Wednesdays and Fridays, 4.00 - 6.00 p.m., June 1, 1994

Fee : \$540

Remarks: a) Courses 1704 and 1706 have 6 workshops.
b) Courses 1705 and 1707 have 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 : Mr Zwicky Cheung for Courses 1708-9.
Mr Bruce Cheung for Courses 1710-1.

1708. (Workshop) Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

Date : (Workshop) Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., March 14, 1994

1709. (Workshop) Training Centre of Wealthland Consultants & management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

Date : (Workshop) Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., June 1, 1994

1710. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.

Date : (Workshop) Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., May 16, 1994

1711. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.

Date : (Workshop) Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., April 18, 1994

Fee : \$1,080

Remarks: a) Courses 1708 and 1710 have 12 workshops.
b) Courses 1709 and 1711 have 6 workshops.

Introduction to dBASE IV (CIT 103)

dBASE IV is a very useful and powerful database management package for PCs. This course provides an introduction to it.

Topics include: create database; file relation; report generation; create label; simple file handling; screen format design; data manipulation. *Enrolment is limited to 17*

Tutor-in-charge: Mr Zwicky Cheung for Courses 1712-3.
Mr Bruce Cheung for Courses 1714-5.

1712. (Workshop) Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

Date : (Workshop) Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., April 15, 1994

1713. (Workshop) Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

Date : (Workshop) Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., May 16, 1994

1714. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.

Date : (Workshop) Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., June 17, 1994

1715. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.

Date : (Workshop) Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., March 14, 1994

Fee : \$1,080

Remarks: a) Courses 1712 and 1714 are limited to 12 workshops.
b) Courses 1713 and 1715 are limited to 6 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: Mr Zwicky Cheung for Courses 1716-7.
Mr Bruce Cheung for Courses 1718-9.

1716. (Workshop) Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

Date : (Workshop) Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., May 16, 1994

1717. (Workshop) Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

Date : (Workshop) Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., April 18, 1994

1718. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.

Date : (Workshop) Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., February 21, 1994

1719. (Workshop) Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.

Date : (Workshop) Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., March 30, 1994

Fee : \$1,080

Remarks: a) Courses 1716 and 1718 have 12 workshops.
b) Courses 1717 and 1719 have 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(1720-1)
張少能先生(1722-3)

地點：(1720-1) 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
(1722-3) 九龍彌敦道136號A，尖沙咀街坊福利會2字樓4室

1720. 一九九四年六月十五日起每星期一、三、五下午一時至二時 (共十二講)

1721. 一九九四年三月十四日起每星期一、三、五下午四時至六時 (共六講)

1722. 一九九四年四月十五日起每星期一、三、五下午一時至二時 (共十二講)

1723. 一九九四年五月十六日起每星期一、三、五下午四時至六時 (共六講)

全期學費：一千零八十元正

X. SPACE Certificate Courses



Certificate Course in Digital Computer Programming

This course is designed for people with no previous knowledge of computer programming. It aims to provide a thorough grounding in programming techniques and to train independent computer programmers. Preference will be given to applicants to whom the skills taught will be of direct relevance.

Syllabus:

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

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

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

DBase as the first database system: relational database concepts and manipulation, elementary dBASE programming, selected advanced topics including programming in online environment, introduction to Clipper.

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

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

Enrolment is limited to 20

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

1724. Room 209, Run Run Shaw Building, HKU
(Workshop) Room 201, Run Run Shaw Building, HKU

Date : Thursdays, 8.10 - 10.00 p.m., commencing April 7, 1994

(Workshop) Mondays, 6.00 - 8.00 p.m., April 25, 1994

1725. Room 209, Run Run Shaw Building, HKU
(Workshop) Room 201, Run Run Shaw Building, HKU

Date : Thursdays, 8.10 - 10.00 p.m., commencing April 7, 1994

(Workshop) Mondays, 8.00 - 10.00 p.m., April 25, 1994

25 meetings & 24 workshops

Fee : \$4,800

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

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

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. **Closing date for application: March 15, 1994.**

1726. Certificate Course in Database Design and Management

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

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

Enrolment is limited to 20

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

Venue : Room 230, Knowles Building, HKU

(Workshop) Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., HK.

Date : Fridays, 6.30-9.30 p.m., commencing June 10, 1994
(Workshop) Thursdays, 6.00-10.00 p.m., July 7, 1994

16 meetings & 12 workshops

Fee : \$5,000

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

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

Please use special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. **Closing date for applications: 20 May, 1994.**

Certificate Course in Advanced UNIX

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

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

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

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

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

Syllabus:

UNIX System Architecture

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

UNIX Programming Environment

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

UNIX Communication

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

UNIX Networking

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

System Administration and Security

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

The X Window system

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

Enrolment is limited to 17

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

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

1727. Room 230, Knowles Building, HKU
(Workshop) Room 835, Knowles Building, HKU
Date : Mondays, 6.30 - 9.30 p.m., commencing March 14, 1994
(Workshop) Wednesdays, 6.00 - 8.00 p.m., April 27, 1994

1728. Room 230, Knowles Building, HKU
(Workshop) Room 835, Knowles Building, HKU
Date : Mondays, 6.30 - 9.30 p.m., commencing March 14, 1994
(Workshop) Wednesdays, 8.00 - 10.00 p.m., April 27, 1994

26 meetings & 28 workshops Fee : \$6,900

Entry Qualification: This course is an advanced course. Participants are assumed to have a solid background in computer principles and applications, UNIX and C programming. Enrolment is by selection. Closing date for applications: February 28, 1994.

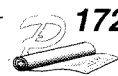
Each student will be assigned to a Sun SPARC colour workstation which is further supported by a Sun SPARC 670MP multiprocessor server through the network.

Assessment:

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

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

XI. Academic Award/Professional Training Programmes



**1729. Postgraduate Certificate
Course in Computing Studies**

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

(Additional UNIX workshops will be assigned as necessary).

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

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

Part II: Tuition in Australia, Department of Computer Science, Melbourne University

Students passing the two papers in Part I will spend 4 weeks from January 23 to February 18, 1995 inclusive at the University of Melbourne in Australia. This will be a period of intensive practical activity and will provide students with an opportunity to obtain experience with advanced computer systems.

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

Examination for Part II : The examination will be held in Melbourne in February.

Tuition Fee: HK\$ 23,000 (for Part I & Part II)

Course Directors: Mr. Danny Tang, Manager, Computing Information Centre, University of Science of 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 Graduate Diploma (a three-semester (1.5 years) to five-semester (2.5 years) 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 and Continuing Education will be deemed by the University of Melbourne to have partially fulfilled the requirements of the Graduate Diploma in Computing Studies offered by that University (holders of the Postgraduate Certificate will be deemed to have completed the first half of the Graduate Diploma programme).

Travel and Accommodation

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

Entry qualification:

Applicants should be either:

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

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

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

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

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

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

Award of the Postgraduate Certificate in Computing Studies:

Students will be awarded a Certificate provided that:

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

Application

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

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

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

Closing date for application: January 12, 1994.

Interested persons are invited to attend an information session on January 8, 1994 (Saturday), 12.00 noon at Room 11, 9/F., Shun Tak Centre.

Further Studies:

- A student enrolled on the Postgraduate Certificate of Computing Studies at the School of Professional and Continuing Education, University of Hong Kong may apply (with evidence of satisfactory progress in the Postgraduate Certificate course) for enrolment in the Graduate Diploma in Computing studies in the University of Melbourne and, after payment of the appropriate fee (currently AUS\$6,300) to the University of Melbourne, complete the Graduate Diploma in the period March 1995 - June 1995 (inclusive) at the University of Melbourne. The closing date for applications to enrol in the Graduate Diploma in Computing Studies, Melbourne University for this 4-month completion period is October 1994.
- Holders of the Postgraduate Certificate in Computing Studies may enrol in the second half of the Graduate Diploma programme at the University of Melbourne after paying the appropriate fee.

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

Date : Fridays, 6.30 - 9.30 p.m., commencing March 11, 1994 (Workshop) Wednesdays/Thursdays, 6.00 - 10.00 p.m., April 6, 1994

24 meetings & 26 workshops

Fee : \$23,000



Diploma in Information Technology

Introduction:

This Diploma course is offered by the School of Professional and Continuing Education, University of Hong Kong and its aim is to provide professional training in computing subjects related to information management. It is designed both for graduates of other disciplines whose work involves significant use of computing for data processing and information management and for computer studies teachers in secondary schools. This course also provides a fundamental computing background for those wishing to pursue a higher degree in the area of Information Studies.

Course Structure:

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

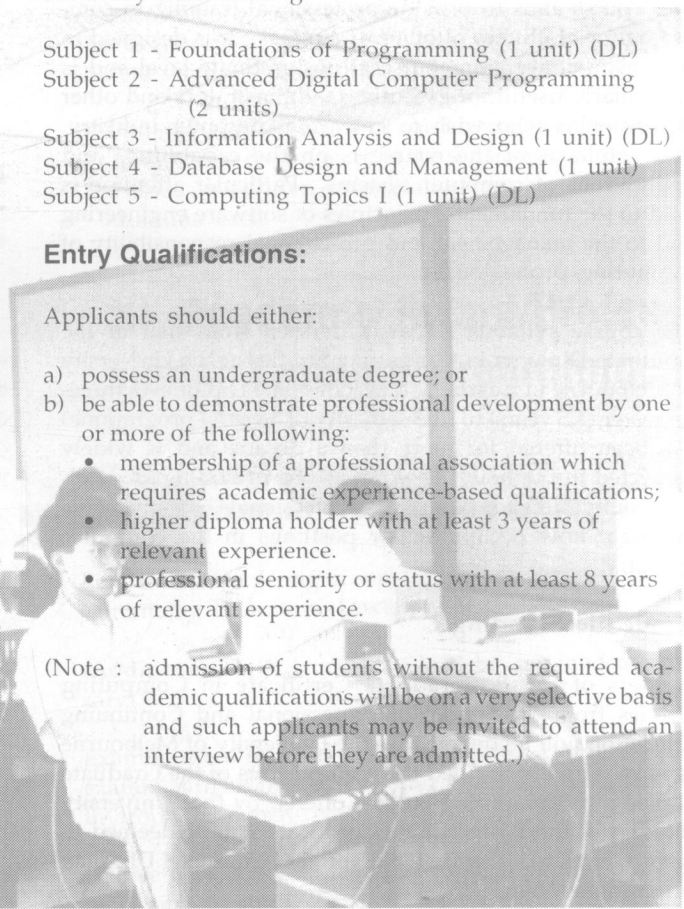
- Subject 1 - Foundations of Programming (1 unit) (DL)
- Subject 2 - Advanced Digital Computer Programming (2 units)
- Subject 3 - Information Analysis and Design (1 unit) (DL)
- Subject 4 - Database Design and Management (1 unit)
- Subject 5 - Computing Topics I (1 unit) (DL)

Entry Qualifications:

Applicants should either:

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

(Note : admission of students without the required academic qualifications will be on a very selective basis and such applicants may be invited to attend an interview before they are admitted.)



Study Schedule and Fee:

The course will commence in July each year. The duration of studies will normally be 15 months (July to September of the following year).

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

Fee should be paid in two instalments, one in June and the other in February. The fee for the 93-94 programme is HK\$20,000 per instalment.

Exemptions:

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

Assessment:

Assessment will be based on the following:

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

Access to Further Studies:

- Those who successfully complete the SPACE Diploma in Information Technology course may subsequently be admitted to the Graduate Diploma of Information Technology (Information Systems) course offered by Charles Sturt University. Students with an interest in this option may apply for registration on this Graduate Diploma course at the beginning of their Diploma studies so that they may carry on with their studies immediately following the award of the SPACE Diploma. The Graduate Diploma course may be completed in Hong Kong by distance learning by taking 2 more units. The fee for these two final subjects will be about A\$650 per subject.
- The Charles Sturt University Graduate Diploma of Information Technology (Information Systems) entitles holders to enter the Charles Sturt University Master of Applied Science (Information Studies) course with exemptions in six subjects of stage 1 studies. This Master's course is offered in Hong Kong as an external programme of Charles Sturt University.

Application (around April, 1994)

Details of course arrangement will be announced later. Persons interested in this course should send a self-addressed

envelop to Ms Alice Wong, School of Professional & Continuing Education, University of Hong Kong.

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

Introduction

The School of Professional and Continuing Education (SPACE) is the provisionally 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

- satisfy the London University's general entrance requirements;
- have reached a level of competence in Mathematics (a pass at GCE A-level in a Mathematical subject, or a pass 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:

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

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

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

(Subjects to be offered will be announced later)

Examination

Examinations will be held once a year commencing in mid-May 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 access to the library facilities of the University of Hong Kong.

CIS101. Introduction to Computers and Computer Programming (C.313)

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

CIS102. Mathematics for Computing (C.314)

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

CIS103. Principles of Business Computing and the Nature of Business Systems (C.315)

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

CIS104. Data, Information and Information Storage (C.316)

Systems concepts, data, information, knowledge, information systems, relational algebra, data modelling, codes, data representation, data manipulation, data input, forms de-

sign, data output, knowledge representation, optical storage technologies.

CIS205. Databases (C.317)

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

CIS206. Programming Languages, Information Representation and Processing (C.318)

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

CIS207. Systems Development Methodologies (C.319)

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

CIS208. Telecommunications and Computer Communications (C.320)

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

Teaching Venue

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

Fee

Course fee to SPACE	1993-94 HK\$5,300 per subject
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Application fee to the University of London	£35
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Registration fee to the University of London	£350
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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 who have the qualifications listed below will be given automatic exemption from the units indicated:
 - (a) British Computer Society part I - all level 1 courses (CIS101-104)
 - (b) NCC International Higher Diploma - CIS 103, also CIS 101 provided the student can prove competence in PASCAL.
 - (c) City Polytechnic of Hong Kong Higher Diploma in Computer Studies - all level 1 courses (CIS101-104).

Application forms and further details can be obtained from:

- | | |
|---|---|
| <p>(1) SPACE Town Centre,
Suite 1504-5, 15/F.,
Shun Tak Centre, West Tower,
200 Connaught Road Central,
Hong Kong.</p> <p>(Tel: 858 4515)</p> | <p>(2) University Office,
Room 1, G/F.,
University Main Bldg.,
Pokfulam Road,
Hong Kong.</p> <p>(Tel: 859 2418)</p> |
|---|---|

XII. Windows Applications Development

1730. 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 18

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) Room 808, K.K. Leung Building, HKU
(Workshop) Wednesdays, 6.30 - 9.30 p.m., March 9, 1994

7 workshops Fee : \$1,400

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.

XIII. 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:

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

E) 105 Programming

SPACE courses to be designated as CIT module in Programming:

- Microcomputer Programming for Beginners (With Workshops)
- Introduction to C
- Advanced Programming Using C
- Programming in dBASE
- PC Assembly Language and Systems Programming

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

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

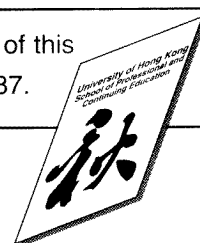
IN-HOUSE TRAINING COURSES

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

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。

In order to receive the next issue of this Prospectus, please turn to page 87.



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 "an 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, and text books. The programme is designed to develop the knowledge and skills of construction and property professionals be they consultants, contractors or suppliers or working in clients' organisations. The course is of value to professionals working in either the public or private sectors of the industry.

COURSE DURATION

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

COURSE FORMAT

Course Modules and Residential Schools

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

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

Workbooks, Readings, Textbooks and Video Tapes are provided.

METHODS OF ASSESSMENT

The MSc is assessed by way of Assignments, Case Studies, Weekend School 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 available.

ENTRY REQUIREMENTS

Applicants should have the following:

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

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

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

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

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

COURSE APPLICATIONS

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

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

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

COURSE FEES

University Registration

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

Modules

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

Dissertation

All students pay the dissertation supervision fee after successful completion of the four Modules. In 1993/94 the dissertation fee is \$6,000. All fees are reviewed on an annual basis.

Certificate in Criminal Justice



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

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 professionally-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; study skills tutorials are held normally on one further evening monthly. There will also be periods of intensive evening study and a few further whole-day sessions. 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 monthly 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.

Tutors : The course is taught by 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 19 September 1994

Fee: \$9,400



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) Comparative Policing Systems
- (e) The Geography of Disorder
- (f) Punishment and Society
- (g) Sociology of Gender
- (h) Sociology of Deviance and Dissent
- (i) Popular Culture and the Mass Media
- (j) 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 1996.

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 1994. 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 1995 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.

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.

Applications should be made on the special application form which may be obtained from:

The Director (Attention: Ms Emily Chin),
School of Professional and Continuing Education,
University of Hong Kong,
Pokfulam Road,
Hong Kong. (Telephone: 540 7430)

A course prospectus is available from Ms Chin.

Closing date for receipt of completed application forms:
Monday 30 May 1994.

Payable to the University of Leicester

Registration (payable in first year)	£220
Continuation (payable in second year)	£115

Payable to the University of Hong Kong

Application (non-refundable)	\$100
Tuition (per annum; payable in two instalments)	\$24,500
Examination (per paper)	\$825

Fees are subject to revision.

The Application fee is payable on first application. The Registration fee and the first instalment of the Tuition fee are payable on acceptance; the second instalment of the Tuition fee is payable by 1 January 1995. Examination fees are payable in respect of each Core and Option paper taken, and in respect of the Dissertation.



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.

354. UNIVERSITY OF LONDON



School of Oriental and African Studies MSc in Financial Economics for External Students

Introduction

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

Distance Teaching Support

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

To help students cope with distance learning, tutorial sessions will be held 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 and examinations.

Course Structure

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

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

The remaining three courses must be taken in the second year but it 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 1995 are:

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

Course Materials and Assessments

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

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

Each course in the MSc programme is assessed both by a final examination and by "continuous assessment" of course assignments which are graded and extensively commented upon by experienced correspondence tutors in the UK. Each component of the course – the examination and the course assignments - counts for fifty per cent of the students' final assessment grade, and both must normally be passed for successful course completion.

Entrance Requirements

Applicants must hold a Bachelor's degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance or Business Studies.

Application Procedures and Fees

The course is expected to commence in January/February 1994. The course fee for Year I is £3,058 (the course fee includes London University registration and examination fees, course materials and local tuition). Costs of duplicating video/audio cassettes and administrative expenses of an extraordinary nature shall be billed separately, when the need arises.

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
Suite 1504-05, Shun Tak Centre
West Tower, 15/F.
200 Connaught Road Central
Hong Kong.

Closing date for first batch : October 29, 1993
Closing date for second batch : December 31, 1993

Enquiries on the course should be directed to:

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

**Teaching Consultant: Ho, Y. K., B.Econ (Malaya), F.C.I.I.
(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 | 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.

University of London External



BSc(Economics) Revision Courses

Revision courses for the following subjects in Parts II/III of the BSc(Econ) degree programme will be taught in March, 1994 by examiners/lecturers from the UK.

- 1756. Elements of Accounting and Finance (L.U.Syllabus No. 19)**
- 1757. Macroeconomics (L.U.Syllabus No. 65)**
- 1758. Microeconomics (L.U.Syllabus No. 66)**
- 1759. Marketing (L.U. Syllabus No. 36)**
- 1760. Computer-based Information Systems (L.U.Syllabus No. 37)**
- 1761. Management Accounting (L.U. Syllabus No. 31)**

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

1762. Distance Learning Course on China's Tax System

Introduction

The current rapid economic expansion, particularly in Guangzhou and the special economic zones of the PRC has added much impetus to the growth of the Hong Kong economy. There has also been an enhanced level of trade between the Hong Kong and PRC business communities which has been spurred by two principal factors; firstly, the desire to participate in the economic growth in the PRC and, secondly, the advantage for Hong Kong industry to shift its manufacturing base to the Southern China hinterland where labour and land costs are significantly less prohibitive. Coupled with this, there is no doubt that the imminent integration of the Hong Kong economy with the PRC economy would call for an urgent necessity to understand the PRC economic and fiscal systems.

With this inevitable economic development, it is now timely for SPACE, in collaboration with the Taxation Institute of Hong Kong and the Guangdong Taxation Society to offer a part-time distance learning course on China's Tax System. This course is very relevant for entrepreneurs who are currently trading with or intend to operate in the PRC. This course is also suitable for tax consultants, professionals and members of the general public who need to learn about the latest update of the PRC tax system. The syllabus of the course covers a comprehensive spectrum of topics, such as, taxation principles and systems, legislation, and tax administration of both local and foreign enterprises operating in the PRC.

Teaching Support

Well qualified and experienced tutors from the Guangdong Taxation Society will, over a six-month period, make three visits to Hong Kong to conduct tutorials. Students will also be given five assignments which will be assessed by the Guangzhou tutors. To supplement the course, students will also take an optional day trip to Guangzhou (or Shenzhen) for a study tour of the PRC tax system. SPACE will provide support services such as registering students, administering the assignments and examination and liaison with the Guangzhou tutors on course materials.

Course Structure

**Director of Studies : Patrick S. W. Kwong, B.B.A.
(CUHK), FCCA, AHKSA**

Topics covered in the course generally encompass the following:

- general principles of PRC taxation
- characteristics of the PRC tax system, tax administration and legislation
- various types of product tax, business tax, resources tax, individual income adjustment tax, real estate tax, land use tax, adjustment tax on fixed asset investment, value-added tax

- taxation on foreign enterprises, the taxable areas and tax rates
- preferential income tax of foreign investment enterprises and foreign enterprises
- tax incentives on consolidated industrial and commercial tax
- land tax on foreign enterprises

Course materials are written in Chinese.

Assessments and the Award

Students will be continuously assessed on 5 assignments. At the end of the course, students will also be required to sit for a two-hour examination. Upon successful completion of the course, students will be issued a Certificate of Achievement, jointly awarded by the University of Hong Kong, the Taxation Institute of Hong Kong and the Guangzhou Taxation Society.

Entrance Requirements

There are no entrance requirements for this course.

Application Procedures and Fees

The course is expected to commence in February/March 1994. The course fee is HK\$4,200, covering the course materials, three tutorials in Hong Kong and examination fees. Expenses incurred in connection with the student's visit to Guangzhou (or Shengzhen) shall be personally borne by each student. Application forms can be obtained, and shall be completed and returned with a crossed cheque or bank draft for HK\$4,200, made payable to the University of Hong Kong on or before **January 31, 1994**, at the following address:

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

Enquiries on the course shall be directed to :

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

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

The medium of instruction for this course is Cantonese.

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:-



The 1993 Presentation Ceremony for the LSE Dip. Econ. and London University B.Sc.Econ.

Courses to be offered:

- 1763-1764. Equity Analysis(8 meetings)
- 1765-1766. How To Read Financial Statements(8 meetings)
- 1767-1768. Trading in Futures & Options(8 meetings)
- 1769-1770. Introduction To Technical Analysis(8 meetings)
- 1771-1772. Bonds, Interest Rates & Forex(8 meetings)
- 1773-1774. 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

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 European 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 became an investment adviser since 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.

Equity Analysis

This course is designed suitably for the Investment Analyst, Funds Managers, Accountants, and those members of the general public who are interested in investment. Topics covered include introduction to risk premium, internal rate of return & growth rate, present value, PE/ DDM/ NAV/ LIQUIDATION VALUE/ MARKET VALUE/ COMPARABLE APPROACH/ CASH FLOW APPROACH, systematic risk & unsystematic risk, business cycles, interest rate parity theorem & covered warrants. Upon completion of this course, students are expected to show ability to forecast as a **junior fundamentalist**.

Tutor : Roland C. C. Lam

Course No. 1763

Venue : To be announced

Date : Tuesdays, 7.00-9.00 p.m., commencing February 22, 1994

Course No. 1764

Venue : To be announced

Date : Tuesdays, 7.00-9.00 p.m., commencing May 31, 1994

8 meetings

Fee: \$800

Medium of Instruction: Cantonese supplemented with English

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

Course No. 1765

Venue : To be announced

Date : Fridays, 7.00-9.00 p.m., commencing February 25, 1994

Course No. 1766

Venue : To be announced

Date : Fridays, 7.00-9.00 p.m., commencing June 3, 1994

8 meetings

Fee: \$800

Medium of Instruction: Cantonese supplemented with English

Trading in Futures & Options

This course is specifically designed for those members of the general public who are interested in trading in commodity futures contracts and related options, as well as for personnel engaged in the investment industry. Topics covered include trading mechanics, factors affecting futures and options price movements, hedging, risk management and speculation. 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.

Tutor : Gordon K. L. Ng

Course No. 1767

Venue : To be announced

Date : Wednesdays, 7.00-9.00 p.m., commencing February 23, 1994

Course No. 1768

Venue : To be announced

Date : Wednesdays, 7.00-9.00 p.m., commencing June 1, 1994

8 meetings

Fee: \$800

Medium of Instruction: English supplemented with Cantonese

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

Course No. 1769

Venue : To be announced

Date : Saturdays, 2.30-4.30 p.m., commencing February 26, 1994

Course No. 1770

Venue : To be announced

Date : Saturdays, 2.30-4.30 p.m., commencing June 4, 1994

8 meetings

Fee: \$800

Medium of Instruction: Cantonese supplemented with English

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

Course No. 1771

Venue : To be announced

Date : Thursdays, 7.00-9.00 p.m., commencing February 24, 1994

Course No. 1772

Venue : To be announced

Date : Thursdays, 7.00-9.00 p.m., commencing June 2, 1994

8 meetings

Fee: \$800

Medium of Instruction: Cantonese supplemented with English

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

Course No. 1773

Venue : To be announced

Date : Mondays, 7.00-9.00 p.m., commencing February 21, 1994

Course No. 1774

Venue : To be announced

Date : Mondays, 7.00-9.00 p.m., commencing May 30, 1994

8 meetings

Fee: \$800

Medium of Instruction: Cantonese supplemented with English

Professional Courses in Insurance

Director of Studies : Ms. Y. K. Ho, B.Econ. (Malaya), F.C.I.I. (U.K.)

The School offers a selected range of revision courses to prepare students for the Australian Insurance Institute examinations, both at the Affiliate and the Associateship levels.

Australian Insurance Institute Affiliate Courses

These revision courses are designed to assist candidates to prepare for the Affiliate Australian Insurance Institute (AII) examinations in general insurance. The affiliate programme caters for those new entrants to the insurance industry as well as those involved in sales and clerical

processes. To qualify for the Affiliate membership, candidates must gain six "current" passes in courses 100 to 105. (See AII Examination Handbook)

Courses to be offered (Feb 1994 - April 1994)

1775. Insurance of Liabilities (AII Course No: 102)

1776. Motor, Marine and Other Classes (AII Course No: 103)

1777. Elements of the Law of Commerce (AII Course No: 105)

Entrance requirements

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

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

Examinations

The Affiliate Australian Insurance Institute examinations will be held twice a year. The first series of examinations is usually held in May while the second series will usually be held in October. All Affiliate subjects will be examined in each series, i.e., twice each year.

1775. Insurance of Liabilities (AII Course No: 102)

AIM - To develop:

- (a) A knowledge of the legislative framework which gives rise to legal liabilities.
- (b) A knowledge of the elements of insurance in respect of the insurance of liabilities, in particular, employer's liability, public liability, products liability, professional indemnity and compulsory third party (CTP).
- (c) A knowledge of the content of such policies, the calculation of premiums and the settlement of claims.

Texts

All Study Text - Insurance of Liabilities, (1993). (This text contains a study guide.)

AII Journal.

Venue : To be advised

Date : Mondays, 6.30-9.00 p.m., commencing February 14, 1994

9 meetings

Fee: \$700

1776. Motor, Marine and Other Classes (AII Course No: 103)

AIM - To develop:

- (a) A knowledge of insurance in respect of motor vehicles, marine hull and transit and other classes defined in the detailed syllabus for this subject.
- (b) A knowledge of the content of relevant policies, the calculation of premiums and claims procedures.

Texts

All Study Text - Motor, Marine and Other Classes, (1992).
(This text contains a study guide.)

All Study Text amendment (1993).

All Journal.

Venue : To be advised

Date : Wednesdays, 6.30-9.00 p.m., commencing February 16, 1994

9 meetings

Fee: \$700

1777. Elements of the Law of Commerce (AII Course No: 105)

AIM - To develop:

A general knowledge of the sources of Australian law, the Australian legal system, the differences between civil and criminal law, the application of case law and those common laws and Acts of Parliament which impact on and regulate commercial practice. The subject also introduces applications of property law, agency and contract law.

Texts

All Study Text - Elements of the Law of Commerce, (1989).

All Study Guide (1990).

All Journal.

Venue : To be advised

Date : Fridays, 6.30-9.00 p.m., commencing February 18, 1994

9 meetings

Fee: \$700

Australian Insurance Institute Associate Courses

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

membership. (See AII Examination Handbook)

Courses to be offered (February 1994 - April 1994)

1778. Law of Insurance and Commerce (AII Course No: 110)

1779. Casualty Insurance - Policy Content (AII Course No: 121)

Entrance Requirements

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

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

Examinations

Associate examinations will be distributed over two series, so that half the subjects are examined in the May series while the remaining subjects will be examined in the October series. (See AII Examination Handbook)

1778. Law of Insurance and Commerce (AII Course No. 110)

AIM - To develop:

- (a) An understanding of the Acts of Parliament which regulate the transaction of insurance business.
- (b) The ability to apply this understanding to situations which are likely to be encountered in the normal activities of a general insurance office.

Texts

All Study Text - Law of Insurance and Commerce, (1993).

All Examination Reports.

All Journal.

Insurance Act 1973.

Insurance Contracts Act 1984.

Insurance (Agents and Brokers) Act 1984.

Venue : To be advised

Date : Tuesdays, 6.30-9.00 p.m., commencing February 15, 1994

9 meetings

Fee : \$800

1779. Casualty Insurance - Policy content (AII Course No: 121)

AIM - To develop:

An understanding of the general principles of insurance policy construction and of the types of cover and associated wordings in common use in respect of the classes of casualty insurance.

Texts

All Study Text - Casualty Insurance - Policy Content, (1990).

All Examination Reports.

All Journal.

Venue : To be advised

Date : Thursdays, 6.30-9.00 p.m., commencing February 17, 1994

9 meetings

Fee : \$800

Short Courses in Economics, Banking & Finance

1780. 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 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 7.45-9.45 p.m., commencing May 16, 1994

4 meetings

Fee : \$200

1781. Import and Export Banking

This course is specially designed for those working in bank's bills departments and/or shipping division of import/export firms who wish to widen their knowledge on international trade and practice. Topics include: letters of credit, collection bills, functions of various banks and their updated services, uniform customs and practice for documentary credits publication No. 500 and Collection Rules No. 322, foreign exchange concepts and calculation practice. Participants are expected to have F.6 standard. After completion, students should be able to solve basic bills problems.

Tutor : William Chan, B.Soc.Sc. (C.U.H.K.), A.C.I.B.

Venue : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2.15-5.15 p.m., commencing February 19, 1994

7 meetings,

Fee : \$525

Medium of Instruction: Cantonese supplemented with English

1782. 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 122, University Main Building, HKU

Date : Mondays, 6.45-9.45 p.m., commencing May 2, 1994

6 meetings

Fee : \$450

Medium of Instruction: Cantonese supplemented with English

1783. 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)

地點：香港大學校本部大樓 122 室

時間：一九九四年六月二十七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：三百元（共四講）

1784. Private Banking

This course is designed for banking officers who serve the high - net worth individuals. Discussion topics include: private banking and personal financial planning, transactional and advisory services, range of services - deposit, foreign exchange, securities, leveraged finance, custodian, international operation of customer account and trustee services.

Tutor : H. K. Kong, P.Mgr. (CIM), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb., M.I.Inf.Sc.

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

Date : Mondays, 7.00-9.30 p.m., commencing February 14, 1994

7 meetings

Fee : \$440

1785. Investment Banking

This course is designed for executives in commercial and corporate banking business. Discussion topics include: US credit market and international banking system, domestic and euromarket, corporate financial strategy, capital markets instruments - commercial paper, euronote, medium-term note, certificate of deposit, bond, floating rate note, high yield bond, transferable loan certificate, credit rating, 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 February
17, 1994

8 meetings

Fee : \$550

1786. 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 February
14, 1994

8 meetings

Fee : \$600

Medium of Instruction: English supplemented with
Cantonese

1787. 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 February
14, 1994

10 meetings

Fee : \$500

1788. Foreign Exchange and Treasury Management for Company Executives

This course is designed for company finance executives. Discussion topics include: business needs and foreign exchange services, foreign exchange market and practice, function and staffing of corporate treasury function, use of market information, corporate approach to currency management, spot and forward foreign exchange contract, charting techniques, financial futures and options contract and management control of treasury activities.

Tutor : H. K. Kong, P.Mgr. (CIM), A.C.I.B., Dip.F.S.,
A.C.I.S., M.I.C.M. (Grad.), A.A.I.A.,
M.Inst.A.M. (Dip.), A.C.I.Arb, M.I.Inf.Sc.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Thursdays, 6.45-9.30 p.m., commencing April 28,
1994

8 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 :

For course no. 1789

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S.,
C.Dip.A.F., M.I.C.M. (Grad.)

For course no. 1790

Roland C. C. Lam, B.A. (York)

1789.

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

Date : Fridays, 6.30-9.30 p.m., commencing February 18,
1994

1790.

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

Date : Mondays, 6.30-9.30 p.m., commencing May 16,
1994

6 meetings

Fee : \$450

Medium of Instruction: English supplemented with
Cantonese

1791. 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：一九九四年二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：三百一十元 (共七講)

1792. 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：一九九四年四月十九日起每星期二下午六時三十分至八時十五分
全期學費：二百六十五元 (共六講)

1793. Securities and Equity Market in Hong Kong

The course will cover both the legal and practical aspects of the securities industry in Hong Kong. It will be particularly appropriate to business executives in the banking, fund management and securities industry. No prior knowledge of the subject is required. Topics include regulatory frameworks; the issue of securities and public floatation; company law in relation to shareholders' voting and rights; trading in the stock market and duty and liability of brokers; takeovers and mergers; regulation of trading practices and market malpractices in the securities industry; insider trading; disclosure of beneficial interest in shareholding; taxation of debt securities in Hong Kong; regulation and structure of the unit trust and futures industry in Hong Kong; globalisation of the securities market.

Tutor : S. Leung, Solicitor, LL.M. (Cantab.), P.C.LL. (H.K.)

Venue : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Saturdays, 2.00-5.00 p.m., commencing May 14, 1994

9 meetings

Fee : \$675

1794. Financial Analysis using the PC

This course provides a basic understanding of financial indicators with the use of a specific financial programme, "Managing your Business Using Electronic Spreadsheets". This financial programme covers the following topics:

- *managing a business: R.O.E.
- *managing operations: R.O.S.
- *managing assets turnover
- *managing financial structure, leverage
- *profit models

Applicants are expected to have a basic knowledge of accounting and computers. Upon completion of this course, students are expected to understand the economics of business through an analysis of financial indicators with the use of the above specific financial programme.

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

Venue : Room 523, Knowles Building, HKU
Dates : Mondays, 7.00-9.00 p.m., February 7, February 28 & March 7, 1994

3 meetings

Fee : \$150

1795. Preparing Financial Plans for a New Company

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

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

Participants are required to have some knowledge on planning and computers.

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

Venue : Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong
Dates : Thursdays, 7.00-9.00 p.m., March 10, March 24, March 31 & April 7, 1994

4 meetings

Fee : \$200

1796. 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 February 15, 1994

6 meetings

Fee : \$300



Applications and Registrations for all 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 German
BSc (Econ)	BA Geography
Diploma in Economics	BA Italian
MSc in Financial Economics (through SOAS)	BA Jewish History
Diploma in Financial Economics (through SOAS)	B Mus
LLB	BA Philosophy
LLM	BA Spanish and Latin American Studies
BA English	BD (Theology)
BA French	

(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 1504-5, Shun Tak Centre, West Tower, 15/F,
200 Connaught Road Central, Hong Kong. (Tel. No. 858 4515)

Registration Time: Monday-Friday: 9.30 a.m. - 11.45 a.m. 1.00 p.m. - 4.30 p.m.
Saturday: 9.30 a.m. - 12.00 noon

All correspondence must be marked "London University Applications".

- (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 registrations by **November 30, 1994, except for the cases specified below.**
- (5) For the Diploma in Economics (Course No.351 see Autumn Prospectus p.54), M.Sc/Diploma in Financial Economics (Course No.354 see p.57) and B.Sc in Computing and Information Systems (see P.47) 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 have to be referred to a Special Admission Panel of the University of London for consideration. A longer processing time is required for these applications, so applicants are strongly advised to submit their applications as early as possible. There is no guarantee that a special admission decision on their application can be made before the registration deadline.

Lecturers in charge: John Holford
Agnes S.L. Lam

Telephone : 859 2415
859 2421

In-Service Teacher Education Programme (INSTEP)

Lecturer in charge: John Holford,
Telephone 859 2415

The following courses are offered by the Faculty of Education in conjunction with the School of Professional and Continuing Education of the University of Hong Kong. The purpose of the programme is to provide a diverse range of in-service courses which will help teachers to implement changes and develop solutions to the problems which they face in schools.

I. Arts & Social Science

1821. 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
地 點：香港大學邵仁枚樓 207 室
時 間：一九九四年五月十四日起每星期六下午二時至五時
全期學費：四百六十五元 (共五講)

教師可獲教育署退還半費。詳參第 77 頁。

1822. 從欣賞導向創作 (Teaching Art with Art)

本課程為小學美術教師而設。內容包括：(一)低年級的欣賞教學；(二)連貫性專題模式的高年級美術課程；(三)串連美術欣賞，美術批評和創作的教材。
(限收三十人)

主 講 人：陳美玉女士 Diploma D.E.U.G.(France)
譚瑞菁女士 Dip.Ed.(Newcastle); M.Ed.(HK)
地 點：香港大學專業進修學院市區中心 13 室(信德中心西翼九樓)
時 間：一九九四年二月二十三日起每星期三下午六時三十分至八時
全期學費：五百三十五元 (共十講)

教師可獲教育署退還半費。詳參第 77 頁。

1823. 在地理課程中增強對中國的研習 (A Geographical Study of China)

本課程旨在協助教師更新中學地理課程中有關中國地理的內容和探討新的課程領域。課程內容包括珠江三角洲的農業發展、經濟特區的工業發展、沿海城市的城市發展和當前的環境問題。本課程共四節，每一節包括研討會和工作坊。在課程完結時，將會安排為期二至三天的廣州實地考察，教師可自由選擇參加。
(限收三十人)

主 講 人：鄒桂昌博士，香港中文大學地理學系講師
朱劍如博士，香港中文大學地理學系高級講師
葉嘉安博士，香港大學城市規劃及環境管理研究中心教授
趙曉斌博士，香港浸會學院地理學系講師
潘建成先生，東華三院張明添中學地理科主任
杜嘉恩先生，教育署課程發展處高級課程主任
溫陳嘉琪女士，香港大學課程學系講師
地 點：香港大學專業進修學院市區中心 28 室(信德中心西翼九樓)
時 間：一九九四年三月十四日起每星期一、三下午六時三十分至九時
全期學費：四百七十元 (共四講)，費用不包括實地考察。

教師可獲教育署退還半費。詳參第 77 頁。

II. Computer Studies & The Applications of Micro-computers

Computer Literacy Course for Teachers, School Administrators and Clerks

With the help of personal computers, much routine school office work can be made more efficient and easy. This includes word processing, data processing, statistical analysis and graphical presentations. This course is designed for beginners with little knowledge of computers who would like to get some insight in using a computer.

The following areas of knowledge will be outlined: basic computer concepts, DOS usage, window environment, Eten Chinese system, preparing documents with Word Perfect, manipulating data with dbase III+, and using Symphony to perform numerical analysis and graphical presentations. Furthermore, local area network (LAN), bulletin board system (BBS) and modems will also be introduced.

Enrolment is limited to 18

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

1824.

Venue : To be confirmed
(Workshop) Room 314, Knowles Building, HKU
Date : Tuesdays, 7.00-9.00 p.m., commencing February 22, 1994 (Workshop) Fridays, 6.15-7.45 p.m., February 25, 1994

1825.

Venue : To be confirmed
(Workshop) Room 314, Knowles Building, HKU
Date : Tuesdays, 7.00-9.00 p.m., commencing February 22, 1994 (Workshop) Fridays, 7.45-9.15 p.m., February 25, 1994

9 meetings & 8 workshops Fee : \$1,275

Medium of Instruction : Cantonese with English terminology

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1826. Writing Programs in DBase III+ to Assist School Administration Work

This is an introductory course on dbase III+ programming. It aims to help participants to acquire the skills to program in dbase III+ or dbase related software. With guidance from the tutors, participants are expected to write simple programs to assist certain administrative work in their school. Some developed programs will be used for demonstration.

Topics to be covered include database concepts, file design, system design and project management. The following areas of dbase III+ skills will be outlined: dbase functions and command syntax, basic input and output, menu and windows, general programming skills, report printing, modular program design, program testing and debugging techniques.

Participants must have some knowledge in using computer (general DOS operation, and have use dbase at least in assist mode) and should devote some time in writing the assigned simple programs. *Enrolment is limited to 28*

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

Venue : To be confirmed
(Workshop) Room 314, Knowles Building, HKU
Date : Friday, 7.00-9.00 p.m., April 29, 1994 (for 1 special meeting); Tuesdays, 7.00-9.00 p.m., commencing May 3, 1994 (for balance meetings)
(Workshop) Fridays, 6.30-8.30 p.m., May 6, 1994

7 meetings & 6 workshops Fee : \$1,140

Medium of Instruction : Cantonese with English terminology

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1827. Using WordPerfect – Basic Course

This course is designed for teachers who have little or no experience in using computers. Topics to be covered will include: 1) basic features of WordPerfect in creating and editing documents; 2) changing fonts and other attributes; 3) creating and editing tables; 4) using speller and the thesaurus; 5) creating simple macros; 6) configuring WordPerfect for different kinds of printers; 7) basic principles in design and layout of printed materials.

Enrolment is limited to 20

Tutors : Annie Nicholson, B.A. (Hons), M.Ed.,
Cert.Ed.(HK), Honorary Lecturer in
Curriculum Studies, HKU
Lee Ming Sun, Vincent, Resources Technician in
Curriculum Studies, HKU

Venue : Room 101, Run Run Shaw Building, HKU
Date : Fridays, 6.00-8.00 p.m., commencing February 25, 1994

5 meetings Fee : \$655

Medium of Instruction : English & Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1828. Using WordPerfect – Advanced Course

This course is designed for teachers who have some basic experience in using WordPerfect and want to enjoy and master the advanced features offered by this software. Topics to be covered include: 1) creating macros and tables; 2) merging, automatic mass-mailings, using WordPerfect as a database manager; 3) enhancing documents with graphics by using clip-arts and scanner; 4) configuring WordPerfect from different kind of printers; 5) desktop publishing with WordPerfect. *Enrolment is limited to 20*

Tutors : Annie Nicholson, B.A.(Hons.), M.Ed.,
Cert.Ed.(HK), Honorary Lecturer in
Curriculum Studies, HKU
Lee Ming-sun, Vincent, Resources Technician in
Curriculum Studies, HKU

Venue : Room 101, Run Run Shaw Building, HKU
Date : Fridays, 6.00-8.00 p.m., commencing April 8, 1994

4 meetings Fee : \$535

Medium of Instruction : English & Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

III. Counselling & Guidance

1829. A Whole School Approach: Perspectives in Pastoral Care

Pastoral care is a creative activity which centres mainly on the development of pupils, assisting them in the building of responsible autonomy in their studies and future careers. It is therefore not only concerned with crisis intervention; at its best, it can help both the pupils and the school to reach their educational objectives. It will call for the concerted effort of the whole school.

This course is designed for dedicated teachers working in secondary and primary schools. Active involvement in group work and discussion is a prerequisite.

Enrolment is limited to 25

Tutor : Lilian Chan Lui Ling-ye, B.A.(Hons.), M.A.,
Dip.Ed.(CUHK), Cert.in Career Guidance &
Counselling(UK), Cert.in Peer Counsellor
Training I(Canada)

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

Date : Fridays, 5.30-8.00 p.m., commencing April 15,
1994

10 meetings Fee : \$655

Medium of Instruction : Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1830. School Counselling

This course is designed for those who want to know more about teenagers and the skills to help them in their process of growing up. Theories will be integrated with real cases. The contents include personal growth of counsellors, effective use of counselling skills, and the implementation of counselling in the school curriculum.

Enrolment is limited to 25

Tutors : Cheung Chi-kim, B.Comm.(McMaster), P.C.Ed.,
M.Ed.(HK), Teaching Consultant in
Curriculum Studies, HKU.

Lung Ching-leung, B.Sc., Dip.Ed., Cert.in School
Guidance & Counselling, M.A.(CUHK).

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

Date : Fridays, 6.15-8.15 p.m., commencing February 25,
1994

8 meetings Fee : \$485

Medium of Instruction : Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1831. 了解及處理自閉症兒童在學習方面的困難 (Understanding and Managing the Learning Problems of Autistic Children)

本課程是為在工作或生活中需要與自閉症兒童接觸人士而設。課程內容包括：(一)自閉症兒童的病徵；(二)自閉症兒童在學習及行為方面的問題；(三)處理上述問題的方法及技巧；(四)給自閉症兒童的語言訓練；(五)香港現有對自閉症兒童的服務。

本課程適合直接服務自閉症兒童之人士，如幼兒教育工作者、小學教師、學生輔導主任或關心自閉症兒童的家長等參加。
(限收二十人)

主 講 人：周亞美女士 B.Soc.Sc.(CUHK), M.Ed.(Educational Psychology), Cert.Ed.(HK).

地 點：香港大學屬樹雄科學館 G 4 室

時 間：一九九四年四月二十七日起每星期三下午七時三十分至九時

全期學費：五百八十元 (共十二講)

教師可獲教育署退還半費。詳參第77頁。

1832. Career Guidance in Secondary Schools

The course is specially designed for secondary school teachers currently involved in careers guidance work in schools, interested in knowing more about the career development of their students and prepared to devote themselves to this important aspect of education. This course should help teachers to strengthen their conceptual frameworks (by drawing from different schools of career theory); to learn through tapping their own resources, as well as from other member participants; and to probe into the possibility of designing a programme of career activities catering for the needs of their students in their particular settings.

(This course is organised in association with the Hong Kong Association of Careers Masters and Guidance Masters)

Enrolment is limited to 25

Tutors : Executive Committee Members of the Hong Kong Association of Careers Masters and Guidance Masters

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

Date : Wednesdays, 7.45-9.45 p.m., commencing February 23, 1994

16 meetings Fee : \$935

Medium of Instruction : Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

IV. Languages & Communications

1833. Practicum on Reading and Reading Comprehension: A Critical Approach to Teaching and Learning

This course is designed specifically for upper primary and lower secondary teachers of English. A high level of participation is expected as teachers will be engaged in conducting and reporting on classroom-based research on reading and reading comprehension. Discussion will revolve around assessing, analyzing and addressing the specific needs of learners in reading. A critical appraisal of the learners' response to various strategies and approaches will be an integral part of the course. Specific attention will be given to assessing reading and reading comprehension, strategies for promoting comprehension and questioning and elicitation techniques.

Enrolment is limited to 20

Tutor : Gertrude M. Tinker Sachs, Ph.D.(Toronto)

Venue : Room 17, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 6.15-7.45 p.m., commencing March 31, 1994

15 meetings Fee : \$760

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1834. 創意教室(一): 創意寫作教學 (A Creative Classroom [1]: Strategies to Stimulate Students' Creativity in Writing)

本課程特為中學中國語文科教師而設。課程通過講課和活動的方式，介紹各種於作文教學中刺激學生創意的策略。希望能使學生的作文變得更多姿多采，更富想像力，讓師生同享寫作的樂趣

有興趣於創造思考教學的學員，修畢本課程後，可繼續修讀創意教室(二): 創意閱讀教學。(限收二十五人)

主講人: 李孝聰先生 B.A., M.Ed., Cert.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: 一九九四年四月二十日起每星期三下午八時至九時三十分

全期學費: 二百一十五元 (共四講)

教師可獲教育署退還半費。詳參第 77 頁。

1835. 創意教室(二): 創意閱讀教學 (A Creative Classroom [2]: Promote Creativity through the Teaching of Reading)

本課程特為中學中國語文科教師而設。課程主要介紹創造思考教學的各種策略，讓學員認識如何在讀文教學課堂進行創造思維訓練，以激發學生思考、變化教學模式和活潑課堂氣氛。上課形式包括講課、小組活動及工作坊等。教師通過主動的參與，可以體驗一個充滿創意的學習過程，有助他們建立自己的創意教室。

本課程與創意教室(一): 創意寫作教學可互相配合。學員可獨立修讀，也可視此為課程(一)的延續。

(限收二十五人)

主講人: 張永德先生 B.A., M.A.(HK), Dip.Ed.(CUHK)

地點: 香港大學專業進修學院市區中心 2 1 室 (信德中心西翼九樓)

時間: 一九九四年五月二十五日起每星期三下午八時至九時三十分

全期學費: 二百一十五元 (共四講)

教師可獲教育署退還半費。詳參第 77 頁。

1836. HKCE English Language, Syllabus B

The Hong Kong Examinations Authority has recently issued, for discussion, a new syllabus to replace the existing Syllabus B English Language examination for Secondary 5 students. The two morning workshops will discuss: (a) the new components of the examination; (b) the teaching methods which are most appropriate for the new components; and (c) any new commercially-produced teaching materials. The workshop is designed for current and future teachers of Form 5 students.

Enrolment is limited to 20

Tutors : Peter Falvey, B.A.(Durh.), M.A.(Essex), Dip.Ed.(Newcastle-upon-Tyne), Adv.Dip.Ed.(Lond.), Head of the Department of Curriculum Studies, HKU
Stephen Andrews, M.A.(Cantab. & Essex), Cert.Ed.(York), Lecturer in Curriculum Studies, HKU

Venue : Room 205, Runme Shaw Building, HKU

Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing February 26, 1994

2 meetings Fee : \$175

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1837. AS/L English Literature

This one morning workshop is designed for those teaching AS English Literature or AL English Literature to discuss and share thoughts about the teaching of the new compo-

nents of the course: (a) portfolio work; (b) diary work; and (c) books and films on a basic theme.

Enrolment is limited to 20

Tutor : Peter Falvey, B.A.(Durh.), M.A.(Essex),
Dip.Ed.(Newcastle-upon-Tyne),
Adv.Dip.Ed.(Lond.), Head of the
Department of Curriculum Studies, HKU

Venue : Room 205, Runme Shaw Building, HKU

Date : Saturday, 9.30 a.m. - 12.30 p.m., on March 19, 1994

1 meeting

Fee : \$90

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

V. Physical Education & Sports Sciences

Course Nos. 1838 – 1846 are organised in association with the Physical Education and Sports Science Unit, the University of Hong Kong.

Elementary Instructor Training Course for Weight Training

This elementary instructor course is suitable for school teachers or physical educators who want to gain basic knowledge and practical experience in teaching and conducting general weight training programmes. The course content includes the assessment and evaluation of muscular fitness, demonstration techniques, practical use of equipment, accident and injury handling.

Enrolment is limited to 16

Tutor : Joe Ching Wai-kin, B.Ed.(Hons.)(Liverpool),
M.Ed.(HK), Qualified Weight Training
Instructor of Hong Kong Physical Fitness
Association

1838.

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Saturdays, 2.00-4.00 p.m., commencing April 2, 1994

1839.

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Saturdays, 4.00-6.00 p.m., commencing April 2, 1994

8 meetings

Fee : \$575

Medium of Instruction : English & Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

Intermediate Instructor Training Course for Weight Training

This intermediate instructor course is designed for those who have a basic knowledge of conducting general weight training programmes. The course content includes weight training for sports, body building, analysis of intermediate and advanced routines, and practical use of more sophisticated equipment.

Enrolment is limited to 16

Tutor : Joe Ching Wai-kin, B.Ed.(Hons.)(Liverpool),
M.Ed.(HK), Qualified Weight Training
Instructor of Hong Kong Physical Fitness
Association

1840.

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Saturdays, 2.00-4.00 p.m., commencing May 28, 1994

1841.

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Saturdays, 4.00-6.00 p.m., commencing May 28, 1994

8 meetings

Fee : \$575

Medium of Instruction : English & Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

Teaching of Tennis

This course is designed for teachers who have a basic knowledge of tennis, and are prepared to promote the activity in schools. Course content includes analysis of basic skills and teaching methods.

Enrolment is limited to 8

Tutors :

For Course No. 1842:

Yeung Ka-Fei, B.Ed.(Taiwan), H.K.T.A.(Level II),
USPTR, Physical Education Officer, HKU

For Course No. 1843:

Daniel Li Yuk-Keung, TC, ACTE(PE),
B.Ed.(Hons.)(Nott.), M.A.(Ed.)(CUHK)

1842.

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Saturdays, 9.30-11.30 a.m., commencing April 9, 1994

1843.

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Tuesdays, 5.30-7.30 p.m., commencing April 5, 1994

8 meetings Fee : \$1,080

Medium of Instruction : Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1844. Teaching of Badminton

This course is designed for teachers who have a basic knowledge of badminton, and are prepared to promote the activity in schools. Course content includes analysis of basic skills and teaching methods.

Enrolment is limited to 8

Tutor : Daniel Li Yuk-Keung, TC, ACTE(PE),
B.Ed.(Hons.)(Nott.), M.A.(Ed.)(CUHK)

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road,
Hong Kong

Date : Wednesdays, 5.30-7.30 p.m., commencing April 6,
1994

8 meetings Fee : \$1,080

Medium of Instruction : Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1845. Squash Introductory Course for Teachers

This course is designed to train teachers basic skills in squash and show them how to introduce the game to beginners in school. The course will include: introduction to the game, the court and equipment, organization of group lessons with emphasis on safety, activity and purpose, teaching technique, grip, swing, court movement, forehand and backhand drives, service and return service, basic tactics, conditioned games, scoring and simple tournament organisation.

Enrolment is limited to 12

Tutor : Lau Chiu-ki, B.Sc.(Ed.), M.Sc.(Phy.Ed.)(Emporia
State), Physical Education Officer, HKU

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road,
Hong Kong

Date : Wednesdays, 7.00-9.00 p.m., commencing April 6,
1994

8 meetings Fee : \$765

Medium of Instruction : Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1846. Teaching of Tchouk Ball

Tchouk Ball is a newly developing sport in Hong Kong. It is a perfect ball game to introduce and develop in schools, social groups and centres. This sport develops great educational potential in courtesy, nonaggressiveness, friendship and team work. It is suitable to people of any age. This course is designed for teachers in charge of extra-curricular activities or for physical education teachers. Content includes: history and development; venue and equipment; the game; basic skills; rules and regulations; training methods; competition and refereeing.

Enrolment is limited to 18

Tutor : Lau Chiu-Ki, B.Sc.(Ed.), M.Sc.(Phy.Ed.)(Emporia
State), Physical Education Officer, HKU

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road,
Hong Kong

Date : Saturdays, 2.00-3.30 p.m., commencing April 9,
1994

6 meetings Fee : \$290

Medium of Instruction : Cantonese

VI. Planning & Administration

1847. 什麼是名校 (What Makes a School Famous?)

在九三年，講者做了一個關於名校的調查，以便了解什麼因素令學校有好名聲及老師、家長與同學從那裡得到這些印象。這是一個有趣的問題，特別對那些新校而言。

(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：一九九四年五月七日星期六上午九時三十分至
十二時三十分

全期學費：九十元 (共一講)

教師可獲教育署退還半費。詳參第 77 頁。

1848. 小學的教室管理與紀律的施行 (Classroom Management and Discipline in Primary School Context)

本課程兼重講授與討論，使學員認識有效的小學教室管理理論、問題學生的成因和對策、和學生訂定教室契約的經驗分享及從教師角色進行輔導與行為問題處理之研究，使教師能加強課堂教學效率，共同邁向專業教師之目標發展，使教與學雙方獲益。

(限收三十五人)

主講人：顏明仁先生 B.Ed.(Primary Ed.)(Hons.)(CUHK)

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：一九九四年五月四日起每星期三下午八時至九時三十分
全期學費：三百九十元（共十講）

教師可獲教育署退還半費。詳參第77頁。

1849. Staff Development and Appraisal in Schools

The course will introduce participants to the rationale, the basic concepts and the various approaches to staff development and appraisal in schools. Recent research and new ideas in the above areas will be discussed and explored. Examples will be drawn from both local and overseas schools and also other organizations. The linkage between the two activities and their relationship with the school management as a whole will be examined.

Enrolment is limited to 30

Tutor : Pang I-Wah, B.Sc.(Nat'l Taiwan), M.Sc.(York), P.G.C.E.(Lond.), M.Ed.(HK), Lecturer in Education, HKU

Venue : Room G4, James Hsiung Lee Science Building, HKU (for the first 3 meetings)
Room LG107, K.K. Leung Building, HKU (for the last meeting)

Date : Wednesdays, 6.15-9.15 p.m. for the first 3 meetings on 6, 13 & 20/4/94; Friday, 6.15-9.15 p.m. for the last meeting on 29/4/94.

4 meetings Fee : \$435

Medium of Instruction : Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

VII. School & Teacher Development

1850. 幼兒音樂教育 (Music Education for Young Children)

本課程為幼稚園、幼兒院教師提供一個基本而全面的音樂教學訓練課程，內容包括：(1)介紹Kodaly, Dalcroze, Orff, Suzuki, Carabo-Cone, Gordon等教學法及在幼兒音樂教育上的應用；(2)探討『潛能發展模式』、『親子音樂教育模式』、『Piaget學習理論』及『新一代音樂教學法』在幼兒音樂教育的推行；(3)研習上述教學法的教學技巧及基本和聲、指揮、配樂及敲擊樂演奏等音樂技巧，以配合教學法的推行；和(4)綜論幼兒音樂教育的功能、課程設計及推行模式。本課程深入淺出，著重老師參與，使老師將所學的實踐在教學上，老師需在所任教的機構中實習上述教學法，並在堂上會報和交實習報告。（限收二十人）

主講人：劉超祺先生B.A., Dip.Ed., Cert.Sp.Ed., Cert. Aural Rehab., M.A., FCollp.(UK)

地點：香港弱能、健全、資優兒童音樂家庭，九龍深水埗長沙灣道110-114號偉業樓四樓E座（長沙灣道與石硤尾街交界）

時間：一九九四年二月二十四日起每星期四下午六時三十分至九時

全期學費：九百六十元（共十二講）

教師可獲教育署退還半費。詳參第77頁。

1851. 弱能兒童音樂教育 (Music Education for Handicapped Children)

本課程旨在向從事弱能兒童音樂教育工作者提供一個基本而全面的音樂教學訓練課程，內容包括：(1)介紹Kodaly, Dalcroze, Orff, Suzuki等教學法及在弱能人士音樂教學及治療上的應用；(2)探討『潛能發展模式』、『親子音樂教育模式』、『音樂-言語教育模式』及『新一代音樂教學法』在弱能兒童音樂教育的可行性；(3)研習上述教學法的教學技巧及音樂技巧，及基本和聲、指揮、配樂、敲擊樂器演奏等音樂技巧；和(4)綜論弱能兒童音樂教育的目的，課程設計，推行模式及與治療的關係。本課程深入淺出，著重老師參與，使老師將所學的實踐在教學上，老師需在所服務的機構中實習上述教學法，並在堂上會報和交實習報告。（限收二十人）

主講人：劉超祺先生B.A., Dip.Ed., Cert.Sp.Ed., Cert. Aural Rehab., M.A., FCollp.(UK)

地點：香港弱能、健全、資優兒童音樂家庭，九龍深水埗長沙灣道110-114號偉業樓四樓E座（長沙灣道與石硤尾街交界）

時間：一九九四年四月十九日起每星期二下午六時三十分至九時

全期學費：九百六十元（共十二講）

教師可獲教育署退還半費。詳參第77頁。

1852. Maximising the Use of Visual Aids for Effective Instruction

The course is aimed at developing an appreciation of visual media in teaching and learning. Characteristics of various types of visual aids will be discussed, ranging from traditional chalkboard to modern video production and computer graphics. Included will be workshop sessions in which participants can have hands-on experience of a variety of visual media. Among these productions are animated overhead projector transparencies, tape-slide synchronization, picture preservation, computer graphics, etc.

In-service teachers, school resource personnel, librarians, technicians and training officers will find this course particularly beneficial. *Enrolment is limited to 18*

Tutor : William C.W. Pang, Dip.Ed.Tech.(Plymouth Polytechnic), Senior Technician in Education, HKU

Venue : Room 301, Runme Shaw Building, HKU
Date : Saturdays, 9.30-11.30 a.m., commencing April 9, 1994

8 meetings

Fee : \$615

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1853. 訓導老師基礎課程 (Basic Course for Discipline Teachers)

本課程主要為中學訓導老師或希望提高學生管理技巧之老師而設。內容包括：(一)訓導工作的價值、困局和出路；(二)課室管理技巧；(三)青少年成長期的心理和面對的衝擊；(四)如何與學生和家長溝通；(五)學生違規行為的調查和預防。本課程會理論和實踐並重，除講授外，還會以小組討論形式進行。(限收三十人)

(本課程與香港學校訓導人員協會合辦)

主講人：常國柱先生 B.A.(Lond.)，香港學校訓導人員協會主席
龐憶華先生 B.Sc.(Nat'l Taiwan), M.Sc.(York), M.Ed.(HK), P.G.C.E.(Lond.)，香港大學教育學系講師
及其他講者

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：一九九四年五月十一日起每星期三下午六時三十分至八時三十分

全期學費：四百五十元 (共八講)

教師可獲教育署退還半費。詳參第 77 頁。

1854. Understanding Classroom Motivation

The course is designed for teachers in general. The content of the course includes: (1) modern theory of motivation; (2) attribution theory to learning; (3) social psychological aspects of achievement motivation; (4) systems of teachers' and students' motivations; and (5) applying motivational theories in the classrooms. The course aims at updating participants' knowledge of motivation theories and their application to classroom learning. The course is based mainly on recent research conducted overseas and in local schools. *Enrolment is limited to 35*

Tutor : Thomas Tang Kwong Wai, B.Sc., Dip.Ed.(Lond.), Dip.Ed.(CUHK), M.Ed.(HK)

Venue : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Mondays, 6.15-7.45 p.m., commencing April 25, 1994

5 meetings

Fee : \$250

Medium of Instruction: Cantonese supplemented with English

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1855. 以通達學習法改進小學生的學習 (Improving Learning of Primary Pupils through Mastery Learning Programmes)

本課程為小學教師和校長而設，目的在介紹通達學習。通達學習於六十年代由美國學者布藍姆倡行，旨在解決普及教育體制下，教與學的困難。本港一些小學曾作通達學習試驗，成效令人鼓舞。本課程將分析通達學習的理念和運作技巧，並分享本港教師的實踐經驗。(限收三十五人)

主講人：韓孝述先生 B.Sc., Dip.Ed., M.A.(Ed.)(CUHK)
張志鴻先生 B.Ed.(CUHK)
鄧廣威先生 B.Sc., Dip.Ed.(Lond.), Dip.Ed.(CUHK), 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：一九九四年二月十六日起每星期三下午八時至九時三十分

全期學費：三百八十五元 (共八講)

教師可獲教育署退還半費。詳參第 77 頁。

1856. 課外活動統籌主任訓練課程 (Management Course for Extra-Curricular Activity Co-ordinators)

本課程專門為中學課外活動統籌主任提供有關的專業訓練。內容分三部份：一般行政管理知識，學生管理的一般原理，及在本港中學擔任課外活動統籌主任的方法及技巧。(限收三十人)

(本課程與香港課外活動統籌主任協會合辦。)

主講人：劉錦民先生 (香港課外活動統籌主任協會主席)
刁綺蓮女士 (香港課外活動統籌主任協會副主席)

地點：香港大學專業進修學院市區中心 2 0 室 (信德中心西翼九樓)

時間：一九九四年三月二日起每星期三下午六時十五分至七時四十五分

全年學費：五百四十五元 (共十講)

教師可獲教育署退還半費。詳參第 77 頁。

1857. 如何在小學組織及推行課外活動 (How to Organize and Implement Extra-Curricular Activities in Primary Schools)

本課程適合小學教師。內容包括：(一)課外活動的功能及課外活動主任的角色；(二)推行課外活動的行政原則；(三)如何組織較大型之課外活動設計；(四)小學各學科的課外活動形式；(五)如何安排教育營、參觀、興趣小組及各類比賽；(六)課外活動的安全及賠償；(七)如何解決組織及推行課外活動所遇到之困難。(限收二十五人)

(本課程與香港課外活動統籌主任協會小學支部合辦。)

主 講 人：梁兆棠先生 B.Ed.(CUHK), 課外活動統籌主任協會
小學支部主席
地 點：香港大學專業進修學院市區中心 1 7 室(信德中
心西翼九樓)
時 間：一九九四年二月二十四日起每星期四下午八時
至九時三十分
全期學費：五百九十五元 (共十講)

教師可獲教育署退還半費。詳參第 77 頁。

VIII. Science & Mathematics

1858. The Biology Teacher Assessment Scheme (TAS): Developing Skills for Assessing Students' Laboratory Abilities

This course is specially developed for supporting A-Level and AS-Level biology teachers to implement the Teacher Assessment Scheme (TAS). It aims to develop skills and competence in assessing pupils' skills and abilities in conducting physiology experiments (Area A) and writing laboratory reports (Area B). The course emphasizes group work, discussions, presentations and sharing for effective learning. Participants are expected to work actively in group tasks. Apart from developing skills and insights, participants will acquire useful resources developed by teachers in their own and other groups.

Enrolment is limited to 30

Tutors : Benny Yung, B.Sc., Cert.Ed., M.Ed.(HK), Lecturer in Curriculum Studies, HKU. (Course Co-ordinator)

S.Y. Tse, B.Sc., Dip.Ed., Adv.Dip.Ed., M.Ed.(HK), M.A.(Lond.), C.Biol., M.I.Biol.

M.C. Ng, B.Sc.(CUHK), Cert.Ed.(HK)

W.Y. Ng, B.Sc., Dip.Ed., M.Phil. (CUHK)

Venue : Room 8, Library Extension Building, HKU

Date : Saturdays, 9.15 a.m. - 12.45 p.m., on May 21, June 4 & July 2, 1994

3 meetings

Fee : \$775

Medium of Instruction : Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

Innovative Practical Approaches in A-Level Biology

The course will allow participants to work on practical materials written in Chinese suitable for the HK Advanced Level Biology syllabus and the new HK Advanced Supplementary Level Biology syllabus. It will attempt to suggest an integrated approach to syllabus teaching to enhance the

development of guided discovery as the basis of learning. Free hand preparations and study of A-level specimens from photographs and electron micrographs will be included to extend the scope of learning. Teachers completing the course will find it a useful resource for their Teacher Assessment Scheme. Students using these methods would become more critical, self-reliant and analytical. It is hoped that video-taped materials from this course will be suitable for development of work eligible for a grant under the Education Department's "School Based Curriculum Development Scheme".

Enrolment is limited to 18

Tutor : Law Siu-wing, B.Sc.(CUHK), Cert.Ed.(HK)

1859.

Venue : Room 308, Runme Shaw Building, HKU

Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing February 19, 1994

1860.

Venue : Room 308, Runme Shaw Building, HKU

Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing May 14, 1994

6 meetings

Fee : \$1,140

Medium of Instruction: Cantonese supplemented with English

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1861. 生命及環境倫理探索 (Thinking about Bioethics and Environmental Ethics: Helpful Ideas for Secondary Teaching in a Social Context)

本課程的講者期望與市民(特別是教師)探索生命倫理及環境倫理的爭論性價值觀念。課題涉及人際倫理、墮胎、科技輔助生殖、優生、安樂死、器官移植及保健政策等。在人與自然的關係上，課程會涉及道德及政治層面，並以跨文化角度比較自然保育的理論依據。總的來說，課程重心在反省人在現代科技影響下的行為抉擇。

(限收二十四人)

主 講 人：何國沛先生 B.Sc., M.Ed., P.C.Ed.(HK),
DASE(Manchester)

黃秉坤先生 B.A.(Hull), M.Ed.(HK)

丘淑賢女士 B.Sc., M.Ed., P.C.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：一九九四年二月十八日起每星期五下午六時十五分至七時四十五分

全期學費：四百七十五元 (共六講)

教師可獲教育署退還半費。詳參第 77 頁。

IX. Speech & Hearing Sciences

1862. Aural Rehabilitation for Teachers of the Deaf

This course will help participants to understand and apply recent advances in the speech, language and hearing sciences, learning theory, educational audiology/psychology and counselling to their work as teachers of the deaf. Particular emphasis will be given to (1) the interpretation of the hearing loss, audiogram and aiding related to the acquisition of all the elements of language; (2) classroom teaching strategies including interactive language strategies; (3) the understanding of the dichotomy between hearing age and cognition; (4) an introduction to problem solving approaches for young children; (5) hearing aid management.

The course will include small group learning and problem solving, field studies, self directed study, practical sessions and role plays involving continuing contribution and assessment.

[This course is organised in association with the Committee for Continuing Education for Teachers of the Deaf]

Enrolment is limited to 30

Tutors : Mrs Gillian Clezy, B.Ap.Sc., M.A.A.S.H.,
Certificate Clinical Competence/Speech
Language Pathology, Lecturer in Speech and
Hearing Sciences, HKU
Mrs Ellen Yip, M.Ed.(Teacher of the Deaf)
And Others

Venue : (For Thursdays) Room 17, SPACE Town Centre,
Shun Tak Centre, West Tower, 9/F., Hong Kong.
(For Saturdays) Room 13, SPACE Town Centre,
Shun Tak Centre, West Tower, 9/F., Hong Kong.
Date : Thursdays and Saturdays, 6.00-8.00 p.m. (for
Thursdays) & 9.00 a.m. - 12.00 noon (for Satur-
days), commencing February 17, 1994

12 meetings Fee : \$1,150

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

1863. Common Knowledge of Vocal Hygiene

The course will be divided into three parts. The first part will be a brief introduction to the mechanism of voice production and projection. The second part will focus on practical ways of preventing vocal abuse and ways of facilitating optimal voice production and projection. The third part will be on the possible management methods for voice disorders whichever available in Hong Kong. This part will include some demonstrations of different instruments involved in voice disorders management.

Enrolment is limited to 40

Tutors : Leung Man Tak, B.Sc.(CUHK), B.Appl.Sc.(Lincoln
Inst.), Lecturer in Speech and Hearing
Sciences, HKU
Roger Chan Wai Kai, B.Sc.

Venue : Dept. of Speech & Hearing Sciences, Room 518,
Prince Philip Dental Hospital, 34 Hospital Road,
Hong Kong

Date : Fridays, 6.00-8.00 p.m., commencing May 20, 1994

3 meetings Fee : \$180

Medium of Instruction: Cantonese supplemented with
English

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

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。

1901. 工程常識淺探(Engineering in Daily Life)

本課程與香港工程師學會(HKIE)合辦。旨在向公眾介紹各類工程技術在香港的發展、應用、以及對社會和日常生活的影響，藉此提高學員對工程科技及有關專業的認識和興趣。參加者須具中五或以上程度，但無須具備工程學的知識或工作經驗。

每講由有關專業人士及香港工程師學會會員負責介紹各項與日常生活有關的工程科技知識。主要內容包括導論、新機場發展計劃、道路及運輸工程、能源、電訊、電子工程、樓宇設備及環境保護等。每講內容將按照講者之經驗及其行業之趣味性而訂定。

負責人：香港工程師學會

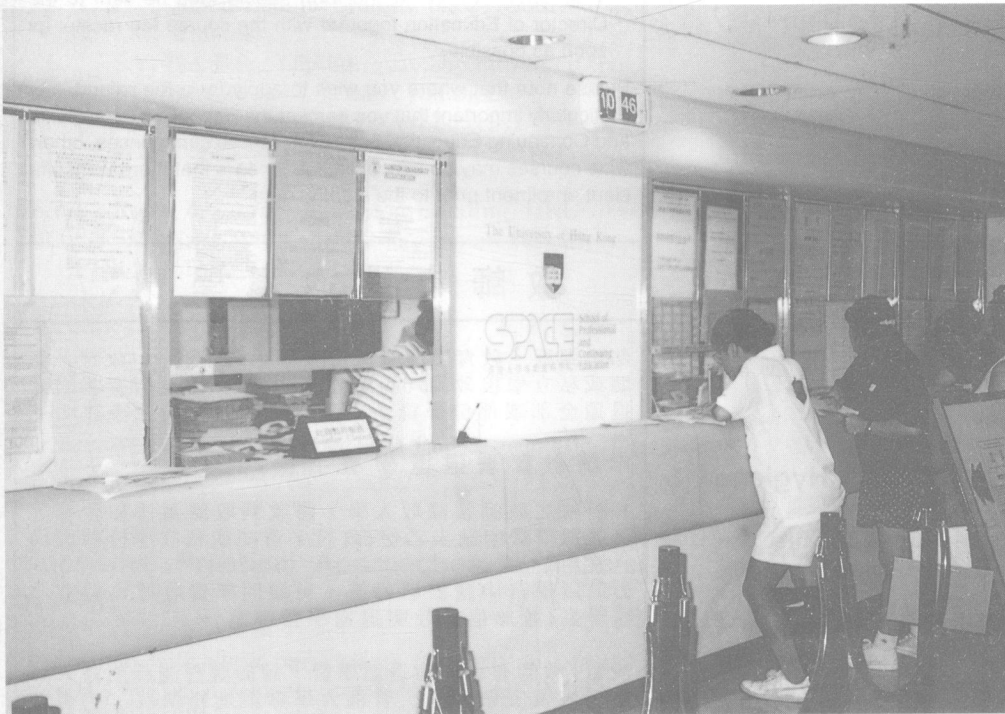
講授語言：粵語（輔以英語）

地點：香港大學專業進修學院市區中心13室（信德中心西翼九樓）

時間：一九九四年三月二十一日起每星期一下午六時三十分至八時三十分

全期學費：三百九十元（共八講）

The Registration Counter at the 9/F. Town Centre



ENGLISH STUDIES

Lecturers in charge: *Richard Booker*
Peter Kennedy

Telephone: 547 2225

Communicate in English

The ability to communicate effectively in English is essential for work and study in Hong Kong.

This course provides participants with an opportunity to develop oral fluency through intensive language practice. It will enable students to extend the range of their spoken English so that they can use the language appropriately and creatively as well as accurately. Students will also be able to practise and improve their listening skills through a range of exercises and activities.

The elements of written communication will be dealt with systematically. Students will be exposed to a variety of texts and will carry out tasks designed to improve their understanding of text organization. They will be helped to develop better reading strategies and to write clear, concise, grammatical English on a number of topics in an appropriate style.

These courses will be of interest to those who wish to prepare themselves before applying for a place on a Use of English Certificate course in the autumn. Other applicants who do not have the time to attend our longer English programmes may also be admitted to these courses.

Entrance Qualifications:

Applicants should have a Grade 'D' or above in the HKCEE or the equivalent in an approved exam. Copies of certificates should be attached to application forms.

Applicants will be accepted on a "first come, first served" basis while places are available. Early application is strongly advised. As courses at particular centres are sometimes oversubscribed, applicants are advised to indicate a second choice of course (state the number only) in addition to their first choice.

A. IN HONG KONG

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central. (MTR: Sheung Wan)

- 1906.** Sundays, 9.30 a.m.-12.30 p.m., commencing February 20, 1994. 15 meetings.
- 1907.** Sundays, 2.00 p.m.-5.00 p.m., commencing February 20, 1994. 15 meetings.
- 1908.** Tuesdays and Thursdays, 8.30-10.00 a.m., commencing March 8, 1994. 30 meetings.

The University of Hong Kong, Pokfulam.

- 1909.** Mondays and Wednesdays, 8.00-9.30 p.m., commencing February 16, 1994. 30 meetings.
- 1910.** Mondays and Fridays, 8.00-9.30 p.m., commencing March 14, 1994. 30 meetings.
- Wah Yan College, Queen's Road East.**
- 1911.** Mondays and Wednesdays, 6.30-8.00 p.m., commencing February 16, 1994. 30 meetings.
- 1912.** Tuesdays and Thursdays, 6.30-8.00 p.m., commencing March 8, 1994. 30 meetings.

B. IN KOWLOON

Course No.

Wah Yan College, 56 Waterloo Road. (MTR: Yau Ma Tei)

- 1913.** Fridays, 6.30-9.30 p.m., commencing February 18, 1994. 15 meetings.
- 1914.** Mondays and Wednesdays, 6.30-8.00 p.m., commencing March 7, 1994. 30 meetings.
- 1915.** Tuesdays and Thursdays, 6.30-8.00 p.m., commencing March 8, 1994. 30 meetings.
- SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei.**
- 1916.** Mondays, 6.30-9.30 p.m., commencing February 21, 1994. 15 meetings.

Fee : \$1,100

Effective Communication

This is a general English course which will focus on the listening and speaking skills. It will enable those who have a passive knowledge of the structures of English to practise using the language in communication.

Applicants should have a Grade "E" or above in English Language (Syllabus B) in the HKCEE or the equivalent in an approved exam. Copies of certificates should be attached to application forms.

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

1917. Mondays and Wednesdays, 6.30-8.30 p.m., commencing June 6, 1994.

1918. Tuesdays and Thursdays, 6.30-8.30 p.m., commencing June 7, 1994.

The University of Hong Kong, Pokfulam, Hong Kong.

1919. Tuesdays and Thursdays, 7.30-9.30 p.m., commencing May 17, 1994.

SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon.

1920. Mondays and Wednesdays, 6.30-8.30 p.m., commencing May 16, 1994.

1921. Tuesdays and Thursdays, 6.30-8.30 p.m., commencing June 7, 1994.

15 meetings

Fee : \$750

Grammar in Use

These courses are intended for students who find they still make many grammatical errors and who lack the confidence to use a greater variety of structures in English. The emphasis will be on learning to USE grammatical structures more effectively and not on learning ABOUT grammar. The courses will be tailored to the needs of participants and will aim to address specific problem areas as well as to provide a systematic review of grammar through a range of lively communicative activities.

Applicants should have a Grade "E" or above in English Language (Syllabus B) in the HKCEE or the equivalent in an approved exam. Copies of certificates should be attached to application forms.

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

1922. Tuesdays and Thursdays, 12.45-1.45 p.m., commencing May 3, 1994. 16 meetings.

1923. Sundays, 11.00 a.m.-1.00 p.m., commencing May 8, 1994. 8 meetings.

Fee : \$400

General Writing Skills Workshop

This course is intended to make students more aware of how a well-written text differs from a series of loosely connected sentences and to help them produce texts that are easy to read and understand. Particular attention will be paid to paragraphing, the function of "linking" words, selecting and ordering relevant material and the use of "attitude" words. Punctuation will also be dealt with as necessary. Students will have the opportunity to practise writing a variety of texts such as formal and informal letters, articles and memos.

In order to benefit from the course, applicants should have a Grade "D" pass in English Language (Syllabus B) in the HKCEE. They should also attach to their application form a letter stating why they think the course will benefit them.

Enrolment will be by selection of those most likely to benefit from the course of instruction.

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

1924. Mondays and Wednesdays, 8.30-10.00 a.m., commencing February 21, 1994.

NB: this course is held in the morning.

(Closing date for applications: February 12, 1994)

1925. Tuesdays and Thursdays, 8.30-10.00 a.m., commencing May 10, 1994.

NB: this course is held in the morning.

(Closing date for applications: April 29, 1994)

SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon.

1926. Mondays and Wednesdays, 6.15-7.45 p.m., commencing May 9, 1994.

(Closing date for applications: April 29, 1994)

1927. Mondays and Wednesdays, 8.00-9.30 p.m., commencing May 9, 1994.

(Closing date for applications: April 29, 1994)

20 meetings

Fee : \$750

1928. 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.

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

Date : Tuesdays and Thursdays, 8.30 - 10.00 a.m., commencing February 17, 1994
(Closing date for applications: February 4, 1994)

20 meetings

Fee : \$750

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. Enrolment is limited to 25

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong (MTR: Sheung Wan)

1929. Tuesdays and Thursdays, 12.45-1.45 p.m., commencing February 17, 1994.
(Closing date for applications: February 4, 1994)

1930. Tuesdays and Thursdays, 12.45-1.45 p.m., commencing April 19, 1994.
(Closing date for applications: April 8, 1994)

10 meetings

Fee : \$280

Interpersonal Communication

Although many people can communicate effectively in English when writing, they lack confidence in the oral interactions that arise in business. This course looks at a range of these situations and includes topics like introducing yourself and others, what to say in the first five minutes, making arrangements, making and receiving complaints, interviews, making telephone calls, dealing with enquiries and problems, and concluding a conversation. The methods used will include listening to a variety of native and non-native speaker accents, problem-solving, group work, role play and simulations. The course is designed to increase the number of appropriate responses available to the speaker in any situation, thus making the speaker more confident and at ease with spoken English in the workplace.

Students will be expected to participate as fully as possible, both to enable them to gain in confidence and to allow the teacher to give necessary guidance on improving their pronunciation.

Applicants should have obtained at least a grade "D" pass in English Language (Syllabus B) in the HKCEE and should also attach a letter to their application form stating why they wish to be enrolled in the course.

Enrolment will be by selection of those most likely to benefit from the course of tuition. Enrolment is limited to 25

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

1931. Mondays and Wednesday, 8.00 - 9.30 p.m., commencing February 16, 1994. 20 meetings.
(Closing date for applications: February 5, 1994)

1932. Sundays, 2.00-5.00 p.m., commencing May 15, 1994. 10 meetings.
(Closing date for applications: May 3, 1994)

1933. Tuesdays and Thursdays, 6.30-8.30 p.m., commencing June 7, 1994. 15 meetings.
(Closing date for applications: May 27, 1994)

SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon.

1934. Tuesdays and Thursdays, 6.30-8.30 p.m., commencing February 22, 1994. 15 meetings.
(Closing date for applications: February 14, 1994)

Fee : \$800

Written Communication for Executives

These courses are intended for those who are employed in commerce and industry and relevant Government departments and who need to handle correspondence independently. The syllabus is as follows:

- Basic Principles:** principles of correspondence, conventional usage, style and the use and abuse of commercial jargon.
- Negotiations:** how to make trade enquiries, how to negotiate for more favourable terms and how to place orders.
- Complaints:** how to write letters of complaint and to reply to them.
- Sales Letters:** how to write sales letters to suit particular situations.
- Memoranda:** how to write memoranda to suit a variety of different situations.
- Reports:** how to write effective short reports.

Throughout the courses considerable attention will be paid not only to what to say to suit different circumstances, but also to the implications of expressing oneself in a variety of different ways. Practice assignments will therefore be set and later discussed in class.

Entrance Qualifications: a Grade "C" pass in English Language (Syllabus B) in HKCEE or equivalent. Preference will be given to applicants with higher qualifications than this and/or those who have completed relevant post-secondary courses. Copies of certificates awarded should be attached to application forms. Enrolment will be by selection of those who are most capable of benefiting from the course of tuition, and so applicants should add a statement to their application forms saying why they wish to be enrolled in the course.

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

- 1935.** Thursdays, 6.15-7.45 p.m., commencing February 17, 1994.
(Closing date for applications: February 4, 1994)
- 1936.** Mondays and Wednesdays, 6.30-8.00 p.m., commencing June 15, 1994.
(Closing date for applications: June 3, 1994)
- 1937.** Tuesdays and Thursdays, 6.30-8.00 p.m., commencing June 16, 1994.
(Closing date for applications: June 3, 1994)

16 meetings

Fee : \$650

1938. Practical Written Communication for the Workplace

This course will cover all the main writing tasks that staff in a typical office environment may be required to undertake:

- * letters of enquiry and replies to them
- * letters of complaint and replies to them
- * memoranda
- * short reports
- * minutes of meetings.

However, there will be a minimum of formal instruction on the principles and format of these common business writing tasks. Instead, the tuition will concentrate on giving students the opportunity to express themselves effectively and logically on paper.

The focus of the course will be on realistic activities that participants are likely to meet in their everyday employment. It will be a student-centred course featuring integrated exercises in which students will be given several situations that test their skill at organizing a series of events and then communicating their decisions to others. Learning will, therefore, be both interesting and relevant to the needs of participants.

In order to benefit from the course, applicants should have a Grade "D" pass in English Language (Syllabus B) in the HKCEE. Copies of certificates awarded should be attached to application forms. They should also attach to their application form a letter stating why they think the course will benefit them.

Enrolment will be by selection of those most likely to benefit from the course of instruction.

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

Date : Sundays, 2.00-5.00 p.m., commencing May 15, 1994
(Closing date for applications: May 4, 1994)

10 meetings

Fee : \$750

1939. Report Writing

In this course each stage of report writing, from data collection to writing summaries, will be covered in detail. Participants will be given ample opportunities to practise all the appropriate writing skills involved in producing an effective report.

Those who will benefit from the course are likely to hold a relatively senior position in business, commerce or administration that requires them to write reports as part of their regular duties.

Entrance Qualifications:

Applicants should have obtained at least a grade "D" pass in English Language (Syllabus B) in the HKCEE. Copies of certificates awarded should be attached to application forms. They should also attach a letter to their application form stating why they wish to be enrolled in the course.

Enrolment will be by selection of those most likely to benefit from the course of tuition.

Venue : SPACE Shek Kip Mei Study Centre (Ka Chi School),
5 Wai Chi Street, Shek Kip Mei, Kowloon.

Date : Saturdays, 2.00-5.00 p.m. commencing May 14, 1994.
(Closing date for applications: May 5, 1994)

10 meetings

Fee : \$750

1940. Business Correspondence

This course is intended for those who have recently started working in an office.

It will focus on how business letters, faxes and memos should be written and presented. By the end of the course students will:

- * have a clearer understanding of the writing process;
- * be better able to identify poor or inappropriate writing;
- * have improved the style and tone of their writing;
- * have improved their grammatical accuracy;
- * have enlarged their business vocabulary.

The classes will allow students to practise the conventions and expressions used in modern business correspondence. Important functions of business letters, such as requesting information, complaining, and apologising will be covered.

Entrance Qualifications:

Applicants should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. Copies of certificates awarded should be attached to application forms. Applicants with higher qualifications will not be accepted for this course.

Venue : SPACE Shek Kip Mei Study Centre (Ka Chi School),
5 Wai Chi Street, Shek Kip Mei, Kowloon.

Date : Tuesdays and Thursdays, 6.30-8.30 p.m., commencing May 10, 1994.
(Closing date for applications: April 30, 1994)

20 meetings

Fee : \$950

**English for Teachers****Certificate Programme in English Language Teaching** (Course numbers : 1941, 1942, 1943)

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 do not have the time 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** is offered in modular form.
- To be awarded the Certificate a teacher has to complete **6 modules** two of which must be Core A & Core B.
- The other 4 modules may be selected from the range of options on offer each term.
- Core modules are 20 hours long and optional modules 15 hours.
- At the end of each module a "statement of completion" is issued based on course assessment and attendance.
- **The modules are "free-standing" so that a teacher may enrol for a course without necessarily having in mind the accumulation of credits towards the Certificate.**
- The schedule of courses on offer is as follows:

		Options
Autumn 92	Core A	1 + 2
Spring 93	Core B	3 + 4
Autumn 93	Core A	5 + 6
Spring 94	Core B	7 + 8

*** What are the Core modules ?**

Core A focuses on the language content of the secondary school syllabus for forms 1 - 5. Tense, modality, transitivity etc. are not dealt with theoretically, but in relation to the language systems inherent in the secondary syllabus. The module also aims to enrich a teacher's understanding of language as discourse, to enhance her own language awareness and to pay close attention to the language of classroom management.

Core B explores a range of practical classroom techniques and teaching strategies designed to make the process of language learning more enjoyable and effective. Proper account is taken of what is appropriate to the Hong Kong context given constraints such as large classes, poor motivation, exam pressure, attitudes to English, lack of resources &etc.

*** Who are the tutors ?**

The tutors for these courses have had many years experience in teaching and teacher-training. Several of them have written textbooks for Hong Kong secondary schools and all of them know what the situation is in local schools right now.

Fee Refunds: Teachers may apply for a half fee refund for these courses. See Page 77.

1941. English Language Teaching: recent trends and current classroom practice (CORE B)

This course is intended to assist teachers who face the difficult task of teaching English in a lively and interesting way to large classes of poorly motivated pupils. The aim is to explore a range of practical classroom techniques while keeping in mind the constraints which the syllabus, exam. pressure etc. place on the teacher. Consideration will be given to:

- presenting new language
- organizing controlled practice activities
- effective pair work and group work
- teaching (and integrating) the 4 skills
- organizing & adapting communicative activities
- making effective use of the textbook
- adapting teaching materials

The course will NOT be a series of lectures. Participants will be encouraged to take part in interactive tasks – to “learn by doing” – and to exchange ideas and experiences with the other teachers. *Enrolment is limited to 30*

Tutor : Bob Adamson, M.Phil., B.A., P.G.C.E. (Wales)
Lecturer, Sir Robert Black College of Education.

Date : Saturdays, 9.30 a.m. - 12.00 Noon starting 5th March, 1994

Place : SPACE Shek Kip Mei Study Centre, [Ka Chi School], Lecture Theatre 3, 5 Wai Chi Street, Shek Kip Mei, Kowloon. (Shek Kip Mei Station)

8 meetings

Fee: \$595

1942. Resources for Secondary English Teachers (optional module)

On-going changes in the English curriculum and in the HKEA syllabuses are obliging teachers to look beyond the English coursebooks for suitable teaching material. This course will assist teachers to identify and select suitable audio, video, print, computer and AVA teaching resources. Information about how to obtain useful published and authentic materials will be provided. Teachers will also have the opportunity to develop some English teaching resources for their schools. *Enrolment is limited to 30*

Tutor : John Duncan, B.A.(Cantab.), M.Sc.ESP (Aston), P.G.C.E.(Shampton), Cert. T.E.F.L.(Roy. Soc. of Arts) Senior Lecturer, Institute of Language in Education.

Date : Fridays 7.30 - 9.00 p.m., starting 18th March 1994
Place : Lecture Room 8, LG2 Floor, Library Extension Building, University of Hong Kong

10 meetings

Fee: \$440

1943. 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 : Elizabeth Sampson, B.A. (Lanc.), M.A. (Birm.).
Postgrad. Cert. Ed. (Leic.) Senior Language Instructor, English Centre, University of Hong Kong

Date : Saturdays 7th, 14th, 21st, 28th May 1993, 9.15 a.m. - 1.00 p.m., starting 7th May 1994

Place : Room 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong (MTR: Sheung Wan)

4 meetings

Fee: \$440

英語迷踪

自學教材

春季優惠 Spring Special Offer

HK\$ 380.00

有效至四月十五日
Valid till 15 April 1994

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，請致電林舜玲博士或黃小姐(859 2421)

(訂購表格在147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 Dr. Agnes Lam or
Ms. Elsa Wong (859 2421)

(Order form on P.147.)

EUROPEAN STUDIES

Lecturers in charge: *Richard M. Booker*
Peter Kennedy

Telephone: 547 2225

- * **French**
- * **Spanish**
- * **German**
- * **Italian**

SPACE offers language courses for working adults in French, Spanish, Italian and German.

Competence in a European language is a great asset to anyone in the international business world and it is clear that a good grasp of a foreign language can only enhance career prospects. These courses will therefore be of interest to those whose work requires them to use a European language. They will also appeal to those who plan to travel or take holidays in Europe as well as those who wish to study a foreign language for enjoyment, for the intellectual challenge or out of curiosity about another culture.

These courses lay emphasis on learning to COMMUNICATE in the language rather than just learning ABOUT it. They will enable students to hold simple conversations with native speakers, to express their opinions on topics of interest in the foreign language as well as to read and write a variety of texts. The pronunciation and basic structures of the language will be dealt with systematically.

For the convenience of students, the courses are offered at easily accessible locations in Kowloon as well as Hong Kong.

The tutors for these courses are not only well-qualified, experienced teachers but are also native speakers of the language they are teaching.

Enrolment for all these classes is limited to 30 students.

French for Beginners

These are practical courses in French for those who wish to have a good, active command of the language for everyday communication both orally and in writing. They are intended for those with no previous knowledge of the language. Strong emphasis will be put on the acquisition of aural-oral skills. Intensive tuition will also be provided in reading and writing skills. The language of instruction will be French, supplemented by English as necessary.

1975. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Sundays, 2.00-4.00 p.m., commencing February 20, 1994

1976. SPACE Shek Kip Mei Study Centre (Ka Chi School, 5 Wai Chi Street, 3/F., Shek Kip Mei, Kowloon.)
Date : Fridays, 7.00-9.00 p.m., commencing February 18, 1994

20 meetings Fee : \$650

1977. Spanish for Beginners

Those who have no previous knowledge of Spanish will find this course for complete beginners in the language particularly useful. The tutor will take the students to a level where they can understand elementary texts in Spanish and carry out simple conversations.

Venue : Room LG104, K.K. Leung Building, HKU
Date : Mondays and Fridays, 6.15-7.45 p.m., commencing February 18, 1994

30 meetings Fee : \$1,100

1978. German for Beginners

This course is for complete beginners who wish to acquire a basic understanding of spoken and written German. By the end of the course students should be able to hold simple conversations in German and to follow the conversation of a native speaker. Students should also have gained some insights into German life and culture.

Venue : Wah Yan College, 56 Waterloo Road, Kowloon
Date : Mondays and Wednesdays, 6.30-8.00 p.m., commencing February 16, 1994

30 meetings Fee : \$1,100

1979. Italian for Beginners

This course is designed for complete beginners who wish to learn to communicate in Italian in a variety of situations. The course also aims to cover the basics of Italian grammar, to help students understand spoken and written Italian and to explore various aspects of Italian life and culture.

Venue : Wah Yan College, 56 Waterloo Road, Kowloon
Date : Tuesdays and Thursdays, 6.30-8.00 p.m., commencing February 17, 1994

30 meetings Fee : \$1,100

8051. 寶石學入門 (Introduction to Gemmology)

本課程旨在使學員瞭解寶石的物理性質；辨別天然石、人造石、模仿石、夾層石；認識及使用寶石鑑定儀器；簡單認識鑽石、紅寶石、祖母綠、翡翠、珍珠及重要半寶石的鑑別方法。

內容包括：1) 天然寶石、人造寶石、模仿石及夾層石的分別。2) 寶石的鑑定原理：肉眼觀察法及儀器鑑定法。3) 重要寶石的鑑別與評價：鑽石、紅藍寶、祖母綠、玉、石榴石、電氣石、尖晶石及珍珠等等。4) 重要半寶石的認識（水晶、瑪瑙……等等）。5) 各種人造寶石的性質及製造方法介紹。本課程適合寶石愛好者、珠寶業從業員修讀。

主 講 人：歐陽秋眉女士 B.Sc., M.Phil., F.G.S., (Lond), F.G.A. (Lond.),
Dip. Dia(GIA)

楊潔儀小姐 B.A.(H.K.), F.G.A.(Lond.)

地 點：香港大學專業進修學院市區中心 16 室（信德中心西翼九樓）

時 間：一九九四年三月三日起每星期四下午八時零五分至十時

全期學費：一千二百元（共十講）

1994 Autumn Prospectus

The next issue of the School Prospectus will be available in mid-August 1994. If you wish to be sent a copy of the Prospectus in August 1994, kindly complete and return the name and address slip on Page 88, together with \$5.70 in postal stamps, to the [School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong]. The envelope should be marked "Autumn Prospectus".

一九九四秋季課程手冊

本學院將於一九九四年八月中派發一九九四年秋季課程手冊。有意索取者請填妥 88 頁的回條，並附郵票五元七角，逕寄【香港薄扶林道香港大學專業進修學院院長】收。信封請註明〔秋季手冊〕字樣。

GEOGRAPHY & GEOLOGY

Lecturer in charge: Paul Luey

Telephone : 859 2786

1986. 香港地理野外考察 (Geography in the Field)

本課程著重介紹香港的地質、土壤、植物，農村及都市土地利用等。內容包括：(一)礦物、岩石與構造地質特徵，簡略介紹主要岩礦物與主要岩石類型特徵，構造特徵(包括褶皺、斷裂、節理、劈理等)；(二)土壤的形成，植物群的種類，分佈，和它們相互的關係；(三)農村及都市土地利用。
(限收三十五人)

主 講 人：鈕柏桑先生、袁貞偉先生、鄧玉瓊小姐
地 點：香港大學邵逸夫樓 208 室
時 間：一九九四年二月二十四日起每星期四下午六時三十分至八時
全期學費：五百七十元正 (共十一講及四次野外考察)

教師可獲教育署退還半費。詳參第 77 頁。



Please send me a copy of the 1994 Autumn Prospectus. \$5.70 in postal stamps has been enclosed.

請惠寄一九九四秋季課程手冊乙本。內附五元七角郵票。

Name 姓名
Full Postal Address 地址

(1994/5P)

附註：請於一九九四年七月十五日以前寄回上列回條。

Note : Please return the above coupon before July 15, 1994.

8061. 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) 灰窖製造業；(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。
(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1 8室 (信德中心西翼九樓)
時 間：一九九四年二月廿三日起每星期三下午六時十五分至七時四十五分
全期學費：四百六十五元 (共十二講及二次野外實習。野外實習之交通費由學員自付)

8062. 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1 8室 (信德中心西翼九樓)
時 間：一九九四年二月廿一日起每星期一下午六時至七時三十分
全期學費：四百三十五元 (共十二講及一次現場參觀。現場參觀之交通費及入場費由學員自付)

8063. 香港古物與古蹟 (Hong Kong Antiquities and Monuments)

本課介紹有關考古學對香港與古蹟的研究，如史前和歷史時代遺物方面知識，內容包括：石刻、古堡及炮台、古廟、宗祠及公祠、書室及書齋、圍村及民房、風水塔及風水牆、功名牌匾、及古建築物等。有關新界五大家族 (鄧、廖、文、彭、侯) 等的拓殖史及背景，封建考試制度如鄉試，會試及殿試等，農村風俗及生活習慣等作深入淺出的講授。
(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1 8室 (信德中心西翼九樓)

時 間：一九九四年五月廿五日起每星期三下午六時十五時至七時四十五分
全期學費：三百七十五元 (共九講及二次實地考察。實地考察之交通費由學員自付)

8064. 香港近百年歷史的回顧 (The Past Hundred Years of Hong Kong)

本課程由中英第一次鴉片戰爭說起，回顧本港一百五十年來的滄桑史。內容介紹早期香港的面貌、地理環境、傳統生活習慣與風俗、及民間信仰等，並與今日的香港作一個全面的比較。其中對在日治時期港人的生活實況，更有詳細的闡述。講者生於斯長於斯，親身體會淪陷三年零八個月時期的情況，可說是歷史的見證人。本課程對未經第二次世界大戰洗禮的青年人，有提供教育與警惕的作用。四十歲以上的人士，亦可藉本課程重溫舊夢，與講者共同回味過去甘苦。
(限收二十二人)

主 講 人：盧金球先生 (香港考古學會執行委員)
地 點：香港大學專業進修學院市區中心1 8室 (信德中心西翼九樓)
時 間：一九九四年五月廿三日起每星期一下午六時至七時三十分
全期學費：三百五十元 (共八講及一次實地考察。實地考察之交通費由學員自付)

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。

8071. 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 February 21, 1994

5 meetings

Fee:\$220

Medium of instruction: Cantonese supplemented with English where appropriate

Participants are expected to pay \$100 each for materials and tools.

8072. 印前技術概論：印刷品買家須知 (A Follow Up Course for Print Buyers)

本課程專為印刷品買家而設，使他們進一步了解印刷品製作過程，及如何節省生產費用，講授範圍包括：(一)印前正稿製作知識；(二)編排技術的認識；(三)桌上出版系統概說；(四)色彩及彩色製版簡述；及(五)特技影版的認識。
(限收二十五人)

主講人：香港印藝學會委員

地點：香港大學邵逸夫樓208室

時間：一九九四年三月二十八日起每星期一下午六時四十五分至八時四十五分

全期學費：二百二十元 (共五講)

8073. 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，都依賴編輯們的修養。故本課程將兼顧以下的重點：報紙、雜誌、畫報編輯的分野及特點；讀者心理和編輯風格的建立，新聞感和信任感探討；文字編輯和技巧編輯在香港的優缺點；標題的控制，資料選輯和節奏感的分析；紙張、製版、分色、印刷原理和運用介紹；版面設計、字體研究和美學小談；編輯工作的責任感和時間控制。

主講人：吳贊人先生(編輯, 出版人)

地點：香港大學本部大樓122室

時間：一九九四年三月四日起每星期五下午七時十五分至九時十五分

全期學費：二百三十元 (共七講)

電腦輔助美術設計 Computer-aided Design with Personal Computer

本課程適合一群從事傳統設計、編輯、廣告及美術而有志於探求電腦輔助設計的工作者而設。雖則課程未有安排任何的課堂實習，但學員須呈交家課多份，以備考核及展覽之用，故此希望學員能自備電腦及每週花費不少於五小時的實習時間。導師亦會在適當時為學員提供電腦輸出的服務及參觀。課程內容包括：電腦美術設計的硬件及軟件；電腦視窗 (Windows) 的工作環境及其操作；電腦字形系統的應用；Corel Draw 的應用；Picture Publisher 的應用；及輸出的過程及其質量控制。
(每班限收三十人)

主講人：袁振光先生 B.Sc.(CUHK), Cert.Ed.(HK), MHKCS, MIIEE
袁達雄先生 B.Sc.(CUHK)

地點：香港大學邵仁枚樓101室

8074. 一九九四年三月八日起每星期二下午七時十五分至九時十五分

全期學費：一百八十五元 (共六講)

8075. 一九九四年五月三日起每星期二下午七時十五分至九時十五分

全期學費：一百八十五元 (共六講)

8076. 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.), S.T.B.(Rome), Cert.Comm.Arts (UK)

地點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)

時間：一九九四年五月廿六日起每星期四下午六時至八時

全期學費：二百六十五元 (共六講)

8077. 藝術手段與意識形態 (Aesthetics and Ideology)

影視製作不單純是懂得操作機器。正如其他藝術創作一般，美學手段都是基於意識形態來取決。例如一些女性團體就會憤怒地指出，電影中的女性被殺時，多以近鏡呈現，男性被殺時，多以遠鏡呈現。其中是否有特殊原因和意味呢？本課程研討影視製作的“語言”、“文法”及其他藝術手段，以至於這些手段與意識形態的關係。課程將以作品範例協助研討。課程一部份以英語講授。

(限收廿八人)

主講人：貝格理(Gary Pollard)先生 TV producer/reporter for the award winning "Here & Now" program, script writer for "Legacy".

王璐德女士 Director of the program "Legacy" BEST INTERNATIONAL TV DRAMA (San Francisco Film Festival, 1991)

黎頌圖先生 Winner of 3 awards in a recent contest

黎秋華先生 Executive producer at R.T.H.K.

講授語言：粵語及英語

地點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）

時間：一九九四年三月十九日起每星期六下午二時三十分至五時四十五分

全期學費：六百五十元（共十講）

8078. 影視、商業、市場 (Commerce and the Market-place)

影視製作是一門生意。與作家和畫家不同，影視創作的主流工作者，必須要有大量資金才能取得創作工具，由是影視製作中的個人創作成分，必定要受商業要求所影響。那麼商業要求和營運手段，究竟如何影響這門藝術呢？商業要求是否也產生了積極作用，約制創作者不可過份追求精英品味和鑽牛角尖呢？本課程嘗試審視創作者如何在商業與藝術間尋找平衡。課程一部份以英語講授。

(限收廿八人)

主講人：貝格理(Gary Pollard)先生、王璐德女士、黎頌圖先生、黎秋華先生

講授語言：粵語及英語

地點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）

時間：一九九四年六月四日起每星期六下午二時三十分至五時四十五分

全期學費：六百五十元（共十講）

8079. 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：一九九四年一月十四日起每星期五下午六時三十分至九時五十五分

全期學費：三百二十元（共十講）

（此項課程由職業訓練局津貼，如欲繳交半費（\$170）者，必須選用特備報名表格，並具主管簽名及蓋章）

8080. 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：三月五日，限收二十四人）

主講人：陳毓祥博士

地點：香港大學專業進修學院市區中心19室（信德中心西翼九樓）

時間：一九九四年三月三十一日星期四下午七時四十五分至八時四十五分（及由四月一日星期五上午九時至四月三日星期日下午九時的三日兩夜的小組活動）（共三十小時）

全期學費：六百三十元（另食宿費二百七十元，報名時一共需繳費九百元）

8081. 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：三月五日，限收十八人）

主講人：陳毓祥博士

地點：香港大學專業進修學院市區中心19室（信德中心西翼九樓）

時間：一九九四年三月三十一日星期四下午八時四十五分至九時四十五分（及由四月四日星期一上午九時至四月六日星期三下午九時的三日兩夜的小組活動）（共三十小時）

全期學費：六百七十元（另食宿費二百七十元，報名時一共需繳費九百四十元）

8082. 快樂人生與人際溝通 (Happiness & Human Communication)

本課程除將各地中西學者對快樂人生的不同研究及看法說明外，並講解各種不同增進快樂人生的模式，再詳盡解釋「加」氏 (W. Glasser) 的現實控制論 (Reality Control Theory) 及講者自創以老莊思想為根據的中國心理治療法，再輔以「相互觀察糾正小組」的方式，用以上談及的理論來個別分析學員的快樂人生觀。學員應先參閱「蔡志忠」博益出版「漫畫老子莊子」及 Perry Good (1987) *In Pursuit of Happiness New View* 和 William Glasser (1984) *Control Theory* Harper & Row，會有很大的幫助。(截止報名日期：三月五日，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：一九九四年四月七日星期四下午六時至十時及
四月八日星期五下午六時至十時(共八小時)
全期學費：一百八十五元

8083. 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，隨時隨地都需要有談吐應對，或發表言論，或現身說法，或肩負司儀，或以聲音作為一種訴諸聽覺藝術的機會。但是話語怎樣才能說得得體，聲調運用得優美，情感的貫注又具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以至聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較深入的認識與探討，這個課程所提供的，也就是環繞著聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧；粵音九聲的變化；常用語音的分類；演說技巧及練習；司儀方法及練習；唸詞方法及口才訓練等。

(每班限收二十八人)

主講人：彭永才先生
地點：香港大學邵逸夫樓208室
時間：一九九四年五月十六日起每星期一下午六時三十分至九時
全期學費：三百四十元 (共八講)

8085. 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：一九九四年三月一日起每星期二下午六時至七時三十分
全期學費：二百三十五元 (共八講)

8086. 處事的技巧 (Decision-Making)

本課程將透過七次專題講述，四次分組實例研究，探討如何對自己所做的事能夠進行有目的的思考；能夠描述問題、分析問題、界定問題、解決問題；能夠擬方案；能夠寫計劃等。講授內容包括：處事的理和情；事理的設基；怎樣分析問題；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。

(限收三十六人)

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：一九九四年五月十日起每星期二下午六時至七時三十分
全期學費：三百元 (共十一講)

8087. 廣告與顧客行為 (Advertising and Consumer Behaviour)

廣告與顧客行為分析均為市場策略訂定時的重要工具。從明瞭顧客為何要購買何種產品，到滿足其需要過程當中，可以試測到廣告活動能否奏效。並可從各種不同之顧客群中，進行市場分割，使選擇出一個最適合自己產品的顧客群，而令此產品的成功率達到最大。本課程會介紹顧客的種類、顧客行為調查，消費者之需要及其購買動機，並從社會上各種差異，如文化、經濟等來分類顧客群，廣告如何利用調查資料來刺激購買動機等。

主講人：鄧廣鈿先生 M.B.A.(Long Island)
地點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)
時間：一九九四年二月十七日起每星期四下午六時三十分至八時
全期學費：二百廿五元 (共七講)

(此項課程由職業訓練局津貼，如欲繳交半費(\$125)者，必須選用特備報名表格，並具主管簽名及蓋章)

8088. 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」。

(限收三十八人)

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：一九九四年三月十日起每星期四下午八時三十分至十時
 全期學費：二百五十元（共八講）

8089. 廣告研習班 (Advertising Workshop)

以探討、座談及實習方式，讓學員體驗廣告業務之實際作業過程，藉以培育廣告人材，提高專業水準。

課程內容將就指定課題，先行提供實例資料，繼而引導學員分組進行研討、實習，以製訂綜合的作業計劃書。學員在必要時，可於堂外自行磋商及彙集資料。製訂的作業計劃書，必須由各小組在堂上陳述，另邀請資深廣告業人士現場評論。

此研習課程特為廣告業及相關行業之基層及中層從業員而設。申請者必須對廣告業有基本認識，具一年廣告工作經驗；曾選修「廣告學與市場管理」課程者，優先取錄。
 (限收二十四人)

主 講 人：盧振忠先生
 地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
 時 間：一九九四年五月十二日起每星期四下午八時三十分至十時
 全期學費：三百八十五元（共十二講）

專業及廣告攝影課程 (初級班) (Photography for Professionals & Advertising – Basic Course)

本課程適合一般對攝影有興趣，有志於進身“職業攝影”人士選讀。課程中理論與實習並重。專業攝影及黑房器材之介紹、使用方法及操作原理，先充份了解專業攝影器材各個系統，再從而掌握有關技術。包括(一)專業大型4x5相機系統，(二)專業彩色及黑白沖晒技巧包括彩色自動沖機、幻燈片直接晒相及可變反差黑白放大，(三)影樓燈光系統及特性，(四)濾色片與廣告照片之配合，(五)測光系統，(六)專業鏡頭及特殊攝影配件，(七)背景前投式幻燈機操作，及(八)支柱腳架天花路軌影棚設計等。本課程將提供電腦中文講義、TV錄影示範教具及逾百萬頂級專業器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等（約一百五十元）。
 (每班限收十四人)

主 講 人：蔡克信先生（香港專業攝影師公會會員）
 地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

8090. 一九九四年三月十四日起每星期一下午七時三十分至九時三十分
 全期學費：七百六十元（共十講）

8091. 一九九四年三月十八日起每星期五下午七時三十分至九時三十分
 全期學費：七百六十元（共十講）

8092. 一九九四年三月十九日起每星期六下午四時三十分至六時三十分
 全期學費：七百六十元（共十講）

專業及廣告攝影課程 (中級班) (Photography for Professionals & Advertising – Intermediate Course)

本課程適合具有攝影基礎人仕修讀（如已修讀初級班課程）。課程注重介紹商業攝影技巧及方法，使晉身攝影助手、攝影師及開設影樓等職業攝影工作，課程包括(一)4x5大型相機及商品攝影，(二)專業黑房沖晒技巧，(三)專業婚紗、人像及時裝攝影，(四)室內設計及建築職業攝影技巧，(五)舞台表演攝影，(六)海報、書面、明信片、月曆等插圖攝影等。本課程提供二千呎黑房及影樓、逾百萬頂級專業攝影器材、電腦講義及AV視聽教具。但學員需自付消耗性材料如菲林、藥水等（約三百元）。
 (每班限收十四人)

主 講 人：蔡克信先生（香港專業攝影師公會會員）
 地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

8093. 一九九四年五月三十日起每星期一下午七時三十分至九時三十分
 全期學費：八百二十五元（共十講）

8094. 一九九四年六月三日起每星期五下午七時三十分至九時三十分
 全期學費：八百二十五元（共十講）

8095. 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：一九九四年三月一日）

主 講 人：蔡克信先生（香港專業攝影師公會會員）
 地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

時 間：一九九四年三月十三日起每星期日下午四時至六時
 全期學費：一千八百二十五元（共二十講）

LAW

Deputy Director : W.B. Howarth
Lecturers in charge : B.L. Davies, M.J. Fisher, C.J. Petersen

Telephone: 857 1198



Degree Courses

LONDON UNIVERSITY EXTERNAL LL.B. DEGREE REVISION COURSES

Revision courses for candidates sitting the London University External LL.B. and other similar examinations will be offered in March/April 1994. They will be taught mainly by lecturers invited from the United Kingdom.

The courses offered will be in:

- 8111. Constitutional Law
- 8112. Criminal Law
- 8113. Elements of the Law of Contract
- 8114. English Legal System
- 8115. Evidence
- 8116. Land Law
- 8117. Law of Tort
- 8118. Law of Trusts
- 8119. Company Law
- 8120. Family Law
- 8121. Jurisprudence and Legal Theory
- 8122. Succession

Course Fee: \$1,000 (per subject)

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

Professional Courses

COMMON PROFESSIONAL EXAMINATION (C.P.E.) PREPARATION COURSES

Revision courses for candidates sitting the C.P.E. examinations of Manchester Metropolitan University will be offered in March/April, 1994. These courses will be taught by lecturers invited from the United Kingdom.

The courses offered will be in:

Year I :

- Course No. 8123. Constitutional and Administrative Law
- Course No. 8124. Law of Contract
- Course No. 8125. Law of Tort

Year II :

- Course No. 8126. Criminal Law
- Course No. 8127. Equity and Trusts
- Course No. 8128. Land Law

Course Fee: \$1,000 (per subject)

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

Law for Laymen

8129. 香港地產物業法例 (Real Property Law in Hong Kong)

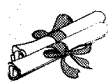
本課程旨在對地產界及相關行業之人士，介紹香港地產交易及物業發展各方面之法律知識。內容包括港九新界，地業權之特徵，官地契約條款，樓宇交易之手續，買賣合約之內容及違約之後果，按揭類別，物業交易之法律文件，例如轉讓契、授權書、信託聲明書等基本認識，地產發展有關之法律問題，例如收地賠償、城市設計、租務管制、樓花買賣等。

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：一九九四年三月十五日起每星期二下午八時至九時三十分

全期學費：四百元 (共十講)



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 15 hours per paper. Students are also required to attend some compulsory daytime 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. Following successful completion of the SPACE Diploma, they may continue with their studies of the B.A.(LIS) degree with Charles Sturt University. Students with a Teacher's Certificate or relevant qualifications may be given further credits for the other required B.A. subjects.

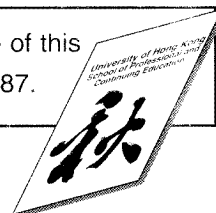
Entry Qualifications: Applicants should hold a 2-year/3-year Teacher's Certificate, or have completed a programme at post-secondary level in a recognised tertiary institution, or equivalent; and be proficient in written and spoken English.

The commencing date of the course is August 1994. Applications will be invited in June 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.

In order to receive the next issue of this Prospectus, please turn to page 87.



8141. 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, February 26, 1994 and March 5, 1994, depending on the group.

Assessment:

Assessment of students' progress will be by coursework tests undertaken by the distance learning mode and reviewed by tutors in the tutorials.

Fee: \$3,650 (including all materials)

Application:

A special application form is obtainable from Dr T.W. Casey, School of Professional and Continuing Education, The University of Hong Kong, by not later than February 21, 1994.

8142. An Introduction to Business Management

Managing a modern business enterprise is an activity for which relatively few of those who become involved in it have had proper training. The functions of the managerial process and prevailing motivation theories will be examined, together with the design of structures necessary to accomplish organizational objectives, and the development of managerial thought in its historical context. Particular attention will be paid to an analysis of the three major functional disciplines - manufacture, finance and marketing. This course has been specially designed for junior executives, or those about to enter the management field, who wish to broaden their knowledge of modern management techniques.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A.,
Ph.D.(Calif.)

Venue : Room 22, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Wednesdays, 6.00-7.30 p.m., commencing February 23, 1994

12 meetings

Fee : \$425

8143. Management Principles and Policy

The objective of the course is to introduce participants to an understanding of the wider responsibilities of management as a preparation for the holding of senior management posts. Topics to be discussed comprise definitions of management; the identification of management functions and responsibilities; management levels and managerial skills; the formulation and execution of policy; the setting of objectives; the exercise of delegation; authority and responsibility; the structure and theories of organization; forms of organization for general and functional management; problem solving and decision making; leadership styles and direction; management by objectives and performance appraisal; motivation and incentives; training needs and design; management development programmes; time management; organizational careers; individual development and career strategies.

Tutor : Benjamin Fung, B.Comm.(Concordia), Grad. Dip.
Mgt. (McGill), A.C.I.S., Dip.M., M.C.I.M.,
M.H.K.I.M., M.B.I.M.

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

Date : Tuesdays, 7.45-9.15 p.m., commencing February
22, 1994

12 meetings

Fee : \$425

8144. Developing Managerial Skills

A Manager is expected to be competent in professional knowledge, technical skills and managerial skills. The first two of these areas are in large measure taken care of in educational institutions, leaving managerial skills to be learnt by direct experience for the vast proportion of managers. This course has been developed to bridge the gap between the results of experience and the long formal courses in management training which are available to small numbers of managers. Designed for junior and middle level managers and supervisors, this course will review the management of people, work and time, problem-solving, the development of creativity, staff development related to improving the quality of work, problems of communication and inter-personal skills, and self-development. The course will draw upon the experiences of those attending in examining the themes.

Tutor : Raysen Cheung, B.Soc.Sc.(H.K.)

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

Date : Mondays, 7.45-9.15 p.m., commencing February
21, 1994

12 meetings

Fee : \$425

8145. 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., C.Dip.A.F.(A.C.C.A.)

Venue : Room 101, James Hsioung Lee Science Building,
HKU

Date : Saturdays, 3.45-5.15 p.m., commencing February
26, 1994

12 meetings

Fee : \$425

8146. 管理學原理 (The Principles of Management)

管理學原理之基本認識是現今管理人員成功的要素。本課程是專為有志於認識基本管理學人士而設。課程上半部包括管理人員的一般工作，管理學理論的演變，管理環境，企業文化，計劃，決策，控制及領導。下半部課程包括當代管理學導論，人力資源管理，企業精神及國際化管理學。本課程將加插公開討論及個案分析以提高學員的參與性。

主 講 人：梁日超先生 M.B.A.(Stirling)

地 點：香港大學專業進修學院市區中心 11 室 (信德中心西翼九樓)

時 間：一九九四年二月二十三日起每星期三下午七時
四十五分至九時十五分

全期學費：四百二十五元 (共十二講)

8147. Organization and Methods

The techniques of a sound Organization and Methods approach to the running of a business enterprise are being adopted by an increasing number of companies in the modern world. Designed for office, line and general managers, this course will cover the application of O. & M. techniques from basic fact finding, the analysis of bad procedures through to specialized techniques of an advanced nature. Specifically, the speaker will examine the problems of forms layout and design, the selection and usage of office machines, clerical aids, together with the supporting role of statistical techniques and of critical path analysis. Examples will be used to show the successful application of O. & M. techniques, taking into account the human implications of changes made.

Tutor : Samuel San, B.E.(N.S.W.)

Venue : Room 24, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Saturdays, 4.00-5.30 p.m., commencing February
26, 1994

12 meetings

Fee : \$425

8148. 處理工作困難及決策的系統方法 (Problem Solving and Decision Making)

課程內容包括問題的發現，如何追尋問題的成因及解決的方法，決策目標的確立，如何選擇合適的方案，及方案的推行。

主 講 人：區啓昌先生

地 點：香港大學專業進修學院市區中心 20 室 (信德中心西翼九樓)

時間：一九九四年二月二十一日起每星期一下午六時至七時三十分
全期學費：四百二十五元（共十二講）

8149. 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 February 26, 1994

8 meetings

Fee : \$380

8150. Advanced Project Management

This course has been developed for those who already have a basic awareness of the concepts of project management, but want to further develop their skills. Aimed at mid-level managers, the course focuses on developing skills which will help project managers to deal with and avoid many of the problems projects run into. Based on real-life case studies, the course features negotiation skills, conflict-management, problem solving techniques and presentation skills, all being essential to running a successful project.

Tutor : Jane E. Smith, B.Sc.(City)

Venue : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 3.45-5.45 p.m., commencing February 26, 1994

8 meetings

Fee : \$380

8151. An Introduction to Strategic Project Management

This course will give an introduction to the overall process of project management from the project initiation stage, design, construction management to the final handing-over

stage. A key feature of the course lies in the emphasis given to applying strategic planning and management to the construction and contract administration stage of work. The course will cover the responsibilities and the qualities required of a project manager, including contract strategy, the different stages of a project, construction management strategy, project acceleration, testing and commissioning and project handover. There will also be discussion of the application of computer-aided project planning, programming techniques, contract negotiation, together some selected case studies. This course has been designed for project managers, project engineers, site resident engineers and contract administrators.

Tutor : Chee M. Kwan, B.Sc.(Glasgow), M.B.A.
(Strathclyde), Eur.Ing., C.Eng., M.B.I.M.,
M.C.I.B.S.E., M.I.Mech.E., M.Inst.E.,
M.H.K.I.E.

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

Date : Tuesdays, 6.00-7.30 p.m., commencing February 22, 1994

12 meetings

Fee : \$425

8152. 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 February 22, 1994

12 meetings

Fee : \$425

8153. An Introduction to Hotel Management

This introductory course is offered to hotel frontline managers or supervisors who wish to have an overall understanding of the managerial aspects of hotel operation. Others who wish to acquire a basic knowledge of hotel

management would also find it useful. The course will outline the process of operation and administration in various functional areas of a hotel, with focus on decision and control techniques. Functional areas to be covered: food and beverage; front office; sales and marketing; public relations; personnel and training, housekeeping and sanitation; accounting and control; purchasing; receiving and inventory control; security; and engineering.

Tutor : Yuen Fook-min, Constant, M.H.C.I.M.A., M.I.T.T., M.Inst.M., M.B.I.M.

Venue : Room 122, University Main Building

Date : Saturdays, 3.45-5.15 p.m., commencing February 26, 1994

10 meetings

Fee : \$360

8154. 酒店管理 (Hotel Management)

本課程特為現職酒店經理及有志投身酒店業人士而設。課程內容包括酒店學之經營方略、酒店組織及各部門之經營管理方法及程序，務使各學員瞭解酒店各部門經理之日常經營運作，管理及決策技巧。

該等部門包括飲食部前台接待部、營業及市務部、公共關係部、人事及培訓部、房口管家部、會計及財務部、飲食成本控制、保安及工程部等。

主 講 人：黃薇秀女士 A.M.I.T.D.

講授語言：粵語(輔以英語)

地 點：香港大學專業進修學院市區中心11室(信德中心西翼九樓)

時 間：一九九四年二月二十二日起每星期二下午六時至七時三十分

全期學費：四百二十五元 (共十二講)

8155. 基本市場管理學 (Introductory Marketing Management)

本課程是專為對市場管理學感興趣的人士而設，對一些初投身工商界或市場拓展工作的年青人，更為適合。除基本理論如市場學的認識及運作、行銷組合、市場環境、管理及策略研究外，本課程並包括很多實例的探討，及最新市場學的發展，如特許專售的興起、展覽會的功能、環境保護及資訊科技對市場學的影響等。

主 講 人：鮑健輝先生 M.B.A.(Bradford), M.C.I.M., M.B.I.M.

地 點：香港大學專業進修學院市區中心20室(信德中心西翼九樓)

時 間：一九九四年二月二十四日起每星期四下午六時至七時三十分

全期學費：四百二十五元 (共十二講)

8156. 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 February 22, 1994

12 meetings

Fee : \$425

8157. 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11室(信德中心西翼九樓)

時 間：一九九四年二月二十六日起每星期六下午一時三十分至三時三十分

全期學費：五百六十五元 (共十二講)

8158. Marketing for the Small Business

The marketing function is the key to the running of a successful small business. It provides the complete approach to the running of a business, focuses the firm's direction and action towards the customer, and maximises profits and potential growth by meeting the needs of the customer more effectively than the competition. The aim of this course is to provide practical knowledge of the principles of marketing as applied to the small business operation. Subjects to be covered include market research, marketing planning, product management, pricing, advertising and promotional activity. The course is suitable for managers and owners of small firms and anyone who is considering starting their own business.

Tutor : Janet Eke, B.A.(C.N.A.A.), Cert.Ed.

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

Date : Fridays, 6.00-7.30 p.m., commencing February 25,
1994

12 meetings

Fee : \$425

8159. 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 February
26, 1994

12 meetings

Fee : \$425

Medium of Instruction : Cantonese

8160. The Essentials of Marketing Strategy

Strategic marketing represents an important management policy to set strategic direction and marketing targets as a result of the analysis of immediate and long term business situations and the assessment of opportunities. The course has been designed to help those with positions of authority in the marketing and general management fields to analyze situations and assess opportunities by means of matching company capability with market needs. Specific areas also to be covered include the development of a product-market matrix, the reduction of market and financial risks through proper portfolio management, and the integration of all human and marketing factors, such as product, price promotion and place, making for a management team which is truly customer-orientated.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A.,
Ph.D.(Calif.).

Venue : Room 22, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Wednesdays, 7.45-9.15 p.m., commencing February
23, 1994

12 meetings

Fee : \$425

8161. 市場謀略學 (Marketing Strategy)

本課程旨在令學員在短時間內，吸收及懂得運用市場機會，空檔等的分析技巧，設計一套完整的市場策略計劃書。計劃書的內容包括如何為商品及服務定下富謀略性的宣傳策略，定價技巧，分銷網絡的運用，及如何面對市場及競爭對手及政治或政府政策的突變而作出致勝的反應。課程內亦提及如何將市場謀略學的原理，運用於學員的日常辦公室政治競爭及求職的過程中。

主講人：池寶珠女士 B.B.A.(C.U.H.K.)

地點：香港大學專業進修學院市區中心 20 室（信德中心西翼九樓）

時間：一九九四年二月二十二日起每星期二下午六時至七時三十分

全期學費：四百三十五元（共十二講）

8162. 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 February
26, 1994

12 meetings

Fee : \$425

Medium of Instruction : Cantonese

8163. 廣告媒介策劃 (Advertising Media Planning)

廣告如今已經成了我們生活的一個重要部份，而不少公司都會運用廣告來推廣它的產品或服務。本課程將會首先分析各種媒介如電視，廣播，報紙和雜誌的功能和特性，繼而介紹如何制定合適的廣告預算及有效地運用各媒介來傳遞產品的訊息。

主 講 人：曹紹濤先生 M.B.A.(Warwick)
 地 點：香港大學屬樹雄科學館 G 4 室
 時 間：一九九四年三月二十六日起每星期六下午三時
 四十五分至五時十五分
 全期學費：四百二十五元 (共十二講)

8164. 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：一九九四年三月二十五日起每星期五下午七時四十五分至九時十五分
 全期學費：四百二十五元 (共十二講)

8165. 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 February 26, 1994

12 meetings

Fee : \$425

8166. Production Management

Production Management has always been a key element to the achievement of corporate success and is the cornerstone of the efforts of many world-class manufacturers and service companies. This course has been designed to give comprehensive coverage to the major topics in production including: the integration of Production Management into Corporate Strategy; the design and organization of production systems for manufacturing and services; production planning and inventory control; controlling production systems and managing quality; the continuous improvement of production systems and Kaizen techniques. Throughout the course traditional production management techniques will be compared in parallel with Japanese - inspired approaches, and case studies will be used for discussion and consolidation purposes.

Tutor : Alfred Yu, B.Eng.(Birm.), M.B.A.(Sheffield), A.M.I.E.E..

Venue : Room 101, James Hsioung Lee Science Building, HKU
 Date : Saturdays, 2.00-3.30 p.m., commencing February 26, 1994

12 meetings

Fee : \$425

8167. Manufacturing Management

Manufacturing is the traditional hub of all industrial activity and in consequence the techniques and management in this area have evolved in many cases over a long period of time. This course will address the major areas of concern within manufacture, such as the nature of the production system, factory layout management, sequencing strategy, inventory, time-series forecasting and the management of resources. Consideration will also be given to project management, manufacturing economics, ergonomics, and work study.

Tutor : Eddie Wu, B.Eng.(Liverpool), G.M.I.Mech.E., H.K.I.E.

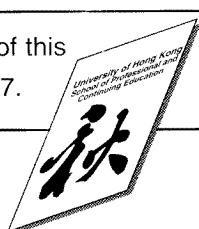
Venue : Room 7, University Main Building
 Date : Mondays, 6.30-8.00 p.m., commencing February 21, 1994

12 meetings

Fee : \$425

Medium of Instruction : Cantonese

In order to receive the next issue of this Prospectus, please turn to page 87.



8168. International Trade and Finance

The international exchange in goods, services and financial assets is a subject of extreme importance to the economy of Hong Kong and the economies of most countries. The course aims at providing not only a description of, but also an explanation of, why international trade and capital movements take place. The subject is of direct relevance to business students because of Hong Kong's key position in international capital markets and of the pervasive role of exports in the domestic economy, and particularly in relation to the PRC. Students will obtain practical knowledge concerning the mechanism of the foreign exchange markets, movements in the exchange rates and in capital flows. Emphasis will be given to aspects of commercial and financial policies that have direct consequences for the export business of Hong Kong and for its financial markets.

Tutor : Daniel E. Chow, B.Sc.(St. Joseph's),
M.Com.(N.S.W.), C.P.A., A.H.K.S.A.,
M.M.A., A.I.M.M., M.I.Mgt., M.C.I.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 February
26, 1994

12 meetings Fee : \$425

8169. An Introduction to Financial Management

Financial Management in an enterprise is concerned with the management of existing resources, the assessment of a company's financial health, its strengths, weaknesses, recent performance, and future prospects. This course is offered to junior executives and managers outside the specialized area of finance to conduct a review of financial statements, evaluate financial performance, the development of financial forecasting, and managing for growth. Active use will be made of case studies to illustrate the principles described.

Tutor : Ms Chan Yoke Meng, B.Acc.(Singapore)

Venue : Room 20, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Saturdays, 1.30-3.30 p.m., commencing February
26, 1994

12 meetings Fee : \$570

8170. Practical Finance for Non-Finance Personnel

The field of finance has been growing in significance in every working organization and to every manager working in them. This course is directed specifically to managers without a training and background in financial matters and

will provide an understanding of the basic and practical elements of finance in organizations. Topics to be covered include: the interpretation of financial statements with analysis of financial ratios, break-even analysis, cash flow management, operating budgeting, capital budgeting, the concept of working capital, business evaluation, the concept of leverage, long-term financing and the importance of finance to business planning.

Tutor : John H. Hon, B.App.Sc.(Montreal),
M.B.A.(McGill)

Venue : Room G4, James Hsioung Lee Science Building,
HKU
Date : Saturdays, 2.00-3.30 p.m., commencing February
26, 1994

12 meetings Fee : \$425

8171. 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 February 25,
1994

12 meetings Fee : \$425

8172. 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 February
26, 1994

12 meetings Fee : \$425

Medium of Instruction : Cantonese

8173. 投資組合管理 (Effective Investment Portfolio Management)

本課程旨在介紹時下流行的投資工具予學員。內容包括股票，外匯，期貨，期權及單位信託基金；課程除了一般投資概念外，重點集中於交易投資，基本分析，圖表分析，經濟指標分析等。學員更希望藉著不同遊戲學習及設計自己的投資組合。

主講人：麥焜輝先生 M.B.A.(Stirling), CIMA, I.C.S.A., Dip.M.,
CIM(Grad.)

授課語言：粵語（輔以英語）

地點：香港大學專業進修學院市區中心 2 2 室(信德中心西翼九樓)

時間：一九九四年二月二十六日起每星期六下午一時三十分至三時三十分

全期學費：五百六十五元（共十二講）

8174. 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 February 25,
1994

12 meetings Fee : \$425

Medium of Instruction : Cantonese

8175. 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 development, salaries administration policies, and the promotion of incentives to work. Reference will be made to appropriate theoretical contributions from the field of organizational behaviour.

Tutor : Terry Casey, B.A.(Nott.), M.Phil.(H.K.), Ph.D.
(Bath.), Senior Lecturer in SPACE, HKU

Venue : Room G3, James Hsiung Lee Science Building,
HKU

Date : Tuesdays, 7.45-9.15 p.m., commencing February
22, 1994

10 meetings Fee : \$360

8176. Human Processes in Organizations

Today's managers are functioning in an environment of increasing complexity, which is characterized by changing aspirations among employees, higher expectations of performance and greater demands of adaptability. They are required to enhance their competence to manage themselves, deal with superiors and subordinates, and to work in multi-cultural teams. This course provides an opportunity to mid-level managers to develop a basic understanding of these processes and their applicability in the business context. It covers such themes as individual performance, motivation, job satisfaction, group behaviour, communication, conflict, power and politics, leadership and managerial style and organizational culture. Concepts will be discussed and case studies used in this course.

Tutor : Rana Rizvi, B.Sc.(Lucknow), M.B.A.(Aligarh)

Venue : Room 208, Run Run Shaw Building, HKU

Date : Saturdays, 3.45-5.15 p.m., commencing February
26, 1994

12 meetings Fee : \$425

8177. 人事管理及勞資關係技巧 (Personnel Management & Labour Relations Techniques)

本課程首先介紹人事管理之重要知識，如工作分析、薪工管理、考績評估及員工訓練等。隨著本課程會作選擇地討論及研究下述一般人事管理人員工作上面對之問題及處理方法，如勞資關係與溝通、勞資協商、員工之投訴及紀律處理、僱傭契約及僱員手冊之編寫、勞資審裁處之訴訟及香港勞工法例等，並有個案研究。

本課程特別適合現職基層人事管理人員或有意從事這行業的人士修讀，務求學員於完成課程後，可掌握從事管理工作之要點。

主 講 人：趙志光先生 B.Soc.Sc., MBA, MHKMA, MIPM
地 點：香港大學專業進修學院市區中心 2 0 室 (信德中心西翼九樓)
時 間：一九九四年二月二十四日起每星期四下午七時四十五分至九時十五分
全期學費：四百二十五元 (共十二講)

8178. 人事管理學(Personnel Management and Office Administration)

人事管理研究的範圍包括所有與企業管理方面有關人事的因素，人事政策實施的問題，如招募、挑選、就業、工作分析、員工訓練及發展、評估薪酬、員工福利、紀律、及員工關係等，將在討論範圍之內。

主 講 人：姚立強先生 M.B.A.(City)
地 點：香港大學校本部大樓 1 2 2 室
時 間：一九九四年二月二十六日起每星期六下午二時至三時三十分
全期學費：四百二十五元 (共十二講)

8179. 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。(限收二十五人)

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：一九九四年二月二十一日起每星期一、下午六時至七時三十分
全期學費：四百二十五元 (共十二講)

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.

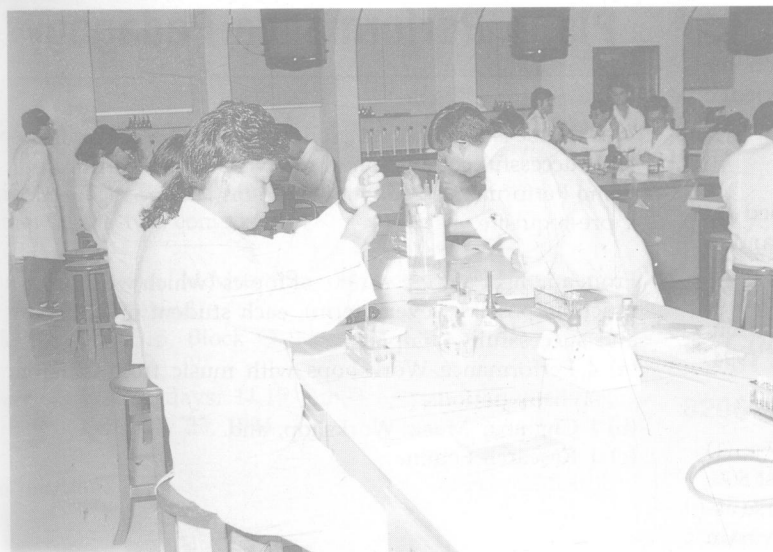
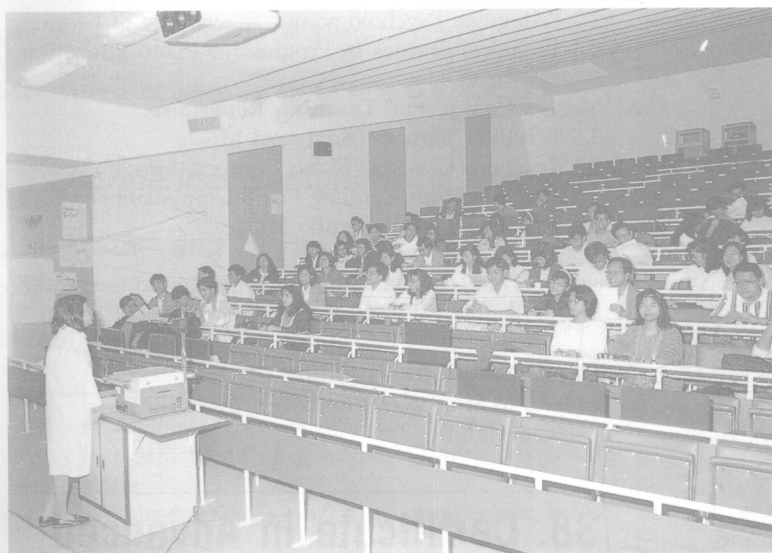
MEDICAL LABORATORY SCIENCE

Lecturers in charge : Wilson W.S. Ng
Sarah S.C. Hui
Stephen W.N. Wu
N.S. Wong

Telephone: 859 2789
859 2793
859 2417
859 1937

Ordinary and Higher Certificate Courses in Medical Laboratory Science

The School of Professional and Continuing Education offers a Higher Certificate course annually and an Ordinary Certificate course every other year for technicians and technicians-in-training who are already employed in medical laboratories. The next intake for the Higher and Ordinary Certificate courses will be in April and November 1994 respectively. Applicants must be sponsored by their employers. For further details and for special enrolment forms, please contact Ms. Elsa Leung, School of Professional and Continuing Education, University of Hong Kong (Tel. 859 2789).



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:
37. Certificate in Piano Performance Pedagogy (2-year course)
38. Certificate in Advanced Piano Performance Pedagogy
39. Certificate in Music Language and History

Exemption:

- (1) Students who have been awarded the EMS/SPACE Certificate in Piano Performance Pedagogy will be exempted from the relevant parts of the programme.
- (2) Any module/unit successfully completed will be recognized for diploma credit.

Admission requirements:

Either University or conservatory graduates who took music as a major part of their degree or diploma course;
or in-service piano teachers with a minimum of three years experience;
or holders of Grade VIII Certificate (theory and practical) of the Associated Board of the Royal Schools of Music, the Trinity College of Music, or music academies of similar standing;
or in exceptional cases, candidates who do not have the qualifications listed above will be considered for admission if they possess the necessary knowledge of piano music and skill. (These candidates may be asked to attend an interview.)

Completed application forms should be accompanied by copies of relevant certificate(s) and diploma(s) and a crossed cheque for the respective course fees in favour of the "University of Hong Kong" and should reach Dr. K.K. Ho, School of Professional and Continuing Education, University of Hong Kong not later than February 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. (Enrolment in August only)

Acting Director of Studies:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)



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 February 1994.

4. Performance Workshops**8201. 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 : Wednesdays, 9.00-11.00 a.m., commencing Febru-
ary 23, 1994

16 meetings Fee: \$2800

8202. 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, 11.15 a.m.-1.15 p.m., commencing
February 23, 1994

16 meetings Fee: \$2,800

8203. Schumann and Brahms (Unit 4.4)

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 February 25,
1994

16 meetings Fee: \$2,800

8204. 20th Century Piano Works (Unit 4.6)

Each participant will choose one piece from the following composers: Bartok, Stravinsky, Prokofiev and Shostakovitch.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)
Place : Flat 515, Block Q, Kornhill, Quarry Bay, Hong
Kong
Date : Fridays, 11.15 a.m.-1.15 p.m., commencing Febru-
ary 25, 1994

16 meetings Fee: \$2,800

5. Research Seminar**8205. French Piano Music after Ravel
(Unit 5.1)**

In this seminar, participants will analyze and categorize the main trends of musical language emerging in this field, draw conclusions for the various aspects of performance practice and gain a deeper understanding of the musical message. These investigations will be followed by discussions of pedagogic procedures - such as age-group allocation, technical and intellectual demands and the preparation of the teacher and/or the pupil.

Tutor : Ms Wong Chung Chun, B.Mus. (Manitoba), M.A.
(Texas Woman)
Place : B7 Block 28, City One Shatin, N.T.
Date : Tuesdays, 9.30-11.30 p.m., commencing February
22, 1994

16 meetings Fee: \$2,800

6. Chamber Music Workshop**8206. Accompaniment and Chamber Music
(Unit 6)**

In this workshop, (1) the basic requirements for piano accompaniment and (2) the role of the piano in chamber

music ensembles will be discussed. Under the guidance of the lecturers, each student will study and perform two works for different ensembles chosen from the following:

Piano duets : Mozart and Schubert
 Piano+violin : Mozarts, 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 February 22, 1994

16 meetings Fee: \$2,800

39. Certificate in Music Language and History



Professor Edward Ho, D.Mus.(Durham), F.T.C.L., LRSM; Head of the School of Music, Kingston University.

This course has three units which will be taught by academic staff from the School of Music, Kingston University.

Curriculum:

7. Music History 1650-1900
8. Harmony and Keyboard Musicianship
9. Improvisation and Composition

8207. Music History 1650-1900 (Unit 7)

Tutor : Professor Edward Ho
 Place : Room 13, Shun Tak Centre, West Tower, 9/F
 Date : Mondays and Wednesdays, 9.00a.m.-12.00 noon and 1.00-3.00p.m.,
 Fridays, 9.00a.m.-12.00 noon, commencing March 28, 1994 (4 weeks only)

20 meetings Fee: \$4,600

(Units 8 and 9 will be offered in July-August, 1994)

8208. Music History and Analysis 1400-1600 & 1900-1945

This is Unit 1 of a new Certificate in Music History, Composition and Keyboard Skills. It has three units:

1. Music History 1400-1600 and 1900-1945
2. Composition
3. Keyboard Skills and Improvisation

Topics in Unit 1:

- (1400-1600) General survey of the Renaissance, Josquin Desprez, Italian and English Madrigals, English Church Music, Instrumental Music and Latin Church Music;
 (1900-1945) Post-Romantic Music, English Music, Bartok, the Second Viennese School and Stravinsky.

Tutor : Professor Edward Ho
 Place : Room 13, Shun Tak Centre, West Tower, 9/F
 Date : Tuesdays and Thursdays, 9.00a.m.-12.00 noon and 1.00-3.00p.m.,
 Fridays, 1.00-4.00p.m., commencing March 29, 1994 (4 weeks only)

20 meetings Fee: \$4,600

Admission requirements: same as course no. 36

Closing date for application: February 3, 1994

(Units 2 and 3 will be offered in July-August, 1994. More details will be available in February, 1994.)

Holders of the Diploma and the Certificate in Music History, Composition and Keyboard Skills, who have passed an examination after attending an additional short course in composition to be offered in August, 1994, will be considered on an individual basis for direct entry into the third year of the Bachelor of Arts degree programme in Music offered by the School of Music, Kingston University, U.K.

8209. 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，每個學員均有來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：一九九四年三月七日起每星期一下午五時四十分至六時五十五分
 全期學費：三百二十元 (共十四講)

8210. 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：一九九四年二月廿四日起每星期四下午五時四十五分至七時
全期學費：三百八十五元（共十六講）

8211. 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：一九九四年二月廿四日起每星期四下午七時十分至八時廿五分
全期學費：三百二十元（共十講）

8212. 高級聲樂 (Vocal Singing: Advanced Level)

講授範圍將包括基本音樂發聲法、樂曲介紹、歌曲處理、演唱風格及吐辭等，講授時將輔以唱片及錄音帶

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧。曾修讀本學院之中級聲樂者將獲優先取錄，但須於上課前十四天報名。
(限收十四人)

主 講 人：麥志成先生 F.T.C.L., A.R.C.M., C.C.S.(S. Cecilia)
地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時 間：一九九四年五月五日起每星期四下午七時十分至八時廿五分
全期學費：三百二十元（共七講）

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

ORIENTAL LANGUAGES

Lecturer in charge: Owen H.H. Wong

Telephone: 859 2787

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.

TEXTBOOK: Sarah Tsou, Teach Yourself Living Mandarin (with tapes), Publisher: Longman (available at Hong Kong Book Centre and Swindon Book Co.).

8241. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays and Thursdays, 8:15-9:30a.m.(Morning), starting March 3, 1994

36 meetings Fee: \$1,750

8242. Ms Alice Chang, B.A.(National Chung Hsin)

Place : Room 206, Run Run Shaw Building, University of Hong Kong

Date : Tuesdays, 8:00-10:00p.m., starting March 1, 1994

22 meetings Fee: \$1,750

8243. 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 February 23, 1994

20 meetings Fee: \$1,750

8244. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 206, Run Run Shaw Building, University of Hong Kong

Date : Fridays, 8:00-10:00p.m., starting March 25, 1994

22 meetings Fee: \$1,750

8245. 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 February 28, 1994

22 meetings Fee: \$1,750

8246. 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 March 2, 1994

22 meetings Fee: \$1,750

8247. Ms Jenny Sze, B.A.(Tientsin)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 5:30-7:30p.m., starting March 25, 1994

22 meetings Fee: \$1,750

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.

TEXTBOOK: Sarah Tsou, Teach Yourself Living Mandarin (with tapes), Publisher: Longman; and supplementary. (The book can be available at Hong Kong Book Centre and Swindon Book Co.)

8248. Mrs Sarah Tsou, M.A.(San Diego State)

Place : Room 106, James Hsioung Lee Science Building, University of Hong Kong

Date : Wednesdays, 7:15-9:45p.m., starting March 9, 1994

18 meetings Fee: \$1,800

8249. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 206, Run Run Shaw Building, University of Hong Kong

Date : Thursdays, 8:00-10:00p.m., starting March 24, 1994

22 meetings Fee: \$1,800

8250. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays, 9:30-11:45a.m.(Morning), starting March 7, 1994

20 meetings Fee: \$1,800

**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.

8251. Mrs Wong Leong Yuk-lan, B.A.(Peking Normal)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays, 7:30-9:45p.m., starting March 14, 1994

40 meetings Fee: \$3,800

(with a break of one month in summer to be arranged by the Tutor)

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.

TEXTBOOKS: Lung Sing, Basic Cantonese in One Hundred Hours. (Available at Hong Kong Book Centre or Swindon Book Co.)

8252. 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 March 29, 1994

25 meetings Fee: \$1,750

8253. Miss Betty Hung, B.A.(CUHK)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 5:30-7:45p.m., starting March 25, 1994

22 meetings Fee: \$1,750

8254. Miss Becky Lam, B.A.(HKU)

Place : Room 101, James Hsioung Lee Science Building, University of Hong Kong

Date : Tuesdays, 8:00-10:00p.m., starting March 15, 1994

25 meetings Fee: \$1,520

8255. Ho Pui-kei, B.A.(CUHK)

Place : Room 101, Runme Shaw Building, University of Hong Kong

Date : Wednesdays, 7:15-9:45p.m., starting March 9, 1994

20 meetings Fee: \$1,520

8256. Mrs Caroline Law, B.A.(U.C.)

Place : Room 16, SPACE Town Centre, Shun Tak Centre, West Tower,

Date : Fridays, 10:15a.m.-12:30p.m., starting March 25, 1994

22 meetings Fee: \$1,520

8257. 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 March 8, 1994.

33 meetings Fee: \$1,520

8258. Miss Amy Chi, M.A.(Exeter)

Place : Room 37, St. Mary's Canossian College, 162, Austin Road, Tsim Sha Tsui. (Entrance at the junction of Kimberley and Austin Avenue)

Date : Thursdays, 6:15-8:45p.m., starting from March 3, 1994

20 meetings Fee: \$1,520

Cantonese II

The course, intended for students who have completed Cantonese I or who can prove that they have had equivalent training in Cantonese, will concentrate on oral expressions and idioms.

TEXTBOOKS: Lung Sing, Basic Cantonese in One Hundred Hours. (Available at Hong Kong Book Centre or Swindon Book Co.)

8259. Keith Tong, M.A.(Reading)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 6:00-7:30p.m., starting March 15, 1994

20 meetings Fee: \$1,800

8260. Miss F.K. Lam, B.A.(CUHK)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Thursdays, 6:00-7:30p.m., starting March 17, 1994

20 meetings Fee: \$1,800

8261. 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 March 14, 1994

20 meetings Fee: \$1,800

8262. Miss Connie Cheung, B.A.(U.C.)

Place : Room 39, St. Mary's Canossian College, 162, Austin Road, Tsim Sha Tsui. (Entrance at the junction of Kimberley Road and Austin Avenue)

Date : Tuesdays, 6:45-8:45p.m., starting March 15, 1994

15 meetings Fee: \$1,800

8263. 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.

Tutor : Mrs Caroline Law, B.A.(U.C.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 7:40-9:40p.m., starting March 15, 1994

15 meetings Fee: \$1,800

TEXTBOOK: Parker Po-fei Huang and Gerald P. Kok, Speak Cantonese Book II (Yale University Press). (Available at Hong Kong Book Centre or Swindon Book Co.)

Chinese Characters

The study of Characters will include etymology of characters, vocabulary and classical reference of idioms. Special effort will be made to give students practice in reading characters.

Priority will be given to students who have completed Cantonese I and II, but those who are doing Cantonese II or who can prove that they have adequate knowledge of Cantonese are also welcome to join.

TEXTBOOK: John DeFrancis, Beginning Chinese Reader, Part I (Yale University Press)

8264. 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 March 18, 1994

17 meetings Fee: \$1,850

8265. 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 March 23, 1994

15 meetings Fee: \$1,850

Japanese

8266. 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 : Miss Maggie Leung, M.A.(Tsukuba),(Sophia)

Place : Room 106, James Hsioung Lee Science Building, University of Hong Kong

Date : Monday, 7:15-9:30p.m., starting February 28, 1994

20 meetings Fee: \$1,850

TEXTBOOK: Japanese for Beginners (Gakken Co., Ltd) (available at Hong Kong Book Centre and Swindon Book Co.)

8267. 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 : Miss Maggie Leung, M.A.(Tsukuba), (Sophia)

Place : Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 5:40-7:10p.m., starting March 23, 1994

23 meetings Fee: \$1,850

TEXTBOOK: Japanese for Beginners (Gakken Co., Ltd) (available at Hong Kong Book Centre or Swindon Book Co.)

日語證書班 (Certificate Course in Japanese)



宗旨：為符合香港環境所需，本學院特開設一項日語證書課程，給予從事工商、文教等各業人士一個進修日本語文的機會，通過一項有系統的訓練，得以了解另一種文化，從而提高他們的工作條件。

課程概括：本課程分為「基本日語」和「高級日語」兩階段，每階段為期一年。「基本日語」著重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，更著重實用日語會話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日文報刊；「高級日語」著重較高程度之語言運用，文字寫作及閱讀；較艱深文句之分析，以期學員能充分操縱此種語文。

主講人：「基本日語」由曾經留學日本之華人導師主持，彼等均有多年教授日語經驗，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：全年港幣壹仟三百八拾元(HK\$1,380)

高級日語：全年港幣壹仟四百六拾元(HK\$1,460)

報名手續：填妥報名表格，連同學費交回本學院。1993年秋季開設「基本日語」五十四班，「高級日語」十二班，為提高被取錄機會，申請者須將其第二、第三及第四選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。由於本學院之報名程序已電腦化，學員一經被取錄，不得轉班。

結業考試：

基本日語：由各班導師個別安排。

高級日語：一九九四年八月廿三日下午七時起在香港大學或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三聯書店，電話：5250102-7及九龍彌敦道中華書局，電話：3857238)

高級日語：現代日語(中國圖書刊行社)。(總經銷：香港中環域多利皇后街三聯書店，電話：5250102-7)

附註：高級日語春季不招生。

基本日語 (Basic Japanese)

8268. 廣偉傑先生主講 (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
時間：一九九四年二月廿二日起每星期二及四下午六時十五分至八時三十分

8269. 黃君猷先生主講 (共四十講)

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(星期四)及26室(星期五)
時間：一九九四年二月廿四日起每星期四及五下午六時三十分至八時四十五分

8270. 陳效登先生主講 (共四十講)

教授語言：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：一九九四年二月廿八日起每星期一及四下午九時至十一時十五分

8271. 中級日語 (Intermediate Japanese)

專供曾修讀四十五小時或以上初級人士或本院基本日語期終測驗不合格學員進修。

主講人：李小達先生主講

地點：香港大學屬樹維科學館106室

時間：一九九四年二月廿四日起每星期四下午三時十五分至九時三十分

全期學費：港幣六佰九拾元(HK\$690) (共二十講)

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)

8272. 林秀華先生主講

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)

時間：一九九四年三月一日起每星期二下午六時四十五分至八時四十五分

全期學費：八百二十元 (共二十講)

8273. 高橋洋子女士主講

地點：香港大學邵逸夫樓206室

時間：一九九四年三月二日起每星期三下午八時至十時正

全期學費：八百二十元 (共二十講)

8274. 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1——動詞諸問題」內容作教學大綱。

主講人：黃健雄先生

地點：香港大學邵仁枚樓101室

時間：一九九四年三月十二日、三月廿六日、四月十六日及四月三十日星期六下午二時十五分至六時十五分

全期學費：四百五十元（共四講）

8275. 商業日語 (Business Japanese)

本課程專為有日文基礎之學員而設，內容包括商業應用語；出入口貿易、推銷、保險、財經、運輸、旅遊等行業之專用語；及商業函件之寫作，每一課的內容將包括各語句、詞匯、課文、語法、會話及練習。

申請人須具已進修日本二百小時左右之程度，或曾修畢本學院主辦之高級日語。

主講人：林秀華先生(前南京師範大學日語講師)

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)

時間：一九九四年三月十八日起每星期五下午六時三十分至八時四十五分

全期學費：八百九十元（共二十講，限收三十人）

8276. 商業日語 (Business Japanese)

本課程專為有日文基礎之學員而設，內容包括商業應用語；出入口貿易、推銷、保險、財經、運輸、旅遊等行業之專用語；及商業函件之寫作，每一課的內容將包括各U語句、詞匯、課文、語法、會話及練習。

申請人須具已進修日本二百小時左右之程度，或曾修畢本學院主辦之高級日語。

主講人：林秀華先生(前南京師範大學日語講師)

地點：香港大學屬樹雄科學館101室

時間：一九九四年三月十日起每星期四下午八時至十時正

全期學費：八百九十元（共廿二講，限收三十人）

普通話（國語）(Putonghua)

本學院的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本學院特

別就各界的需求重編教材，使普通話的教學更趨系統化。普通話合格證明只頒發給高級普通話班畢業學員。

為提高被取錄機會，申請者須將其第二、第三及第四選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。由於本學院的報名程序已電腦化，學員一經被取錄，不得轉班。

普通話課本：普通話教程(香港大學專業進修學院編)，(可到中環域多利皇后街三聯書店購買，電話：5250102及九龍彌敦道中華書局，電話：3857238)

基本班用上冊(普通話教程)

高級班用下冊(普通話教程)

基本普通話 (Basic Putonghua)

整個課程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。

8277. 朱建小姐主講（共三十七講）

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室

時間：一九九四年二月廿八日起每星期一及三下午六時三十分至八時四十五分

全期學費：一千一百八十元(HK\$1,180)

8278. 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38室(每星期三)及28室(每星期五)

時間：一九九四年二月廿三日起每星期三下午六時三十分至八時三十分

時間：一九九四年二月廿五日起每星期五下午六時三十分至八時三十分

全期學費：一千一百八十元(HK\$1,180)

中級普通話 (Intermediate Putonghua)

本課程專為曾進修外界之初級普通話的申請者而設，以便銜接升讀一九九四年本院所辦之高級普通話課程。

普通話課本：普通話教程(香港大學專業進修學院編)，(可到中環域多利皇后街三聯書店購買，電話：5250102及九龍彌敦道中華書局，電話：3857238)中級班上冊(普通話教程)

8279. 張燕南先生主講（共十八講）

地點：香港般含道聖保羅書院612室

時間：一九九四年三月二日起每星期三下午六時四十五分至九時正

全期學費：五百七十四元(HK\$574)

8280. 吳北榕小姐主講（共十八講）

地點：香港大學梁銚鏞樓LG107室

時間：一九九四年三月一日起每星期二下午七時十五分至九時三十分

全期學費：五百七十四元(HK\$574)

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部份北京地方語彙的講授。學員結業考試合格，上課次數超過百分八十，可獲普通話合格證明。

高級班優先取錄修畢本學院基本班之學員，外界申請入學者，可作後補生。

每班為期一年，限收三十人，1993年全期學費：一仟二百零八拾元 (HK\$1,280)

附註：高級普通話春季不招生

8281. 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：香港般含道聖保羅書院611室
時間：一九九四年二月廿八日起每星期一下午六時四十五分至八時四十五分
全期學費：八百九十元 (共二十講) (限收二十五人)

8282. 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：一九九四年二月廿八日起每星期一下午四時至六時
全期學費：八百九十元 (共二十講) (限收二十五人)

教師可獲教育署退還100%學費。詳參第77頁。(只限課程編號8282)

8283. 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，而有意從事此門教學工作，可籍本課程研習如何有效利用現代教育科技，編寫教材，製作教具，靈活運用教學法，以達成預期教學目標。研習要點包括：學校與家中常遇難題；對外漢語教學概況；實用教育科技，教科書之評鑑與教材編寫；外語教學法與記憶術；教具製作與使用；試教，實習與教學過程之掌握；學習效果之評量與回饋。

主講人：盧毓文女士
地點：香港大學專業進修學院市區中心11室 (信德中心西翼九樓)
時間：一九九四年三月八日起每星期二上午十時二十分至十二時五十分
全期學費：一千二百元 (共十四講)

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，請致電林舜玲博士或黃小姐 (859 2421)

(訂購表格在147頁。)

英語迷踪

春季優惠

HK\$ 380.00

有效至四月
十五日

8341. Chinese and Japanese Women in the Old Days

To understand the position of Chinese and Japanese Women in society from pre-history period up to the eleventh century, women's significance in and contributions to religious, political and literary fields will be expostulated. Apart from the courtly and educated noblewomen, history of women of the field and the town will also be traced. Starting from the dawn of the seventh century, influences of Chinese ways and thoughts began gaining dominance in Japan. Hence, an attempt will be made at analysing the differences and similarities between Chinese and Japanese women especially after the seventh century.

Enrolment is limited to 30

Tutor : Ms Leung On-yuk, Maggie, B.A. (HK), M.A.
(Tsukuba), (Sophia)

Venue : Room 10 SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Tuesdays, 6:10pm - 7:40pm, commencing March
8, 1994

8 meetings

Fee : \$285

8342. 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 SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Mondays, 6:35pm - 8:20pm, commencing March
7, 1994

6 meetings

Fee : \$350

8343. 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 May 9,
1994

6 meetings

Fee : \$350

8344. 實用中文證書課程 (Certificate in Use of Chinese)

課程主旨：

本課程的目的在向學員提供中國語文的基本知識，加強他們運用語文的能力，以應付日常工作和社交的需要。

課程內容：

- (一) 語文基礎知識
語言和文字是人類溝通的主要工具，如果能夠掌握這個工具的特性，必可使我們在表達意見和吸收訊息時，收事半功倍之效。本科目將就語言的本質、漢語的特色、漢語和文字、漢字的特點等，詳加闡述，務使學員能充分掌握語文的知識，改進運用的能力。
- (二) 應用文
在現代社會中，應用文是與人交際、傳達訊息的重要工具。能夠掌握各類應用文的體裁和特點，對處理私事、公務，都有莫大的幫助。本科目將針對香港的實際情況，詳細介紹公函、商業書信、報告、會議紀錄、啓事、契約、建議書等的格式和作法，使學員能應付日常需要。
- (三) 資訊中文
香港社會資訊發達，消息頻繁，應用資訊性文字的機會也不斷增多。為了配合需求，本科目將會選講一些資訊性文類如新聞稿、廣告稿、說明書、演講稿等，分析它們的特點和撰寫方法，輔以實例，務求學員能充分掌握各文類的規格，學以致用。
- (四) 文學作品賞析與創作
本科目旨在從優秀的中國白話文學作品中汲取養料，並透過欣賞和分析，幫助學員掌握漢語寫作的要點。加強他們對中國語文運用的認識，從而提高他們駕馭中國語文的能力。本科涵蓋的作品包括小說和散文，以1949年前後在中國大陸發表的為主，並輔以台灣和香港兩地的傑出作品。

本課程分兩部分

第一部分：語文基礎知識
應用文

第二部分：資訊中文
文學作品賞析與創作

課程主任：陳遠止先生 B.A., M.Phil. (H.K.)

主 講 人：陳遠止先生 B.A., M.Phil. (H.K.)
劉智鵬先生 B.A., M.Phil. (H.K.)
白雲開先生 B.A., M.Phil. (H.K.)

地 點：香港大學邵逸夫樓 2 0 8 室

時 間：第一部分（共二十五講）：一九九四年三月廿二日起每星期二下午六時三十分至八時三十分
第二部分（共二十五講）：一九九四年九月廿七日起每星期二下午六時三十分至八時三十分

全期學費：二千一百元

入學資格：中學會考中文科合格

畢業證書：課程結束後，學員若能符合下列條件，則可獲本院頒發的證書：（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：申請者須於一九九四年三月七日前將（一）申請表格，（二）學歷證件副本，（三）貼足郵票的回郵信封乙個，寄回香港大學專業進修學院。報名時請用支票（抬頭寫香港大學）交款。

8345. 文學創作研習班 (Creative Writing in Modern Chinese Literature)

在文學的範疇裡，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體念「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：吳堂人先生（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：一九九四年三月七日起每星期一下午八時二十分至九時五十分

全期學費：三百一十元（共十講）

8346. 唐宋詩選讀 (Tang & Sung Poetry)

詩盛於唐、迄於宋，珠玉盈前，美不勝收。唐代先後有兩李杜，中間則王孟，元白，兩劉亦不遜；宋代首推蘇黃，南渡四家中劍南詩至萬篇，佳句不乏；至堪選介，再續一次，另一方面亦夾雜一些唐宋詞，以與同好普遍共賞！

主 講 人：潘小磐先生

地 點：香港大學專業進修學院市區中心 1 3 室（信德中心翼九樓）

時 間：一九九四年三月四日起每星期五下午七時四十五分至九時十五分

全期學費：三百三十元（共十四講）

8347. 中國電影對中國文化之反省

本課程透過一些經典的電影，去探討中國電影所處理的中國文化的問題；例如：人和土地的關係、文字在文化中的角色、知識份子的主動性、性和權力的在古代家庭的關係等，一方面使學員能夠深入欣賞中國電影。另一方面介紹各電影的主題，並引導學員對中國文化作理性的反思。討論的電影包括：「小城之春」、「牧馬人」、「黃土地」、「孩子王」、「老井」、「本命年」、「晚鐘」、「黑炮事件」、「大紅燈籠高高掛」。（上課時將有電影播放的安排。）

(限收四十五人)

主 講 人：張鳳麟先生

地 點：香港大學梁詠嫻樓 L G 1 0 1 室

時 間：一九九四年三月七日起每星期一下午六時三十分至九時三十分

全期學費：六百五十元（共十講）

8348. 朗誦講座 (Verse and Prose Speaking)

本講座詳細介紹有關朗誦方面的基本知識、技巧運用及訓練方法等，使教師及喜愛朗誦者對朗誦能有較系統而全面的認識。講授內容包括：朗誦的意義及功用；朗誦的情意表達技巧（聲調的控送，節奏的處理，情感的表達，動作的設計）；個人朗誦的指導方法；訓練集體朗誦的步驟；集體朗誦的技巧運用；隊型的編排；和聲朗誦的處理，二人對話朗誦的方法；造型的朗誦；視讀的訓練法；新詩、散文、詩、詞、曲的朗誦；誦材的編選；及評判朗誦的準則。

本課程著重理論與實際經驗的結合，並有示範及錄音以輔助教師於訓練時有所參考。

(限收三十二人)

主 講 人：何家松先生

麥思劉先生

彭永才先生

地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 27 室（金巴利道入口）

時 間：一九九四年三月三日起每星期四下午六時三十分至八時三十分

全期學費：三百七十元（共十講）

教師可獲教育署退還半費。詳參第 77 頁。

Philosophy

8349. 堪輿學之應用與價值 (The Study of Geomancy)

中國堪輿學是一門高深之民族宗教哲學，它之起源、演變與中國歷史、政制、社會背景有著血肉不分離之關係。它一直在民間流傳，定有其社會價值與影響。尤其對國有之祭祀、曆法、宗族、風土習尚、建祠立村、民族活動等有極深遠之影響外，它與古代農業社會之天文、地理、水利建築等有密切之關係。

本課程以現代社會生活為證，探究其源流與價值觀，主題包括（一）古代氣候學與農耕氣節；（二）堪輿與天文；（三）堪輿與古代地理；（四）堪輿與建築；（五）中西預言學之異同；（六）堪輿之因果論；（七）墓葬文化之宗教價值；（八）自然生態與環境保護之科學精神；（九）建祠立村之原則與方法；（十）陰宅之吉凶；（十一）陽居之吉凶；（十二）祭祀與神位；（十三）對風俗之影響；（十四）歷史考古價值；（十五）堪輿學與華人社會之組織；（十六）羅盤之變化與應用；（十七）總結及討論；（十八）實地考察。

主講人：袁匡任先生 Dip. Ed.(C.U.H.K.),M.A.
地點：香港太古城地利亞修女紀念中學 412 B 室（中學部太豐路入口）
時間：一九九四年三月三日起每星期四下午七時三十分至九時三十分
全期學費：三百六十五元（共十講）

8350. 周易之應用與功能 (The Book of Changes)

易經自伏羲創八卦，文王演易及孔子之整理並輔以十翼，早已以卜巫之經而成一哲理之書。歷代聖賢好易者甚蕃，發揮易學為多元論。其中原理並不艱深，由陰陽二元素、五行與八卦之相生相剋。生息萬物、天理循環，是一種具備自然科學與人文哲理之推衍學術。歷代陰陽五行家、史官、兵家、理學家、醫師、宗教家等以易學為中心論、繁衍中國特色以文化與社會制度及民族活動。

本課程以易經之應用多元化作出探討，使學員了解其實用價值及趣味性，提倡君子自強不息，樂觀進取，自求多稱之精神價值，內容包括（一）陰陽、五行之變化，（二）易卦之基本原理，（三）衍生之術數，（四）易經之軍事理論，（五）易理與醫學，（六）易理與命理，（七）經濟與民主，（八）宗教與倫理、（九）周易卦辭與四書章句之比較、（十）總結對中國文化之影響。

主講人：袁匡任先生 Dip. Ed.(C.U.H.K.),M.A.
地點：香港太古城地利亞修女紀念中學 412 B 室（中學部太豐路入口）
時間：一九九四年五月十二日起每星期四下午七時三十分至九時三十分
全期學費：三百六十五元（共十講）

8351. 佛學要義 (Outline of Buddhist Philosophy)

本課程將以下列內容，對佛家思想作深入探討：（一）佛學對天趣的面面觀；（二）輪迴與因果的意義；（三）唯識哲學系統淺解；（四）佛家的教理行果之修證；（五）禪定與祈禱感應法門；（六）密咒釋義——大悲咒修持。

主講人：葉文意女士
地點：香港大學專業進修學院市區中心 10 室（信德中心西翼九樓）
時間：一九九四年三月二日起每星期三下午六時十五分至七時四十五分
全期學費：二百九十元（共十二講）

8352. 佛經導讀——心經幽贊（窺基撰） (Special Topics: Buddhism)

佛家智慧以滌蕩凡情為義，般若解脫掃塵遣執，唯大般若經六百卷，義海汪洋，較難研習。心經為般若經精華，含英擷粹、辭簡義賅，是修學般若經之重點。眾多註解中，窺基大師之心經幽贊，洞燭幽微，演繹清晰，適合初學人士研讀。

主講人：葉文意女士
地點：香港大學專業進修學院市區中心 18 室（信德中心西翼九樓）
時間：一九九四年三月二日起每星期三下午八時十五分至九時三十分
全期學費：二百九十元（共十一講）

8353. 中國哲學 (Chinese Philosophy)

中國哲學，精深博大，對社會人生之實效價值，早已引起全球學者所重視。此課程不但適合哲理思想及義理文學之愛好者，且對一般人之生活修養及智慧啟發有助。講解深入淺出，寓高深於趣味，初學可懂。

選講範圍：周易，孔孟荀，老莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋，董仲舒，王充，周張邵，二程，朱熹，陸九淵，王明陽，王船山，顏習齋，戴震，章實齊，康有為，梁啟超，陳獨秀，李大釗，魯迅，胡適。專題：宗教與科學觀，民主與民本觀，孝道哲學觀，雜家與西方折衷主義哲學，中國文化與哲學之優劣點，玄學、道教，佛學，陰陽五行，中國無神論，中國各期各派思想與中外文化交流。

主講人：鄭炯堅先生 B.A.,M.Phil.(CUHK)
地點：香港大學專業進修學院市區中心 10 室（信德中心西翼九樓）
時間：一九九四年三月十四日起每星期一、三、五下午七時至八時十五分
全期學費：二百六十五元（共十二講）

8354. 西洋哲學與中國 (Western Philosophy and China)

本課程通過哲學，幫助學員探索宇宙觀，人生觀及其他學術問題，並提供哲理基礎，使所研究之學術更富於深度和價值，並選若干要點作中西比較。

選講範圍：哲學之「愛智」價值，神話藝術之哲理，中西美學；中西哲學特質比較，中西哲人論「人」；泰利士（首位哲人）到蘇格拉底，柏拉圖，亞里士多德；中古及近代哲人康德，謝林，菲希特，黑格爾，馬克思；叔本華，尼采，存在主義及現代重要哲學。「專題」；理性，經驗，唯物，唯心，實證，功利，進化，實用主義等；及中國學人（如王國維，嚴復，蔡元培，胡適，陳獨秀，李大釗等）與西方哲學，及中西文化交流。

主 講 人：鄭炯堅先生 B.A., M.Phil (CUHK)
地 點：香港大學專業進修學院市區中心 10 室（信德中心西翼九樓）
時 間：一九九四年三月十四日起每星期一下午八時三十分至十時
全期學費：二百六十五元（共十二講）

8355. 中西「公共關係」的心理哲學：交際學與成功術(The Psychology & Philosophy of Public Relations in the East & the West I)

內 容：（一）公關的「基本法」及不可缺之「精要點」；（二）「交際學」、「口才學」、「人緣學」及「人際關係學」之心理；（三）如何了解真理標準？如何通過真善美了解成功哲學？

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：一九九四年二月十九日（星期六）下午三時至二月二十日（星期日）下午五時
集合時間及地點：二月十九日下午三時於九龍窩打老道「豪華酒樓」門前（培正中學附近）
住 宿：香港大學嘉道理農業研究所宿舍，六人冷氣房（請自備手提電筒）

全期費用：二百六十五元（包括學費、食宿及交通費）
名 額：四十人（先到先得）（二十人以下取消）
截止報名日期：一九九四年一月廿四日

Art & Culture

8356. 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：一九九四年三月一日起每星期二上午九時三十分至十一時三十分
全期學費：四百二十元（共十講）

8357. 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：一九九四年三月二日起每星期三上午九時三十分至十一時三十分
全期學費：四百二十元（共十講）

8358. 行書(Running Script)

本課程介紹行書的源流及演變，並指導學員從實習中領略書寫行書的方法。從王羲之，趙孟頫之行書入手，藉以鞏固用筆和結字的基礎，並使學員在日常書寫方面得以改善。繼而學習黃山谷的行書，在已有的基礎上求變化及突破。
(限收二十人)

主 講 人：林雲女士
地 點：香港大學專業進修學院市區中心 2.5 室（信德中心西翼九樓）
時 間：一九九四年五月十八日起每星期三上午九時三十分至十一時三十分
全期學費：四百二十元（共十講）

8359. 篆書入門(Seal Script Calligraphy)

本課程適合有書法基礎之人士參加，輔導學員從實習中掌握寫篆書的方法，從而領會篆字和別種字體在書寫技巧方面的分別。此外，本課程並扼要介紹篆書在文字演變和書法史上之地位，以及在篆刻方面之應用，對初學篆刻者尤有幫助。
(限收二十人)

主 講 人：林雲女士
地 點：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：一九九四年五月十七日起每星期二上午九時三十分至十一時三十分
全期學費：四百二十元（共十講）

8360. 山水寫意畫 (Impressionist Landscape Painting)

水墨寫意畫是中國畫的另一主流，主要的特點是在墨色方面見勝，尤其是在宣紙上的技巧。本課程將會著重介紹如何控制水份和運用毛筆，因此學員必須在課堂上實習和交作業。
(限收二十五人)

主 講 人：林雲女士
地 點：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：一九九四年二月廿八日起每星期一上午九時三十分至十一時三十分
全期學費：四百二十元（共十講）

8361. 寫在絹上的山水畫 (Landscape Paintings on Silk)

中國畫除用宣紙寫以外還有用作絹作材料。紙和絹質地不一樣，因而寫法便有所不同，絹不吸水。而宣紙吸水。南宋以前人多用絹，所以絹畫在中國畫史上也佔有一重要地位。如何用作畫之材料，本課程將會為學員教授及示範。
(限收二十人)

主 講 人：林雲女士
地 點：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：一九九四年五月十六日起每星期一上午九時三十分至十一時三十分
全期學費：四百二十元（共十講）

8362. 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：一九九四年三月三日起每星期四上午九時三十分至十一時三十分
全期學費：四百二十元（共十講）

8363. 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：一九九四年五月十二日起每星期四上午九時三十分至十一時三十分
全期學費：四百二十元（共十講）

8364. 東方紙黏土與西方技巧 (Oriental Paper Clay & Western Techniques)

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。能塑造各種不同形態，造形著重東方色彩，揉合西方的技法，以達成洋為中用，古為今用之效果。

課程內容以香蕉、士多啤梨、精美點心、甲蟲、青豆、紹菜、鬱金香、心口針、白兔、白鴿、壁畫、金魚、燈座、向日葵等等……。

塑性極高，形態逼真。作品經風乾後，可塗上逼真顏色及光油。臨堂實習及示範，製作過程輕鬆有趣，初學及興趣人士均參加。
(限收二十人)

主 講 人：鄧昶立先生
地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 3 5 室（金巴利道入口）
時 間：一九九四年三月一日起每星期二下午六時三十分至八時三十分
全期學費：三百六十五元（共十講）

8365. 東方紙黏土與西方技巧研習 (Advanced Oriental Paper Clay & Western Techniques)

本課程是東方紙黏土與西方技巧研習的延續，內容加強、內容授以秋海棠、菊花、小豬、宏偉別墅、花園、立體公仔壁畫、小丑筆座、西方古典仕女等等……此外更注重設色、技巧及製作概念，更可自由創作。每講均有實習及示範，使學員對紙黏土東西技巧，加深發揮潛能。初學及有興趣人士均參加。
(限收十八人)

主 講 人：鄧昶立先生
地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 3 5 室（金巴利道入口）
時 間：一九九四年五月十七日起每星期二下午六時三十分至八時三十分
全期學費：三百三十元（共八講）

8366. 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。塑性極高，形態逼真。由淺入深，內容授以紅蘿蔔、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，初學及有興趣人仕均可參加。
(限收二十人)

主 講 人：鄧昶立先生
地 點：香港太古城地利亞修女紀念中學 415 室（中學部太豐路入口）
時 間：一九九四年三月十日起每星期四下午六時三十分至八時三十分
全期學費：三百六十五元（共十講）

8367. 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。初學及有興趣人仕均可參加。
(限收十八人)

主 講 人：鄧昶立先生
地 點：香港太古城地利亞修女紀念中學 415 室（中學部太豐路入口）
時 間：一九九四年五月十九日起每星期四下午六時三十分至八時三十分
全期學費：三百三十元（共八講）

8368. 花鳥山水畫寫意 (Chinese Landscape, Flowers & Birds Painting)

寫意花鳥山水畫，又稱骨畫法。原於五代南唐，以點染的技法，揉合形似與豐富的色彩，配上優美的線條，落筆縱橫，賦彩濃淡染就，崇尚生動和野趣。講授對運筆、用墨、用紙設色（赭墨、淺絳、青綠、金碧輝煌）技法，並加畫史，畫理，寫生等。課程以寒梅、幽蘭、秋菊、翠竹、四時花卉、蔬果、（白菜、西瓜）蜜蜂、蝴蝶、鯉魚、麻雀、小雞等而山水以樹石、鹿角、蟹爪技法，點葉、夾葉、松、芭蕉等樹法、山石以長短披麻、斧劈皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲、染雲、瀑布、波濤等。課程由淺入深，輔助學員領會花鳥與山水畫寫意結合的精華，每講均有課堂實習、示範、欣賞及派發畫稿，歡迎初學及有興趣人仕均可參加。
(限收二十五人)

主 講 人：鄧昶立先生
地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 39 室（金巴利道入口）
時 間：一九九四年三月四日起每星期五下午六時三十分至八時
全期學費：三百三十元（共十講）

8369. 花鳥山水畫深造班 (Advanced Chinese Landscape, Flowers & Birds Painting)

本課程是花鳥山水畫寫意的延續，為相等程度及有興趣人仕而設，加強內容，以學員進度而作出技法及構圖，內容以山石、樹木、雲煙、泉瀑、風雨，配以四時花卉、昆蟲、鳥類

等等。盡使山巒螺黛、激流湍瀑、朝煙暮靄、鳥語花香、象意寫形，無不神似，而氣韻生動，古樸清奇、盡收腕底。能使學員在短期內完成作品，發揮花鳥山水畫寫意進一步的長處，令至學員達到創作的階段。每講均有示範，臨堂實習及派發畫稿。歡迎初學及有興趣人仕均可參加。
(限收二十人)

主 講 人：鄧昶立先生
地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 39 室（金巴利道入口）
時 間：一九九四年五月二十日起每星期五下午六時三十分至八時
全期學費：三百三十元（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)

8370. 吳祖蔭先生主講
地 點：香港大學專業進修學院市區中心 16 室（信德中心西翼九樓）
時 間：一九九四年三月十八日起每星期五下午六時三十分至八時
全期學費：三百六十元（共十一講）

8371. 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：一九九四年二月廿八日起每星期一下午六時三十分至八時三十分
全期學費：三百六十元（共九講）

中國山水畫技法 (Method of Chinese Landscape Painting)

本課程專供修業完畢初級山水國畫班之學員深入山水國畫之技法研究，除簡略重溫習基本畫法外，更進一步研究山水國畫之技法和構圖，皴擦、運筆、用墨、染墨、染色、乾筆之蒼茫，濕筆之潤厚及乾濕筆之並用，點線之美化等技巧及其效果，並示範如何達氣韻生動及氣勢磅礴之境界，更進一步研究瀑布及雲海之繪寫過程及技巧，亦根據學員之成績調節課程漸進入較高深之技法研討，更為愛好繪寫雲海及瀑布之學員作深入之講解及研究，理論與即席示範兼施。
(每班限收二十人)

8372. 吳祖蔭先生主講
地 點：香港大學專業進修學院市區中心 16 室（信德中心西翼九樓）
時 間：一九九四年六月十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）

8373. 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：一九九四年五月九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)

**8374. 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：香港大學專業進修院市區中心25室(信德中心西翼九樓)
時間：一九九四年三月四日起星期五上午九時三十分至十一時三十分
全期學費：四百二十元 (共十講)

**8375. 國畫花鳥蟲魚構圖寫作技法
(Techniques of Chinese Paintings:
Flowers, Birds, Insects & Fish)**

本課程為適應對國畫有基本研習而對花鳥蟲魚寫作有研習興趣者而設。內容包括：(一)春夏秋冬四季花卉構圖寫作技法。(二)各類飛翔雀鳥寫作技法。(三)蜂蝶草蟲寫作技法。(四)魚蝦水族寫作技法。(五)花鳥配合構圖法。(六)蜂蝶花卉配合構圖技法。(七)魚蝦花草配合構圖技法。(八)花鳥蟲魚綜合構圖技法。(九)各類畫面題款與用印技法。(十)每課印發講義並附習作樣稿(十一)每課隨堂示範寫作技法，並批改習作(包括家課習作)。

(限收廿五人)

主講人：徐達之先生
地點：香港大學厲樹雄科學館106室
時間：一九九四年三月廿六日起每星期六下午二時四十分至四時十分
全期學費：五百八十五元 (共二十講)

**8376. 國書法篆隸楷行草集聯寫作研習
(Chinese Calligraphy: Various Styles)**

本課程為適應對中國書法有研習興趣而稍有書法基礎者進一步研習各體書法集聯集句寫作應用者而設。內容包括：(一)大篆鐘鼎文書法寫作應用研習。(二)小篆繹山碑書寫與應用。(三)石鼓文篆書寫作與應用。(四)漢隸禮器、史

晨、乙瑛、張遷、曹全碑文書法寫作與應用。(五)魏碑石門頌書法寫作與應用。(六)魏鐘繇楷書寫作研習。(七)晉王羲之、王獻之楷、行、草書寫作研習。(八)唐代歐陽詢、虞世南、褚遂良、顏真卿、柳宗權各家書法寫作與應用。(九)宋代蘇軾、黃山谷、米芾、蔡襄各家寫作與應用。(十)各體書法之欣賞、寫作與應用的特點。(十一)結合各體書法神韻與寫作應用研習。(十二)每課編發講義並附習作樣稿。(十三)隨堂示範並批改習作(包括家課習作)。

(限收廿五人)

主講人：徐達之先生
地點：香港大學厲樹雄科學館106室
時間：一九九四年三月廿六日起每星期六下午四時十五分至五時五十分
全期學費：五百八十五元 (共二十講)

8377. 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)梅花的風織與幹枝構圖技法。(五)蘭花的神韻與墨彩運用技法。(六)胸有成竹的寫意畫竹技法。(七)菊花的構圖與百花寫作的貫通。(八)梅蘭竹菊與風晴雨雪季候性的寫作技法。(九)欣賞歷代名家作品。(十)每課分發講義(並附習作樣稿)，隨堂寫作示範並批改習作(包括家課習作批改)。

(限收廿五人)

主講人：徐達之先生
地點：香港太古城地利亞修女紀念中學412B室(中學部太豐路入口)
時間：一九九四年三月九日起每星期三下午七時至九時
全期學費：五百八十五元 (共十五講)

**8378. 中國書法六體千字文寫作應用研習
(Different Styles in the Book of One Thousand Characters)**

本課程為適應對中國書法寫作已有楷書基礎而有進一步研習行書、草書、章草、隸書、篆書各體書法藝術者而設。以千字文一千個不同的中文字為各體書法寫作對象，並將各體集成文句或對聯加以應用。內容包括：(一)正楷千字文寫作法。(二)行書千字文寫作法。(三)草書千字文寫作法。(四)章草千字文寫作法。(五)隸書千字文寫作法。(六)篆書千字文寫作法。(七)各體千字文集句或對聯寫作法。(八)每課編發講義與習作樣稿。(九)每課隨堂示範寫作技法；包括：執筆使轉、用墨、用水、用紙。並批改堂課及家課習作。

(限收廿五人)

主講人：徐達之先生
地點：香港太古城地利亞修女紀念中學412B室(中學部太豐路入口)
時間：一九九四年三月七日起每星期一下午七時至九時
全期學費：五百八十五元 (共十五講)

書法講座（一）教師班 (The Learning and Teaching of Chinese Calligraphy I)

本課程專為初學書法的教師而設，講授書法基礎知識。目標有二：（一）引起教師們對書法藝術的興趣，進而學習傳統書法的基本理論和實踐，以建立書法研習基礎。（二）教師們在研習中，掌握了書法藝術學習上循序漸進的基本理論與方法，便可在學校教學中指導學生們進行學習。凡對書法藝術有興趣，而能撥出時間進行練習者，歡迎參加研習。

（每班限收二十人）

8379. 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：一九九四年三月二日起每星期三上午九時至十一時
全期學費：八百元（共十八講）

8380. 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：一九九四年三月二日起每星期三下午三時至五時
全期學費：八百元（共十八講）

教師可獲教育署退還半費。詳參第77頁。

書法講座（二）教師班 (The Learning and Teaching of Chinese Calligraphy II)

本課程是「書法講座（一）」的延續，目標相同，歡迎已完成「書法講座（一）」的學員，或對書法藝術的理論與實踐已稍有基礎的教師參加。

（每班限收十六人）

8381. 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：一九九四年三月三日起每星期四上午九時至十一時
全期學費：一千元（共十八講）

8382. 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：一九九四年三月三日起每星期四下午三時至五時
全期學費：一千元（共十八講）

書法講座（三）教師班 (The Learning and Teaching of Chinese Calligraphy III)

本課程是「書法講座（二）」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。歡迎已完成「書法講座（二）」的學員或相當程度的教師參加研習。

（每班限收十人）

8383. 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：一九九四年三月一日起每星期二上午九時至十一時
全期學費：一千一百六十元（共十四講）

8384. 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：一九九四年三月一日起每星期二下午三時至五時
全期學費：一千一百六十元（共十四講）

書法講座（四）教師班 (The Learning and Teaching of Chinese Calligraphy IV)

本課程是「書法講座（三）」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。本課程只歡迎已完成「書法講座」（三）的學員參加研習。

（每班限收十人）

8385. 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：一九九四年二月廿八日起每星期一上午九時至十一時
全期學費：一千一百六十元（共十四講）

8386. 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：一九九四年二月廿八日起每星期一一下午三時至五時
全期學費：一千一百六十元（共十四講）

8387. 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：一九九四年三月十七日起每星期四下午六時十五分至七時四十五分
全期學費：三百三十元（共十二講）

8388. 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：一九九四年三月廿六日起每星期六下午四時十五分至五時四十五分

全期學費：三百三十元（共十二講）

篆刻深造班 (Advanced Seal Engraving)

深造班專為已完成篆刻初級班人士或有篆刻基礎和興趣繼續深造者而設。此深造班課程全面以篆刻示範，治印技巧。學員作業，導師改印，教與學均以實踐為主。復以刀法、手法、佈白等等為輔。務令學員刻印盡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)

8389. 盧人俊先生主講

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室（金巴利道入口）

時 間：一九九四年六月九日起每星期四下午六時十五分至七時四十五分

全期學費：二百三十五元（共八講）

8390. 盧人俊先生主講

地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）

時 間：一九九四年七月二日起每星期六下午四時十五分至五時四十五分

全期學費：二百三十五元（共八講）

Education & Careers Expo '93



PHARMACY

Lecturer in charge : Sarah S.C. Hui

Telephone: 859 2793

Master's Degree in Pharmacy (Pharmacy Practice)



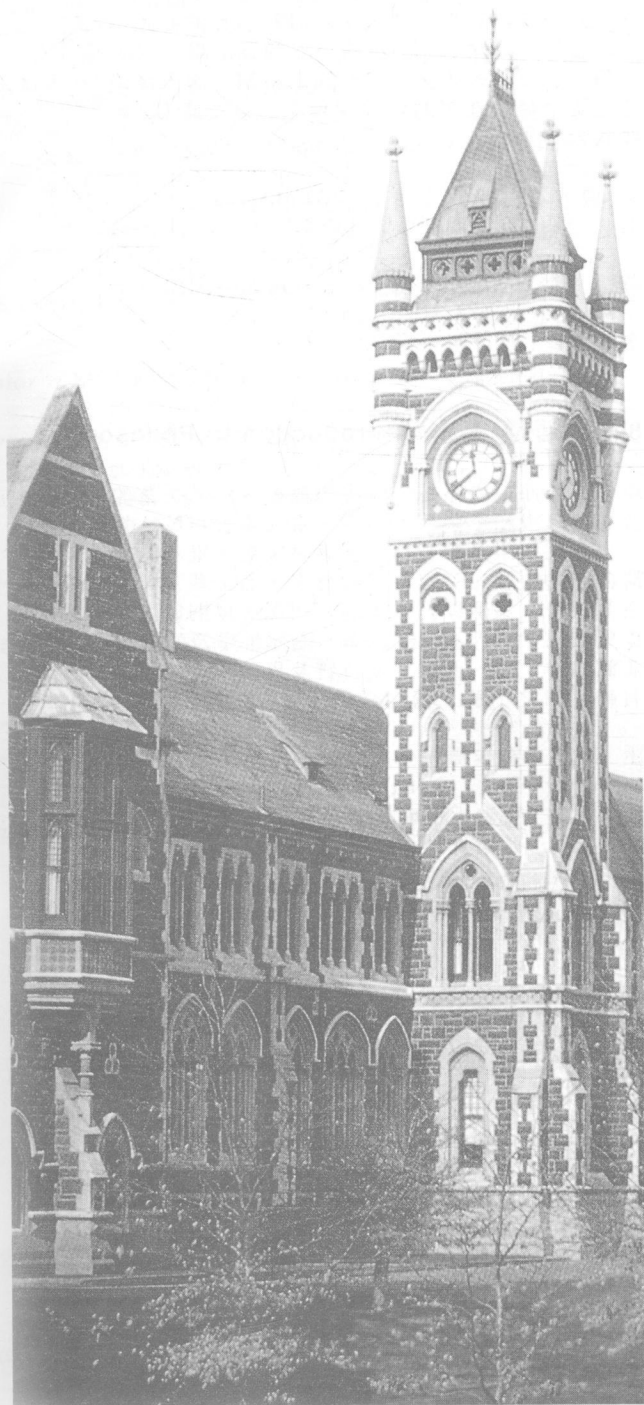
The Master of Pharmacy (Pharmacy Practice) degree is awarded by University of Otago, New Zealand in conjunction with the School of Professional and Continuing Education (SPACE). This is a professional/academic qualification which provides pharmacists with advanced training in several aspects of pharmacy. The course consists of 7 papers and a dissertation. 2 papers will be taught by the School and 5 papers will be taught by Otago Staff through teleconferencing tuition. Students will be provided with the printed course materials and self-assessment exercises. On successful completion of the 2 papers taught by the School, candidates will be awarded a SPACE Postgraduate Certificate in Pharmacology and Pharmacy Administration. Duration of the course is 2.5 years and begins, biennially, in September. The next intake will be March/April 1994.

Bachelor's Degree in Pharmacy



Since September, 1992 the School has launched a Bachelor's degree programme in Pharmacy (B.Pharm.) in association with the University of Otago, in addition to the M.Pharm. degree. The course aims to provide professional training in Pharmacy for practising dispensers, matriculants, graduates and others who intend to seek a career in pharmacy and the pharmaceutical field. The joint B.Pharm. study programme consists of: (1) two years of part-time study in Hong Kong (Part I); (2) two years of full-time study at Otago which leads to the B.Pharm. degree. Candidates who successfully pass all subjects in Hong Kong (Part I) will be awarded a Diploma in Pharmaceutical Sciences by SPACE. They will then be eligible for admission, ad eundem statum, with exemptions granted for the equivalent of years 1 and 2 of the B.Pharm. course at Otago. The Otago course is a four year full-time degree. Students admitted will be on the basis of having qualifications or experience which will exempt them from the Otago year 1 while the SPACE 2-year part-time Diploma will be the equivalent of the Otago year 2. The Diploma course will have a biennial intake and no more than 20 students will be admitted to Otago in any one year. The next intake will be April/May 1994.

Please write in for details enclosing a stamped self-addressed envelope or contact course coordinator Dr. Sarah Hui, Tel. 859 2793.



A view of the Otago University Campus

8451. 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 U.K.)

主講人：盧傑雄先生 B.A., M.Phil. (C.U.H.K.),
Ph.D. Candidate (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.)

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)一九九四年二月二十六日起每星期六下午二時至四時

(乙)一九九四年二月二十三日起每星期三下午八時至九時三十分

全期學費：二千七百五十元 (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。

8452. 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29室(信德中心西翼九樓)

時間：一九九四年三月三日起每星期四下午八時至九時四十五分

全期學費：四百四十元 (共十二講)

8453. 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。本課程是哲學的入門課，以問題為中心，綜論哲學的三大部門——形上學、道德哲學及知識論的面貌，並簡述中、印、西哲學之特質及異同，俾使學員能對哲學有較全面之了解。適合喜歡反省人生的現代人修讀。

主講人：劉桂標先生 B.A.(HKBC), M. Phil. (New Asia Institute
for Advanced Chinese Studies)

地點：香港大學專業進修學院市區中心29室(信德中心西翼九樓)

時間：一九九四年三月五日起每星期六下午四時零五分至六時正

全期學費：四百八十五元 (共十六講)

8454. 綠色思想：理論與實踐 (The Theory and Practice of Green Thinking)

環保運動的推廣，已進入了另一個層次：全球文化的反思。這股綠色的思想，滲入社會各崗位內，形成一股強大的綠色力量。你有興趣了解這個最尖端的思潮嗎？本課程向你介紹綠色思想的背景和哲學基礎，並從綠色的角度反省現有的建制：醫療、政治、教育、傳媒以至兩性關係等。本港的綠色推動者將與你一起討論綠色思想的理論與實踐問題，分享綠色心得。除此之外，參加者亦可藉此了解最新的綠色活動消息，及參觀有機農場。

主講人：綠色力量負責人(周兆祥博士、李碧心、梁德君醫生等)

地點：香港大學專業進修學院市區中心21室(信德中心西翼九樓)

時間：一九九四年三月一日每星期二下午八時零五分至九時三十五分

全期學費：三百九十元 (共十二講)

8461. The Dynamics of Political Change in the Asia-Pacific Region

While the growth of the Asia-Pacific region, its causes, and the probabilities of its effects on future economic developments were receiving great attention, its political consequences were being largely overlooked. The course is planned to explore the dynamics of political change in the countries of the region; Indonesia, Singapore, Malaysia, Thailand, Philippines, Vietnam, Brunei, South Korea, Taiwan and Japan. Various theoretical approaches will be used in the analysis of different cases, including the Neo-modernization Theory, Authoritarianism, Statism, Democratization and Capitalism, etc.

Enrolment is limited to 22

Tutor : Mr Law Kam-ye, M.A.(University of Hull)

Venue : Rm 18, SPACE, Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Thursdays, 8:05pm-9:35pm, commencing March 3, 1994

10 meetings

Fee : \$350

Medium of Instruction : English & Cantonese

8462. 當代政治思想 (Contemporary Political Thoughts)

本課程旨在討論當代自由主義的政治思想及其所遇到的批評。
(1) 容忍異己有沒有限度？政府須要在道德上中立嗎？
(2) 自由主義者評價公義社會的準則：自由、平等、私有產權。
(3) 福利國家「免費午餐」的爭議。

主 講 人：林志光先生 M.Sc. (London)

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：一九九四年三月十日起每星期四下午六時至七時三十分

全期學費：三百五十元（共十講）

University of London External Programmes Open Day 1993



PSYCHOLOGY

Lecturer in charge: Y.L. Cheng

Telephone: 859 1937

8471. Religions, Superstitions and Everyday Life

The course begins with a variety of practices observed in Hong Kong, of people worshipping in temples and churches, seeking the advice of god(s), often through shamans and mediums, and celebrating traditional festivals. Using a psychological framework, the course examines the relationship between these practices and many other experiences of everyday life. It looks at the ways in which people think of themselves, of others and of events, and at how they make decisions in practical matters. Special attention is given to the question of how beliefs grow and develop in the lives of societies and of persons. Further the issue of the nature of knowledge and belief as well as the role of psychology in explaining human behaviour will be considered.

No special academic background is required of people joining the course which is intended for anyone interested in understanding the strange ways of their neighbours.

Enrolment is limited to 25

Tutors : Erik Kvan, D.Soc.Sc. h.c.(H.K.), formerly Senior Lecturer and Head, Department of Psychology, HKU, and Guest Lecturer

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 6.00-7.30 p.m., commencing February 25, 1994

10 meetings Fee : \$370

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

8472. Personal Growth Group

Personal Growth Group is an experiential approach to learning. It involves the assumption that each person has the potential of knowing himself/herself, to be able in life situations to make the choices that will best enhance growth and meaning. This workshop is oriented towards the group process that is equally applicable at home and in the workplace.

The aims of the group are: (a) increasing self awareness and sensitivity, (b) identifying and transforming emotional blocks with self and with others into positive energy, (c) developing the skills required to relate to others in a life-promoting, work-enhancing, meaningful fashion, and (d) discovering and appreciating the uniqueness of self. Regular attendance is mandatory.

Enrolment is limited to 24

Tutor : Mrs. Grace Cheung, B.Soc.Sc. (C.U.H.K.)

Venue : Catholic Institute of Religion and Society, (Maryknoll Convent School - Primary Section), 130 Waterloo Road, Kowloon.

Date : 9.30 a.m.-1.00 p.m. and 2.00-5.30 p.m., March 29 - April 1, 1994

4 meetings (full-day workshops) Fee : \$760

Medium of Instruction : Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

8473. Introductory Health Psychology

Health Psychology, an important area of behavioral research and practice, is concerned with the relationships among psychological variables, health and illness. This is an introductory course that is designed for all students of human behaviour, including practising or trainee counsellors, educators, psychological researchers, social and health workers to acquire relevant psychological theories and concepts as they apply to the area of health and illness.

Topics will include: Health and illness; Stress and control; Pain; Smoking; Substance Abuse; Eating disorders; Chronic health problems; High-mortality health problems; Compliance and health promotion.

Enrolment is limited to 25

Tutor : Ms. Y.B.*Yip, RN, B.Sc. (Cumberland), MPH. (Sydney)

Venue : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 7.45-9.15 p.m., commencing March 4, 1994

10 meetings Fee : \$360

Medium of Instruction : English & Cantonese

8474. 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 : 7/F., 51-52 Hai Phong Road, Tsimshatsui, Kln.
Date : Tuesdays, 7.00-9.00 p.m., commencing February 22, 1994

10 meetings Fee : \$500

Medium of Instruction: Cantonese supplemented with English

8475. Certificate Course in the Theory and Practice of Employee Counselling

Many human resources professionals and business managers have encountered employees whose work performance were directly or indirectly affected by their personal or work-related problems. These staff problems, if not handled promptly and appropriately, could result in serious consequences e.g. poor morale, tension, decrease in productivity, high staff turnover, work accidents, medical claims, and man-hour loss. Many supervisors, however, have felt inadequate in handling those problems due to their lack of training in employee counselling and stress management.

There is convincing evidence that considerable business benefits are resulted from training in employee counselling and stress management. Such training facilitates the diagnosis and prevention of personal or work-generated stress syndromes such as psychosomatic medical complaints, substance abuse, social disruption and other personal problems among the employees. It also enables the supervisors and human resources professionals to provide impromptu guidance or counselling help to the employees before their problems deteriorate. Finally, it increases the trainees' knowledge in the various social services and mental health professions from which further professional help could be obtained.

Course Aims and Objectives

This course is designed to train human resources professionals, supervisors, and managers in (1) the basic knowledge in psychology in business, mental health, counselling approaches, and stress management; (2) the practical skills in employee counselling and stress management; (3) the use of referral to other professionals. At the end of this course, the trainees will learn the basics in assessment and treatment approaches in some common personal or work-related problems among employees in Hong Kong. The trainees will also have opportunities to interact with profes-

sional counsellors, clinical psychologists, psychiatrists, and, most importantly, business professionals from different industries and companies for theoretical exchange and practical learning.

Course Content

Topics to be covered will include: (1) Psychology in Business; (2) Human Need and Motivation; (3) Personality Development; (4) Attitude, Cognition and Behaviour; (5) Interpersonal Relationship at Work; (6) The Process of Change: People and Environment; (7) Understanding Mental Health; (8) Sources of Stress in the Workplace; (9) Initial Assessment of Psychological Stress; (10) Active Listening; (11) Need Assessment and Problem Translation; (12) Goal Setting for Counselling; (13) Introduction to Treatment Approaches of Employee Counselling; (14) Reality Management Approach; (15) Social Skills Training Approach; (16) Solution-Focused Approach; (17) Termination & Evaluation; (18) How to Make Referrals to Professional Help; (19) Stress Inoculation Training; (20) Corporate Strategies in Stress Management.

This course will focus on skills development and practical learning. The trainees are expected to read the theoretical material before the class. Classroom activities will be designed to facilitate the trainees' understanding and application of the theories. Extensive time will be used for behavioral rehearsal, role-play, case studies, and small group exercises. Therefore, active participation in those activities will be essential for fruitful learning. Trainees are also required to attend two residential training camps: (1) Sensitivity Training, and (2) Stress Inoculation Training which will be held in two weekends sometime in May and October, 1994, details of the which will be announced in class.

Assessment and Awards

The assessment of the trainees will be based on (1) their participation and performance in classroom activities, (2) their attendance (at least 80% attendance rate is required), (3) their applications of theories and skills taught in this course to their work settings through assignments and case presentations, and (4) a final examination 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 25

Tutors : Eric Kung, B.Commerce, M.S.W. (Course Director)
Paul M.B. Yung, B.A.(Hon.), M.A., C.Psych.(U.K.),
R.Psych.(Aust.), A.F.H.K.P.S.
Tsoi Ting Kwok, Peter, M.B., B.S.(H.K.),
M.R.C.Psych.(U.K.)
Guest Lecturers

Fee : \$7,500 (including residential camp fees)

Medium of Instruction: Cantonese supplemented with English

Admission Requirements

This course is suitable for human resources professionals, supervisors, and managers in the commercial fields as well as in the public sector. The applicants should be in supervisory positions or working in human resources departments where the skills of employee counselling and stress management are essential for competent performance of their personnel management duties. *Closing date for applications: February 2, 1994.*

Course Duration: Over 110 contact hours

Lectures: Wednesdays, 6.30-9.30 p.m. March 9 - July 13, 1994 and September 14 - November 9, 1994

Residential Workshop: "Sensitivity Training" Camp in May, Friday, 7.30 p.m. - Sunday 5.30 p.m.; "Stress Inoculation Training" Camp in October, Saturday, 9.30 a.m. - Sunday 5.30 p.m.

Final Examination: November 30, 1994

Place of Meeting: Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, Hong Kong

[This course is jointly sponsored by the Human Dynamic Consultants.]

8476. 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，老人的心理健康，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：一九九四年二月二十二日起每星期二下午七時五十分至九時五十分
全期學費：八百二十元 (共十八講)

教師可獲教育署退還半費。詳參第77頁。

8477. 性格的透視與發展 (Understanding and Developing Personality)

每個人的思想、情緒、行為、人際關係等各方面都很受他的性格所影響。這課程是特別為那些希望更加認識自己及別人的性格的人士而設，目的是促進參加者及其關心的對象的心理健康和性格發展。

本課程內容包括：(一)性格心理學的基本理論；(二)性格的發展和形成因素；(三)家庭和童年經歷對性格的影響；(四)從人際關係的層面中去了解性格；(五)如何針對性格中的長處和短處發展自己和別人的性格。上課形式以體驗性學習為主，並有小組討論，角色扮演及性格測驗等。為確保學習的連貫參加者定需上足十二課。參加者應具有中五或以上程度。
(限收二十五人)

主講人：梁若芊小姐(臨床心理學碩士)及客座講師
地點：香港大學專業進修學院市區中心14室(信德中心西翼九樓)
時間：一九九四年二月二十一日起每星期一下午八時至九時四十五分
全期學費：五百五十元 (共十三講)

教師可獲教育署退還半費。詳參第77頁。

8478. 心理學導論 (二) (Introductory Psychology II)

此課程乃心理學導論(一)之延續，其目的為使學員對普通心理學有進一步的認識，而其內容則著重社會及文化對個體行為之影響。

課程綱要：自然環境，文化背景及社會結構對心理發展及思想的影響；觀念之形成和改變；群體的結構和成員的行為，群體力學；領袖和領導；偏見之形成；現代都市生活及稠密之人口對行為之影響等。

會修讀「心理學導論(一)」者得優先取錄。

主講人：黃世強碩士
地點：香港大學厲樹雄科學館105室
時間：一九九四年二月二十一日起每星期一下午七時十五分至九時十五分
全期學費：四百二十元 (共十二講)

教師可獲教育署退還半費。詳參第77頁。

Certificate Course in Biomedical Electronics

This 2-year part-time certificate course is designed to give some fundamental biological background and instrumentation principles to employees in the fields of biochemical electronics and those who intend to pursue a career in biomedical instrumentation, so that they can have an appreciation of the origin of physiological signals and the electronics design of instruments. Thus candidates after completing the course can communicate more effectively with end-users and render better consumer services. Instrumentation in the areas of research and laboratory analysis, clinical and para-clinical diagnosis, surgery, patient care and monitoring will be covered. The application for enrolment will be in May, 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).

8501. Principles and Applications of Magnetic Resonance Imaging

Magnetic resonance (MR) techniques had been developed for the analysis of organic and biochemical substances and adapted as a useful imaging method for clinical diagnosis. Unlike other radiographic investigations, patients undergoing MR imaging are not exposed to radiation which may have detrimental side effects. This course aims to introduce the basic principles and applications of MR imaging. Topics include: basic principles of magnetic resonance; its applications in spectroscopy and diagnostic imaging; some basic application techniques; and future trends of MR imaging. The course is expected to be useful to doctors, nurses, scientists and those with an interest in clinical diagnostic technology.

Tutors : Denis S.C. Leung, B.Sc. (Bio-Eng.) (Guelph) and other application specialists.

Venue : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 7.00-8.00 p.m., commencing April 15, 1994

6 meetings

Fee : \$250

8502. Vaccine Development – A Public Health Issue

Vaccination has been widely used in the prevention of a variety of diseases and vaccine development has always been a concern of both the academics and the industry. This course will give a concise discussion of: the existing prob-

lems of vaccines; types of vaccines; new vaccine technology; vaccine production and regulatory affairs.

Tutor : Chung, S.S.M., B.Sc. (Oregon); Ph.D. (Calif.)

Venue : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Friday, 6.00-8.00 p.m., April 8, 1994

1 meeting

Fee : \$80

8503. An Intermediate Course in Telecommunication and Information Systems

This course is a supplement to the course "An Introduction to Telecommunication and Information Systems" offered in Autumn 1993 and participants are expected to have some prior knowledge on work experience in the field. Topics include: essentials of telecommunication and information systems, evolution, information, communication, characteristics of information source, national and international standards; transmission media, frequency and time domain, cross-talk, balanced and unbalanced pairs, coaxial cables, optical fibres, channel limitation, principles of modulation, sampling, multiplexing, inter symbol interference, noise, digital and analog modulations; transmission systems, data transmission, satellite systems; networks, telephone, switching, data, ISDN.

Tutor : D.H. Do, B.Sc. (Hons.) (Bath), M.Sc. (Essex), M.B.A. (O.U., U.K.)

Venue : Room 23, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 8.00-9.30 p.m., commencing February 25, 1994

12 meetings

Fee : \$650

8504. A Short Course on Food Safety

This course aims to give some correct concepts about food and the possible harmful substances in food so that after the course participants can have a better appreciation of the value of different kinds of food and be more capable in assessing commercial advertisements on food products. Topics include: food hazards and bacterial food poisoning; foodborne infections and chemical food poisoning; rarely known harmful substances in food; correct concepts on zip-sealed plastic bags, canola and rapeseed oil, health foods; hazards of meat and offals, frog, shellfish, dairy products and their choice; hazards from microwave oven, quick-frozen food and refrigerators; an overview of adulterated food; and measures to ensure a safe and wholesome diet.

Tutor : 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.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Mondays, 6.30-8.00 p.m., commencing April 18,
1994

8 meetings

Fee : \$400

8505. Legislation for the Food Industry

This course gives an overview of the more important pieces of food legislation and the food control system in Hong Kong. The legislation which will be covered includes the important laws which control food hygiene, food adulteration, food that are injurious to health, food additives, harmful substances in food, food contaminants, food composition and food labelling. Discussions will focus on: the practical implications of the more important provisions of the law to the food trade, the importance of food and personal hygiene; and good manufacturing practice (GMP) in the prevention of being prosecuted. The course is suitable for those who are engaged in the management of hotels, food factories, restaurants, food catering and food quality assurance. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : 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.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Mondays, 6.30-8.00 p.m., commencing February
21, 1994

6 meetings

Fee : \$320

8506. 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 February
21, 1994

5 meetings

Fee : \$260

8507. A Short Course on Molecular Cell Biology

This course intends to give a concise revision of the major topics in molecular cell biology and will be useful to those who wish to update their knowledge on the current concepts and recent advances. Topics include: nucleic acids; genes; DNA replication and its molecular events; DNA repair; transcription; promoters; lac and trp operons; catabolite repression; leaders and attenuators; steroid hormone receptor complexes; post-transcriptional processing; protein synthesis; post-translational processing and recombinant DNA technology and its applications.

Tutors : D.C.Y. Yeung, B.Sc., Ph.D. (W. Aust.);
K.C. Tan-Un, B.Sc. (Hons.) (Bath), M.Sc. (Lond.),
Ph.D. (H.K.);
C.L. So, B.Sc. (Hons.) (Glasgow)

Venue : Room 11, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing February
28, 1994

10 meetings

Fee : \$550

8508. Applications of Tumour Markers

Some cancers are associated with the abnormal production of genes, proteins and hormones which can be detected in blood, body fluids and tissues. These molecules are known as tumour markers (TM). Nowadays measurement of tumour markers has become an integral part of the management of certain types of cancers. This course aims to give a brief overview of the applications of tumour markers in medical diagnosis. Topics include: origin of TM; various techniques of detection including immunological, cytogenetic and molecular biology; TM test currently used in routine laboratories; and some potentially useful TMs.

Tutor : T.T.C. Yip, B.Sc. (Lond.), Ph.D. (H.K.)

Venue : Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Fridays, 6.30-8.00 p.m., commencing February 25,
1994

3 meetings

Fee : \$160

8509. Causes and Prevention of Some Common Diseases

This course gives a comprehensive view of some common diseases seen in Hong Kong with an emphasis on their pathogenesis and methods of prevention. Types of diseases to be discussed include: neoplastic diseases (cancer); common infections (hepatitis, gastroenteritis, common cold, AIDS); endocrine disorders; and respiratory tract disorders.

Tutor : K.Y. Lam, M.B.B.S. (H.K.)

Venue : Room 206, Run Run Shaw Building, HKU
Date : Mondays, 8.05-9.50 p.m., commencing February 21, 1994

10 meetings Fee : \$550

8510. Foundation Mathematics: Calculus of one variable and vector quantities

This course introduces the concept and methods of calculus and can be regarded as a preparatory foundation course for the study of other higher level mathematics and science courses. The course is expected to be of use to candidates preparing for public examinations in mathematics. Topics to be discussed include: limits; differential calculus; integral calculus; vector calculus; and application of the above mentioned. Participants are expected to have mathematical knowledge at Form 5 level. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : C.L. Wang, B.Sc. (H.K.)

Venue : Room LG107, K.K. Leung Building, HKU
Date : Thursdays, 8.00-9.30 p.m., commencing April 28, 1994

10 meetings Fee : \$460

8511. Quantitative Analysis I

This course is designed to give an introduction of the basic concepts of probabilities, statistics and their applications. It is suitable for researchers in science, social science and business. Candidates preparing for professional examinations in accounting should also find this course relevant. Topics to be discussed include: elementary probability; probability distributions including the binomial, Poisson and Normal; sampling distributions including the Normal, t-, chi-square and F distributions; confidence interval and hypothesis testing; regression analysis and correlation. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : K. Liu, B.Sc., M.Phil. (C.N.A.A.), M.I.S., F.S.S., A.F.I.M.A.

Venue : Room LG107, K.K. Leung Building, HKU
Date : Thursdays, 6.20-7.50 p.m., commencing February 17, 1994

11 meetings Fee : \$600

8512. Quantitative Analysis II

This course is a supplement to Quantitative Analysis I. Topics to be discussed include: linear programming; transportation and assignment problems; inventory planning and control; network analysis and PERT; decision theory; and simulation. Participants with a background of the concepts on probabilities are preferred. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : K. Liu, B.Sc., M.Phil. (C.N.A.A.), M.I.S., F.S.S., A.F.I.M.A.

Venue : Room LG107, K.K. Leung Building, HKU
Date : Thursdays, 8.00-9.30 p.m., commencing February 17, 1994

10 meetings Fee : \$550

8513. War and Peace

This course consists of a series of expository talks aiming at providing participants with a comprehensive view on different aspects of mathematics, statistics and philosophy. It is suitable for everybody - even math-haters. In each lecture a different topic will be discussed. Topics include: operations research in war and at peace (certain techniques in O.R. will be discussed); tricks in statistics giving examples of how some people use statistics to deceive in surveys and advertisements; randomness and determinism (the belief in fate); and mathematical games for laymen. There are no difficult formulae and participants are not expected to have a rigorous mathematics background. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : H.K. Fung, B.Sc. (H.K.)

Venue : Room LG107, K.K. Leung Building, HKU
Date : Thursdays, 6.30-8.00 p.m., commencing May 5, 1994

4 meetings Fee : \$220

8514. Numbers and National Security: Cryptography

This course will introduce some mathematical topics, both ancient and modern, which have been at the centre of interest in cryptography. No background in algebra and number theory is assumed for the participants. The course begins with a discussion of the basic number theory which is needed. Our approach is algorithmic, emphasizing estimates of the efficiency of the techniques arising from the theory. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : C.Y. Ng, B.Sc. (H.K.), M.Phil. (H.K.)

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

Date : Mondays, 6.20-7.50 p.m., commencing April 11,
1994

8 meetings

Fee : \$420

8515. 星空觀測入門 (Introduction to Celestial Observation)

宇宙的奇景異象，引人入勝。不過對初入門的天文愛好者來說，星海中的一切似乎高不可測，難於捉摸。本課程將從最簡單的星座認識開始，介紹西方的星空神話傳說，中西星空觀念之異同，星圖的種類與使用，望遠鏡的選擇與應用，肉眼及望遠鏡中可見的各種天象奇景，四季的星空巡禮及未來廿年的天象先睹等。參加者將會掌握觀星的技術及懂得安排自己星海漫遊的旅程。如天氣情況許可，講座後將安排短暫的觀星實習，亦另會安排一次郊外觀星宿營活動（自費）。

主 講 人：黃衍蕃先生

地 點：香港大學邵仁枚樓101室

時 間：一九九四年二月十七日起每星期四下午七時三十分至九時

全期學費：四百五十元（共九講）

8516. 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，並為它們講上動人的神話故事。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：一九九四年四月廿一日起每星期四下午七時三十分至九時

全期學費：四百五十元（共十講）

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

PRIOR ENROLMENT IS ESSENTIAL

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

8541. Introductory Gestalt Art Therapy Workshop

Gestalt art therapy is a psychotherapeutic approach that uses art media as a means to discover one's unique self and enhance his/her self-awareness. This is an introductory workshop which is designed for helping professionals to gain a general understanding of Gestalt art therapy for their personal growth and professional development. The workshop will be in an experiential mode responding to the present situation as it emerges. The format is a combination of mini lectures and demonstrations. Students are not expected to be familiar with art work or the Gestalt approach when they apply for admission.

Enrolment is limited to 12

Tutor : Kenny Lo Kin Yiu, M.S.W. (Carleton University, Canada), Diploma in Gestalt Therapy (Gestalt Institute of San Francisco), Postgraduate Certificate in Expressive Arts Therapy (J.F. Kennedy University, U.S.A.)

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 9.30 a.m. - 1.00 p.m. and 2.00-5.30 p.m., February 19 & 26, 1994

2 meetings Fee : \$650

Medium of Instruction : Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

8542. Introduction to Group Counselling

The purpose of this course is to introduce basic group counselling skills, group dynamics theory and practice, and the application of current group counselling models to the appropriate settings.

Topics to be covered include: Basic skills of group counselling; Group structure and dynamics; Survey of group modalities; Group counselling for children and adolescents; Group counselling for adults and the elderly; Group counselling for the mentally disturbed; Group counselling for the gifted; and Relationship-oriented group model will be stressed.

The course will be appropriate for school guidance teachers, social workers, paraprofessional counsellors, physicians and nurses, and any helping professionals.

Enrolment is limited to 20

Tutors : C.W. Lo, Ph.D. (Clin.Psy.) and Guest Lecturers

Venue : Room 1302A/B, K.K. Leung Building, HKU
Date : Fridays, 7.00-9.30 p.m., commencing February 25, 1994

10 meetings Fee : \$610

Medium of Instruction : English & Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

8543. 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, Hong Kong

Date : Mondays, 7.30-9.00 p.m., commencing February 21, 1994

10 meetings Fee : \$480

Medium of Instruction : English & Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

8544. Behavioral Music Therapy Technique for the Handicapped Children

The course aims to provide workers and teachers of the handicapped children an effective way of managing behavior in 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, Hong Kong.

Date : Thursdays, 7.30-9.30 p.m., commencing February
24, 1994

12 meetings

Fee : \$930

Medium of Instruction : English & Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

8545. Introduction to Dance/Movement Therapy

Dance/movement therapy is a form of psychotherapy utilizing movement as its primary medium of expression and integration. The dance/movement therapist focuses on the nonverbal behavior of the client and uses this to effect changes in feelings, cognition, physical functioning, and behavior.

This course will consist of lectures, discussions and workshops. It will cover the following areas of dance/movement therapy: origins and history, theoretical principles, therapeutic goals, basic dance/movement techniques that can be used in group therapy, and selected model examples of group sessions for different kinds of clients. Students are not expected to be familiar with dance when they apply for admission.

Enrolment is limited to 20

Tutor : Mrs. Woodward Maribel Raudales, M.A. (Dance/
Movement Therapy), Registered Dance/
Movement Therapist (American Dance
Therapy Association)

Venue : Room 28, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Fridays, 7.35-9.50 p.m., commencing February 25,
1994

12 meetings

Fee : \$670

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

8546. 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 February 25,
1994

8 meetings

Fee : \$400

Medium of Instruction : English & Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page 77.

8547. 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 May 6, 1994

8 meetings Fee : \$400

Medium of Instruction: Cantonese supplemented with
English

*Fee Refund: Teachers may apply for a half fee refund for this
course. See page 77.*

8548. 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 or counsellor and trained guidance teachers.

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 February 25,
1994

12 meetings Fee : \$740

Medium of Instruction: Cantonese supplemented with
English

8549. Application of Self and Communication in Youth Counselling

This course comprises lectures, small group discussions and sensitivity training workshops which are designed primarily to help participants to learn more about themselves and to apply such learning to effective communication and counselling. Topics to be covered include: introduction to experiential learning, introduction to the basics of communication and self-understanding, sensitivity training and self-awareness; the process of communication and factors affecting communication, communication skills and their application to counselling.

The course is specially designed for para-counsellors, school teachers, social workers and other helping professionals who work with adolescents. Preference will be given to those applicants with tertiary education and experience in counselling.

Two residential workshops will be held on February 26 & 27, 1994 and April 23 & 24, 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, 6.30-9.30 p.m., commencing February
21, 1994

8 meetings & 2 workshops

Fee : \$2,200 (including residential workshop fees)

Medium of Instruction : Cantonese

Closing date for applications: February 4, 1994.

*Fee Refund: Teachers may apply for a half fee refund for this
course. See page 77.*

8550. Management Up-dating in Health Services

The emphasis on management has effected significant changes to the daily operation in health services. A spectrum of management practices is emerging from different disciplines as guiding principles.

This course is intended to update management practice for members of the health care team. It will explore various perspectives to include health care delivery systems, concept of health, ethics, resources management, information technology, marketing and insurance, community involvement, hospital management, integrating health and social services, project planning and other relevant areas.

Group discussion and presentation will be encouraged throughout the course according to materials provided. It is hope that the course will render participants better insight in health services management and, at the end of which, will be instrumental to their deliberations in the health care sector. *Enrolment is limited to 55*

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, 6.00-7.45 p.m., commencing March
2, 1994

16 meetings

Fee : \$690

Medium of Instruction : English & Cantonese

8551. 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 141, University Main Building, HKU
Date : Mondays, 6.15-7.45 p.m., commencing February
28, 1994

10 meetings

Fee : \$370

8552. 認識及協助兒童語言之發展 (Introduction to Language Development in Children)

語言不單是表達思想和溝通的工具，它在兒童的認知、情緒及社交發展均扮演重要的角色，若在語言發展重要期間予兒童適當的語言刺激，便可促進他們在語言及各方面的發展。

本課程歡迎家長、醫生、護士、幼兒工作人員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適

的語言刺激幫助兒童語言理解、表達、及發音能力發展。此課程除講授外，亦輔以研討、分組活動等方式。

(限收二十五人)

主 講 人：賴秀瓊女士(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：一九九四年二月二十一日起每星期一下午七時四十分至九時四十分

全期學費：三百元 (共五講)

教師可獲教育署退還半費。詳參第77頁。

8553. 如何建立及提高特殊兒童的溝通能力 (Developing Communication Skills in Children with Special Needs)

本課程目的在使家長、或經常接觸特殊兒童之醫生、護士、幼兒工作人員、教師等對特殊兒童之語言能力有基本之認識，從而在生活上、工作上協助提升該等兒童之溝通能力。內容包括：溝通之定義及組成成分、溝通障礙及言語治療之認識、各類特殊兒童之語言特徵及教導技巧等。上課形式以講授、研討、角色扮演等為主，學員須積極參與討論及小組練習。(限收二十人。學員必須對正常語言發展已有清楚之認識。)

主 講 人：賴秀瓊女士(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：一九九四年四月十一日起每星期一下午七時四十分至九時四十分

全期學費：三百七十元 (共六講)

教師可獲教育署退還半費。詳參第77頁。

8554. 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：一九九四年二月二十一日起每星期一下午六時至八時

全期學費：二百五十元 (共五講)

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第77頁。

8555. 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：一九九四年四月十一日起每星期一下午六時至八時

全期學費：二百五十元 (共五講)

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第77頁。

8556. 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：一九九四年三月五日，十二日，十九日，及二十六日星期六下午二時三十分至五時三十分

全期學費：二百二十元

[本課程與防止虐待兒童會合辦]

教師可獲教育署退還半費。詳參第77頁。

8557. 了解及處理自閉症兒童 (Understanding and Managing Autistic Children)

本課程是為在工作中需要與自閉症兒童接觸的人士而設。課程內容包括：(一)兒童自閉症(Childhood Autism)的病徵；(二)自閉症所引起的學習、社交及行為問題；(三)一般處理上述問題的方法及技巧；(四)自閉症兒童對家庭的影響；(五)香港現有對自閉症兒童的服務。除一般講授外，上課形式亦包括個案放映及討論。本課程適合直接服務兒童之人士如幼兒教育工作者，小學教師，學生輔導主任等參加。

(限收四十人)

主 講 人：潘麥瑞雯女士(臨床心理學碩士)及客座講師
地 點：香港大學專業進修學院市區中心14室(信德中心西翼九樓)

時 間：一九九四年三月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：三百八十元 (共十講)

教師可獲教育署退還半費。詳參第77頁。

8558. 認識及服務弱智人士 (Understanding and Serving the Mentally Handicapped)

本課程之目的為使社會人士、家長、及直接為弱智人士工作之教師、護士、社會工作者、或輔導員對弱智人士有基本之了解，並在管理方面，有正確之認識。

課程內容包括：(一)弱智的成因，特徵，類別及評估；(二)教導各類別弱智人士的基本技巧；(三)行為處理的基本概念及應用技巧；(四)弱智人士的家居生活及對弱智人士家庭的輔導；(五)對弱智人士的專業服務(如言語治療、職業治療等)；(六)其他專題(如自閉症，弱智人士的精神健康等)。

講授方面以粵語為主。(限收四十名，在職專業者及弱智人士家長將獲優先取錄)

主 講 人：弱智人士服務協進會及本港對弱智人士服務有研究及直接工作經驗之專業人士擔任

地 點：香港大學專業進修學院市區中心28室(信德中心西翼九樓)

時 間：一九九四年二月二十五日起每星期五下午六時至七時三十分

全期學費：五百元 (共十四講)

[本課程由香港弱智人士服務協進會贊助及由該會屬下的教育心理學家統籌]

教師可獲教育署退還半費。詳參第77頁。

學前教育服務機構行政管理證書課程 (Certificate in the Administration and Management of Preschool Education Institutions)

課程主旨：本課程專為擔任幼兒中心及幼稚園督導工作之人士而設，目的在為學員提供一套有效的管理方法，以改善學前教育服務機構之行政管理，進而改善服務的質素。本課程已舉辦了九屆，著重理論和實踐；除一般理論講授外，並透過小組研習及「計劃習作」(Project Work)，使學員更有效地掌握一套較有系統和可行的管理方法，應用於學前教育服務機構日常的管理工作上。

課程內容：主要包括：(一)管理理論；(二)目標與年度計劃製訂；(三)設計課程之小組方法；(四)員工挑選與僱用過程；(五)職員培訓與發展；(六)員工督導之形式、方法與安排；(七)員工評核方法；(八)領導之風格與技巧；(九)解決員工衝突之方法；(十)財政預算與控制；(十一)課程評估；(十二)大型活動之策劃方法；(十三)處理問題員工之技巧；(十四)如何主持會議；(十五)園內外活動場所設計、辦公室管理及檔案系統之建立等。此外，學員將被編配到研習小組進行「計劃習作」，每一小組由一位導師負責指導。

主講人：梁偉康先生 B.S.Sc., M.S.Sc., PQSW., D.T.M.
黃玉明先生 B.S.Sc., M.S.W. 及客座講師

全期學費：二千六百元

8559.

地點：香港大學專業進修學院石硤尾教學中心LT1室
〔嘉智學校，九龍石硤尾偉智街五號四樓(石硤尾地鐵站偉智街出口)〕

時間：一九九四年三月二十二日至七月十二日及九月六日至十二月十三日每星期二下午六時三十分至九時三十分

8560.

地點：香港大學專業進修學院石硤尾教學中心LT8室
〔嘉智學校，九龍石硤尾偉智街五號四樓(石硤尾地鐵站偉智街出口)〕

時間：一九九四年三月十八日至七月十五日及九月九日至十二月十六日每星期五下午六時三十分至九時三十分

入學資格：(一)中學會考合格及擁有幼兒服務文憑或幼稚園教師文憑之在職幼兒中心或幼稚園主任或副主任，或(二)曾在幼兒中心或幼稚園任教七年或以上幼師。

畢業證書：課程結束後，學員若能符合下列條件者，將獲頒發證書：(一)上堂出席率不少過八成；(二)完成課程習作及「小組計劃習作」，並獲得六十分合格分數及(三)考試合格。

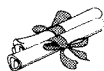
報名手續：申請者須於二月十五日前，將(一)申請表格，(二)二千六百元支票及(三)學歷證件副本寄回香港大學專業進修學院(學前教育服務機構行政管理文憑課程)主任收。各申請人並應於申請表格上寫上幼兒中心或幼稚園名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。(每班限收三十五人)

教師可獲教育署退還半費。詳參第77頁。

TRANSLATION

Lecturers in charge : Owen H.H. Wong
Koon-ki T. Ho

Telephone : 859 2788
859 2792



Diploma In Translation

Introduction:

In response to the increasing demand for persons possessing techniques of translation between English and Chinese in Hong Kong, the School of Professional and Continuing Education first launched a Certificate Course in Translation in Autumn 1988. The purpose of this course was to provide a comprehensive curriculum which would form a solid basis for those wishing to choose professional translation as their long-term career. Subsequently, the Certificate Course has been repeated several times and a Certificate Course in Translation (Advanced) was offered in Autumn 1991 to provide a channel for further studies for the holders of the Certificate in Translation.

The Diploma programme will build on the existing Certificate and Certificate (Advanced) courses. In accordance with that, the Diploma programme will be divided into three parts with a total of 315 contact hours. The ultimate aim of the programme is to provide students with a systematic training so that they would acquire the high proficiency of translation required of a professional translator. While maintaining a high academic standard, the Diploma programme will put great emphasis on practice in translation.

Course Directors:

Koon-ki T. Ho, B.A. (C.U.H.K.), A.M., Ph.D (Illinois)
Kenneth K.L. Au, B.Soc.Sc.(H.K.), M.A. (C.U.H.K.)

Teaching Medium:

The medium of instruction will be either English, Cantonese 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 Chan, M.A.(C.U.H.K.), M.I.L., H.D.T.I.(CPHK)
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' à Beasancon), Ph.D.(Cologne)
Joseph H.K. Poon, B.A.(H.K.), M.Phil.(H.K.)
K.K. Sin, B.A., M.A.(C.U.H.K.), Ph.D. (S.Illinois)
Alan C. Tse, HDT&I(HKP), M.A.(Leeds), MIL
Elaine Tsoi, B.Soc.Sc.(H.K.), M.A.(C.U.H.K.)
and guest lecturers.

Curriculum:

The Diploma in Translation will be presented in three parts. Students may leave the programme on completion of any part and receive an appropriate exit qualification. In each

part, students are required to study six units. The maximum period to finish the entire programme is five years.
Part I: Certificate in Translation

All units in this part are compulsory. Students who successfully complete all the following six units may be awarded a Certificate in Translation and they may cease study at this stage.

- Basic Concepts and Techniques in Translation
- Translation and Contrastive Studies
- Cross-cultural Translation
- Translation from English into Chinese I
- Translation from Chinese into English I
- Interpretation I

Each unit will have 7 meetings of two and a half hours, and there will be a final written examination at the end of this part. (Total contact hours: 105 hours)

Part II: Higher Certificate in Translation

Prerequisite:

Students admitted to this part must have satisfactorily completed Part I.

This comprises nine units divided into two groups: Group I consists of three compulsory units. Group II consists of six elective units from which the students are required to study only three. On successful completion of these six units, students will receive a Higher Certificate in Translation and may leave the programme at this stage.

Group I: Compulsory units

- Translation from English into Chinese II
- Translation from Chinese into English II
- Interpretation II

Group II: Elective units

- Commercial Translation
- Translation in the Media
- Translation for Government and Public Administration
- Literary Translation
- Legal Translation
- Technical Translation

Each unit will have 7 meetings of two and a half hours, and there will be a final written examination to conclude this part. (Total contact hours: 105 hours)

Part III: Diploma in Translation

Prerequisites:

Student admitted to this part must have satisfactorily completed Parts I & II.

The six units in Group II of Part II and four additional units in Part III comprise the final part of the programme. Students have to study any 2 elective units not yet taken in Part II, Group II and three other compulsory units to complete the entire Diploma course.

Compulsory units

- Critical Reading of Select Translated Texts.
- Either Simultaneous Interpretation or Recent Developments in Translation
- Translation Project

Elective units

as per in Group II, Part II.

Except for the Translation Project, all the other units will have 7 meetings of two and a half hours, and there will be an examination at the end of the courses. For the Translation Project, students are required to translate from Chinese into English, or vice versa, a piece of work of considerable length, chosen by themselves and subject to the approval of the relevant instructors. Supervision and study will be the equivalent of 35 hours. This must be completed within three months of the final examination. (Total contact hours: 105 hours)

Courses offered this term:

Course No. 8671 - Certificate in Translation

Course No. 8672 - Diploma in Translation

Admission:

I. Course No. 8671: 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 (Syll.B) or

Grade A in English Language (Syll.A),

b) Grade C or above in Chinese Language,

and

(ii) have gained at the Hong Kong Advanced Level Examination or equivalent Grade E or above in three subjects at one and the same time.

or C) be mature applicants

over 25 years of age who do not possess the above qualifications but who may be admitted at the discretion of the School, subject to satisfactory performance in a qualifying examination in both languages set by the School. The School reserves the right not to offer such qualifying examination and to directly accept mature applicants.

II. Course No. 8672: Diploma in Translation

Applicants should possess the Higher Certificate in Translation or Certificate in Translation (Advanced) awarded by the School.

Award of Certificate/Diploma:

The Certificate/Diploma 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 \$250 is payable if an admitted applicant intends to go through the entire Diploma Programme. If the applicant prefers not to pay this initial registration fee, and wants to advance to other parts of the Diploma in a later time, a continuing fee of \$125 is chargeable for each part.

II. Tuition fees for the Certificate and Diploma Courses are HK\$4,300.00, and HK\$4,950.00 respectively, and must be paid upon receipt of official notice of admission. Fee paid is not refundable or transferable.

Application Procedures:

Special application forms, available upon request at the reception counters at the University office and Town Centre Office, should be used. Completed application forms should be accompanied by (1) photostat copies of official certificates and examination results; (2) other relevant documents and should reach Dr. K.K. Ho, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, not later than January 31, 1994. Do not send in cheque with your application. Enrolment is limited 35.

Date of Commencement:

1) Course No. 8671 - Certificate in Translation
Monday, March 7, 1994

2) Course No. 8672 - Diploma in Translation
Tuesday, March 8, 1994

Time and Place:

1) Course No. 8671 - Certificate in Translation

Lectures:

Mondays and Thursdays, 7:00pm - 9:30pm
LT9, Shek Kip Mei Study Centre (Ka Chi School, see the Map on P. 146 for location)

2) Course No. 8672 - Diploma in Translation

Lectures:

Tuesdays, 7:00pm - 9:30pm

Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F;

Fridays, 7:00pm - 9:30pm

Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

*Enquiries should be addressed to Dr K.K. Ho,
Tel No. 859 2792.***8673. 英漢翻譯初階
(Translation: From English to Chinese)**

由於中文取得和英文同等的法律地位，加上近年來香港與中國的商業及其他活動轉趨頻密，翻譯人材供不應求，本課程將講授翻譯的基本理論，漢英語法的比較，翻譯的標準、原則與技巧，特別著重各種實例的解釋。

(限收二十五人)

主講人：倫伯豪先生 B.A.(Lond), M.A.(C.U.H.K.), M.I.L.

地點：香港大學梁詠楫樓 LG 106 室

時間：一九九四年三月一日起每星期二下午六時三十分至八時十五分

全期學費：四百元 (共十二講)

8674. 實用翻譯 (Practical Translation)

翻譯是一種工具，作為一個東西文化交匯與世界工商金融中心的香港，這種工具更顯得重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時事、會議程序及紀錄、議案、商業信札、演講辭、科技用字、及公事文件的翻譯。

(限收二十五人)

主講人：余懿迪先生 (前德臣西報編輯)

地點：香港大學屬樹雄科學館 G 1 室

時間：一九九四年三月二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)

8675. 商業翻譯 (Business Translation)

本課程適合有志從事商業之人士及各行業之文書人員。內容以商業上各類文件、函札之中英文對譯實務為主，包括來往公函、提議案、計劃書、報告、契約、協議書、訂單、通告、議程表、會議錄、推薦及介紹文字、應酬柬帖等等。

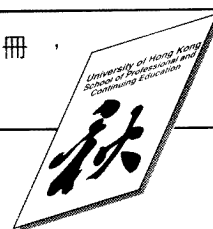
主講人：余啓興先生 B.A.(H.K.)

地點：香港大學專業進修學院市區中心 16 室 (信德中心西翼九樓)

時間：一九九四年五月廿三日起每星期一下午八時廿分至九時五十分

全期學費：三百元 (共十講)

如欲收到下期課程手冊，
請翻閱第 87 頁。



8711. 香港環境的現況與前瞻 (Environmental Protection and Education)

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逼切。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『錢』？(九)觀鳥者言；(十)潮流興環保？

(本課程限收四十人)

主 講 人：長春社負責人

地 點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)

時 間：一九九四年二月二十四日起每星期四下午八時零五分至九時三十五分

全期學費：五百七十元正 (共十講及一次戶外考察)

教師可獲教育署退還半費。詳參第77頁。

8712. 城市規劃與香港的發展 (Town Planning and The Development of Hong Kong)

由於香港都市及新市鎮迅速發展，而土地利用規劃直接影響一個都市或地方的生活環境，所以城市規劃已漸受市民重視。

這課程旨在介紹都市規劃的概念、理論及實踐。本課程內容包括規劃理論，規劃大綱，區域規劃的實踐及發展管制，新市鎮的規劃及城市規劃條例的演變等。

主 講 人：香港都市規劃師學會

講授語言：粵語(輔以英語)

地 點：香港大學梁銜瑤樓LG106室

時 間：一九九四年二月二十四日起每星期四下午七時三十分至九正

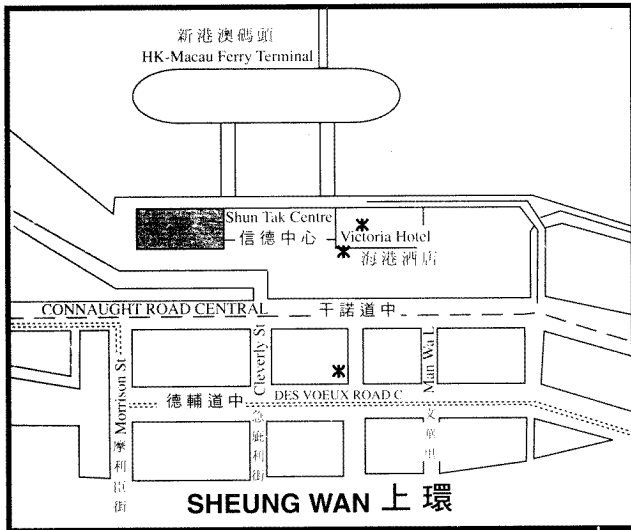
全期學費：三百五十五元正 (共十講)



Students of the Master of Housing Management course on a fieldwork visit to Singapore

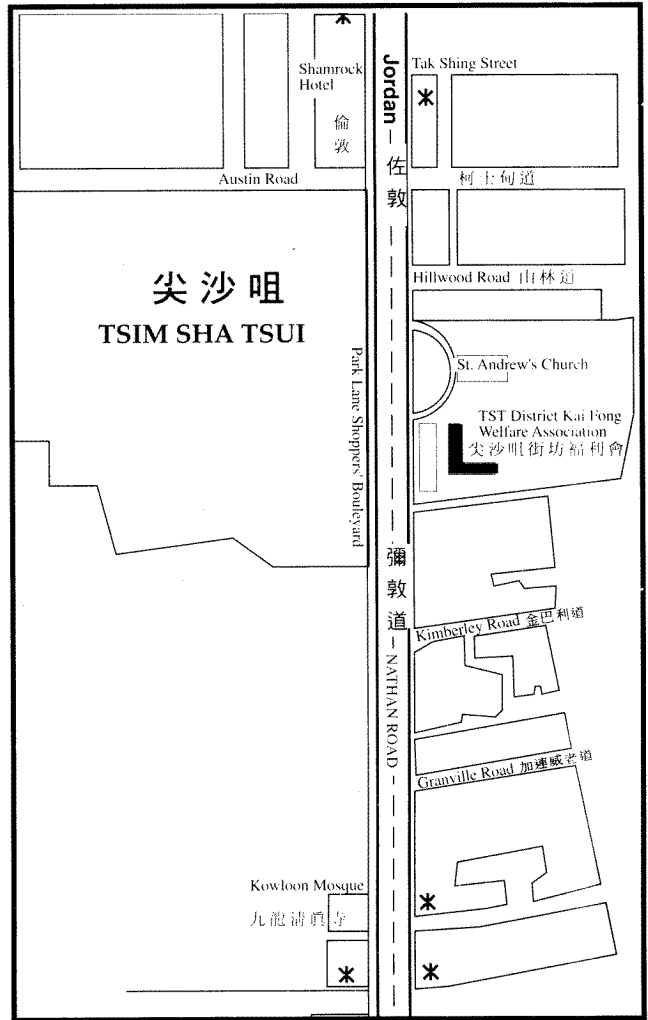
Centre Location Map

主要上課地點示意圖



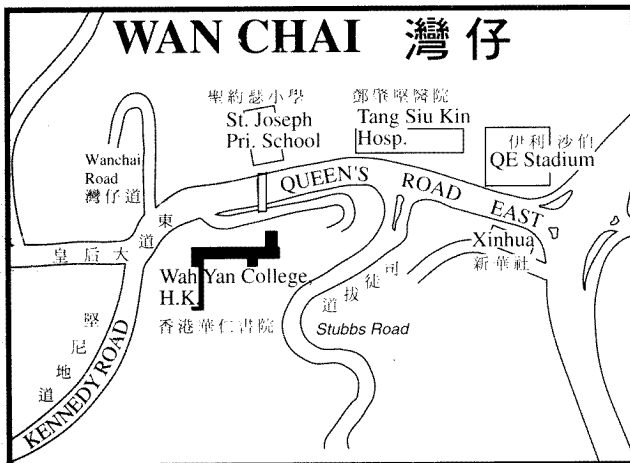
SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 14/F. and 15/F., 200 Connaught Road Central, Hong Kong

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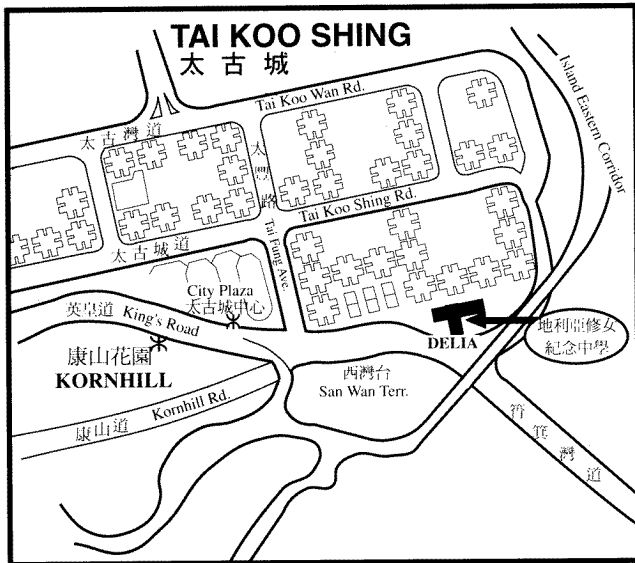
SPACE Tsim Sha Tsui Study Centre [TST District Kai Fong Welfare Association, 136A Nathan Road, Kowloon]

香港大學專業進修學院尖沙咀教學中心(尖沙咀街坊福利會九龍彌敦道136-A)

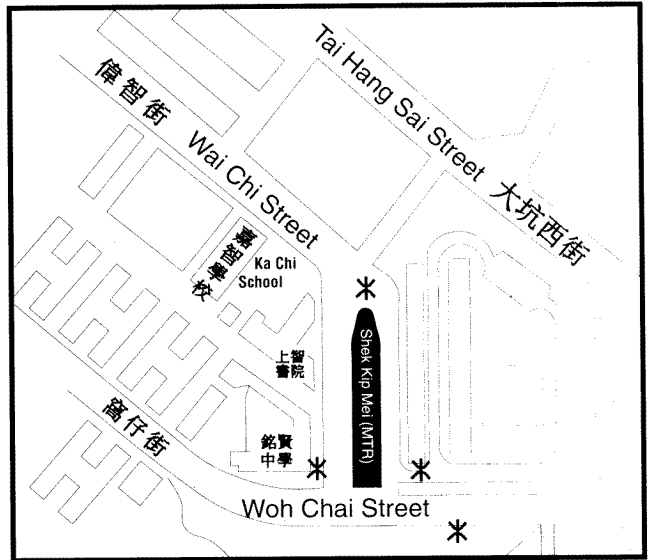


Wah Yan College, 281 Queen's Road East, Hong Kong

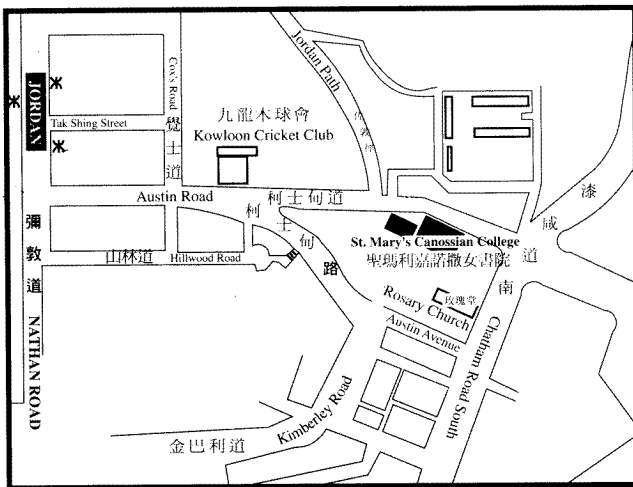
香港華仁書院皇后大道東281號



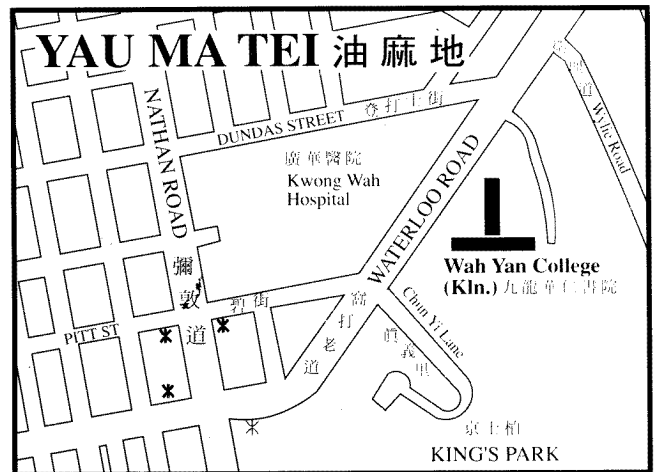
Delia Memorial School, Tai Koo Shing, Hong Kong
 香港太古城地利亞修女紀念中學 (由中學部太豐路入口)



SPACE Shek Kip Mei Study Centre [Ka Chi School, 5 Wai Chi Street 3/F., Shek Kip Mei, Kln.]
 香港大學專業進修學院石硤尾教學中心 (嘉智學校·九龍石硤尾偉智街五號四樓(石硤尾地鐵站偉智街出口))



St. Mary's Canossian College, 162, Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue)
 九龍柯士甸道162號聖瑪利嘉諾撒女書院 (由金巴利道入口)



Wah Yan College, 56, Waterloo Road, Kowloon
 九龍華仁書院窩打老道56號 (油麻地地鐵站)

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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\$380.00 per pack, plus local postage and packing charges of HK\$45.00 per pack.

OR

I wish to collect the _____ pack(s) at the School of Professional and Continuing Education (SPACE), 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\$ 380.00; 每套郵費: HK\$45.00)。


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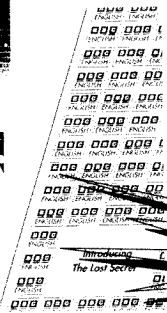
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HK\$ 380.00

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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，請致電林舜玲博士或黃小姐(859 2421)

(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.

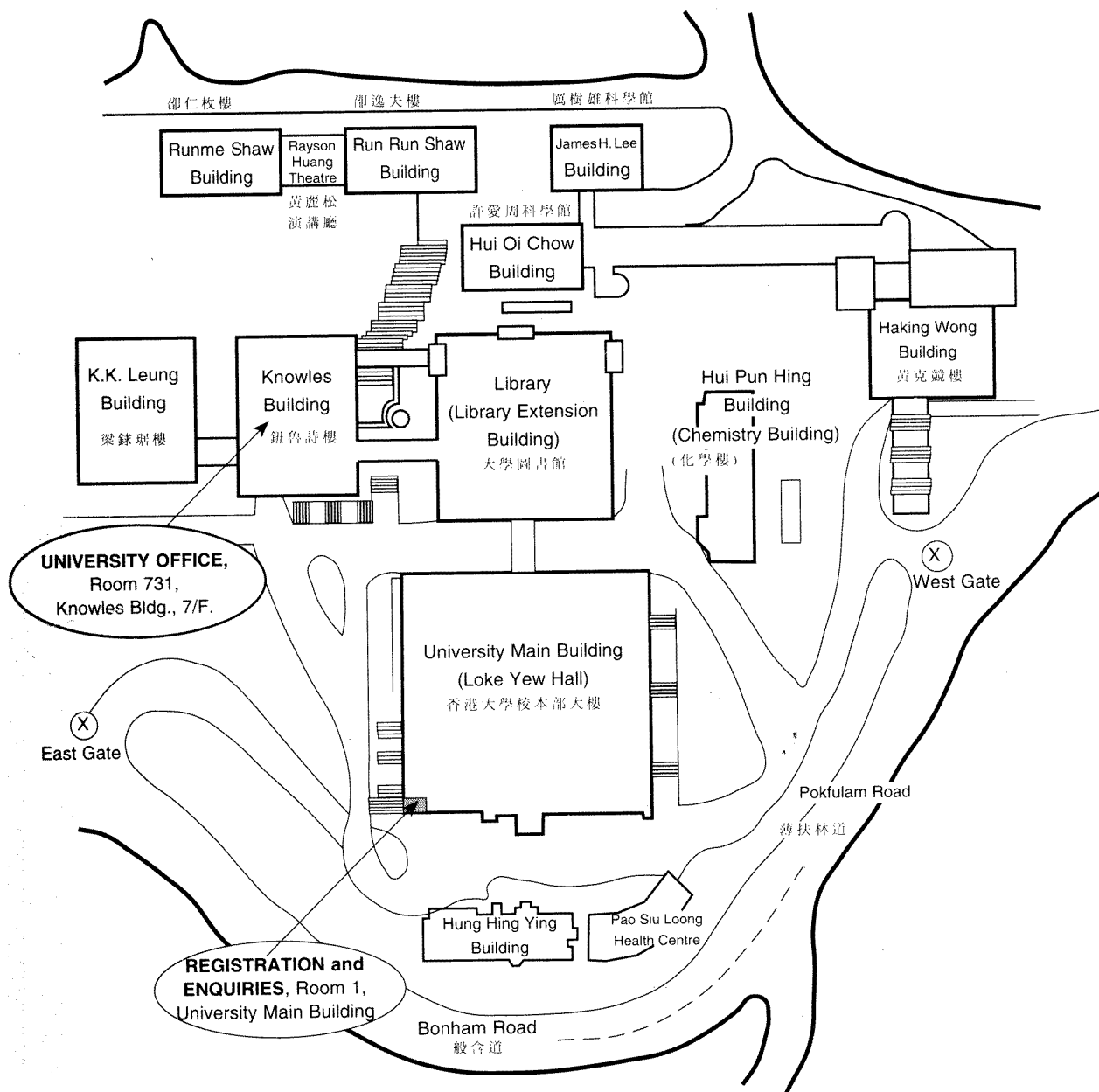
In developing the self-study pack, we have taken great care to see that the learner always understands how to study. There is plenty of revision and practice, and you can study at your own pace and check your own answers. Send your order now.

For enquiries : Please call Dr. Agnes Lam or
Ms. Elsa Wong (859 2421)

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