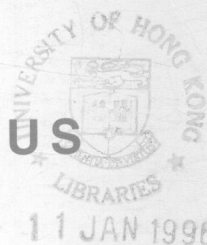


AUTUMN PROSPECTUS 1995



秋

Full-time
Commitment

to

Part-time
Education



THE UNIVERSITY
HKS 374
U5 香港大學
ONG KONG

SPACE School of
Professional
And
Continuing
香港大學專業進修學院 Education

TELEPHONE ENQUIRIES 詢問電話

General Enquiries: 2859 2791 or 2547 2225 or 2570 9266
(Fax: 2559 7528) [unless otherwise stated]

Accounting, Professional Programmes in, (CGA-Canada)	2858 4515
Business Studies	or
Curtin University B.Comm. Degree Programme in Accounting	2858 4611
Institute of Administrative Management (IAM) Programme	(Fax: 2858 4750)
Marketing	

Adult Education & Training	2859 2415 or 2517 4887
Education	2859 2415

Art & Design	2547 2279
English Studies	2547 2225
European Languages/Studies }	(Fax: 2559 7545)

Biomedical & Health Sciences	2859 2417
Pharmacy	2964 0450 or 2859 2793

Computer Science	2859 2418 or 2859 2419
Engineering	2859 1940
Librarianship	2859 1940

Criminal Justice & Public Order	2540 7430
Philosophy	

Economics, Management, Banking & Finance	2859 2783 or 2517 7900 or 2540 8644
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Gemmology	
History & Archaeology	2859 2792
Oriental Studies	or
Political Science	2859 2788
Translation	

Geography & Geology	2859 2423
Housing Management	2859 2786
Urban Studies	2859 2423 or 2859 2786

Journalism & Communication	2859 2788
Music	2859 2788 or 2859 2792

Law	2857 1198
Construction Management	(Fax: 2546 0295)
Recreation & Sports Management	

Life Sciences (Applied Medical Sciences)	2859 2784
Medical Laboratory Science	2859 2789
Science & Mathematics	2859 2417

Nursing Studies	2859 2416
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Oriental Languages	2859 2787
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Psychology	2859 1937
Social Work & Sociology	2859 2790 or 2540 7302

London University:	2559 7628
Student Registration	(Fax: 2559 4666)

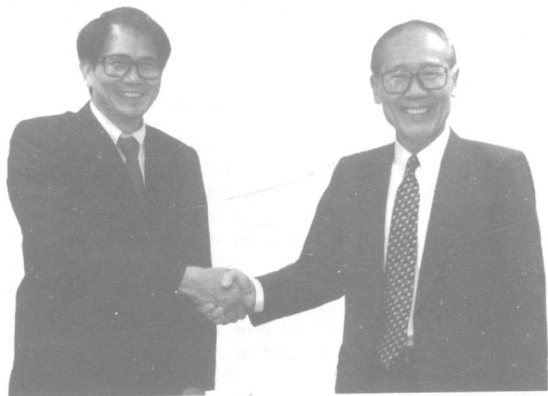
MESSAGE FROM THE DIRECTOR

This is the last occasion on which I will be able to provide an introduction to the Prospectus. I should like to say that I have thoroughly enjoyed the time I have spent since January 1987 as the Director of the School of Professional and Continuing Education. It has indeed been a process of continuing education for me to take part in the very extensive developments in the School since that time. When I look back on the range of courses then as compared to now I can see a tremendous change both in the number, range and the variety of courses on offer. Moreover, at that time the Department of Extra-Mural Studies was a more modest operation than the School which we have in 1995 by a factor of ten! This in part is due to the efforts of the staff of the School but it is also in part due to the efforts of the students which the School attracts and reflects their articulation of needs and their abilities to participate in continuing and professional education. It is very much the Hong Kong spirit and I shall certainly take away an abiding memory of the great spirit of the student body in the School.

I should also like to congratulate both the staff and the students of the School over this period and to wish you every success in the future. I am convinced that the School and its students will go on from strength to strength and that ever more students will achieve the benefits and qualifications which they seek through participation in the School's activities. The notion of access courses and facilitating students in professional areas in the community to attain degree and higher degree qualifications to enhance their professional career and to qualify as professionals are all, I believe, important aspects of the developing Hong Kong service economy whose needs the School helps to meet.

By introducing programmes from overseas that would otherwise be unavailable SPACE is also strengthening Hong Kong's new position as a conduit between China and the international business community. Moreover, SPACE expertise in international networking, involving some of the most prestigious higher education establishments in the world, is helping to make Hong Kong the hub of education exchange between China and the rest of the world. The School's range of courses is geared to meet the needs of the Hong Kong service economy and that of the developing megalopolis in the Pearl River region. In the wake of 1997, this role is likely to become immensely important. Let us remember that well over 600,000 people have registered on SPACE courses since 1956. Over 5,000 students are currently registered on courses at degree, post-graduate and professional levels. There is a growing tendency for the demand at these levels to become more specialised and focussed especially for postgraduate awards and at the professional level. Our part-time students win many academic awards, often comparing well with full-time students' performance. The School has over 30 full-time academic staff, including lawyers, biomedical scientists, pharmacologists, accountants and linguists - experts who have taught everywhere from Greece to Brunei and from Australia to Canada. Over the next year new purpose-built premises will be built at the Woodside site near Bonham Road; this will include new library and computer facilities and staff offices which will enable most of the School's academic staff to be in one location for the first time.

What is striking is the amount of change which has occurred in the past decade and I believe it is a feature of continuing and professional education that we always strive to meet current and emerging needs and have to be ready to change rather than to stand still, as therein lies stagnation. It has been for me personally a very stimulating time and I do sincerely wish the School and its students every success in maintaining the spirit of change and development into the 21st century.



Professor Lee Ngok
Director

School of Professional and Continuing Education

The Vice Chancellor Professor Wang Gungwu (right) with Professor Lee Ngok who leaves SPACE after 8 successful years as Director

SCHOOL MISSION STATEMENT

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

學院使命宣言

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

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 respective course description 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) Unless specified, all courses printed in English or Chinese will be conducted in English or Cantonese respectively.
- (9) 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.
- (10) The School reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.
- (11) Students attending classes at the North Point Study Centre will have to show a student card for evening access. Details of how to obtain such cards will be issued to those students registering for courses taught at North Point.

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: 2547 2225 (Fax: 2559 7545).
 - (ii) SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)
(Weekdays: 9.30 a.m. to 5.45 p.m.,
Saturdays: 9.30 a.m. to 12.30 p.m.).
Telephone: 2570 9266 (Fax: 2508 9349)
 - (iii) 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: 2859 2791 (Fax: 2559 7528)

入學須知

- (一) 除個別課程 (例如專業訓練) 有特定的入學資格外, 本學院其他所有課程, 歡迎各界人士報名選修, 並無學歷限制, 凡年滿十八歲即可。個別課程細則, 請參閱課程簡介。
- (二) 專業進修學院院長有權決定是否接受任何入學的申請。
- (三) 除特殊情形外, 本學院將在下列期間暫停授課:
 - (甲): 本港所有公眾假期。
 - (乙): 大學校慶日 (三月十六日); 聖誕前夕, 公曆新年除夕及農曆新年除夕。
- (四) 天文台懸掛八號或以上風球或發出黑色暴雨警告之後, 本學院一切課程全部取消。
- (五) 如八號或以上風球或黑色暴雨警告在上午六時三十分以前除下, 日間課程 (通常在上午八時三十分至下午五時三十分上課) 照常上課; 如在上午六時三十分以後除下, 則日間課程全部取消。如八號或以上風球或黑色暴雨警告在正午十二時以前除下, 晚間課程 (通常在下午五時三十分至十時上課) 照常上課; 如在正午十二時以後除下, 則當晚課程全部取消。
- (六) 除課程已額滿或被取消外, 一切已繳學費, 概不退還。
- (七) 一經取錄, 學費及學額不得轉讓他人。
- (八) 如非特別註明, 所有用中文或英文刊登的課程都分別以粵語或英語講授。
- (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。
- (十一) 學員在晚間進入北角教學中心上課須出示本院的學員証。需在該中心上課的註冊學員稍後將獲申請學員証的詳情。

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: 2547 2225 (圖文傳真: 2559 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北角教學中心, 香港北角英皇道250號北角城中心⑭字樓 (炮台山地鐵站出口)。
電話: 2570 9266 (圖文傳真: 2508 9349)
(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)。
 - (丙): 香港大學專業進修學院
香港薄扶林道香港大學校本部大樓地下一號室。
電話: 2859 2791 (圖文傳真: 2559 7528)
(星期一至五: 上午九時三十分至下午一時;
下午二時至四時四十五分。
星期六: 上午九時三十分至下午十二時三十分)。

STAFF LIST

DIRECTOR 院長

.....

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

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Y.W. Liu 廖日榮, B.A., M.A. *H.K.*, Ph.D. *Lond.*
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W.C. Pang 彭永祥, B.Sc. *Nat. Taiwan*, M.Sc. *C.U.H.K.*, C.Biol., M.I.Biol., F.I.M.L.S.
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K.N. Yau, F.I.B.M.S. *U.K.*
T.T.C. Yip, B.Sc. *Lond.*, Ph.D. *H.K.*

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*Y.Y. Chen 陳一岳, M.S. *Tong-Ji*, M.D. *Hamburg*
*H. Siau 蕭虹, B.Sc. *Singapore*, Ph.D. *Cantab.*

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SCHOOL SECRETARY 行政主任

John Cribbin 祁樂彬, B.Sc. *Lond.*

ASSISTANT SECRETARY 助理行政主任

.....

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Susanna S.Y. Lee 李淑仁, B.A., Dip.Ed., M.B.A. *C.U.H.K.*

EXECUTIVE OFFICER 事務助理

Jenny L.W. Sin 冼麗華, B.Sc. *Bristol*

SENIOR SECRETARIAL STAFF 高級秘書

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

* Part-time

Fee Refunds For Teachers on Selected SPACE Courses

The Education Department has agreed to grant fee refunds to teachers who enrol on selected courses. This is indicated beneath the respective course description together with the amount of the fee refund which may vary from course to course. 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 before the course starts (this applies to all teachers in government, aided and private schools).
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.

Enrol with the School of Professional and Continuing Education before the courses commence; otherwise courses may be cancelled if it appears that there is insufficient enrolment prior to the starting dates.

教師申請退還學費：

教育署同意資助教師修讀本院部份課程，有關資助課程及資助比率在個別課程簡介後註明。

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（並於信封上註明退還學費申請）。

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」，否則如開課前報名人數不足，可能導致有關課程被迫取消。

To provide better security, the University has installed alarm buttons in ladies washrooms, improved lighting and arranged watchman patrol on the campus.

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



UNIVERSITY OF LONDON

Diploma, Degree and Postgraduate Programmes for External Students

Applications and registrations for many University of London Programmes in Hong Kong are processed by the School of Professional and Continuing Education (SPACE).

General Information

(1) Subjects currently available are:

Undergraduate

Bachelor of Laws (LLB)	BSc (Management with Law)
BSc (Economics)	BSc (Management)
BA & Diploma in English	BA Spanish and Latin American Studies
BA Italian	BA Joint Languages Degree (French & German; or French & Italian; or German & Italian)
BA French	
BA German	
BA Geography	Bachelor of Divinity (BD)
BA Philosophy	Bachelor of Music (BMus)
BA Jewish History	

To study for the following undergraduate qualifications, students must attend classes at SPACE

Diploma in Economics BSc in Computing and Information Systems

Postgraduate

Master of Laws (LLM)	
MSc in Financial Economics (through SOAS)	MSc in Financial Management (through SOAS)
Diploma in Financial Economics (through SOAS)	Diploma in Financial Policy (through SOAS)
MSc & Diploma in Organizational Behavior	MSc in Occupational Psychology
Diploma in English Commercial Law	MA in Geography

(2) SPACE offers tuition in many of the above subjects. Access programmes for certain subjects are also organized for interested applicants who possess no formal qualifications. Please refer to respective sections in this prospectus for details. Some of the special features of the University of London Programmes are:

- Study can be done at your own pace
- Examinations can be taken in Hong Kong or in other centres throughout the world except for the BA Music degree which must be examined in London ONLY
- External students receive the same award as internal students
- There is no quota system for admission
- Costs are lower than conventional studies
- There are over 3,600 registered students in Hong Kong

Registration Details

- (3) Application forms and respective prospectus(es) are available by sending a \$3.8 stamped self-addressed envelope to or in person from:
SPACE Town Centre, Suite 1004-5, Shun Tak Centre, West Tower, 10/F.,
200 Connaught Road Central, Hong Kong. (Tel. No. 2559 7628)
Registration Time: Monday - Friday: 9:30 a.m. - 11:45 a.m., 1:00 p.m. - 4:30 p.m.; Saturday: 9:30 a.m. - 12:30 p.m.
All correspondence must be marked "University of London Applications", with the interested programme(s) stated.
- (4) Students who wish to take their examinations in 1996 must submit their University of London application forms by **September 17, 1995** and complete their registration by **November 30, 1995**, except for M.Sc. & Diploma in Organizational Behavior and M.Sc. in Occupational Psychology where the deadlines are June 30 and July 31, 1995 respectively; and M.Sc. & Dip. in Financial Economics, M.Sc. in Financial Management and Dip. in Financial Policy where the deadlines of the first and second batches of application are October 21, 1995 and November 25, 1995 respectively.
- (5) For the Diploma in Economics (Course No.421 see p.71) and BSc in Computing and Information Systems (Course No. 351-67 see p.54) special registration procedures apply. Students have to enrol on the courses provided by SPACE before registering for the University of London programme. Details can be found under the individual course references given above.
- (6) Applicants who are not certain if they have satisfied the entrance or course requirements and those who wish to seek partial exemption are urged to submit their applications well in advance of the deadline to allow time for necessary evaluation.

HOW TO USE THE PROSPECTUS

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Greenwich University, M.Sc. in Property Development and Investment	65		
Greenwich University, M.Sc. in Construction Management and Economics	64	School of Professional and Continuing Education	
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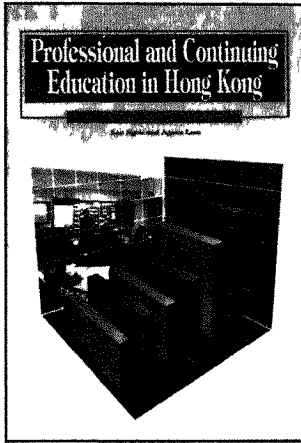
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- Chapter 6 Staff development in the business sector*
- Chapter 7 Access and educational consortia: Models and issues*
- Chapter 8 Conclusion*

Prof. Lee Ngok was the Director of the School of Professional and Continuing Education, the University of Hong Kong 1987-1995. Dr. Agnes Lam is a lecturer at the English Centre of the University of Hong Kong. The other contributors are Mr. F. T. Chan, Dr. John Holford and Ms. Jennifer Ng, who teach at the School of Professional and Continuing Education, the University of Hong Kong.

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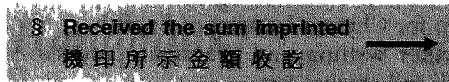
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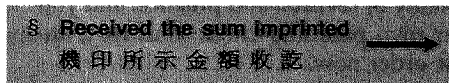
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Four modules are taken:

Learning, Training and Development:

This module consists of five units covering such topics as: education, training and learning; management development and learning; social influences on learning; learning at work; training and skill acquisition; and training methods and techniques.

Managing Training and Development:

This module focuses on the organisation. The four units cover organisational theory and evolution; approaches to managing the employee relationship (including industrial relations, personnel and human resource management, and cultural aspects of HRM); policy implications (including total quality management, employee participation and appraisals); and evaluation and training.

The National Context of Training:

This module provides an overview of vocational education and training at the national and Asia-Pacific level. Five units cover theory of education and training systems; the emergence of the Asia-Pacific region and its implications for education and training; and the distinctive features, and comparative analysis, of Asian education and training systems.

The International Context:

This module adopts an international perspective on questions related to training and development. The four units cover the impact of globalisation and multinationals on training and development, the role of national cultures, national and supra-national skill acquisition systems, and the evaluation of skill acquisition systems.

On each module, students must complete an assignment of between 3,000 and 6,000 words. The four modules are normally completed within eighteen months of starting the course. In addition, students must complete a dissertation of between 15,000 and 25,000 words within six months of the completion of all assignments.

Applicants should normally have an honours degree or equivalent professional qualification. Holders of the Leicester University Diploma in Training and Development, or of the SPACE Certificate in Adult Education and Training, may also apply.

Course fee: £5,000, payable in two instalments.

Full details of the course are given in the prospectus, issued by the Centre for Labour Market Studies. If you wish to apply, please enclose a \$3.20 stamped self-addressed envelope (size 9" x 12") to:

The Director (Attention: Ms. Becky Au)
School of Professional and Continuing Education
University of Hong Kong
Pokfulam Road
Hong Kong
(Tel: 2517 4887; fax: 2559 7528)

Deadline for applications: 31 August 1995. The course commences on October 95, and if your application is accepted, the first instalment of your course fees (£2,800) must be paid within two weeks of that date (i.e. by 16 October). The second payment (£2,200) would be paid before commencing Module 3.

71. Certificate in Adult Education and Training

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

Objectives

By the end of the course, participants should be able to:

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

Contents

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

Course Structure

The course will consist of the following elements:

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

Assessment

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

Language of Instruction

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

Application Procedure

Applicants should complete and return the standard SPACE enrolment forms, together with a letter briefly outlining their experience in adult education or training and how they think they will benefit from the course. The closing date for application is 6 September 1995.

Enrolment is limited to 20

Tutors : John Holford, B.A.(Oxon), M.Sc.(Surrey),
Ph.D.(Edin.)
Ms Mok Yan Fung, M.Ed., Ed.D.(Georgia)
Specialists in the field invited to teach the
various sections of the course:
Starboard Yeung, B.Bus.(Curtin), M.A.I.T.D.,
C.M.A.H.R.I., M.B.A., Associate CIM.
Mrs Kiran Singh, B.A.(Hons.)(Calcutta),
M.B.A.(Macau), PEd.(HK).

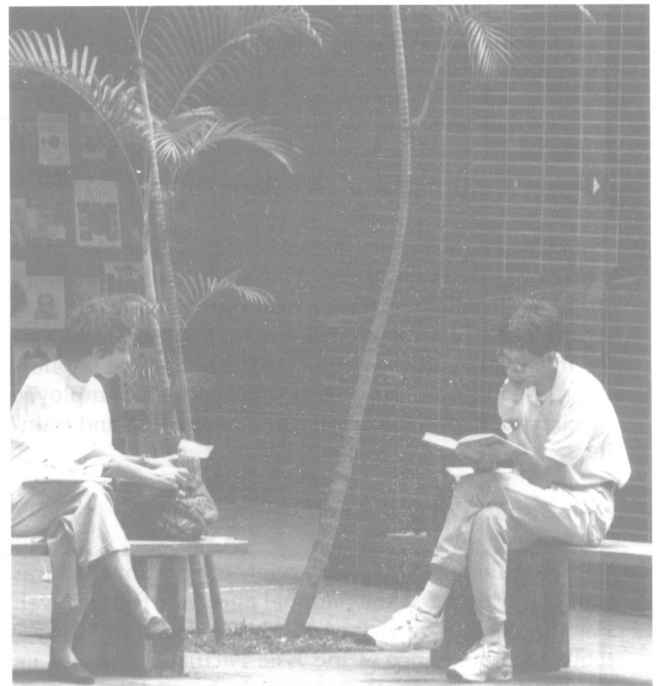
Venue : Room 20, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Wednesdays, 6.30-9.30 p.m., commencing September 27, 1995

22 meetings

Fee : \$4,200

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



Relaxing on campus during a break

ART & DESIGN

Tutor-in-charge : Renée Chan

Telephone: 2547 2279

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。

- Basic Painting (#92)
- Intermediate Painting (#93)
- Basic Watercolour Painting (#94)

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

2. Art History

Students must take *Introduction to the History of Western Art II: Post-Impressionism to Post-Modernism*, which will be offered in Spring 1996. (However, students are advised to take *Introduction to the History of Western Art I: The Renaissance to Impressionism* (#136) as well if they have not taken an art history course of this period. A solid background in the history of Western art will help their experience in museum visits in Part Two of the programme.)

Part Two -- in Europe (Four weeks, July to August 1996)

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

1. Practical

Students will work under the guidance of leading Western artists and critics in the newly built studio at Chester College where they will extend their understanding and skills in media which relate to the course member's specialist interests. At the same time they will have the valuable opportunity of studying with artists of various disciplines. Students may choose to specialize in painting, sculpture, textile design, or print-making provided that there is sufficient enrolment in their option.

2. Visits to European museums and galleries

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

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

Course Personnel

HKU - SPACE

Course Director: Renée Chan, B.F.A.(Long Beach), M.Sc.(Bank St./Parsons)

Tutors : Daniel Blyth, B.A.(W.Ont.), M.F.A.(Nova Scotia)
Aser But, M.Sc.(Bank St./Parsons)
Victor Lai, B.Ed.(Liverpool), M.A.(R.C.A.)
Carmen Lee, B.A.(H.K.), M.Litt.(Oxon.)
Peter Mak, M.F.A.(Arizona)

Certificate Courses 證書課程

30. Certificate in Advanced Studies in Art Education (Presented in Collaboration with Chester College)

Objective

Jointly presented by SPACE and Chester College (a College of Higher Education affiliated to the University of Liverpool), this programme aims to help artists and art teachers to further develop their artistic skills and sensitivity to materials. In a series of studio classes in Hong Kong and England, students will learn to recognise the creative potential inherent in a much broader range of materials and situations. They will also have the opportunity to deepen their understanding of art through guided visits to museums and galleries in the U.K. and Europe. Students who have successfully completed this Certificate programme may obtain credit from Chester College for modules in their Advanced Diploma in Education and Master of Education programmes.

Course Structure

Part One -- in Hong Kong (September 1995 to June 1996)

1. Practical

Students must take one of the following courses offered at SPACE in Autumn '95 or Spring '96:

- Basic Drawing (#87, #88)
- Intermediate Drawing (#89)
- Figure Drawing (#90)
- Intermediate Figure Drawing (#91)

Chester College

Course Director: Peter J. Turnbull, B.A., M.A.(R.C.A.)

Tutors : John Renshaw, B.A., D.A.(Manc.)
Robert Jones, B.A., M.A.(Slade)
Val Cosh, Cert.Ed., M.Ed.(Liverpool)
Maxine Bristow, B.A., M.A.(Manchester)
John Stephens, M.S.(Berlin), M.A.(Manchester)
Ian Hayes, M.A., Ph.D.(Essex)

Award of Certificate

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

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

Entrance Requirements

Applicants should have some basic knowledge of art and be reasonably proficient in the English language.

Expenses

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

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

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

Visits : The cost of accommodation, food and transportation during visits to London and Paris is HK\$4,000 approximately. Applicants are responsible for their own visa applications to both the UK and France.

Application Procedure

Applicants should complete a special application form and submit it to SPACE with a cheque for HK\$14,000 payable to "University of Hong Kong" by September 2, 1995 if they plan to start Part One in September 1995. Applicants will be invited to attend an interview and may be advised to take an English course with SPACE. Unsuccessful applicants will be informed accordingly and their fees refunded. Application forms can be obtained from our enrolment centres (addresses on page iii).

Enrolment is limited to 18

81. 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 (#87 & #88)
2. Basic Painting (#92)
3. Introduction to the History of Western Art I (#136)
or Introduction to the History of Western Art II
(To be offered in Spring '96)

Electives (Any 3 courses from the following):

- Figure Drawing (#90)
- Basic Watercolour Painting (#94)
- The Art of Western Calligraphy (#96)
- Introduction to Two-dimensional Design (#107) (*Conducted in Cantonese only*)
- Introduction to Interior Design (#109)
- A Basic Course in Computer Graphics (#112-118)
- Basic Photography (#128) (*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 respective course descriptions in this Prospectus for details.

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

Award of Certificate

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

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

Fee

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

Application Procedure

Applicants should complete a special application form and submit it to the School with a cheque for HK\$4,000 payable to "University of Hong Kong". Application forms can be obtained from our enrolment centres (addresses on page iii).

82. 美術教師電腦設計證書課程 (Certificate in Computer Graphics for Teachers)

課程宗旨

電腦科技日趨進步，直接影響平面設計的繪圖、正稿製作、分色等每一過程。本課程專為在職美術設計科教師而設，由專業設計師負責，介紹平面設計常用之軟件及提供電腦操作訓練，並指導學員製作教學用之幻燈片。

課程大綱

本課程為期六個月（共一百小時），採用研討、示範、實習、作品評論、專題創作等，訓練學員電腦操作技術及創作能力。

- (一) 電腦基礎技術 (Computer Fundamentals)
本單元介紹電腦硬件、有關之輔助器材及軟件，包括 FreeHand, PageMaker, PhotoShop 等，亦會介紹繪圖、排版及圖片修描技巧。
- (二) 電腦設計工作坊 (Designing with Computer)
本單元指導學員以電腦為工具，探討設計概念。課程包括商標造型、字體運用、色彩表達、排版分色等不同層次之設計練習，務求學員對電腦平面設計有進一步之認識。
- (三) 電腦圖象之探索 (Creating Images)
本單元指導學員以電腦軟件去創作及實驗圖形繪製，繼而將圖形運用於海報、封面、包裝等設計品。
- (四) 設計教學幻燈片製作 (Designing Teaching Slides)
本單元指導學員以電腦軟件製作平面設計教學上應用之幻燈片，例如構圖技法、字體的認識、平面設計元素等。學員可同時分享其他學員之教學心得。
- (五) 專業設計工作坊
(Professional Design Workshop & Portfolio Preparation)
此單元為畢業作品之製作階段。學員應將上述四個單元所學之技術運用於專題作品上，作為個人之畢業作品集。這單元為平面設計教學範圍之專題研究，鼓勵學員創作和建立個人風格。

應用軟件

本課程介紹 FreeHand, CorelDraw, PhotoShop, Gallery Effect 及 Dimensions 等電腦軟件。

入學資格

申請人毋須有電腦操作經驗，但必須對美術設計有基本認識。

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、家課和畢業作品集；
 - (三) 獲全體導師同意其作業成績合格。
- (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./Parsons)
(課程統籌)

陳健強先生 H.C.(H.K.Poly.) (助理統籌)

司徒偉文先生 B.A.(H.K.U.)

冼偉強先生 H.C.(H.K.Poly.)

及電腦技術員

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：一九九五年九月十九日起每星期二及四下午六時至八時

全期學費：九千九百八十元 (共五十講)
(學員自付材料費及書本費，如需額外租用電腦，費用為每小時八十元。)

教師可獲教育署退還半費。詳參第vi頁。

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

課程宗旨：

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

課程大綱：

本課程為期六個月（共一百小時），採用工作坊形式，加上作品評論及畢業專題習作等，訓練學員搜集和分析資料，加強其構思及創作能力。每星期學員必須完成指定的習作。課程包括以下五項科目：

- (一) 電腦基礎技術(Computer Fundamentals)
本單元深入地講授常用軟件的使用方法，例如 PageMaker, FreeHand及PhotoShop等。
- (二) 美術及設計技巧(Artand Design Principles)
本單元指導學員以電腦為繪圖工具，表達美術及設計概念。課程內容包括造型、色彩、字體、商標設計等，並安排參觀活動。
- (三) 技術進階(Technical Essentials)
本單元深入探討電腦美術設計之技術，內容包括相片修描技巧 (photo retouching)、分色片套疊(knockout & overprint) 與及電腦正稿製作。
- (四) 應用美術設計(Applied Art & Design)
學員可選擇美術設計範疇內之多種項目作進一步創作，例如插圖、海報設計、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，如分色片印刷常識及各類彩色輸出等。學員須融會過往所學的電腦技巧和工序，製作一套專業的畢業作品。

應用軟件：

本課程將採用 PageMaker, QuarkXpress, Illustrator, CorelDraw, FreeHand, PhotoShop, Painter, Dimensions及 Gallery Effects等。電腦設備為 PowerPC及586個人電腦。

入學資格：

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

證書頒發：

符合下列所有要求之學員，可獲本院頒發「電腦美術設計」證書：

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

報名手續：

申請人請於一九九五年十月七日前填妥報名表格，將表格連同 HK\$9,200之劃線支票（抬頭請書「香港大學」）郵寄香港上環干諾道中200號信德中心西翼九樓，香港大學專業進修學院。申請人必須攜帶有關作品前來面試。日期另行通知。未被錄取者將獲退還學費。(每班限收十二人，一人一機)

主 講 人：畢子融先生 D.A.E., M.Sc.(BankSt./Parsons)(課程統籌)
 陳健強先生 H.C.(H.K.Poly.) (助理統籌)
 司徒偉文先生 B.A.(H.K.)
 趙國良先生 (電腦系統設計專業人士)
 崔德明先生 B.A.(H.K.Poly.), M.C.S.D.
 客席導師及
 電腦技術員

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：九千二百元 (學員自付材料費。如需額外租用電腦，費用每小時八十元。)

83. 一九九五年十月二十三日起每星期一、三下午六時至八時 (共五十講)
84. 一九九五年十月二十三日起每星期一、三下午八時至十時 (共五十講)
85. 一九九五年十月二十八日起每星期六下午二時至六時 (共二十五講)



Children's book design. Work of Philip Ho, a student of Certificate in Computer Art & Design, Spring 1995

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

課程宗旨

書法乃中國傳統藝術。歷代書法家的造詣，除了精湛的技巧、深邃的文學素養與藝術學識，更具積極的創新精神。本院以「古不乖時，今不同弊」為依歸，由傳統和現代二種角度設計此課程，培育學員全面掌握中國書法。

課程大綱

本課程以傳統中國書法為主。由書法篆刻家講述書法源流與演進之精要，與及篆、隸、楷、行、草各類書體的書寫技巧、構字原理、章法經營、款識及印章應用，輔導學員打下傳統書法

的重要基礎，進而溶入詩文析賞、繪畫原理借鑒等課程，豐富學員的創作素養。再由書畫家、設計師從近代和現代角度討論中國書法，揉合傳統與現代的觀念，鼓勵學員擴展視野、和實驗更具生氣的書法創作。

入學資格

申請人必須對中國書法有濃厚興趣及有持續上課和完成家課的恆心。

證書頒發

符合下列要求之學員，可獲本院頒發證書：

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

報名手續

申請人請於一九九五年九月十二日前將報名表格及港幣6,500元之劃線支票 (支付「香港大學」)，郵寄香港上環干諾道中200號信德中心西翼九樓，香港大學專業進修學院。如有需要，本院將邀請申請人前來面試，日期另行公佈，未被取錄者將獲退還學費。 (限收二十四人)

主 講 人：葉民任先生

徐子雄先生

靳埭強先生

地 點：香港大學專業進修學院市區中心16室 (信德中心西翼九樓)

時 間：一九九五年九月二十三日起每星期六下午二時三十分至五時三十分

全期學費：六千五百元 (共三十六講)

Fine Art (Western) 西洋藝術

87. 基本素描 (Basic Drawing)

素描是藝術創作中重要的思想過程，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.(BankSt./Parsons)

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：一九九五年九月十一日起每星期一一下午八時至十時

全期學費：七百九十元 (共十二講)

教師可獲教育署退還半費。詳參第vi頁。

88. 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 : Daniel Blyth, B.A.(W.Ont.), M.F.A.(Nova Scotia)

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

Date : Tuesdays, 8.00 - 10.00 p.m., commencing September 12, 1995

12 meetings Fee : \$790

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

89. Intermediate Drawing

This course is an extension of the basic drawing course. It will be structured as a series of media explorations (pastel/oil pastel/coloured pencil etc.) emphasizing the role of colour as a descriptive as well as an expressive element in drawing. Various issues and approaches pertaining to contemporary forms of expression will be dealt with. Attention will be given to practical problem solving using the medium as a focus for the realization of the idea. Different modes of perception will be explored through a thematic approach to subject matter and stylistic variations, and special consideration will be given to the relationship of the medium to the meaning of a work.

Enrolment is limited to 18

Tutor : Daniel Blyth, B.A.(W. Ont.), M.F.A.(Nova Scotia)

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

Date : Tuesdays, 8.00 - 10.00 p.m., commencing December 5, 1995

10 meetings Fee : \$820

90. 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, conte crayon, charcoal, etc. will be used. Reference to artists' works will be made.

Enrolment is limited to 18

Tutor : Daniel Blyth, B.A.(W.Ont.), M.F.A.(Nova Scotia)

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

Date : Tuesdays, 5.50 - 7.50 p.m., commencing September 12, 1995

12 meetings Fee : \$1,180

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

91. Intermediate Figure Drawing

The course is intended for students with basic experience in figure drawing. The course will focus on individual development through exploration of stylistic elements and contemporary forms of expression. Students will be expected to initiate their own program of thematic development in consultation with the course instructor. Emphasis will be placed on both conceptual and technical concerns in the development of the students' capacity for critical assessment.

Enrolment is limited to 18

Tutor : Daniel Blyth, B.A.(W.Ont.), M.F.A.(Nova Scotia)

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

Date : Tuesdays, 5.50 - 7.50 p.m., commencing December 5, 1995

10 meetings Fee : \$1,200

92. Basic Painting

This course is designed for those who have some experience in drawing and wish to develop their painting skills. Students will be introduced to various materials, traditional and contemporary techniques, and the application of visual elements. In addition to demonstration and studio practice, students will see slide presentations of artists' works and participate in class critiques.

Enrolment is limited to 18

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

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

Date : Mondays, 5.50 - 7.50 p.m., commencing September 11, 1995

12 meetings Fee : \$790

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

93. Intermediate Painting

This course will be run as a workshop to help participants develop their ability and personal styles in acrylic painting.

Course topics will include:

- the use of colour
- the relationship between still life and figures
- the use of imagery
- new materials and techniques
- the contrast between the traditional and contemporary approach

There will be two outdoor painting sessions, which will be held on Sundays or public holidays. At all times the tutor will help students to develop their own portfolio.

Enrolment is limited to 18

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

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

Date : Mondays, 6.30 - 9.30 p.m., commencing November 27, 1995

10 meetings

Fee : \$1,500

94. Basic Watercolour Painting

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

Enrolment is limited to 20

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

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

Date : Wednesdays, 5.50 - 7.50 p.m., commencing September 13, 1995

12 meetings

Fee : \$790

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

95. Intermediate Watercolour Painting

This course, which follows on from "Basic Watercolour Painting", is designed to enhance students' creativity and technical competency in watercolour painting. It provides an in-depth study of the visual elements of the media and explores both the realistic and abstract approaches to watercolour painting. In-class critiques will be conducted on a regular basis and students are expected to participate in discussions. Students are also required to complete class and home assignments. There will be an outdoor painting session (usually on a Sunday) toward the end of the course.

Enrolment is limited to 24

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

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

Date : Wednesdays, 5.50 - 7.50 pm, commencing December 6, 1995

10 meetings

Fee : \$790

96. The Art of Western Calligraphy

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

Enrolment is limited to 20

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

Venue : Room 7, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : Saturdays, 2.30 - 4.30 p.m., commencing September 16, 1995

12 meetings

Fee : \$790

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



Students in a drawing class, Spring 1995, at Shun Tak Centre

97. Outdoor Sketching & Gallery Visit

This is an introductory course to drawing and sketching in watercolour. It is designed not only to increase the participants' technical proficiency in drawing, but also to improve their aesthetic sensitivity through gallery visits and group critique. Attention will be given to the content and concept of students' work as well as to its level of technical achievement. Part of the course will be held in the classroom where the tutor will discuss theories and artists' works, and will demonstrate drawing techniques in different media. The rest of the course will be spent drawing outdoors and making visits to art galleries or museums.

Enrolment is limited to 18

Tutor : Kong Ho, B.A.(C.U.H.K.), M.F.A.(T.T.U., Texas)

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

Date : Saturdays, 10.00 a.m. - 12.00 noon, commencing September 23, 1995

12 meetings

Fee : \$790

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

Fine Art (Oriental) 中國藝術

98. 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：一九九五年九月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：七百九十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

99. 山水畫研習班 (Intermediate Chinese Landscape Painting)

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16室（信德中心西翼九樓）

時 間：一九九五年九月十三日起每星期三下午五時五十分至七時五十分

全期學費：七百九十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

100. Basic Techniques in Chinese Landscape Painting

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

Enrolment is limited to 20

Tutor : Chui Tze Hung

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

Date : Wednesdays, 5.50 - 7.50 p.m., commencing November 29, 1995

10 meetings

Fee : \$790

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

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

主 講 人：張若瑟先生、徐子雄先生

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

時 間：一九九五年九月二十四日起每星期日上午十時至中午十二時

全期學費：七百六十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

102. 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：一九九五年十一月二十八日起每星期二下午五時五十分至七時五十分
全期學費：六百四十元 (共十講)

教師可獲教育署退還半費。詳參第vi頁。

103. 篆書與隸書 (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。除課堂練習外，學員須以課外時間做習作。
(限收二十人)

主 講 人：葉民任先生
地 點：香港大學專業進修學院市區中心25室 (信德中心西翼九樓)
時 間：一九九五年九月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：六百四十元 (共十講)

教師可獲教育署退還半費。詳參第vi頁。

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

行草是我國書法中較生動的書體，亦較易發揮個人風格。導師將示範及講授運筆的基本技法、字形結構要領、章法、款式與鈐印的配合。學員每星期必須以課外時間完成作業。
(限收二十人)

主 講 人：葉民任先生
地 點：香港大學專業進修學院市區中心25室 (信德中心西翼九樓)
時 間：一九九五年十一月二十日起每星期一下午五時五十分至七時五十分
全期學費：六百四十元 (共十講)

教師可獲教育署退還半費。詳參第vi頁。

Media Arts 商業美術及設計

105. Creativity Enhancement Workshop

The manifestations of creativity are clearly visible around us. Creativity is so vital to all human endeavours, yet so evasive. The aim of this workshop is to stimulate and develop the creative potential of the participants. The workshop will:

- discuss the creative process;
- introduce traditional and recent theories on creativity;
- consider case studies;
- examine some of the techniques that are useful for enhancing creativity

Participants from all fields will be accepted, to create a stimulating learning environment and allow a full cross fertilization of ideas. They will be encouraged to keep a personal journal for discussion from their personal experience or knowledge. The only prerequisites for the course will be a keen interest in the subject of creativity and a willingness to share and discuss ideas.

Enrolment is limited to 20

Tutors : M.T. Liu, M.Arch.(Manitoba), R.I.B.A.,A.P.
Renee Chan, B.F.A.(Long Beach), M.Sc.(Bank St./Parsons)

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

Date : Thursdays, 5.50 - 7.50 p.m., commencing September 14, 1995

8 meetings Fee : \$530

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

106. 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：一九九五年十二月一日起每星期五下午八時至十時
全期學費：七百八十元 (共十講)

107. 基本平面設計 (Introduction to Two-dimensional Design)

本課程討論範圍包括各種視覺藝術（如繪畫、平面設計、插圖、攝影等）背後的基本組織架構及原理。如點、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，幫助學員進一步發展視覺感性。
(限收二十四人)

主 講 人：馬智聲先生 Dip.(Canterbury)
畢子融先生 D.A.E., M.Sc.(Bank St./Parsons)
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：一九九五年十一月二十二日起每星期三下午八時至十時
全期學費：七百九十元（共十二講）

108. 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：廖明澤先生 M.Arch.(Manitoba), R.I.B.A., A.P.
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：一九九五年十一月十三日起每星期一下午八時至十時
全期學費：七百九十元（共十二講）

109. 基本室內設計 (Introduction to Interior Design)

近年來城市規劃及居住環境日益受到重視，大眾的生活水平日漸提高，室內設計亦隨之顯得更為重要。本課程為學員介紹現代室內設計的基礎理論和實際應用。內容包括：現代室內設計的定義，室內基本測量法，空間之剖析和人體工學，空間內照明、建材和色彩的運用等。每星期學員須完成課外練習。
(限收二十四人)

主 講 人：麥志暉先生 B.F.A. (Mass.)
地 點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）
時 間：一九九五年九月十五日起每星期五下午六時至八時
全期學費：七百九十元（共十二講）

110. Intermediate Course in Interior Design

This course, which follows on from *Introduction to Interior Design*, provides participants with a deeper understanding of the process of interior design.

A series of theoretical exercises will let students form their ideas on drafting and presentation techniques. They will

then be able to translate theory into practice, as they develop their ideas into working and presentation drawings.

The following topics will also be considered:

- The development of design theories in the 20th century;
- Practising professionally as an interior designer.

Applicants should have completed our basic course in interior design or have a similar level of knowledge in the subject. They will be required to complete assignments and to participate actively in class discussions.

Enrolment is limited to 24

Tutor : HO Chow-lai, B.A.(A.S.)(Hons.)(H.K.),
B.A.Int.Des.(H.K.Poly.), Diploma
Member of the C.S.D.

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

Date : Tuesdays, 8.00 - 10.00 p.m., commencing September 12, 1995

12 meetings Fee : \$790

111. Introduction to Fashion Design

This introductory course analyzes the fundamental elements of fashion design, such as silhouette, proportion, fabric, application, cut and accessory. With the aid of slides and video tapes, the tutor will discuss the philosophy of fashion, elements of fashion design and design methodology. Home assignments will be given to students to help them understand the basic know-how of fashion design.

Enrolment is limited to 24

Tutor : Frankie Ng, M.Des.(Royal College of Art),
H.D.D.(Dist.), F.C.S.D., F.R.S.A.,
M.C.F.L., M.H.K.D.A., M.H.K.I.T.A.
Assistant Professor in Fashion Design
(H.K.Poly.U.)

Venue : Room 7, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : Wednesdays, 6.30 - 8.30 p.m., commencing December 13, 1995

10 meetings Fee : \$690

112. A Basic Course in Computer Graphics

This introductory course will introduce students to the basics of the latest techniques of desktop computer graphics. The course comprises lectures, demonstrations and hands-on practice with guidance from professional graphic designers.

The course covers the basic operation of IBM compatibles, Macintosh systems, and DTP programmes such as

FreeHand and PageMaker, and the application of graphic design elements in simple design tasks.

Students are required to pay for material to the computer centre in the second session. Students who need extra practice time may use the computer at \$80 per hour.

Enrolment is limited to 12

Tutors : Aser But, D.A.E., M.Sc.(Bank St./Parsons),

Co-ordinator

Ronald Chan, H.C.(H.K.Poly.)

Szeto Wai Man, B.A.(H.K.U.)

Venue : Rm A, 7/F, Thomson Commercial Bldg., 8 Thomson Road, Wanchai, Hong Kong

Date : Fridays, 8.00 - 10.00 p.m., commencing September 29, 1995

12 meetings

Fee : \$2,400

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

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

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

學員須自付材料費，如有需要，可額外租用電腦練習，每小時港幣八十元正。
(每班限收十二人，一人一機)

課程統籌：畢子融先生 D.A.E., M.Sc.(BankSt./Parsons)

主講人：陳健強先生 H.C.(H.K.Poly.)

司徒偉文先生 B.A.(H.K.U.)

及電腦技術員

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：一千九百五十元 (共十二講)

113. 一九九五年九月二十六日起每星期二及五下午八時至十時

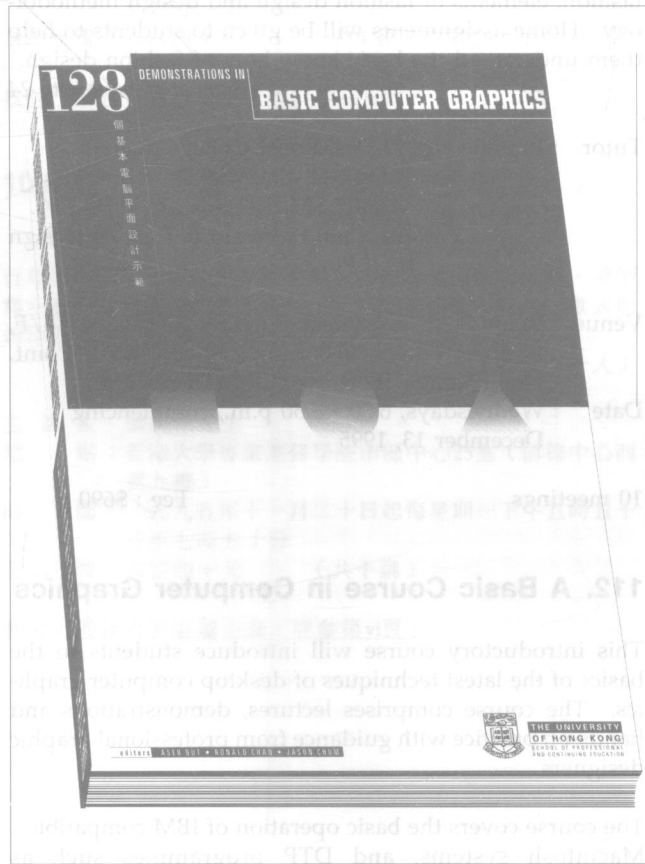
114. 一九九五年九月二十九日起每星期五及六下午六時至八時

115. 一九九五年十一月七日起每星期二及五下午八時至十時

116. 一九九五年十一月十日起每星期五及六下午六時至八時

117. 一九九五年十二月十九日起每星期二及五下午八時至十時

118. 一九九五年十二月二十二日起每星期五及六下午六時至八時



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8 Thomson Road, Wanchai, H.K.
(Tel: 2866 7502, 2866 2186)

HK\$60

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

本課程為初階之延續，適合有電腦設計基礎人士修讀。本課程偏重學習運用圖片修描之PhotoShop軟件，輔以繪圖Freehand軟件，幫助學員創作更高水平之設計作品。

本課程具備以下特色：（一）由教學及創作經驗豐富之設計師以示範形式講授；（二）上課一人一機，約有十八小時實習；（三）學員可同時學習IBM-Compatible及Macintosh兩大系統之運作及有關之軟件。

課程範圍包括：（一）繪圖技巧進階(Vector Drawing Advanced Techniques)；（二）文字處理及立體變化效果；（三）圖片修描技巧；（四）肌理(Texture)處理；（五）圖片混化效果(Blending Effects)；（六）圖片修邊效果(Creating Vignettes)等技術。學員可創作出自己喜愛的圖片或配合封面設計或公司及個人信箋設計等。學員須自付材料費，如有需要，可額外租用電腦練習，每小時港幣八十元正。電腦設備為PowerPC及586個人電腦。（每班限收十二人，一人一機）

課程統籌：畢子融先生 D.A.E., M.Sc.(BankSt./Parsons)

主 講 人：陳健強先生 H.C.(H.K.Poly.)

司徒偉文先生 B.A.(H.K.)及客席導師

地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

全期學費：二千二百元（共十二講）

119. 一九九五年九月二十八日起每星期四下午八時至十時

120. 一九九五年十二月二十一日起每星期四下午八時至十時

電腦美術設計高階 (An Advanced Course in Computer Graphics)

本課程為中階之延續，適合對圖片修描PhotoShop軟件有認識人士修讀。本課程除對PhotoShop技巧有更進一步的探討外，亦會講解3DStudio等軟件之操作及有關立體造型的基本知識。

本課程具備以下特色：（一）由教學及創作經驗豐富之設計師以示範形式講授；（二）約有十八小時實習，比同類課程長；（三）學員可同時了解IBM-Compatible及Macintosh兩大系統之運用及有關之軟件；（四）上課一人一機。

教學內容包括：（一）介紹如何繪製立體模型，例如金屬品、傢俬、商標；（二）如何改變堅硬模型的形態；（三）如何設計柔軟的立體模型，例如人、樹等形態；（四）如何運用光源及投影，使畫面達至更真實效果。

學員須自付材料費，另如有需要，可額外租用電腦實習，每小時港幣八十元正，電腦設備為PowerPC及586個人電腦。

（每班限收十二人，一人一機）

課程統籌：畢子融先生 D.A.E., M.Sc.(BankSt./Parsons)

主 講 人：陳健強先生 H.C.(H.K.Poly.)

趙國良先生（電腦系統設計專業人士）

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：二千四百元（共十二講）

121. 一九九五年九月二十六日起每星期二下午八時至十時

122. 一九九五年十二月十九日起每星期二下午八時至十時

電腦文書設計初階 (A Basic Course in Office Graphics)

製作精美的文件及宣傳品，可以幫助提升公司形象及推廣業務，而這課程就是針對這個需要，指導秘書、公關宣傳和製作部人員等，利用個人電腦去製作精美的文件和宣傳品。

課程包括如何設計公司信箋(Letterhead)；通訊(Newsletter)及公司宣傳品(Leaflet)等。學習範圍包括字體運用、色彩配搭、印刷原理及圖表和圖案製作。學員同時可了解IBM Compatible及Macintosh兩大系統之運用及有關之軟有件，例如Excel、WordPerfect Presentation或ClarisWork等。申請人毋須平面設計的知識，唯須認識個人電腦的基本操作。（每班限收十二人，一人一機）

主 講 人：畢子融先生 D.A.E., M.Sc.(BankSt./Parsons)（課程統籌）

王瑞珊女士（專業設計師）

地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室

全期學費：一千五百元（共十二講）

（學員須自付材料費約\$300，如有需要可額外租用電腦練習，每小時八十元。）

123. 一九九五年九月二十六日起每星期二及四下午六時至八時。

124. 一九九五年十一月七日起每星期二及四下午六時至八時。

125. 一九九五年十二月十九日起每星期二及四下午六時至八時。

Photography 攝影

128. 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，目的使初學者對攝影有一系統化全面認識，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16室（信德中心西翼九樓）

時 間：一九九五年九月十三日起每星期三下午八時至十時

全期學費：七百六十元（包括模特兒費）（共十講）

129. 攝影進階 (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，內容包括光源角度、濾鏡使用，特殊效果，色溫與幻燈，構圖方

法，作品欣賞及創作題材研討。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。課程包括一次戶外實習及一次夜景實習，分別於指定星期日及星期六傍晚進行。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：一九九五年十一月二十二日起每星期三下午八時至十時
全期學費：七百八十元（包括模特兒費）（共十講）

130. 自然攝影初階 (Introduction to Nature Photography)

本課程指導學員如何使用適合的器材和方法去拍攝花、木、蟲、鳥的美態。講者以採用深入淺出的方法，使學員從實習中領略攝影自然景物的竅門，並從作品評論中分享他人的經驗，擴闊視野。課程包括兩次戶外實習，學員須自備器材（如單鏡機及菲林等）。（限收二十四人）

主 講 人：陳煜源先生 Dip.(Grantham), A.R.P.S.
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：一九九五年九月十六日起每星期六下午二時十五分至四時十五分
全期學費：七百四十元（共十講）

131. 自然攝影進階 (Intermediate Nature Photography)

本課程為「自然攝影初階」的延續，適合具攝影基礎人士研習拍攝自然景物，如花鳥蟲魚及大自然風景等題材。導師將指導學員運用適當器材及物料去完成作品，務使學員對自然攝影有更全面和深入認識。課程包括兩次戶外實習（於星期六或星期日進行），學員須自備攝影器材及菲林。（限收二十四人）

主 講 人：陳煜源先生 Dip.(Grantham), A.R.P.S.
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：一九九五年十一月二十五日起每星期六下午二時十五分至四時十五分
全期學費：七百四十元（共十講）

132. 人物攝影初階 (Introduction to People Photography)

本課程專研人物拍攝技巧，適合具備基本攝影知識人士修讀。內容包括：（一）燈光種類、（二）光線質素和反差控制、（三）專業攝影潮流（以幻燈片講解）、（四）室內及戶外人像攝影示範、（五）學員作品評論。學員須自備攝影器材和菲林。學期中會有一次戶外攝影活動，在星期日舉行。（限收二十四人）

主 講 人：周偉明 B.A. in Professional Photography (Brooks)
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：一九九五年九月十三日起每星期三下午八時至十時
全期學費：七百八十元（包括模特兒費）（共十講）

133. Advanced Photography: A Personal Exploration

Have you completed an intermediate photography course but are still eager to learn more? This class gives the interested amateur an opportunity to study at a higher level and discover more advanced concepts and techniques. He/she will learn about content, craftsmanship, style and personal vision. The student will explore and focus on what's important to them individually and then express that through photography. They will learn the skills required to produce high quality images they can be proud to show. Topics will include: selection of materials, proper presentation, control of exposure and lighting to create the desired effects and critique of student work regarding content and composition. The course will consist of: lectures, slide presentations, class critiques, demonstrations, two field trips and constructive evaluations by the tutor. The students must provide their own cameras (with manual controls) and film (color and black & white). *Enrolment is limited to 20*

Tutor : Norman Jackson Ford, B.F.A.(Florida)

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

Date : Saturdays, 4.45 - 6.45 pm, commencing September 16, 1995

10 meetings

Fee : \$820

134. Gum Printing Workshop

Gum printing is a simple and traditional, photographic process similar to blue printing. This course will teach students how to make a gum bichromate print from scratch, using no darkroom. It uses direct sunlight, a simply produced emulsion, and water, to make a photographic print. The process will introduce students to the very basics of printmaking, in an entertaining and educational manner. Students will mix their own simple and safe chemicals, select a negative or positive and make a contact print. Students will need to purchase their own paper (types will be discussed in first class) and must have some darkroom experience. *Enrolment is limited to 20*

Tutor : Norman Jackson Ford, B.F.A.(Florida)

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

Date : Saturdays, 4.45 - 6.45 pm, commencing November 25, 1995

8 meetings

Fee : \$690

135. The Art of Still-life Photography

This course is useful to artists, jewellers, floral arrangers, and those who want to learn how to photograph objects in an artistic way. Topics will include: basic design principles, lighting and camera techniques. Emphasis will be on composition and design. The course will be taught in a combination of lectures, slide presentations and hands-on demonstrations. Students will have to provide their own cameras and film. Some understanding of lighting and photographic skills will be helpful but not necessary.

Enrolment is limited to 24

Tutor : Norman Jackson Ford, B.F.A.(Florida)

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

Date : Mondays, 8.00 - 10.00 pm, commencing September 18, 1995

8 meetings

Fee : \$680

Art Appreciation 藝術欣賞

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

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

The course will be conducted in English, though Cantonese will be used if all students enrolled are Cantonese-speaking.

Enrolment is limited to 30

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

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

Date : Thursdays, 8.00 - 9.30 p.m., commencing September 14, 1995

15 meetings

Fee : \$770

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

137. 中國近代繪畫認識及鑑辨 (Appreciation and Appraisal of Contemporary Chinese Painting)

本課程分兩部分：(一)探討近代中國畫的源流和發展(1840年至現代)；(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，並會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(香港書畫鑑賞學會會長)

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：一九九五年九月二十二日起每星期五下午八時至十時

全期學費：九百元 (共十二講)

Art Education 美術教育

138. Approaches to Teaching Art

This introductory course will look at the different ways in which art can be taught in schools (primary, junior and secondary) and in further education. A variety of two and three dimensional media will be explored to help teachers develop a balanced curriculum and integrate art with other disciplines. Particular attention will be paid to:

- making full use of elements like colour, line, texture and form;
- making full use of such principles of design as unity, rhythm, harmony, variety, contrast, balance, proportion, repetition and movement;
- understanding how students develop as artists;
- handling art materials;
- using art as a tool for learning;
- planning art lessons.

Enrolment is limited to 20

Tutor : Sharon Warwick, B.A.(Portsmouth),
P.G.C.E.(Brighton), M.Ed. (Penn.
State), M.Ed. (Pittsburgh), A.G.S.
(Maryland)

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

Date : Thursdays, 5.50-7.50 p.m., commencing November 9, 1995

10 meetings

Fee : \$660

Miscellaneous 其他

139. 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、化妝、儀態等。導師將集體及個別指導學員如何建立或改善個人形象。

(限收二十四人)

主 講 人：吳文正先生 M.Des. (Royal College of Art),
H.D.D.(Distinction), F.C.S.D., F.R.S.A.,
M.C.F.I., M.H.K.D.A., M.H.K.I.T.A.
Assistant Professor in design (H.K.PolyU.)
司徒小玲女士 Cert. (George Brown), Cert.(A.T.Q.A.,
Ont.) Cert.(Seneca)

地 點：香港大學專業進修學院北角教學中心7室〔香港北角英皇道250號北角城中心14字樓（炮台山地鐵站）〕

時 間：一九九五年九月十三日起每星期三下午六時三十分至八時三十分

全期學費：八百二十元（共十二講）

140. 護膚及化粧 (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，介紹個人美容方法。

內容包括：（一）皮膚種類和護理法；（二）頭髮的問題和處理法；（三）日間和晚間化粧；（四）手部和眼部護理等。導師將會示範各個程序，並指導學員實習。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。（限收二十四人）

主 講 人：何芷瑩女士 INFA 香港分會主席, CIDESCO
CIBTAC 及 IFA 香港考試學校負責人
及其他導師

地 點：香港銅鑼灣希慎道八號六樓當代美容學校

時 間：一九九五年九月二十一日起每星期四下午六時三十分至八時三十分

全期學費：七百七十元（共十講）

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

本課程專為理髮業內人士及一般有興趣人士提供一套全面的護理頭髮方法，理論及實習並重；內容包括毛髮結構、PH值、分析頭髮性質之方法、理髮用品之類別及特性、頭髮洗、剪和梳理技巧及電髮程序等。導師可代學員購買工具一套，包括剪刀、假頭、假髮、髮梳、圍巾、電髮水和電髮卷等。費用約三百五十元。（限收二十人）

主 講 人：司徒小玲女士 Cert. (George Brown), Cert.(A.T.Q.A.,
Ont.) Cert.(Seneca)

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：一九九五年九月十二日起每星期二下午六時至八時
全期學費：七百九十元（共十二講）

142. 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，費用約三百五十元。（限收二十人）

主 講 人：司徒小玲女士 Cert. (George Brown), Cert.(A.T.Q.A.,
Ont.) Cert.(Seneca)

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：一九九五年十二月五日起每星期二下午六時至八時
全期學費：七百九十元（共八講）

143. 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英國國家舞蹈教師協會編訂之 Student Preliminary 課程而編排，講授八種社交舞蹈包括快三、慢四、的士高、華爾滋、探戈、喳喳喳、倫巴和六步牛仔舞。

(限收三十人)

主 講 人：林燕坤女士 M.H.K.B.D.C., A.N.A.T.D., A.A.N.D.A.,
A.S.D.T.A.

地 點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）

時 間：一九九五年九月十六日起每星期六下午六時至七時三十分

全期學費：七百四十元（共十二講）

144. 社交舞中階 (Intermediate Ballroom and Latin Dances)

本課程為初階之延續，適合有社交舞基礎人士參加。課程根據英國國家舞蹈教師協會編訂之銅章課程而編排，可作為比賽、表演示範或考試之準備課程。內容包括華爾滋、探戈、快三步、狐步、喳喳喳、倫巴、牛仔及扭腰舞共八項舞步。

(限收三十人)

主 講 人：林燕坤女士 M.H.K.B.D.C., A.N.A.T.D., A.A.N.D.A.,
A.S.D.T.A.

地 點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）

時 間：一九九五年十二月九日起每星期六下午六時至七時三十分

全期學費：七百七十元（共十講）

BIOMEDICAL & HEALTH SCIENCES

Lecturer in charge: Sarah S.C. Hui

Telephone: 2859 2793
2964 0450

171. Certificate Course in Pharmacology and Pharmaceutical Management

The School of Professional & Continuing Education in conjunction with the Hong Kong Association of The Pharmaceutical Industry will offer the Certificate Course in Pharmacology and Pharmaceutical Management. This programme is particularly of interest to staff working in the pharmaceutical industry and related fields. Individuals who find this course beneficial may also apply. The course will start in October 1995 and the next intake will be in April/May 1996. For further details and for special enrolment forms, please contact Mr. Tommy Tsang, School of Professional and Continuing Education, University of Hong Kong. (Tel. 2859 2417).

172. 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）在正常的情况下如何引致不正常的改變（病理學）。

本課程是專為中草藥醫師、針灸醫師及對基礎醫學有興趣之人仕而設計，使他們對解剖學，生理學及病理學有更深入的認識。內容包括理論學習及示範實驗等，為期約八個月，每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期約在一九九六年五月。查詢電話：【28592793/29640450】。

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

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

本課程內容包括系統及器官病理學，鑑別診斷，X光透視科學基礎理論和臨床化驗學基礎理論等，為期約十個月，每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期約在一九九六年五月。查詢電話：【28592793/29640450】。

174. 中草藥學基礎證書課程 (Foundation Certificate Course in Chinese Herbal Medicines)

本課程旨在使學員掌握中藥的基本知識，包括中藥的起源、發展、分類、採集、炮製，並掌握200多種常用中藥的藥性、功效、用藥劑量、用藥禁忌及臨床運用，初步懂得辨證用藥。本課程為初學中醫藥人仕而設。

課程內容包括：（一）總論：講述中藥的起源、發展、產地、炮製及性能，應用等基本知識；（二）各論：講述解表藥、清熱、瀉下、祛濕、祛風、祛痰、消導、理氣、理血、補益、收澀、安神、平肝熄風等14類共200多種中藥的藥性、功效、用藥

劑量及臨床運用、初步懂得辨證用藥。為期約八個月，每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期為一九九六年五月。

學員須具有中學程度或同等學歷。凡對中醫藥基礎知識有興趣學習的人仕均可報讀。查詢電話：【28592793/29640450】。

中草藥藥理基礎證書課程 (Foundation Certificate Course in Basic Pharmacology of Chinese Herbal Medicines)

本課程旨在向學員講述中草藥藥理的基本知識。課程以中醫基本理論為核心，系統地介紹和總結應用現代科學研究中草藥的成果，對中草藥作用的機理與現代醫學間的關係做必要的聯系和闡明。透過學習了解中草藥的作用機理、研究方法及今後的發展方向，使學員對有數千年歷史的中草藥學有較系統性及科學化的認識。

課程內容包括總論與各論兩大部分，並對少數的方劑的研究進行介紹及討論一些在香港中醫藥工作小組報告書內所提及的烈性及毒性中草藥。為期約四個月，每星期授課三次，每次兩小時，共約九十個學時。開課日期約在五月。

學員須具有中學程度或同等學歷。本課程適合從事中醫臨床和中草藥藥房工作的人仕供讀；凡有志研究中草藥和對中草藥藥理有興趣者均可報讀。查詢電話：【28592793/29640450】。

175. 方劑學基礎證書課程 (Foundation Certificate Course in Chinese Medical Prescription)

本課程旨在介紹方劑之配伍（組成）及臨床應用的中醫基礎學科之一，通過學習使學員掌握常用200多首方劑的組成、功效、臨床運用，初步懂得辨證選方。本課程為初學中醫藥人仕而設。

課程內容包括：（一）方劑與治法、分類、組成、劑型及方劑的用法；（二）介紹解表、瀉下、和解、清熱、祛暑、溫裏、表裏雙解、補益、安神、開竅、固澀、理氣、理血、治風、治燥、祛濕、祛痰、消導化積等18類方劑的組成、用法功用，臨床運用。為期約八個月，每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期為一九九六年五月。

學員須具有中學程度或同等學歷。凡對中醫藥基礎知識有興趣學習的人仕均可報讀。查詢電話：【28592793/29640450】。

176. 中醫學基礎證書課程 (Foundation Certificate Course in Traditional Chinese Medicine)

本課程旨在使學員掌握中醫陰陽五行、氣血津液、經絡、臟腑、病因等基本理論。了解人體的組織結構、生理功能、病理變化，通過四診、八綱等辨證方法掌握基本治則及方藥。本課程為初學中醫理論之人仕而設。

課程內容包括：(一) 基本理論：陰陽五行學說、氣血津液學說、經絡學說、臟腑學說、疾病與病因；(二) 辨證施治：四診、八綱辨證、氣血辨證、臟腑辨證、病邪辨證、外感熱病辨證、治則與治法和代表方劑。為期約八個月，每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期為一九九六年五月。

學員須具有中學程度或同等學歷。凡對中醫學的基礎理論有興趣的人仕均可報讀。查詢電話：【28592793/29640450】。

177. 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。曾修讀本學院前舉辦之「中醫學基礎證書課程」者，當優先取錄。

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

課程內容包括：中醫經典著作選讀；中醫基礎理論及最近研究概況；溫病體系和中醫治療急性熱病；中醫養生學和老年醫學及中醫臨床醫學（包括內科、外科、婦科、兒科、骨傷科、針灸科）及中醫診斷學等，為期約十個月，每星期授課三次，每次兩小時，共約二百零八個學時。開課日期在九月，限收一百人。下次招生日期約在一九九六年五月。

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。查詢電話：【28592793/29640450】。

178. 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 trained medical practitioners and acquire knowledge on acupuncture. The course will start in October 1995 and the next intake will be in April/May 1996. For further details please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2859 2793)

179. 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 (H.K.), Doctorate in Oriental Medicine (H.K.).

Venue : Room 142, University Main Building, HKU

Date : Wednesdays, 6:30-8:30 p.m., commencing October 18, 1995

6 meetings

Fee : \$990

English supplemented with Cantonese when necessary.

180. Mastering Stress, Time and Space

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

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

The teaching materials used, date back 1500 years and are derived from the authoritative work on Chinese therapeutic practice. (Yi Jin Jing 易筋經) *Enrolment is limited to 20*

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

Venue : Room 12, SPACE Shek Kip Mei Study Centre (Ka Chi School, 5 Wai Chi Street, 3/F., Shek Kip Mei, Kowloon.)

Date : Saturdays, 3:00-5:30 p.m., commencing October 14, 1995

8 meetings

Fee : \$2,000

English supplemented with Cantonese when necessary.

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

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

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

主 講 人：王紀慶醫生
地 點：香港大學邵逸夫樓209室
時 間：一九九五年十一月六日起每星期一一下午八時零五分至九時三十五分
全期學費：四百一十元 (共十講)

182. 認識醫學新領域 (Update on New Medical Frontiers)

本院首次舉辦這項課程，為在職的醫務、衛生、護理人員或對醫學有興趣的人士，介紹近十多年來醫學界的新事物。課程內容包括下列十個專題：(一)器官移植；(二)骨髓移植；(三)產前胎兒的診斷；(四)人工輔助生育；(五)X光診斷的新發展；(六)輸血；(七)性與健康；(八)高齡人士的心理探索；(九)善終服務及(十)愛滋病。

主 講 人：香港註冊醫生及護士
主持導師：李明真醫生
地 點：香港大學專業進修學院市區中心17室(信德中心9字樓)
時 間：一九九五年九月二十六日起每星期二下午六時十五分至七時四十五分
全期學費：四百五十元 (共十講)
教授語言：粵語(輔以英語)

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

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

主 講 人：香港醫學組織聯合會會員(Members of the Federation of Medical Societies of HongKong)
講授語言：粵語(輔以英語)
地 點：香港大學專業進修學院市區中心17室(信德中心西翼九樓)

時 間：一九九五年九月二十二日起每星期五下午八時至九時三十分
全期學費：七百五十元 (共十六講)

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

因著人生的階段，身體的部位和環境的因素，引發出皮膚不同的病例和病癥，而常見的皮膚症狀，往往有很多不同的成因。本課程以大量視覺教材，剖釋疾病的根源，從而深入淺出地引進各樣治療和預防方法，主題集中於都市常見的病例如濕疹、暗瘡、色素變化、過適性病毒、細菌和真菌感染，美容問題和性病等等；先進的醫療方法：如冷凍、紅外線及激光在皮膚病和美容上的應用亦作介紹。適合醫護人員，教師，皮膚病患者及一般有興趣之人士修讀

主 講 人：葉榮根醫生M.B.,B.S.(H.K.), M.R.C.P.(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：一九九六年一月十九日起每星期五下午八時零五分至九時三十五分
全期學費：二百五十元 (共四講)

185. 人生各階段營養學 (Nutrition Throughout the Life cycle)

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

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

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

主 講 人：高玉瑩小姐M.Sc.,Dietitian
地 點：香港大學邵逸夫樓209室
時 間：一九九五年十月四日起每星期三下午八時零五分至九時三十五分
全期學費：四百一十元 (共十講)

186. 常見婦科疾病淺釋 (Common Disorders in Gynaecology)

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

主 講 人：林淑儀醫生M.B.,B.S.(H.K.), Doctor of Medicine (Melbourne), M.R.C.O.G.(U.K.), M.R.A.C.O.G. (Australia)
地 點：香港大學專業進修學院市區中心102室(信德中心西翼十樓)

時 時：一九九五年十月十三日起每星期五下午八時至九時三十分
全期學費：四百五十元 (共十講)

187. 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：一九九五年十二月五日起每星期二下午六時十五分至七時四十五分
全期學費：二百七十五元 (共五講)

188. Management of Urgent Health Problems

This course is intended for the general public as well as nursing and paramedical professionals. The aim is to enable attendees to understand the underlying principles in discerning the relative significance of sudden illnesses or accidental injuries, so that appropriate actions may be taken in good time, including on-the-spot selfcare when applicable. The following topics are examined: general principles and commonsense; fever and hypothermia; pain; bleeding; shock; unconsciousness; fainting and giddiness; delirium and metal confusion; fits and cramps; vomiting and diarrhoea; cyanosis; breathing difficulties; breathing stoppage; heart beat stoppage; pounding heart; urination stoppage; hives; sleeplessness; drug overdose; 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 Hsiung Lee Science Building, HKU
Date : Wednesdays, commencing October 9, 1995
Date : Mondays, 8.00-9.30 p.m., commencing October 9, 1995

14 meetings Fee : \$630



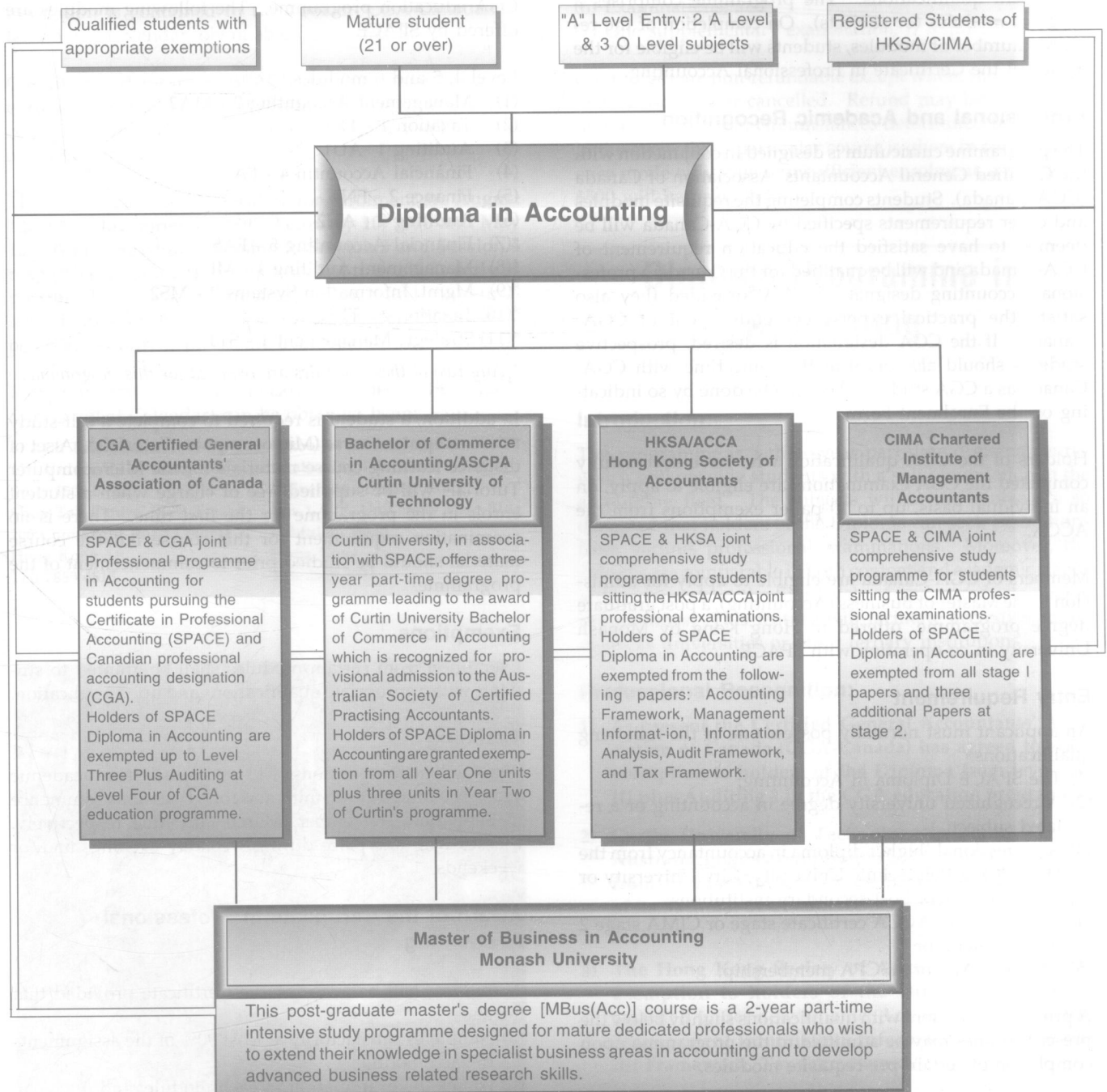
Choosing books at the university bookstore

BUSINESS STUDIES

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

Telephone: 2858 4515

EXTERNAL PROGRAMMES IN PROFESSIONAL ACCOUNTING



Professional Programme in Accounting (CGA-Canada)

Introduction

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

Professional and Academic Recognition

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

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

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

Entry Requirement

An applicant must normally possess one of the following qualifications:

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

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

Syllabus

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

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

Level 4, 5 and 6 modules:

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

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

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

Exemptions

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

Teaching

There will be four sessions of 13 weeks each in an academic year. The first, second, third and fourth sessions 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 Asia Pacific Region 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 submission of the Confirmation of Exemption Status with the Enrolment Form. Students should allow at least two weeks for the evaluation process. A special application form for CGA evaluation is contained in the booklet 'CGA-Canada International Calendar' obtainable from SPACE.

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

The closing dates for application for enrolment are **August 12, 1995, November 11, 1995, February 10, 1996 and May 12, 1996 for Session 1, Session 2, Session 3 and Session 4 respectively**. Students are encouraged to apply as early as possible as applications are accepted on a first-come-first-served basis for qualified applicants. Late enrolment may be accepted only if places are available.

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

SPACE Town Centre	School of Professional and
The University of Hong Kong	Continuing Education (SPACE)
Suite 1504-5, 15/F	University of Hong Kong
Shun Tak Centre, West Tower	Rm. 1, G/F., University Main Bldg
200 Connaught Road Central	Pokfulam Road
Hong Kong	Hong Kong
Tel: 2858 4515	Tel: 2859 2791



Receiving an internationally renowned qualification from the Certified General Accountants Association of Canada (CGA Canada) offered by SPACE

Fees

The fee for 1995/96 is **HK\$4,950** per module which includes:-

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

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

Diploma Programme in Accounting

Introduction:

The programme is a three-year part-time diploma course which will provide students with a solid foundation in the accounting field. The subjects within the course are so designed that holders of the Diploma can seek exemptions from various professional examinations. Moreover, the subjects are comparable in both content and academic 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 of 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 1995/96.

Teaching:

The first term of the 1995/1996 academic year will commence in September 1995 and end in December 1995. The second term will commence in January 1996 and end in April 1996. The summer term will commence in May 1996 and end in August 1996. 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 a special application form for the Diploma Programme in Accounting. The closing dates for application are August 31, 1995 for the first term, December 15, 1995 for the second term and April 15, 1996 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 SPACE centre (full address on page 23):

Photostat copies of I.D. Card/relevant certificates/transcripts must be attached.

Fees:

For 1995/1996 academic year, the fee for Year 1 modules is **HK\$2,850** 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\$3,700** per module which includes:

- (1) Comprehensive distance learning, computer-integrated course materials;
- (2) A set of text book (CGA study material);
- (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.*

Starting in September, 1995, students enrol in any module using the CGA study materials are required to pay **HK\$1,400** (The cheque should be made payable to "CGA-Canada") as the one-time software fee. The fee would cover the cost of all computing softwares required in the programmes like ACCPAC and Lotus 1-2-3.

*The fee for the Hong Kong Taxation module is **HK\$2,850**, but the course material and text book will have to be purchased by the students.*

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

Curtin University Bachelor of Commerce Degree Programme in Accounting

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

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

Applications will be invited from prospective students in November 1995. Classes are expected to commence in February 1996.

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 HK\$1.9 stamped self-addressed envelope to Curtin Programme, SPACE, HKU Town Centre, Suite 1504-5, 15/F (full address on page 23).

Monash University Master of Business in Accounting

Programme Description

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

Entry Requirement

Prospective applicants must possess the following qualifications:

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

Programme of Studies

Students are required to complete successfully the following 16 units:

Year 1

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

Year 2

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

Programme Delivery

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

The academic year is divided into 3 terms of 4 months each. The first, second and third sessions commence in July, November and March respectively. Classes will take place during weekday evenings and/or weekends.

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

Award

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

Course Fee

The course fee for the 1995/96 academic year is AUD \$1,380 per unit which includes course materials, lectures/tutorials, assessment, examinations and Monash University registration.

Application Procedure

All application forms must be completed and submitted, together with copies of all relevant academic and/or professional qualifications, to SPACE Town Centre, Suite 1504-5 (Attn: Mr. David H. Lam)(full address on page 23).

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

A programme brochure can be obtained upon request (Tel: 2858 4515).

Hong Kong Society of Accountants (HKSA/ACCA) - Joint Examination Scheme

Joint Accountancy Programme

Introduction

SPACE/HKU and HKSA jointly offer a comprehensive joint study programme to students who intend to sit the HKSA/ACCA Joint Professional Examinations in December, 1995.

Entry Requirement

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

Study Programme

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

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

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

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

Award of Certificate

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

Course Schedule

Lectures will take place once a week. Each lecture will be of three hours duration, either between 6:30 to 9:30 p.m. on weekday evenings or 2:30 to 5:30 p.m. on Saturday or 9.30a.m. to 12.30p.m. on Sunday mornings.

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

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

Lectures are tentatively set to commence in the week of September 4, 1995. The detail timetable will be sent to enrolled students by Mid-August 1995.

Course Fees

Foundation Stage - HK\$1,300
 Certificate Stage - HK\$1,550
 Professional Stage - HK\$1,800

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

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

Application Procedure

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

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

Application forms can be obtained in person from:

1 SPACE Town Centre The University of Hong Kong Suite 1504-5, 15/F Shun Tak Centre, West Tower 200 Connaught Road Central Hong Kong	2 Students Service Counter H K. Society of Accountants(HKSA) 13/F, Belgian House 77-79 Gloucester Road Wanchai Hong Kong
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Information about this Programme and application forms may be requested by mail to the SPACE Town Centre (address shown above), enclosing a HK\$1.20 stamped self-addressed envelope marked "Joint Accountancy Programme".

The Chartered Institute of Management Accountants (CIMA) - New Joint Manage- ment Accountancy Programme

Introduction

SPACE/HKU and CIMA jointly offer a comprehensive New Joint Management Accountancy programme to students who intend to sit for the CIMA examinations in November 1995 and May 1996.

Entry Requirement

All registered students of CIMA are eligible to enrol in the programme.

Study Programme

The New Joint Management Accountancy Programme is offered by SPACE/HKU with administrative and academic support from CIMA.

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

At the end of the lecture series and completion of the required assignments, a review session for each course will be provided to integrate all topics covered and to review past years' examinations with the objective to assist students to pass the CIMA professional examinations.

All students are responsible to ensure that they are eligible to write the CIMA professional examinations.

Professional Recognition

Graduates of CIMA are eligible to apply for memberships of the Hong Kong Society of Accountants.

Course Schedule

Lectures will take place during weekday evenings and/or weekends afternoons and will commence in July/August 1995 and January/February 1996 respectively.

The course offerings, subject to enrolment, are:

Day	Stage 2	Stage 3	Stage 4
Mon	Financial Accounting	Financial Reporting	-
Tue	Operational Cost Accounting	-	Strategic Financial Management
Wed	-	Management Accounting Applications	Strategic Management Accountancy and Marketing
Thu	Management Science - Applications	-	Information Management
Fri	-	Organisational Management and Development	Management Accounting Control System
Sat	Business and Company Law*	Business Taxation*	-

* Hong Kong law and taxation

Course Fees

The tuition fees is HK\$1,795 per subject in stage 2 and HK\$2,070 per subject in stage 3 and 4. All cheques must be made payable to "The University of Hong Kong".

The above course fees include lectures, marking of assignments and CIMA study pack. Students are required to purchase other core reading materials recommended by CIMA.

Application Procedure

Applications for enrolment in course in the New Joint Management Accountancy Programme will be accepted on a first-come-first-served basis for qualified applicants. In addition, applicants are required to have the pre-requisites (Stage 1 must be completed before enrolment in Stage 2 courses, etc.) before they are allowed to enrol in a particular course. Applicants can enrol in the New Joint Management Accountancy Programme at either:

SPACE Town Centre The University of Hong Kong Suite 1504-5, 15/F Shun Tak Centre, West Tower 200 Connaught Road Central Hong Kong (Mr David H Lam Tel 2858 4515)	The Chartered Institute of Management Accountants (CIMA) Hong Kong Division Unit A, 13/F, Cindic Tower 128 Gloucester Road Wanchai, Hong Kong (Ms Samantha Coxon Tel 2511 2003)
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University of Strathclyde Master of Science Degree Programme in International Marketing

The MSc degree is a specialist programme designed to produce graduates with high level academic expertise in international marketing, and with the technical and personal skills to operate internationally across a range of dynamic, fast-changing and sometimes hostile environments. The basic philosophy is that international business is fundamentally different from domestic business; and hence the subject associated with it should be studied with the 'international' dimensions to the forefront and not simply as 'add-ons' to conventional domestically-based programmes.

The programme is appropriate for the recent graduate, offering the opportunity to develop high-level, specialist expertise in international marketing. It is equally appropriate for the established executive who is seeking to acquire new skills or to update or supplement skills which have been developed in practical circumstances.

Programme Structure

Students are required to complete successfully the following 12 modules plus a dissertation:

I) Core Courses	
(a) International Marketing: Strategy & Management (4 modules) Strategic Marketing Management International Marketing Environment International Market Entry & Development International Marketing Management	16 credits
(b) International Marketing Finance	4 credits
(c) International Marketing Research	4 credits
(d) Management Issues in Marketing	4 credits
Sub total 28 credits	

II) Elective Courses

Students are required to choose five electives from the following courses:

(a) Advanced Strategic Marketing	4 credits
(b) Global Marketing	4 credits
(c) Export Marketing	4 credits
(d) International Business: Strategy & Management	4 credits
(e) Regional/Area Studies	4 credits
(f) Marketing and Development	4 credits
(g) International Channel Management	4 credits
(h) International Technology Management	4 credits
(i) International Joint Ventures & Strategic Alliances	4 credits
(j) Global Sourcing & Procurement Management	4 credits

Sub total 20 credits

Total for Postgraduate Diploma 48 credits

(k) Dissertation 12 credits

Total for Master's Degree 60 credits

Teaching and Assessment

This two-year part-time programme in international marketing is delivered through the open learning route. The academic year is divided into 2 terms of 6 months each. The first term commences in November and the second term commences in May. Teaching for modules (12 hours per module) consists of a combination of tutorials, lectures and seminars conducted by Hong Kong University staff on weekday evenings and/or weekends. In addition, the staff of University of Strathclyde will provide a 12-hour intensive seminar per module in Hong Kong.

Assessment of each module is based on continuous assessment and a final examination, as stated below:

	Continuous Assessment	Final Examination
a) Core Courses	40%	60%
b) Elective Courses	50%	50%

Entry Requirements

Prospective applicants should normally possess the following qualifications:

- i) an undergraduate degree in marketing from a recognized university; or
- ii) an undergraduate degree in another discipline from a recognized university **plus** a Certificate/Diploma in Marketing endorsed by a recognized institution, or
- iii) membership in a recognized professional marketing body.

A degree or other qualification possessed by an applicant must be considered by University of Strathclyde as equivalent to an honours degree of a British university. Applicants who only possess an undergraduate degree but who have not taken courses in marketing and business studies are also encouraged to apply. If admitted, they are required to take a foundation course named Principles and Practices of Marketing. This foundation course can be used as a substitute for one of the elective courses. In addition,

recognition will be given to relevant professional qualifications and/or practical work experience. In appropriate cases, the University of Strathclyde will accept a Graduate Management Admissions Test (GMAT) Certificate as evidence of acceptable previous achievement, subject to a minimum score of 550.

Award of the MSc. Degree

To be eligible to graduate for the award of Master of Science degree the student must have satisfied all the requirements of the course. The Degree is the same Strathclyde MSc(IM) degree conferred upon full-time resident graduates.

Tuition Fees

For the 1995/96 academic year, the tuition fee covers the following:

- i) University of Strathclyde registration fee;
- ii) All core textbooks and study materials;
- iii) Local lectures/tutorials conducted by SPACE and SCE;
- iv) Intensive seminars led by faculty members from the University of Strathclyde;
- v) Marking of course assignments;
- vi) Examination; and
- vii) Assessment of dissertation.

The fee schedule is listed below:

	Normal Route
Option I: Single Payment	GBP8,000
Option II: Double Payments	GBP4,000 each

There is a **HK\$100** application fee (cheque should be crossed and made payable to "The University of Hong Kong") to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Application Procedure

Application forms can be obtained from:-

SPACE Town Centre The University of Hong Kong Suite 1504-5, 15/F Shun Tak Centre, West Tower 200 Connaught Road Central Hong Kong Tel: 2858 4515	School of Continuing Education Hong Kong Baptist University 4/F., Kai Fong Welfare Association Bldg., 136A Nathan Road, Kowloon Tel: 2721 1911
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Applicants should apply in person at the SPACE office and all application should include:

- a) A completed application form;
- b) One set of completed reference forms;
- c) Originals and 2 copies of certificate and official transcripts;
- d) Two passport-sized photographs;
- e) Application fee of **HK\$100** (cheque should be crossed and made payable to "The University of Hong Kong").

Diploma Programme in Marketing

Introduction:

Commencing in September 1995, 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 Marketing, 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 1995/96 academic year, the fee for each module is **HK\$2,800** 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 **HK\$100** application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Award of the Diploma in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE/HKU. The closing dates for the application for enrolment are **August 26, 1995 for the first term, December 15, 1995 for the second term and April 29, 1996 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 SPACE Town Centre Suite 1504-5, 15/F (full address on page 23).

Certificate Programme in Marketing

Introduction:

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

University Recognition:

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

Programme Structure:

The programme includes instruction and assessment in the following modules:

- Fundamentals of Marketing
- Economics
- Business Law
- Statistics

- Practice of Marketing
- Behavioural Aspects of Marketing
- Financial Aspects of Marketing
- Principles & Practice of Selling

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

Entry Requirement:

Applicants with age over 18

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

Applicants with age over 21

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

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

Exemption:

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

Course Fees:

For the 1995/1996 academic year, the fee for each module is **HK\$1,850** 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 **HK\$100** application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Award of the Certificate in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE. The closing dates for application are **August 30, 1995 for the first term, December 15, 1995 for the second term and April 29, 1996 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 SPACE Centres (full addresses on page 23)

Diploma in Administrative Management and Advanced 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, 1996 to prepare students for the Institute of Administrative Management (IAM) examinations in June 1996 for the Diploma in Administrative Management and Advanced Diploma in Administrative Management. (previously known as 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 Diploma in Administrative Management and successful completion of the remaining nine modules and examinations will lead to the award of the Advanced 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 Diploma and the Advanced 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 Diploma's modules and 45 hours for each of the Advanced 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 Diploma 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 Advanced 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

Diploma in Administrative Management:

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

Advanced Diploma in Administrative Management:

- 1) Diploma 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\$1,700 per module for the Diploma Programme and HK\$2,400 per module for the Advanced Diploma Programme, which includes lectures and marking of assignments but does not include course materials.

Examinations and Diplomas

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 Diploma in Administrative Management and Advanced Diploma in Administrative Management.

Application Procedure

Further information and special application form can be obtained from SPACE Centres (full addresses on page 23)

Diploma Programme in Real Estate Administration

Introduction

This diploma course is a three-year part-time programme offered by the School of Professional and Continuing Education (SPACE), University of Hong Kong, in conjunction with the Society of Hong Kong Real Estate Administrators (S.H.R.E.A.).

The course has been developed as a result of the increasing significance of the real estate business within the economy of Hong Kong. Many management decisions are affected by, and related to, the most effective use of real estate assets.

There are courses in Hong Kong designed for those people wishing to pursue a career in a specialized discipline such as architecture, surveying, planning and building and property management. However, there is at present no comprehensive course which explains the significance of the whole process of real estate administration, from the inception of a project to planning for investment, development, construction, marketing and estate management. This course aims to integrate the various aspects of the property field. It is expected that students will benefit from such knowledge when making related management decisions.

Professional Recognition

The S.H.R.E.A. has agreed that diploma holders will be eligible for Associate Membership of the Society provided that they also satisfy the managerial experience requirements as specified by the Society.

Aims of the Course

The aims of the course are to give students an understanding of :

1. the characteristics of real estate as an economic resource and the working of the real estate market;
2. the issues involved in decision-making when considering real estate as a means for investment;
3. the property development process with particular emphasis on techniques of development appraisal and marketing;
4. the principles and practice of real estate management.

Course Structure

The course includes instruction and assessment in the following modules:

- Year 1 General Principles of Law
 - Principles of Economics
 - Introduction to Property Valuation
 - Principles of Management
 - Building Construction
- Year 2 Law of Real Property
 - Town Planning
 - Building Construction and Management
 - Land Economics
 - Property Management
- Year 3 Professional Ethics/Arbitration
 - Property Marketing and Real Estate Agency
 - Real Estate Development Process
 - Valuation and Real Estate Investment
 - Financial Management

Each module comprises 30 hours of lectures extending over ten lecture sessions. Students are required to participate through discussing problems related to lecture topics or issues resulting from their work experience. Students will also be expected to produce reports/projects as coursework.

Exemptions

Exemptions will be granted on a module by module basis.

All applicants are required to attach photostat copies of relevant academic and professional documents with the application form. Please also note that reference/recommendation letter(s) from the employer, whilst not essential, would serve to strengthen the application. Preference will be given to applicants with relevant real estate working experience.

Minimum Entry Requirements

Applications should possess at least two passes at Advanced Level and three passes at Ordinary Level, or equivalent. A university degree or a diploma from a recognised post-secondary institution will also satisfy the entry requirements. In addition, applicants must satisfy the English requirements in oral and written English specified by the SPACE and S.H.R.E.A.

Application Procedure

Application forms can be obtained from SPACE centres (full addresses on page 23).

Fees

For the 1995/96 academic year, the fee for each module is **HK\$2,100** which includes:

- (1) Student Membership fee of the S.H.R.E.A.;
- (2) Lectures;
- (3) Marking of course assignments, reports and projects;
- (4) Examinations; and
- (5) One supplementary examination; if required.

There is a **HK\$100** application fee payable to "The University of Hong Kong" to be submitted with the application for enrolment. The application fee is to cover the cost of processing and is non-refundable.

The Real Estate Developers Association has kindly sponsored the Real Estate Developers Association of Hong Kong Award for the best three students in each class of this diploma course. Further details can be obtained from S.H.R.E.A.

Certificate Programme in Real Estate Agency Practice (地產代理實務證書課程)

Introduction

The rising concern about the quality of real estate agents accelerated the Government's decision to set up a working group to look into the matter of regulating real estate agents.

In view of this development, The University of Hong Kong School of Professional and Continuing Education (SPACE-HKU) and the Hong Kong Real Estate Agencies Association (Association) have decided to act together to launch a formal training programme that would be appropriate in level and content for in-service real estate agents. Furthermore, the Programme receives supports from the Department of Surveying, the University of Hong Kong.

Programme Structure

The course includes instruction and assessment in the following modules:

a) Basic Property Valuation	30 hours
b) Law Relating to Real Property	30 hours
c) Sales, Marketing and Agency Management	30 hours
d) Selected Topics in Agency Practice	36 hours
Total	126 hours

Entry Requirements

Applicants should meet at least one of the following requirements:

- possession of at least two G.C.E. passes at advanced level and three passes at ordinary level, or equivalent.
- being able to furnish a recommendation letter from the Hong Kong Real Estate Agencies Association provided they are of at least 18 years of age.

Applicants who cannot meet the above requirements but who are of 21 years of age or over may be considered for admission to the programme under the mature student category provided that they have suitable work experience.

Language of Instruction

The lectures shall be conducted in Cantonese, supplemented by notes and reading materials in English where appropriate.

Complementary short courses in Conveyancing of Residential Properties and the Company Law of the People's Republic of China on pages 172 and 136 respectively.

Assessment

Assessment will be based on assignments and written examinations. The assignments and the final examinations may be submitted in either English or Chinese at the option of the student.

Course Duration

Classes will take place twice per week, on weekday evenings or weekend afternoons. Duration of the whole programme will be approximately five months.

Award of the Certificate in Real Estate Agency Practice

Award of the Certificate by SPACE-HKU will depend on whether or not a candidate:

- satisfactorily completes the course work;
- passes the relevant examinations; and
- satisfies the examiners with his attendance at lectures.

Programme Fee

The fee level is **HK\$9,500** for the entire programme.

The programme fee will cover:

- Lectures;
- Marking of course assignments;
- Examinations; and
- One supplementary examination, if required.

Application Procedure

Submit to SPACE-HKU by post or in person the following items:

- the completed application for admission to this Certificate Programme;
- photostatic copies of relevant academic documents;
- employment references, if required; and
- four crossed cheques of **HK\$2,375** each, payable to "The University of Hong Kong" together with the relevant enrolment forms.

Application forms can be obtained from SPACE Centres (full addresses on page 23).

For further information about this programme call 2858 4515.

221. 中國對外經濟貿易：政策、法律與實務 (與中山大學聯合舉辦的專業證書課程) Joint Certificate Course (with Zhongshan University) in China Trade and Investment

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

際，去了解如何開展對中國的貿易和投資，以取得良好的經濟效益。

課程內容與教學方式（總課時共100小時，用粵語講授）：

- (甲) 在香港上課二十次（60小時），每次一題3小時。共八週，前四週每週上課三次（星期二、四、六），後四週每週上課二次（星期四、六）。課程內容分三部份二十題。第一部份概論：（1）經濟體制改革，建立社會主義市場經濟體制；（2）對外開放與中國外經貿的成就；（3）中國外經貿發展戰略。第二部份中國對外貿易：（4）《對外貿易法》與中國對外貿易的經營管理；（5）關稅、許可證與配額；（6），（7）中國商品出口貿易（上，下）；（8），（9）中國商品進口貿易（上，下）；（10）中國對外技術貿易；（11）中國對外服務貿易。第三部份中國利用外資與對外經濟合作：（12）中國利用外資的指導思想與投資環境；（13）利用國際間接投資與直接投資；（14）第三產業的利用外資；（15）中外合資經營企業；（16）中外合作經營企業；（17）外商獨資經營企業；（18）對外加工裝配；（19）補償貿易與國際租賃；（20）中國利用外資的發展趨勢。
- (乙) 赴廣州調查、洽談一週（30小時）：（1）聽廣東省、廣州市對外經濟貿易部門官員和企業經理報告與座談五次。（2）到廣州市經濟技術開發區、外商投資企業（即『三資企業』）、對外加工裝配與補償貿易企業（即『三來一補』企業）以及外貿企業，參觀與洽談五次。
- (丙) 研討、習題與考試（10小時）。

證書：學員學習全課程並且考試合格，由香港大學專業進修學院與中山大學聯合頒發專業證書。

主講人：張志鏗教授（中山大學嶺南（大學）學院經濟系講座教授、香港大學專業進修學院榮譽教授、廣州國際經濟貿易學會副會長）

地點：在香港大學及廣州（詳情容後公佈）

時間：一九九五年十月九日起，星期二、四下午六時三十分至九時三十分、星期六下午二時三十分至五時三十分在香港上課。一九九五年十二月十日十二月十六日赴廣州調查、洽談。

全期學費：港幣六仟三百元（往返廣州的交通費及在廣州的食宿費用，均由學員自費）

Short Course/HKSA

Course Nos. 222 to 226 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.

222. Introduction to Hong Kong Taxation

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

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

Venue : Room 142, University Main Building

Date : Saturdays, 2.00-3.30 p.m., commencing September 16, 1995

12 meetings

Fee : HK\$550

Medium of Instruction: Cantonese supplemented with English where appropriate

223. Advanced Financial Accounting

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

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

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

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

Venue : Room 121, University Main Building

Date : Saturdays, 2.30-5.30 p.m., commencing September 16, 1995

16 meetings

Fee : HK\$1,550

Medium of Instruction: Cantonese supplemented with English where appropriate

224. Foundation Accounting

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

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

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

Date : Saturdays, 2.30-5.30 p.m., commencing September 16, 1995

12 meetings

Fee : HK\$1,000

Medium of Instruction: Cantonese supplemented with English where appropriate

225. Intermediate Accounting

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

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

Venue : Room 141, University Main Building

Date : Saturdays, 2.30-5.00 p.m., commencing September 16, 1995

16 meetings

Fee : HK\$1,100

Medium of Instruction: Cantonese supplemented with English where appropriate

226. 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, cash budgeting and pro forma financial statements, ratio analysis and interpretation of accounts, group accounts, joint venture, investment, partnership and cash flow statement. An introduction to the Statements of Standard Accounting Practice (SSAP's) will also be given.

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

Venue : Room 142, University Main Building

Date : Saturdays, 3.30-6.00 p.m., commencing September 16, 1995

14 meetings

Fee : HK\$1,000

Medium of Instruction: Cantonese supplemented with English where appropriate

227. 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：區啟昌先生 B.A.(York)

地 點：香港大學校本部大樓 121 室

時 間：一九九五年九月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：港幣七百三十元（共十二講，限收四十五人）

228. Basic Auditing

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

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

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

Date : Wednesdays, 6.00-7.30 p.m., commencing September 13, 1995

10 meetings

Fee : HK\$500

Medium of Instruction: Cantonese supplemented with English where appropriate

229. Elementary Book-keeping and Accounts

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

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

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

Venue : Room LG110, K.K. Leung Building, HKU

Date : Saturdays, 2.30-5.30 p.m., commencing September 16, 1995

15 meetings

Fee : HK\$1,000

Medium of Instruction: Cantonese supplemented with English where appropriate

230. 香港稅務：原理與實際應用 (HongKong 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：一九九五年九月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：港幣七百元（共十五講）

由於專門術語為本，學員須具有英語知識。

231. International Trade

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

Tutor : M.C. Wang, B.S.Sc.(HKU)

Venue : Room 121, University Main Building.

Date : Fridays, 7.15-9.45 p.m., commencing September 15, 1995

9 meetings

Fee : HK\$660

Medium of Instruction: Cantonese supplemented with English where appropriate

IN-HOUSE TRAINING COURSES

Institutes, companies, societies and government departments who are interested in arranging in-house training courses in Accountancy studies or related topics for their employees/members should contact Miss Clara Lok at 2858-4515. The School of Professional and Continuing Education is currently running a programme for the China Travel Service (Holdings) H.K. Ltd.

In order to receive the next issue of this Prospectus, please turn to page 119.

如欲收到下期課程手冊，請翻閱第119頁。



COMPUTER SCIENCE

Lecturers in charge: F.T. Chan
Bruce Cheung

Telephone: 2859 2418
2859 2419

I. Introductory Courses

教師實用電腦綜合課程視窗應用 (Practical Computer Application Course for Teachers-Windows Applications)(CIT 001)

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

課程內容包括：(一) 電腦基本概念；(二) 視窗的運用；(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。

* 講者根據以往教授中文輸入法的經驗，編寫了一套非常有效的輸入法練習軟件，供學員上課時練習之用。(限收十六)

主 講 人：劉素嫻, B.Sc.(H.K.Poly), Dip.Comp.St.(Melb)
C.K.To

地 點：九龍荔枝角道110號位元樓10樓(電梯按9字)
(太子地鐵站，京港酒店出口，位元堂樓上)

261. 一九九五年九月二十九日起逢星期五下午七時至九時三十分

262. 一九九五年十月二十六日起逢星期四下午七時至九時三十分

全期學費：二千八百元正 (共十二講)

教師可獲教育署退還半費。詳參第vi頁。

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

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

課程內容包括：

甲：資料庫管理

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

乙：電子試算表

成績表編印：積分計算、名次編排、等級分類。

丙：中英文書處理

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

丁：電腦輔助教學(CAI)及電腦輔助學習(CAL)

介紹及示範一些流行及適用於教學上的軟件。

學員必須有電腦基本操作經驗，包括DOS指令運用及一般中文輸入法。全課程以粵語教授，輔以英語學術名詞。每堂均以每人一機上課 (限收二十二人)

主 講 人：T.C. Yap, Cert Ed

地 點：弘智電腦學會，灣仔譚臣道114號廣亞大廈4樓

時 間：一九九五年九月二十四日起逢星期日上午九時至十二時

全期學費：四千四百元正 (共十六講)

教師可獲教育署退還半費。詳參第vi頁。

Introduction to Personal Computer and DOS

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

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

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

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

264. (Workshop) Wednesdays, 6.30-9.30 p.m., commencing September 20, 1995

265. (Workshop) Thursdays, 6.30-9.30 p.m., commencing October 19, 1995

266.

Venue : (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : (Workshop) Tuesdays, 6.30 - 9.30 p.m., commencing November 21, 1995

267.

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

Date : (Workshop) Fridays, 6.30-9.30 p.m., commencing January 5, 1996

2 workshops

Fee : \$600

Medium of Instruction: Cantonese supplemented with English for Courses 265-7
English for Course 264

Each student will be assigned to use one microcomputer.

Remarks : a) Courses 264 and 265 are limited to 16.
b) Course 266 is limited to 20.
c) Course 267 is limited to 15.

Powerful DOS Commands and Techniques

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

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

Enrolment is limited to 15

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

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

- 268. (Workshop) Wednesdays, 6.30-9.30 p.m., commencing October 18, 1995
- 269. (Workshop) Mondays, 6.30-9.30 p.m., commencing November 6, 1995

4 workshops Fee : \$1,300

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

Each student will be assigned to use one microcomputer.

Medium of Instruction: English for Course 268
Cantonese, supplemented with English terminologies for Course 269

Introduction to Microsoft Windows (WIMP)

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

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

Enrolment is limited to 20

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K. (Fortress Hill MTR Station)]

- 270. (Workshop) Mondays, 6.30-9.30 p.m., commencing September 25, 1995
- 271. (Workshop) Tuesdays, 6.30-9.30 p.m., commencing December 5, 1995

2 workshops Fee : \$600

Medium of Instruction: English for Course 270.
Cantonese supplemented with English terminologies for Course 271

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 20

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

Venue : Room 230, Knowles Building, HKU
(Workshop) Room 136, Old Library Building, HKU

- 272. Mondays, 7.00-9.00 p.m., commencing November 6, 1995
(Workshop) Thursdays, 6.00-8.00 p.m., commencing November 16, 1995
- 273. Mondays, 7.00-9.00 p.m., commencing November 6, 1995
(Workshop) Thursdays, 8.00-10.00 p.m., commencing November 16, 1995

6 meetings & 6 workshops Fee : \$2,000

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

274. 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., Computer Officer, HKU

Venue : Room 230, Knowles Building, HKU
Date : Fridays, 7.00-9.30 p.m., commencing September
22, 1995

9 meetings Fee : \$900

Medium of Instruction: Cantonese, supplemented with
English terminologies

275. Understanding Bar Code - Technology and Application

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

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

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

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

Venue : Room 7, University Main Building, HKU
Date : Wednesdays, 7.00-9.00 p.m., commencing September 27, 1995

6 meetings Fee : \$480

276. 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) Mondays, 6.30-9.00 p.m., commencing
September 25, 1995

6 workshops Fee : \$1,200

Each student will be assigned to one microcomputer.

II. Application Software

277. Introduction to WordPerfect - DOS Version (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, SPACE, 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., commencing
October 6, 1995

6 workshops Fee : \$1,500

Each student will be assigned to one microcomputer.

278. Introduction to WordPerfect - Window Version (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: Introduction to Windows 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 20

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : (Workshop) Tuesdays, 7.00-10.00 p.m., commencing January 2, 1996

6 workshops

Fee : \$1,650

Each student will be assigned to one microcomputer.

279. WordPerfect in Depth - Window Version (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. Hands-on experience will be emphasized.

Topics include: Automatic generation of report information (e.g. paragraph numbers, table of contents, cross references, etc), table manipulation and chart plotting, drawing of simple diagram (e.g. organization chart), inserting graphics/charts into the document.

Enrolment is limited to 20

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : (Workshop) Fridays, 7.00-10.00 p.m., commencing February 16, 1996

6 workshops

Fee : \$1,650

Microsoft Word for Windows (CIT 101)

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

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

Enrolment is limited to 20

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

280. (Workshop) Mondays, 6.30-9.30 p.m., October 16, 1995

281. (Workshop) Wednesdays, 6.30-9.30 p.m., November 15, 1995

4 workshops

Fee : \$1,200

Students are not required to have prior computer knowledge.

Medium of Instruction: English for Course 280.

Cantonese supplemented with English terminologies for Course 281.

282. 中文MS-WINDOWS與文書處理 (Chinese MS-Windows and Chinese Wordprocessing)

本課程教授中文視窗系統MS-WINDOWS3.1操作，及在其環境下應用中文版本之文書處理WORD。內容包括：滑鼠控制、視窗系統概念及主項功能運用、中文輸入法應用（倉頡及速成）、各款中文TrueType字形安裝、廣告大字製作。文書處理功能包括：中文字編輯及排版、文字與插圖合併排版、編製各頁頭及頁腳標籤、中文表格製作、檔案處理、郵遞標籤列印及一般字體編印技巧等。

本課程特別適合需要經常編印高質素中文稿件之行業。各學員均以每人一機上課。 (限收二十二人)

入學資格：須有基本電腦操作認識。

主 講 人：Taky Cheung, B.A.(FHSU)

地 點：弘智電腦學會，灣仔譚臣道114號廣亞大廈四樓

時 間：一九九五年九月二十九日起逢星期五下午八時十分至十時十分

全期學費：一千一百元正 (共六講)

283. 中文MS Word 實習班初階 (Introduction to Chinese MS Word for Windows)

MSWord中文版，是微軟公司在windows視窗環境中發展出來的中文文書處理器，其嶄新的功能是同類軟件之冠。本課程為學員介紹Word中文版的文字輸入，編輯及繪圖功能，務使學員有足夠能力有效地使用Word中文版，課程將以實習為主。學員須對視窗Windows之運用有基本認識，但無須懂得中文輸入法。

(限收二十人)

主 講 人：吳志森先生

地 點：香港大學專業進修學院北角教學中心香港北角英皇道250號北角城中心14字樓2號室（炮台山地鐵站）

時 間：一九九五年十月二十八日起逢星期六下午二時至五時

全期學費：一千五百元正 (共五講)

284. 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. OLE automation.

Enrolment is limited to 20

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : (Workshop) Wednesdays, 6.30-9.30 p.m., commencing December 20, 1995

7 workshops Fee : \$1,600

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

Introduction to Microsoft Access (CIT 103)

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

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

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

Enrolment is limited to 20

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

285. (Workshop) Wednesdays, 6.30-9.30 p.m., commencing October 4, 1995

286. (Workshop) Fridays, 6.30-9.30 p.m., commencing January 12, 1996

4 workshops Fee : \$1,200

Medium of Instruction: English for Course 285.

Cantonese supplemented with English terminologies for Course 286

287. Introduction to Electronic Mail, Computer Facsimile and Remote Access

This course is intended to explain and demonstrate the using of Data communication software in PC for end-users.

Syllabus: Electronic mail in Local Area Network (MS-Mail), use of Internet in Wide Area Network, PC remote control and communication using modem + pcAnywhere, direct fax out of document from PC (Winfax Pro).

Enrolment is limited to 20

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : (Workshop) Thursdays, 6.30-9.30 p.m., commencing September 28, 1995

2 workshops Fee : \$600

Student are required to have some experience in PC and DOS.

288. 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.

Enrolment is limited to 20

Tutor : Miss Flora Fung, W.S., B.A. (HKP), Computer Officer, HKU

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

Date : (Workshop) Tuesdays, 6.30-9.00 p.m., commencing September 19, 1995

8 workshops Fee : \$1,500

Each student will be assigned to one microcomputer.

289. Introduction to Excel (CIT 102)

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

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

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

Enrolment is limited to 22

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

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

Date : (Workshop) Mondays, 6.30-9.30 p.m., commencing September 25, 1995

7 workshops Fee : \$2,000

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

290. Database Management using FoxPro 2.6 for Windows (CIT 103)

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

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

Enrolment is limited to 20

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

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : (Workshop) Thursdays, 6.30-9.30 p.m., commencing November 2, 1995

6 workshops Fee : \$1,500

Participants are not required to have prior computer knowledge.

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

291. Database Programming using FoxPro 2.6 for Windows (CIT 105)

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

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

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

Enrolment is limited to 20

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

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, H.K.. (Fortress Hill MTR Station)]

Date : (Workshop) Mondays, 6.30-9.30 p.m., commencing January 8, 1996

7 workshops Fee : \$1,750

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

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

292. 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 15

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

Venue : (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., commencing November 3, 1995

7 workshops Fee : \$1,650

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.

293. Advanced dBASE IV

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

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

Enrolment is limited to 15

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

Venue : (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., commencing January 26, 1996

5 workshops Fee : \$1,300

Pre-requisite: Participants are expected to have basic knowledge of dBASE III+ or dBASE IV. Each student will be assigned to use one microcomputer.

294. Programming in dBASE IV (CIT 105)

This is a follow-up course of Introduction to dBASE III+ or Introduction to dBASE IV. 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 25

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

Venue : Room 230, Knowles Building, HKU
(Workshop) Room 134, Old Library Building, HKU

Date : Thursdays, 6.30-9.00p.m., commencing September 28, 1995

(Workshop) Mondays, 7.00-9.00p.m., commencing October 9, 1995

7 meetings & 8 workshops Fee : \$2,000

Students are required to have basic knowledge of dBASE III+. Each student will be assigned to one microcomputer.

295. Introduction to CorelDRAW 5

This course is designed to provide an understanding of the concepts of CorelDRAW and develop skills to utilise its powerful graphics functions and features. Topics include: Using dialogue boxes, the toolbox, selecting and deleting objects, drawing, roll-up menus, rotating and skewing objects, outlining, duplicating and blending objects, and using symbols and graphs. *Enrolment is limited to 22*

Tutor : Taky Cheung, B.A.(FHSU)

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

Date : (Workshop) Mondays, 8.10-10.10 p.m., October 2, 1995

6 workshops Fee : \$1,100

Medium of Instruction: Cantonese supplemented with English terminologies

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

296. Business Graphical Presentation

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

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

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

Enrolment is limited to 20

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : (Workshop) Mondays, 6.30-9.30 p.m., commencing November 27, 1995

3 workshops

Fee : \$950

Multimedia Business Presentation Skills & Techniques

Since early 90's, the emergence of Multimedia Technologies has revolutionized the IT industry. People may think that its main applications are "Eductainment" (education & entertainment). However, its impact in the business field should not be underestimated. One of the most promising applications is "Multimedia Business Presentation".

Traditionally, business presentation are conducted by still media such as slide or transparency. They are fine for showing simple messages but inadequate for delivering complex and multi-dimensional business information. With the help of Multimedia Technologies, sound, graphics, animation and motion video can become part of your presentation. Anyone can now produce dynamic business presentation on his/her own desktop.

This course is designed for sales & marketing personnel, advertising executives, training officer and product demonstrator, who want to improve their presentation skills through understanding the latest technologies and learn the usage of computer aided tools.

Syllabus

Introduction: multimedia technologies, equipment used for multimedia, delivering platforms; Presentation theory: What makes a good presentation, focus : what is your message, audience response; Presentation planning: content list, estimation of time, storyboard, presentation style, delivery media and platform; Presentation design: visual interface design, presentation flow, integration of text, color graphics, texture, sound, animation, video and transitions,

timing and review, deliver. Ample practice using multimedia stations will be provided.

Enrolment is limited to 8

Tutor : Mr. Reggie Wong, B.Sc.(Hull), Mr. Eric Liang, B.Eng.(Hull)

Venue : (Workshop) AVIT Computer Workshop, Room 1011-12, Trinity House, 165 Wan Chai Road, H.K.

297. (4 workshops) Mondays and Tuesdays, 6.30-9.30 p.m., October 16, 17, 23 & 24, 1995

298. (2 workshops) Wednesday and Thursday, 9.30 a.m.-5.00 p.m., December 6 & 7, 1995

Fee : \$2,200

Students are required to design and develop their own multimedia presentation based on real-life examples. They will be given a set of raw materials including text information, sound clips and graphics. They will present their work in the last session of the workshop.

Microsoft PowerPoint 4.0 will be used for developing the presentation project. Overview of other presentation software such as Action, Harvard Graphics will also be given.

Entry Requirement : Applicants should have basic Windows 3.1 knowledge.

299. Introduction to ACCPAC Computer Accounting

ACCPAC Plus is a popular accounting software widely applied on micro-computer in North America. It is also the accounting package designated by Canadian CGA for examination purpose.

Modules covered in this course are: General Ledger, Accounts Receivable, Accounts Payable.

Participants upon completion will manage to computerise their accounting operation through journalising, auto-posting, balancing, aging reminder mailing, analysing and reporting.

This course will be conducted in CA (Computer Associates) Authorized Training Centre and in a networked and hands-on environment. Each student will be assigned to use on microcomputer.

Enrolment is limited to 22

Tutor : Jackie Cho, M.B.A.(City), B.A.(Washington)

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

Date : (Workshop) Mondays, 6.00-8.00 p.m., commencing October 2, 1995

6 workshops

Fee : \$1,100

Medium of Instruction: Cantonese supplemented with English terminologies

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

III. Programming Languages

300. Advanced Programming Using C (CIT 105)

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

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

Enrolment is limited to 20

Tutor : C.K. Lee, B.Eng. (CUHK), M.Phil (HKUST)

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

Date : Thursdays, 7.00-9.30 p.m., commencing November 23, 1995
(Workshop) Tuesdays, 6.00-10.00 p.m., commencing December 5, 1995

8 meetings & 6 workshops Fee : \$2,500

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

IV. Computer Networking/ Data Communication

301. Elements of Computer Networking

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

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

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

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

Venue : Room 230, Knowles Building, HKU

Date : Fridays, 6.30-9.00 p.m., commencing December 1, 1995

10 meetings Fee : \$1,100

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

Introduction to Local Area Networks with Microcomputers

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

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

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

Enrolment is limited to 16

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

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

- 302. Thursdays, 6.30-9.00 p.m., commencing September 21, 1995
(Workshop) Wednesdays, 6.15-8.00 p.m., October 4, 1995
- 303. Thursdays, 6.30-9.00 p.m., commencing September 21, 1995
(Workshop) Wednesdays, 8.00-9.45 p.m., October 4, 1995
- 304. Thursdays, 6.30-9.00 p.m., commencing November 23, 1995
(Workshop) Tuesdays, 6.15-8.00 p.m., December 5, 1995
- 305. Thursdays, 6.30-9.00 p.m., commencing November 23, 1995
(Workshop) Tuesdays, 8.00-9.45 p.m., December 5, 1995

8 meetings & 5 workshops Fee : \$1,800

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 16

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

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

- 306. (Workshop) Saturdays, 2.30-5.00 p.m., commencing September 30, 1995
- 307. (Workshop) Thursdays, 6.30-9.00 p.m., commencing November 9, 1995

8 workshops Fee : \$2,050

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

Medium of instruction: English for Course 307
Cantonese supplemented with English terminologies for Course 306

308. Data Communication with PC

With a modern personal computer, we can already perform a wide range of computing tasks. In addition, it can be a powerful tool for us to participate in various communication networks and connect us to millions of computer users, databases and various computing resources worldwide. This course introduces how we can achieve these tasks so as to become a powerful computer user communicating with the rest of the world. Demonstration will be provided when appropriate.

Syllabus:

Choice and use of modems; Choice and use of data communication and fax software; Connecting your PC to host computers; Connection your PC to your office LAN; Communicating directly with your friend's computer; Using amateur dial-up BBS; Fidonet - the invisible network for thousands of PCs; Shareware, conferences and direct netmail services; Personal participation to the Internet; Internet electronic mail; Internet file services; Remote host access and Internet news and information servers.

Enrolment is limited to 20

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

Venue : Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : Thursdays, 6.30-9.30 p.m., commencing January 25, 1996

3 meetings Fee : \$400

Business on Internet

It is estimated that there are over 32 million people around the world who have some type of accounts on the Internet in 1994. Whereas the Internet was once primarily a playground for research scientists and university students, it is now considered to be an important commercial tool for companies ranging from enterprises to one-man business.

This course is emphasized on the discussion of how a company can be benefited from using Internet services. Various types of Internet connection, popular services and tools will be covered in the lectures. There are also discussions on legal issues and transaction security. Participants will be given hands-on internet practice on selected Internet tools.

Syllabus : What is Internet? TCP/IP; Internet connection; Internet services: Email, Telnet, FTP, FTPmail, Newsgroup, Internet relay chat, Gopher, Archie, Finger, Netfind; Internet interfaces: World Wide Web (WWW), Mosaic, Netscape, other WWW browsers; Doing business on the Internet: on-line advertisement, on-lines sales ordering, on-line customer/technical support, receiving feedback from clients, video conferencing on Internet, Internet phone; Internet service providers (ISP); Security and legal issues.

Enrolment is limited to 30

Tutor : Joseph K.W. Lee, B.Sc., M.Sc.(H.K.), M.A.C.M.

Venue : Room 134, Old Library Building, HKU

309. Wednesdays, 7.00-9.00 p.m., commencing September 27, 1995

310. Mondays, 7.00-9.00 p.m., commencing January 8, 1996

6 meetings

Fee : \$750

V. Computer Aided Design/ Drafting

311. 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., MIEEEE, MACS, MHKCS, Consultant of Chun Mei Publishing Co.

Tony T.H. Yuen, B.Sc.(CUHK)

Venue : Room 230, Knowles Building, HKU

Date : Saturdays, 2.30-4.30 p.m., commencing December 9, 1995

12 meetings

Fee : \$800

Medium of Instruction: Cantonese supplemented with English terminologies

AutoCAD Basic Drafting

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

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

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

Enrolment is limited to 25

Tutor : Alex K.W. Ho, B.Sc (Arch E)

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

312. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., September 13, 15, 18, 20, 22 & 25, 1995

313. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., October 30, November 3, 6, 8, 10 & 13, 1995

314. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., December 1, 4, 6, 8, 11 & 13, 1995

6 workshops

Fee : \$1,950

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 313
Cantonese with English terminologies for course 312 & 314

Coordinator of AutoCAD Courses: Ms Nancy Cheng Y.W., B.A. (Yale), M.Arch.(Harvard), A.I.A., Lecturer, HKU.

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: XREF, colour, line type, Symbol library, attributes, dimensioning, layer management, XREF, viewport, introduction to 3D object.

Enrolment is limited to 25

Tutors : Alex K.W. Ho, B.Sc (Arch E)

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

315. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., September 29, October 2, 4, 6, 9 & 11, 1995

316. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., January 3, 5, 8, 10, 12 & 15, 1996

6 workshops

Fee : \$1,950

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

Medium of Instruction: English for Course 316
Cantonese with English terminologies for Course 315

317. 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 25

Tutor : Alex K.W. Ho, B.Sc (Arch E)

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

Date : (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., October 16, 18, 20, 23 & 25, 1995

5 workshops

Fee : \$1,600

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

318. 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 envi-

ronment, 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 25

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

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

Date : (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., November 17, 20, 22, 24 & 27, 1995

5 workshops

Fee : \$1,750

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

319. 3D Studio Modeling and Rendering

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

Topics include: 2D Shaper, 3D Loft, 3D Editor, Material Editor, Rendering Principles and Data Exchange with AutoCAD.

Enrolment is limited to 30

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

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

Date : (Workshop) Tuesdays and Thursdays, 6.30-9.30 p.m., September 12, 14, 19, 21, 26, 28, October 3 & 5, 1995

8 workshops

Fee : \$2,600

320. 3D Studio Rendering and Animation

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

Topics include: Rendering theory, Rendering parameters, IPAS external processes, Rendering output process. Ani-

mation Principles, Keyframer and Animation Recording.
Enrolment is limited to 20

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

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., December 18, 20, 22, 27
& 29, 1995

5 workshops Fee : \$1,600

Entry Requirement: Applicants should have completed "3D Studio Modeling and Rendering".

321. Intergraph Microstation 2D/3D Basic Operation

This course is intended to equip participants with the fundamental concepts and operational knowledge of Intergraph microstation (Version 5). 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 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : (Workshop) Fridays, 6.30-9.30 p.m., commencing September 29, 1995

8 workshops Fee : \$2,400

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

322. Intergraph Microstation 2D/3D Advanced Operation

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

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

Enrolment is limited to 20

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

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., January 19, 22, 24, 26, 29, 31,
February 2, 1996

7 workshops

Fee : \$2,400

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

323. Microstation Version 5 Upgrade

This course is intended to equip participants who are familiar with previous version of MicroStation and wish to learn the new features on version 5.

Topic include: New commands & palettes, Snapping methods, Custom line style, Selection methods, Dimension Driven Design, Tag set, 3D B-Spline surface, Rendering & Workspace.

Enrolment is limited to 25

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

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., February 7, 9, 12, 14 & 16, 1996

5 workshops Fee : \$1,600

Entry Requirement: Applicants should have completed the "MicroStation 2D/3D Basic or Advanced Operation" or equivalent course.

VI. System Analysis and Design/ Project Management

324. Analyzing Business Application Systems

This course introduces the fundamental concepts of analyzing business application systems and how the process of systems analysis be conducted.

The course provides participants with a firm foundation in the understanding of a range of analysis methods commonly used in the development of business information systems. It covers the major theories and the practical tools and techniques that are likely to be encountered in a typical commercial information systems department. Furthermore, two very popular techniques Rapid Application Development (RAD) and Joint Application Development (JAD) are also discussed. Participants can gain the knowledge of popular prototyping approach.

While this course stresses on the introduction to systems analysis, basic concepts on logical systems design will also be covered. However, detail systems design techniques will not be discussed.

Case studies will be provided for participants to practise the theories and techniques discussed.

Tutor : Miss Tang Mei Yee, M.B.A. (U. Wales), M.H.K.C.S

Venue : Room 7, University Main Building, HKU

Date : Wednesdays, 7.00-9.00 p.m., commencing November 22, 1995

12 meetings

Fee : \$1,100

325. PRIMAVERA Project Management

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

Workshop sessions are primarily hands-on, utilizing 386 VGA workstations. The number of places available for the workshop is restricted to twenty (20).

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

Enrolment is limited to 22

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

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

Date : (Workshop) Mondays, 6.30-9.30 p.m., commencing November 20, 1995

5 workshops

Fee : \$2,100

VII. Chinese Computing

326. 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。每堂均用投影機聯上手提微機介紹及示範各種中文系統；及詳解倉頡輸入法。另備有堂上習作。

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.(HKBC), B.Sc.(Winnipeg), M.M.S.(UEA)

地 點：香港大學鈕魯詩樓230室

時 間：一九九五年九月二十三日起逢星期六下午二時三十分至五時

全期學期：六百五十元正 (共十講)

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

本課程著重介紹目前市面流行之中文輸入法--倉頡輸入法，並介紹「倚天」中文系統之特點、造字系統及文書處理之有關技巧：字體之轉換、表格製作及該中文系統之有關列印指令等。課程包括充足實習時間讓學員掌握中文輸入。(限收十五人)

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

327. 一九九五年九月二十一日起逢星期四下午六時三十分至九時三十分

328. 一九九五年十二月七日起逢星期四下午六時三十分至九時三十分

全期學費：一千五百元正 (共六講)

VIII. Object Oriented Approach

329. 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 : Mondays, 6.45-8.45 p.m., commencing January 8, 1996

5 meetings

Fee : \$450

330. Introduction to C++

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

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

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

Enrolment is limited to 15

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

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

Date : Wednesdays, 6.30-9.30 p.m., commencing November 29, 1995

4 meetings

Fee : \$600

IX. Seminars

331. Introduction to Multimedia

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

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

Venue : Room 5, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : Tuesday and Wednesday, 9.30 a.m.-5.00 p.m., October 24 & 25, 1995

2 meetings

Fee : \$1,200

332. Expert Systems (with Workshop)

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

At the end of the course, the students are expected to: (1) understand in detail the vocabulary of expert systems. (2) have experienced what is involved in building an expert system. (3) know a methodology for implementing expert systems. (4) be up-to-date on current research issues in expert systems.

Enrolment is limited to 20

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

Venue : Room 5, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)] (Workshop) Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : Friday, 9.30 a.m.-5.00 p.m., October 20, 1995 (Workshop) Saturday, 9.30 a.m.-5.00 p.m., October 21, 1995

1 meeting & 1 workshop

Fee : \$1,800

333. Object Oriented Approach

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

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

Venue : Room 5, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : Thursday, 9.30 a.m.-5.00 p.m., October 26, 1995

1 meeting

Fee : \$650

Dr. K.P. Lee received his B.A. in Mathematics from the University of Hong Kong and Ph.D. in Computer Science from the State University of New York at Buffalo. After having taught for a number of years and worked for Bell Laboratories, he is currently a senior member of the research staff of Philips Laboratories in New York.

334. Information Superhighway and the World Wide Web

The information superhighway is a term loosely used to describe a revolution in information technology that will deliver vast amounts of information to our fingertips. This promises to have a major impact on how we learn, conduct business, entertain and communicate. Currently the World Wide Web is an information exchange mechanism that is bringing the information superhighway into reality. In this seminar we will first cover aspects of this revolution, including the necessary technologies, business opportunities and possible scenarios. Then an in-depth introduction to the World Wide Web will be given to illustrate how access to information is changing our lives, from new ways of learning to innovations in marketing and conduct of business transactions.

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

Venue : Room 5, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : Monday, 9.30a.m.-5.00 p.m., October 23, 1995

1 meeting

Fee : \$650

X. SPACE Certificate Courses

中文電腦證書課程 (Certificate Course in Chinese Computing)(CIT 117)

本課程主要講述倉輸入法及常用中文電腦的應用，內容包括：
 (一) 個人電腦的基本概念；(二) 如何使用磁碟作系統 (DOS) 之命令；(三) 中文電腦的基本知識：中文電腦和英文電腦的區別，選擇中文電腦的基本要素；(四) 詳述倉頡第四代輸入法的原理及規則；(五) 中文電腦文書處理操作；(六) 中文電腦的特殊功能介紹 (如列印、造字、片語、內碼轉換、繁簡轉換等) (七) 介紹其他輸入法，如簡易及詞庫輸入法等)；(八) 中文電腦如何應用英文軟件；(如DBASE、LOUTS及WINDOWS等)；(九) 綜合介紹中文電腦桌上植字排版和中文電腦其他技術的發展和應用。

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

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

335. (限收二十二人)

講授課程：一九九五年九月十八日起逢星期一下午七時至九時，香港干諾道中200號信德中心西翼9字樓13室

實習課程：一九九五年九月二十八日起逢星期四下午六時至九時三十分，九龍塘達之路78號香港生產力促進局大樓一字樓。(十二課講授及十二課實習，另加十小時試前實習時間)

336. (限收十八人)

講授課程：一九九五年九月十八日起逢星期一下午七時至九時，香港干諾道中200號信德中心西翼9字樓13室

實習課程：一九九五年九月二十九日起逢星期五下午六時至九時三十分，香港皇后大道中聯威商業中心3字樓A室 (十二課講授及十二課實習，另加十小時試前實習時間)

全期學費：每班四千一百元 (包括上課時所用之磁碟及講義)

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

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

(本課程與香港生產力促進局合辦)

Certificate Course in Business Computing using Microcomputer (CIT 001, CIT 101, CIT 102, CIT 103)

With the rapid advancement of microcomputers in terms of processing power and user-friendly software, nowadays routine business operations are flooded with microcomputer applications. No matter which business area and which job position you are in, you cannot escape from encountering various sorts of microcomputer applications - from business correspondence to financial reports, from business presentations to global information access. So, a personnel in the business sector should take the chance of mastering microcomputer applications. The knowledge and skills discuss in this course will enhance your career success.

This course is designed to meet the need of equipping business personnel with an appropriate and adequate exposure to the popular and advanced microcomputer applications. Areas of interest and the software to be covered in the course include:-

Operating system	- Window & Chinese Window
Word processing	- WinWord
Spreadsheet	- Excel
Presentation	- Power Point
Database	- FoxPro
Window programming	- Visual Basic
Network	- Internet resource browsers

Prior computer knowledge is an advantage but not a prerequisite. The course comprises lectures and workshops and participants can benefit from both fundamental knowledge and practical exercises. (one machine per attendant).

Enrolment is limited to 18

Tutor-in-charge: S.Y. Leung, B.Sc., M.Phil., M.B.A.(H.K.), C.Eng., M.B.C.S., M.H.K.I.E.

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

- 337.** Wednesdays, 7.00-9.00 p.m., commencing September 20, 1995
(Workshop) Mondays, 6.00-8.00 p.m., October 2, 1995
- 338.** Wednesdays, 7.00-9.00 p.m., commencing September 20, 1995
(Workshop) Mondays, 8.00-10.00 p.m., October 2, 1995

25 meetings & 26 workshops Fee : \$5,300

Applicants should have completed secondary education or above.

Medium of Instructions: Cantonese, supplemented with English terminologies

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

Certificate Course in Advanced Microcomputer Applications

The objective of this course is to widen and deepen participants' knowledge in microcomputer applications. The course covers a wide range of topics which includes the most popular software packages and state-of-the-art technology. It is intended for assisting the participants to master the advanced techniques and features of microcomputers. Ample practical will be provided in order to strengthen the skills and knowledge of the participants. In addition to interested hobbyist, this course is also beneficial to both middle management and technical supervision personnels in all offices equipped with microcomputers. The effectiveness of their office will be greatly enhanced through effective application of their acquired knowledge in the course.

Syllabus:

Powerful Office Automation Software: introduction to office productivity software such as Microsoft Office 4.0 or WinSec or Lotus Notes. Facsimile software - Winfax, Scheduler; Voice Mail and E-Mail; Image Document Management System IDMS. etc.

Popular Windows Graphical applications: Software such as WinWord, Excel, Access, Presentation tools, DeskTop Publishing using Corel Draw etc.

Networking technologies: Wide Area Network (Internet), Local Area Network (Netware 4.0); use of Modem and remote access/control communication software such as pcAnywhere IV or Bitcom for Windows.

Chinese Computing: use Chinese Windows, Chinese word processing softwares e.g. Chinese Word, Chinese WordPerfect, pen-computing input technology, notepen etc.

Client/Server computing technology: fundamental concepts, applied business area and advantages.

Multimedia computing applications: basic components of MPC; use of CD-ROM, Sound and Video Card etc; Multimedia demonstrations; applied areas such as DeskTop Video Teleconference. Object-Oriented Analysis, Object-Oriented Design and Object-Oriented Programming (OOP) using C++ and Smalltalk.

Other Latest development in Microcomputer:

1. 64 Bits CPUs: a briefing on PowerPC 620, Intel's Pentium 5, DEC Alpha AXP CPU; and
2. High performance bus architecture: the latest VESA Local Bus and PCI bus technologies.
3. Touch Screen, PCMCIA card.
4. Expert Systems

Enrolment is limited to 25

Tutors : S.Y. Leung, B.Sc., M.Phil., M.B.A.(H.K.), C.Eng., M.B.C.S., M.H.K.I.E.
S.W. Lam, B.Sc.(C.P.H.K.), M.A.C.M., M.I.E.E.E., M.H.K.C.S.

Venue : Room 230, Knowles Building, HKU
(Workshop) Room 134, Old Library Building, HKU

- 339.** Tuesdays, 6.30-9.00 p.m., commencing September 26, 1995
(Workshop) Thursdays, 6.00-8.00 p.m., October 5, 1995
- 340.** Tuesdays, 6.30-9.00 p.m., commencing September 26, 1995
(Workshop) Thursdays, 8.00-10.00 p.m., October 5, 1995

24 meetings & 27 workshops Fee : \$5,300

Minimum Entry Qualifications: Applicants should have at least completed secondary education and attended some basic courses on microcomputers.

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

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

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fees will only be collected from those successful applicants after the selection processes. Enrolment for each course is limited to 25 students. **Closing date for applications: September 11, 1995.**

Certificate Course in Advanced Digital Computer Programming

This course is a follow-up of the Certificate Course in Digital Computer Programming. It aims to provide a thorough training in computer programming. Preference will be given to applicants who are programmers or potential programmers. Those who are able to enclose supporting documents to this effect are advised to do so.

Syllabus: Data processing: handling of data; storage devices; introduction to systems analysis and design; project management; concepts of database, data and file structures: linear lists, stacks, queues; applications of fundamental data structures; sequential files, indexed sequential files and direct files, searching and sorting algorithms, operating systems.

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

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

- 341.** Fridays, 6.30-9.00 p.m., commencing September 15, 1995
(Workshop) Wednesdays, 6.00-8.00 p.m., September 27, 1995
- 342.** Fridays, 6.30-9.00 p.m., commencing September 15, 1995
(Workshop) Wednesdays, 8.00-10.00 p.m., September 27, 1995

28 meetings & 22 workshops Fee : \$6,300

Entry Qualifications: Applicants should have programming experience. Preference will be given to those who completed successfully a Certificate Course in Digital Computer Programming offered by the School of Professional and Continuing Education, University of Hong Kong, or equivalent.

Assessment:

the Certificate in Advanced Digital Computer Programming will be awarded to a student who has fulfilled the following requirements:

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

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. **Closing date for application: August 29 1995.**

XI. Academic Award/ Professional Training Programmes

**The University of Hong Kong
School of Professional and Continuing
Education**

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

Introduction

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

Entrance Requirements

- To be eligible for admission, applicants should
- a) be at least 17 years old; and
 - b) satisfy the London University's general entrance requirements; and
 - c) satisfy the B.Sc. (CIS) course requirements.

General Entrance Requirements:

- a) passes in 3 'A' Level subjects + 1 'O' Level subject, or
- b) 2 'A' Level subjects + 2 'AS' Level subjects, or
- c) 2 'A' Level subjects + 3 'O' Level subjects.

Qualifications which satisfy General Entrance Requirements:

- a) Higher Certificate or Higher Diploma of the City University of Hong Kong or Hong Kong Polytechnic University;
- b) Diploma awarded by one of the following institutions: City University of Hong Kong, Hong Kong Baptist Uni-

versity, Hong Kong Polytechnic University, Lingnan College, or Shue Yan College;

- c) Diploma of the Hong Kong Vocational Training Council (3 units in acceptable subjects are passed at merit level);
- d) Diploma in Business Studies of Hang Seng School of Commerce (3 approved subjects: 2 at least at B and 1 at C).

B.Sc. (CIS) Course Requirements :

- a) 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),
- b) Proficiency in English Language

Qualifications acceptable for entry to the B.Sc. (CIS):

- a) National Computing Centre International Diploma pass with credit;
- b) British Computer Society Examinations Part I (please also read "Exemptions");
- c) Hong Kong Vocational Training Council Diploma in Computing with 3 units pass with merit.

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 - 6 half-units plus project

- Compilers (1/2 unit)
- Artificial intelligence (1/2 unit)
- Neural networks (1/2 unit)
- Software engineering management (1/2 unit)
- Human computer interaction (1/2 unit)
- Accounting information systems (1/2 unit)
- Information systems management (1/2 unit)
- Decision support and executive information systems (1/2 unit)
- Project (1 unit)

Examination

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

Course Tuition

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

Library Access

Students will be given a Library Borrower's card to access to the library facilities of the University of Hong Kong.

Courses offered in Year 1995/6

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

Use of the computer; introduction to computers; algorithms and programming languages; elements of Pascal; advanced data types; program design by stepwise refinements, procedures and functions. Binary representations, data storage; hardware; computer operation and architecture; operating systems. Algorithms. File storage. Theory of computation. History of computing.

Lecture meetings : Tuesdays, 7.00 - 10.00 p.m. starting from September 12, 1995 (15 meetings)

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

Revision sessions: about 12 hours as scheduled

352. Mathematics for Computing (CIS 102)

Number systems; sets and subsets; set algebra; symbolic logic and logic gates; sequences; summations; elementary counting principles; finite probability; relations and functions; matrix algebra; systems of linear equations and Gauss-Jordan reduction; introduction to the theory of graphs and digraphs; introduction to data analysis.

Lecture meetings : Fridays, 7.00 - 10.00 p.m. starting from September 15, 1995 (15 meetings)

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

Revision sessions: about 12 hours as scheduled

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

The business environment and the nature of everyday business applications. An introduction to COBOL and a modern fourth generation language, FOCUS; an introduction to structured systems analysis and design; an introduction to organisational design.

Programming methodology and use of Jackson Structured Programming techniques, to include: creating data structures and process structures; adding conditions and operations; resolving structure clashes; producing schematic logic; backtracking; program inversion and producing code.

Lecture meetings : Tuesdays, 7.00 - 10.00 p.m. starting from January 2, 1996 (15 meetings)

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

Revision sessions: about 12 hours as scheduled

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

Introduction to information systems concepts; information security and control; data modelling; relational algebra; codes; data representation; knowledge representation and manipulation; data capture, data input and form design.

Lecture meetings : Fridays, 7.00 - 10.00 p.m. starting from December 29, 1995 (15 meetings)

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

Revision sessions: about 12 hours as scheduled

355. Databases (CIS 205)

Files and databases; requirements of database systems; database integrity; database retrieval; hashing, indexing; B-trees, B+ trees.

History of database development; from single files and programs to integrated systems. Logical database analysis and design: entity/relationship analysis; the relational model; functional dependency, normalisation and normal forms; null values. Maintenance of security, integrity and consistency in the database. User views. Queries and query languages: relational algebra and relational calculus; user-friendly front ends for data manipulation and querying; query optimisation. Distributed databases. Alternatives to the relational model. Current and future developments: knowledge bases; co-operative databases; natural language

front ends; storage and presentation of graphic and aural data.

Lecture meetings : Mondays, 7.00 - 10.00 p.m. starting from January 8, 1996 (15 meetings)

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

Revision sessions: about 12 hours as scheduled

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

Advanced Pascal physical data types and programming techniques. Abstract data types; lists, trees and graphs. Algorithms: searching and sorting; breadth-first and depth-first searches; complexity analysis and complexity classes; intractability and NP-completeness.

Implementation methods: iteration and recursion; divide-and-conquer methods; backtracking; minimaxing. Time and space constraints on programs and methods for dealing with them.

A consideration of four different programming languages: Pascal, C, PROLOG, and Hope will be given. Their paradigms, areas of application, and development will be discussed, together with their differences and individual characteristics.

Lecture meetings : Wednesdays, 7.00 - 10.00 p.m. starting from January 3, 1996 (15 meetings)

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

Revision sessions: about 12 hours as scheduled

357. Systems Development Methodologies (CIS 207)

Overview of systems development methodologies; structured systems analysis; functional modelling; data analysis; behaviour and event modelling; Computer Assisted Software Engineering (CASE); prototyping and evolutionary development; object-oriented analysis and design.

Lecture meetings : Mondays, 7.00 - 10.00 p.m. starting from September 11, 1995 (15 meetings)

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

Revision sessions: about 12 hours as scheduled

358. Telecommunications and Computer Communications (CIS 208)

The basic building blocks in Computer Communications; public telecommunications services; network security; network topologies: Local Area Networks (LAN); Wide Area Networks (WAN) and Value Added Networks (VAN); wireless data transmission. Metropolitan Area Networks (MAN) and Fibre Distributed Data Interface (FDDI); Open Systems Interconnection (OSI); distributed systems; using data communications for competitive advantage; network design and management.

Lecture meetings : Wednesdays, 7.00 - 10.00 p.m. starting from September 13, 1995 (15 meetings)

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

Revision sessions: about 12 hours as scheduled

359. Compilers (CIS 309)

The integral parts of a compiler, language definition and the generation of a compiler. The lexical analyzer: regular expression, transition diagrams, deterministic and non-deterministic finite automata. Maintenance of symbol tables. The syntax analyzer: grammars, ambiguity, methods of parsing: bottom-up, top-down. Shift-reduce parsers, precedence parsers, LR parsers. Intermediate code generation and code "optimization". Machine code generation and allocation of run time storage.

Lecture meetings : three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

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

Revision sessions: about 6 hours as scheduled

360. Artificial Intelligence (CIS 310)

Knowledge representation, propositional and predicate calculus; problem solving; state-space search; breadth-first and depth-first search; planning; non-monotonic reasoning; natural language; expert systems; philosophy of AI; Prolog. Examples of practical applications to industry of artificial intelligence techniques.

Lecture meetings : three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

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

Revision sessions: about 6 hours as scheduled

361. Neural Networks (CIS 311)

A neural network is given as an alternative form of computing machine to an electronic digital computer, of radically different architecture. Its characteristics and ability to learn are described along with some of its problems and shortcomings. The half unit includes the following topics: Fundamental concepts derived from the biological neuron. Characteristics of a single neuron, the perception and the construction of neural networks. Implementation of neural networks by hardware and software. Properties of neural networks. Learning in neural networks. Applications of neural networks.

Lecture meetings : three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

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

Revision sessions: about 6 hours as scheduled

362. Software Engineering Management (CIS 314)

This half unit aims to develop understanding and skills in identifying the factors influencing software engineering costs and in applying analysis techniques to software engineering decisions. It includes the following topics: Product and process attributes, metrics and measurements. Estimation methods; effort estimation, schedule estimation, effort/staffing/schedule tradeoffs, maintenance effort estimation. Cost models (Putnam, Jensen, COCOMO). Non-parametric methods of estimation. Software sizing, project risk engineering. Software process modelling, process maturity framework systems safety. Software quality issues.

Lecture meetings : three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

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

Revision sessions: about 6 hours as scheduled

363. Human Computer Interaction (CIS 315)

This half unit introduces the interdisciplinary area of Human Computer Interaction (HCI). It covers the underlying principles of psychology, computer science and ergonomics that influence theory and practice of HCI design and usage. It includes the following topics: models of human information processing, organizational structures and sociotechnic approaches to information system design; design principles for dialogue management, issues of systems useability; hypertext, natural language processing, virtual reality and multi media applications.

Lecture meetings : three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

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

Revision sessions: about 6 hours as scheduled

364. Accounting Information Systems (CIS 317)

This half unit describes the accounting process and the nature of Accounting Information Systems (AIS). It addresses the following subject areas: the measurement of business reality; the role of AIS in planning and control; product costing, project costing and performance measurement. It covers computer support for all of these areas and also provides an overall conceptual framework for AIS.

Lecture meetings : three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

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

Revision sessions: about 6 hours as scheduled

365. Information Systems Management (CIS 318)

An introduction to the various facets of Information System Management to help students understand the importance of non-technical issues. The importance of close integration between business and IS planning will be stressed. The following topics are included: information security and safety critical systems; data protection legislation; Computer Misuse Act and other relevant legislation. Ethical and professional issues. Strategic planning of IS; evaluation of IS investments.

Lecture meetings : three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

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

Revision sessions: about 6 hours as scheduled

366. Decision Support and Executive Information Systems (CIS 319)

This half unit aims to study the nature of business decision making in the context of the support that can now be provided by information technology. The following topics are included: the nature of decision making, the use of

information by the executive decision maker, the concept of decision support, models of Decision Support Systems; review of classes of software: text-orientated (WP, outlining, Hypertext etc.), data-orientated (spreadsheets, data managers, financial management, quantitative analysis), graphics-orientated (desk-top publishing, business graphics, presentation managers), other products (eg. Expert System Shells, Executive Information Systems (EIS), etc.); study of one product and/or case study from each of the above classes; aims and purposes of EIS, design framework and methodology, case studies of actual systems.

Lecture meetings : three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

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

Revision sessions: about 6 hours as scheduled

367. Project (CIS 320)

Each student is required to undertake an individual project under the supervision of a member of staff of an Recognised institution. Project work should occupy the student for about one day a week over a five month period.

Project topics will be suggested by the local supervisor and agreed with the University. Projects where possible should involve the development of solution to real world problems and therefore may be done in conjunction with an industrial or commercial organisation. In this way projects can be related closely to local needs.

Teaching Venue

University of Hong Kong or other study centres to be announced nearer the time.

Fee

Course fee to SPACE	HK\$ 6,300 for one unit
	HK\$ 3,400 for half unit
	HK\$ 9,000 for Project

Application fee to the University of London	£36
Registration fee to the University of London	£359

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 may apply for admission to the degree programme throughout the whole year in general. Students registering for the B.Sc.(Hons) degree who wish to take SPACE courses starting in September are strongly advised to apply for admission before August, although the official deadline for application submission is 17 September, 1995.

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, 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) Institute of Data Processing Management : Higher Diploma - CIS 102 and CIS 103.
 - (d) Informatics Computer School : Advanced Diploma in Computer Studies - CIS 103 and CIS 104.
 - (e) Hong Kong Polytechnic University: Higher Diploma in Information Systems - all level 1 units (CIS101-4); Higher Diploma in Systems Analysis - CIS 101, 103, 104; Higher Diploma in Software Engineering - CIS 101, 103, 104.
4. The University of London reserves the right to review the exemption policy in respect of the BSc degree in Computing and Information Systems each year.

Application forms and further details can be obtained from:

- | | |
|--|--|
| (1) SPACE Town Centre,
Suite 1005, 10/F.,
(Tel: 2559 7628) | (2) University Office,
Room 1, G/F.,
(Tel: 2859 2418/ 2859 2419) |
|--|--|

(Full addresses on pages iii, vii)

Postgraduate Certificate Course in Computing Studies

Part I: Tuition in Hong Kong,

School of Professional & Continuing
Education, University of Hong Kong.

March, 1996 - November, 1996

Part II: Tuition in Australia,

Department of Computer Science, Mel-
bourne University (January/February, 1997)

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

Course Directors:

Mr. Danny Tang, Manager, Computer Information Centre,
University of Science & Technology
Assoc. Prof. P.G. Thorne Head, Department of Computer
Science, School of Information Technology and
Electrical Engineering, The University of Mel-
bourne

Introduction:

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

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

Academic Standing

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

Travel and Accommodation:

The cost of travel to and from Melbourne and accommoda-

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

Entry qualifications: Applicants should be either:

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

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

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

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

Syllabus:

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

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

Award of the Postgraduate Certificate in Computing Studies:

Student will be awarded a Certificate provided that:

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

Further Studies:

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

Application (around December, 1995)

Details of course arrangement will be announced later. Persons interested in this course should send a \$1.2 stamped self-addressed envelop to Miss Alice Wong, SPACE, University of Hong Kong (address on page iii).

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 as specified below.

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:

- complete the "Application for CIT Certificate" form obtainable from the School,
- return the form to the School, preferably before the course ends, or in any case, within two months of the completion of the course,
- submit the application fee (to be advised in the application form) and a \$1.2 stamp-addressed envelope together with your application.

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

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

Available Modules

A) 001 Computer Literacy

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

- Practical Computer Application Course for Teachers - Windows Applications (Courses 261, 262 on page 37)
- The Principles and Applications of Microcomputers
- Business and Personal Application of Microcomputers (Symphony)(Course 276 on page 39)

- Certificate Course in Business Computing Using Micro-computer (Courses 337, 338 on page 53)

Students of any of the above SPACE courses can apply for the CIT Certificate in Computer Literacy 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-

B) 101 Word Processing

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

- Microsoft Word for Windows (Courses 280, 281 on page 40)
- Introduction to WordPerfect - DOS/Window Version (Courses 277, 278 on page 39)
- WordPerfect in Depth - Window Version (Course 279 on page 40)
- Certificate Course in Business Computing using Micro-computer (Courses 337, 338 on page 53)

Students of any of the above SPACE courses can apply for the CIT Certificate in Word Processing 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.

C) 102 Spreadsheets

SPACE courses to be designated as CIT module in Spreadsheets:

- Introduction to EXCEL (Course 289 on page 42)
- LOTUS 1-2-3 (Course 288 on page 41)
- Certificate Course in Business Computing using Microcomputer (Courses 337, 338 on page 53)

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

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

D) 103 Databases

SPACE courses to be designated as CIT module in Databases:

- Introduction to dBASE III+
- Introduction to dBASE IV (Course 292 on page 42)
- Introduction to Microsoft Access (Courses 285, 286 on page 41)
- Database Management using FoxPro 2.6 for Windows (Course 290 on page 42)
- Certificate Course in Business Computing using Micro-computer (Courses 337, 338 on page 53)

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

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

E) 105 Programming

SPACE courses to be designated as CIT module in Programming:

- Microcomputer Programming for Beginners
- Introduction to C
- Advanced Programming Using C (Course 300 on page 45)
- Programming in dBASE (Course 294 on page 43)
- Database Programming using FoxPro 2.6 for Windows (Course 291 on page 42)
- PC Assembly Language and Systems Programming

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

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

F) 117 Chinese Word Processing

SPACE course to be designated as CIT module in Chinese Word Processing:

- Certificate Course in Chinese Computing (Courses 335, 336 on page 52)

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

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

PRIOR ENROLMENT IS ESSENTIAL

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

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

CONSTRUCTION MANAGEMENT

Lecturer in charge : W.B. Howarth (Deputy Director)

Telephone : 2857 7166
2857 1198

UNIVERSITY OF BATH MSc. in Construction Management by Distance Learning

INTRODUCTION

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

COURSE DURATION

The course can be completed in 2½ years, two years for the taught part of the course and 6 months + for the dissertation. However, more flexible study arrangements are available with the maximum span of the degree being five years.

COURSE FORMAT

Course Modules and Weekend Schools

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

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

Workbooks, Readings, Textbooks, Audio Tapes and Video Tapes are provided.

METHODS OF ASSESSMENT

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

TUTORING

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

ENTRY REQUIREMENTS

Applicants should have 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, MBEng).

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

Or a diploma in Construction Management/Property Development from Hong Kong University (SPACE).

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

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

COURSE APPLICATIONS

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

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

COURSE FEES

University Registration

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

Modules

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

Dissertation

All students pay the dissertation supervision fee after successful completion of the taught part of the course. In 1995/96 the dissertation fee is \$8,000. All fees are reviewed on an annual basis.

UNIVERSITY OF GREENWICH

MSc. in Construction Management and Economics by Distance Learning

INTRODUCTION

The MSc in Construction Management and Economics is an interdisciplinary course offered by the School of Land and Construction Management, Greenwich University in association with the School of Professional & Continuing Education, Hong Kong University.

The MSc course has been developed as a response to the growing demand from construction and property industry firms for professionals capable of strategic thinking and creative response to volatile economic conditions.

Planning and controlling the allocation of resources and the detailed and prescient matching of design and production to the needs of the market for built space are at the very core of the construction and property industries.

This interdisciplinary course forms part of a portfolio of master's courses being offered by the School of Land and Construction Management. The course may be taken over two years part-time.

COURSE STRUCTURE

The course may be taken over two years of part-time study and is built on a course unit accreditation structure. Students will study 4 units each year.

Year 1 (4 Units)

Research Methods
Management Principles
Economics
Construction Economics

Year 2 (4 Units)

Construction Management
Property Development and Finance
Dissertation (2 Units)

The dissertation is a significant feature of the course and is supported by a unit in Year 1 which introduces research methods. An in-depth investigation of a selected theme is presented in a report of 12,000 - 15,000 words.

Attendance at course lectures is required. These lectures will be held at weekends (4 weekends per year), and seminars and tutorials will be held on average once or twice a month on a weekday evening. Each student will be provided with a personal tutor and a fax helpline will be established to deal with subject unit problems.

Although the course is studied on a distance learning basis each unit will comprise a series of introductory lectures by Greenwich University Staff, together with tutorials and seminars offered throughout the programme. Each student will be allocated a personal tutor who will give guidance on written work, assessment and examinations.

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the student's study materials.

Participants on the course will be able to develop their analytical, technical and managerial skills in preparation for active participation in the construction and property industries.

THE AWARD

Each unit of the course is self-contained and credits of individual units will be awarded. A student who successfully completes year 1 of the course will be awarded the Post-graduate Certificate. A student who then proceeds to year 2 and completes the year 2 taught units will be awarded the Post-graduate Diploma. On completion of the Dissertation the student will be awarded the MSc.

METHODS OF ASSESSMENT

The MSc is assessed by way of set Assignments, Case Studies, Weekend School Participation, Examinations and a Dissertation.

THE STAFF

The Staff of Greenwich University involved in the course have a high level of academic expertise and most have professional experience. Some continue to work in industry, which, combined with the high level of consultancy and research activity that exists throughout the School of Land and Construction Management, ensures students are kept up to date with latest developments in practice. The School of Land and Construction Management has close links with Europe and the Far East.

ENTRY REQUIREMENTS

SPACE and the University of Greenwich are looking for applications from well-motivated individuals. A good first degree or Corporate membership of an approved environmental profession is required.

Applications without formal qualifications may be considered in exceptional circumstances.

Students who have covered relevant units at Post-graduate level may apply for exemption from these units.

Students who hold the SPACE, Hong Kong University Diploma in Construction Management and Property Development are eligible to apply for entry to the MSc programme.

Students who hold the SPACE/Department of Surveying Post-graduate Diploma in Construction Project Management may apply for exemption from Year 1 of the course.

COURSE FEES

Each course unit costs HK\$10,000 so that a student enrolling in Year 1 will pay HK\$40,000. Similarly, Year 2 will cost the same.

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

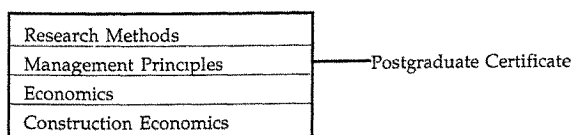
APPLICATIONS

Applications for MSc in Construction Management and Economics are accepted twice per year in Hong Kong (in July - September and in January - March). Applicants may commence their studies in either September or March.

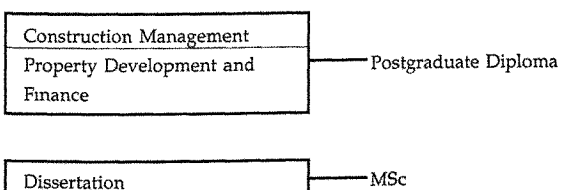
Closing date for applications: no applications can be considered after August 31, 1995.

AWARD STRUCTURE OF GREENWICH UNIVERSITY PROGRAMME IN CONSTRUCTION MANAGEMENT AND ECONOMICS

Year I :



Year II :



UNIVERSITY OF GREENWICH MSc in Property Development and Investment by Distance Learning

INTRODUCTION

The MSc in Property Development and Investment is an interdisciplinary course offered by the School of Land and Construction Management, Greenwich University in association with the School of Professional and Continuing Education, Hong Kong University.

The course is designed for property professionals to extend their knowledge in the development and investment aspects of property. It reflects changes in the profession and in the market place where innovative funding solutions and a flexible approach to investment decisions are required.

Specialists who are experts in their field are becoming an essential and integral part of the property world. The course enables students at graduate or equivalent professional level to develop and extend their knowledge and analytical skills in the context of the property development process and property investment markets so that they are able to play their full part in the decision making processes controlling the production of the built environment.

COURSE STRUCTURE

The course may be taken over two years of part-time study and is built on a flexible course unit accreditation structure. Students will study 4 units each year. The dissertation in Year 2 counts as two units and is a significant feature of the course. It is supported by a unit in Year 1 which introduces research methods. An in-depth investigation of a selected theme is presented in a report of 12,000 - 15,000 words.

Year 1 (4 Units)

Research Methods
Management Principles
Economics
Property Appraisal

Year 2 (4 Units)

Project Management
Property Development and Finance
Dissertation (2 Units)

Attendance at course lectures is required. These lectures will be held at weekends (4 weekends per year), and seminars and tutorials will be held on average once or twice a month on a weekday evening. Each student will be provided with a personal tutor and a fax helpline will be established to deal with subject unit problems.

Although the course is studied on a distance learning basis each unit will comprise a series of introductory lectures by Greenwich University Staff, together with tutorials and seminars offered throughout the programme. Each student

will be allocated a personal tutor who will give guidance on written work, assessment and examinations.

The course teaching approach will include the use of case studies and simulations as well as individual study. This approach permits the integration of knowledge and experience from all students and staff involved. At the end of the course, students will have a better understanding of the property development process and investment markets. With a wide range of the essential skills necessary for the outcome of projects they will also be equipped to tackle the complex problems of today's rapidly changing environment.

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the students' study materials.

THE AWARD

Each unit of the course is self-contained and credits of individual units will be awarded. A student who successfully completes year 1 of the course will be awarded the Post-graduate Certificate. A student who then proceeds to year 2 and completes the year 2 taught units will be awarded the Post-graduate Diploma. On completion of the Dissertation the student will be awarded the MSc.

METHODS OF ASSESSMENT

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

THE STAFF

The Staff of Greenwich University involved in the course have a high level of academic expertise and most have professional experience. Some continue to work in industry, which, combined with the high level of consultancy and research activity that exists throughout the School of Land and Construction Management, ensures students are kept up to date with latest developments in practice. The School of Land and Construction Management has close links with Europe and the Far East.

ENTRY REQUIREMENTS

SPACE and the University of Greenwich are looking for applications from well-motivated individuals. A good first degree or Corporate membership of an approved environmental profession is required.

Applicants without formal qualifications may be considered in exceptional circumstances.

Students who have covered relevant units at Post-graduate level may apply for exemption from these units.

Students who hold the SPACE, Hong Kong University Diploma in Construction Management/Property Development are eligible to apply for entry to the MSc programme.

Students who hold the SPACE/Department of Surveying (HKU) Post-graduate Diploma in Construction Project Management may apply for exemption from Year 1 of the course.

COURSE FEES

Each course unit costs HK\$10,000 so that a student enrolling in Year 1 will pay HK\$40,000. Similarly, Year 2 will cost the same.

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

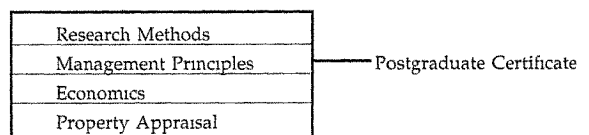
APPLICATIONS

Applications for MSc in Property Development and Investment are accepted twice per year in Hong Kong (in July - September and in January - March). Applicants may commence their studies in either September or March.

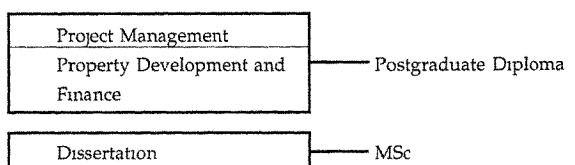
Closing date for applications: no applications can be considered after August 31, 1995.

AWARD STRUCTURE OF GREENWICH UNIVERSITY PROGRAMME IN PROPERTY DEVELOPMENT AND INVESTMENT

Year I :



Year II :



Please write or fax for details of the above Construction Management/Property Development courses to:

Course Co-ordinator
Construction Management/Property Development
Room 1405, 14/F.,
SPACE Town Centre,
Shun Tak Centre,
West Tower,
200 Connaught Road Central, Hong Kong.

Tel : 2857 7166 / 2857 1198
Fax : 2546 0295

CRIMINAL JUSTICE & PUBLIC ORDER

Lecturers in charge: John Holford
Svend Soyland

Telephone: 2859 2415
2540 7430

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 enations 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 prevention and detection, and examinations of polic-

ing 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 Option courses from among the following list. (Normally one in each year of study). The Option courses taught depend on students' preferences and availability of resources.

- (a) Issues in Public Sector Management.
- (b) Society, Law and Order.
- (c) Armed Forced, War and Society.
- (d) Deviance, Punishment and Society.
- (e) Other courses as approved.

DISSERTATION

A dissertation, not exceeding 20,000 words, on an approved subject of the student's choice, must be completed.

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 1996.

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 CNAAC, or its equivalent. Applications are also welcomed from holders of the Diploma or 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.) Applications from candidates without these qualifications but with significant relevant experience are considered on their merits; in these cases, satisfactory performance in a qualifying examination is required.

Applicants may be invited to attend for interview.

Application forms and detailed informations can be obtained by enclosing a \$1.90 stamped self-addressed 7" x 10" envelope from:

The Director (Attention: Ms Emily Chin)
School of Professional and Continuing Education
University of Hong Kong
Pokfulam Road, Hong Kong (Telephone: 2540 7430)

OR in person from:

SPACE Town Centre,
9/F, West Tower, Shun Tak Centre,
200 Connaught Road, Central, Hong Kong

346. Diploma in Criminal Justice

The programme of professional and academic education is 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.

The Diploma 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 degree programme) with a method of gaining entry to professionally-relevant Masters degree programmes. Students who complete the Diploma course successfully are eligible for entry to Masters programmes offered by the Centre for the Study of Public Order, University of Leicester, UK; former students of this programme have also been accepted onto other courses, including the M.Soc.Sc. (Criminology) at the University of Hong Kong.

THE DIPLOMA IN CRIMINAL JUSTICE

The programme lasts for one academic year.

Students normally attend a Lecture on one Monday evening per week, 6.30-9.30p.m., commencing on 25 September 1995; tutorials and seminars are held normally on one further evening fortnightly. There will also be a revision period of intensive evening study. 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 is made up of two modules. Both Module A and Module B consist of five 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 functions of the police, courts, corrections, and other agencies dealing with crime and criminals.

A2: Law and Society

This unit begins by examining the place of criminal law in society, its history and purpose. Particular aspects of the criminal law will be considered. The unit then goes on to explore sociological theories about the development of and need for law in society. It will also examine how and why different kinds of society have different definitions of crime.

A3. Crime and Deviance I: Theoretical Perspectives

This unit is an introduction to basic theories in criminology, and also introduces the student to 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.

A4: Crime and Deviance II: Types of Crime

Many criminological studies have focused on specific types of crimes or offenders. This unit reviews such research, looking at, for example, homicide and assault, robbery, sexual offences, vice, and 'white collar' and organized crime.

A5: 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.

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: Juvenile Justice

Juvenile justice is organized in a very different fashion from 'adult justice', and the problems of juvenile delinquents are often seen to be distinct from those of adult criminals. This unit focuses on the creation of juvenile delinquency as a social problem, the nature of juvenile justice and its administration, and the specific arrangements for juvenile justice in Hong Kong.

B4: 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.

B5: 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 Crime Justice

This non-modular unit offers students an opportunity to explore and discuss a number of current issues, through contributions by guest speakers and others. The precise content varies from course to course.

Study and Writing Skills Unit

The development of writing, drafting and study skills is an essential element of this course. This non-modular unit is designed to help students to develop these vitally important academic skills. Sessions will be held fortnightly throughout the course.

ASSESSMENT

Students are expected to complete an assessed essay on each module, other assignments as required, and to sit two examinations in May or June 1996.

APPLICATIONS AND ADMISSION

No formal qualifications are required to entry to the Diploma 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 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 by enclosing a \$1.90 stamped self-addressed 7" x 10" envelope from:

The Course Director (Attention: Ms Emily Chin)
School of Professional and Continuing Education
University of Hong Kong
Pokfulam Road, Hong Kong (Telephone: 2540 7430)

Places are limited, and early application is strongly advised.

Course Director: Dr. Patricia Gray, Lecturer in Social Work and Social Administration, HKU

Venue : Room 17, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, Hong Kong, and University Main Campus.

Tutors : The course is taught by the course director and other experts in the field.

24 meetings & 12 workshops

Fee : \$10,500

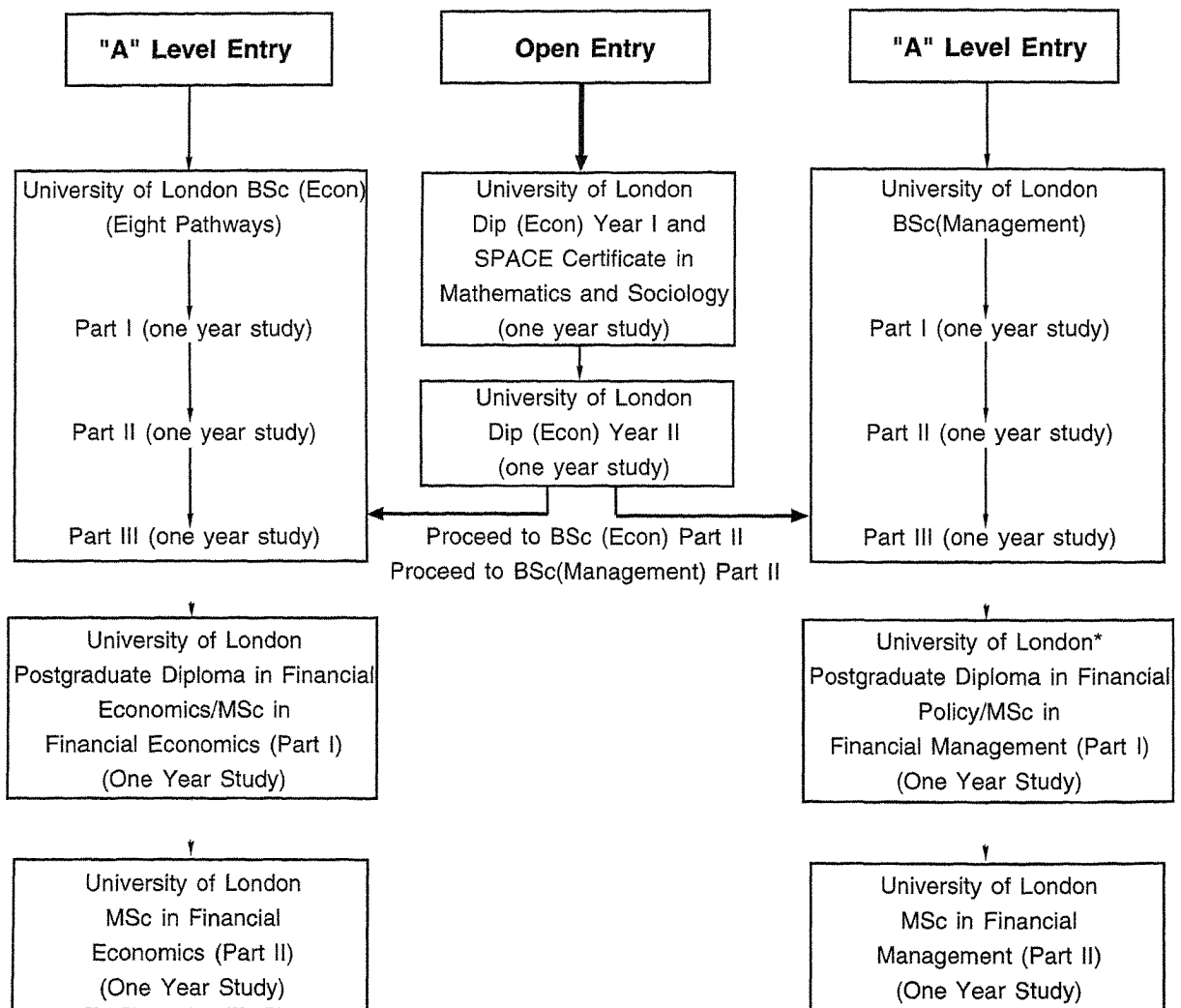
ECONOMICS, MANAGEMENT, BANKING AND FINANCE

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

Telephone : 2859 2783, 2540 8644
2517 7900

UNIVERSITY OF LONDON PROGRAMMES FOR EXTERNAL STUDENTS

Diploma in Economics
BSc (Economics) Degree
BSc (Management) Degree
BSc (Management with Law) Degree +
Postgraduate Diploma in Financial Economics
Postgraduate Diploma in Financial Policy
MSc in Financial Economics
MSc in Financial Management



† Denotes possibility of applying to study these courses subject to admission on the course by the University of London on merits of each case.

* New course to be introduced in Jan/Feb 1996

+ New course to be introduced in Sept/Oct 1995, see page 77

421. The University of London Diploma in Economics for External Students and The University of Hong Kong SPACE Certificate in Mathematics and Sociology [BSc(Econ) Access Programme] [BSc(Management) Access Programme]

Introduction

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

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

Course Structure

First Year(Sept/Oct 95 - May 96) Second Year(Sept/Oct 95- May 96)

Mathematics	Elements of Statistics
Introduction to Sociology	Introduction to Economics
English for Academic Purposes/ Study Skills	English for Academic Purposes/ Study Skills

Entrance Requirements

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

Course Tuition

The course will be taught by a combination of lectures and tutorials, backed up by a series of introductory and revision sessions. Introductory and revision sessions will be conducted by staff members of LSE and lecturers from U.K. universities.

Examinations and Awards

At the end of the First Year students will take the Diploma examinations in Mathematics and Introduction to Sociology; those passing both subjects may proceed to the Second Year of the programme. Students who fail in one subject in the First Year will be credited with the subject that they have passed and may take the referred subject together with Introduction to Economics and Elements of Statistics.

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

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

1. passed the Diploma in Economics examinations in both the subjects Mathematics and Sociology;
2. attended the course satisfactorily (70% of lectures and tutorials);
3. obtained an overall pass grade in the continuous assessments of each subject.

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

International Recognition

Diploma holders may apply to the University of New South Wales, Australia for partial exemption from its BCom and BEcon degrees, and the University of British Columbia, Canada for partial exemption from its BCom degree. In addition, about 15 universities in the UK have agreed to consider holders of the Diploma in Economics for entry into their undergraduate second year. For details, please contact the Director of Studies.

Library Provision and Access

First Year students will be eligible for a borrower's card for access to the University of Hong Kong Library. Second Year students will only be eligible for a reader's card, but may apply for a borrower's card upon payment of an additional fee of HK\$932 which may be revised upwards at a later date. Second Year students who wish to apply for a borrower's card are required to apply to the following, such application to be received at the following address not later than two weeks after commencement of lectures. Your application shall enclose a bank draft or a crossed cheque for the relevant amount made payable to the University of Hong Kong :

Ms. P.C. Ko
School of Professional and Continuing Education
The University of Hong Kong
7/F, Knowles Building, Pokfulam Road, Hong Kong.
Tel no : 2517 7900

Course Personnel

Director of Studies : Ng, J. G. H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Tel: 2859 2783 / 2540 8644

Teaching Consultant: Ho, Y.K., B.Econ(Malaya),
F.C.II.(U.K.)
Tel: 2517 7900

Lecturers:

Introduction to Sociology : Sodusta J., Ph.D.(UCLA)

Mathematics : Lau, Y. L., B.Sc., Ph.D.(H.K.)

Elements of Statistics : Wong, C. M., B.Soc.Sc., M.Phil.(H.K.)

Introduction to Economics: Chan, T. L., B.Soc.Sc.,
M.Soc.Sc.(H.K.)

English for Academic Purposes/Study Skill Co-ordinators:

First Year - Bruce, N.J., M.A.(Aberd.), M.Sc.(Edin.),
Postgr.Cert.Ed.(Aberd.),
Cert.T.E.F.L.(Roy Soc. of Art)

Second Year - Lewkowicz, J., B.A.(Reading),
Dip.Ed.(Exeter), M.A. (Lancaster)

Registration and Fees

The course is expected to commence in September/October 1995. Students must register for the School of Professional and Continuing Education course before embarking on registration with University of London. Applications to the course should be made by **August 12, 1995** and students should complete their University of London registration by **October 13, 1995**. The course fee for First Year is **HK\$9,962**. Students must also pay the University of London registration and examination fees (see below).

University of London Fees and Charges

	GBP (1995/96)
* Initial registration fee	359
Continuing registration fee (All students will be required to pay a continuing registration fee in the second and subsequent years)	113
Examination fee for each part	180

* Applicable only on first registration.

The application form and detailed information on the course will be available in June 1995. They can be obtained by enclosing a \$2.60 stamped self-addressed 7" x 9" 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: 2859 2783 / 2517 7900

2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. Tel. 2547 2225

3. SPACE North Point Study Centre, 14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong Tel. 2570 9266

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

The University of London BSc(Economics)

Introduction

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

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

Courses to be offered in 1995-96 (Sept/Oct 1995 - April/May 1996)

Part I

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

Part II & III

- Microeconomics
- Macroeconomics
- Elements of Accounting and Finance
- Marketing
- The Law of Business Organisations
- Computer Based Information Systems
- Managerial Economics
- Management Mathematics
- Money and Banking
- Management Accounting
- Organisation Theory

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

Course Tuition

Part I courses comprise a series of lectures given by local lecturers. Two months before the examinations, a series of revision lectures will be conducted either by staff members from LSE, lecturers from U.K. Universities or local lecturers.

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

Revision courses for Microeconomics, Macroeconomics, Elements of Accounting and Finance, Marketing, Computer

Based Information Systems, Managerial Economics and Organisation Theory may be organised. If these courses are to take place, they will be taught either by staff members from LSE, lecturers from U.K. Universities or local lecturers in March/April 1996, and a separate fee will be charged for each of these courses.

Library Provision and Access

Students will be eligible for a reader's card for access to the University of Hong Kong Library. To obtain a borrower's card, students will be required to pay an additional fee to be advised later. To apply for a borrower's card, students are required to apply to the following, such application to be received at the following address not later than two weeks after commencement of the lectures. Your application shall enclose a bank draft or a crossed cheque for the relevant amount made payable to the University of Hong Kong:-

Ms. Eva Wong
School of Professional and Continuing Education
The University of Hong Kong
7/F., Knowles Building, Pokfulam Road
Hong Kong Tel: 2540 8644

Office Hours: Monday - Friday 9.30 a.m. - 1.00 p.m.
2.00 p.m. - 5.00 p.m.
Saturday 9.30 a.m. - 1.00 p.m.

Tuition Fees

The tuition fee per subject is **HK\$2,310**. Students who wish to take the University of London examinations must also pay the University of London registration and examination fees (see below).

Please note that fees paid for SPACE tuition courses are not refundable regardless of whether students have or have not been offered a place to study on the University of London course.

The University of London Fees and Charges

	<u>GBP</u>	
	(1994-95)	(1995-96)
Application handling fee	36	36
*Initial registration fee	359	359
Continuing registration fee	109	113
<i>All students will be required to pay a continuing registration fee in the second and subsequent years.</i>		
Examination fee for each part	272	281

* Applicable only on first registration.

Entrance Requirements

SPACE Preparatory Courses:

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

Admission to the degree programme (The University of London Registration):

- To be admitted to the BSc(Economics) degree programme (The University of London Registration), you have to be able to satisfy the following O and A level requirements, or their equivalent:

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

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

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

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

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

Application for SPACE tuition courses:

1. The tuition courses offered by SPACE are expected to commence in **September/October 1995**.
2. Those who wish to register for SPACE's tuition courses are advised to apply for the courses by **Friday, September 1, 1995**.
3. Completed application forms shall be sent to the Director, School of Professional and Continuing Education, University of Hong Kong. Application forms are available on request and should be sent together with the appropriate fee either in the form of a crossed cheque or bank draft made payable to the **University of Hong Kong**. Please use one application form and submit one crossed cheque or bank draft for each course you apply. Photocopied application forms are also acceptable.

4. Enquiries on the courses should be directed to :

Director of Studies: Ng, J.G.H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Tel: 2859 2783 2540 8644

Teaching Consultant: Ho, Y.K., B.Econ (Malaya),
F.C.I.I (U.K.)
Tel: 2517 7900

5. Application forms and detailed information on the tuition courses will be available in June 1995. They can be obtained by enclosing a \$2.60 stamped self-addressed 7" x 9" 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: 2540 8644 | 2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong
Tel 2547 2225 |
| 3 SPACE North Point Study Centre, 14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong.
Tel 2570 9266 | |

Note : Please bring with you your tuition course fee receipt when you attend the lectures. There will be staff checking the attendance against receipts. Students will not be admitted without producing the original receipt.

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

The University of London Registration:

1. New registrations for the University of London Programmes will be dealt with by the School of Professional and Continuing Education of the University of Hong Kong.

Application forms and prospectuses are available from:
SPACE Town Centre,
Suite 1005, Shun Tak Centre,
West Tower, 10/F., 200 Connaught Road Central,
Hong Kong (Tel: 2559 7628)

(Registration Time:
Monday-Friday: 9.30 a.m. - 12.00 noon
1.00 p.m. - 4.30 p.m.
Saturday: 9.30 a.m. - 12.00 noon)

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

2. Enquiries on the University of London Registrations should be directed to: **Tel: 2559 7628**

3. Those who wish to take the University of London examinations in May/June 1996 are advised to apply for registration with the University of London by **Friday, July 28, 1995** although the latest official registration application date is September 17, 1995.

4. Students who are eligible for admission to the degree programme should complete their degree registration by **November 30, 1995**.

5. Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. A longer processing time is required for these applications so applicants are strongly advised to submit their applications as early as possible.

6. A **University of London Open Day** will be held on **July 22, 1995** in the SPACE Town Centre. The Lecturer in charge from SPACE will introduce the BSc(Economics) degree programme and the preparatory courses.

The University of London BSc(Management)

Introduction

These are a series of courses designed to help candidates prepare for Part I and Part II of the BSc(Management) examinations. The BSc(Management) degree has replaced Pathway IV (Management Studies) of the BSc(Economics) degree with effect from September 1, 1994.

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

Courses to be offered in 1995-96 (Sept/Oct 1995 - April/May 1996)

Part I

- Introduction to Economics
- Introduction to Sociology
- Introduction to Management
- Quantitative Methods

Part II

- Elements of Accounting & Finance
- Marketing
- The Law of Business Organisations
- Computer Based Information Systems
- Managerial Economics
- Management Mathematics

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

Course Structure

Students who wish to register for the University of London BSc(Management) examinations shall take the following 3 Parts route:-

BSc(Management)**PART I****Compulsory Papers**

Introduction to Economics
 Introduction to Sociology
 Introduction to Management
 Quantitative Methods

PART II**Compulsory Papers**

Elements of Accounting & Finance
 Managerial Economics
 Introduction to Management
 (if not taken at Part I) OR
 One Optional Paper from:
 The Law of Business Organisations
 Production & Operations Management
 Marketing
 Computer Based Information Systems
 Human Resource Management
 Management Mathematics

One Optional Paper from:

The Law of Business Organisations
 Production & Operations Management
 Marketing
 Computer Based Information Systems
 Human Resource Management
 Management Mathematics

PART III**Compulsory Papers**

Organisation Theory OR
 Strategic Management
 Management: International & Comparative
 Perspectives

One Optional Paper from the list at Part II above OR from the list below

Management Science Methods
 Organisation Theory
 Financial Management
 Strategic Management
 Elements of Social and Applied Psychology

One Paper from the Full Syllabus List*

* See London University External Programme BSc(Economics)/ BSc(Management) Prospectus.

Course Tuition

Part I courses comprise a series of lectures conducted by local lecturers. Two months before the examinations, a series of revision lectures will be conducted, either by staff members of LSE, lecturers from U.K. Universities or local lecturers.

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

Revision courses for Elements of Accounting & Finance, Managerial Economics, Marketing and Computer Based Information Systems may be organised. If these courses are to take place, they will be taught either by staff members from LSE, lecturers from U.K. Universities or local lecturers in March/April 1996, and a separate fee will be charged for each of these courses.

Library Provision and Access

Students will be eligible for a reader's card for access to the University of Hong Kong Library. To obtain a borrower's card, students will be required to pay an additional fee to be advised later. To apply for a borrower's card, students are required to apply to the following, such application to be received at the following address not later than two weeks after commencement of the lectures. Your application shall enclose a bank draft or a crossed cheque for the relevant amount made payable to the University of Hong Kong:-

Ms. Eva Wong
 School of Professional and Continuing Education
 The University of Hong Kong
 7/F., Knowles Building, Pokfulam Road,
 Hong Kong Tel: 2540 8644

Office Hours:

Monday - Friday 9.30 a.m. - 1.00 p.m.
 2.00 p.m. - 5.00 p.m.
 Saturday 9.30 a.m. - 1.00 p.m.

Tuition Fees

The tuition fee per subject is **HK\$2,310**. Students who wish to take the University of London examinations must also pay the University of London registration and examination fees (see below).

Please note that fees paid for SPACE tuition courses are not refundable regardless of whether students have or have not been offered a place to study on the University of London course.

The University of London Fees and Charges

	<u>GBP</u>	
	(1994-95)	(1995-96)
Application handling fee	36	36
* Initial registration fee	359	359
Continuing registration fee	109	113
<i>All students will be required to pay a continuing registration fee in the second and subsequent years.</i>		
Examination fee for each part	272	281

* Applicable only on first registration.

Entrance Requirements

SPACE Preparatory Courses

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

Admission to the degree programme (The University of London Registration)

- To be admitted to the BSc(Management) degree programme (The University of London Registration), you must be at least 17 years old and have to be able to satisfy the following O and A level requirements, or their equivalent:

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

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

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

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

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

Application for SPACE tuition courses:

1. The tuition courses offered by SPACE are expected to commence in **September/October 1995**.
2. Those who wish to register for SPACE's tuition courses are advised to apply for the courses by **Friday, September 1, 1995**.
3. Completed application forms shall be sent to the Director, School of Professional and Continuing Education, University of Hong Kong. Application forms are available on request and should be sent together with the appropriate fee either in the form of a crossed cheque or bank draft made payable to the **University of Hong Kong**. Please use one application form and submit one crossed cheque or bank draft for each course you apply. Photocopied application forms are also acceptable.

4. Enquiries on the courses should be directed to :

Director of Studies : Ng, J.G.H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed (H.K.)
Tel: 2859 2783 / 2540 8644

Teaching Consultant . Ho, Y.K., B.Econ (Malaya),
F.C.I.I (U.K.)
Tel: 2517 7900

5. Application forms and detailed information on the tuition courses will be available in June 1995. They can be obtained by enclosing a \$2.60 stamped self-addressed 7" x 9" 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 2540 8644 | 2 SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong
Tel 2547 2225 |
| 3 SPACE North Point Study Centre, 14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong
Tel 2570 9266 | |

Note : Please bring with you your tuition course fee receipt when you attend the lectures. There will be staff checking the attendance against receipts. Students will not be admitted without producing the original receipt.

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

The University of London Registration:

1. New registrations for the University of London Programmes will be dealt with by the School of Professional and Continuing Education of the University of Hong Kong.

Application forms and prospectuses are available from:
SPACE Town Centre,
Suite 1005, Shun Tak Centre,
West Tower, 10/F., 200 Connaught Road Central,
Hong Kong (Tel: 2559 7628)

(Registration Time:

Monday-Friday : 9.30 a.m. - 12.00 noon
1.00 p.m. - 4.30 p.m.

Saturday : 9.30 a.m. - 12.00 noon)

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

2. Enquiries on the University of London Registrations should be directed to: **Tel: 2559 7628**
3. Those who wish to take the University of London examinations in May/June 1996 are advised to apply for registration with the University of London by **Friday**.

July 28, 1995 although the latest official registration application date is September 17, 1995.

4. Students who are eligible for admission to the degree programme should complete their degree registration by November 30, 1995.
5. Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. A longer processing time is required for these applications so applicants are strongly advised to submit their applications as early as possible.
6. A **University of London Open Day** will be held on **July 22, 1995** in the SPACE Town Centre. The Lecturer in charge from SPACE will introduce the BSc (Management) degree programme and the preparatory courses

The University of London BSc(Economics) and BSc(Management) Revision Courses

Revision courses for the following Part II/III subjects of the University of London BSc(Econ) and BSc(Management) degree programmes will be taught in March/April, 1996 either by staff members from LSE, lecturers from U.K. Universities or local lecturers.

Microeconomics (L.U. Syllabus No. 66)

Macroeconomics (L.U. Syllabus No. 65)

Elements of Accounting and Finance (L.U. Syllabus No. 19)

Marketing (L.U. Syllabus No. 36)

Computer Based Information Systems (L.U. Syllabus No. 37)

Managerial Economics (L.U. Syllabus No. 28)

Organisation Theory (L.U. Syllabus No. 33)

Please write in for details enclosing a \$2.60 stamped self-addressed envelope.

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.

The University of London BSc(Management with Law)

Introduction

The University of London BSc(Management with Law) is a new degree introduced in 1995. Commencing from Sept/Oct 1995, SPACE will offer tuition for all the compulsory courses of Part I of this degree. The tuition for this series of five courses are designed to help candidates prepare for Part I of the three parts BSc(Management with Law) degree examinations. The lead college responsible for the academic development of this degree is the London School of Economics.

The BSc(Management with Law) degree intellectually demands studies in a combination of two disparate academic disciplines, namely Law and Management. These five courses are also relevant for students studying towards the academic stage of the legal training requirements of the Law Society and Bar of England and Wales. They are also relevant for students who are interested in studies on social science theory and practice, as well as issues in international management.

Courses to be offered in 1995-96 (Sept/Oct 1995 - April/May 1996)

Part I

- Legal Methods and Institutions
- Law of Obligations I
- Public Law
- Introduction to Economics
- Introduction to Management

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

Course Structure

Students who wish to register for the University of London BSc(Management with Law) degree examinations shall take the following 3 Parts route:-

**In order to receive the next
issue of this Prospectus,
please turn to page 119.**

如欲收到下期課程手冊，請翻閱第119頁。



BSc(Management with Law)

PART I

5 Compulsory Papers	
Section A : Law	æ
* Legal Methods and Institutions	1/6
* Law of Obligations I	1/6
* Public Law	1/6
Section B : Management	
Introduction to Economics	1/4
Introduction to Management	1/4

PART II

2 Compulsory Papers	
<i>Law</i>	æ
Agency and Commercial Law	1/4
<i>Management</i>	
Elements of Accounting & Finance	1/4
+	
EITHER	
Section A : three Law Optional Papers	
OR	
Section B : two Management Optional Papers	
<i>Section A . Law</i> (choose three)	æ
* Law of Obligations II	1/6
* Principles of Criminal Law	1/6
* Equity and Trusts	1/6
* Law of Property	1/6
Employment Law	1/6
Law of Taxation	1/6
Industrial and Intellectual Property	1/6
<i>Section B : Management</i> (choose two)	æ
Human Resource Management	1/4
Introduction to Sociology	1/4
Computer-based Information Systems	1/4
Marketing	1/4
Introduction to International Relations	1/4
Introduction to Politics	1/4

PART III

Compulsory Paper	
<i>Section A: Law</i>	æ
Law of Business Organisations	1/6
+	
Two Optional Papers, not already taken, from the Section A: Law list at Part II	
+	
Compulsory Papers	
<i>Section B: Management</i>	æ
Organisation Theory	1/4
OR	
Strategic Management	1/4
Management: an International and Comparative Perspective	1/4

* Those students who successfully complete all these papers satisfy the academic stage of the legal training requirements of

the Law Society and Bar of England and Wales They will also be guaranteed a place on the SPACE P C LL programme

æ weighting of each paper within each Part of the degree

Course Tuition

Part I courses comprise a series of lectures which will be conducted by either U.K. lecturers or local lecturers. One/ two months before the examinations, a series of revision lectures will be conducted, either by staff members of LSE, lecturers from U.K. Universities or local lecturers.

Library Provision and Access

Students will be eligible for a reader's card for access to the University of Hong Kong Library. To obtain a borrower's card, students will be required to pay an additional fee to be advised later. To apply for a borrower's card, students are required to apply to the following, such application to be received at the following address not later than two weeks after commencement of the lectures. Your application shall enclose a bank draft or a crossed cheque for the relevant amount made payable to the University of Hong Kong:-

Ms. Eva Wong
School of Professional and Continuing Education
The University of Hong Kong
7/F., Knowles Building, Pokfulam Road
Hong Kong Tel: 2540 8644

Office Hours:
Monday - Friday 9.30 a.m. - 1.00 p.m.
2.00 p.m. - 5.00 p.m.
Saturday 9.30 a.m. - 1.00 p.m.

Tuition Fees

The tuition fee for each Law subject is **HK\$3,200** which includes the cost of course materials and the revision course, and for each Management subject is **HK\$2,310** which includes the cost of the revision lectures. Students who wish to take the University of London examinations must also pay the University of London registration and examination fees (see below).

Please note that fees paid for SPACE tuition courses are not refundable regardless of whether students have or have not been offered a place to study on the University of London course.

The University of London Fees and Charges

	GBP	
	(1994-95)	(1995-96)
Application handling fee	36	36
*Initial registration fee	359	359
Continuing registration fee	109	113
<i>All students will be required to pay a continuing registration fee in the second and subsequent years.</i>		
Examination fee for each part	272	281

* Applicable only on first registration.

Entrance Requirements

SPACE Preparatory Courses:

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

Admission to the degree programme (the University of London Registration):

- To be admitted to the BSc(Management with Law) degree programme (the University of London Registration), you must be at least 17 years old and have to be able to satisfy the following:-
 - (A) passes in five approved subjects in the GCE Examination of which two must be passed at Advanced Level or
 - passes in four approved subjects in the GCE Examination of which three must be passed at Advanced Level
 - (B) a pass in an approved Mathematical subject at a standard at least equivalent to Grade C at the GCSE/ GCE 'O' level examination.
 - (C) proof of competence in English

Application for SPACE tuition courses:

1. The tuition courses offered by SPACE are expected to commence in **September/October 1995**.
2. Those who wish to register for SPACE's tuition courses are advised to apply for the courses by **Friday, September 1, 1995**.
3. Completed application forms shall be sent to the Director, School of Professional and Continuing Education, University of Hong Kong. Application forms are available on request and should be sent together with the appropriate fee either in the form of a crossed cheque or bank draft made payable to the **University of Hong Kong**. Please use one application form and submit one crossed cheque or bank draft for each course you apply. Photocopied application forms are also acceptable.
4. Enquiries on the courses should be directed to :

Director of Studies : Ng, J.G.H., B.A. (Simon Fraser), (Management M.Soc.Sc., P.C.Ed.(H.K.) subjects) Tel: 2859 2783 / 2540 8644

Director of Studies : Michael J. Fisher, LL.B. Manc., (Law subjects) M.A. Brunel, Cert.Ed. Manc., Barrister-at-Law Gray's Inn Tel: 2857 1198
5. Application forms and detailed information on the tuition courses will be available in June 1995. They can be obtained by enclosing a \$2.60 stamped self-addressed 7" x 9" envelope or in person from:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1 School of Professional and Continuing Education, University of Hong Kong, G/F, University Mair Bldg, Pokfulam Road, Hong Kong Tel 2540 8644 3 SPACE North Point Study Centre 14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong Tel 2570 9266 | <ol style="list-style-type: none"> 2 SPACE Town Centre Shun Tak Centre, West Tower, 9 F 200 Connaught Road Central, Hong Kong Tel 2547 2225 |
|---|--|

Note : Please bring with you your tuition course fee receipt when you attend the lectures. There will be staff checking the attendance against receipts. Students will not be admitted without producing the original receipt.

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

The University of London Registration:

1. New registrations for the University of London Programmes will be dealt with by the School of Professional and Continuing Education of the University of Hong Kong.

Application forms and prospectuses are available from:
SPACE Town Centre,
Suite 1005, Shun Tak Centre,
West Tower, 10/F., 200 Connaught Road Central,
Hong Kong (Tel: 2559 7628)

(Registration Time:
Monday-Friday : 9.30 a.m. - 12.00 noon
1.00 p.m. - 4.30 p.m.
Saturday : 9.30 a.m. - 12.00 noon)

Applicants may also write in for detailed prospectuses enclosing a \$4.5 stamped self-addressed envelope. All correspondences must be marked **the University of London Applications**.
2. Enquiries on the University of London Registrations should be directed to: **Tel: 2559 7628**
3. Those who wish to take The University of London examinations in May/June 1996 are advised to apply for registration with the University of London by **Friday, July 28, 1995** although the latest official registration application date is September 17, 1995.
4. Students who are eligible for admission to the degree programme should complete their degree registration by **November 30, 1995**.
5. Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. A longer processing time is required for these applications so applicants are strongly advised to submit their applications as early as possible.
6. A **University of London Open Day** will be held on **July 22, 1995** in the SPACE Town Centre. The Lecturers in charge from SPACE will introduce the BSc(Management with Law) degree programme and the preparatory courses.

423. The University of London Centre for International Education in Economics School of Oriental and African Studies MSc in Financial Economics Postgraduate Diploma in Financial Economics

I. Introduction

SPACE offers two postgraduate distance learning programmes in financial economics leading to the University of London MSc in Financial Economics degree and the Postgraduate Diploma in Financial Economics. These two programmes are designed and produced by the Centre for International Education in Economics (CIEE) of the School of Oriental and African Studies, The University of London. SPACE will organise the registration and a programme of tutorials to prepare students for the examinations.

Participants of these two programmes may initially register for either the Diploma in Financial Economics or the MSc in Financial Economics degree, depending on their ability to meet the entrance requirements. The MSc degree is designed for students who already have an undergraduate degree which includes thorough training in economics. The MSc degree may be completed in a minimum of two years and a maximum of five years.

The Diploma in Financial Economics is designed for students who want the option of completing a shorter programme as the Diploma can be obtained in one year. Alternatively, if a Diploma holder obtains a grade equivalent to the passing marks of the MSc Part I examinations, he will be entitled to transfer to study Part II of the MSc degree programme in the second year.

Should the student then pass Part II of the MSc programme, his Diploma certificate will be replaced by the MSc degree. However, should he not pass the MSc Part II he will be allowed to retain his Diploma certificate obtained in his first year of study.

II. Distance Teaching Support

These two University of London programmes are innovative postgraduate programmes covering the disciplines on economics, finance and development. They are specially designed for external students and are based on distance learning modes.

Lectures are conducted through audio and video cassettes and printed study texts. Each student will be assigned a tutor from the U.K. who will aid and monitor students' progress through the programme by commenting in considerable detail on their assignment work, as well as grading it. Support staff from CIEE are also available to give assistance to individual students via telephone and fax communication. SPACE will provide the administrative support services such as registering students and receipt and despatch of students' assignments to the U.K. tutors for marking.

In addition to these arrangements, face-to-face teaching which includes the following will also be provided:

	Postgraduate		MSc	
	Diploma	Pt. I	Pt. II	Total
(a) Face-to-face local tutorials contact hours	72	72	48	120
(b) Face-to-face U.K. lecturers revision contact hours	24	24	18	42

III. Course Structure

The MSc and Diploma programmes broadly cover the principles and applications of financial economics and financial policy. To graduate, students studying the MSc degree are required to perform satisfactorily in the assignments and examinations of four compulsory courses in Part I, to be followed by satisfactory performance in the assignments and examinations in a choice of 3 further courses in Part II. Students studying the Diploma programme are required to perform satisfactorily in the assignments and examinations of four compulsory courses, these being courses common to Part I of the MSc programme. The four MSc Part I and Diploma compulsory courses to be offered in 1996 are:

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

The courses from which you are likely to be able to choose in 1997 to complete the MSc Part II are:

Two compulsory courses

- Macroeconomic Policy and Stabilization Programmes
- Exchange Rates and International Finance

And one option from the following:

- Development Finance Principles and Experience
- Investment and Project Appraisal
- Econometric Analysis and Applications

IV. Course Materials and Assessments

The learning materials are carefully designed by experts in the field of distance learning. For each course, the students will receive a package of study materials including some of the following:

- specially written course units
- all necessary textbooks
- published articles
- audio cassette exercises
- computer software
- video cassette lectures (this item will be separately billed from the course fees)

Each course in the MSc and Diploma programmes is assessed both by a final examination and by 'continuous assessment' of course assignments which are graded and extensively commented upon by experienced distance learning tutors from the U.K. Each component of the course - the examination and the course assignments - respectively counts for 60% and 40% of the students' final assessment grade, and both must normally be passed for successful course completion.

V. Entrance Requirements

To be admitted either into the Diploma or MSc programmes, applicants must hold a Bachelor's degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance, Business or related studies. Applicants with appropriate professional qualifications which include economics studies may also be considered. In all cases, the selection of applicants will be done by CIEE on the merits of each case.

VI. Application Procedures and Fees

Local tutorials for both programmes are expected to commence in January/February 1996. Course fees for the 2 parts MSc programme are payable over two years to reflect the varying number of courses taken between the first and second year. The course fees for 1996 intakes for both the MSc and the Diploma programmes are:

1996 intake

- MSc programme (2 years)

1996 Part I	GBP4,396
1997 Part II	GBP2,671
<hr/>	
Both Parts	GBP7,067

- Diploma programme (1 year)

1996	GBP4,123
1997 (If progress to MSc Part II)	GBP2,944
<hr/>	
Total for Diploma student successfully progressing to MSc Part II	GBP7,067

The course fee includes the University of London registration and external examination fees, course materials and local tuition fees. The costs of duplicating video cassettes and other administrative expenses of an extraordinary

nature will be billed separately when the need arises. Students will also be required to pay an additional sum directly to the Hong Kong Examinations Authority in respect of the local processing fee for taking the external examinations.

All applicants are required to complete and return the "University of London MSc in Financial Economics / Postgraduate Diploma in Financial Economics" application form not later than the following dates to:-

The University of London External Student Registration
SPACE Town Centre
Room 1004-5, Shun Tak Centre
West Tower, 10/F.
200 Connaught Road Central, Hong Kong
(Tel: 2559 7628)

Closing date for first batch : October 21, 1995

Closing date for second batch: November 25, 1995

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: 2859 2783, 2540 8644

Teaching Consultant : Ho, Y.K., B.Econ (Malaya),
F.C.I.I. (U.K.)
Tel: 2517 7900

The application form and detailed information on the MSc / Postgraduate Diploma course can be obtained by enclosing a \$2.6 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 2859 2783 / 2540 8644
- 2 SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong
Tel 2547 2225
3. SPACE North Point Study Centre, 14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong
Tel: 2570 9266

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

Acceptance on to the course is at the discretion of the Centre for International Education in Economics.

424. The University of London Centre for International Education in Economics School of Oriental and African Studies MSc in Financial Management Postgraduate Diploma in Financial Policy

I. Introduction

Commencing from 1996, SPACE will offer two new postgraduate distance learning programmes in conjunction with the Centre for International Education in Economics (CIEE) of the School of Oriental and African Studies, the University of London. These two new programmes are studies in financial management, one leading to the award of the University of London MSc in Financial Management degree, and the other leading to the Postgraduate Diploma in Financial Policy. These two programmes are designed and produced by the CIEE while SPACE will organise the registration and a programme of tutorials to prepare students for the examinations. As distinct from the MSc and Diploma in Financial Economics programmes (Course No. 423), both of which teach students the principles underlying financial policy and the application of financial economics for economic policy analysis; the above two new programmes teach students the principles and techniques of financial management, covering areas in investment and project appraisal, management of funds and portfolios and debt and equity handling.

Participants of these two programmes may initially register for either the Diploma in Financial Policy or the MSc in Financial Management degree, depending on their ability to meet the entrance requirements. The MSc degree is designed for students who already have an undergraduate degree which includes thorough training in economics. The MSc degree may be completed in a minimum of two years and a maximum of five years.

The Diploma in Financial Policy is designed for students who want the option of completing a shorter programme as the Diploma can be obtained in one year. Alternatively, if a Diploma holder obtains a grade equivalent to the passing marks of the MSc Part I examinations, he will be entitled to transfer to study Part II of the MSc degree programme in the second year. Should the student then pass Part II of the MSc programme, his Diploma certificate will be replaced by the MSc degree. However, should he not pass the MSc Part II he will be allowed to retain his Diploma certificate obtained in his first year of study.

II. Distance Teaching Support

These two University of London programmes are innovative postgraduate programmes covering the disciplines on economics, management and finance. They are specially designed for external students and are based on distance learning modes.

Lectures are conducted through audio and video cassettes and printed study texts. Each student will be assigned a tutor from the U.K. who will aid and monitor students' progress through the programme by commenting in considerable detail on their assignment work, as well as grading it. Support staff from CIEE are also available to give assistance to individual students via telephone and fax communication. SPACE will provide the administrative support services such as registering students and receipt and despatch of students' assignments to the U.K. tutors for marking.

In addition to these arrangements, face-to-face teaching which includes the following will also be provided:

	Postgraduate Diploma	MSc		Total
		Pt. I	Pt. II	
(a) Face-to-face local tutorials contact hours	72	72	48	120
(b) Face-to-face U.K. lecturers revision contact hours	24	24	18	42

III. Course Structure

The MSc and Diploma programmes broadly cover the principles and techniques of financial management. To graduate, students studying the MSc degree are required to perform satisfactorily in the assignments and examinations of four compulsory courses in Part I, to be followed by satisfactory performance in the assignments and examinations in a choice of 3 further courses in Part II. Students studying the Diploma programme are required to perform satisfactorily in the assignments and examinations of four compulsory courses, these being courses common to Part I of the MSc programme. The four MSc Part I and Diploma compulsory courses to be offered in 1996 are:

- Macroeconomic Models and Policy
- International Finance
- Banking and Finance
- Quantitative Methods for Financial Management

The three courses from which you are likely to be able to choose in 1997 to complete the MSc Part II are:

- International Trade Finance
- Corporate Finance
- Bank Financial Management
- Portfolio Analysis and Derivatives
- Investment and Project Appraisal

IV. Course Materials and Assessments

The learning materials are carefully designed by experts in the field of distance learning. For each course, the students will receive a package of study materials including some of the following:

- specially written course units
- all necessary textbooks
- published articles
- audio cassette exercises
- computer software
- video cassette lectures (this item will be separately billed from the course fees)

Each course in the MSc and Diploma programmes is assessed both by a final examination and by 'continuous assessment' of course assignments which are graded and extensively commented upon by experienced distance learning tutors from the U.K. Each component of the course - the examination and the course assignments - respectively counts for 60% and 40% of the students' final assessment grade, and both must normally be passed for successful course completion.

V. Entrance Requirements

To be admitted either into the Diploma or MSc programmes, applicants must hold a Bachelor's degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance, Business or related studies. Applicants with appropriate professional qualifications which include economics studies may also be considered. In all cases, the selection of applicants will be done by CIEE on the merits of each case.

VI. Application Procedures and Fees

Local tutorials for both the Diploma and the MSc Part I programmes are expected to commence in January/February 1996. Course fees for the 2 parts MSc programme are payable over two years to reflect the varying number of courses to be taken between the first and second year. The course fees for the 1996 intakes for both the MSc and the Diploma programmes are:

1996 intake

• MSc programme (2 years)	
1996 Part I	GBP4,396
1997 Part II	GBP2,671
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Both Parts	GBP7,067
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• Diploma programme (1 year)	
1996	GBP4,123
1997 (If progress to MSc Part II)	GBP2,944
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Total for Diploma student successfully progressing to MSc Part II	GBP7,067

The course fee includes the University of London registration and external examination fees, course materials and local tuition fees. The costs of duplicating video cassettes and other administrative expenses of an extraordinary nature will be billed separately when the need arises. Students will also be required to pay an additional sum directly to the Hong Kong Examinations Authority in respect of the local processing fee for taking the external examinations.

All applicants are required to complete and return the "University of London MSc in Financial Management / Postgraduate Diploma in Financial Policy" application form not later than the following dates to:-

The University of London External Student Registration
SPACE Town Centre
Room 1004-5, Shun Tak Centre
West Tower, 10/F.
200 Connaught Road Central, Hong Kong
(Tel: 2559 7628)

Closing date for first batch : October 21, 1995
Closing date for second batch: November 25, 1995

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: 2859 2783, 2540 8644

Teaching Consultant : Ho, Y.K., B.Econ (Malaya),
F.C.I.I. (U.K.)
Tel: 2517 7900

The application form and detailed information on the MSc and the Postgraduate Diploma programmes can be obtained by enclosing a \$2.6 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 2859 2783 / 2540 8644
2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. Tel 2547 2225
3. SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong. Tel: 2570 9266

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

Acceptance on to the course is at the discretion of the Centre for International Education in Economics.

425. Certificate Course in Supervisory Management

Introduction:

This is a distance learning programme, with support tutorials, developed in conjunction with the Management Development Centre of Hong Kong. The course is offered for junior supervisors and managers currently working in industry, commerce, government, the professions and banking who are practising management without a formalized training in managerial skills.

Course Content:

In view of the distinctive nature of distance learning, this course will have a format which is radically different from the traditional SPACE short course or certificate programme. At the beginning of the course all students will be issued with five books and five videotapes, all developed in Hong Kong and written in the context of the local situation. Subjects to be covered in this material include: setting objectives, planning, control, organizing, work scheduling, time management, leadership, conducting negotiations, communications, motivation, speaking and listening, conducting meetings, letters and reports, innovation and change, decision-making, the assessment of performance and managerial roles.

Also included in the written material will be illustrative case studies and self-assessment exercises. The videotapes (VHS format) will be issued individually and will illustrate managerial situations, problems and opportunities. Tutorials to supplement the distance learning process will take place at intervals in groups to be arranged.

Entry Requirements:

No formal entry qualifications will be required but all candidates must demonstrate a verbal and written fluency in English, which is the primary language of the course. Cantonese will be used in a supplementary sense in the tutorials. All applicants must be fluent in spoken Cantonese.

Venue:

A number of tutorials will be conducted at 1.30 p.m. and 3.45 p.m. by arrangement in Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong commencing Saturday, September 23, 1995.

Assessment:

Assessment of students' progress will be by coursework tests undertaken by the distance learning mode and reviewed by tutors in the tutorials.

Fee: \$4,215 (including all materials)

Application:

A special application form is obtainable from Ms Jennifer Ng, School of Professional and Continuing Education, The University of Hong Kong, by not later than Sept. 15, 1995.

For enquiry: Please call Polly Kwok at 2859-2785.

Short Courses in Economics, Management, Banking and Finance

Course No. 426-440 (Tel: 2859 2783)

Course No. 441-477 (Tel: 2859 2785)

426. Import and Export Banking

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

Tutor : William Chan, B.Soc.Sc. (C.U.H.K.), Professional Dip. in Law (Peking), A.H.K.I.B., A.C.I.B., Dip.F.S.

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

Date : Saturdays, 2.15-5.15 p.m., commencing September 16, 1995

8 meetings

Fee : \$720

Medium of Instruction: Cantonese supplemented with English

427. Bank Lending and Credit Analysis

This course is designed for banking staff members who need a comprehensive knowledge of bank lending and credit analysis. Topics include: principles of good lending, securities for bank lending, ratio analysis, funds flow analysis, management accounting, cash flow analysis and maintenance of facilities.

Banking staff working in credit department or other departments with 2 years or more experience are preferred.

Tutor : Chiao Li, B.A.(Nat.Taiwan), M.B.A.(Illinois)

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

Date : Tuesdays, 6.45-9.45 p.m., commencing September 12, 1995

6 meetings

Fee : \$540

Medium of Instruction: Cantonese supplemented with English

428. 押匯信用狀實務操作 (Documentary Credits Operations)

本課程為初任職於出入口貿易公司及銀行押匯部從業員而設。內容包括押匯信用狀的用途及操作過程；信用狀須附的單據；信用狀之開立、修改及通知；審核押匯信用狀的依附文件；信用狀的償款方法及特殊信用狀的操作過程等。

主 講 人：黎國鴻先生 B.Soc.Sc.(H.K.) M.B.A.(York), A.C.I.B.
地 點：香港大學專業進修學院市區中心21室（信德中心西翼九樓）
時 間：一九九五年十一月六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：三百六十元（共四講）

429. 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, 6.55-9.40 p.m., commencing September 14, 1995

8 meetings Fee : \$660

Medium of Instruction: Cantonese supplemented with English

430. 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, Money market, Monetary system, ECU, Eurodollars, Asian dollars, Monetary theories and policies, Profitable investment techniques, Hedging and Arbitrage on FX and interest rates, Technical analysis, Specific analytical tools, Stochastic analysis, Financial futures, Currency option, Portfolio management.

Tutor : Roland C. C. Lam, B.A. (York)

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

Date : Mondays, 7.45-9.45 p.m., commencing September 11, 1995

10 meetings

Fee : \$600

Medium of Instruction: Cantonese supplemented with English

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. 431
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.

For course no. 432
Roland C. C. Lam, B.A. (York)

431.

Venue : Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Mondays, 6.55-9.55 p.m., commencing September 11, 1995

432.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong
Date : Thursdays, 6.45-9.45 p.m., commencing November 23, 1995

6 meetings

Fee : \$540

Medium of Instruction: Cantonese supplemented with English

433. 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：香港灣仔港灣道六至八號瑞安中心407A室
時 間：一九九五年九月十二日起每星期二下午六時三十分至八時十五分
全期學費：三百七十元（共七講）

434. 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：香港灣仔港灣道六至八號瑞安中心407A室
時 間：一九九五年十一月十四日起每星期二下午六時三十分至八時十五分
全期學費：三百一十五元（共六講）

435. Equity Analysis

This course is designed suitably for the Investment Analysts, Fund 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, B.A.(York)

Venue : Room 3, SPACE North Point Study Centre, 14/F.,
Fortress Tower, 250 King's Road, North Point,
Hong Kong

Date : Mondays, 7.00-9.00 p.m., commencing November
27, 1995

8 meetings Fee : \$480

Medium of Instruction: Cantonese supplemented with
English

436. 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, B.A.(C.U.H.K.)

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

Date : Wednesdays, 7.45-9.45 p.m., commencing September
13, 1995

8 meetings

Fee : \$480

Medium of Instruction: Cantonese supplemented with
English

437. 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, M.Soc.Sc.(Chu Hai)

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

Date : Wednesdays, 7.45-9.45 p.m., commencing November
29, 1995

8 meetings

Fee : \$480

Medium of Instruction: Cantonese supplemented with
English

438. 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.

Tutors : To be advised.

Venue : Room 102, James H. Lee Building, HKU

Date : Fridays, 7.00-9.00 p.m., commencing September
15, 1995

8 meetings

Fee : \$480

Medium of Instruction: Cantonese supplemented with
English

439. Securities and Equity Market in Hong Kong

The course will cover both the legal and practical aspects of the securities industry in Hong Kong. It will be particularly appropriate to business executives in the banking, fund management and securities industry. No prior knowledge of the subject is required. Topics include regulatory frameworks; the issue of securities and public floatation; company law in relation to shareholders' voting and rights; trading in the stock market and duty and liability of brokers; takeovers and mergers; regulation of trading practices and market malpractices in the securities industry; insider trading; disclosure of beneficial interest in shareholding; taxation of debt securities in Hong Kong; regulation and structure of the unit trust and futures industry in Hong Kong; globalisation of the securities market.

Tutor : S. Leung, Solicitor, LL.M. (Cantab.), P.C.LL. (H.K.)

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

Date : Saturdays, 2.00-5.00 p.m., commencing November 25, 1995

9 meetings Fee : \$810

Medium of Instruction: Cantonese supplemented with English

440. Hong Kong Statistics for Business

This course is offered in cooperation with the Census and Statistics Department. It is designed to put managers, administrators and planners in closer touch with the statistical data available in Hong Kong, and to show how such data may be used to assist in business and forecasting. The course is an integrated series of lectures by experts in the field.

Tutors : Speakers are mainly senior professionals from the Census and Statistics Department

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

Date : Tuesdays, 6.00-8.00 p.m., commencing November 7, 1995

6 meetings Fee : \$360

441. An Introduction to Business Management

Managing a modern business enterprise is an activity for which relatively few of those who become involved in it have had proper training. The functions of the managerial process and prevailing motivation theories will be examined, together with the design of structures necessary to accomplish organizational objectives, and the development

of managerial thought in its historical context. Particular attention will be paid to an analysis of the three major functional disciplines - manufacture, finance and marketing. This course has been specially designed for junior executives, or those about to enter the management field, who wish to broaden their knowledge of modern management techniques.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D.(Calif.)

Venue : Room 22, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Wednesdays, 6.00-7.30 p.m., commencing September 27, 1995

12 meetings Fee : \$491

442. Management Principles and Policy

The objective of the course is to introduce participants to an understanding of the wider responsibilities of management as a preparation for the holding of senior management posts. Topics to be discussed comprise definitions of management; the identification of management functions and responsibilities; management levels and managerial skills; the formulation and execution of policy; the setting of objectives; the exercise of delegation; authority and responsibility; the structure and theories of organization; forms of organization for general and functional management; problem solving and decision making; leadership styles and direction; management by objectives and performance appraisal; motivation and incentives; training needs and design; management development programmes; time management; organizational careers; individual development and career strategies.

Tutor : Benjamin Fung, B.Comm.(Concordia), Grad.Dip. Mgt. (McGill), A.C.I.S., Dip.M., M.C.I.M., M.H.K.I.M., M.B.I.M.

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

Date : Tuesdays, 7.45-9.15 p.m., commencing September 26, 1995

12 meetings Fee : \$491

443. Effective Managerial Concepts and Practices

The focus of this course will be upon how a business organization operates and the inter-related functions which make it run effectively. Forms of business ownership, the principles, history and trends of management thinking will be examined together with the facilitating requirements of communication, information systems and the structure of international trade. The four major specialist functions - production, marketing, finance and human resources - will

also be considered and their interaction with each other. Case material will be incorporated in the more formal teaching mode, as well as the fullest participation by members of the class.

Tutor : Andy Ng, B.Admin., B.Comm., M.B.A.(Ottawa),
Dip.Fin.Mgt.(New England), C.P.A.
(Aust.), A.H.K.S.A., M.B.I.M.

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

Date : Mondays, 6.00-7.30 p.m., commencing September
25, 1995

12 meetings Fee : \$491

444. Developing Managerial Skills

A Manager is expected to be competent in professional knowledge, technical skills and managerial skills. The first two of these areas are in large measure taken care of in educational institutions, leaving managerial skills to be learnt by direct experience for the vast proportion of managers. This course has been developed to bridge the gap between the results of experience and the long formal courses in management training which are available to small numbers of managers. Designed for junior and middle level managers and supervisors, this course will review the management of people, work and time, problem-solving, the development of creativity, staff development related to improving the quality of work, problems of communication and inter-personal skills, and self-development. The course will draw upon the experiences of those attending in examining the themes.

Tutor : Raysen Cheung, B.Soc.Sc.(H.K.).

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

Date : Mondays, 7.45-9.15 p.m., commencing September
25, 1995

12 meetings Fee : \$491

445. 管理學原理 (The Principles of Management)

管理學原理之基本認識是現今管理人員成功的要素。本課程是專為有志於認識基本管理學人士而設。課程上半部包括管理人員的一般工作，管理學理論的演變，管理環境，企業文化，計劃，決策，控制及領導。下半部課程包括當代管理學導論，人力資源管理，企業精神及國際化管理學。本課程將加插公開討論及個案分析以提高學員的參予性。

主 講 人：姜偉康先生 B.A.(HK Baptist College), M.B.A.(Stirling)

地 點：香港大學專業進修學院市區中心 1 1 室（信德中心西翼九樓）

時 間：一九九五年九月二十七日起逢星期三下午七時四十五分至九時十五分

全期學費：四百九十一元（共十二講）

446. Management Fundamentals

Management knowledge is important to running and developing a modern organization. This course is designed to equip junior and middle managers as well as management students with basic concepts and practices in modern management. The main topics include: basic requirements of a good manager; effectiveness and efficiency in management; basic characteristics of an organization; roles of a manager; planning; organizing; leading and controlling; authority and power; delegation; leadership styles; staff motivation; communication skills; group norms and organization culture; problem solving and decision making; conflicts and management of change; organization structure; organization and business environment; and social responsibility.

Tutor : Simon S.M. Chan, B.A.(London), M.B.A.(H.K. Poly Univ.), D.M.S., A.C.I.S.

Venue : Room 7, University Main Building, HKU

Date : Mondays, 6.30-8.00 p.m., commencing September
25, 1995

12 meetings Fee : \$491

447. Grow the Business

This course is presented in order to enhance the effectiveness of people responsible for managing the growth of a business enterprise. From the establishment of a business plan, which the class will develop in the course, attention will focus upon the analysis of organization structure and its effectiveness, and market analysis leading to improved strategic and tactical marketing skills. The course will cover ways of differentiating a company's product and production (including services) from that of competitors. Human resources, evaluation and leadership will be examined, together with financial analysis and financial projections in a practical way. The course will be aimed at line managers, investment analysts, entrepreneurs and potential managers. The approach will be to combine instruction, discussion, case studies, team work and the use of audio/visual material, and the course will be tailored to fit participants' skills and background as far as possible.

Tutor : T.P. Butler, B.Sc.(Wharton), M.B.A.(IMD)

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

Date : Tuesdays, 8.00-9.30 p.m., commencing September
26, 1995

12 meetings Fee : \$491

448. Management Development Today

The techniques of Management Development can help an organization to improve the quality of its present managers and ensure the supply of effective managers for the future. Management skills training courses in Hong Kong are reviewed and assessed in this course, together with practical methods for managing self and personal development programmes. The range of appropriate interventions will also be considered, such as the nature of leadership, experiential learning, action learning, projects, job rotation, mentoring, coaching, and career counselling. The course has been designed to suit either the manager who wishes to take charge of his/her own development or the human resources specialist who is responsible for implementing the organization's management development programme.

Tutor : Robin Ball, B.A.(Leeds), Dip.Human Resource Development (South Bank), M.I.H.R.M.(H.K.)

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

Date : Saturdays, 2.00-3.30 p.m., commencing September 23, 1995

12 meetings

Fee : \$491

449. Making Performance Measurement Successful

The success of a business depends very much on the quality and value of its products and services. Quality control has been the prime management tool in dealing with the improvement of quality, and this has been the moving force in the shift from inspection and audit to prevention in the pursuit of quality. This course presents a systematic and practical approach to evaluating a business or service for continuous improvement. Designed for business managers, operations managers and all who wish to improve quality, the course will present a model for evaluation, examine the process which may be followed through, analyse the different tools of measurement available, and cover the means of reporting and presentation. The class will also consider an actual case of evaluation to cover the concepts and procedures in the main body of the course.

Tutor : Charles Mak, B.Comm.(Calgary), M.B.A.(City University of H.K.)

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

Date : Fridays, 7.45-9.15 p.m., commencing September 29, 1995

12 meetings

Fee : \$491

450. Organization and Methods

The techniques of a sound Organization and Methods approach to the running of a business enterprise are being adopted by an increasing number of companies in the modern world. Designed for office, line and general managers, this course will cover the application of O. & M. techniques from basic fact finding, the analysis of bad procedures through to specialized techniques of an advanced nature. Specifically, the speaker will examine the problems of forms layout and design, the selection and usage of office machines, clerical aids, together with the supporting role of statistical techniques and of critical path analysis. Examples will be used to show the successful application of O. & M. techniques, taking into account the human implications of changes made.

Tutor : Samuel San, B.E.(N.S.W.).

Venue : Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Saturdays, 4.00-5.30 p.m., commencing September 23, 1995

12 meetings

Fee : \$491

451. Business Process Reengineering and Quality Horizontal Organisation

Modern business organisations are built on the concept of cross functional management to achieve the corporate objectives. The activity-based management is no longer comprehensive enough to cover all cost management aspects of a modern horizontal organisation. Instead of concentrating in the management of tasks, activities, senior management has to look at the business processes as a whole in achieving efficiency, effectiveness, operation productivity eliminating waste and non value added activities for the customers both internal and external. This is an advanced, yet practical, management course combining contemporary total quality management, activity based management and strategic corporate and human resources management techniques and concepts. It is a proven methodology working well for world-class corporations around the world.

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.F.A.I.M., M.I.Mgt., M.C.I.M.

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

Date : Fridays, 7.45-9.15 p.m., commencing September 29, 1995

12 meetings

Fee : \$491

452. Total Quality Management with the ISO 9000 System

Many leading companies today are turning to Total Quality Management (TQM) with the ISO9000 quality management system as a new approach to Cost and Management Accounting. The main objective of the system is to promote continuous improvements in products, services, and work processes so as to reduce time and cost within an organization and to enhance customer satisfaction. Traditional cost and management accounting have failed to keep pace with the new challenges presented to the modern organization. The implementation of TQM/ISO9000 requires fundamental changes in organizational design, systems, structure, culture, as well as performance measurement systems, and the tutor will address the various adjustments that organizations have to make to meet them. The course has been designed for accountants and all other senior executives concerned with managing their organizations.

Tutor : Daniel E. Chow, B.Sc.(St. Joseph's), M.Com.(NSW),
C.P.A., A.H.K.S.A., M.M.A.,
A.F.A.I.M., M.I.Mgt., M.C.I.M.

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

Date : Fridays, 6.00-7.30 p.m., commencing September
29, 1995

12 meetings

Fee : \$491

453. 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, Architects, project engineers, site resident engineers and contract administrators.

Tutor : C.M. Kwan, B.Sc.(Glasgow), M.B.A. (Strathclyde),
Eur.Eng., C.Eng., M.B.I.M.,
MASHRAE, M.C.I.B.S.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, 6.30-8.00 p.m., commencing September
26, 1995

12 meetings

Fee : \$491

454. 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 : Ms Clara S.Y. Cheung, M.B.A.(Nott.), A.C.I.S.

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

Date : Tuesdays, 7.45-9.15 p.m., commencing September
26, 1995

12 meetings

Fee : \$491

455. An Introduction to Transport Management

The course begins with introducing the role, the basic components and different modes of transport. An overview of the distributive system and the transport industry of different modes will be discussed. It then proceeds to core topics covering both passenger and freight aspects: logistic and physical distribution management; public transport management; planning in transport; the financial aspects of subsidies, total distribution costs, vehicle selection, acquisition, maintenance and replacement; transport marketing; customer services, driver supervision and fleet operating practices; vehicle assignment and scheduling; depot management; distribution performance evaluation and control. The course will be concluded with the introduction of different qualifications of transport management and the various access to them both in Hong Kong and overseas.

Tutor : Lupin M.K. Yiu, M.B.A.(Kent), A.M.C.I.T., MIMgt,
AInstAM

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

Date : Saturdays, 3.45-5.15 p.m., commencing September
23, 1995

12 meetings

Fee : \$491

456. 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.
袁福綿先生 M.H.C.I.M.A., M.I.T.T., M.Inst.M.,
M.B.I.M.

講授語言：粵語（輔以英語）
地 點：香港大學專業進修學院市區中心 1 1 室（信德中心西翼九樓）
時 間：一九九五年九月二十六日起逢星期二下午六時至七時三十分
全期學費：四百九十一元（共十二講）

457. Operational Control - Hotel and Catering

The objectives of this course focus on the techniques and tools to maintain and improve the profitability of running a hotel. There will be a review on operational policies and procedures on different area of hotel's operation; marketing, rooms and front office, food and beverage costing, housekeeping and minor operating departments. Emphasis will be placed on the application of internal control techniques: internal audit, safeguard of moveable assets, security management, capital expenditure control and cashiering control. The application of SWOT analysis will be examined for the formulation of business plans and strategy. The limitations of operational control will be discussed. This course will improve the participants' insight into corporate planning and control in managing hotels.

Tutor : Laurence Yuen, Reg.Acct.(Malaysia), A.C.M.A.,
A.H.K.S.A., A.C.I.S., M.H.C.I.M.A.,
Dip.Hosp.Mgt.

Venue : Room 22, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Saturdays, 3.45-5.15 p.m., commencing September
23, 1995

12 meetings Fee : \$491

458. 基本市場管理學 (Introductory Marketing Management)

本課程是專為對市場管理學感興趣的人仕而設，對一些初投身工商界或市場拓展工作的年青人，更為適合。除基本理論如市場學的認識及運作、行銷組合、市場環境、管理及策略研究外，本課程並包括很多實例的探討，及最新市場學的發展，如特許專售的興起、展覽會的功能、環境保護及資訊科技對市場學的影響等。

主 講 人：鮑健輝先生 M.B.A.(Bradford), M.C.I.M., M.B.I.M.
地 點：香港大學專業進修學院市區中心 2 0 室（信德中心西翼九樓）
時 間：一九九五年九月二十八日起逢星期四下午六時至七時三十分
全期學費：四百九十一元（共十二講）

461. 市場學初探 (Fundamentals of Marketing Management)

這個課程是專為有志於市務工作的初學人士而設。課程範圍包括市場學導論、市場環境及策略釐訂、消費者購買行為、資訊系統、市場調查及 4 "P" 的認識等。十二個精選課題均配上實例，學員可於課程完成後通曉市場學之精髓，並培養出對工商業及消費者市場有敏銳的觸覺。

主 講 人：林展鵬先生 M.B.A. (Stirling)
地 點：香港大學專業進修學院市區中心 1 1 室（信德中心西翼九樓）
時 間：一九九五年九月二十三日起逢星期六下午一時三十分至三時三十分
全期學費：六百五十三元（共十二講）

462. Strategic Modern Marketing

The successful business in today's competitive world is that which is able to match its products' differential advantage to what consumers want and are prepared to buy. As consumer markets are becoming increasingly heterogeneous, the pursuit of a strategic marketing approach is crucial to a business if it is to operate profitably and more efficiently than competition. This course will give students both the basic marketing knowledge and the marketing skills to create a competitive edge in today's consumer market. The integrated marketing campaign will be examined with special reference to market segmentation, targeting and positioning and decisions on products, price, distribution and the promotion mix. The course will be illustrated with examples of successful marketing strategies.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.

Venue : Room 24, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong.
Date : Saturdays, 2.00-3.30 p.m., commencing September
23, 1995

12 meetings Fee : \$491

Medium of Instruction : Cantonese

463. Competitive Marketing Strategy

Competitive marketing strategy focuses upon the means of positioning the company's products with distinctive competence and competitive advantage over competitive forces for survival and growth. It is market-centered, meaning both customer-oriented and competitor-oriented. The aim

is to formulate profit-generating marketing strategy. Marketing planning without competitive marketing strategy is like a myopic person without eye-glasses throwing darts at the bull's eye. All modern competitive marketing techniques and applications will be taught.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A.,
Ph.D.(Calif.)

Venue : Room 22, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Wednesdays, 7.45-9.15 p.m., commencing September 27, 1995

12 meetings Fee : \$491

464. Developing International Marketing Skills

Today, doing business with overseas customers is a challenging job for both marketers and managers. Global marketing strategy is a dynamic area which requires extra care about the customer needs and the business environment between different countries and target markets. The main objective of this course is to highlight certain important aspects of international marketing such as the cultural environment, marketing research, marketing mix, ways of managing and motivating the agent and distributors. This course is suitable for those who intend to join the international marketing area or the professions who are engaged in the field already but want to enhance the skills and knowledge in international marketing. It will be conducted in the form of instruction, discussion, team work and role-playing.

Tutor : Pamela Kwok, M.B.A.(Birm.), Dip.M., M.C.I.M.,
M.H.K.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 September 23, 1995

12 meetings Fee : \$491

465. Marketing Communications

Marketing communications are assuming an ever more essential role in strategic marketing for modern organisations, whether in performing the building of brand image in the long run through advertising and public relations or in stimulating short term sales through sales promotion techniques. This course aims to provide students with a knowledge of managing promotional activities in the context of marketing management. The content will focus on the major steps in developing effective marketing communication programs and advertising; the communication/promotion mix decisions; management of sales promotion; major public relations decisions; the coordination of various elements within the overall promotion mix.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.

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

Date : Saturdays, 3.45-5.15 p.m., commencing September 23, 1995

12 meetings Fee : \$491

Medium of Instruction : Cantonese

466. An Introduction to Financial Management

Financial Management in an enterprise is concerned with the management of existing resources, the assessment of a company's financial health, its strengths, weaknesses, recent performance, and future prospects. This course is offered to junior executives and managers outside the specialized area of finance to conduct a review of financial statements, evaluate financial performance, the development of financial forecasting, and managing for growth. Active use will be made of case studies to illustrate the principles described.

Tutor : Ms Chan Yoke Meng, B.Acc.(Singapore)

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

Date : Saturdays, 1.30-3.30 p.m., commencing September 23, 1995

12 meetings Fee : \$662

467. Managerial Accounting and Finance

Organizational success is reflected in financial reports. Whether in the private or public sector it is of the greatest importance to understand this information and make the best use of it. This course is designed for non-financial managers, business owners, the range of all managers in the organization and those who wish to improve their job performance through improved accounting and financial knowledge. The full range of accounting practice will be examined, including information systems, financial statements, balance sheets, profit and loss accounts, the source of funds, and the role of auditors' reports. The interpretation of financial information will be considered as will be how money moves in business, assessing financial needs, working capital management, project appraisal, decision-making techniques and ways of improving profitability. Use will be made of some case material.

Tutor : Maurice M.F. Ma, B.A.(W.Ontario), M.B.A. (Canterbury), A.N.Z.I.M., M.H.K.C.S.,
M.A.C.S., C.Dip.A.F. (A.C.C.A.),
C.M.A. (U.S.A.)

Venue : Room 101, James Hsiung Lee Science Building,
HKU

Date : Saturdays, 3.45-5.15 p.m., commencing September 23, 1995

12 meetings

Fee : \$491

468. Financial Management for Non-Finance Personnel

The field of finance has been growing in significance in every working organization and to every manager working in them. Financial management is concerned with the managerial decision-making process on the acquisition, deployment and control of financial resources. This course is directed specifically to managers without a training and background in financial matters and will provide an understanding of the basic and practical elements of finance in organizations. Topics to be covered include: investment appraisal techniques, the cost of capital, selection of investment, replacement decisions, sources of finance, dividend policy, leasing, working capital management, ratio analysis, and the valuation of business. Examples will be used to illustrate the principles and techniques involved.

Tutor : Steven Au, B.A.(York)

Venue : Room 101, James Hsioung Lee Science Building, HKU

Date : Saturdays, 2.00-3.30 p.m., commencing September 23, 1995

14 meetings

Fee : \$573

469. 投資組合管理 (Effective Investment Portfolio Management)

本課程旨在介紹時下流行的投資工具予學員。內容包括股票，外匯，期貨，期權及單位信託基金；課程除了一般投資概念外，重點集中於交易投資，基本分析，圖表分析，經濟指標分析等。學員更希望藉著不同遊戲學習及設計自己的投資組合。

主 講 人：麥煜輝先生 M.B.A.(Stirling), CIMA, I.C.S.A., Dip.M., CIM(Grad.)

授課語言：粵語（輔以英語）

地 點：香港大學專業進修學院市區中心 2 2 室（信德中心西翼九樓）

時 間：一九九五年九月二十三日起逢星期六下午一時三十分至三時三十分

全期學費：六百五十三元（共十二講）

470. Effective Stock Investment Management

The Stock Market is popularly seen as an exciting place to make money on investments and perhaps to lose it. Whereas the attitude of many people is that investment in the Stock Market is an exercise in speculation and gambling, there is no doubt that the use of prudent techniques and long term strategies of an objective nature are likely to bring

the best results in the market. Consideration will be given to the following areas: general investment concepts, trading practices, fundamental and technical analysis, stocks, warrants, the Hang Seng Index, futures and options. Students will be encouraged to develop their own portfolios through various investment games.

Tutor : William Y.F. Mak, M.B.A.(Stirling), C.I.M.A., I.C.S.A., Dip.M., C.I.M.(Grad.)

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

Date : Fridays, 6.00-7.30 p.m., commencing September 29, 1995

12 meetings

Fee : \$491

Medium of Instruction : Cantonese

471. Developing People: Coaching and Counselling

No one is able to influence the performance and commitment of the workforce more than their manager. Success requires the skills to work with individuals in order to increase and focus their abilities, involvement, commitment and performance. As employees in many organisations today are being called upon to contribute more than just their abilities in order to survive, organisations expect more personal commitment than they did previously. This means that today managers must concentrate more on developing staff rather than just controlling them. This programme will provide you with the techniques to: assess the impact your management style has on others; identify opportunities to increase your effectiveness in developing and improving your subordinates; strengthen your relationships with others; understand the way your expectations affect the performance of others; apply basic motivational principles in managing your employees; and enable you to assist your employees to plan their own development by providing appropriate feedback through performance reviews. This course is suitable for people who work in a managerial or supervisory capacity.

Tutor : Ron DeAngelo, B.S.(Penn State), M.S.(Columbia), M.S.(Utah State)

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

Date : Tuesdays, 6.00-7.30 p.m., commencing September 26, 1995

12 meetings

Fee : \$491

472. Negotiation Skills

Negotiation is an important part of our working lives. This Negotiation Skills Programme is designed to provide participants with a learning experience that will cause a lasting change in behaviour. It will allow participants to assess

their strengths and opportunities for improvement and to develop skills and strategies that will enable them to gain better results from future negotiations. The participant will follow a proven model which will demonstrate key strategies, skills and attitudes around the three components of a negotiation; principles, people and process. Participants will learn that a principled approach is crucial in order for negotiations to be successful, that the people we deal with are important and have needs as great as ours and finally, participants will learn that negotiation is a process, not an event. In this programme we will present a model for communication in negotiations following a five-step process that will enable participants to practise techniques that will ensure future negotiations are successful. The course is developed for those who have to negotiate on a regular basis.

Tutor : Ron DeAngelo, B.S.(Penn State), M.S.(Columbia),
M.S.(Utah State)

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

Date : Saturdays, 2.00-3.30 p.m., commencing September
23, 1995

12 meetings

Fee : \$491

473. Human Resources Management

Human Resources Management is one of the most important elements in managing an organization both for achieving its objectives and developing the people so necessary for success. This course, which is aimed at executives in the field as well as those intending to enter, will address the role and scope of the human resources specialist. Responsibilities will be examined in their modern context: recruitment and selection, psychometric testing, staff orientation, performance appraisal and interviewing skills and techniques. Also to be examined in detail and through case study are the development of policy in and implementation of training and development of personnel, salary policy and the appropriate systems of communication involved.

Tutor : Miss Carmen Law, B.Soc.Sc.(HK), Cert.P.M.

Venue : Room 208, Run Run Shaw Building, HKU

Date : Saturdays, 2.00-3.30 p.m., commencing September
23, 1995

12 meetings

Fee : \$491

474. Strategic Human Resources Management in Action

In today's changing business environment, senior executives are aware that a prime source of maintaining competitive advantage resides in the quality of staff employed. The implication of this is that some of the traditional approaches to staff recruitment, compensation and benefits administra-

tion, training and management development, performance management and career development may not be as relevant as before in today's world. Conventional ways of managing people may have to be re-thought in the light of a strategic human resources management approach which links into the corporate plan of the organization. As Human Resources Management (HRM) becomes the driving force of business and organizational development, so middle and senior managers may have to acquire new skills in strategic thinking, team development, business knowledge and partnership and change management. This course will focus upon these crucial issues.

Tutor : David Mui, M.B.A., P.G.D.M.S.(City Polytechnic),
M.Inst.A.M., F.L.M.I.

Venue : Room 122, University Main Building, HKU

Date : Saturdays, 3.45-5.15 p.m., commencing September
23, 1995

12 meetings

Fee : \$491

475. 人事管理及勞資關係技巧 (Personnel Management & Labour Relations Techniques)

本課程分兩部份，首先介紹人事管理之重要知識，如工作分析、薪金管理、考績評估及員工訓練等。隨後本課程會討論及研究一般人事管理人員面對之問題及處理方法，如勞資關係與溝通、勞資協商、員工之投訴及紀律處理、僱傭契約及僱員手冊之編寫、勞資審裁處之訴訟及香港勞工法例等，並有個案研究。

本課程特別適合現職基層人事管理人員或有意從事這行業的人士修讀，務求學員於完成課程後，可掌握從事管理工作之要點。

主 講 人：趙志光先生 B.Soc.Sc.(HK), M.B.A.(Macau), MIPM,
MITD

賴雪芬小姐 B.A.(HK), M.B.A.(Kent)

地 點：香港大學專業進修學院市區中心 2 0 室（信德中心
西翼九樓）

時 間：一九九五年九月二十八日起逢星期四下午七時四十五分至九時十五分

全期學費：四百九十一元（共十二講）

476. 人力資源與工商管理概論 (Personnel Administration for Organisational Success)

本課程綜合理論與個案研習，針對工商業有關人事政策實施的主要問題，從宏觀至微觀角度剖釋探討，使學員全面了解人力資源的管理及運作，配合企業整體發展需要。

本課程以工商管理概念作為基礎，然後討論人力資源的理論，再集中鑽研有關的重要知識，如工作分析、招募、挑選、薪酬福利、培訓、工作評估、紀律及勞資關係等。對於怎樣處理公司文化、轉變、及跨國企業員工種族問題會有專題探討。內容亦會推出積極的人事管理成法，定立策略性的人力資源方針，成立一個有效率的人事部門，而最後討論是怎樣對公司本身人事管理與勞資關係方面作出稽核。

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III. Physical Education & Sports Sciences

494. The Teaching of National Folk Dance

This course is for primary and secondary school teachers and any person who is interested in developing Folk Dance as an extra-curricular activity. The course would introduce the basic character steps, style formations on selected countries around the world with reference to the school Folk Dance curriculum. The main emphasis is on practical skill development with some general theoretical sessions on lesson plannings, costumes and principles of dance choreography.

(This course is organised in association with the Physical Education and Sports Science Unit, HKU.)

Enrolment is limited to 30

Tutor : Ms Joan Campbell, ARAD (ATC) LISTD(NAT),
RAD Examiner

Venue : Lindsey Ride Sports Centre, Meeting Purpose
Room, 111-113 Pokfulam Road, Hong Kong

Date : Mondays, 7.30-9.30 p.m., commencing September
18, 1995

12 meetings

Fee : \$745

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

495. 二十世紀現代舞的發展與編舞藝術 (The Development of Modern Dance and the Art of Choreography)

本課程特為中小學教師和對現代舞有興趣的人士而設。透過講座與錄像介紹二十世紀現代舞蹈的起源和發展，分析各編舞大師的技術與風格。使參加者掌握舞蹈創作的的基本入門，並增進其對現代舞的認識和鑑賞能力。 (限收三十人)

(本課程與香港大學體育及運動科學組合辦。)

主 講 人：陳秀蘭女士，B.F.A.(Purchase College, S.U.N.Y.),
I.S.T.D.(Modern Theatre Dance)

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：一九九五年九月十五日起逢星期五下午六時至八時
全期學費：二百九十元 (共四講)

教師可獲教育署退還半費。詳參第vi頁。

IV. Planning and Administration

496. 什麼是名校 (What Makes a School Famous?)

本課程將討論以下問題：(一)究竟有什麼因素令學校有好名聲呢？(二)老師、家長及同學從那裡得到這些資料呢？(三)一間新校如何在短時間內或為名校呢？ (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 2 0 7 室

時 間：一九九五年十一月四日星期六下午二時至五時

全期學費：一百一十元 (共一講)

教師可獲教育署退還半費。詳參第vi頁。

497. 怎樣改善小學教學質素 (How to Improve Educational Quality in Primary Schools)

學校教育質素報告發表後，愈來愈多小學校長和資深教師積極關注改善學校教學的問題。本課程旨在探討最新學校改革的概念，並討論外國及本地改善學校的經驗。課題會包括校本管理，有效能學校，質素保證，學校目標及活動計劃，教師協作，訓輔統籌，課程革新，教職員發展，公共關係和家長參與。本課程特邀請有關教育工作者去分享他們的見解和經驗。 (限收四十人)

(本課程與教育評議會合辦)

主 講 人：李傑江先生，B.Ed.,M.Ed.(CUHK)

鄧兆鴻先生，B.Ed.(CUHK)

梁兆彬先生，B.Ed.(CUHK)

馮文正先生，B.Ed.(CUHK)

鄧薇先小姐，B.Ed.(CUHK)

張志鴻先生，B.Ed.(CUHK)

鄧秉恩先生，B.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：一九九五年十月二十日起逢星期五下午六時至八時

全期學費：四百五十元 (共七講)

教師可獲教育署退還半費。詳參第vi頁。

498. 怎樣改善中學教學質素 (How to Improve Educational Quality in Secondary Schools)

本港推行普及九年教育以後，愈來愈多中學校長和資深教師積極關注改善學校教學質素的問題。本課程旨在探討最新學校改革的概念，並討論外國及本地改善學校的經驗。課題會包括校本管理，高效能學校，質素保證，學校目標及活動計劃，學校文化及有效領導，教師協作，訓輔統籌，教職員發展，公共關係和家長參與。本課程特邀請在上述各專題有豐富經驗的教育工作者與學員/本地教師分享他們的見解和經驗。 (限收四十人)

(本課程與教育評議會合辦)

主 講 人：戴希立先生，B.Sc., Dip.Ed., M.A.(Ed.)(CUHK)
劉賀強先生，B.Sc., M.Phil.(HK), Dip.Ed.(CUHK)
曹啟樂先生，B.Sc., Dip.Ed., M.A.(Ed.)(CUHK)
龐憶華先生，B.Sc.(NTU), M.Sc.(York),
P.G.C.E.(Lond.), M.Ed.(HK)
何漢權先生，B.A.(NTU), Dip.Ed.(CUHK)
蔡國光先生，B.A., Dip.Ed., M.A.(CUHK)
許為天先生，B.Sc., Cert.Ed., M.A.(Ed.)(CUHK)

地 點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）

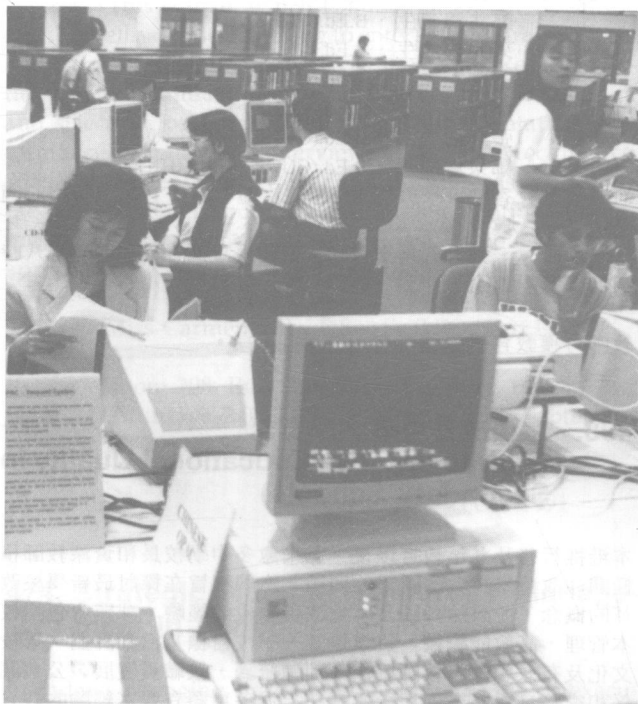
時 間：一九九五年十月五日起逢星期四下午六時至八時
全期學費：四百五十元（共七講）

教師可獲教育署退還半費。詳參第vi頁。

V. School and Teacher Development

499. 具高效能的小學教師 (Becoming an Effective Primary School Teacher)

本課程透過講座和討論，使參加者認識小學生的心理發展和教育的關係，教師的自我觀對學習效能的影響，小學班主任老師對學生的影響和老師所肩負的實務工作；並討論班主任改善課堂教學技巧之道，使小學教育工作者朝高效能教師目標發展，使教學雙方獲益。（限收四十人）



The University libraries provide a comprehensive learning resource

主 講 人：顏明仁先生，B.Ed.(CUHK)

地 點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）

時 間：一九九五年十一月二日起逢星期四下午八時至九時三十分

全期學費：三百元（共五講）

教師可獲教育署退還半費。詳參第vi頁。

500. 學生輔導 (Student Counselling)

本課程是為在工作或生活中需要接觸青少年的人士而設。課程內容包括：（一）基本的輔導技巧和理論；（二）青少年的心理發展；（三）如何輔導青少年在學習、行為或成長方面的問題。

本課程適合直接服務青少年之人仕，如中、小學教師，輔導教師，輔導主任，學生輔導主任或關心子女生長的家長等參加。（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：一九九五年九月二十日起逢星期三下午七時三十分至九時

全期學費：四百九十五元（共十講）

教師可獲教育署退還半費。詳參第vi頁。

VI. Science & Mathematics

501. 使用計算機及電腦學習數學 (Teaching Mathematics with Computers and Calculators)

本課程專為在職數學教師而設。學員將透過使用計數機和不同的電腦軟件，學習如何運用它們去教授中學數學。這課程將協助學員設計多樣的學習活動，讓學員在學校內嘗試推廣使用科技教授數學。（限收十八人）

主 講 人：周偉文先生，B.Sc., Adv.Dip.Ed., Cert.Ed., Grad.Dip.in Information Service, M.Ed., 香港大學課程學系教學導師

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

時 間：一九九五年十月七日起逢星期六上午十時至中午十二時

全期學費：九百三十五元（共八講）

教師可獲教育署退還半費。詳參第vi頁。

VII. School Library Studies

502. Principles of Archives Management and Conservation

The course will provide a general introduction to principles underlying the management and conservation of archival and documentary material. Topics to be covered: definition of archives (as distinct from library materials); concept of archival integrity; principles of arrangement, selection and disposal; management of private papers; question of access; preservation and conservation techniques. The course is expected to be of particular interest to librarians but will be suitable for all who have an interest in and awareness of the value of historical documents, including their own institutional, family or personal papers.

(This course is organised in association with the Hong Kong Library Association.) *Enrolment is limited to 20*

Tutor : Mrs Anita Wilson, Dip. in Archives Administration, M.A. in Archives Studies.

Venue : Chinese International School, Secondary Library (Room 3502), 1 Hau Yuen Path, Braemar Hill, Hong Kong

Date : Thursday, 6.00-8.00 p.m. on October 5, 1995

1 meeting Fee : \$95

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

503. Book Repair - Extending the Shelf Life of Book Stocks

This session is intended as a practical approach to book maintenance for school librarians as well as for teachers and parents who are interested in methods of book repair. Methods of mending worn and damaged books are described and shown, with mending skills being demonstrated in a step-by-step way. Materials necessary for the task will be displayed.

(This course is organised in association with the Hong Kong Library Association.) *Enrolment is limited to 25*

Tutor : Mrs Susan Halford, B.A., N.Z.L.A.(Cert).

Venue : Chinese International School, Secondary Library (Room 3502), 1 Hau Yuen Path, Braemar Hill, Hong Kong

Date : Friday, 6.30-8.30 p.m. on November 17, 1995

1 meeting Fee : \$145

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

504. Using CD-ROM Databases in Libraries

This course is intended as an introduction to the use of CD-ROM databases in libraries. We will look at the advantages of CD-ROMs as an information resource, consider hardware options, discuss CD-ROM selection, demonstrate search techniques, provide sample search guides for users, and participate in a hands-on exercise in retrieving information from several CD-ROM databases.

(This course is organised in association with the Hong Kong Library Association.) *Enrolment is limited to 12*

Tutor : Ms Pat Alter, MLS

Venue : Hong Kong International School, 1 Red Hill Road, Tai Tam, Hong Kong

Date : Saturday, 2.00-4.00 p.m. on September 23, 1995

1 meeting Fee : \$150

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

In order to receive the next issue of this Prospectus, please turn to page 119.

如欲收到下期課程手冊，請翻閱第119頁。



505. Basic Taguchi Methods (田口式品質工程基礎實踐)

Taguchi Methods is a methodology of experimental design, which provide off-line quality engineering techniques to design robust products and processes at the lowest cost. This course is intended to provide engineers and engineering executives with the fundamentals, basic understanding of the philosophy and applications of Taguchi methods. At the conclusion of the program, the participant may be able to read most technical papers on Taguchi methods and conduct simple projects independently.

The course is suitable for Research & Development managers/engineers, Operation managers, Design and Process engineers, Manufacturing engineers, Quality Assurance managers/engineers.

Content:

1. Overview of Taguchi Methods 田口式品質工程概說
2. Identification of Quality Characteristics
如何識別品質特性
3. Quality Loss Function 品質損失函數
4. Orthogonal Arrays and Linear Graphs 直交表及線性圖
5. Signal to Noise Ratio 信噪比
6. Analysis using Response Table and Graph Plotting
用反應表分析數據
7. Analysis of Variance (ANOVA) - Basic Concept
變異數分析法
8. Parameter Design 參數設計

Enrolment is limited to 40

Tutor : K.L. Yeung, M.Eng.Sc.(N.S.W.), C.Eng., M.I.E.E.,
M.H.K.I.E., M.I.Q.A.

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

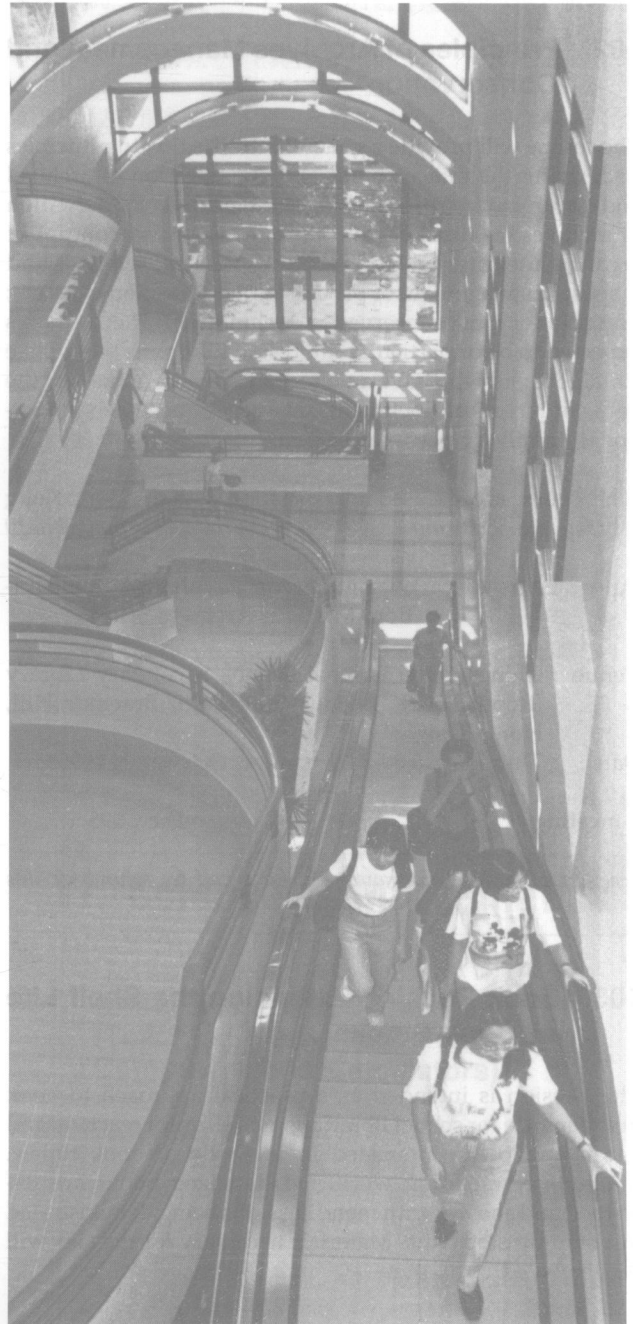
Date : Mondays, 6.30-8.30 p.m., commencing December
18, 1995

8 meetings Fee : \$650

Medium of Instruction: Cantonese, supplemented with
English terminologies (Handouts
will be printed in English)

Quality Management Systems and ISO9000 Training Courses

SPACE is planning to organize a series of courses in Quality Management and ISO9000. Persons interested in these courses please send a \$2.0 stamped self-addressed envelope to Miss Edith Au, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong (Please indicate "QMS/ISO" on the envelope).



The new Chong Yuet Ming amenities centre is fast becoming a major hub at the University. An impressive network of escalators within the centre makes the uphill journey to other nearby refurbished buildings much more comfortable.

ENGLISH STUDIES

Lecturers in charge : Richard M. Booker
Peter Kennedy

Telephone: 2547 2225

ENGLISH STUDIES

Course No.

- 511-540, Certificate Programme in the Use of
635-636 English
541-572 Foundation English Programme
573-581 Practical English Programme
637
582-583 Developing Spoken English Skills
584-586 Everyday Spoken English
587-590 Interpersonal Communication
591 English Intonation
592-594 Certificate Course in English Speech
595-607 Certificate Programme in Business English
608 Certificate Programme in English for
Engineers and Industrial Designers

ENGLISH FOR TEACHERS

Course No.

- 609-613 Certificate Programme in English Language
Teaching
614 Language Systems and the English
Syllabus for Primary Schools

LITERATURE IN ENGLISH

Course No.

- 615-616 Certificate Programme in English Literary
Studies

On completion of the Second Year, students sit an examination that leads to the award of the **SPACE Certificate in the Use of English**. Students will be awarded the Certificate if they:

- pass the examination;
- complete assignments set during the year satisfactorily;
- attend at least 75% of the meetings scheduled.

This certificate represents the attainment of a very satisfactory command of English and is widely recognised by many employers in Hong Kong. The tutors for the courses offered each year are drawn from a panel of university graduates and experienced teachers of English.

Entrance Requirements

Second Year

Those who have completed a First Year course sufficiently well or who possess a SPACE Certificate in English for Business awarded in 1995 may enrol in a SECOND Year course without any further test.

First Year

(A) Those who have completed the Foundation English Programme OR the Communicate in English course sufficiently well in 1995 may enrol in a FIRST Year course without any further test provided they apply by 19th August 1995.

(B) Applicants who do not possess the above qualifications must

- (i) have gained a Grade D in English Language in the HKCEE exam (Syllabus B) OR a Grade B in English Language (Syllabus A) OR the equivalent in an approved examination.
- (ii) sit the Use of English Entrance Examination.

Copies of all certificates awarded must be attached to application forms.

Entrance Examination

Applicants for the First Year must complete

an entrance test application form* and then take the Entrance Exam. either at the time of applying (at the SPACE Town Centre only) or on any of the following days:

- **SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong (Sheung Wan MTR Station)**

6.30 - 8.00 p.m.	Monday 7/8/95
6.30 - 8.00 p.m.	Tuesday 15/8/95
6.30 - 8.00 p.m.	Wednesday 16/8/95
6.30 - 8.00 p.m.	Thursday 17/8/95
2.30 - 4.00 p.m.	Saturdays 12/8/95, 2/9/95
4.30 - 6.00 p.m.	Saturdays 12/8/95, 2/9/95
10.30 a.m. - 12 noon	Sundays 20/8/95, 10/9/95
2.30 - 4.00 p.m.	Sundays 20/8/95, 10/9/95

Certificate Programme in the Use of English

The main aim of this advanced level general English programme is to help students develop greater fluency in spoken English so that they can USE English confidently and accurately in a variety of different contexts. Emphasis is put on language PRACTICE and production rather than learning ABOUT the rules of grammar in isolation. The course will not only help students to become proficient in speaking English but will also enhance their ability to understand and interpret it.

The elements of written communication will be dealt with systematically. Students will be exposed to a variety of texts and will carry out tasks designed to improve their understanding of text organization. They will be helped to develop better reading strategies and to write clear, concise, grammatical English on a number of topics in an appropriate style. (A detailed syllabus is available upon request)

The programme extends over two years.

On completion of the First Year, students will sit an examination, which, if they pass sufficiently well, will qualify them to enrol in a Second Year course in the following year.

- **SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (Shek Kip Mei MTR Station)**

6.30 - 8.00 p.m. Tuesday 29/8/95
 Wednesday 9/8/95
 Thursday 10/8/95
 Friday 11/8/95
 2.30 - 4.00 pm Saturday 19/8/95
 4.30 - 6.00 pm Saturday 19/8/95

THE CLOSING DATE FOR ALL APPLICATIONS IS 9TH SEPTEMBER, 1995

After the exams have been marked, successful candidates will be sent an acceptance letter. Enrolments will be on a "first-come-first-serve" basis. Applicants are advised to enrol early as some courses become oversubscribed very quickly.

N.B. Applicants may apply for EITHER a Use of English OR a Business English course but not BOTH.

* There is a \$30 application fee to be submitted with the application form. This is to cover the cost of processing and marking and is non-refundable.

FIRST YEAR

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong (Sheung Wan MTR Station)

- 511. Mondays, Wednesdays, 8.30 - 10.00 a.m., commencing October 9, 1995
- 512. Sundays, 10.00 a.m.- 1.00 p.m., commencing October 15, 1995
- 513. Sundays, 2.00 - 5.00 p.m., commencing October 15, 1995

Place : University of Hong Kong

- 514. Tuesdays, Thursdays, 7.15 - 8.45 p.m., commencing October 10, 1995
- 515. Mondays, Wednesdays, 8.00 - 9.30 p.m., commencing October 9, 1995
- 635. Sundays, 10.00 a.m. - 1.00 p.m., commencing October 15, 1995

Place : SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)

- 516. Sundays, 10.00 a.m. - 1.00 p.m., commencing October 15, 1995
- 636. Sundays, 2.00 - 5.00 p.m., commencing October 15, 1995

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

- 517. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 10, 1995

Place : Wah Yan College, Queen's Road East, Hong Kong

- 518. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 9, 1995

- 519. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 10, 1995

Place : Wah Yan College, 56 Waterloo Road, Kowloon

- 520. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 9, 1995
- 521. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 10, 1995
- 522. Fridays, 6.30 - 9.30 p.m., commencing October 13, 1995

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (Shek Kip Mei MTR Station)

- 523. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 9, 1995
- 524. Mondays, Wednesdays, 8.00 - 9.30 p.m., commencing October 9, 1995
- 525. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 10, 1995
- 526. Saturdays, 3.00 - 6.00 p.m., commencing October 14, 1995

SECOND YEAR

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong (Sheung Wan MTR Station)

- 527. Mondays, Wednesdays, 8.30 - 10.00 a.m., commencing October 9, 1995
- 528. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 10, 1995
- 529. Sundays, 10.00 a.m. - 1.00 p.m., commencing October 15, 1995
- 530. Sundays, 2.00 - 5.00 p.m., commencing October 15, 1995

Place : University of Hong Kong

- 531. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 10, 1995

Place : St. Joseph's College, 7 Kennedy Road, Hong Kong

- 532. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 10, 1995

Place : Wah Yan College, Queen's Road East, Hong Kong

- 533. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 9, 1995
- 534. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 10, 1995

Place : SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)

- 535. Tuesdays, 6.30 - 9.30 p.m., commencing October 10, 1995

Place : Wah Yan College, 56 Waterloo Road, Kowloon

536. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 9, 1995
 537. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 10, 1995

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (Shek Kip Mei MTR Station)

538. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 9, 1995
 539. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 10, 1995
 540. Saturdays, 9.30 a.m. - 12.30 p.m., commencing October 14, 1995

50 meetings* Fee: \$2,000

* *except 512, 513, 516, 522, 526, 529, 530, 535, 540, 635, 636 (25 meetings)*

Foundation English

What is it?

This is a two-year programme mainly for those who wish to improve their English, but who are not qualified to join the Use of English course. However, other students who do not wish to advance to the Use of English course will find that this programme will be of benefit to them.

The programme will give students constant practice in the four skills of reading, writing, listening and speaking to give them greater confidence in using English so that they can reach the level of ability necessary for them to enter a higher course. At all times, the emphasis will be on getting students to participate actively in a wide range of language activities, so that they improve by actually using their language skills.

At the end of the second year of the course, students sit an examination for the SPACE First Certificate in English Language. Students awarded this Certificate with a Credit can enrol in a first year Use of English course without having to take the entrance examination. Those not awarded a Credit have to sit the Use of English entrance examination if they wish to take that course.

What qualifications are needed?

We expect most applicants to have a grade "E" pass in English Language in the Hong Kong Certificate of Education or a similar qualification from outside Hong Kong.

However, those who do not have a grade "E" pass but who have used English continuously since leaving school can also apply. They may be offered a place on this course depending on their performance in the entrance test.

What is involved in entering the course?

First Year

a. Entrance Test

All applicants for the First Year must take an entrance test lasting about 45 minutes, **either**

- at the time of applying (at the SPACE Town Centre only) **or**
- on any of the following dates at the SPACE Town Centre, 9/F, West Tower, Shun Tak Centre:
 - Wednesday, 9 August 1995 at 6.30 pm.
 - Thursday, 10 August 1995 at 6.30 pm.
 - Friday, 11 August 1995 at 6.30 pm.
 - Sunday, 27 August 1995 at 10.30 a.m., 2.30 & 4.00 pm.*

* these sessions will only be held if necessary. Candidates are advised to apply for the earlier testing sessions.

A non-refundable fee of \$30 will be made for taking this test, which is intended to ensure that applicants are only accepted in a course that is suitable for them.

b. Admission to the Course

Applicants will be informed of their performance in the entrance examination. Some will then be offered places on the First Year of the Foundation English programme. Others may be advised to take the Practical English course before Foundation English. A few may even be accepted directly into the Second Year of the programme, if there are places available.

Those who are accepted for the course can then enrol on a "first-come, first-served" basis in the class that is most convenient for them.

Second Year

There are two ways of entry to the Second Year of the programme:

- by successful completion of the First Year;
- by a very good performance in the entry test taken by applicants for the First Year of the course.

Classes

First Year

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road, Central, Hong Kong (MTR: Sheung Wan)

541. Sundays, 9.45 a.m. - 12.45 p.m., commencing October 1, 1995
 542. Sundays, 2.00 - 5.00 p.m., commencing October 1, 1995

543. Mondays & Wednesdays, 8.30 - 10.00 a.m., commencing October 2, 1995
(note that this is a morning course)
544. Mondays & Wednesdays, 6.15 - 7.45 p.m., commencing October 2, 1995
545. Tuesdays & Thursdays, 8.30 - 10.00 a.m., commencing October 3, 1995
(note that this is a morning course)
546. Tuesdays & Thursdays, 10.15 - 11.45 a.m., commencing October 3, 1995
(note that this is a morning course)
547. Tuesdays, 6.15 - 9.15 p.m. commencing October 3, 1995
548. Saturdays, 9.00 a.m. - 12.00 noon, commencing October 7, 1995

Place : University of Hong Kong, Pokfulam, Hong Kong

549. Mondays & Wednesdays, 6.15 - 7.45 p.m., commencing October 2, 1995
550. Mondays & Fridays, 6.15 - 7.45 p.m., commencing October 2, 1995
551. Tuesdays & Thursdays, 8.00 - 9.30 p.m., commencing October 3, 1995

Place : St Joseph's College, 7 Kennedy Road, Hong Kong

552. Tuesdays & Thursdays, 6.30 - 8.00 p.m., commencing October 3, 1995

Place : St Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)

553. Mondays & Wednesdays, 6.30 - 8.00 p.m., commencing October 2, 1995

Place : Wah Yan College, 56 Waterloo Road, Kowloon

554. Mondays & Wednesdays, 6.30 - 8.00 p.m., commencing October 2, 1995
555. Tuesdays & Thursdays, 6.30 - 8.00 p.m., commencing October 3, 1995
556. Fridays, 6.30 - 9.30 p.m., commencing October 6, 1995

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (MTR: Shek Kip Mei)

557. Thursdays, 6.30 - 9.30 p.m., commencing October 5, 1995
558. Saturdays, 2.30 - 5.30 p.m., commencing October 7, 1995

Second Year

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road, Central, Hong Kong

559. Sundays, 9.30 a.m. - 12.30 p.m., commencing October 1, 1995
560. Mondays & Wednesdays, 8.30 - 10.00 a.m., commencing October 2, 1995
(note that this is a morning class)

561. Tuesdays & Thursdays, 8.00 - 9.30 p.m., commencing October 3, 1995
562. Fridays, 6.15 - 9.15 p.m., commencing October 6, 1995

Place : University of Hong Kong, Pokfulam, Hong Kong

563. Mondays & Wednesdays, 8.00 - 9.30 p.m., commencing October 2, 1995
564. Tuesdays & Thursdays, 6.15 - 7.45 p.m., commencing October 3, 1995

Place : St Joseph's College, 7 Kennedy Road, Hong Kong

565. Mondays & Wednesdays, 6.30 - 8.00 p.m., commencing October 2, 1995
566. Tuesdays & Thursdays, 6.30 - 8.00 p.m., commencing October 3, 1995

Place : St Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, TST)

567. Tuesdays & Thursdays, 6.30 - 8.00 p.m., commencing October 3, 1995

Place : Wah Yan College, 56 Waterloo Road, Kowloon

568. Mondays & Wednesdays, 6.30 - 8.00 p.m., commencing October 2, 1995
569. Tuesdays & Thursdays, 6.30 - 8.00 p.m., commencing October 3, 1995
570. Fridays, 6.30 - 9.30 p.m., commencing October 6, 1995

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (MTR: Shek Kip Mei)

571. Tuesdays, 6.30 - 9.30 p.m., commencing October 3, 1995
572. Saturdays, 2.30 - 5.30 p.m., commencing October 7, 1995

90 hours in total: classes held once a week have 30 sessions
classes held twice a week have 60 sessions

Fee: \$2,400

Practical English

What is it?

This programme is designed for:

- those who wish to enter the Foundation English programme in due course, but who are not qualified for that programme;
- those who are qualified to enter Foundation English, but who have been unable to practise English and so need to "refresh" their knowledge of the language.

Students who complete the course at the required standard will be accepted for the Foundation English programme in the following year. However, other students who do not wish to advance to Foundation English will also be accepted for this course and will benefit from it.

To help students to improve their existing levels of English, the four skills of reading, writing, speaking and listening will be practised at a suitable level. The course will use a textbook, but students will receive a lot of other materials written by our teachers for Hong Kong students.

Note : This programme is not for total beginners. Students accepted will need a knowledge of common grammatical structures, but may have trouble expressing their ideas and understanding native speakers.

What is involved in entering the course?

a) Entrance Test

All applicants must take an entrance test lasting about 45 minutes, **either**

- at the time of applying (at the SPACE Town Centre only) **or**
- on any of the following dates at the SPACE Town Centre, 9/F, West Tower, Shun Tak Centre:

Wednesday, 9 August 1995 at 6.30 pm.
 Thursday, 10 August 1995 at 6.30 pm.
 Friday, 11 August 1995 at 6.30 pm.
 Sunday, 27 August 1995 at 10.30 a.m., 2.30 & 4.00 pm.*

* these sessions will only be held if necessary.
 Candidates are advised to apply for the earlier testing sessions.

A non-refundable fee of \$30 will be made for taking this test, which is intended to ensure that applicants are only accepted if the course is suitable for them.

b) Admission to the Course

Applicants will be informed of their performance in the entrance examination. Some will then be offered places on the programme. Others may be accepted for Foundation English if they do well enough in the test.

Those who are accepted for the course can then enrol on a "first-come, first-served" basis in the class that is most convenient for them.

Classes

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road, Central, Hong Kong

573. Sundays, 9.30 a.m. - 12.30 p.m., commencing October 1, 1995
574. Sundays, 2.30 - 5.30 p.m., commencing October 1, 1995

Place : University of Hong Kong, Pokfulam, Hong Kong

575. Fridays, 6.30 - 9.30 p.m., commencing October 6, 1995

Place : SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)

637. Sundays, 9.30 a.m. - 12.30 p.m., commencing October 1, 1995

Place : St Joseph's College, 7 Kennedy Road, Hong Kong

576. Mondays & Wednesdays, 6.30 - 8.00 p.m., commencing October 2, 1995

Place : Wah Yan College, 56 Waterloo Road, Kowloon

577. Mondays & Wednesdays, 6.30 - 8.00 p.m., commencing October 2, 1995
578. Tuesdays & Thursdays, 6.30 - 8.00 p.m., commencing October 3, 1995
579. Fridays, 6.30 - 9.30 p.m., commencing October 6, 1995

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (MTR: Shek Kip Mei)

580. Thursdays, 6.30 - 9.30 p.m., commencing October 5, 1995
581. Saturdays, 9.00 a.m. - 12.00 noon, commencing October 7, 1995

90 hours in total: classes held once a week have 30 sessions
 classes held twice a week have 60 sessions

Fee : \$2,400

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 deal 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 on a 'first-come, first-served' basis.

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

582. Tuesdays & Thursdays, 8.30 - 10.00 a.m., commencing 10 October 1995 (Note : this is a morning course.)
583. Tuesdays & Thursdays, 8.30 - 10.00 a.m., commencing 9 January 1996 (Note : this is a morning course.)

20 meetings Fee : \$900

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 on a 'first-come, first-served' basis.

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

584. Tuesdays & Thursdays, 12.45 - 1.45 pm, commencing 10 October 1995
585. Tuesdays & Thursdays, 12.45 - 1.45 pm, commencing 14 November 1995
586. Tuesdays & Thursdays, 12.45 - 1.45 pm, commencing 9 January 1996

10 meetings Fee : \$300

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,
- 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.

Place : University of Hong Kong, Pokfulam, Hong Kong

587. Thursdays, 6.30 - 9.30 p.m., commencing October 5, 1995
(closing date for applications: 23 September 1995)
588. Thursdays, 6.30 - 9.30 p.m., commencing January 11, 1996
(closing date for applications: 2 January 1996)

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (Shek Kip Mei MTR Station)

589. Tuesdays, 6.30 - 9.30 p.m., commencing October 3, 1995
(closing date for applications: 21 September 1995)
590. Tuesdays, 6.30 - 9.30 p.m., commencing January 9, 1996
(closing date for applications: 28 December 1995)

10 meetings Fee : \$1,000

591. English Intonation

This short course will give participants practice in identifying and making prominent the most important words in any given situation so as to express what they want to say clearly, dividing their speech up meaningfully, using the appropriate tones, and using pitch variation for interesting delivery and maximum clarity. The course will include listening and speaking sessions in which participants will put into practice what they have learnt. These features receive little systematic treatment in published coursebooks, yet are essential for clear communication. This course will be of particular interest to those whose work brings them into contact with native speakers of English. In order to benefit from the course, applicants should have a grade "E" pass in English Language in the HKCEE syllabus B. (A course outline is available upon request)

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

Date : Saturdays, 9.30 - 11.00 a.m., commencing October 7, 1995

6 meetings

Fee : \$280

Certificate Course in English Speech

This is an intensive course of study in which it is intended to provide tuition in Spoken English to an advanced level for suitably qualified working adults who have a positive and urgent need to achieve a high standard of proficiency in a wide variety of social situations.

Tuition will cover in detail pronunciation, word and sentence stress, and intonation. These components will be covered thoroughly and comprehensively, and students will be required to learn relevant phonetic symbols and signs. Conversation, discussion and a wide variety of interpersonal communication will also be practised, the emphasis being on what is said and how it is said. For all sections of the course substantial practice is given and a workbook is provided that gives full details of each unit studied.

Applicants should bear in mind that this is not a general English course and grammatical and lexical competence will be assumed. Furthermore, this is not a course in rhetoric or the art of persuasive or impressive speaking and will not cover presentations, speeches or other such specialized applications. Applicants should also bear in mind that owing to the size of the class individual tuition will be impracticable, except to a very limited extent. Practice will be obtained and progress made by means of group work.

As this course is designed for Hong Kong working adults (with Chinese language background), those studying in school, college or university will not be admitted.

The syllabus comprises four components: Pronunciation; Stress; Intonation; Oral Communication.

Award : Students will be awarded a SPACE Certificate provided they:

- pass the final examination;
- satisfactorily complete the assignments set;
- attend at least 75% of the classes.

Entrance Requirements

All applicants should

- 1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination.
- 2) be able to produce evidence of further study at post-secondary level.
- 3) attach copies of their certificates to their application form.
- 4) sit the Entrance Test.

The Entrance Test will consist of a Listening Test and, for those who pass, an Interview. Listening tests will be held

in the SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong, on 6th and 7th September, at 6.30 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

Applicants who perform sufficiently well in the Listening Test will be required to attend an Interview either on 14th, 15th or 16th September at the SPACE Town Centre.

Closing date for applications: September 2, 1995.

Tutor : John Bensly, M.A.(Oxon), M.A.(Reading)

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 10/F, Hong Kong

592. Tuesdays & Thursdays, 6.15 - 7.45 pm, commencing October 3, 1995. 64 meetings
593. Sundays, 10.00 a.m. - 1.00 pm, commencing October 1, 1995 32 meetings
594. Sundays, 2.30 - 5.30 pm, commencing October 1, 1995 32 meetings

Enrolment is limited to 30

Fee : \$2,500

Certificate Programme in Business English Course Numbers : 595 to 607

What are the Aims of the Course?

The SPACE Certificate Programme in Business English has been designed to help anyone who has to use English in everyday work situations. It has two main aims :

- to improve the ability of students to carry out the writing tasks that they may be faced with in their work, by helping them to express themselves clearly and concisely on paper;
- to give them greater confidence and fluency when speaking in front of others, in situations that they are likely to encounter in their work.

How is the Programme Organised ?

- It is offered in modules.
- Students who wish to be awarded the SPACE Certificate in Business English must complete three modules, totalling 90 hours of classroom instruction. However, these modules must be completed within three years.
- Two of the modules studied must be the Set Modules.
- The third module can then be chosen from a list of Optional Modules.
- The Set Modules will be offered throughout the year, while the Optional Modules will be offered from time to time.

- Students who complete a module successfully will be given a "Statement of Successful Completion". This will give them automatic entry to the next module they wish to take.
- Each module will be complete in itself. This means that students who do not wish to complete the full Certificate programme can apply to take any individual module that they think will benefit them, without any requirement to apply for another module.

What are the Modules ?

The Set Modules are:

- Modern Business Correspondence
- Modern Business Oral Skills

These Set Modules will be offered throughout the year, and will be advertised in SPACE's Autumn and Spring Prospectuses.

The Optional Modules are:

- Report and Proposal Writing
- Meetings, Minutes and Presentations
- English for Personnel Management

One of these Optional Modules will be offered in our Autumn 1995 programme. The others will be available for the first time as part of our Spring 1996 programme. After that, these modules will be available as necessary in both our Autumn and our Spring programmes.

What is involved in entering the Course?

Entrance Test

All applicants must take an entrance test, which will consist of a writing test lasting about 60 minutes. They must fill out an entrance test application form indicating the time and place they wish to take the test.

The Entrance Test will be set at the following times :

- A. At the SPACE Town Centre, Shun Tak Centre, West Tower, 9th floor, 200 Connaught Road, Central, Hong Kong:
- 17 Aug (Thu) - 6.30 p.m.
 - 18 Aug (Fri) - 6.30 p.m.
 - 21 Aug (Mon) - 6.30 p.m.
 - 3 Sep (Sun) - 10.30 a.m.
 - 3 Sep (Sun) - 2.30 p.m.
 - 10 Dec (Sun) - 2.30 p.m.
 - 17 Dec (Sun) - 2.30 p.m.
- B. At the SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong
- 15 Dec (Fri) - 6.30 p.m.

Note : The minimum qualification that applicants should have is a grade "D" pass in English Language in

Syllabus B of the Hong Kong Certificate of Education Examination. Copies of all relevant certificates should be submitted with application forms.

Entrance Test Fee

A non-refundable fee of \$30 will be made to cover the cost of processing this test. The purpose of the test is to ensure that applicants are only accepted into the programme if it is suitable for them.

Admission to the Course

Applicants will be informed of their performance in the entrance test, as soon as possible after the test. They will then be able to apply for firm entry to the module of their choice. Applications will be accepted on a "first come, first served" basis.

Set Modules

Modern Business Correspondence – Set Module

This Set Module will focus on writing memoranda and letters in the modern business world. Several types of letters will be considered, including:

- letters of enquiry and reply
- sales letters
- letters of complaint and adjustment
- collection letters
- settlement letters

Students will be introduced to the principles that apply to these different kinds of letters, and will be given a lot of practice in writing them. At all times the emphasis will be on helping students to organise what they have to say, so that their meaning is clear and unambiguous.

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong (Sheung Wan MTR Station)

595. Sundays, 9.45 a.m. - 12.45 p.m., commencing September 24, 1995
596. Thursdays, 6.15 - 9.15 p.m., commencing September 28, 1995
597. Sundays, 9.45 a.m. - 12.45 p.m., commencing January 7, 1996
598. Thursdays, 6.15 - 9.15 p.m., commencing January 11, 1996

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (Shek Kip Mei MTR Station)

599. Mondays, 6.30 - 9.30 p.m., commencing September 25, 1995
600. Wednesdays, 6.30 - 9.30 p.m., commencing September 27, 1995

36 hours

Fee: \$1,400

Modern Business Oral Skills – Set Module

This module has been specially designed to help participants develop the oral communication skills they need for business situations. It looks at a range of these situations and includes topics like telephoning, networking, social skills, making and dealing with complaints, and receiving and entertaining visitors. Students will be exposed to a variety of realistic business contexts and will carry out tasks designed to improve both their listening and speaking skills. The methods used will include group work, rôle play, problem-solving and simulations.

During the module there will be three assessments, followed by a final oral examination.

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong (Sheung Wan MTR Station)

601. Sundays, 2.15 - 5.15 p.m., commencing October 8, 1995
602. Sundays, 2.15 - 5.15 p.m., commencing January 7, 1996

Place : SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)

603. Fridays, 6.30 - 9.30 p.m., commencing October 13, 1995
604. Fridays, 6.30 - 9.30 p.m., commencing January 12, 1996

Place : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (Shek Kip Mei MTR Station)

605. Mondays, 6.30 - 9.30 p.m., commencing January 8, 1996

24 hours

Fee: \$900

Optional Modules

English for Personnel Management

An important part of this Optional Module will be to cover the language skills that are necessary for carrying out successful interviews. This part of the module will help those who have to carry out interviews as part of their job. It will give them a clear understanding of the entire process of interviewing and help them question more effectively.

Instruction will also be given in writing:

- job applications
- references
- interview reports
- appraisal reports
- job descriptions
- person specifications

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong (Sheung Wan MTR Station)

606. Sundays, 9.45 a.m. - 12.45 p.m., commencing September 24, 1995
607. Sundays, 9.45 a.m. - 12.45 p.m., commencing January 7, 1996

30 hours

Fee: \$1,200

Certificate Programme in English for Engineers and Industrial Designers

What are the features of the course?

- It is offered in two parts :
Part 1 : October 1995 - February 1996;
Part 2 : March 1996 - June 1996.
- On successful completion of each part, students will be given a letter admitting them to the next part if they wish.
- Students who successfully complete both parts within three years will be awarded a SPACE Certificate.
- Each part can be taken independently, with no commitment to do the other part of the course.
- Each part of the course will have its own emphasis, but in both parts attention will be paid to pronunciation, grammar and vocabulary. A high degree of active participation by students is expected, as the lessons will be conducted in a workshop and rôle-play manner. They will not consist of a series of lectures.

608. English for Engineers & Industrial Designers Part 1

This part of the course is designed to provide practising engineers with the opportunity of improving their spoken and written English. It will particularly benefit those who wish to take professional examinations such as the Engineering Council Part 2, Paper 300, The Engineer in Society.

To help students communicate effectively, this part of the course will cover :

Writing Skills

- English style for engineering writing
- principles of report writing
- giving written instructions
- writing technical summaries of articles in English
- drawing conclusions from data
- writing notices
- examination essay writing for engineers
- writing press releases

Speaking Skills

- principles of persuasive speaking
- short talks describing processes and procedures
- social English
- giving oral instructions

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong (Sheung Wan MTR Station)

Date : Mondays & Wednesdays, 8.00 - 9.30 p.m., commencing 2 October, 1995.

Entry Requirements

Applicants should :

- be practising engineers or industrial designers
- have obtained at least a grade "D" pass in English Language (Syllabus B) in the HKCEE, or the equivalent in an approved examination;
- attach copies of relevant documents to their application forms;
- 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. Short interviews may be held if necessary.

30 meetings

Fee: 1,500

English for Engineers & Industrial Designers Part 2

Full details of this part of the course will be given in our Spring Prospectus. It will deal with situations likely to be encountered at work. Topics to be covered will include :

- the language and procedure of meetings
- oral presentations
- leading and participating in discussions
- review of report writing
- practice in writing accident, safety and project reports
- writing memoranda
- writing letters of application and resignation
- writing business letters for insurance claims
- interview practice.

ENGLISH FOR TEACHERS

ENGLISH FOR SECONDARY SCHOOL TEACHERS

Certificate Programme in English Language Teaching (Secondary) (Course numbers : 609, 610, 611, 612, 613)

ELT courses offered by SPACE aim to address the practical concerns of English teachers in Hong Kong and to explore recent developments in the field.

• Who is the programme for ?

The Certificate programme is open to all secondary school teachers of English. However, the courses offered are likely to be of particular interest to teachers at an early stage in their careers. Having completed their initial training, they may feel the need for a "refresher" course but not be able to attend full-time courses. These teachers may well intend to go on to further part-time study for a degree in ELT.

• How is the programme structured?

- The SPACE Certificate in English Language Teaching (Secondary) is offered in modular form.
- To be awarded the Certificate a teacher has to complete **SIX modules** two of which must be Core A and Core B.
- The other four modules may be selected from the range of options on offer in the Autumn and Spring terms.
- Core modules are 20 hours long and optional modules 15 hours.
- At the end of each module a "statement of completion" is issued based on course assessment and attendance.
- **The modules will be "free-standing" so that a teacher may enrol for a course without necessarily having in mind the accumulation of credits towards the Certificate.**
- The schedule of courses on offer is as follows:

		Options
Spring 95	Core B	1 + 2
Autumn 95	Core A	3 + 4

• What are the Core modules ?

Core A will focus on the language content of the secondary syllabus for forms 1 - 5. Tense, modality, transitivity, etc. will be considered in relation to the language systems inherent in the secondary syllabus. Close attention will also be paid to the language of classroom management. Two further aims of the module are to enrich a teacher's understanding of language as discourse and to enhance her own language awareness.

Core B will explore a range of practical classroom techniques and teaching strategies designed to make the process of language learning more enjoyable and effective. Proper account will be taken of what is realistic and appropriate in the Hong Kong context.

• **Who are the tutors ?**

The tutors for these courses have had many years experience in teaching and teacher-training. Several of them have written textbooks for Hong Kong secondary schools and all of them know what the situation is in local schools right now.

Fee Refund : Teachers may apply for a half fee refund for these courses. See page vi.

609. LANGUAGE SYSTEMS AND THE ENGLISH SYLLABUS FOR SECONDARY SCHOOLS (FORMS 1 - 5) (CORE A)

The aims of this course are to:

1. Investigate the features of COMMUNICATIVE APPROACHES to English and analyse the implications for teaching/learning environments.
2. Enrich teachers' understanding of LANGUAGE as DISCOURSE.
3. Examine some principles of DESIGN, SELECTION AND USE of communicative materials, with particular reference to popular Hong Kong textbooks.
4. Consider effective approaches to CLASSROOM MANAGEMENT in a communicative language learning environment.

(Enrolment is limited to 30)

Tutor : Bob Adamson, M.Phil., B.A., P.G.C.E. (Wales), Lecturer in English, Hong Kong Institute of Education

Date : Saturdays, 9.30 a.m. - 12.00 Noon, commencing September 23, 1995

Place : Lecture Theatre 3, SPACE Shek Kip Mei Study Centre, [Ka Chi School], 5 Wai Chi Street, Shek Kip Mei, Kowloon. (Shek Kip Mei MTR Station)

8 meetings

Fee: \$650

610. The Teaching of Writing in the Secondary School (Optional Module)

This Course is designed for Secondary teachers of English who wish to explore ways of helping their students to write meaningfully and purposefully. One central focus will be the ideas outlined in the Education Department's booklet entitled "Teaching Writing as a Process".

The course components include :

- current practices in developing students' writing
- making writing relevant
- the writing process
- using teacher and peer feedback
- managing the writing classroom

(Enrolment is limited to 30)

Tutor : Jenny Tyrrell, M.Ed.(Notts), Cert.Ed.(Canterbury)

Date : Fridays, 6.30 - 8.00 pm, commencing October 13, 1995

Place : Lecture Theatre 8, LG2 Floor, Library Extension Building, University of Hong Kong

10 meetings

Fee: \$495

611. Teaching Grammar for Communication (Optional Module)

The course focuses on the nature of grammar and how it can be taught in a communicative way in secondary school English lessons.

The first part of the course considers different definitions of grammar, and the relationship of grammar to communication. An overview of various approaches to grammar teaching will then be presented. The rest of the course investigates these approaches in more detail, with plenty of practical work related to teaching in the Hong Kong context.

This course is suitable for secondary school teachers who wish to develop their understanding of systems of grammar and to expand their range of skills for teaching grammar within the parameters of the Communicative Approach.

(Enrolment is limited to 30)

Tutor : Wu Kam Yin, M.Ed., M.Phil., B.A., Cert.Ed.(HK)

Date : Saturdays, 9.00 - 11.30 a.m., commencing November 25, 1995

Place : Room 12, SPACE Town Centre, 9th Floor, West Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong

6 meetings

Fee: \$495

612. Basic Linguistics for Language Learners (Optional Module)

The aim of this course is twofold, namely to provide the participants with:

1. a general introduction to the meaning and scope of linguistics;
2. practice in those areas of linguistics which are relevant to efficient language learning especially when using the knowledge of one language to learn another language.

Topics will include:

- PHONOLOGY - the production and reception of vowels and consonants in speech and in writing
 - intonation, stress, juncture, pitch and tone
- MORPHOLOGY - word roots and word types, the use of dictionaries, thesauri and concordances
- SYNTAX - basic phrases and sentences
 - complex and compound sentences, and their expansion and reduction
- DISCOURSE ANALYSIS - texts beyond the sentence: their structure, meaning and function
- SEMANTICS - expressing the whole message

(Enrolment is limited to 30)

Tutor : Norman Bird, Ph.D., M.Phil., B.A., (London), Senior Lecturer in English, Hong Kong Institute of Education

Date : Mondays, 6.30 - 8.00 p.m., commencing September 25, 1995

Place : Room LG104, K.K. Leung Building, University of Hong Kong.

10 meetings

Fee: \$495

613. Preparing for Speech Festivals (Optional Module)

The aim of this course is to help teachers (primary and secondary) prepare their pupils for participation in speech and drama festivals in Hong Kong. Consideration will be given to each competition class including: solo verse speaking, choral verse speaking, prose reading, story-telling, bible reading, public speaking, sight performance, solo, duologue & group drama. A workshop approach will be adopted. Members of the group will explore and try to resolve some of the problems of technique and pronunciation their students may have. The course will also review some of the most common mistakes identified from previous speech festivals and equip teachers to help enhance their pupils' presentations. It may also serve to enrich the teachers' own understanding of the elements of spoken English.

The main tutor for this course has been actively involved in the annual speech festival for 19 years. Other experienced teachers will be invited to share some of the sessions.

(Enrolment is limited to 30)

Tutor : Christine Chan, B.A., Cert.Ed. (Hong Kong), M.I.L. (& guest speakers)

Date : Saturdays, 9.00 - 11.00 a.m., commencing September 16, 1995

Place : Room 12, SPACE Town Centre, 9th Floor, West Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong.

8 meetings

Fee: \$495

ENGLISH FOR PRIMARY SCHOOL TEACHERS

614. Language Systems and the English Syllabus for Primary Schools

This course is designed for teachers who wish to develop their understanding of language systems in the context of primary school English teaching in Hong Kong.

The course covers the following components:

- an introduction to the nature of language; its components and levels of operation
- a discussion of the features of Communicative Approaches to English and the implications for teaching and learning in primary school classrooms
- an introduction to the principles of design, selection, adaptation and use of communicative materials, with particular reference to popular textbooks used in Hong Kong primary schools
- the language of the communicative classroom

Co-ordinator : Bob Adamson, M.Phil., B.A., P.G.C.E. (Wales) Lecturer in English, Hong Kong Institute of Education (& guest speakers)

Date : Saturdays, 9.30 a.m. - 12.00 Noon, commencing November 25, 1995

Place : Lecture Theatre 3, SPACE Shek Kip Mei Study Centre, [Ka Chi School], 5 Wai Chi Street, Shek Kip Mei, Kowloon. (Shek Kip Mei MTR Station)

8 meetings

Fee: \$595

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

LITERATURE IN ENGLISH

Certificate Programme in English Literary Studies (Course numbers: 615, 616)

Who is it for?

- Anyone who has an interest in literature and would like to find out more about it;
- those who intend to study (part-time) for a degree in English, or for an Arts degree in which literature is a major component;

- those intending to study subjects other than literature at degree level who will first need a good foundation in English Studies;
- teachers of English (language as well as literature) who wish to enhance and refresh their knowledge of English;
- students of English who recognise that language learning entails more than understanding a set of grammar rules.

What are the aims of the programme ?

- to introduce a variety of literary texts in English for close reading and discussion
- to help students develop the skills needed to read literature critically and to write about it effectively
- to acquaint students with the genres, conventions and devices of poetry, fiction and drama, as well as the basic terminology used in critical analysis
- to encourage students to explore and articulate their own responses to literary texts rather than to repeat second-hand opinions

How is it structured ?

The Certificate is offered in modular form. To be awarded the Certificate a student has to complete **FIVE modules**. These must include the **THREE Core modules**:

CORE 1	Reading short fiction	Autumn 94
CORE 2	Reading poetry	Spring 95
CORE 3	Reading drama	Autumn 95

The other **TWO** modules may be selected from the range of options on offer in the Autumn and Spring terms. At the end of each module a "statement of completion" is issued based on course assessment and attendance.

The modules are "free-standing" so that a student may take a course for its own sake without necessarily having in mind the accumulation of credits towards the Certificate.

Why study literature?

"...through literature we rediscover a sense of the density of our lives" (Iris Murdoch)
 "...to enable the reader better to enjoy life or better to endure it" (Samuel Johnson)
 "/It is/ the language in which man explores his own amazement" (Christopher Fry)

Fee Refund : Teachers may apply for a half fee refund for these courses. See page vi.

615. Reading Drama (CORE module)

This course offers a general foundation programme in understanding and appreciating western drama. It will include an historical overview of drama and the theatre from Shakespeare to modern times with an introduction to the key playwrights of each period.

A fuller introduction will be given to twentieth century European and American drama, including: Brechtian Theatre and the Theatre of the Absurd. Dramatic theme and structure will be explored through a study of two contemporary plays. Applicants should have a good reading knowledge of English and be willing to participate in discussion. This course does not require any prior knowledge of drama. *(Enrolment is limited to 25)*

Tutor : Dino Mahoney, B.A.(Lancaster),
 M.A.(Birmingham), P.G.C.E.(Nottingham),
 Dip.TEFL(R.S.A.), Lecturer, Department of
 English, City Polytechnic of Hong Kong

Date : Saturdays, 10.00 a.m. - 12.30 p.m., commencing
 October 7, 1995

Place : Lecture Theatre 13, SPACE Shek Kip Mei Study
 Centre, [Ka Chi School], 5 Wai Chi Street, Shek Kip
 Mei, Kowloon. (Shek Kip Mei MTR Station)

8 meetings

Fee: \$650

616. An Introduction to Anglo-Irish Literature (OPTIONAL Module)

The names of Swift, Sheridan, Yeats, Shaw, Wilde and Joyce evoke something of the range and variety of Irish writing which this course aims to explore. Topics (and texts) will include:

- The 'Gothic' strain in Irish writing (*Dracula* and *The Picture of Dorian Gray*)
- *Playboy of the Western World*, J.M. Synge
- The 'Big House' fiction of Maria Edgeworth, Somerville & Ross and Elizabeth Bowen
- The tales of the 'Irish Dickens', William Carleton
- Irish wits: the plays of Shaw, Wilde and Behan
- Writing rebellion: the literature of the 1916 Rising
- *Waiting for Godot*, Samuel Beckett
- Contemporary Irish poetry (Paul Muldoon), drama (Brian Friel) and fiction (John Banville)

The classes will take the form of discussions, talks and readings augmented by audio-visual material. Notes and other course material will be issued at class meetings. *(Enrolment is limited to 25)*

Tutor : Peter Kennedy, B.A.(Wales), M.A.(Sussex),
 M.A.(Essex), M.Phil.(Dublin), Lecturer (English
 Studies), SPACE, University of Hong Kong.

Date : Saturdays, 9.30 - 11.30 a.m., commencing January
 6, 1996.

Place : Room 12, SPACE Town Centre, 9th Floor, West
 Tower, Shun Tak Centre, 200 Connaught Road,
 Central, Hong Kong.

8 meetings

Fee: \$495

EUROPEAN STUDIES

Lecturers in charge : Richard M. Booker
Peter Kennedy

Telephone: 2547 2225

- **FRENCH**
617 - 621 First Certificate Programme in French Language
- **SPANISH**
622 - 625 First Certificate Programme in Spanish Language
- **GERMAN**
626 - 628 First Certificate Programme in German Language
- **ITALIAN**
629 - 630 First Certificate Programme in Italian Language
- **RUSSIAN**
631 Russian for Beginners
- **GREEK**
632 Greek for Beginners

SPACE offers language courses for working adults in French, Spanish, German, Italian, Russian and Greek.

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.

The First Certificate programmes

The First Certificate programmes in French, Spanish, German and Italian are offered in modular form. The Level 1 courses are 45 hours, Level 2 courses are 45 hours and Level 3 courses are 60 hours long.

- To be awarded the SPACE First Certificate a student must complete courses at all THREE Levels i.e. 150 hours of tuition. Those who wish to complete the entire programme in three terms may do so provided they pass the exit tests at each level and attend at least 75% of all classes.

- However, those who want just to take an introductory course in one of these languages may exit the programme with a Statement of Completion after Level 1.
- Some students may find that they need to consolidate their understanding of the language at Level 2 before moving on to Level 3, or that work commitments prevent them from continuing to attend on a particular night. The flexibility of the First Certificate programme enables such students to repeat Level 2 the next term or to attend a course at a different centre on another night if they wish.
- For the convenience of students, the courses are offered at easily accessible locations in Kowloon and Hong Kong.
- The tutors for these courses are drawn from a panel of university graduates who are also experienced teachers of the European languages they are teaching.

(A course outline for each of these programmes is available upon request)

N.B. Students will be required to buy a textbook for each course.

Courses in French Language

First Certificate Programme in French Language

French: Level 1

This course is for complete beginners who wish to acquire a basic understanding of spoken and written French. By the end of the course students should be familiar with the sound system of French and the basics of French grammar. They will also be able to hold simple conversations in French.

617. SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)

Date : Sundays, 9.30 a.m. - 12.30 p.m., starting 1st October, 1995.
15 meetings Fee: \$1,450

618. St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, Tsimshatsui)

Date : Mondays and Wednesdays, 6.30 - 8.00 p.m., starting 2nd October, 1995.
30 meetings Fee: \$1,450

619. Wah Yan College, 56 Waterloo Road, Kowloon.

Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting 3rd October, 1995.
30 meetings Fee: \$1,450

French: Level 2

Level 2 French courses are intended for students who have completed Level 1 or received approximately 45 hours of instruction in basic French at another institution. Strong emphasis will be put on the acquisition of audio-oral skills. Intensive tuition will also be provided in reading and writing skills. *At the end of the course students should be able to use French to communicate in a variety of simple situations such as asking for directions, ordering food in a restaurant, shopping, making telephone calls etc. In addition, students will extend their active vocabulary and deepen their understanding of French grammar.*

620. **St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, Tsimshatsui)**
 Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting 3rd October, 1995.
 30 meetings **Fee: \$1,680**

(Enrolment is limited to 25)

French: Level 3

Level 3 courses are intended for students who have completed Level 2 or received approximately 90 hours of instruction in French elsewhere. The course will enable students to develop greater fluency in French and to follow the conversation of a native speaker effectively. By the end of the course students should also be able to read simple French texts and have gained some insights into contemporary French life and culture. On completion of this course, students will sit an examination that leads to the award of the SPACE First Certificate in French Language.

621. **SPACE Town Centre, 9/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong. (Sheung Wan MTR Station)**
 Date : Sundays, 9.30 a.m. - 12.30 p.m., starting 1st October, 1995.
 20 meetings **Fee: \$2,350**

(Enrolment is limited to 20)

For all 3 Levels, the language of instruction will be French, supplemented by English as necessary.

Courses in Spanish Language

First Certificate Programme in Spanish Language

Spanish: Level 1

This course is designed for complete beginners who wish to learn to communicate in Spanish in a variety of situations. The course aims to cover the basics of Spanish grammar and to help students understand simple spoken and written Spanish.

622. **University of Hong Kong, Pokfulam, Hong Kong.**
 Date : Fridays, 6.15 - 9.15 p.m., starting 6th October, 1995.
 15 meetings **Fee: \$1,450**

623. **St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, Tsimshatsui)**
 Date : Mondays and Wednesdays, 6.30 - 8.00 p.m., starting 2nd October, 1995.
 30 meetings **Fee: \$1,450**

Spanish: Level 2

Level 2 courses are for students who have completed Level 1 or received approximately 45 hours of instruction in basic Spanish elsewhere. *At the end of the course students should be able to use Spanish to ask for directions, use public transport, order food in a restaurant, give information about themselves, go shopping, make telephone calls, deal with various aspects of health and welfare, socialise etc. In addition, students will extend their active vocabulary and deepen their understanding of Spanish grammar.*

624. **SPACE Town Centre, 9/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong. (Sheung Wan MTR Station)**
 Date : Mondays and Wednesdays, 6.15 - 7.45 p.m., starting 2nd October, 1995.
 30 meetings **Fee: \$1,680**

(Enrolment is limited to 25)

Spanish: Level 3

Level 3 courses are intended for students who have completed Level 2 or received approximately 90 hours of instruction in Spanish elsewhere. The course will enable students to develop greater fluency in Spanish, to follow the conversation of a native speaker effectively and to understand some colloquial and idiomatic expressions. By the end of the course students should also be able to read simple Spanish texts and have gained some insights into contemporary Spanish life and culture. On completion of this course, students will sit an examination that leads to the award of the SPACE First Certificate in Spanish Language.

625. **Wah Yan College, 56 Waterloo Road, Kowloon**
 Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., commencing 3rd October, 1995
 40 meetings **Fee: \$2,350**

(Enrolment is limited to 20)

For all 3 Levels, the language of instruction will be Spanish, supplemented by English as necessary.

Courses in German Language

First Certificate Programme in German Language

German: Level 1

This course is for complete beginners who wish to acquire a basic understanding of spoken and written German. By the end of the course students should be familiar with the sound system of German and the basics of German grammar. They will also be able to hold simple conversations in German.

626. Wah Yan College, 56 Waterloo Road, Kowloon
Date : Sundays, 2.00 - 5.00 p.m., starting 1st October 1995.
15 meetings Fee: \$1,450
627. Wah Yan College, 56 Waterloo Road, Kowloon
Date : Mondays and Wednesdays, 6.30 - 8.00 p.m., starting 2nd October, 1995.
30 meetings Fee: \$1,450

German: Level 2

Level 2 German courses are intended for students who have completed Level 1 or received approximately 45 hours of instruction in basic German at another institution. *At the end of the course students will be able to use German to communicate in a variety of simple situations such as asking for directions, ordering food in a restaurant, shopping, making telephone calls etc. In addition, students will extend their active vocabulary and deepen their understanding of German grammar. The language of instruction will be German, supplemented by English as necessary.*

628. SPACE Town Centre, 9/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong. (Sheung Wan MTR Station)
Date : Sundays, 9.30 a.m. - 12.30 p.m., starting 1st October, 1995.
15 meetings Fee: \$1,680

(Enrolment is limited to 25)

Courses in Italian Language

First Certificate Programme in Italian Language

Italian: Level 1

This course is designed for complete beginners who wish to learn to communicate in Italian in a variety of situations. The course aims to cover the basics of Italian grammar and to help students understand simple spoken and written Italian.

629. St. Mary's Canossian College, 162 Austin Road, Kowloon (entrance from Kimberley Road, Tsimshatsui)
Date : Tuesdays and Thursdays, 6.30 - 8.00 p.m., starting 3rd October, 1995.
30 meetings Fee: \$1,450

Italian: Level 2

Level 2 courses are for students who have completed Level 1 or received approximately 45 hours of instruction in basic Italian elsewhere. *At the end of the course students should be able to use Italian to ask for directions, use public transport, order food in a restaurant, give information about themselves, go shopping, make telephone calls, deal with various aspects of health and welfare, socialise etc. In addition, students will extend their active vocabulary and deepen their understanding of Italian grammar. The language of instruction will be Italian, supplemented by English as necessary.*

630. SPACE Town Centre, 9/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong. (Sheung Wan MTR Station)
Date : Sundays, 9.30 a.m. - 12.30 p.m., starting 1st October, 1995.
15 meetings Fee: \$1,680

(Enrolment is limited to 25)

Course in Russian Language

Russian for Beginners

This course is for complete beginners who wish to acquire a basic understanding of spoken and written Russian. By the end of the course students should be familiar with the sound system of Russian and the basics of Russian grammar. They will also be able to hold simple conversations in Russian. *The language of instruction will be Russian, supplemented by Chinese or English as necessary.*

631. SPACE Town Centre, 9/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong. (Sheung Wan MTR Station)
Date : Sundays, 2.00 - 5.00 p.m., starting 1st October, 1995.
15 meetings Fee: \$1,450

Course in Greek Language

Greek for Beginners

This course is for complete beginners who wish to acquire a basic understanding of spoken and written Greek. By the end of the course students should be familiar with the sound system of Greek and the basics of (modern) Greek grammar. They should also be able to hold simple conversations in Greek. The course will be of particular interest to anyone planning to visit Greece on business or for a short holiday. The teacher will use slides, music and video to offer students some insights into contemporary Greek life and culture.

632. SPACE Shek Kip Mei Study Centre [Ka Chi School, 5 Wai Chi Street, Shek Kip Mei, Kowloon] (Shek Kip Mei MTR Station)
Date : Thursdays, 6.30 - 9.30 p.m., starting 5th October, 1995.
15 meetings Fee: \$1,450

GEMMOLOGY

Lecturer in charge: Koon-ki T. Ho

Telephone: 2859 2792

656. 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 1 8 室（信德中心西翼九樓）

時 間：一九九五年九月二十一日起逢星期四下午八時至十時

全期學費：一千四百五十元（共十講）

657. 英國珠寶鑑定師初級課程研習班 (A Preparatory Course to the FGA Preliminary Examination)

課程目的：

使學員能根據英國珠寶鑑定師初級公開試的大綱要求而全面和有系統地掌握珠寶學的最基本知識。本課程適合應考英國珠寶

鑑定師公開試的學員以及不準備考試但有志獲得珠寶學全面和有系統的知識的人士。

課程內容：

- 1) 基礎結晶學——晶體和非晶體的概念、結晶要素、七大晶系。
- 2) 寶石的物理及光學性質——顏色、硬度、解理、比重等等。
- 3) 各種寶石鑑定儀器的光學原理及使用方法。4) 寶石概說——各種天然石包括鑽石、紅藍寶石、祖母綠、翡翠、石榴石、橄欖石、黃石、海藍寶石、鎂石、蛋白石、水晶土耳其石、及珍珠、琥珀、珊瑚等等 20 多種寶石的性質及鑑定方法。各種人造寶石的製造和鑑別方法、各種模擬石性質及鑑別方法。教學中配以幻燈片和樣本觀察使教學達到最佳效果。

課程以中文授課，但學員可選擇在考試時，選用中文或英文作答。

主 講 人：歐陽秋眉女士 M.Phil(HK), F.G.S.(Lond.), F.G.A.(Lond.),
Dip.Dia(GIA), 英國珠寶學會院士，美國鑽石文憑

地 點：香港大學專業進修學院市區中心 1 0 室（信德中心西翼九樓）

時 間：一九九五年九月十九日起逢星期二下午七時四十五分至九時四十五分

全期學費：八千五百元（共三十五講）

1996 Spring Prospectus

The next issue of the School Prospectus will be available in early January 1996. If you wish to be sent a copy of the Prospectus in January 1996, kindly complete and return the name and address slip on Page 120, (together with postal stamps to the value of \$6.50) to: [The Director, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong]. The envelope should be marked "Spring Prospectus".

一九九六春季課程手冊

本學院將於一九九六年一月初派發一九九六年春季課程手冊。有意索取者請填妥 120 頁的回條，並附郵票六元五角，在信封上註明〔郵索春季手冊〕字樣。寄【香港薄扶林道香港大學專業進修學院院長】收，本院職員將按回條地址寄上。

GEOGRAPHY & GEOLOGY

Lecturer in charge : T.M. Kwong

Telephone: 2859 2423
2859 2786

671. Geographic Information System: Design and Applications

Geographic Information System (GIS) is a form of information processing currently used by business, industry and government. Specifically, GIS is a unique data base management system which incorporates spatial analytic techniques in order to capture, manipulate, display and analyze data. This course intends to introduce the concepts, implementation, and applications of GIS, and includes discussion of GIS architecture, data structure, transformation, geocoding, modeling, accuracy, and representation. Strategies on how to use such technology in an applied problem solving manner (e.g. in land use planning, resource management, and environmental monitoring) will be presented, with particular reference to Hong Kong, and different GIS software hardware interface will also be discussed.

Through the course, participants will be able to understand the important principles of GIS and to develop skills for building spatial database and performing spatial analysis. No previous GIS or computing experience is required although familiarity with computer system for mapping is an advantage.

Enrolment is limited to 30

Tutor : Miss Winnie Tang S.M., B.A. (H.K.)

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

Date : Wednesdays, 7.00-8.30 p.m., commencing October 25, 1995

6 meetings & one daytime visit Fee : \$450

Medium of Instruction: English supplemented with Cantonese

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

672. 礦物，岩石與化石戶外考察 (Minerals, rocks and fossils in the field)

本課程介紹如何認識礦物，岩石和化石。內容如下：

(一) 礦物晶系，礦物各種物理性質，造岩礦物，某些礦石礦物及某些寶石礦物的識別。(二) 岩石的分類，各種岩石的組成成分及識別。(三) 化石的形成條件，保存形式，化石類型。
(限收三十人)

主 講 人：鈕柏燊先生

地 點：香港大學邵逸夫樓208室

時 間：一九九五年十月五日起逢星期四下午六時三十分至八時

全期學費：四百六十元 (共十二講及二次戶外考察)



Please send me a copy of the 1996 Spring Prospectus. \$6.50 stamps have been enclosed.

請惠寄一九九六年春季課程手冊乙本。內附六元五角郵票。

Name 姓名
Full Postal Address 地址
(1996P)

附註：請於一九九五年十二月一日以前寄回上列回條。

Note : Please return the above address slip before December 1, 1995.

Missing Pages

Missing Pages

744. 公眾關係證書課程 (Certificate Course in Public Relations)

課程聯絡：顧明仁博士 MScEd (USC), MA (Wisconsin Madison), Ph.D.(Pacific Western), Dip. Comm., MIPR, FRSA, FICM, FInstPR, P.Mgr (香港專業公眾關係協會創會會長)

課程主旨：

為從事公眾關係、市場推廣、工商管理、傳播工作及社會服務人士，提供一系統全面性的專業知識。

課程內容：

(一) 大眾傳播導論：講授大眾傳播學理論，介紹不同種類傳媒的特性，並探討大眾傳媒的專業道德及社會責任等問題。(共八講)。(二) 公眾關係導論：闡釋公眾關係的基本原理及有關的理論，公眾關係活動的策劃程序及運作技巧等。(共六講)。(三) 媒介與宣傳：討論機構與傳媒關係，傳媒工作的策劃與機構媒介策略，製作及選擇適當的訊息與媒體，包括新聞稿特寫，業績報告等。(共六講)。(四) 企業傳播：討論有關商業企業在形象確立的方針，企業對外及對內傳播的問題，企業危機與公眾關係處理技巧等。(共四講)。(五) 市場傳播：講授有關基本市場學與傳媒在市場傳播所擔任的角色、公眾關係與產品廣告之配合等。(共四講)。(六) 公眾關係策略評估與研究：討論有關公眾關係策略及研究的方法，怎樣提高公眾關係活動的效益等。(共六講)。(七) 個案及學員習作研討。(共四講)。(限收二十八人)

主 講 人：(由香港專業公眾關係協會院士負責擔任)

地 點：香港大學專業進修學院市區中心28室(信德中心西翼九樓)

時 間：一九九五年十月十日起每星期二下午七時卅五分至十時

全期學費：二千七百五十元 (共三十八講)

入學資格：(一) 大專畢業或(二) 大學入學試合格，並具一年以上有關工作經驗。

結業證書：課程結束後，學員若能符合下列三項條件，則可領得本學院頒發之證書：(一) 畢業考試合格；(二) 上課次數超過百分之八十；及(三) 完成所有課程中的作業。

申請手續：申請者須於九月八日前，將申請表格寄回本學院，函內須附回郵信封、二吋半身近照二張、學歷及工作經驗之證件副本及詳情，報名時請用支票交款。

[本課程與香港專業公眾關係協會合辦]

745. 新聞學證書班 (Certificate in Journalism)

課程主旨：

本課程專為有志從事新聞事業，及對新聞事業有興趣或日常工作與新聞事業，新聞寫作有密切關係之人士而設，提供專業的訓練。更通過各項參觀與實習，使彼等對新聞事業，有全面性的認識，而目下的新聞工作從業員，又可藉此種課程得到進修的機會，以提高工作的效能。

課程內容：

新聞學導論；大眾傳播媒介與傳達學；新聞採訪與新聞寫作；新聞翻譯；編輯學；廣播與電視；有關新聞學專題講座；及實習與參觀。(限收三十二人)

顧 問：胡 仙女士 O.B.E., J.P. (星島報業有限公司董事長)
岑才生先生 O.B.E., J.P. (香港報業公會顧問)

主 講 人：麥華章先生 (經濟日報副社長)
梁天偉先生 (壹週刊副社長)
顧明仁博士 (香港專業公眾關係協會創會會長)
林平衡先生 (快報執行總編輯)
梁麗珠小姐 (香港公開進修學院翻譯導師)
李錦洪先生 (時代論壇社長兼總編輯)
趙潤桓先生 (香港電台高級新聞時節目主任)
何鉅華先生 (亞洲電視新聞部高級策劃經理)

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：一九九五年十月十八日起每星期三下午七時十分至九時四十分

全期學費：二千一百五十元 (共三十八講，另加兩星期六的實習與參觀)

入學資格：

申請人須至少具下列任何一項資格：(甲) 持有大專畢業證書；(乙) 大學入學試合格，若不能達到此程度，則中英文中學會考須五科合格，而中英文成績良好；(丙) 在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業證書：

課程結束後，學員若能符合下列三項條件，則可領得本學院頒發之證書：(一) 畢業考試合格；(二) 上課次數超過百分之八十；及(三) 完成所有課程中的作業。

申請手續：

申請者須於九月廿八日以前將申請表格及函件寄回本學院，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。報名時請用支票交款。

746. 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：一九九五年十月三十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：二百六十五元 (共五講)

747. 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，更是作家與讀者的橋樑；小至團體學校的刊物，大至銷路廣闊的雜誌，其成功與否，都倚賴編輯們的修養。故本課程將兼顧以下的重點：專業守則與品質控制的關係；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；刊物文字規範化的理論和實踐；文字編輯和美術編輯的角色分工；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：何良懋先生（資深編輯、大學新聞系兼任講師）
地 點：香港大學校本部大樓122室
時 間：一九九五年十月十三日起每星期五下午七時十五分至九時十五分
全期學費：二百七十五元（共七講）

748. 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。
(限收三十人)

主 講 人：袁振光先生 B.Sc.(CUHK), Cert.Ed.(HK), MHKCS, MIEEE
袁達雄先生 B.Sc.(CUHK)
地 點：香港大學邵仁枚樓101室
時 間：一九九五年十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：二百二十元（共六講）

749. 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：一九九六年一月四日起每星期四下午六時至八時
全期學費：三百一十五元（共六講）

750. 電影及錄影製作 (The Technique of Film-making & Video Production)

本課程利用講解及分組討論形式，將電影工業及錄影製作各環節逐一介紹，先從認識各類型攝影器材開始，繼而介紹菲林類別，內容包括：（一）攝影機及鏡頭的運用；（二）電影語言；（三）拍攝技巧；（四）燈光效果；（五）音響控制；（六）劇本創作；（七）剪接功能；（八）製作預算。課程除講授外，並輔以佳作示範，及實地拍攝工作，務求使理論與實際互相配合。
(限收廿四人)

主 講 人：貝格理(Gary Pollard)先生 TV producer/reporter for the award winning "Here & Now" program, 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：粵語為主
地 點：香港大學專業進修學院市區中心26室（信德中心西翼九樓）
時 間：一九九五年九月三十日起每星期六下午二時三十分至五時三十分
全期學費：七百五十元（共十講）

751. 錄影製作室 (Video Workshop)

本課程着重從實際拍攝中熟習錄影製作技巧，學員需構思劇本，參予前、中、後期製作，並參加演出。課程以單機製作為主，探討以不同敘事風格處理同一題材之結果。內容包括：（一）影像敘事文法；（二）一般攝錄、燈光、聲效技巧；（三）有效率之攝錄隊如何工作；（四）影視製作文書工作；（五）把錄影機之電子效果溶入劇中；（六）即興習作；（七）主題與變奏；及（八）平衡之創作心態。課程一部份以英語講授。
(限收三十人)

主 講 人：貝格理(Gary Pollard)先生、王璐德女士、黎頌圖先生、黎秋華先生
講授語言：粵語為主
地 點：香港大學專業進修學院市區中心26室（信德中心西翼九樓）
時 間：一九九五年十二月九日起每星期六下午二時三十分至五時三十分
全期學費：七百五十元（共十講）

752. 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：一九九五年九月廿九日起每星期五下午八時十分至九時五十五分
全期學費：三百七十元（共十講）

(此項課程由職業訓練局津貼，如欲繳交半費(\$195)者，必須選用特備報名表格，並具主管簽名及蓋章)

753. 自我辨認與人際溝通 (Intra-Personal Relationships in Human Communication)

除了導引出人際關係的理論上的專有解釋及概念外，更盡力增進學員們的自我了解，再輔以心理測驗及「相互觀察與糾正小組」的方式，來促進學員們對該科之認識。討論項目包括：傳

播之原則及理論，自我的成長，自我的認識，知覺力與定形趨向等等。

整個課程著重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。（截止報名日期：十一月十日，限收二十人）

主 講 人：陳毓祥博士
地 點：導論課—香港大學梁銓瑠樓LG101室
進修宿營課—新界元朗石崗林錦公路香港大學嘉道理農業研究中心

時 間：導論課
一九九五年十二月六日星期三下午六時三十分至八時三十分
進修宿營課
一九九五年十二月廿四日星期日上午八時至十二月廿五日星期一下午十時（集合時間及地點：十二月廿四日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供）（共三十小時）

全期學費：八百元（另食宿費二百五十元，報名時一共需繳費一千零五十元）

754. 人際關係與人際溝通 (Inter-Personal Relationships in Human Communication)

本課將以「相互觀察與糾正小組」方式學習人際關係的理論。內容包括：人際溝通技巧與理論，人際間的隔膜，家庭成員的二十種溝通技巧，面談的理論及技巧等等。

整個課程著重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。（截止報名日期：十一月十日，限收二十人）

主 講 人：陳毓祥博士
地 點：導論課—香港大學梁銓瑠樓LG101室
進修宿營課—新界元朗石崗林錦公路香港大學嘉道理農業研究中心

時 間：導論課
一九九五年十二月五日星期二下午八時三十分至十時三十分
進修宿營課
一九九五年十二月十七日星期日上午八時至十二月十八日星期一下午十時（集合時間及地點：十二月十七日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供）（共三十小時）

全期學費：八百元（另食宿費二百五十元，報名時一共需繳費一千零五十元）

755. 實用心理與人際溝通 (Practical Psychology in Human Communication)

以小組討論，「相互觀察與糾正小組」及實習方式，幫助學員去領略有效之傳播溝通技巧，從而解決個人及人際間的問題，討論範圍包括：人際溝通處事分析(Transactional Analysis)，人際溝通的領導問題，人性理解，人際溝通的人體語言，勸誘的傳播技巧與宣傳方法，人際間的相互吸引問題，人際溝通問題中之適應性與不良心理反應及人際溝通與小組壓力。

本課程適合對傳播學有初步認識的學員選修。而對一般從事文化教育事業、社會工作及公共關係、及需進一步理解人際溝通

的各項問題的人士，幫助尤大。（截止報名日期：十一月十日，限收十八人）

主 講 人：陳毓祥博士
地 點：導論課—香港大學校本部大樓142室
進修宿營課—新界元朗石崗林錦公路香港大學嘉道理農業研究中心

時 間：導論課
一九九五年十二月十六日星期六下午六時三十分至八時三十分
進修宿營課
一九九五年十二月廿九日星期五上午八時至十二月三十日星期六下午十時（集合時間及地點：十二月廿九日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供）（共三十小時）

全期學費：八百元（另食宿費二百五十元，報名時一共需繳費一千零五十元）

756. 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：十一月十日，限收十八人）

主 講 人：陳毓祥博士
地 點：導論課—香港大學梁銓瑠樓LG101室
進修宿營課—新界元朗石崗林錦公路香港大學嘉道理農業研究中心

時 間：導論課
一九九五年十二月六日星期三下午八時三十分至十時三十分
進修宿營課
一九九五年十二月廿二日星期五上午八時至十二月廿三日星期六下午十時（集合時間及地點：十二月廿二日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供）（共三十小時）

全期學費：八百元（另食宿費二百五十元，報名時一共需繳費一千零五十元）

757. Tao Psychotherapy: Theory & Practice (A Chinese Cultural Approach)

After studying therapy continuously for the last 20 years in the West, Dr. Chan has developed a Chinese approach based on ideas taken from the works of Lao Zi and Zhuang Zi. He tried out the approach for the last three years in Hong Kong and Australia and found it to be effective with most if not all of the cases encountered. He would present the 2 levels of operations on two separate days. A substantial part of the programme would be devoted to attending to real situations brought up by the participants. This course will be useful to both professional counsellors as well as teachers, guidance officers, nurses, volunteers and

educators. According to Lao Zi, his way is so simple that even the illiterate can understand although very few actually bother to put it into practice. (A blank 180" VHS video tape needed)

Reference : Tsai C.C. *The Sayings of Zhuang Zi, Lao Zi*. (Asiapac Publishing, 1991)
Enrolment is limited to 20

Medium of instruction: Cantonese and some English

Closing date for applications: November 10, 1995

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room 142, University Main Building, HKU
Residential Camp:
Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date : Briefing Lecture:
Saturday, 8.30-10.30 p.m. on December 16, 1995
Residential Camp:
From Sunday, December 31, 1995 (8.00 a.m.) to Monday, January 1, 1996 (10.00 p.m.)
(Assemble at 8.00a.m. on December 31, 1995 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours
Fee: \$1050, including board & lodging charges

758. Group Counselling & Psychotherapy: Theory & Practice

After 20 years of conducting groups in Hong Kong and overseas, Dr. Chan would share his experience with the participants in this field. Part of the course would be spent in presenting the basic theory of the humanistic and behaviour approaches. Most of the time will be devoted to real group operations which would be frequently "frozen" for process analysis. Participants would be expected to bring in real issues for sharing under strict confidential setting. Teachers, guidance officers, social workers and professionals who have to run groups would benefit from this course. (Bring a blank 180" VHS tape) (Good to bring own video camera)

Reference: Corey G. *Group: Process & Practice*. (Calif: Brooks/Cole, 1977)
Enrolment is limited to 20

Medium of instruction: Cantonese and some English

Closing date for applications: November 10, 1995

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room 151, University Main Building, HKU
Residential Camp:
Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date: Briefing Lecture:
Monday, 8.30-10.30 p.m. on December 4, 1995
Residential Camp:
From Saturday, December 9, 1995 (8.00 a.m.) to Sunday, December 10, 1995 (10.00 p.m.)
(Assemble at 8.00 a.m. on December 9, 1995 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours
Fee: \$1,050, including board & lodging charges

759. Microcounselling: Theory & Practice

For the last twenty years, Dr. Chan has been conducting counselling training for both professional and para-professionals using the Ivey model. Following his personal exposure at Stanford University, he has developed training video tapes in Cantonese at the Chinese University. Apart from some brief introduction in theory, practical work will be stressed. At the end of the course, participants would be expected to improve their communication sensitivity especially in the area of emotional perception. This course would benefit teachers, guidance officers, social workers, volunteers who would like to improve their counselling skills with a practical focus. Participants have to make a 15 minutes video before the course with a client and bring along a blank 180" VHS tape. (Good to bring own video camera)

Reference : Ivey A. & Authier J. *Microcounselling*. (Illinois: Charles C. Thomas., 1978)
Enrolment is limited to 20

Medium of instruction: Cantonese and some English

Closing date for applications: November 10, 1995

Tutor: Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room 151, University Main Building, HKU.
Residential Camp:
Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date : Briefing Lecture:
Monday, 6.30-8.30 p.m. on December 4, 1995.
Residential Camp:
From Thursday, December 7, 1995 (8.00 a.m.) to Friday, December 8, 1995 (10.00 p.m.)
(Assemble at 8.00 a.m. on December 7, 1995 outside McDonald Restaurant at the Tai Wor Railway

Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours

Fee: \$1,050, including board & lodging charges

760. Advanced Microcounselling: Theory & Practice

This is a follow-up course of Microcounselling: Theory & Practice. Admission is restricted to those who have completed the Microcounselling course at SPACE.

Reference: Ivey A. & Authier J. *Microcounselling*. (Illinois: Charles C. Thomas., 1978)

Enrolment is limited to 20

Medium of instruction: Cantonese and some English

Closing date for applications: November 10, 1995

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room LG101, K.K. Leung Building, HKU.

Residential Camp:

Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date : Briefing Lecture:
Tuesday, 6.30-8.30 p.m. on December 5, 1995

Residential Camp:

From Wednesday December 27, 1995 (8.00 a.m.) to Thursday, December 28, 1995 (10.00 p.m.) (Assemble at 8.00 a.m. on December 27, 1995 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours

Fee: \$1,050, including board & lodging charges

Advanced Learning Strategies: Theory & Practice

Dr. Chan has been conducting learning enhancement courses for more than twenty years in post secondary institutions in Hong Kong and Australia. He acquired his special skills from Stanford University, Evelyn Wood, Australia and Learning Method Group, London and his personal research. He has developed his own approach which incorporates the latest research findings in the areas of learning, reading, memory and concept maps. Participants of his courses in the past have consistently improved their reading speed by more than 100% with no loss in comprehension; be able to recall concepts, dates and numbers with ease and being able to condense key concepts in highly organized systems. Professionals who are required to cover

high volume of information, teachers who are assisting students with learning would benefit from this course.

Reference: Buzan T. *The Mind Map Book* (London: BBC Publishing, 1995)

Enrolment is limited to 20 for each class

Medium of instruction: Cantonese and some English

Closing date for applications: November 10, 1995

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room 151, University Main Building, HKU
Lectures:
Room 20, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

761. Briefing Lecture:
Monday, 6.30-8.30 p.m. on December 11, 1995
Lectures:
8.30a.m.-5.30p.m. on Tuesday, December 12, 1995 and Wednesday, December 13, 1995

20 Lecture hours Fee: \$550

762. Briefing Lecture:
Monday, 6.30-8.30 p.m. on December 11, 1995
Lectures:
8.30a.m.-5.30p.m. on Thursday, December 14, 1995 and Friday, December 15, 1995

20 Lecture hours Fee: \$550

763. Theory & Practice of Counselling & Psychotherapy

This course covers a few of the basic counselling theories which are applicable in the Hong Kong educational institutions, community centres, voluntary, social and health agencies. Apart from the person-centre, behavioural, reality and rational emotive psychotherapies, the lecturer would present a Chinese indigenous therapy which he developed. For each therapy there will be demonstrations followed by guided practices by each and every participant in simulated cases and role plays. Teachers, guidance officers, social workers and professionals would benefit from this course. (Bring a blank 180" VHS tape) (Good to bring own video camera) *Enrolment is limited to 20*

Medium of instruction: Cantonese and some English

Closing date for applications: November 10, 1995

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
Room 151, University Main Building, HKU

Residential Camp:

Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date: Briefing Lecture:

Monday, 8.30-10.30 p.m. on December 11, 1995

Residential Camp:

From Wednesday December 20, 1995 (8.00 a.m.) to Thursday, December 21, 1995 (10.00 p.m.) (Assemble at 8.00 a.m. on December 20, 1995 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

30 Lecture hours

Fee: \$1,050, including board & lodging charges

764. Theory & Practice in Handling Children's Problems

Being a father of three, Dr. Chan would present the theory of positive parenting with both Western and Eastern orientations. The STEP (System Training for Effective Parenting) by Kinkmeyer will be presented with demonstration first. Much of the time will be devoted to real problems brought up by the participants with demonstration and role plays. The second day will be used to explore the Tao approach as compared with the Confucius model which is adopted by most Chinese. The lecturer has in the past succeeded in getting an "autistic child" to talk continuously for two hours right in front of the group under the camera. The participants would benefit if they can bring in real problems with recorded video or audio tapes. It may be of greater benefit if special arrangement can be made to invite their children to be present on request when the situation arises. (A blank 180" VHS video tape needed)

Reference:

Tsai C.C. *The Sayings of Zhuang Zi, Lao Zi*. (Asiapac Publishing, 1991)

Dinkmeyer D. *STEP The Parent's Handbook* (MN: American Guidance S., 1976)

Enrolment is limited to 20

Medium of instruction: Cantonese and some English

Closing date for applications: November 30, 1995

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Room 701, Knowles Building, HKU

Date : Saturday, 9.00 a.m.-5.00 p.m. on December 16, 1995

Fee: \$280

Mr. Joseph Yam, Chief Executive of the Monetary Authority of Hong Kong – a guest speaker at the Hong Kong Lecture Series which is open to the public

765. 聲藝與口才 (The Art of Expression)

我們生活在這個蓬勃多姿的群體社會裏，隨時隨地都需要有談吐應對，或發表言論，或現身說法，或肩負司儀，或以聲音作為一種訴諸聽覺藝術的機會。但是話語怎樣才能說得得體，聲調運用得優美，情感的貫注又具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以至聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較深入的認識與探討，這個課程所提供的，也就是環繞著聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧；粵音九聲的變化；常用語音的分類；演說技巧及練習；司儀方法及練習；唸詞方法及口才訓練等。

(限收二十八人)

主 講 人：彭永才先生

地 點：香港大學邵逸夫樓208室

時 間：一九九五年十二月十一日起每星期一下午六時三十分至九時

全期學費：四百一十五元 (共八講)

766. 表達與理辯 (Public Speaking & Persuasion)

我們每人每天都要處事，都要用很多時間於聽別人的意見，說自己所要說的話、閱讀來往文件或書報、和書寫往來函牘、演講稿.....等等，這就是說我們無時無刻都在（一）自己向自己表達（思想方法的運用），（二）一對一的相對表達（兩個人之間的問題處理），（三）一對多的表達（處理兩到二十或更多人的問題，諸如演講、在職務性會議中怎樣發表意見等），（四）理辯式的表達（交涉、談判，以及紛爭性的事務處理）。因此，本課程特從心理學、邏輯學的角度，分析人們思想意見的傳達技巧與實際運用；探討人類行為、理辯態度與社會關係影響意見的表達等等因素。故課程內容理論與實際並重，語言與文字兼顧，與工商教育傳播等均有密切關係，重點配合職業上實際的需求。

(限收三十八人)

主 講 人：周文海先生 (人人書局經理兼出版部主任)

地 點：香港大學專業進修學院市區中心28室 (信德中心西翼九樓)

時 間：一九九五年九月廿六日起每星期二下午六時至七時三十分

全期學費：二百九十元 (共八講)



767. 處事的技巧 (Decision-Making)

本課程將透過七次專題講述，四次分組實例研究，探討如何對自己做的事能夠進行有目的的思考；能夠描述問題、分析問題、界定問題、解決問題；能夠擬方案；能夠寫計劃等。講授內容包括：處事的理和情；事理的設基；怎樣分析問題—查驗事情已發生的原因，認識事情的特點與變化；可能發生的問題之分析方法；人性需要與自我控制；你會編擬計劃嗎？怎樣界定問題與怎樣解決問題。分組討論的題目包括：連想力的試驗；報告自己分析事理的方法和經驗；如何開放自己與他人共同分析事理的方式；編擬計劃的方法及解決問題的事例與分享等。

(限收三十八人)

主 講 人：周文海先生 (人人書局經理兼出版部主任)

地 點：香港大學專業進修學院市區中心28室 (信德中心西翼九樓)

時 間：一九九五年十一月廿一日起每星期二下午六時至七時三十分

全期學費：三百六十元 (共十一講)

768. 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：一九九五年九月廿八日起每星期四下午六時三十分至八時

全期學費：二百七十元 (共七講)

(此項課程由職業訓練局津貼，如欲繳交半費(\$145)者，必須選用特備報名表格，並具主管簽名及蓋章)

769. 廣告學與市場管理 (Advertising in Marketing Management)

廣告的作用是在於商品的推銷以至市場的推廣，所以廣告與市場管理，實在是關連的。本課程首先介紹市場管理的重要性，消費者的心理與市況，工商機構中的銷售策略；繼而講授廣告學的各門知識，包括：(一)廣告策劃，如製作過程，宣傳目的與市場目標；(二)廣告媒介，如策略、電視、報紙、廣播、雜誌、郵遞、推銷與戶外宣傳等；(三)廣告創作，包括撰稿、編排、印刷、電視與廣播製作、商標、包裝等；(四)廣告管理，包括廣告代理與廣告宣傳計劃的處理。報讀本課程學員請一併報讀隨後之「廣告研習班」。

(限收三十六人)

主 講 人：盧振忠先生

地 點：香港大學專業進修學院市區中心10室 (信德中心西翼九樓)

時 間：一九九五年十月五日起每星期四下午八時三十分至十時

全期學費：三百一十五元 (共八講)

770. 廣告研習班 (Advertising Workshop)

以探討、座談及實習方式，讓學員體驗廣告業務之實際作業過程，藉以培育廣告人材，提高專業水準。

課程內容將就指定課題，先行提供實例資料，繼而引導學員分組進行研討、實習，以製訂綜合的作業計劃書。學員在必要時，可於堂外自行磋商及彙集資料。製訂的作業計劃書，必須由各小組在堂上陳述，另邀請資深廣告業人士現場評論。

此研習課程特為廣告業及相關行業之基層及中層從業員而設。申請者必須對廣告業有基本認識，具一年廣告工作經驗；曾修「廣告學與市場管理」課程者，優先取錄。(限收二十四人)

主 講 人：盧振忠先生

地 點：香港大學專業進修學院市區中心10室 (信德中心西翼九樓)

時 間：一九九五年十二月七日起每星期四下午八時三十分至十時

全期學費：四百五十五元 (共十二講)

專業及廣告攝影課程 (初級班) (Photography for Professionals & Advertising - Basic Course)

本課程適合一般對攝影有興趣，有志於晉身「職業攝影」人仕選讀。課程中理論與實習並重。專業攝影及黑房器材之介紹、使用方法及操作原理，先充份了解專業攝影器材各個系統，再從而掌握有關技術。包括(一)專業大型4x5相機系統，(二)專業彩色及黑白沖晒技巧包括彩色自動沖機、幻燈片直接晒相及可變反差黑白放大，(三)影樓燈光系統及特性，(四)濾色片與廣告照片之配合，(五)測光系統，(六)專業鏡頭及特殊攝影配件，(七)背景前投式幻燈機操作，及(八)支柱腳架天花路軌影棚設計等。本課程將提供電腦中文講義、TV錄影示範教具及逾百萬頂級專業器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等(約一百五十元)。(每班限收十四人)

主 講 人：蔡克信先生 (香港專業攝影師公會會員)

地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院 (Studio 3)

771. 一九九五年九月廿五日起每星期一下午七時三十分至九時三十分

全期學費：九百二十元 (共十講)

772. 一九九五年九月廿二日起每星期五下午七時三十分至九時三十分

全期學費：九百二十元 (共十講)

773. 一九九五年九月廿三日起每星期六下午四時三十分至六時三十分

全期學費：九百二十元 (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）4 x 5 大型相機及商品攝影，（二）專業黑房沖晒技巧，（三）專業婚紗、人像及時裝攝影，（四）室內設計及建築職業攝影技巧，（五）舞台表演攝影，（六）海報、書面、明信片、月曆等插圖攝影等。本課程提供二千呎黑房及影樓、逾百萬頂級專業攝影器材、電腦講義及AV視聽教具。但學員需自付消耗性材料如菲林、藥水等（約二百元）。（每班限收十四人）

主 講 人：蔡克信先生（香港專業攝影師公會會員）

地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

774. 一九九五年十二月四日起每星期一下午七時三十分至九時三十分

全期學費：九百八十五元（共十講）

775. 一九九五年十二月一日起每星期五下午七時三十分至九時三十分

全期學費：九百八十五元（共十講）

776. 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，學員畢業後，可獲本學院頒發證書。

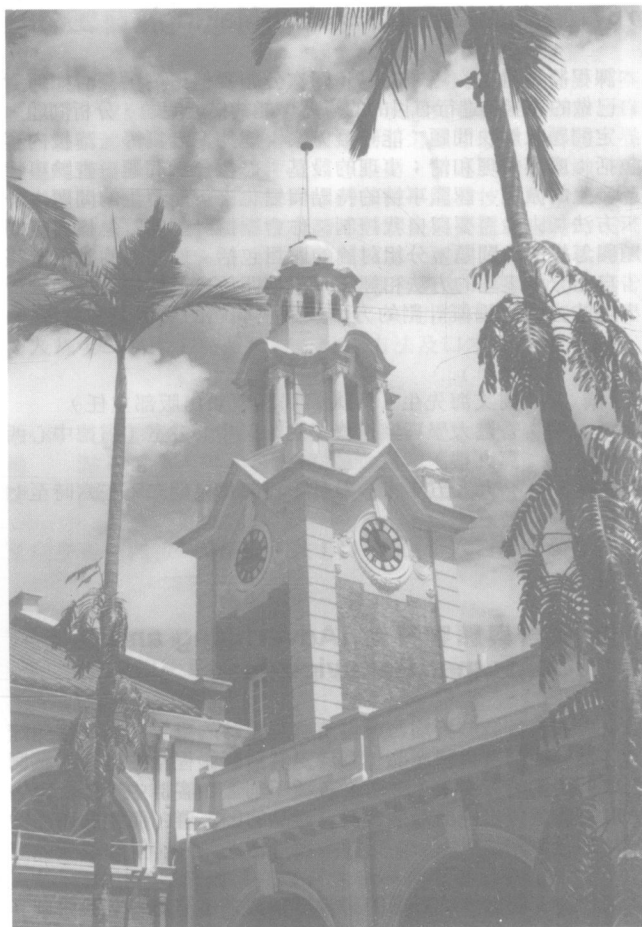
本課程將提供電腦中文講義、TV錄影示範教具及逾百萬頂級專業器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等（約三百元）。（限收十二人）（截止報名日期：一九九五年九月十六日）

主 講 人：蔡克信先生（香港專業攝影師公會會員）

地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

時 間：一九九五年九月三十日起每星期六下午二時至四時

全期學費：二千二百元（共二十講）



Main Building, The University of Hong Kong

LAW

Deputy Director : W.B. Howarth
Lecturers in charge : B.L. Davies, M.J. Fisher, C.J. Petersen

Telephone: 2857 1198

Degree Courses

LONDON UNIVERSITY LL.B. DEGREE COURSES

Introduction

These courses are designed to assist candidates in preparing for the London University LL.B. and other similar examinations. The LL.B. degree represents the academic stage of a lawyer's training. The courses are taught mainly by lecturers invited from the United Kingdom. Students will receive a complete package comprising lectures, seminars, revision lectures and specially prepared course materials. SPACE maintains a close working relationship with London University and courses are geared specifically to the London University examinations.

Courses in the following subjects will be offered in 1995-96:

Course No. 713	Constitutional Law
Course No. 714	Criminal Law
Course No. 715	Elements of the Law of Contract
Course No. 716	English Legal System
Course No. 717	Evidence
Course No. 718	Land Law
Course No. 719	Law of Tort
Course No. 720	Law of Trusts
Course No. 721	Company Law
Course No. 722	Family Law
Course No. 723	Jurisprudence and Legal Theory
Course No. 724	Succession

Course Format: Non-Graduates

The course is of a minimum 3 years duration and students will study 4 subjects per year. On the Intermediate LL.B. (the first year of the course) students will take: Constitutional Law; Criminal Law; Elements of the Law of Contract; and English Legal System. On Part 1 (the second year) and Part 2 (the third year) students will take a further 8 subjects (4 each year) but will be expected to select Equity and Trusts, Land Law, and Tort, since these are necessary to obtain professional exemptions. Jurisprudence and Legal Theory is a compulsory subject for non-graduate entrants.

Students are now offered a 4-year alternative whereby they will study only 3 subjects per year. Transfer from the 3-year mode to the 4-year mode will be permitted. Thus, a student who passes 3 out of 4 subjects attempted at Intermediate level could progress to the second year of the 4-year mode.

Course Format: Graduates

Those students who enrol with a recognised degree in a non-law subject may pursue a faster route and qualify in 2 or 3 years. The 2-year route requires 4 plus 5 subjects to be taken; the 3-year route requires 3 subjects to be taken per year. Students who cannot study full-time are advised to take 3 years. The 9 subject graduate route provides all the same benefits as the 12 subject non-graduate scheme.

Course Structure

Students enrolling on their first year in 1995 can expect to attend a brief induction period in September followed by a lecture course in English Legal System. Thereafter lectures will be held in Constitutional Law, Criminal Law, and Elements of the Law of Contract. In March and April there will be intensive revision lectures delivered by visiting academics from the U.K. and elsewhere. A very important role is filled by the intensive seminar weekends held during the year. These will focus on written technique, examination preparation, discussion of difficult points and recent developments. Students will have an opportunity to submit written work in advance of these seminars.

Entrance Requirements

The LL.B. degree programme is open to all those who satisfy London University's minimum entrance requirements. These are basically the need for 2 'A' levels and 3 'O' levels (not necessarily obtained in one sitting). The successful completion of Year II of the Certificate in Legal Studies, or the Diploma in Legal Studies, operated by SPACE, satisfies the entrance qualification. All students who wish to take the LL.B. degree must register as external students with London University. A full explanation of entry requirements is provided in the booklet, "The External Programme: Bachelor of Laws" which is available on request from SPACE Town Centre, Suite 1004-5, 10/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong.

SPACE courses are invariably over-subscribed so it is important to apply promptly. Places on the courses are not limited to London University students and they may well be attractive to those attempting comparable examinations.

Progression

All those who successfully complete the LL.B. degree having studied with SPACE will be guaranteed a place on the SPACE P.C.LL. programme.

The cost is \$3,200 per subject for the total package of lectures, seminars, revision lectures and study guides.

LONDON UNIVERSITY B.Sc. MANAGEMENT WITH LAW DEGREE COURSES

This new 3-year part-time programme, from London University, will be offered for the first time in 1995. SPACE will provide tuition for all compulsory subjects and selected options.

In 1995-96 the following subjects will be offered:

Legal Methods and Institutions (See Course No. 739)

Legal Obligations I (See Course No. 715 - LL.B.

"Elements of the Law of Contract")

Public Law (See Course No. 713 - LL.B. "Constitutional Law")

Introduction to Economics (See Course No. 478)

Introduction to Management (See Course No. 482)

Students will continue to take a mix of Law, Management and Economics subjects over 3 years. The core Law subjects can be covered, providing full professional exemption from the academic stage for those wishing to proceed to legal practice.

All successful completers who have taken the required Law options will be guaranteed a place on the SPACE P.C.LL. programme.

Students who wish to take London University Examinations must register as external students of London University.

For further information see Economics, Management, Banking & Finance Section. (See page 77)

Postgraduate Degree Courses

LONDON UNIVERSITY MASTER OF LAWS LL.M. PREPARATION COURSES

SPACE will offer preparation courses in 1995-96 to assist students who wish to take the London University LL.M. programme. The course is of two years duration and students must take written papers in four full subjects or in three full subjects and two half subjects over the two years. Students can now take two examinations at the end of Year I. A choice of options will be available subject to demand. Applicants must hold a U.K. first degree in Law or hold the Common Professional Examination of England and Wales (C.P.E.) provided they have at least a second class degree award in their non-law degree. The options likely to be offered in 1995-96 are:

Course No. 725 Company Law

Course No. 726 Marine Insurance

Course tuition will be in the form of intensive lectures delivered in blocks by London University academics.

The cost is \$6,600 per subject.

Courses Requiring No Formal Qualifications

DIPLOMA IN LEGAL STUDIES (DEGREE ACCESS COURSE)

Introduction

The Diploma course is aimed at educating students in the study of law and preparing them for formal training in law and legal practice for future career development. The course has been specially designed to assist students to develop the academic and practical skills needed for practice in the law. The compulsory course units on Legal Method and Study Skills direct themselves towards improving students' communication and examination skills. The provision of extensive course materials and regular classes together with compulsory written assignments throughout the course are aimed at educating students to a level where they can successfully progress to further legal qualification.

The programme is a block-building, accumulation course so that a student may leave the programme at various exit points in year one or year two.

The course is offered in conjunction with the Institute of Legal Executives (U.K.) which is the joint examining and validating body together with SPACE.

Course Duration

The Diploma course is a part-time full two-year programme. It includes two academic years of study and two summer programmes.

Course Format

The Diploma course consists of four certificates which are taken over a two-year period. In Year I the student will take:

Course No. 709 Certificate in Legal Studies - Year I
(September - May)

The course consists of:

- Law I - Criminal Law;
English Legal System;
Land Law;
Law of Tort.
- Practice I - Conveyancing;
County Court Procedure;
Criminal Procedure;
Legal Practice.
- Legal Method and Study Skills.

Students will be provided with learning packs and will attend classes throughout the year.

Course No. 710 Summer Certificate - Year I
(June - July)

The course consists of a programme on:
Hong Kong Legal System and Method

At the end of Year I the successful student will be awarded two Certificates; the Certificate in Legal Studies, Year I and the Certificate in Hong Kong Legal System and Method.

In Year II the student will take:

Course No. 711 Certificate in Legal Studies - Year II
(September - May)

The course consists of:

- Law II - Business Law;
Contract Law;
Family Law;
Labour Law;
Succession.
Practice II - Matrimonial and Probate Practice;
High Court Litigation and Business.
Legal Method and Study Skills.

Course No. 712 Summer Certificate - Year II
(June - July)

The course consists of a programme on:
Hong Kong Constitutional Law.

The student will be awarded each certificate on successful completion of the programme.

On successful completion of the four certificates the student will be awarded the Diploma in Legal Studies based upon performance in the four certificates.

Career Progression

In answer to the question, "What can I do with my qualification?" there are many different career pathways that can be followed.

Students who hold the second year Certificate in Legal Studies at present are eligible to progress as follows:

1. To the LL.B. law degree programme at London University - the qualification is accepted for entry to many London University degree programmes including the LL.B. and B.Sc. Management with Law. Students who complete the certificate programme will be given guaranteed places on the London University LL.B. first year courses held by SPACE (see Course Nos. 713-716) or B.Sc. Management with Law courses (See Course Nos. 478, 482, 713, 715 & 739).
2. The qualification will assist a student who is applying to the HKU Law Faculty for the full-time LL.B. degree provided the applicant is over 25 at the time of application.

3. Students who complete the two-year Certificate can use the qualification as an entrance requirement for full-time law degree studies overseas. SPACE has a special relationship with many Universities in the United Kingdom and elsewhere and places can be arranged for students who pass the two-year Certificate programme.
4. The Certificate satisfies Part I of the Institute of Legal Executives' Certificate programme and enables students to enter the Part II course with a view to taking the Institute's fellowship examinations and ultimately qualifying as a solicitor.

In addition to the above, if the student completes the Summer Certificates and obtains the Diploma in Legal Studies:

1. The Diploma holder may apply for entry to the University of Leicester Master of Arts degree programme, M.A. in Public Order. This programme is offered part-time in Hong Kong in association with SPACE.
2. Diploma holders over the age of 25 may apply for entry to the Common Professional Examination of England and Wales (C.P.E.). This is a two-year part-time course (four subjects each year) offered at SPACE for students who wish to follow the fast-track route to qualification as a solicitor or barrister. This programme is offered by SPACE (see Course Nos. 727-728).
3. Diploma holders over the age of 25 may apply for entry to the Hong Kong Common Professional Examination Certificate in Laws (C.P.E.C.). This is a one-year full-time course for students who wish to follow the fast-track route to qualification as a solicitor or barrister in Hong Kong (see Course No. 8003).
4. Diploma holders have a limited right of audience to appear before a District Judge in the District Court and before a Master in the High Court. Diploma holders working in a solicitor's office may use the term "Legal Executive" as a designation.
5. Diploma holders satisfy the entrance requirements of the Bachelor of Arts (Library and Information Science) degree of the Charles Sturt University and will receive credits for eight (8) subjects out of 24 subjects in the BA course. This BA course is offered also in Hong Kong in association with SPACE.

Entry Requirements

There are no formal entry requirements. However, students should have a proficiency in English demonstrated by, for example, a pass in English in the H.K.C.E.E. or other similar qualification, or on the basis of their business, commercial, academic or other experience.

Timetable

Course No. 709 Certificate in Legal Studies - Year I

The course will commence on Tuesday, September 26, 1995.

Time : 6.30 - 9.30 p.m.

Venue: Lecture Theatre 1, Library Extension Building,
H.K.U., Pokfulam Road, Hong Kong.

Classes will be held every Tuesday and some Thursdays from September to May. A full timetable will be distributed in the first class.

The cost of the Certificate in Legal Studies - Year I course is \$7,600. The cost of the 1996 Summer Course will be approximately \$700. A separate examination entry fee is payable in January 1996.

Professional Courses

SPACE operates 5 major professional courses: the C.P.E.; the C.P.E.C.; the P.C.LL.; the English Bar Examinations; and the Institute of Legal Executives' course. The C.P.E. and C.P.E.C. are offered to graduates in non-law disciplines and represent the academic stage of their legal training. The P.C.LL. is offered to law graduates and C.P.E. or C.P.E.C. holders and represents the professional stage. In the great majority of cases applicants for the courses would be intending a career in law or, at least, qualification as a lawyer. For those seeking a non-graduate career in law, the Institute of Legal Executives' Part II Certificate course is operated jointly by the Institute and SPACE. The Institute's Part II courses are open to all those who have successfully completed the Year II Certificate in Legal Studies or Diploma in Legal Studies. The English Bar Examinations course is offered for graduates or C.P.E. holders who wish to qualify as Barristers through the English route.

Hong Kong Common Professional Examination Certificate in Laws (C.P.E.C.)

The Hong Kong Common Professional Examination Certificate in Laws (the "C.P.E.C.") is a full-time, one-year programme leading to a joint award of the University of Hong Kong Faculty of Law and the School of Professional and Continuing Education (SPACE). The C.P.E.C. is designed for graduates in non-law disciplines who wish to qualify as solicitors or barristers in Hong Kong without completing a three-year LL.B. course. C.P.E.C. students study six law subjects during the academic year: Constitutional and Administrative Law; Contract; Tort; Criminal Law; Trusts; and Land Law. Candidates who successfully complete these six subjects are awarded the C.P.E.C. and become eligible for two special summer courses in Business Associations and Evidence. Successful candidates may proceed directly to the Hong Kong Postgraduate Certificate in Laws, (the "P.C.LL.") and then to trainee solicitorship or pupillage in Hong Kong. Holders of the C.P.E.C. are also eligible for admission to the University of Hong Kong degree of LL.M., to the Postgraduate Diploma in Commercial Law, and to the Postgraduate Diploma in the Law of the People's Republic of China (providing that they also hold at least a second class honours degree in a non-law subject). However, candidates who wish to practise in jurisdictions other than Hong Kong should note that the C.P.E.C. is not a degree and at present is recognized only as an entrance qualification for the Hong Kong P.C.LL (and the other

University of Hong Kong post-graduate programmes noted above). In particular, the C.P.E.C. is not recognized as an entrance qualification for the English Legal Practice Course or the English Bar Examinations. (Applicants who wish to proceed to these courses may wish to apply to the Manchester Metropolitan University C.P.E. of England and Wales course offered in Hong Kong through SPACE). However, as a result of the abolition of the three-year practice rule, those who complete their trainee solicitorship in Hong Kong and wish to practise in England may apply directly for admission as solicitors in England and Wales.

Course No. 8003 Hong Kong Common Professional Examination Certificate in Laws (C.P.E.C.)

The cost for this full-time course is \$48,550.

Common Professional Examination of England and Wales (C.P.E.)

The course being offered by SPACE is a two-year part-time programme at the end of which the successful student will be able to enter the Hong Kong P.C.LL. course, or a Legal Practice course (formerly the Law Society Finals) or Bar Vocational Course in England, and subsequently take trainee solicitorship or pupillage. The C.P.E. is also recognised as satisfying eligibility criteria for some Master's courses notably the London University (External) part-time LL.M. provided the applicant has at least a second class degree in a non-law discipline. The Faculty of Law of the University of Hong Kong has also recently decided (subject to Senate confirmation) that holders of the C.P.E. shall be eligible for admission to the University of Hong Kong degree of LL.M., to the Postgraduate Diploma in Commercial Law, and to the Postgraduate Diploma in the Law of the People's Republic of China (providing that they also hold at least a second class honours degree in a non-law subject). The unique attraction of this course is that it enables a student to obtain the equivalent of a three year, twelve subject LL.B. degree, in two years. Only students who have taken an accredited course are eligible to take the C.P.E. examinations.

Students will sit the C.P.E. examination of Manchester Metropolitan University, in Hong Kong. Successful candidates who pass all examinations at the first attempt will be guaranteed a place on the P.C.LL. course in Hong Kong offered by SPACE in the academic year following successful completion.

Course No. 727
Year I - Constitutional & Administrative Law
Contract
Tort

Course No. 728
Year II - Criminal Law
Equity & Trusts
Land Law

Non-graduate, mature entrants, must take one further subject per year.

The annual cost for the complete tuition programme is \$14,000 (Non-graduates \$17,200).

The Postgraduate Certificate in Laws (P.C.LL.)

The Postgraduate Certificate in Laws (P.C.LL.) is a full-time course extending over one academic year, from September to June, and offered in conjunction with the Law Faculty of the University of Hong Kong. The course comprises the following subject areas: Conveyancing and Probate Practice, Civil and Criminal Procedure, Commercial Law and Practice, Revenue Law, Accounts and Financial Management, Professional Practice, and Advocacy.

The P.C.LL. exists as the usual method of entry into the Hong Kong legal profession. Having completed the P.C.LL. those intending to practise as solicitors must complete a two-year trainee solicitorship; intending barristers must complete one-year of pupillage. Holders of the P.C.LL. qualification are also eligible, having completed their traineeship in Hong Kong, to apply for admission as solicitors in England and Wales.

Course No. 8001 The Postgraduate Certificate in Laws (P.C.LL.)

The cost for the full-time programme is \$82,400.

Enrolment forms are available from the SPACE office at Room 1405, 14/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong. The closing date for enrolment is June 30, 1995.

Special Introductory Courses in Business Associations and Evidence

In order to comply with P.C.LL. entrance requirements any applicant who has not studied Business Associations and/or Evidence in their law qualification should enrol in the Special Introductory Courses offered through SPACE. These courses are held in August and each subject involves 3-4 hour lectures each day for 10 days. Assessments and/or assignments will be administered and a minimum attendance rate of 80% of classes is required.

Application forms are available from the SPACE office from June 1.

Course fees (including all course materials) are:

Business Associations	\$2,100
Evidence	\$2,000

English Bar Examinations Preparation Course

This course will operate from September 1995 with a view to preparing students for Bar Examinations in 1996. Those successfully completing the examinations will be eligible to

take pupillage in Hong Kong and practise, thereafter, as barristers.

Students will receive extensive lecture and tutorial tuition from local and invited overseas lecturers. All the compulsory subjects will be covered together with selected options. Students will also be permitted to attend related London University LL.B. lectures provided by SPACE.

Criteria for admission are academic and will be based on a student possessing a LL.B. degree of at least second class honours standard.

Holders of the C.P.E. of England and Wales may also be given places but will require a certificate of completion issued by the English Bar. Those at present holding a certificate issued by the English Law Society may be permitted to transfer.

Applicants should note that the Bar examinations will take place in England. All students must join one of the 4 Inns of Court and fulfil dining requirements before taking examinations. Students will need to travel to England to dine and no classes will be scheduled during dining terms.

All eligible applicants should apply before June 15, 1995 though late applications will be considered particularly from those final year LL.B. London University students whose results are published after the deadline.

Course No. 729 English Bar Examinations Preparation Course

The cost for the full tuition package is \$34,000.

Institute of Legal Executives' Certificate Courses

Introduction

The qualification of Legal Executive is one which is highly respected worldwide and which carries substantial professional status. The programme leading to this qualification is certified by the Institute of Legal Executives, which, in conjunction with the University of Hong Kong, is offering a programme to prepare students for the examinations of the Institute.

The Part I Certificate is a two-year programme consisting of papers in Law and Legal Practice. Those who have obtained the Year II Certificate in Legal Studies or the Diploma in Legal Studies will be exempt from Part I.

Year I - see Diploma/Certificate in Legal Studies (Course Nos. 709 & 710)

Year II - See Diploma/Certificate in Legal Studies (Course Nos. 711 & 712)

Course Structure

Part II Certificate

Course No. 730	Civil Litigation
Course No. 731	Contract Law
Course No. 732	Constitutional Law
Course No. 733	Criminal Law

C.P.E. Top-Up

Course No. 734	Equity & Trusts
Course No. 735	Land Law
Course No. 736	Tort

The courses are designed for persons wishing to seek formal training in law and legal practice for future career development. They will be of particular use to students who wish to understand the basic principles of English law and practice. Students may take all four subjects in one year, though they are encouraged to spend two years over Part II.

Those students who wish to progress to practice as a solicitor may, on completion of Part II, take a one-year part-time C.P.E. top-up course consisting of 3 subjects: Equity & Trusts, Land Law and Tort. These courses are offered through SPACE. On completion of the C.P.E. top-up course students are eligible to apply for the P.C.L.L. course at the University of Hong Kong, or, provided they have 5 years of relevant "qualifying employment" and have become a Fellow of the Institute of Legal Executives, may apply for a place on a Legal Practice Course (formerly Law Society Finals course) in England and Wales. On successful completion of this course they may be admitted as solicitors in England and Wales without taking articles (trainee solicitorship).

Course Tuition

The programmes will be offered by a combination of lectures and revision seminars and supported by course materials and tests. The learning materials are prepared by ILEX Tutorial Services and are widely used in the U.K. by students interested in learning law or preparing to sit for the Institute of Legal Executives' examinations and those set by other examining boards including the English Law Society and the University of London. There are written assignments for each unit of the course which will be marked and returned by the subject tutor. A full lecture programme on each subject must be attended.

The cost is \$4,550 per subject.

LAW FOR LAYMEN

737. 中華人民共和國公司法 (The Company Law of The People's Republic of China)

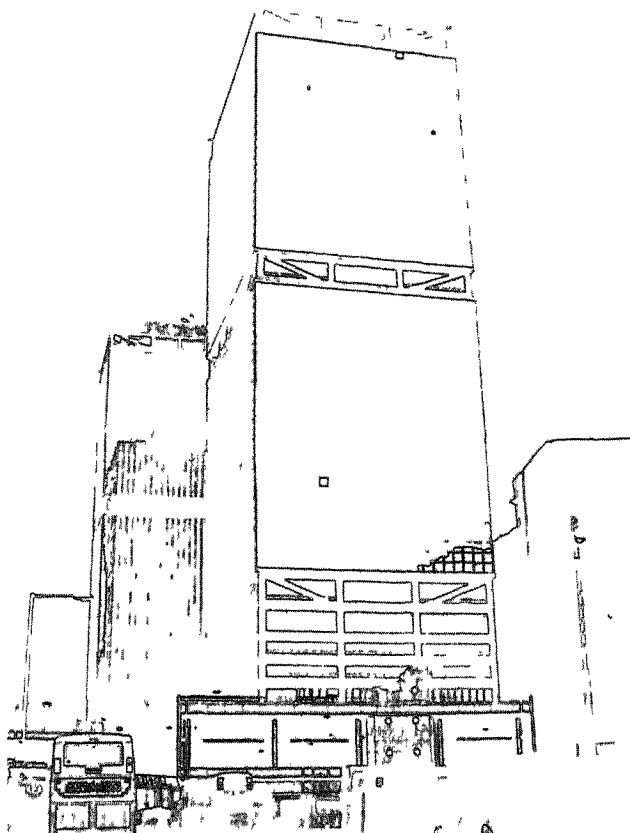
課程主要講解中國公司 (包括「三資企業」) 的法律實務, 例如公司類型、設立、審批、註冊資本、公司合併與分立、公司財務、上市公司、外國公司的分支機構和公司破產等。

主 講 人 · 李曙峰先生
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 · 一九九五年九月二十六日起每星期二下午六時十五分至七時 四十五分
全期學費 · 三千元 (共十二講)

738. 香港地產物業法例 (Real Property Law in Hong Kong)

本課程旨在對地產界及相關行業之人士, 介紹香港地產交易及物業發展各方面之法律知識。內容包括港九新界土地業權之特徵, 官地契約條款, 樓宇交易之手續, 買賣合約之內容及違約之後果, 按揭類別, 物業交易之法律文件, 例如轉讓契、授權書、信託聲明書等基本認識, 地產發展有關之法律問題, 例如收地賠償、城市設計、租務管制、樓花買賣等。

主 講 人 · 莊重慶先生
地 點 · 香港大學專業進修學院市區中心17室 (信德中心西翼九樓)
時 間 · 一九九五年九月二十六日起每星期二下午八時至九時三十分
全期學費 · 四百二十元 (共十講)



The Shun Tak Centre, West Tower. SPACE has its offices and Teaching Centres on the 9/F. as well as smaller offices on the 10/F., 14/F. and 15/F.

Diploma in Librarianship

The School of Professional and Continuing Education, in co-operation with the Hong Kong Library Association, offers a three-year part-time course leading to a "Diploma in Librarianship" award. In addition to teaching general theory and practice, the course has been specially designed to take into account local requirements.

This course is jointly organized with the Charles Sturt University (CSU), Australia. In addition to the award of the "Diploma in Librarianship", students of this course who possess a degree/diploma recognised by CSU can also register with CSU through the School of Professional and Continuing Education with a view to obtaining the "Graduate Diploma of Arts (Library and Information Science)" award.

This course is accredited by the Australian Library and Information Association (ALIA) for professional recognition.

Students take eight papers over three years. Some papers will be taught in the face-to-face teaching mode and some papers will be taught in the distance learning mode supported by lectures and residential schools conducted in Hong Kong.

Currently there is one batch of Diploma students studying Year 2. The intended commencing date of the next course is February 1996. Applications will be invited in November 1995.

Director of Studies:

Miss L.B. Kan, B.Sc.(H.K.), M.A., M.L.S.(Calif.),
Ph.D.(H.K.), A.L.A.A., M.I.Inf.Sc., F.H.K.L.A.,
Hon.D.Litt.(CSU), Librarian, HKU

Diploma in Library and Information Science

This course aims to provide professional studies in Library and Information Science. It is designed for School Librarians and library/information personnel.

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 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 face to face sessions of around 12 hours per paper. Students are also required to attend some compulsory day-time intensive teaching, and may be required to participate in study visits and undertake professional placements. Students will study 5 to 6 papers a year. The duration of studies will normally be 3 years.

A student enrolled in the SPACE Diploma in Library and Information Science may apply for enrolment in the Bachelor of Arts (Library and Information Science) degree course offered by Charles Sturt University at the beginning of their studies. They could complete the other required subjects of the B.A.(LIS) degree with Charles Sturt University. Students with a Teacher's Certificate, Higher Certificate/Diploma, or relevant qualifications will be given credits for some of the BA subjects.

Entry Qualifications: Applicants should have completed a programme at post-secondary level in a recognised institution, or equivalent; and be proficient in written and spoken English. Applicants working in positions related to the library/information profession will be at an advantage.

Currently there are two batches of students, one studying Year 1 and the other Year 2. The commencing date of the next course will be announced in November 1995.

Director of Studies:

Miss L.B. Kan, B.Sc.(H.K.), M.A., M.L.S.(Calif.),
Ph.D.(H.K.), A.L.A.A., M.I.Inf.Sc., F.H.K.L.A.,
Hon.D.Litt.(CSU), Librarian, HKU

Those interested in obtaining further information of the above courses please send a self-addressed envelope to Miss Edith Au, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, Hong Kong. Please indicate which course(s) you are interested.

786. Certificate Course for Library Assistants

The course is planned in co-operation with the Hong Kong Library Association and the School of Continuing Studies of the Chinese University of Hong Kong and is designed to provide a non-professional training for Library Assistants and those working in children's libraries. It is basically the same as the course (conducted in Chinese) offered by the School of Continuing Studies of the Chinese University of Hong Kong and students of both courses sit the same examination.

The course consists of four sections:

Part 1: Library Routines & Methods
No. of Meetings: 34

Part 2: General Library Principles & Practice
No. of Meetings: 16

Part 3: Children's & School Libraries
No. of Meetings: 8

Part 4: Practical Work & Visits to Libraries
Time : April 2, 3, 4, 9, 10 & 11, 1996
(9 a.m.-12 noon; 2-5 p.m.)
May 4 & 18, 1996 (9 a.m. - 5 p.m.)

An examination will be conducted at the end of the course. Candidates should have attended not less than 75% of the lectures. Practical work and visits are compulsory.

Date of Examination: June 1 & 15, 1996.

If successful, candidates will be awarded a certificate issued jointly by the Hong Kong Library Association and the School of Professional and Continuing Education.

Director of Studies: Miss L.B. Kan/Wan Yiu-chuen

Miss L.B. Kan, B.Sc.(H.K.), M.A., M.L.S.(Calif.),
Ph.D.(H.K.), A.L.A.A., M.I.Inf.Sc.,
F.H.K.L.A., Hon.D.Litt.(CSU), Librarian,
HKU

Wan Yiu-chuen, B.A.(H.K.), M.Phil.(Wales), A.L.A.,
Sub-Librarian, HKU

Tutor : Miss Chan, Julia L.Y., B.A.(Manit.),
M.L.S.(W.Ont.), Sub-Librarian, HKU
Cheng P.Y., B.A.(H.K.), M.L.S.(Rutgers), Assistant
Librarian, HKU
Chu, W.H., B.A.(H.K.), A.L.A.A., Librarian, Urban
Council Public Libraries
Lee, C.F., M.A.(H.K.), M.L.S.(Columbia), Senior
Sub-Librarian, HKU
Miss Lee, Agnes, B.A.(H.K.), Dip.Lib.(H.K.), As-
sistant Librarian, Urban Council Pub-
lic Libraries
Lau Y.F., B.A.(Nat. Taiwan), M.L.S.(Hawaii),
Assistant Librarian, HKU
Kwong, C.H., A.L.A., M.B.I.M.
Mrs Yan, Angela S.W., B.A.(Boston), M.L.S.(Calif.),
Deputy Librarian, HKU
Chan W.M., B.A.(H.K.), G.Dip.A.(CSU), Assistant
Librarian, HKU
Miss Wong, Lucinda K.P., B.A.(Syd),
M.A.(C.U.H.K.), Dip.I.M.(NSW)

Venue : Room 237, University Main Building, HKU

Date : Mondays and Thursdays, 6.15-7.45 p.m.,
commencing September 21, 1995

Fee : \$3,250

Medium of Instruction : English (Cantonese for certain parts
of the syllabus)

Minimum Entry Qualifications: Five subjects, including
English, at Grade E or above in the Hong Kong Certificate
of Education or equivalent.

Enrolment is limited to 35 persons. Priority will be given to
those working in libraries. Those who are able to enclose a
letter from their employers are advised to do so.

Applicants must enclose photostat copies of the appropriate
certificates along with their application forms. Closing date
for applications: September 2, 1995.

Applicants are advised not to take any other public exami-
nation in the same year.

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

In order to receive the next
issue of this Prospectus,
please turn to page 119.

如欲收到下期課程手
冊，請翻閱第119頁。



MEDICAL LABORATORY SCIENCE AND LIFE SCIENCES

Lecturers in charge : Wilson W.S. Ng
Sarah S.C. Hui
Stephen W.N. Wu
K.C. Tan-Un

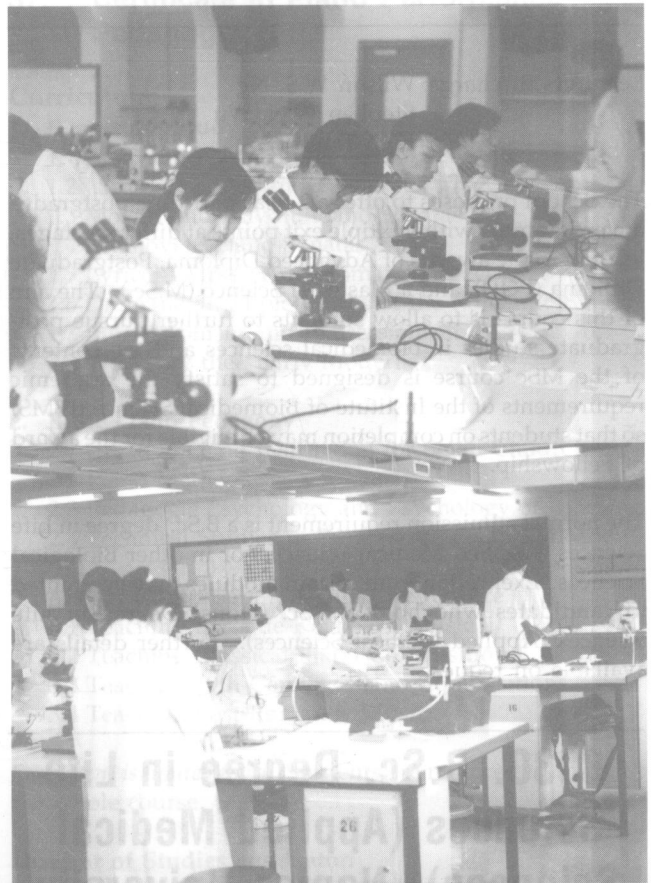
Telephone: 2859 2789
2859 2793
2859 2417
2859 2784

Ordinary and Higher Certificate Courses in Medical Laboratory Science

Lecturers in charge: Wilson W.S. Ng
Sarah S.C. Hui
Stephen W.N. Wu
K.C. Tan-Un

The School of Professional and Continuing Education offers a Higher Certificate course annually and an Ordinary Certificate course every other year for technicians and technicians-in-training respectively already employed in medical laboratories. The next intake for the Higher Certificate course will probably be in September 1996 and for the Ordinary Certificate course in January 1997. In each case the closing dates for application will be some months earlier. Applicants must be sponsored by their employers. Further details are available on request.

Students attending practicals of the medical laboratory science courses, QMH



Postgraduate Courses in Biomedical Sciences

Lecturers in charge: Wilson W.S. Ng
Stephen W.N. Wu
K.C. Tan-Un

The School proposes to offer a 2-year part-time postgraduate programme with multiple exit points at different stages, leading to the awards of Advanced Diploma, Postgraduate Diploma (PGD), and a Master of Science (M.Sc.). The aim of this course is to allow students to further pursue postgraduate studies in biomedical sciences and the contents of the MSc course is designed to satisfy the academic requirements of the Institute of Biomedical Science (IBMS) so that students on completion may be eligible for the award of Fellowship.

The normal admission requirement is a B.Sc. degree in Life Sciences (Applied Medical Sciences) or in other Biological Sciences. Exemption from certain modules may be granted to candidates who hold a B.Sc. (Hons) Degree in Life Sciences (Applied Medical Sciences). Further details are available on request.

8030. B.Sc. Degree in Life Sciences (Applied Medical Sciences), Napier University

This is a one year part-time course primarily intended for holders of the Higher Technicians Certificate or the Higher Diploma in Medical Laboratory Science an opportunity to obtain a university degree. This course is offered in collaboration with Napier University, Edinburgh. It comprises three taught modules namely, Basic and Applied Immunology, Molecular and Biochemical Aspects of Diseases, Related and Industrial Studies, together with a dissertation. Each module will be assessed by both course work and examinations. Students who successfully obtain a pass in all modules will be awarded the B.Sc. degree. All teaching and examinations for this course will be conducted in Hong Kong. Selection of students will be on a competitive basis and places will be offered on academic merits as well as other relevant criteria. The course is offered annually and application for admission to the next intake is April 1996.

8031. B.Sc. (Hons) Degree in Life Sciences (Applied Medical Sciences), Napier University

The School offers a BSc (Hons) Degree course in Life Sciences (Applied Medical Sciences) in association with Napier University, Edinburgh which is the degree granting body. The course has been accredited by the U.K.'s Council for Professions Supplementary to Medicine (CPSM) and the Institute of Biomedical Science (IBMS) for State Registration.

This honours degree aims to provide a progressive, integrated and coherent education in medical laboratory sciences based on the knowledge already gained at the Higher Technician Certificate level so that on completion of the programme, the student will gain a qualification commensurate with the academic requirements for higher professional status and for advanced postgraduate studies. The degree will be offered on a part-time basis and will extend over a two-year period. Six modules are covered:

Biochemistry A & B,
Applied Medical Sciences A & B,
Physiology and
A Project

A pass in all six modules is required in order to satisfy requirements for the award of the Honours degree. The entry qualification for the degree programme will be the Higher Technician Certificate or its equivalent. Candidates with the appropriate qualifications on application, will be permitted to sit entrance examinations in Biochemistry and Physiology. Those who satisfactorily pass the entrance examinations will be eligible to apply for selection on the Honours programme. Selection will be on a competitive basis and the limited number of places will be allocated based on academic and other relevant criteria. Further details are available on request.

Enrolment is limited to 35 students.

MUSIC

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone : 2859 2788
2859 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 School of Professional and Continuing Education, University of Hong Kong not later than September 5, 1995.

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.

Director of Studies and Tutor:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Mondays & Thursdays, 9.30 a.m.-12.00 noon, commencing October 2, 1995 (See units below)

Fee: \$6,500 per year

1st year units, commencing in October, 1995

1. Repertoire Study

J.S. Bach: The Well-Tempered Clavier (Unit 1.1)

Score required :

Bach : Well-Tempered Clavier, Vol. 1
(Henle or Kroll edition)

Date : Mondays, 9.30 a.m.-12.00 noon, commencing October 2, 1995

12 meetings

Mozart and Haydn: Piano Sonatas (Unit 1.3)

Scores required :

Mozart: Piano Sonatas, Vol. I & II (Henle Urtext)
Haydn: Piano Sonatas, Vol. I, II & III (Henle Urtext)

Date : Thursdays, 9.30 a.m.-12.00 noon, commencing
October 5, 1995

12 meetings

2. Basic Piano Pedagogy

Creative Piano Instruction for Small Children (Unit 2.1)

These sessions offer the participants a comprehensive course of piano initiation for small children and beginners. The course includes a compendium of basic keyboard drills, rhythmic exercises, an introduction to note reading hand position, basic ear training as well as special teaching materials.

Date : Mondays, 9.30 a.m.-12.00 noon, commencing
January 8, 1996

4 meetings

3. Master Composers' Teaching Repertoire

Teaching Classical Piano Compositions (Unit 3.2)

Scores required:

Mozart: Piano Variations (Henle) Piano Pieces (Henle)

Haydn: Piano Pieces & Variations (Henle)

Date : Thursdays, 9.30 a.m.-12.00 noon, commencing
December 28, 1995

4 meetings

38. Certificate in Advanced Piano Performance Pedagogy

This course is designed as a follow-up of the first certificate, and successful completion of one year of the Certificate in Piano Performance Pedagogy will normally be regarded as a pre-requisite.

From amongst a great variety of topics (which will vary, as much as possible, every term), each student must choose and successfully complete:

- (a) 4 Performance Workshops with music from different stylistic periods;
- (b) 1 Chamber Music Workshop; and
- (c) 1 Research Seminar.

Curriculum:

4. Performance Workshops

4.1 Performance Workshop: Baroque Keyboard Music

4.2 Performance Workshop: Mozart/Haydn

4.3 Performance Workshop: Beethoven/Schubert

4.4 Performance Workshop: Chopin/Schumann/
Brahms

4.5 Performance Workshop: Impressionism and
Expressionism

4.6 Performance Workshop: Piano Works from the 20th
Century

5. Research Seminars

5.1 Research Seminar 20th Century Piano Music

5.2 Research Seminar 20th Century Non-Piano Music

6. Chamber Music Workshop

Director of Studies:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Fee: see units below.

Enrolment is limited to 8 for each group.

Units starting in October, 1995.

4. Performance Workshops

841. Bach and Scarlatti (Unit 4.1)

Each participant will study and perform one piece by Bach and two sonatas of contrasting style by Scarlatti.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)

Place : D2102 Healthy Gardens, 560 King's Road, North
Point, Hong Kong

Date : Wednesdays, 9.00-11.00 a.m., commencing
October 4, 1995

16 meetings

Fee: \$3,400

842. 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 : D2102 Healthy Gardens, 560 King's Road, North
Point, Hong Kong

Date : Wednesdays, 11.00a.m.-1.00p.m., commencing
October 4, 1995

16 meetings

Fee: \$3,400

843. Chopin and Schumann (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 : D2102 Healthy Gardens, 560 King's Road, North
Point, Hong Kong

Date : Fridays, 9.00-11.00 a.m., commencing October 6,
1995

16 meetings

Fee: \$3,400

844. Debussy, Ravel and Schoenberg (Unit 4.5)

Each participant will study and perform one piece from either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)
 Place : D2102 Healthy Gardens, 560 King's Road, North Point, Hong Kong
 Date : Fridays, 11.00a.m.-1.00p.m., commencing October 6, 1995

16 meetings

Fee: \$3,400

5. Research Seminar

845. 20th Century French Piano Music (Unit 5.1)

In this seminar, participants will analyze and categorize the main trends of musical language emerging in this field, draw conclusions for the various aspects of performance practice and gain a deeper understanding of the musical message. These investigations will be followed by discussions of pedagogic procedures - such as age-group allocation, technical and intellectual demands and the preparation of the teacher and/or the pupil.

Tutor : Ms Wong Chung Chun, B.Mus. (Manitoba), M.A. (Texas Woman)
 Place : B7 Block 28, City One Shatin, N.T.
 Date : Tuesdays, 9.30-11.30 a.m., commencing October 3, 1995

16 meetings

Fee: \$3,400

6. Chamber Music Workshop

846. 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. Each student will study and perform piano duet and ensemble works.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)
 Place : D2102 Healthy Gardens, 560 King's Road, North Point, Hong Kong
 Date : Tuesdays, 9.00-11.00 a.m., commencing October 3, 1995

16 meetings

Fee: \$3,400

39. Certificate in Music Language and History

This course has four units which will be taught by academic staff from the School of Music, Kingston University during Easter or Summer holidays.

Curriculum:

7. Music History
8. Harmony and Counterpoint
9. Composition
10. Musicianship

These units are the same as the units of the same titles at Level 1 in the Kingston B.A. Programme. More details will be announced in early 1996. Interested persons should send in a stamped self-addressed envelope for first-hand information.

BA HONS IN MUSIC KINGSTON UNIVERSITY AT SPACE, UNIVERSITY OF HONG KONG

One of Britain's reputable universities, Kingston University, is offering through SPACE of the University of Hong Kong a part-time BA Honours in Music degree programme from March 1995. It is based on Kingston University's own BA, modularly structured and staged in three levels, but specially designed to suit local needs in Hong Kong. It is built on the existing certificate courses that SPACE offers, including the Certificate in Piano Performance Pedagogy, Certificate in Advanced Piano Performance Pedagogy, Certificate in Music Language and History, and Certificate in Music History, Composition, Advanced Keyboard Skills and Improvisation.

The course will be entirely taught in English at SPACE, mainly by Music staff from Kingston University. There will be two intensive teaching blocks each year: four weeks over Easter period and eight weeks in July/August. Outside these two teaching periods, students will be given distance learning materials and students may seek tutorial support from lecturers by correspondence/Email/FAX.

Exemption will be given to those who have successfully completed the above-mentioned feeder-certificates and those who hold a Teacher's Certificate in Music or Advanced Certificate in Teacher Education in Music from a former College of Education. **Details of exemption and admission requirements (including English proficiency) are outlined below.**

Students not given exemption must take 8 modules to complete each level. Level 1 modules include Performance (Double Module), Analysis Seminar, Music History, Musicianship, Harmony & Counterpoint, Composition, and Music in Community. Level 2 includes as core modules Performance (Double Module), Period Study and Genre Study; students choose 4 module options out of the following: Composition 2, Advanced Analysis, Keyboard Improvisation, Choral Workshop & Conducting, Music Technology, Aspects of World Music, and Special Topic. At Level 3, students take Music Seminar as the core module and select a double option and the equivalent of 5 module options (combination of single and/or double modules) from the following: Performance 3 (double module), Composition 3 (double module), Dissertation (double module), Pedagogy Project (double module), Musical Cognition, Music and Ideas, Professional Music Workshop, Music Technology, Choral Workshop & Conducting, Aspects of World Music, and Special Topic.

Assessment at each level is by coursework and examination.

Students will have access to the Hong Kong University's Music Library. However, students are expected to purchase copies of certain books and scores as directed by the teaching staff from time to time. Illegal photocopying is strictly forbidden.

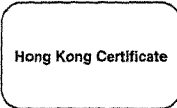
The **Diploma in Higher Education (DipHE)** is awarded to those who have successfully completed Level 2 but not Level 3 of the course.

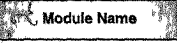
The **Honours Degree** is classified as follows:

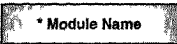
- First Class
- Second Class, Upper Division (IIIi)
- Second Class, Lower Division (IIIii)
- Third Class
- Pass

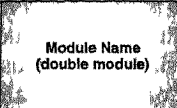
The maximum permitted period of registration is six years with advanced standing (i.e. with exemptions), or nine years without. The modular structure of the course, together with the provision of Credits Accumulation Transfer Scheme to give recognition for previously gained qualifications, will enable students to take the modules at their own pace within the maximum permitted period of registration. To remain registered for an award, a student must take and pass a minimum of one module per year.

Kingston University BA Hons in Music (Hong Kong)
Modules and Exemptions - Notes

 : Unshaded blocks indicate exemptions

 : Shaded blocks indicate Kingston University taught modules consisting of 40-50 hours of face-to-face teaching spread over 4 or 8 weeks

 : * Indicates an optional module available at both levels 2 and 3. Clearly, a module taken at level 2 can not be taken again at level 3.

 : Double modules are mostly self-study, distance-taught by correspondence. Email where available, and occasional tutorials from visiting staff, over a 6-12 month period.

Not all of the taught optional modules will necessarily be offered, depending upon staff availability and student demand. Students will be encouraged to make first, second and possibly even third choice preferences. Modules which fail to recruit above minimum viable numbers will not be run.

The detailed contents of some level 2 modules may be changed each time they are offered. Past experience suggests that some modules will recruit sufficiently well to offer them twice, possibly taught by different staff, in which case the duplicate module may offer a different content so that students may choose according to their preference.

Single modules have a CATS rating of 15 credits.
 Double modules have a CATS rating of 30 credits.

Exemptions

- i) An applicant who has gained the SPACE Certificate in Piano Performance Pedagogy will be given 60 credits which are equivalent to 4 modules of Level 1 of the course.
- ii) An applicant who has gained the SPACE Certificate in Advanced Piano Performance Pedagogy will be given 60 credits which are equivalent to 4 modules of Level 2 of the course.
- iii) An applicant who has gained the SPACE Certificate in Music Language and History will be given 60 credits which are equivalent to 4 modules of Level 1 of the course.
- iv) An applicant who has gained the SPACE Certificate in Music History, Composition, Advanced Keyboard Skills and Improvisation will be given 45 credits which are equivalent to 3 modules of Level 2 of the course.
- v) An applicant who has gained the Teacher's Certificate in Music from any of the three colleges of education will be given 135 credits which are equivalent to 5 modules of Level 1 and 4 modules of Level 2 of the course.
- vi) An applicant who has gained the Teacher's Certificate in Music and the Advanced Certificate for Teacher Education in Music from any of the three colleges of education will be given 210 credits which are equivalent to 8 modules of Level 1 and 6 modules of Level 2 of the course.

Note:

- 1. An applicant who possesses all the four Certificates awarded by SPACE will have to take "Genre Study" to complete the requirements of Levels 1 and 2.
- 2. Kingston University will levy a charge on any modules exempted.

Admission:

Pathways 1 & 2

Applicants should possess

A. Music Qualification

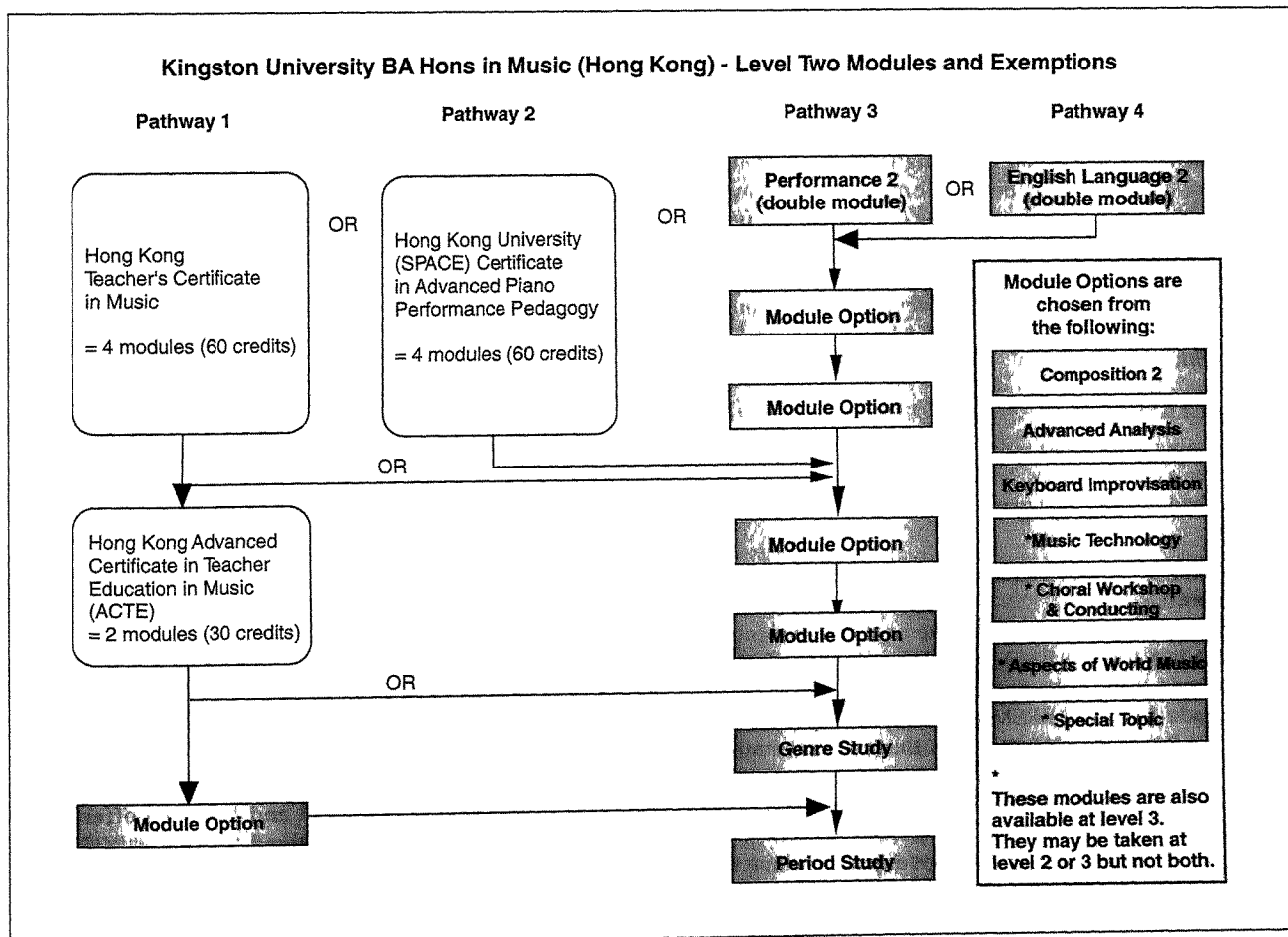
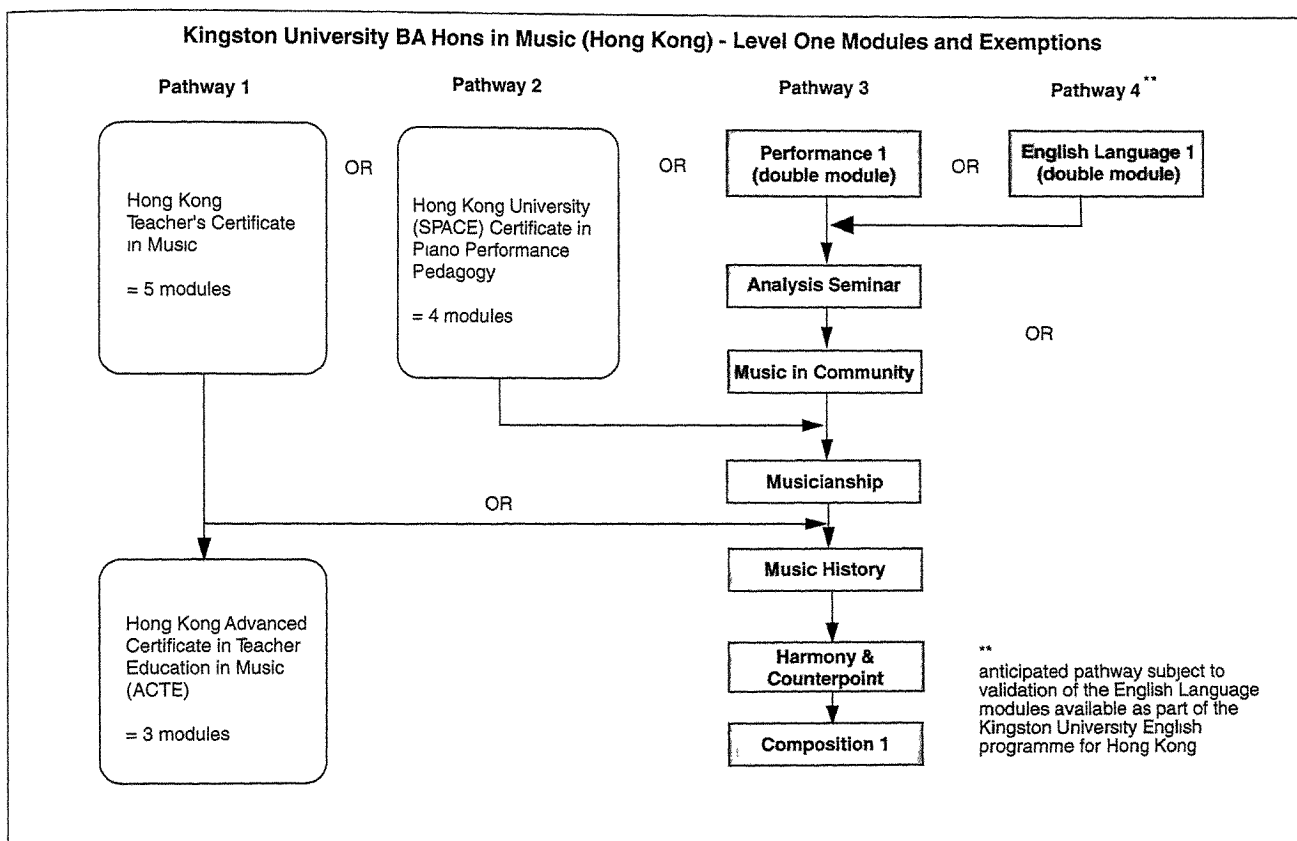
- Either 1. Teacher's Certificate in Music from any College of Education in Hong Kong (Pathway 1) or
2. Certificate in Piano Performance Pedagogy PLUS:
 Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice);
 Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard;
 Grade 7 Theory of the ABRSM or Trinity College of Music. (Pathway 2)

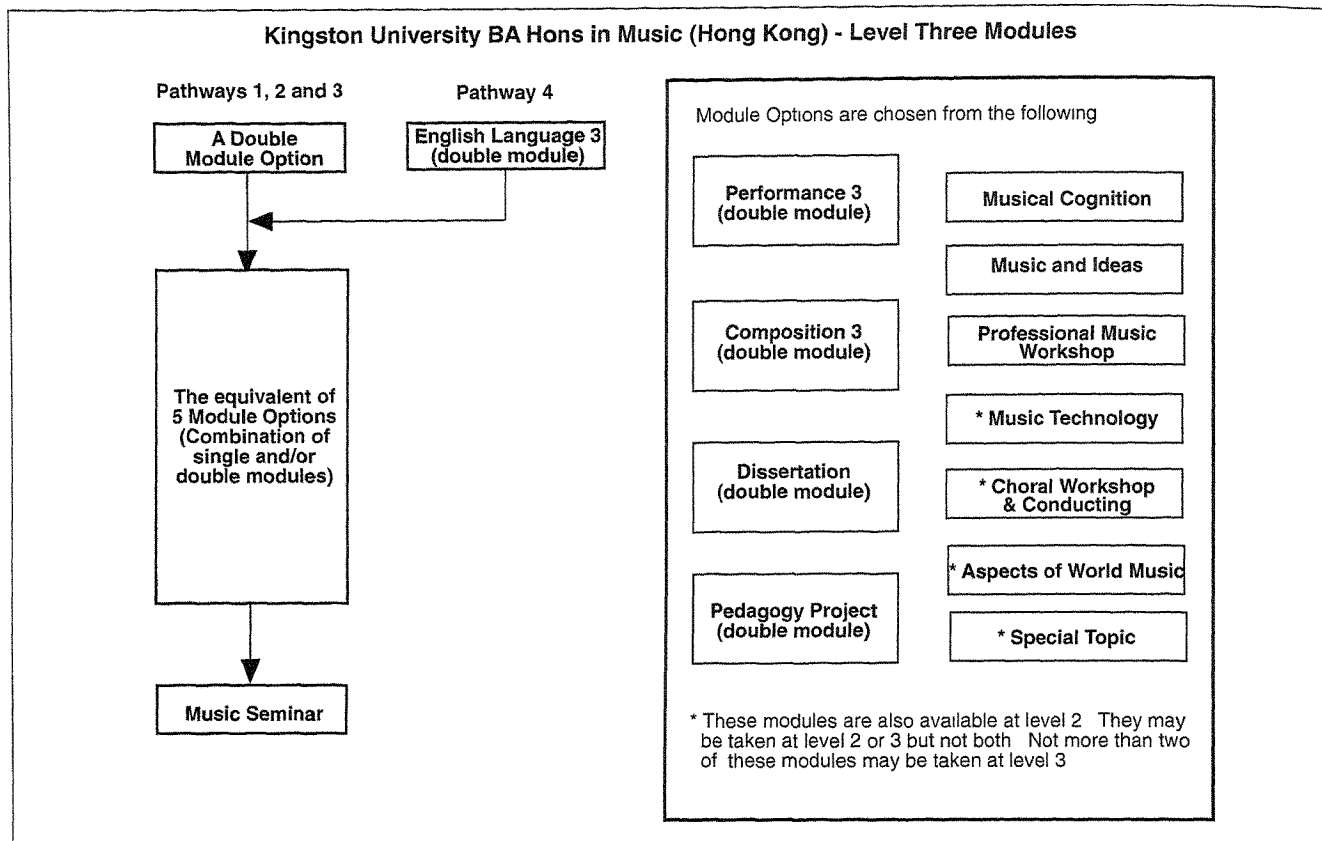
AND

B. English Qualification

Any of the following qualifications

- 1. HKCEE English Language (Syllabus B): Grade C or above
- 2. GCE English O-level: Pass or above
- 3. TOFEL: 550 or above
- 4. IELTS Grade 6 or above





No other English qualifications will be considered as equivalent. Applicants who do not possess any of the above qualifications are advised to take the TOFEL examination as soon as possible.

An applicant without the requisite English qualification but shows a good record in his/her music qualification may yet be admitted on the condition that he/she shall satisfy the English requirement within one calendar year after admission. Thereafter, his/her study will be suspended until such requirement is fulfilled. *No students will be promoted to level three without satisfying the English Proficiency requirement.*

Pathways 3 & 4

1. Applicants without advanced standing will need to take courses as alternatives to exemptions, and these are described under Pathway 3 in the course diagrams above.
2. Minimum entry requirements for mature students (aged 21 or above):
 - i) Hong Kong School Certificate or its equivalent;
 - ii) Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice);
 - iii) Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard;
 - iv) Grade 7 Theory of the ABRSM or Trinity College of Music.

Mature students without the above qualifications may be admitted to the course by virtue of their relevant experience and qualifications, e.g. a successful career as a professional musician.

3. Minimum entry requirements for those aged 18-20:
 - i) Two passes in the Hong Kong Advanced Level (or equivalent qualification) and three passes at Grade C or above in the Hong Kong School Certificate Examination (or equivalent qualification) with no duplication of subjects; OR
 - ii) Three passes in the Hong Kong Advanced Level (or equivalent qualification) and one pass at Grade C or above in the Hong Kong School Certificate Examination (or equivalent qualification) with no duplication of subjects.
 PLUS:
 Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice);
 Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard;
 Grade 7 Theory of the ABRSM or Trinity College of Music.
4. The University may, in exceptional circumstances, admit a student whose qualifications do not conform to the above entrance requirements but who presents other evidence which, in its opinion, indicates that the candidate has the capacity and attainment to pursue the course of study.
5. English Proficiency: the same as Pathways 1 & 2

Note : Initially, only Pathways 1 and 2 will be open for admission. Pathways 3 and 4 will be offered in a later time to be determined.

Courses will be offered in Easter 1996. Interested students should send in a stamped self-addressed envelope for first hand information.

865. Certificate in Advanced Musicianship and Musicology (in collaboration with Department of Music, University of Hong Kong)

The course is primarily designed to upgrade the students' oral skill, style in Music, and broaden their musical study through a variety of Western, Chinese and popular music. It is also designed for students who wish to continue their music study at university. Those do not intend to study for a music degree but wish to get an all-round knowledge of music are also encouraged to apply.

Curriculum:

1. Musicianship
 - 1.1 Aural Skills
 - 1.2 Music Theory
 - 1.3 Western Music Techniques
 - 1.4 Chinese Music Techniques
2. Music Literature
 - 2.1 History of Western Music
 - 2.2 History of Chinese Music
 - 2.3 Popular Western Music

Admission requirements:

Applicants should possess Grade V Certificate in theory of the Associated Board of Royal Schools of Music, the Trinity College of Music, or music academies of similar standings. Applicants who do not possess the requisite entrance qualification will be admitted provided they pass an aptitude test.

Completed application forms should be accompanied by copies of relevant certificate(s) and a crossed cheque of \$3,000 in favour of the "University of Hong Kong" and should reach the School of Professional and Continuing Education, University of Hong Kong not later than September 13, 1995.

Awards:

Students will be awarded a Certificate provided they: (1) pass the examination; (2) attend at least 80% of the meetings scheduled; and (3) complete all the course assignments.

Tutors : T.T.T. Chan, B.A.(H.K.), LTCL
T.T.J. Poh, B.A.(Wales), AGCL

Place : Room 123, University Main Building
Date : Mondays & Thursdays, 7.00-9.30 p.m.,
commencing September 25, 1995

40 meetings

Fee: \$3,000

初級二胡班 (Basic Erh-hu)

二胡是我國傳統拉弦樂器，其音色柔美而細緻，特別適合演奏如泣如訴、哀怨淒楚的樂曲，具代表性的曲目有「二泉映月」、「江河水」、「賽馬」、「病中吟」、「三門嶼暢想曲」等。本課程內容由淺入深，適合初學者，配合二胡基礎教程及民歌、

小調加以練習，使學員能循序漸進的掌握正確的二胡演奏方法及左右手技巧，並以科學、系統的方法指引學生進行練習，有效的幫助習琴者奠定良好的演奏基礎（備有特價二胡供應，費用230元，學員可於第一課時登記購買）。

（每班限收十二人）

主 講 人：王博先生（香港胡琴名家）
地 點：香港軒尼詩道461號四樓中國古箏學院

855. 一九九五年十月五日起每星期四下午六時三十分至七時三十分

全期學費：五百四十五元（共十二講）

856. 一九九五年十月六日起每星期五下午六時三十分至七時三十分

全期學費：五百四十五元（共十二講）

中級二胡班 (Erh-hu: Intermediate Level)

本課程供完成初級班學員繼續進修，就演奏與技巧方面作進一步的指導。

（每班限收八人）

主 講 人：王博先生（香港胡琴名家）
地 點：香港軒尼詩道461號四樓中國古箏學院

857. 一九九六年一月四日起每星期四下午六時三十分至七時三十分

全期學費：四百八十五元（共七講）

858. 一九九六年一月五日起每星期五下午六時三十分至七時三十分

全期學費：四百八十五元（共七講）

859. 初級古箏班 (Zipper: an Introduction)

古箏是中國歷史久遠的傳統樂器，音色優雅而古樸，深受中樂愛好者歡迎，本課程特備一批古箏以供學員上課使用。

課程內容包括：古箏演奏的基本指法及左右手的運用，並配合彈奏一些耳熟能詳的民歌、小曲及獨奏加以練習，使各學員能由淺入深、循序漸進較好的掌握古箏演奏的基本方法及技巧。（備有教材供學員購買）。（限收八人）

主 講 人：郭慧詩小姐（香港著名古箏演奏家）
地 點：香港軒尼詩道461號四樓中國古箏學院
時 間：一九九五年十月五日起每星期四下午七時三十分至八時三十分

全期學費：六百六十五元（共十二講）

860. 中級古箏班 (Zipper: Intermediate Level)

本課程供完成初級班學員繼續進修，就演奏與技巧方面作進一步的指導。

（限收六人）

主 講 人：郭慧詩小姐（香港著名古箏演奏家）
地 點：香港軒尼詩道461號四樓中國古箏學院
時 間：一九九六年一月四日起每星期四下午七時三十分至八時三十分

全期學費：五百九十元（共七講）

861. 中國民歌 (Chinese Folk Songs)

中國幅員廣大，有近三十省和自治區等，故民族語言和地方方言繁複，因此民歌特別豐富。

本課程將每課選唱各省或地區之民歌一首。除了漢族的民歌外，特別介紹塔塔爾族、哈薩克族、侗族、藏族等其他民族的優秀民歌，並講授該地之民族簡況和風土人情，民歌特點，演唱特色和風格。此外，講解歌唱發聲法常識，提高學員的演唱能力和興趣，發掘人材，普及中國民歌。每個學員均有機會被個別指導和個人聲音鑑別。粵語講學，普通話演唱。（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：一九九五年十月九日起每星期一下午五時四十分至六時五十五分
全期學費：三百八十五元 （共十四講）

862. 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：張汝鈞先生
地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時 間：一九九五年九月廿八日起每星期四下午五時四十五分至七時
全期學費：四百六十五元 （共十六講）

863. 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：張汝鈞先生
地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時 間：一九九五年九月廿八日起每星期四下午七時十分至八時廿五分
全期學費：三百八十五元 （共十講）

864. 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：張汝鈞先生
地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時 間：一九九五年十二月七日起每星期四下午七時十分至八時廿五分
全期學費：三百八十五元 （共七講）

NURSING STUDIES

Coordinator: Moyna E.L.S. Loong

Telephone : 2859 2416

B.Sc. (Hons) Nursing Studies

The programme

This is a part-time honours degree programme jointly offered by the *Faculty of Medicine and the School of Professional and Continuing Education of the University of Hong Kong*. The programme is specially designed for serving registered nurses with a view to developing their professional competencies and enhancing their capabilities as professional members in a health care system. The programme will extend over not less than three years (two years for those with exemptions as detailed below).

Who can apply?

To be eligible for admission to this programme, an applicant shall

- a) comply with the University General Regulations;
- b) be registered as a Nurse with the Nursing Board of Hong Kong or hold recognised equivalent qualifications; and
- c) have completed a minimum of two years' experience as a registered nurse.

Applicants may be required to take a qualifying test of language ability and nursing knowledge.

The curriculum

The programme will be taught over three years, consisting of three modules each year, as follows:

Year I (Part I)

Nursing Skills (Communication and Counselling)
Biological Science
Behavioural Science

Year II (Part II)

Nursing Research (Methods, Statistics & Application)
Health Care Issues (Health Assessment, Health Promotion, Maintenance and Rehabilitation)
Professional Issues (Patient Advocacy, Management & Education)

Year III (Part III)

Nursing Theories (Concepts, Theories & Models)
Advanced Practice (Clinical Nursing Project)
Nursing Research Project

Students admitted to the programme will be required to attend lectures/tutorials for two sessions per week. Each session is of five hours duration (from 4:00 p.m. to 9:00 p.m.).

Venue

Classes will be held at the underground lecture theatre at Queen Mary Hospital and the Nursing School of Queen Mary Hospital.

Assessment

With the exception of the Nursing Research Project and Advanced Practice, assessment of the modules will normally be based on written examinations and continuous assessment in the form of written assignments and/or practical exercises.

For the Nursing Research Project, students will be required to submit a dissertation of no more than 12,000 words by the end of the academic year. The assessment of Advanced Practice will be based on coursework assignments and seminar presentations. Examinations will normally be held in May each year.

The degree

This is an honours degree programme. Students who successfully complete the programme will be awarded a Bachelor's degree in Nursing Studies [B.Sc. (Nursing Studies)] in one of the following five divisions: first class honours, second class honours division one, second class honours division two, third class honours and pass. The standards attained in all the examinations, in coursework and in the nursing research project will be taken into account in determining each student's division.

Exemption

Applicants who hold a post-registration Diploma in Nursing or equivalent qualification from a recognised tertiary institution may be exempted from some or all of the subjects in Part I of the Nursing degree programme if they are deemed to have already covered the academic requirements of these subjects. No exemptions will be granted in Part II or Part III of the programme.

Fee

The first year composition fee for 95/96 academic year is \$32,000.

Application

The course in the 95/96 academic year will be commenced in September 1995. The application for admission to the course in 1996/97 academic year will be announced later.

Introduction to Nursing Research

General Aims

This course is designed for Registered Nurses and for those who aims to becoming clinical nurse specialists. The course aims to provide participants a basic understanding of the fundamentals of research. It is intended to help participants to develop an interest in nursing research. The knowledge acquired from this course will help participants in the improvement of nursing care to patients and ultimately the growth of the nursing profession.

It is expected that on the completion of this course, participants will be able to evaluate nursing research studies, apply the findings of nursing research studies in the clinical settings and be prepared to assist in the conduct of nursing research.

Application

Details of course arrangement will be announced later. Those interested in obtaining the leaflet and the application form, please send a \$1.2 stamp-addressed envelope to Miss Esther Ko, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.

Tutors : Robin D.C. Gauld, MA, BA (HONS) Cert., ELTA
Moses Tse, RNT (London), B.ED. (Murdoch),
M.ED. (Murdoch)

Fee : \$2,500

Health Education and Health Promotion for Nurses

General Aims

In view of changes in social environment, health care policy, disease patterns and the relative failure of curative medicine to significantly reduce morbidity and mortality rate, it is mandatory to put more emphasis on preventive measures. Health education and health promotion are components of this preventive approach. The course aims to enable participants to acquire knowledge and skills in the principles of health education and health promotion, so they can work more effectively as educators in various situations including clinical, school and community settings.

Objectives

Following successful completion of this course, participants will be able to:

1. discuss the basic concept of health education and promotion and its application to nursing.
2. identify the major determinants that affect health status.
3. compare and contrast various approaches to health promotion.
4. analyze described methods of communication and their contribution to health promotion.

5. critically discuss the teaching role of nurses in health education and promotion.
6. apply strategies and methods to health promotion.
7. evaluate health education or promotion programme.

Application

Details of course arrangement will be announced later. Those interested in obtaining the leaflet and the application form, please send a \$1.2 stamp-addressed envelope to Miss Esther Ko, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, H.K.

Fee : \$2,500

English supplemented with Cantonese

Communication Skills in Written English for Nurses

General Aims

The amount of written workload required of nurses is increasing, whether it be short memos or long reports in English. There is a need for nurses to improve their English writing skills if they are to carry out some of their work requirements more efficiently and effectively. The course aims to help participants improve techniques of writing English especially with relevance to the nursing environment. A large part of the tasks are related to clinical situation in hospitals and health care institutions. The course material is stimulating and realistic. In addition to lectures, the course will also adopt a workshop approach for students to collaborate and work together. There will be plenty of opportunities in class to integrate language points with guided writing tasks. Class feedback will highlight common errors and show participants how to correct them.

Objectives

Effective writing in English requires many years of learning and practising. The course is part of a long-term and on going process of improving one's skills in this respect. On completion of this course, participants will be able to:

1. better organize and structure compositions;
2. improve on writing techniques;
3. improve on clarity of expression;
4. use the appropriate tone and formality;
5. improve on grammatical accuracy;
6. build up medical terminology and vocabulary;
7. write with confidence and competence.

Application

Details of course arrangement will be announced later. Those interested in obtaining the leaflet and the application form, please send a \$1.2 stamp-addressed envelope to Miss Esther Ko, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.

Fee : \$2,000

ORIENTAL LANGUAGES

Lecturer in charge: Owen H.H. Wong

Telephone: 2859 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 Lu Tsou: Teach Yourself Living Mandarin* (with tapes)(Longman) (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

- 871.** Ms Ming Chen, B.A. (Kansas)
Place : Room 122, University Main Building, University of Hong Kong
Date : Tuesdays, 7.15-9.30p.m., starting September 26, 1995
20 meetings Fee: \$2,000
- 872.** Ms Jenny Sze, B.A. (Tientsin)
Place : Room 122, University Main Building, University of Hong Kong
Date : Wednesdays, 7.15-9.45p.m., starting September 27, 1995
18 meetings Fee: \$2,000
- 873.** Ms Kemei Ma, B.Sc. (Tong Ji)
Place : Room 208, Run Run Shaw Building, University of Hong Kong
Date : Wednesdays, 7.15-9.30p.m., starting September 20, 1995
20 meetings Fee: \$2,000
- 874.** Ms Jenny Sze, B.A. (Tientsin)
Place : Room 206, Run Run Shaw Building, University of Hong Kong
Date : Fridays, 8.00-10.00p.m., starting September 15, 1995
22 meetings Fee: \$2,000
- 875.** Ms Kemei Ma, B.Sc. (Tong Ji)
Place : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : Mondays and Thursdays, 8.15-9.30a.m. (Morning), starting October 2, 1995
36 meetings Fee: \$2,000
- 876.** Joseph Kung, B.A.(New York)
Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : Mondays, 5.30-7.30p.m., starting September 11, 1995
22 meetings Fee: \$2,000
- 877.** Joseph Kung, B.A. (New York)
Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : Wednesdays, 5.30-7.30p.m., starting September 13, 1995
22 meetings Fee: \$2,000
- 878.** Ms Judy Feng-ning Ashton, B.A. (Providence College), formerly language instructor, School of Oriental & African Studies, University of London
Place : Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : Thursdays, 2.30-5.00p.m., starting September 28, 1995
18 meetings Fee: \$2,000
- 879.** Ms Ming Chen, B.A. (Kansas)
Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : Thursdays, 5.30-8.00p.m., starting October 5, 1995
18 meetings Fee: \$2,000
- 880.** Ms Jenny Sze, B.A. (Tientsin)
Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.
Date : Fridays, 5.30-7.30pm, starting September 15, 1995
22 meetings Fee: \$2,000
- 881.** Ms Xiao Yan Liu, M.A. (Warrick)
Place : Room 7, SPACE North Point Study Centre [14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)]
Date : Mondays, 7.40-9.55p.m., starting September 18, 1995
20 meetings Fee: \$2,000

- 882.** X.C. Du, M.LL (Warrick)
 Place : Room 7, SPACE North Point Study Centre [14/F.,
 Fortress Tower, 250 King's Road, North Point,
 Hong Kong (Fortress Hill MTR Station)]
 Date : Mondays and Thursdays, 6.20-7.35p.m., starting
 October 2, 1995
 36 meetings Fee: \$2,000

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 Lu Tsou*, Teach Yourself Living Mandarin (with tapes)(Longman) and supplementary. (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

- 883.** Mrs Sarah Lu Tsou, M.A.(San Diego State)/
 Mrs Miranda Wong
 Place : Room 102, Runme Shaw Building, University of
 Hong Kong
 Date : Wednesdays, 7.15-9.45p.m., starting October 4,
 1995
 18 meetings Fee: \$2,150
- 884.** Ms Jenny Sze, B.A. (Tientsin)
 Place : Room 106, James Lee Building, University of Hong
 Kong
 Date : Thursdays, 7.15-9.45p.m., starting October 5, 1995
 18 meetings Fee: \$2,150
- 885.** Ms Kemei Ma, B.Sc. (Tong Ji)
 Place : Room 28, SPACE Town Centre, Shun Tak Centre,
 West Tower, 9/F.
 Date : Mondays, 9.30-11.45a.m. (Morning), starting Sep-
 tember 25, 1995
 20 meetings Fee: \$2,150
- 886.** Ms Judy Feng-ning Ashton, B.A. (Providence Col-
 lege), formerly language instructor, School of
 Oriental & African Studies, University of London
 Place : Room 102, SPACE Town Centre, Shun Tak Centre,
 West Tower, 10/F.
 Date : Tuesdays, 2.00-4:15p.m., starting September 26,
 1995
 20 meetings Fee: \$2,150

- 887.** Ms Xiao Yan Liu, M.A. (Warrick)
 Place : Room 7, SPACE North Point Study Centre [14/F.,
 Fortress Tower, 250 King's Road, North Point,
 Hong Kong (Fortress Hill MTR Station)]
 Date : Thursdays, 7.40-9.55p.m., starting October 5, 1995
 20 meetings Fee: \$2,150

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.

- 888.** Ms Kemei Ma, B.Sc. (Tong Ji)
 Place : Room 28, SPACE Town Centre, Shun Tak Centre,
 West Tower, 9/F.
 Date : Tuesdays, 9:30-11:45a.m., (Morning), starting Octo-
 ber 3, 1995
 40 meetings Fee: \$4,550
- 889.** Ms Jenny Sze, B.A. (Tientsin)
 Place : Room 106, James Hsioung Lee Science Building,
 University of Hong Kong
 Date : Tuesdays, 7:15-9:30p.m., starting October 3, 1995
 40 meetings Fee: \$4,550
- (Remarks: Teaching materials will be provided in the class
 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.

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

- 890.** Ms Pansy Lam, B.A. (HKU)
 Place : Room 102, Runme Shaw Building, University of
 Hong Kong

Date : Mondays, 7.15-9.45p.m., starting September 18, 1995

20 meetings Fee: \$2,000

891. Miss Becky Lam, B.A. (H.K.)

Place : Room 101, James Hsioung Lee Science Building, University of Hong Kong

Date : Tuesdays, 8.00-10.00p.m., starting October 3, 1995

25 meetings Fee: \$2,000

892. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 101, Runme Shaw Building, University of Hong Kong

Date : Wednesdays, 7.15-9.45p.m., starting September 20, 1995

20 meetings Fee: \$2,000

893. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, Shun Tak Centre, West Tower, 10/F.

Date : Tuesdays and Fridays, 2.00-3.30p.m., starting October 3, 1995

33 meetings Fee: \$2,000

894. Mrs Caroline Law, B.A. (U.C.)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 5.15-7.30p.m., starting September 19, 1995

22 meetings Fee: \$2,000

895. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, Shun Tak Centre, West Tower, 10/F.

Date : Fridays, 10.15a.m.-12.30p.m., starting September 22, 1995

22 meetings Fee: \$2,000

896. K.K. Lee, B.A. (C.U.H.K.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 5.30-7.45p.m., starting September 15, 1995

22 meetings Fee: \$2,000

897. Miss Selene Tsoi, B.A., M.A. (U.C.)

Place : Room 37, St. Mary's Canossian College, 162, Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue)

Date : Thursdays, 6.15-8.45p.m., starting September 21, 1995

20 meetings Fee: \$2,000

Cantonese II

The course, intended for students who have completed Cantonese I or who can prove that they have had equivalent training in Cantonese, will concentrate on oral expressions and idioms.

Textbook: Lung Sing, *Basic Cantonese in One Hundred Hours* (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

898. Keith Tong, M.A. (Reading)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 5.30-7.00p.m., starting October 3, 1995

20 meetings Fee: \$2,150

899. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays, 7.00-8.30p.m., starting October 3, 1995

20 meetings Fee: \$2,150

900. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, Shun Tak Centre, West Tower, 10/F.

Date : Thursdays, 2.00-4.00p.m., starting October 5, 1995

15 meetings Fee: \$2,150

901. Miss Marie Lam, B.A. (C.U.H.K.)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Thursdays, 6.00-7.30p.m., starting October 5, 1995

20 meetings Fee: \$2,150

Cantonese III

Students who have attended Cantonese I and II will find this course extremely useful. The syllabus covers more grammar, useful colloquial expressions, idioms and proverbs in daily use. Students who are doing Cantonese II or who can prove that they have done sufficient Cantonese elsewhere are also welcome to join.

Textbook: Parker Po-fei Huang and Gerald P. Kok, *Speak Cantonese Book II* (Yale University Press) (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel : 2366 8001)

902. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays 8.30-10.00p.m., starting October 10, 1995

20 meetings

Fee: \$2,150

CHINESE CHARACTERS

The study of Characters will include etymology of characters, vocabulary and classical reference of idioms. Special effort will be made to give students practice in reading characters.

Priority will be given to students who have completed Cantonese I and II, but those who are doing Cantonese II or who can prove that they have adequate knowledge of Cantonese are also welcome to join.

Textbook: *John DeFrancis, Beginning Chinese Reader, Part 1* (Yale University Press). (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel : 2366 8001)

903. Chinese Characters I

Tutor : Mrs Caroline Law, B.A (U.C.)

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

Date : Wednesdays, 2.00-4.00p.m., starting October 11, 1995

15 meetings

Fee: \$2,150

904. Chinese Characters I

Tutor : Mrs Caroline Law, B.A. (U.C.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 7.50-9.35p.m., starting October 6, 1995

17 meetings

Fee: \$2,150

JAPANESE

905. 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.

Textbook: Japanese for Beginners (Gakken Co. Ltd) (Available at Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel: 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

Tutor : Ms Doris Tse, B.Sc. (CUHK)

Place : Room 106, James Hsioung Lee Science Building, University of Hong Kong

Date : Mondays, 7.15-9.30p.m., starting September 18, 1995

20 meetings

Fee: \$2,150

906. 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.

Textbook: Japanese for Beginners (Gakken Co., Ltd) (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel: 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

Tutor : Ms Doris Tse, B.Sc. (CUHK)

Place : Room 101, James Hsioung Lee Science Building, University of Hong Kong

Date : Thursdays, 8:00-9:30p.m., starting September 21, 1995

22 meetings

Fee: \$1,850

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：課程主要著重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，更著重實用日語會話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日本報刊。

高級日語：課程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：適合初學者及年滿十八歲皆可報名。
高級日語：曾修讀日語約九十小時或以上者及本學院之「基本日語」結業學員可獲優先取錄。

報名手續：填妥報名表格，連同學費交回本學院。本期開設「基本口語」四十一班，「高級日語」十二班，為提高被取錄機會，申請者須將其第二及第三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。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：一九九六年八月廿一日下午七時在香港大學內或香港大學專業進修學院市區中心（信德中心西翼九樓）舉行。

結業證書：本學院只頒發日語證書予「高級日語」畢業學員，惟學員須符合下列三項條件：

- (1) 在每階段之上課次數達五分之四；
- (2) 在學習過程中，充分完成所有習作；
- (3) 必須考試合格。

基本日語 (Basic Japanese)

學 費：全年港幣一千五百三十元 (HK\$1,530)

課 本：常用初級日語（香港大學專業進修學院編），附錄音帶。學員可到以下總經銷商購買課本：（三聯書店：香港中環域多利皇后街九號地下，電話：25250102-7及中華書局：九龍彌敦道四百五十號地下，電話：23857238）

907. 鄧國權先生主講 （共四十講）
地 點：香港大學屬樹雄科學館G1室
時 間：一九九五年十月三日起每星期二下午七時十五分至九時卅分

908. 張民衍先生主講 （共四十講）
地 點：香港大學邵仁枚樓102室
時 間：一九九五年九月廿六日起每星期二下午七時十五分至九時卅分

909. 張民衍先生主講 （共四十講）
地 點：香港大學屬樹雄科學館106室
時 間：一九九五年九月廿七日起每星期三下午七時十五分至九時卅分

910. 李小達先生主講 （共四十五講）
地 點：香港大學屬樹雄科學館101室
時 間：一九九五年九月十三日起每星期三下午八時至十時正

911. 李小達先生主講 （共四十講）
地 點：香港大學邵仁枚樓102室
時 間：一九九五年九月十四日起每星期四下午七時十五分至九時卅分

912. 佐賀山順子小姐主講 （共四十講）
地 點：香港大學屬樹雄科學館105室
時 間：一九九五年九月廿一日起每星期四下午七時十五分至九時卅分

913. 何嘉輝先生主講 （共四十五講）
地 點：香港大學邵逸夫樓206室
時 間：一九九五年九月廿一日起每星期四下午八時至十時正

914. 何嘉輝先生主講 （共四十講）
地 點：香港大學邵仁枚樓102室
時 間：一九九五年九月廿九日起每星期五下午七時十五分至九時卅分

915. 鄧國權先生主講 （共四十講）
地 點：香港大學邵仁枚樓101室
時 間：一九九五年十月六日起每星期五下午七時十五分至九時卅分

916. 張民衍先生主講 （共四十講）
地 點：香港大學邵仁枚樓101室
時 間：一九九五年九月卅日起每星期六下午三時十五分至五時卅分

917. 陳效贊先生主講 （共四十講）
講授語言：國語及粵語
地 點：香港大學專業進修學院市區中心101室（信德中心西翼十樓）
時 間：一九九五年九月廿五日起每星期一上午九時卅分至十一時四十五分

918. 李明玉小姐主講 （共四十講）
地 點：香港大學專業進修學院市區中心101室（信德中心西翼十樓）
時 間：一九九五年九月廿七日起每星期三下午三時十五分至五時卅分

919. 張民衍先生主講 （共四十講）
地 點：香港大學專業進修學院市區中心22室（信德中心西翼九樓）
時 間：一九九五年十月一日起每星期日下午一時卅分至三時四十五分

920. 李明玉小姐主講 （共四十講）
地 點：香港般含道聖保羅書院612室
時 間：一九九五年九月廿五日起每星期一一下午六時四十五分至九時正

921. 伍錦源先生主講 （共四十講）
地 點：香港太古城地利亞修女紀念中學230室（中學部太豐道入口）
時 間：一九九五年九月十八日起每星期一一下午六時四十五分至九時正

- 922.** 鄭熙先生主講 (共四十講)
 地點：香港太古城地利亞修女紀念中學230室(中學部太豐道入口)
 時間：一九九五年九月廿六日起每星期二下午六時四十五分至九時正
- 923.** 鄭熙先生主講 (共四十講)
 地點：香港太古城地利亞修女紀念中學230室(中學部太豐道入口)
 時間：一九九五年九月廿七日起每星期三下午六時四十五分至九時正
- 924.** 伍錦源先生主講 (共四十講)
 地點：香港太古城地利亞修女紀念中學234室(中學部太豐道入口)
 時間：一九九五年九月廿日起每星期三下午六時四十五分至九時正
- 925.** 李明玉小姐主講 (共四十講)
 地點：香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
 時間：一九九五年九月廿七日起每星期三下午六時四十五分至九時正
- 926.** 李明玉小姐主講 (共四十講)
 地點：香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
 時間：一九九五年九月廿八日起每星期四下午六時四十五分至九時正
- 927.** 鄭熙先生主講 (共四十講)
 地點：香港太古城地利亞修女紀念中學230室(中學部太豐道入口)
 時間：一九九五年九月廿八日起每星期四下午六時四十五分至九時正
- 928.** 李明玉小姐主講 (共四十講)
 地點：香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
 時間：一九九五年九月廿九日起每星期五下午六時四十五分至九時正
- 929.** 王曼玲小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
 時間：一九九五年九月廿五日起每星期一下午六時卅分至八時四十五分
- 930.** 盧偉傑先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
 時間：一九九五年九月廿五日起每星期一下午六時卅分至八時四十五分
- 931.** 山口純代小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
 時間：一九九五年九月廿五日起每星期一下午六時十五分至八時卅分
- 932.** 陳效贊先生主講 (共四十講)
 講授語言：國語及粵語
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
 時間：一九九五年九月廿五日起每星期一下午六時四十五分至九時正
- 933.** 佐賀山順子小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
 時間：一九九五年九月十九日起每星期二下午六時卅分至八時四十五分
- 934.** 盧偉傑先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
 時間：一九九五年九月廿六日起每星期二下午六時卅分至八時四十五分
- 935.** 陳雪雲小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
 時間：一九九五年九月廿七日起每星期三下午六時卅分至八時四十五分
- 936.** 葉碧玲小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
 時間：一九九五年九月廿七日起每星期三下午六時十五分至八時卅分
- 937.** 王曼玲小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
 時間：一九九五年九月廿八日起每星期四下午六時十五分至八時卅分
- 938.** 張民衍先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
 時間：一九九五年九月廿八日起每星期四下午六時卅分至八時四十五分
- 939.** 山口純代小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
 時間：一九九五年九月廿八日起每星期四下午六時十五分至八時卅分
- 940.** 葉碧玲小姐主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
 時間：一九九五年九月廿九日起每星期五下午六時卅分至八時四十五分
- 941.** 盧偉得先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
 時間：一九九五年九月廿九日起每星期五下午六時卅分至八時四十五分

- 942.** 梁芳韻小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時間：一九九五年九月廿九日起每星期五下午六時卅分至八時四十五分
- 943.** 山口純代小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院40室(金巴利道入口)
時間：一九九五年九月廿九日起每星期五下午六時十五分至八時卅分
- 944.** 葉碧玲小姐主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心五樓LT9室(石硤尾偉智街五號近地鐵站)
時間：一九九五年九月廿六日起每星期二下午七時十五分至九時卅分
- 945.** 陳效贊先生主講 (共四十五講)
講授語言：國語及粵語
地點：香港大學專業進修學院石硤尾教學中心四樓LT5室(石硤尾偉智街五號近地鐵站)
時間：一九九五年九月卅日起每星期六上午九時至十一時正
- 946.** 葉碧玲小姐主講 (共四十五講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT5室(石硤尾偉智街五號近地鐵站)
時間：一九九五年九月卅日起每星期六上午十一時至下午一時正
- 947.** 葉碧玲小姐主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT5室(石硤尾偉智街五號近地鐵站)
時間：一九九五年九月卅日起每星期六下午七時十五分至九時卅分
- 高級日語 (Advanced Japanese)**
- 學費：全年港幣一仟七百五十元(HK\$1,750)
- 課本：現代日語(中國圖書刊行社)。學員可到以下地點購買課本：(三聯書店：香港中環域多利皇后街九號地下，電話：25250102-7)
- 948.** 黃鳳屏小姐主講 (共四十講)
地點：香港大學厲樹雄科學館G4室
時間：一九九五年九月廿九日起每星期五下午七時十五分至九時卅分
- 949.** 陳效贊先生主講 (共四十講)
講授語言：國語及粵語
地點：香港大學專業進修學院市區中心101室(信德中心西翼十樓)
時間：一九九五年九月廿六日起每星期二上午九時卅分至十一時四十五分
- 950.** 李明玉小姐主講 (共四十講)
地點：香港般舍道聖保羅書院612室
時間：一九九五年九月廿六日起每星期二下午六時四十五分至九時正
- 951.** 山口純代小姐主講 (共四十講)
地點：香港般舍道聖保羅書院611室
時間：一九九五年九月廿七日起每星期三下午六時四十五分至九時正
- 952.** 伍錦源先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學421室(中學部太豐道入口)
時間：一九九五年九月廿六日起每星期二下午七時至九時十五分
- 953.** 鄭熙先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學230室(中學部太豐道入口)
時間：一九九五年九月廿九日起每星期五下午六時四十五分至九時正
- 954.** 張民衍先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時間：一九九五年九月廿五日起每星期一一下午六時卅分至八時四十五分
- 955.** 山口純代小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九五年九月廿六日起每星期二下午六時十五分至八時卅分
- 956.** 盧偉傑先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時間：一九九五年十月十一日起每星期三下午六時卅分至八時四十五分
- 957.** 李澤森先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時間：一九九五年九月廿九日起每星期五下午六時卅分至八時四十五分
- 958.** 張民衍先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院28室(金巴利道入口)
時間：一九九五年九月廿九日起每星期五下午六時卅分至八時四十五分
- 959.** 張民衍先生主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心四樓8室(石硤尾偉智街五號近地鐵站)
時間：一九九五年九月廿三日起每星期六下午七時十五分至九時卅分

日語深造班課程 (Follow-up Japanese Courses)

本學院開辦下列各項日語深造課程，如會話、文法及商業日語等，主要給予高級班學員結業後繼續進修，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)

960. 林秀華先生主講 (共二十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時 間：一九九五年九月廿六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：九百六十五元(HK\$965)

961. 佐賀山順子小姐主講 (共二十講)
地 點：香港大學邵逸夫樓206室
時 間：一九九五年九月廿七日起每星期三下午八時至十時正
全期學費：九百六十五元(HK\$965)

日語文法輔導課程 (Japanese Grammar)

此課程為已修畢高級日語學員而設，內容論及各學員在過去兩年間極常碰到而又較難理解的幾個文法重點，其中包括：(一)日語助詞的用法；(二)動詞分類法，從而介紹動詞的時與態；(三)敬語的使用意識。

每講均用常見的誤用例作為分析的基礎，務使學員能對文法基礎有進一步的理解，並能作更正確的使用。

此課程將依「日本國際交流基金」所編的「文法 I 一助詞〇諸問題」內容作教學大綱。

962. 黃健雄先生 (共四講)
地 點：香港大學專業進修學院市區中心9室(信德中心西翼九樓)
時 間：一九九五年十月十四日、十月廿一日、十一月四日及十一月十一日。星期六下午二時十五分至六時十五分
全期學費：五百三十五元(HK\$535)

商業日語 (Business Japanese)

本課程專為有日文基礎之學員而設，內容包括商業應酬用語；出入口貿易、推銷、保險、財經、運輸、旅遊等行業之專用語；及商業函件之寫作，每一課的內容將包括各語句、詞匯、課文、語法、會話及練習。

申請人須具已進修日語二百小時左右之程度，或曾修畢本學院主辦之高級日語。

963. 林秀華先生(前南京師範大學日語講師)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時 間：一九九五年九月廿八日起每星期四下午六時卅分至八時四十五分
全期學費：一仟一百元正(HK\$1,100) (共二十講)

964. 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：一九九五年九月廿九日起每星期五下午六時卅分至八時四十五分
全期學費：一仟一百元正(HK\$1,100) (共二十講)

普通話(國語)(Putonghua)

本學院的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本學院特別就各界的需求重編教材，使普通話的教學更趨系統化。普通話合格證明只頒發給高級普通話班畢業學員。

為提高被取錄機會，申請者須將其第二及第三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。學員一經被取錄，不得轉班。

基本普通話 (Basic Putonghua)

整個課程為期一學年。內容有國語注音符號(包括注音字母及中國現行標準拼音法)，國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各文章的選讀。每班共計八十三小時，本課程是以普通話講授。

全期學費：一仟四百元正(HK\$1,400)

課 本：普通話教程(上冊)，(香港大學專業進修學院編)，附錄音帶。學員可到以下地點購買課本：
(三聯書店，香港中環域多利皇后街九號地下，電話：25250102-7及中華書局，九龍彌敦道四百五十號地下，電話：23857238)

965. 張菊鳳女士主講 (共三十七講)
地 點：香港大學厲樹雄科學館G1室
時 間：一九九五年十月二日起每星期一下午七時十五分至九時卅分

966. 李美嫻女士主講 (共四十一講)
地 點：香港大學邵逸夫樓206室
時 間：一九九五年十月三日起每星期二下午八時至十時正

967. 李美嫻女士主講 (共三十七講)
地 點：香港大學厲樹雄科學館G1室
時 間：一九九五年十月五日起每星期四下午七時十五分至九時卅分

968. 王溪濛小姐主講 (共三十七講)
地 點：香港大學厲樹雄科學館G1室
時 間：一九九五年十月六日起每星期五下午七時十五分至九時卅分

969. 張菊鳳女士主講 (共三十七講)
地 點：香港大學厲樹雄科學館106室
時 間：一九九五年十月六日起每星期五下午七時十五分至九時卅分

970. 任永年先生主講 (共三十七講)
地 點：香港大學校本部大樓151室
時 間：一九九五年十月七日起每星期六下午二時卅分至四時四十五分

971. 張文娟女士主講 (共六十七講)
地 點：香港大學專業進修學院市區中心101室(信德中心西翼十樓)

- 時 間：一九九五年十月十日起每星期二及五下午三時四十五分至五時正
- 972.** 張文娟女士主講 (共六十七講)
地 點：香港大學專業進修學院市區中心101室(信德中心西翼十樓)
時 間：一九九五年十月十日起每星期二及五下午五時十分至六時廿五分
- 973.** 丁國玲女士主講 (共三十七講)
地 點：香港大學專業進修學院市區中心12室(信德中心西翼九樓)
時 間：一九九五年十月六日起每星期五上午九時至十一時十五分
- 974.** 羅珍女士主講 (共三十七講)
地 點：香港大學專業進修學院市區中心22室(信德中心西翼九樓)
時 間：一九九五年十月八日起每星期日上午十一時十五分至下午一時卅分
- 975.** 羅珍女士主講 (共三十七講)
地 點：香港大學專業進修學院市區中心22室(信德中心西翼九樓)
時 間：一九九五年十月八日起每星期日下午三時四十五分至六時正
- 976.** 朱建小姐主講 (共三十七講)
地 點：香港大學專業進修學院市區中心23室(信德中心西翼九樓)
時 間：一九九五年十月八日起每星期日上午九時至十一時十五分
- 977.** 朱建小姐主講 (共三十七講)
地 點：香港大學專業進修學院市區中心23室(信德中心西翼九樓)
時 間：一九九五年十月八日起每星期日上午十一時十五分至下午一時卅分
- 978.** 張孝先生主講 (共三十七講)
地 點：香港大學專業進修學院市區中心23室(信德中心西翼九樓)
時 間：一九九五年十月八日起每星期日下午一時卅分至三時四十五分
- 979.** 劉仁謀先生主講 (共三十七講)
地 點：香港大學專業進修學院市區中心23室(信德中心西翼九樓)
時 間：一九九五年十月八日起每星期日下午三時四十五分至六時正
- 980.** 譚惠霞女士主講 (共三十七講)
地 點：香港般舍道聖保羅書院611室
時 間：一九九五年十月五日起每星期四下午六時四十五分至九時正
- 981.** 陳萬里女士主講 (共三十七講)
地 點：香港般舍道聖保羅書院612室
時 間：一九九五年十月十二日起每星期四下午六時四十五分至九時正
- 982.** 丁國玲女士/陶令昌先生主講 (共三十七講)
地 點：香港般舍道聖保羅書院612室
時 間：一九九五年十月六日起每星期五下午六時四十五分至九時正
- 983.** 陳萬里女士主講 (共三十七講)
地 點：香港太古城地利亞修女紀念中學415室(中學部太豐道入口)
時 間：一九九五年十月九日起每星期一下午六時四十五分至九時正
- 984.** 高宏先生主講 (共三十七講)
地 點：香港太古城地利亞修女紀念中學416室(中學部太豐道入口)
時 間：一九九五年十月三日起每星期二下午六時四十五分至九時正
- 985.** 張開齡女士主講 (共三十七講)
地 點：香港太古城地利亞修女紀念中學415室(中學部太豐道入口)
時 間：一九九五年十月三日起每星期二下午六時四十五分至九時正
- 986.** 李美嫻女士主講 (共三十七講)
地 點：香港太古城地利亞修女紀念中學415室(中學部太豐道入口)
時 間：一九九五年十月四日起每星期三下午六時四十五分至九時正
- 987.** 任永年先生主講 (共三十七講)
地 點：香港太古城地利亞修女紀念中學421室(中學部太豐道入口)
時 間：一九九五年十月四日起每星期三下午六時四十五分至九時正
- 988.** 張開齡女士主講 (共三十七講)
地 點：香港太古城地利亞修女紀念中學421室(中學部太豐道入口)
時 間：一九九五年十月五日起每星期四下午六時四十五分至九時正
- 989.** 李美嫻女士主講 (共三十七講)
地 點：香港太古城地利亞修女紀念中學415室(中學部太豐道入口)
時 間：一九九五年十月六日起每星期五下午六時四十五分至九時正
- 990.** 任永年先生主講 (共三十七講)
地 點：香港太古城地利亞修女紀念中學421室(中學部太豐道入口)
時 間：一九九五年十月六日起每星期五下午六時四十五分至九時正
- 991.** 劉仁謀先生主講 (共三十七講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時 間：一九九五年十月二日起每星期一下午六時卅分至八時四十五分
- 992.** 黃麗生女士主講 (共三十七講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)

時間：一九九五年十月二日起每星期一下午六時十五分至八時卅分

993. 張孝先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九五年十月二日起每星期一下午六時卅分至八時四十五分

994. 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九五年十月三日起每星期二下午六時十五分至八時卅分

995. 譚惠霞女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時間：一九九五年十月三日起每星期二下午六時卅分至八時四十五分

1001. 任永年先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時間：一九九五年十月三日起每星期二下午六時卅分至八時四十五分

1002. 高宏先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九五年十月四日起每星期三下午六時十五分至八時卅分

1003. 譚惠霞女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九五年十月四日起每星期三下午六時卅分至八時四十五分

1004. 郝以明女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時間：一九九五年十月四日起每星期三下午六時卅分至八時四十五分

1005. 伍少梅女士主講 (共四十一講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九五年十月四日起每星期三下午六時四十五分至八時四十五分

1006. 張孝先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時間：一九九五年十月四日起每星期三下午六時十五分至八時卅分

1007. 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)

時間：一九九五年十月四日起每星期三下午六時十五分至八時卅分

1008. 鮑茂振先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九五年十月五日起每星期四下午六時卅分至八時四十五分

1009. 趙莉女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時間：一九九五年十月五日起每星期四下午六時卅分至八時四十五分

1010. 張孝先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院26室(金巴利道入口)
時間：一九九五年十月六日起每星期五下午六時卅分至八時四十五分

1011. 譚惠霞女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九五年十月六日起每星期五下午六時卅分至八時四十五分

1012. 徐麗燕女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院30室(金巴利道入口)
時間：一九九五年十月六日起每星期五下午六時卅分至八時四十五分

1013. 黎壹女士主講 (共四十一講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT9室(石硤尾偉智街五號近地鐵站)
時間：一九九五年十月七日起每星期六上午九時至十一時正

1014. 高宏先生主講 (共四十一講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT9室(石硤尾偉智街五號近地鐵站)
時間：一九九五年十月七日起每星期六上午十一時至下午一時正

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部份北京地方語彙的講授。每班為期一學年，共八十一小時，本課程是以普通話講授，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。

全期學費：一仟五百二十元(HK\$1,520)

課本：普通話教程(下冊)，(香港大學專業進修學院編)，附錄音帶。學員可到以下地點購買課本：
(三聯書店，香港中環域多利皇后街九號地下，電話：25250102-7及中華書局，九龍彌敦道四百五十號地下，電話：23857238)

1015. 丁國玲女士主講 (共三十六講)
地點：香港大學專業進修學院市區中心101室(信德中心西

翼十樓)
時間：一九九五年十月四日起每星期三上午九時至十一時十五分

1016. 吳寶榕先生主講 (共三十六講)
地點：香港大學校本部大樓122室
時間：一九九五年十月五日起每星期四下午七時十五分至九時卅分

1017. 張孝先生主講 (共三十六講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT9室 (石硤尾偉智街五號近地鐵站)
時間：一九九五年十月七日起每星期六下午七時十五分至九時卅分

1018. 丁國玲女士/陶令昌先生主講 (共三十六講)
地點：香港般含道聖保羅書院611室
時間：一九九五年十月三日起每星期二下午六時四十五分至九時正

1019. 張菊鳳女士主講 (共三十六講)
地點：香港般含道聖保羅書院612室
時間：一九九五年十月四日起每星期三下午六時四十五分至九時正

1020. 趙莉女士主講 (共三十六講)
地點：香港般含道聖保羅書院611室
時間：一九九五年十月六日起每星期五下午六時四十五分至九時正

1021. 高宏先生主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學412A室 (中學部太豐道入口)
時間：一九九五年十月二日起每星期一一下午六時四十五分至九時正

1022. 吳寶榕先生主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學421室 (中學部太豐道入口)
時間：一九九五年十月二日起每星期一一下午六時四十五分至九時正

1023. 劉仁謀先生主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學412A室 (中學部太豐道入口)
時間：一九九五年十月三日起每星期二下午六時四十五分至九時正

1024. 劉仁謀先生主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學416室 (中學部太豐道入口)
時間：一九九五年十月六日起每星期五下午六時四十五分至九時正

1025. 郝以明女士主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室 (金巴利道入口)
時間：一九九五年十月六日起每星期五下午六時卅分至八時四十五分

1026. 黃麗生女士主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室 (金巴利道入口)

時間：一九九五年十月六日起每星期五下午六時十五分至八時卅分

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：申請人必須具備中學/大專或同等學歷，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。(在職普通話教師持學校推薦書者優先取錄)

報名手續：申請人須於一九九五年九月二十日前將(一)申請表格，(二)劃線支票(抬頭寫香港大學)及(三)學歷證件副本，寄回香港大學專業進修學院。未被取錄者將獲電話通知及退還學費。

1027. 普通話教學法

主講人：張文娟女士，張丹女士及饒素蘭女士 (講授語言：普通話)
地點：香港大學專業進修學院市區中心101室 (信德中心西翼十樓)
時間：一九九五年十月二日起每星期一一下午四時至六時
全期學費：一仟零八十元 (HK\$1,080.00) (共二十講)
人數：限收二十五人

教師可獲教育署退還全費。詳參第vi頁。(只限課程編號1027)

1028. 普通話教學法

主講人：饒素蘭女士及張丹女士 (講授語言：普通話)
地點：香港大學般含道聖保羅書院611室
時間：一九九五年十月二日起每星期一一下午六時四十五分至八時四十五分
全期學費：一仟零八十元 (HK\$1,080.00) (共二十講)
人數：限收二十五人

對外漢語教學研習班 (Teaching Chinese as a Second Language)

本身能操流利普通話，兼懂英文，而有意從事本科教學工作，可籍本課程研習如何有效利用現代教育科技，編寫教材，製造教具，靈活運用教學法，以達成預期教學目標。研習要點包括：學校與家中常遇難題；對外漢語教學概況；實用教育科技，教科書之評鑑與教材編寫；外語教學法與記憶術；教具製作與使用；試教，實習與教學過程之掌握；聲音保健，學習效果之評量與回饋。

1029. 盧毓文女士 (Mrs Sarah Lu Tsou)

教授語言：英文與普通話
地點：香港大學專業進修學院市區中心11室 (信德中心西翼九樓)
時間：一九九五年十月三日起每星期二上午十時二十分至十二時五十分
全期學費：一仟六百五十元 (HK\$1,650) (共十四講)
人數：限收十二人

ORIENTAL STUDIES

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone: 2859 2788
Telephone: 2859 2792

1071. Hong Kong : The Sexagenary Cycle Before 1997

It is a truism that Hong Kong has always been surviving in the shadow of China, and China has always been making use of Hong Kong as a conduit to the developed world.

In less than 40 years after the incorporation of the New Territories as the third and final complement to the Crown Colony, Hong Kong's fate became more than ever closely knit into the upheavals of China, military or political.

The Japanese had come and gone; whereas the Great Proletariat Cultural Revolution had spread and ebbed. Sovereignty and territorial integrity rank high on China's policy, in line with its rise among nations. It is imperative to re-map Hong Kong into China without losing it as a time-honoured conduit to the developed world.

This course is divided into two parts. The former is to examine Hong Kong in general from 1937 through 1967 to 1982, covering 45 years. The latter, to be conducted in the coming term, will account for the major events from 1982, through the present to 1997.

Tutor : Kwan Lai-hung, Ph.D(Lond.)

Venue : Room 10, SPACE Town Centre, 9/F, Shun Tak Centre, West Tower, 200 Connaught Road, Central, Hong Kong.

Date : Tuesdays, 6:15pm - 7:45pm, commencing January 2, 1996

7 meetings

Fee : \$315

1072. 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.(H.K.)

Venue : Room 16, SPACE Town Centre, 9/F, Shun Tak Centre, West Tower, 200 Connaught Road, Central, Hong Kong.

Date : Mondays, 6:35pm - 8:20pm, commencing September 25, 1995

6 meetings

Fee : \$425

1073. 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.(H.K.)

Venue : Room 16, SPACE Town Centre, 9/F, Shun Tak Centre, West Tower, 200 Connaught Road, Central, Hong Kong.

Date : Mondays, 6:35pm - 8:20pm, commencing November 13, 1995

6 meetings

Fee : \$425

1074. 現代文學創作高級證書課程 (Certificate in Chinese Creative Writing (Advanced))

課程策劃小組委員：

艾 青教授 (詩人、<中國作家協會>副主席、<世界華文詩人協會>榮譽會長)

鍾鼎文博士 (詩人、<美國世界藝術文化學院>院長、<世界華文詩人協會>榮譽會長)

黃康顯博士 (小說散文作家、<香港大學>專業進修學院高級講師、<香港英文筆會>會長)

雁 翼博士 (詩人、<華人文化交流委員會>副主席、<世界華文詩人協會>會長)

羅 門博士 (詩人、<世界華文詩人協會>會長)

藍海文博士 (詩人、<世界華文詩人協會>會長)

丁 平教授 (詩人、<廣大學院>教授兼中國文學研究所所長、<世界華文詩人協會>常務理事兼秘書長)
(小組召集人)

課程主旨：本課程為一年制之高級證書課程，專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代文學基本理論與創作之機會。

課程內容：以四講時間，講授中國現代詩、現代散文及現代小說的基本理論，並介紹中國現代詩的主要詩人、現代散文、現代小說的主要作家。本課程著重創作實務，指導學員在二十八講的時間內，在課外自動從事現代詩、現代散文及現代小說的創作。

學習方法：本課程之學習，是以「面授」與「遙距」兩種教學模式進行：A) 由主講人派發講義在堂上分析問題及詮釋範文；B) 學員之習作，將分別送往在台灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，（〈世界華文詩人協會〉創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄒荻帆、白樺、公木、徐遲、孫靜軒、羅門、張健、胡品清、吳宏一、蓉子、張默、文曉村、李春生、墨人、羅青、蕭蕭、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、王祿松、上官予、呂進、陳慧樺、藍海文等詩人、散文及小說作家。）分別改評外，主講人仍將在課堂上對習作再作深切之評述。C) 學員作品，將分別送交〈世界華文詩人協會〉創會理事，或有關作家主編之報刊發表。（報刊如下：香港的〈世界中國詩刊〉、〈文學與學生〉季刊。大陸的〈詩刊〉、〈詩潮〉、〈芒種〉、〈詩林〉、〈詩人〉、〈文學報〉、〈中國詩人〉、〈銀河系〉、〈星星〉、〈詩神〉、〈散文詩報〉、〈海南開發報副刊〉。台灣的〈創世紀〉、〈笠〉、〈現代〉、〈葡萄園〉、〈秋水〉、〈大海洋〉、〈海鷗〉、〈台灣詩學雜誌〉、〈聯合報副刊〉、〈中央日報副刊〉、〈中華日報副刊〉、〈中國時報人間副刊〉、〈聯合文學〉。澳洲的〈華聲報〉。加拿大的〈愛華報副刊〉。英國劍橋的〈華文春秋〉雙月刊。

主講人：丁平教授（國立中山大學文學士、教育碩士）（〈世界華文詩人協會〉常務理事兼秘書長、〈廣大大學院〉教授兼中國文學研究所所長。）
黃康顯博士（小說、散文作家、〈香港大學〉專業進修學院高級講師、〈香港英文筆會〉會長。）
黃緒心博士（詩人、大學講師、〈世界華文詩人協會〉會員。）
江顯教授（詩人、學院教授、〈世界華文詩人協會〉會員。）

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：一九九五年十月廿一日起每星期六下午二時至三時四十五分（共三十二講，另加遙距等學習方式及習作）
全期學費：一千七百八十五元

入學資格：具有下列條件之一者，得申請入學：A) 領有「現代詩及散文創作證書」者；B) 領有學士學位，或同等學歷證書，或高於上列學歷，並對現代詩、現代散文及現代小說寫作有興趣而中文流暢者；特別歡迎在職教師及研究所在學研究生參加。

畢業證書：課程結束後，學員若符合下列條件者，將由本院發給證書：（一）上課出席率不少過八成；（二）完成課程習作，並獲得七十分合格分數，及（三）有作品在本課程指定報刊發表一篇以上者。

報名手續：將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本，及其他有關詳情。報名時請用支票交款，本課程限收二十人。

〔本課程與世界華文詩人協會合辦〕

教師可獲教育署退還半費。詳參第vi頁。

1075. 中國現代文學作家論資深證書課程 (Advanced Certificate in Chinese Literary Critics)

課程策劃小組委員：（同課程編號：1074）

課程主旨：自中國一九一八年一月，第一批新品種的嬰兒（新詩、散文、小說、劇本）在北京誕生後，近七十年來，中國現代文壇上出現了大量有創作成就的作家，而且有不少作家的主要作品，在國際文壇上已獲得了應有的地位和尊重；本課程選擇其中部份主要作家，作客觀之評論

課程內容：本課程為一年制之資深證書課程，將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國文學中，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面性的介紹、分析與評論。這個課程主要是為中學中文教師及現代文學的愛好者而設，共分若干階段講授。本課程將就下列作家中先選講二十人：艾青、卞之琳、梁實秋、老舍、聞一多、豐子愷、曹禺、思果、白先勇、張系國、夏衍、馮至、余光中、洛夫、弦、魏子雲、吳宏一、張健、向明、胡品清、周夢蝶、羊令野、張默、梅新、墨人、李廣田、葉紹鈞、徐志摩、朱自清、周而復、鄭愁予、陳義芝、公劉、流沙河、雁翼、羅門、葉維廉、楊牧、劉紹銘、蓉子、林冷、陳之藩、黃雍廉、王潤華、吳祖光。本課程選講之作家中，包括：香港現行中學會考之「中國語文」；高級程度會考之「中國語言及文化」、「中國文學」等課程應考之現代作家及其作品。

主講人：丁平教授（國立中山大學文學士、教育碩士）（〈世界華文詩人協會〉常務理事兼秘書長、〈廣大大學院〉教授兼中國文學研究所所長）
黃康顯博士（小說散文作家、〈香港大學〉專業進修學院高級講師、〈香港英文筆會〉會長）

地點：香港大學專業進修學院市區中心26室（信德中心西翼九樓）
時間：一九九五年十月二十日起每星期五下午六時至七時三十分（共三十二講）
全期學費：一千七百八十五元

入學資格：具有下列條件之一者，得申請入學：（A）領有學士學位，或同等學歷證書，或高於上列學歷者。（B）領有「現代文學創作高級證書」，或「現代文學創作資深證書」；（C）領有「中國文學批評高級證書」。特別歡迎在職教師及研究所在學研究生參加。

畢業證書：課程結束後，學員若符合下列條件者，將由本院發給證書：（一）上課出席率不少過八成；（二）完成課程測驗獲得七十分合格分數。

報名手續：請將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本一份，報名時請用支票交款，本課程限收二十人。

〔本課程與世界華文詩人協會合辦〕

教師可獲教育署退還半費。詳參第vi頁。

1076. 文學創作研習班 (Creative Writing in Modern Chinese Literature)

在文學的範疇裏，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體會「文章千古事，得失寸心知」的妙諦。

本課程主要是向文學愛好者和文學教師提供。講授內容除一般文學理論外，並將選讀現代中國文學名家作品，藉透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部份將以創作為主。學員除了有機會練習寫詩和小說等各種文學類別外，還得嘗試一項大型創作，內容自定，於課程完結前完成。優秀作品將會被推薦給本港的文藝副刊登載，並收入本班作品集。

本課程目的除提高學員的欣賞和創作能力外，並為大家提供一個集體學習的環境，希望透過不斷的訓練和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。(限收十八人)

主 講 人：吳萱人先生(編輯，出版人)
地 點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)
時 間：一九九五年十月九日起每星期一下午八時二十分至九時五十分
全期學費：三百七十元 (共十講)

PHILOSOPHY

1077. 堪輿學之義理研究 (The Study of Geomancy)

中國堪輿學是一門極高深而玄妙的宗教哲學，它集合了古代聖賢哲理的精髓，遠溯至伏羲創八卦、史巫祭祀、河圖洛書及陰陽五行家之演易。堪輿學與中國的天文、地理、建築、祭祀、風俗等有密切的關係，而一直在民間流傳，根深蒂固。上至君王將相，下至販夫走卒，皆樂於此學。可惜此門學理，卻限於師徒私底相授，其中某些真學或已失傳，甚少專家作全面之探究和發揚。其實它包了預言學、心理及環境學、神學等，且有科學根源，是一種有智慧的信念。

本課程探討其源流與精神價值，以學術為主，趣味為副，並求深入淺出，教授時並以現代社會實例為證。講授主題包括：(一)堪輿的起源；(二)堪輿學之基本原理；(三)堪輿師之道德觀；(四)堪輿對中國建築學之影響；(五)倫理教化之意識；(六)陰宅之吉凶；(七)陽居之吉凶；(八)羅盤之應用；(九)對風俗之影響；(十)討論及實地考察。

主 講 人：袁匡任先生 Dip.Ed.(C.U.H.K.), M.A.
地 點：香港太古城地利亞修女紀念中學416室(中學部太豐路入口)
時 間：一九九五年九月廿八日起每星期四下午七時三十分至九時三十分
全期學費：四百三十元 (共十講)

1078. 周易之應用與功能 (The Book of Changes)

易經自伏羲創八卦，文王演易及孔子之整理並輔以十翼，早已以下巫之經而成一哲理之書。歷代聖賢好易者甚蕃，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克。生息萬物、天理循環，是一種具備自然科學與人文哲理之推衍學術。歷代陰陽五行家、史官、兵家、理學家、醫師、宗教家等以易學為中心論，繁衍中國特色以文化與社會制度及民族活動。

本課程以易經之應用多元化作出探討，使學員了解其實用價值及趣味性，提倡君子自強不息，樂觀進取，自求多福之精神價值，內容包括(一)陰陽、五行之變化，(二)易卦之基本原理，(三)衍生之術數，(四)易經之軍事理論，(五)易理與醫學，(六)易理與命理，(七)經濟與民主，(八)宗教與倫理、(九)周易卦辭與四書章句之比較、(十)總結對中國文化之影響。

主 講 人：袁匡任先生 Dip.Ed.(C.U.H.K.), M.A.
地 點：香港太古城地利亞修女紀念中學416室(中學部太豐路入口)
時 間：一九九五年十二月七日起每星期四下午七時三十分至九時三十分
全期學費：四百三十元 (共十講)

1079. 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)佛家的業力解說；(二)無著論師的有宗思想；(三)三論宗的觀點；(四)佛家消除煩惱之道；(五)大乘佛教；(六)佛家的心理學。

主 講 人：釋淨達法師
地 點：香港大學專業進修學院市區中心10室(信德中心西翼九樓)
時 間：一九九五年九月廿七日起每星期三下午六時十五分至七時四十五分
全期學費：三百五十元 (共十二講)

1080. 佛經專書導讀 (Special Buddhist Text)

六祖壇經摘要：禪宗修心以放下解脫；明心見性為第一義。惠能和尚即以「本來無一物，何處惹塵埃」的偈，取得禪宗六祖的地位。

主 講 人：釋淨達法師
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：一九九五年九月廿七日起每星期三下午八時十五分至九時三十分
全期學費：三百五十元 (共十一講)

1081. 中西哲學之人生觀 (Philosophy of Life in the East & the West)

本課程以取精用宏、深入淺出及趣味方式啟發學員領悟人生選講範圍：(一) 西洋為何會出現哲學這門特殊學問(啟發學員自創新學問)(二) 西哲如何判別天才之錯與庸人之錯(三) 西哲人及神話藝術論「人」(四) 何謂：人、人生、人生觀、人死觀(附論自殺)及宇宙觀(五) 西哲之終極關懷：論世界末日及人之死後(六) 人生之謎：人生意義及目的，如何能今生無悔、無憾(七) 人生三階：青年、中年及老年之正負價值(八) 何種人生可貫通天(神或超自然)、地(自然)、人(社會)、我(自我)(九) 現代西哲兩大主流及理性與非理性如何安頓知識、人生及宇宙等大問題(十) 愛恩思坦及羅素論「上帝」及善惡因果報應(十一) 警惕易犯之錯：為何快樂幸福(十二) 十二種以上之人生觀供選擇(十三) 中西哲學鑑定認可之「三個我」、「三不朽」、「六項需求」、「四件人生大事」、「四大修養境界」(十四) 西方名哲選講：蘇、柏、亞、叔本華、尼采、康德、存在主義、實用主義及獲諾貝爾獎之哲思簡釋等(任選六項)。

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)
地 點：香港大學專業進修學院市區中心 10 室(德信中心西翼九樓)
時 間：一九九五年十月二日起每期一下午七時至八時十五分
全期學費：三百二十元 (共十二講)

1082. 認識中國哲學 (Understanding Chinese Philosophy)

中哲博大精深，其實效價值及能對西方文化病痛之矯治功能早已引起全球學者重視。本課程對愛哲理、文藝、修養及啟人生智慧有助。寓高深於趣味，初學可懂。選講範圍：(甲) 周易、孔子、孟子、荀子、老莊、墨子、惠施、公孫龍子、韓非子、董仲舒、陰陽五行、魏晉玄學、宋明理學、朱陸異同、王陽明及王船山等。(任選十項)(乙) 專題：(一) 中國為何會出現哲學這門學問?(啟發學員自創新學問)(二) 中哲特色及各時期思想比較(三) 中哲之宗教、民主及科學觀(四) 儒釋道三教及九流之修養及處世法(五) 中哲為何有「道成肉身」(六) 中哲之道德形而上學為何受重視(七)「孝道」哲學新解；析忠孝、孝慈及不同道德之衝突兩難之倫理問題(八) 做「聖人」之簡易公式(破高不可攀之說)(九) 中國文化及哲學之現代化；中西哲比較，中哲價值何處超越西哲?

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)
地 點：香港大學專業進修學院市區中心 10 室(德信中心西翼九樓)
時 間：一九九五年十月二日起每期一下午八時三十分至十時
全期學費：三百二十元 (共十二講)

1083. 中西心理哲學：緣份、命運與性教育 (The Psychology & Philosophy of Fate, Love & Sex in the East & the West)

內 容：(一) 分析：緣份與愛情、命運、宗教、哲學及科學；現代幸福婚姻觀。
(二) 批判：色即是空、空即是色，隨緣不變、不變隨緣，緣起性空，食色性也，齋色；無冤不成夫婦；性本惡(善)。

(三) 討論：自然與人文、愛欲與文明、性教育成敗之核心問題

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)
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：一九九五年八月廿六日(星期六)下午三時至八月廿七日(星期日)下午五時
集合時間：八月廿六日下午三時於九龍新打老道「豪華酒樓」及地點：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(請自備手提電話)
全期費用：三百二十元(包括學費、食宿及交通費)
名 額：四十人(先到先得)(二十人以下取消)
截止報名日期：一九九五年八月十一日

ART & CULTURE

1084. 中國古陶瓷鑑賞 (Appreciation of Chinese Ceramics & Porcelain)

內容簡介：從新石器時後期到現在中國陶瓷器，以幻燈片、圖片、實物等作研說，以引起學者對內容的研究興趣，作為美術、歷史、中國文學、宗教、哲學的輔助研究。

主 講 人：何秉聰先生
地 點：香港大學專業進修學院市區中心 10 室(德信中心西翼)
時 間：一九九五年九月廿六日起每星期二下午六時十五分至七時四十五分
全期學費：三百六十五元 (共十二講)

中國傳統陶塑 (Imitational Chinese Ceramics)

根據中國傳統藝術作風，加入現代技術，作出中國藝術陶瓷的仿製，從而加入陶塑者意見，使成為其創新形象的中國藝術陶藝作品。

課程包括：命題輔導，陶塑技法，製模及印模、配釉與塗油、燒窯實習、名作欣賞等。(限收二十人)

1085. 何秉聰先生主講
地 點：新界沙田火炭坳背灣街 33-35 號世紀工業中心 11 樓 G 室
時 間：一九九五年十月八日起每星期日日上午十時至十二時
全期學費：三百八十五元 (共九講)

1086. 何秉聰先生主講
地 點：新界沙田火炭坳背灣街 33-35 號世紀工業中心 11 樓 G 室
時 間：一九九五年十二月十日起每星期日日上午十時至十二時
全期學費：三百八十五元 (共九講)

1087. 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25室（信德中心西翼九樓）
時 間：一九九五年九月廿七日起每星期三上午九時卅分至十一時卅分
全期學費：五百元（共十講）

1088. 楷書入門 (Regular Script in Chinese Calligraphy)

本課程適合書法基礎班和初學人仕參加，教導學員從實習中掌握寫楷書之方法，並指導學員如何欣賞每一位書法家之特點和風格，本課程主要著重於唐楷，如柳公權、歐陽詢、趙孟頫等。（限收二十人）

主 講 人：林雲女士
地 點：香港大學專業進修學院區中心25室（信德中心西翼九樓）
時 間：一九九五年十二月十三日起每星期三上午九時卅分至十一時卅分
全期學費：五百元（共十講）

1089. 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25室（信德中心西翼九樓）
時 間：一九九五年九月廿六日起每星期二上午九時卅分至十一時卅分
全期學費：五百元（共十講）

1090. 草書 (Grass Script)

本課程除介紹草書源流及演變外，並教導學員臨習前人名帖，尤其著重正確的行筆方法，務求穩紮根基，避免浮滑。課程以臨習六朝正統草書為主，並視乎學員進度，加入唐宋名帖，以求變化。（限收二十人）

主 講 人：林雲女士
地 點：香港大學專業進修學院區中心25室（信德中心西翼九樓）
時 間：一九九五年十二月五日起每星期二上午九時卅分至十一時卅分
全期學費：五百元（共十講）

1091. 山水畫基礎班 (Basic Chinese Landscape Painting)

本課程專為曾選修初級程度國畫的學員而設。課程內容包括山水畫之基本概念、構圖、著色、運筆、用紙等之技巧，並即時示範及個別指導。（限收二十五人）

主 講 人：林雲女士
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九五年九月廿五每星期一上午九時卅分至十一時卅分
全期學費：五百元（共十講）

1092. 山水畫深造班 (Advanced Chinese Landscape Painting)

本課程專為曾選修「山水畫基礎班」之學員而設。課程內容主要深入研究山水畫之精粹所在和如何分析作品特點，並挑選一些有代表性之作品作教材，通過不斷實習以達到鞏固學員之基礎技法，從而帶動學員進入另一個層面領悟傳統山水畫之神韻及意境。本課程將會分組形式授課。（限收二十人）

主 講 人：林雲女士
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九五年十二月四日起每星期一上午九時卅分至十一時卅分
全期學費：五百元（共十講）

1093. 中國畫基本技法 (Basic Techniques in Chinese Painting)

本課程適合初學人仕及對中國畫有興趣者選讀。內容包括有：（一）山水畫名家簡史介紹；（二）如何選用宣紙及毛筆；（三）分段指導及示範基本筆法，如樹木、山石、泉水煙雲、人物屋宇、船舶、橋樑。學員須在課堂上實習一些簡單習作。

本課程最後更著介紹傳統畫之特色和優點，並引石濤及龔賢之畫法例，引導學員從中領略中國畫之精粹。（限收二十五人）

主 講 人：林雲女士
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九五年九月廿八起每星期四上午九時三十分至十一時三十分
全期學費：五百元（共十講）

1094. 中國畫構圖及著色 (Composition and Colouring in Chinese Painting)

本課程適合曾習中國畫基本技法或對中國畫有初步認識之學員參加，內容分構圖、著色兩部分。

構圖方面會講解分析：（一）呼應；（二）虛實；（三）顧盼；（四）賓主；（五）疏密；（六）聚散；（七）題款等，使學員能明瞭如何在畫面上「經營位置」以至完成一幅作品。

著色方面有：(一)顏料之認識；(二)顏色與墨色之配合；(三)季節和色調之關係；(四)如何配色；(五)水光和煙雲之渲染等。

課堂上會介紹一名家代表作，使學員更進一步明瞭其中要訣，及提高學習趣味。(限收二十人)

主 講 人：林雲女士

地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時 間：一九九五年十二月七日起每星期四上午九時卅分至十一時卅分

全期學費：五百元 (共八講)

1095. 東方紙黏土藝術 (Oriental Paper Clay)

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。內容授以精美的飽點、新鮮蔬果、白兔、飾物、錦鏤、筆座、月季花、心口針、荷花、金魚、立體壁畫等。作品經風乾後，可塗上顏色及光油。臨堂示範及實習，製作過程輕鬆有趣，初學及有興趣人士均可參加。(限收二十人)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)

時 間：一九九五年十月三日起每星期二下午六時卅分至八時卅分

全期學費：四百二十五元 (共八講)

1096. 東方紙黏土創作班 (Advanced Oriental Paper Clay)

本課程是東方黏土藝術的延續，內容加強，有花籃、仿木傢俬、花園、房屋、彩龍、燈座等。此外，學員更可自由創作，並配上逼真的色彩，每堂均有示範及實習，使學員對東方紙黏土藝術加深發揮創作潛能。初學及有興趣人士均可參加。(限收十八人)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)

時 間：一九九五年十二月十二日起每星期二下午六時卅分至八時卅分

全期學費：四百元 (共八講)

1097. 東方紙黏土與西方技巧(Oriental Paper Clay & Western Techniques)

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。能塑造各種不同形態，造形著重東方色彩，揉合西方的技法，以達成洋為中用，古為今用之效果。

課程內容以香蕉、士多啤梨、精美點心、甲蟲、青豆、紹菜、鬱金香、心口針、白兔、白鴿、壁畫、金魚、燈座、向日葵等等……

塑造性極高，形態逼真。作品經風乾後，可塗上逼真顏色及光油。臨堂實習及示範，製作過程輕鬆有趣，初學及興趣人士均參加。(限收二十人)

主 講 人：鄧昶立先生

地 點：香港太古城地利亞修女紀念中學415室(中學部太豐路入口)

時 間：一九九五年十月五日起每星期四下午六時卅分至八時卅分

全期學費：四百二十五元 (共八講)

1098. 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方技巧，加深發揮潛能。初學及有興趣人士均參加。(限收十八人)

主 講 人：鄧昶立先生

地 點：香港太古城地利亞修女紀念中學415室(中學部太豐路入口)

時 間：一九九五年十二月十四日起每星期四下午六時卅分至八時卅分

全期學費：四百元 (共八講)

1099. 花鳥與山水畫技法 (Techniques of Chinese Paintings: Flowers, Birds & Landscape)

花鳥與山水畫有很緊密的連繫，樹石對花鳥來說，有如牡丹綠葉相得益彰，增加畫面的變化及美觀。講授對運筆、用墨、用紙(生熟紙)絹，設色(赭墨、淺綠、青綠、金碧輝煌)技法，並加畫史、畫理、寫生等。課程以梅、蘭、菊、竹，四時花卉、昆蟲、鳥類、金魚、蝦、蟹、水草、蔬果等。而山水以鹿角、蟹爪、點葉、夾葉、松、柳、梧桐、芭蕉等樹法、山石、長短披麻皴、斧壁皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲法、染雲、瀑布、波濤等。課程由淺入深，輔助學員領會花鳥與山水畫的結合精華，每講臨場示範、實習、欣賞及派發畫稿，歡迎有興趣人士及曾修讀花鳥與山水畫課程的同學參加。(限收二十五人)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)

時 間：一九九五年十月六日起每星期五下午六時卅分至八時

全期學費：三百九十元 (共十講)

1100. 花鳥山水畫構圖 (Composition of Chinese Paintings: Flowers, Birds & Landscape)

本課程是花鳥與山水畫技法的延續，為相等程度及有興趣人士而設，加強內容，以學員進度而作出技法及構圖，深入教授。

內容以山水三遠法（平遠、深遠、高遠）等。而花鳥以賓主、呼應、顧盼、虛賓、緊散、疏密等構圖法。題材以紫籬、秋海棠、桃花、玫瑰、水仙、荷花、小雞、麻雀等，配以四時樹、石鳥、著重造型、意境等。設色有白描、水墨、勾勒（工筆）、沒骨（寫意）、淡彩、粉彩、重彩為主。能使學員在短期內完成作品，發揮花鳥山水畫進一步的長處，令至學員達到創作的階段。每講均有示範、臨堂實習及派發畫稿。歡迎曾修讀花鳥與山水畫同學參加。（限收二十人）

主 講 人：鄧昶立先生
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室（金巴利道入口）
時 間：一九九五年十二月十五日起每星期五下午六時卅分至八時
全期學費：三百八十元（共七講）

中國山水畫 (Chinese Landscape Painting)

分階段以理論及示範同時施教，由淺入深，使學員明白山水畫樹石及構圖要訣，基本皴法及種類，對畫面皴法之統一，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，構成一幅國畫，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，作日後深入探究之初階。（每班限收二十五人）

1101. 吳祖蔭先生主講
地 點：香港大學專業進修學院市區中心13室（信德中心西翼九樓）
時 間：一九九五年十月六日起每星期五下午六時三十分至八時
全期學費：四百元（共十講）

1102. 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：一九九五年十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：四百元（共八講）

中國山水畫技法 (Method of Chinese Landscape Painting)

本課程專供修業完畢初級山水國畫班之學員深入山水國畫之技法研究，除簡略重溫習基本畫法外，更進一步研究山水國畫之技法和構圖，皴擦、運筆、用墨、染墨、染色、乾筆之蒼茫，濕筆之潤厚及乾濕筆之並用，點線之美化等技巧及其效果，並示範如何達氣韻生動及氣勢磅礴之境界，更進一步研究瀑布及雲海之繪寫過程及技巧，亦根據學員之成績調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）

1103. 吳祖蔭先生主講
地 點：香港大學專業進修學院市區中心13室（信德中心西翼九樓）
時 間：一九九五年十二月十五日起每星期五下午六時三十分至八時

全期學費：四百元（共九講）

1104. 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：一九九五年十二月四日起每星期一下午六時三十分至八時三十分
全期學費：四百元（共八講）

1105. 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）蜂蝶花卉配合構圖法。（七）魚蝦水草配合構圖法。（八）花鳥蟲魚綜合構圖法。（九）各類畫面題款與用印技法。（十）每課印發講義並附習作樣稿（十一）每課隨堂示範寫作技法，並批改習作（包括家課習作）。（限收廿五人）

主 講 人：徐達之先生
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九五年十月十三日起每星期五上午九時卅分至十一時卅分
全期學費：五百元（共十講）

1106. 國畫梅蘭竹菊與蔬果寫作技法 (Flowers and Vegetables in Chinese Painting)

本課程為有意研習「梅蘭竹菊」，四君子國畫寫作技法者而設。旨在對梅蘭竹菊國畫源流、演變、及各個時代的風格與寫作技法，分別介紹與研習。內容包括：（一）梅蘭竹菊國畫的興起與發展。（二）梅蘭竹菊水墨寫作技法。（三）梅蘭竹菊賦色寫作技法。（四）梅花的風韻與寫作技法。（五）蘭花的神韻與墨彩寫作技法。（六）胸有成竹的寫意畫竹技法。（七）菊花墨彩寫作與百花寫法作的貫通。（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）每講分發講義（附習作樣稿）並即堂示範，批改習作。（限收二十五人）

主 講 人：徐達之先生
地 點：香港大學厲樹雄科學館106室
時 間：一九九五年十月七日起每星期六下午二時四十分至四時十分
全期學費：六百九十元（共二十講）

1107. 六體千字文書法寫作與應用 (Six 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）楷書千字文寫作法。（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。

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)每課隨堂示範寫作法：包括：執筆使轉、用墨、用水、用紙。並批改堂課及家課習作。

(限收廿五人)

主 講 人：徐達之先生

地 點：香港大學厲樹雄科學館106室

時 間：一九九五年十月七日起每星期六下午四時廿五分至五時五十分

全期學費：六百九十元 (共二十講)

1108. 中國山水畫構圖設色技法 (Chinese Landscape Painting: Composition and Colouring)

中國山水畫藝術包涵各種國畫技法，特別講求構圖意境與設色技法。

本課程為適應對中國山水畫稍有寫作基礎而有深入研習山水畫構圖意境，發揮水墨設色各項技法者而設。內容包括：(一)中國山水畫的源流；(二)山水畫紙、絹、工具的選擇與運用；(三)中國歷代山水畫名作的欣賞與選習；(四)山水畫臨摹法；(五)山水畫寫生法；(六)山水畫構圖與畫中有詩的意境研習；(七)山水畫水墨與設色法；(八)山水畫題字與用印技法；(九)每課編發講義並附習作樣稿；(十)每課隨堂示範並批改家課習作。(限收二十五人)

主 講 人：徐達之先生

地 點：香港太古城地利亞修女紀念中學416室(中學部太豐路入口)

時 間：一九九五年十月九日起每星期一下午七時至九時

全期學費：六百九十元 (共十五講)

1109. 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)各體千字文集句寫作法。(八)各體千字文對聯寫作法。(九)每課編發講義與習作樣稿。(十)每課隨堂示範寫作法：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416室(中學部太豐路入口)

時 間：一九九五年十月十一日起每星期三下午七時至九時

全期學費：六百九十元 (共十五講)

1110. 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：一九九五年十月五日起每星期四下午六時十五分至七時四十五分

全期學費：三百九十元 (共十二講)

1111. 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：一九九五年十月七日起每星期六下午四時十五分至五時四十五分

全期學費：三百九十元 (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)

1112. 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：一九九六年一月四日起每星期四下午六時十五分至七時四十五分

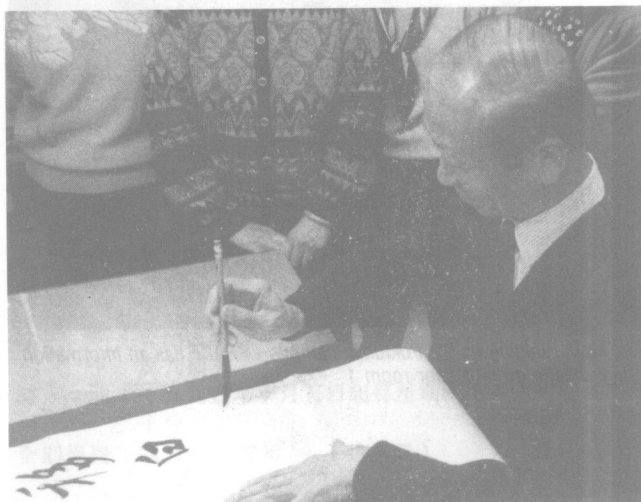
全期學費：二百八十五元 (共八講)

1113. 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：一九九六年一月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：二百八十五元 (共八講)



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2964 0450

Master's Degree in Clinical Pharmacy

The Master of Clinical Pharmacy degree is awarded by University of Otago, New Zealand in conjunction with the School of Professional and Continuing Education (SPACE). This is a professional/academic qualification which provides pharmacists with advanced training in several aspects of pharmacy. The course consists of 7 papers and a dissertation. 2 papers will be taught by the School and 5 papers will be taught by Otago Staff through teleconferencing tuition. Students will be provided with the printed course materials and self-assessment exercises. On successful completion of the 2 papers taught by the School, candidates will be awarded a SPACE Postgraduate Certificate in Pharmacology and Pharmacy Administration. Duration of the course is 2.5 years and begins, biennially, in September. The next intake will be March/April 1996.



The Main Building on the Pokfulam campus - SPACE has an information office on the ground floor room 1



University of Otago
Te Whare Wananga o Otago

Bachelor's Degree in Pharmacy

Lecturers in charge : Sarah S.C. Hui
K.C. Tan-Un

Since September, 1992 the School has launched a Bachelor's degree programme in Pharmacy (B.Pharm.) in association with the University of Otago, in addition to the M.Pharm. degree. The course aims to provide professional training in Pharmacy for practising dispensers, matriculants, graduates and others who intend to seek a career in pharmacy and the pharmaceutical field. The joint B.Pharm. study programme consists of: (1) two years of part-time study in Hong Kong (Part I); (2) two years of full-time study at Otago which leads to the B.Pharm. degree. Candidates who successfully pass all subjects in Hong Kong (Part I) will be awarded a Diploma in Pharmaceutical Sciences by SPACE. They will then be eligible for admission, ad eundem statum, with exemptions granted for the equivalent of years 1 and 2 of the B.Pharm. course at Otago. The Otago course is a four year full-time degree. Students admitted will be on the basis of having qualifications or experience which will exempt them from the Otago year 1 while the SPACE 2-year part-time Diploma will be the equivalent of the Otago year 2. The Diploma course will have a biennial intake and no more than 20 students will be admitted to Otago in any one year. The next intake will be April/May 1996.

Please write in for details enclosing a stamped self-addressed envelope or contact course coordinator Dr. Sarah Hui, Tel. 2859 2793.

1141. 應用倫理學 (Applied Ethics)

當今的哲學可能在應用倫理的範圍內最顯得實用。在我們每天面對社會和世界上的各種讓人感到困惑的倫理問題時，哲學反省讓我們不至於盲目地作出判斷和決定。本課程共分十節，第一節將簡述一些基本倫理學理論，如功利主義，義務論等等。其餘九節將討論：1) 安樂死，2) 死刑，3) 墮胎，4) 暴力與戰爭，5) 自殺，6) 饑饉中的倫理，7) 動物權利，8) 環保倫理，9) 法律與道德價值。

主 講 人：溫帶維先生 B.A. (U.C.L.A.), M.Phil. (C.U.H.K.)
地 點：香港大學專業進修學院市區中心10室 (信德中心西翼九樓)
時 間：一九九五年十月七日起每星期六下午二時十五分至三時四十五分
全期學費：四百八十元 (共十講)

1142. 思考方法導論 (Introduction to General Methodology)

本課程的內容包括：(一) 邏輯思考方法；(二) 科學思考方法；(三) 語理分析思考方法；(四) 常見的謬誤剖析。本課程的特點，是除了一般教授外，還通過課上討論及習題解答等多樣方式來傳達思考方法之精髓，深入淺出，循序漸進，能令學員在短期內形成獨立的思考能力，經常作出合理有效的思考。

主 講 人：梁光耀先生 B.A. (C.U.H.K.)
地 點：香港大學專業進修學院市區中心28室 (信德中心西翼九樓)
時 間：一九九五年十月五起每星期四下午六時至七時四十五分
全期學費：五百一十元 (共十二講)

1143. 希臘哲學與思想 (Ancient Greek Philosophical Thoughts)

古希臘文明是整個西方世界的搖籃。大文豪荷馬、史學之父希羅多德、醫學之父希波克拉底、數學家歐幾里德等莫不是人類文明史上的超級巨星。如要認識西方世界的文化傳統，對希臘文化的了解是不可或缺的。

本課程站在哲學的高度去反省和把握古希臘文明的各個領域。並以對「知識性質」之探討為主幹貫穿繁雜表面，把希臘思想的深刻內蘊組織出來。在這個探索的道路上，我們特別注重蘇格拉底、柏拉圖和亞里士多德的學說。

本課程是整個西洋哲學史的初基，故可當作一個哲學入門來修讀。適合對哲學、哲學史及文化史有興趣者修讀。

主 講 人：梁文道先生
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：一九九五年十月六日起每星期五下午八時至九時三十分
全期學費：五百元 (共十二講)

1144. 哲學導論 (Introduction to Philosophy)

現代人所面對的，是一個思想混亂、價值失落的世界。由於各種學說和主張到處出現，令人頭昏目眩，迷失了自我。一個人如果不想被別人牽著鼻子走，唯一的方法就是弄清自己的頭腦、堅定自己的意志，而這些工作正是哲學的主要任務。本課程屬哲學的入門課，以問題為中心，綜述哲學的三大部門——形而上學、道德哲學及知識論的概貌，並簡述中、印、西哲學之特質及異同，俾使學員能對哲學有較全面之了解，適合喜歡反省人生的現代人修讀。

主 講 人：劉桂標先生 B.A. (HKBC), M.Phil. (C.U.H.K.)
地 點：香港大學專業進修學院市區中心29室 (信德中心西翼九樓)
時 間：一九九五年九月三十日起每星期六下午二時十五分至三時四十五分
全期學費：五百二十五元 (共十四講)

1145. 近代西方哲學史 (History of Modern Western Philosophy)

近代哲學是西方哲學史上一個光輝燦爛的時代。西方哲學以知識論的探討為核心，而整個近代哲學就是圍繞知識論的問題而展開。以笛卡兒、斯賓諾莎、萊布尼茲等為代表的理性主義者，與以洛克、巴克萊、休謨等為主力的經驗主義者的對立，令哲學討論進至白熱化的階段。及後，德國大哲康德及黑格爾出現，建構了嚴密、龐大的哲學體系，平息了兩派的論爭，對後世影響深遠廣泛。本課程將以深入淺出的方法，介紹諸大哲之思想面貌與爭辯之要點。

主 講 人：劉桂標先生 B.A. (HKSC), M.Phil. (C.U.H.K.)
地 點：香港大學專業進修學院市區中心29室 (信德中心西翼九樓)
時 間：一九九五年九月三十日起每星期六下午四時至五時四十五分
全期學費：五百二十五元 (共十四講)

1146. 藝術哲學 (Philosophy of Art)

很多人以為，藝術是屬於感性領域。對藝術來說，所謂理性的分析，根本用不著。情形真是這樣的嗎？實際的情況是，藝術作品的地位得以確立和展示於人前，背後都得到不少藝術理論的支持。

本課程旨在介紹這些不同的藝術理論，並對此作出批評。內容包括藝術的定義，藝術的批評，藝術的評價，藝術的功能以及藝術的死亡等問題。

主 講 人：梁光耀先生 B.A. (C.U.H.K.)
地 點：香港大學專業進修學院市區中心28室 (信德中心西翼九樓)
時 間：一九九五年十月五日起每星期四下午八時至九時三十分
全期學費：四百三十五元 (共八講)

1151. 香港住宅樓宇買賣常識 (Conveyancing of Residential Properties: A Consumer's Perspective)

香港人的財富很多來自房地產，但香港政府對地產買賣卻略嫌監管不足，以至地產經紀良莠不齊，有些不負責任的地產經紀，為了收取佣金，往往置買方的利益於不顧，而誘使買方簽下條件苛刻的“臨時合約”。及至買方聘請律師進行交易才發覺不利之處，但為時已晚。

本課程將從保障消費者權益的角度，介紹及解釋買賣住宅樓宇時所應注意的法律問題，內容包括香港土地業權的特徵、樓宇交易之各種法律文件（如臨時合約、買賣合約、轉讓契）買賣樓花，以及聘請律師買賣樓宇所應有的權益與收費。

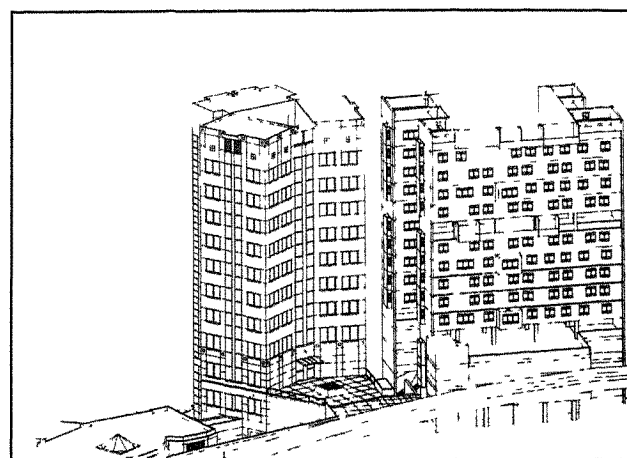
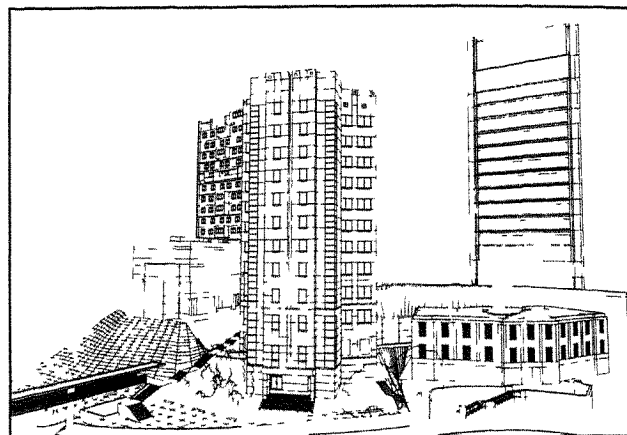
主 講 人：何冠驥先生 B A (C.U.H.K.), A.M., Ph.D(III), LL B (Lond)
地 點：香港大學專業進修學院市區中心 1 0 室（信德中心西翼九樓）
時 間：一九九五年九月廿三日起每星期六下午二時至四時
全期學費：壹百元（共二講）

1152. 近代中國的政經發展 (The Development of Political Economy in Modern China)

本課程主要探討中國大陸從 1978 年起的改革與現代化。政治發展和經濟發展往往是息息相關，不可分割，故重點將會討論這兩者的互動關係。內容包括：中國政府體制，中央與地方政府關係，政企關係，經濟政策，意識形態的轉變，權力和精英政治，外交策略，以及中共面對的問題和前景。

本課程旨在使學員了解近代中國大陸政治經濟發展，培養獨立思考及分析能力。課程適合初學者，對中國政治經濟有基本認識人士更佳。

主 講 人：鄭志行先生 M.Phil(C.U.H.K.)
地 點：香港大學專業進修學院市區中心 1 0 室（信德中心西翼九樓）
時 間：一九九五年十月四日起每星期三下午八時至九時三十分
全期學費：四百四十元（共十一講）



A new purpose-built premises will be constructed at the Bonham Road end of the campus, principally for use by the School

1161. The Psychology of Religion

Religions are to be found in all societies. Religions have inspired their adherents to love and to hate, to deeds of the foulest cruelty or the highest altruism. Religion has found expression in works of sublime beauty or excruciating banality. Religious movements may often have supplanted each other, but the frequent attempts, both in the past and at present, to suppress religion have met with little success. Throughout history and both in East and West, thinkers and scientists have probed the roots of religion and wondered about its origin and function in human society and in individual lives. The course aims at a critical analysis of some of the probings, especially by psychologists.

The course topics include: Descriptions of religious movements and experiences; Religious beliefs and social structures; Religious tolerance and its limits; Religious intolerance as exemplified in religious warfare. Certainty and doubt in religious beliefs; Growth and development of individual religious beliefs. *Enrolment is limited to 25*

Tutors : Erik Kvan, D.Soc.Sc.h.c.(H.K.), M.B.E., formerly Senior Lecturer and Head, Department of Psychology, HKU and Guest Lecturer

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 6.00-7.30 p.m., commencing October 13, 1995

10 meetings Fee : \$480

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

1162. Personal Growth Group

Personal Growth Group is an experiential approach to learning. It involves the assumption that each person has the potential of knowing himself/herself, to be able in life situations to make the choices that will best enhance growth and meaning. This workshop is oriented towards the group process that is equally applicable at home and in the workplace.

The aims of the group are: (a) increasing self awareness and sensitivity, (b) identifying and transforming emotional blocks with self and with others into positive energy, (c) developing the skills required to relate to others in a life-promoting, work-enhancing, meaningful fashion, and (d) discovering and appreciating the uniqueness of self. Regular attendance is mandatory.

Enrolment is limited to 24

Tutor : Mrs. Grace Cheung, B.Soc.Sc. (C.U.H.K.)

Venue : Catholic Institute of Religion and Society, 130 Waterloo Road, Kowloon. (Maryknoll Convent School - Primary Section)

Date : 9.00 a.m.-1.00 p.m. and 2.00-6.00 p.m., November 24, 25, 26, 27, 1995

4 meetings (full-day workshops) Fee : \$1,050

Medium of Instruction : Cantonese

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

1163. 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.)(Pacific Southern)

Venue : Room 1302A/B, K.K. Leung Building, HKU

Date : Mondays, 8.00-9.30 p.m., commencing October 16, 1995

10 meetings Fee : \$610

Medium of Instruction: Cantonese supplemented with English

1164. Brief Strategic Psychotherapy

Brief Strategic Psychotherapy (BST) is a unique way of thinking about and doing psychotherapy in a short duration of time. Participants will not only learn about the techniques of BST, but a way of thinking about and solving people's dilemmas within a short period of time. The contents of this course will include some characteristics com-

mon to various strategic models and three predominant approaches (the behavioural, the psychodynamic and the gestalt) which are selected to apply in clinical and school settings. Several clinical treatment cases will be presented to illustrate some of the principles of BST; ie. eating disorders (Anorexia & Bulimia) of girls; anxiety disorders (Obsessive-Compulsive) of boys; problems of impotence in couples; and psychosomatic problem of woman etc.

Class format is a combination of lectures, case studies, group discussions, role-plays, micro-skills demonstrations and use of video tapes of Jay Haley & his followers.

The course will be appropriate for mental health professionals, social workers, physicians, nurses, psychological counsellors, school counsellors, and other helping professionals.

Enrolment is limited to 20

Tutor : C.W. Lo, Ph.D. (Clin.Psy.)(Pacific Southern)

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, Hong Kong

Date : Saturdays, 2.30-5.30 p.m., commencing November 18, 1995

6 meetings

Fee : \$610

Medium of Instruction: Cantonese supplemented with English

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

1165. 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十三課。參加者應具有中五或以上程度。
(限收二十五人)

主 講 人：劉錦麟先生 (臨床心理學碩士)

地 點：香港大學專業進修學院市區中心14室 (信德中心西翼九樓)

時 間：一九九五年十月二日起每星期一下午八時至九時四十五分

全期學費：六百七十元 (共十三講)

教師可獲教育署退還半費。詳參第vi頁。

1166. 精神健康與異常心理學導論 (Introduction to Mental Health and Abnormal Psychology)

本課程是為對精神健康有興趣的人士而設，旨在提供學員對精神健康有一概括的了解，同時認識一些處理問題及促進精神健康的方法。內容主要討論何謂異常心理，並分析常見的異常心理行為、其成因及處理方法。範圍包括「正常」和「異常」的概念，兒童及青少年的心理發展及問題，成年人的心理發展，日常生活的壓力，精神病，性心理及異常性行為，藥物濫用，暴力及自毀行為，和維持心理健康的要素等等。

本課程共分十八講，形式主要包括講座，個案分析和小組討論，授課以中文為主輔以英語，參加者應具有中五或以上程度。

(限收四十五人)

主 講 人：鄭建榮先生 (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：一九九五年十月三日起每星期一下午七時五十分至九時五十分

全期學費：九百九十元 (共十八講)

教師可獲教育署退還半費。詳參第vi頁。

1167. 增進左右腦能力工作坊 (Workshop on Improving your Left and Right Brain)

本課程旨在透過小組討論、測試、短講、實習、使學員對左、右腦運用自如。學員必須完全投入參與，方可體會及領略課程要旨。

講者採用工作坊的形式，將一個人的左右腦結構加以分析，務求使學員獨特的才能發揮出來，加以實踐。內容包括：(一) 集中注意力；(二) 增進洞察力和加強直覺；(三) 增進理解能力；(四) 創造邏輯心智；(五) 記憶技巧；(六) 組織及分類法；(七) 解決困難方法；(八) 創意技巧；(九) 潛意識運用。
(限收二十五人)

主 講 人：許楚生先生 (文學士，成人教育文憑)

地 點：香港大學梁球瑠樓1302A/B室

時 間：一九九五年十月二十六日起每星期四下午七時五十分至九時五十分

全期學費：七百元 (共十講)

3. Certificate in School Counselling and Guidance

This course is sponsored by the Education Department for secondary school guidance teachers. It is due to begin in September, 1995, and will be completed in July, 1996. The objective of the course is to provide training for guidance teachers, so that they may be more effective in helping those students who have difficulty in coping with school life, in handling themselves and their interpersonal relationships. Considerable emphasis will be given to enhancing the competency of the guidance teachers in team work and in developing preventive programmes within the school setting.

Curriculum

- Human growth and development (particular emphasis will be given to childhood and adolescence)
- Communication and interviewing
- Guidance and counselling theories and their application in school settings, with special reference to the whole school approach
- Administration and team building of the school guidance team
- Other related issues (e.g. adolescent suicide) and skills (e.g. managing stress, communicating with parents etc.)

Teaching Format

- Lectures
- Case Studies
- Role Plays
- Skills Workshops
- Practicum (the class will be divided into small groups to practise counselling and guidance skills)
- Panel Discussions
- Project Work

Participants are expected to undertake a reasonable amount of reading as directed by the tutors.

Award

To qualify for the award of the certificate, a participant must attend no less than 80% of the meetings and complete the written assignments satisfactorily. The practical work of the participant will also be taken into consideration. No participant will be awarded the certificate unless their written assignments and practical work have scored the minimum grade required.

Time of Meetings

(1) Regular meetings & Workshops

Saturdays, 9.30 a.m. - 12.30 p.m.
September 95 to July 96

(2) Practicum

The class will be divided into 4 groups. These practicum group meetings are usually held on Saturdays and/or weekday evenings if the group(s) so desire. A total of 10 meetings are expected throughout the course.

Duration of the Course

September 23, 1995 to July 6, 1996

Place of Meeting

For Regular meetings and Workshops:
Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong.

For Practicum:

They may either be held in the SPACE Town Centre or the University. Detailed arrangement will be announced when the course starts.

Admission

This course is open to all secondary school guidance teachers.
Enrolment is limited to 40

Deadline for Application

June 10, 1995

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 2859 1937. (All correspondence should be addressed to School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.)

This course will be conducted in Cantonese.

65. Certificate in Careers Teachers Training

This course is jointly sponsored by the Education Department and the Labour Department for secondary school teachers with the following objectives:

- to provide participants with the basic necessary theories and principles relevant to careers guidance and counselling
- to help participants acquire basic skills instrumental to carrying out the work of careers teachers
- to kindle interest in, and awareness of the development of careers education, and careers guidance/counselling

With more facilities and opportunities made available for young students, and limited involvement of family in helping their children, many students feel helpless when they have to make decisions over further studies and careers choice. Hence there is tremendous need for careers guidance and counselling. The design of the course is based on the needs of the students and that of the careers teachers as they carry out their tasks. Participants are invited to re-examine the work of careers teachers in the light of basic theories and changing circumstances, to consider alternatives and to take an active part in all the practical work and exercises.

Content

Part A

Careers work and the target group:

Identification of objectives, scope, roles, tasks and resources in careers guidance/counselling; understanding adolescence.

Part B

Administration: team building and administrative system.
Information: careers, further study, employment and training, appraisal tests.

Part C

Skills in relation to:

- communication and interviewing;
- programme planning;
- group guidance;
- individual guidance/counselling;
- job application.

Format

Lectures, discussions, seminars, workshops, role plays, etc.

Time of Meetings

Regular meetings: Saturdays, 9.30 a.m. - 12.30 p.m. from September 16, 1995 to June 29, 1996

Workshops:

- Workshop I : Saturday, 9.30 a.m. - 5.00 p.m., September 16, 1995.
- Workshop II: Saturday, 9.30 a.m. - 5.00 p.m., April 27, 1996.

Place of Meeting

Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong.

Admission

To be eligible, applicants must be

- holding the post of Careers Master/Mistress (or will be appointed Career Master/Mistress in the coming academic year, if so, please specify) and
- either (a) graduates of recognised universities or (b) holders of Certificate of Education/Teacher Certificate or the equivalent

Number of places: 35

Deadline for Application

June 21, 1995

Award

A Certificate in Careers Teachers Training will be awarded by the School of Professional and Continuing Education, The University of Hong Kong, to participants who have:

- attend at least 80% of the meeting,
- actively participated in lectures and workshops,
- completed assignments satisfactorily.

Teaching Staff

Teaching staff is drawn from experienced counsellors, school administrators, appointment service officers, and careers teachers.

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 2859 1937. (All correspondence should be addressed to

School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.)

This course will be conducted in Cantonese.

67. Certificate in Discipline Teachers Training

This course is sponsored by the Education Department for secondary school discipline teachers. It is due to begin in September, 1995 and will be completed in February, 1996. The objective of the course is to equip the discipline teachers with the knowledge and skills in school discipline work so that they can perform their duties more effectively. The course will put emphasis on the integration of relevant theories with practical issues in school discipline work in local secondary schools.

Curriculum

The course will cover the following 6 areas:

I. Working as a Discipline Teacher

- (1) The role and function of the discipline teacher
- (2) Work objectives and school mission
- (3) School rules and regulations
- (4) Effective reward and punishment
- (5) Consistency amongst teachers on behavioural standards
- (6) Complaints from teachers, students and parents
- (7) Management of work-related stress

II. Working with Students

- (1) Adolescent psychology with particular emphases on deviant and disruptive behaviour, development of self-concept, moral judgement and self-control
- (2) Problems at school - bullying, vandalism, triads, stealing, truancy, drug-abuse and run-away
- (3) Communication and interviewing skills
- (4) Approaches to assessment and management of behaviour difficulties
- (5) Intervention methods:
 - (a) The cognitive approach
 - (b) Social skills training
 - (c) The behavioural approach
 - (d) Crisis intervention
- (6) Classroom management
- (7) Prevention and positive discipline work

III. Working with Parents

- (1) Communicating and interviewing parents
- (2) Helping parents develop positive attitudes and basic skills in disciplining their children
- (3) Positive communication between parents and the school

IV. Working with other Personnel in the School

- (1) School discipline - the whole school approach
- (2) Team building
- (3) Collaboration with the school administrative team, guidance team, the school social worker and the psychologist
- (4) Staff development

V. Working with Agencies in the Community

- (1) The Education Department
- (2) The Police Department
- (3) The Social Welfare Department
- (4) Other helping agencies in the community

VI. Other Relevant Topics

- (1) Legal aspects of discipline work
- (2) Peer tutoring

Teaching Format

- Lectures
- Case Studies
- Case Conference
- Role Plays
- Skills Workshops
- Group Discussions
- Panel Discussions
- Project Work

Participants are expected to undertake a reasonable amount of reading as directed by the teachers.

Award

To qualify for the award of the certificate, a participant must attend no less than 80% of the meetings and complete the written assignments satisfactorily.

Time of Meetings

Tuesdays, 6.30 - 9.30 p.m.

Saturdays, 9.30 a.m. - 12.30 p.m.

5-6 Saturdays full-day workshops (9.30 a.m. - 12.30 p.m. & 2.00 - 5.00p.m.) will be held from November, 1995 to January 1996.

Duration of the Course

September 19, 1995 to February 3, 1996

Places of Meeting

Tuesdays, Room 1302A/B, K.K. Leung Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

Saturdays, Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong.

Admission

This course is open to all secondary school discipline teachers.

Enrolment is limited to 40

Deadline for Application

June 20, 1995

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 2859 1937. (All correspondence should be addressed to School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.)

This course will be conducted in Cantonese.



Bill Howarth (left) Deputy Director of SPACE answering questions at the 5th Hong Kong Education and Careers Exhibition 1995

In order to receive the next issue of this Prospectus, please turn to page 119.

如欲收到下期課程手冊，請翻閱第119頁。



RECREATION AND SPORTS MANAGEMENT

Lecturer in charge : W.B. Howarth (Deputy Director)

Telephone: 2857 1198

VICTORIA UNIVERSITY (Melbourne, Australia) Master of Arts in Recreation and Sports Management and Graduate Certificates/ Graduate Diploma in Recrea- tion and Sports Management

INTRODUCTION

To cater for the rapid growth in the provision of recreation and sports facilities and services in the commercial and public sectors, The University of Hong Kong, School of Professional and Continuing Education (SPACE) and Victoria University (V.U.T.) are offering a joint Graduate Certificate and Diploma program in the area of Recreation and Sports Management. This Graduate program is aimed at people who have completed an undergraduate degree in a relevant field, however mature age applicants who demonstrate extensive industrial experience may be considered. On satisfactory completion of the Graduate Diploma students will be eligible to apply for entry to the Master of Arts degree course in Recreation and Sports Management awarded by V.U.T. with tuition provided in Hong Kong. Specific admission requirement may apply.

COURSE STRUCTURE

The structure of the Master of Arts / Graduate Diploma / Graduate Certificates in Recreation and Sports Management, offered full-time or part-time, allows for multiple options of entry and exit according to professional and personal study needs. The course contains both discrete and sequential modules, and is structured in such a way that students undertaking the Master of Arts (by course work) and Minor Thesis will first complete the Graduate Certificate in Recreation and Sports Management, and the Graduate Certificate in Recreation and Sports Management / Design. Together these two qualifications will constitute the Graduate Diploma in Recreation and Sports Management and will require two semesters of study. The final two semesters of Directed Study, Graduate Seminar and Minor Thesis, on an approved aspect of Recreation or Sports Management, completes the articulated sequence of studies leading to the Master of Arts.

COURSE CONTENT AND PROFILE

It should be noted that this is an extremely intensive course and students need to attend classes for an average 9 hours

per week. All classes will be held in the evening (6.30 - 9.30 p.m.) at SPACE Town Centre, Shun Tak Centre or The University of Hong Kong, Pokfulam Campus.

YEAR I - Graduate Diploma in Recreation and Sports Management (HGSM)

Semester I Graduate Certificate in Recreation and Sports Management (HTSM): (195 hours - conducted as a 9 week module)

Subjects Offered:

Contemporary Leisure Perspectives
Recreation / Sport Research and Investigation
Recreation / Sport Planning, Policy and Programming
Personnel Strategies in Recreation and Sport
Employee Relations Strategies
Recreation / Sport Marketing and Financial Management

Semester II Graduate Certificate in Recreation and Sports Management / Design (HTRS): (156 hours - conducted as a 9 week module)

Subjects Offered:

Professional Practicum
Facility Design and Management
Programme Administration and Delivery
Organisational Behaviour in Recreation and Sport

Award of the Graduate Diploma in Recreation and Sports Management (HGSM)

YEAR II - Master of Arts in Recreation and Sports Management (by Course Work and Minor Thesis) (HMSM):

Semester I

Directed Study : 13 weeks x 8 hours
Graduate Seminar : 13 weeks x 3 hours

Semester II

Minor Thesis: 13 weeks x 19 hours (or part time equivalent)

CAREER PROGRESSION

The course is designed to optimise the employment opportunities of graduates and to ensure the ongoing development and acquisition of professional skills, attitudes and knowledge in a variety of recreation and sport settings in private or public organisations.

TIMETABLE

The Graduate Certificate in Recreation and Sports Management / Design will commence in February 1996. The Graduate Certificate in Recreation and Sports Management will

commence in June 1996. The M.A. programme will commence in February 1996 and July 1996.

APPLICATION

Students should apply for the Graduate Program by writing to Miss K. Y. Lee, Room 1405, 14/F., SPACE Town Centre, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong before November 30th, 1995.

COURSE COST

The course fee for each Graduate Certificate is \$19,000. The course fee for the Master of Arts program is \$25,000. Fees should be paid once the student has received an offer of a place on the course.

The information detailed is correct at the time of printing, but may be subject to change without notice.

DIPLOMA IN SPORT MANAGEMENT

INTRODUCTION

The School of Professional and Continuing Education offers a Diploma program in Sport Management developed for people currently working in sport administration or those who wish to pursue a career in the management of leisure services. This program is aimed at students who possess a minimum of two passes at Advanced level and three passes at Ordinary level, or equivalent. A University degree or a diploma from a recognized post-secondary institution will also satisfy the entry requirement. The course is built on a modular system with each subject area designed to introduce participants to the range of skills and practices normally required in a management situation. Upon completion of the program students will be awarded a Diploma in Sport Management issued by The University of Hong Kong, School of Professional and Continuing Education.

COURSE DURATION

The Diploma is a two year part-time program planned to commence in February 1996. Classes will take place on two evenings per week for the duration of each Semester (based on 8 x 10 weeks).

COURSE STRUCTURE AND PROFILE

The course contains both discrete and sequential modules based on two Levels of study, Level I and II. Combined these comprise 15 modules with each module requiring 20 hours of lectures extending over ten sessions.

The program includes teaching and assessment in the following subject areas:

Level I:

- Basic Accounting
- Fundamentals of Marketing
- Office Administration
- Principles of Management
- Project Management
- Sport Administration in Practice
- Identification and Use of Resources
- Tournaments and Competitions

Level II:

- Strategic Marketing
- Marketing for non-profit Organizations
- Human Resources Management
- Accounting Information System
- Time Management
- Sport and Law
- Media and Information Management

Award of the Diploma in Sport Management

TEACHING AND ASSESSMENT

Students accepted on this course will generally be working professionals who will be expected to bring their own experiences to the classroom and share them with fellow students. All classes will be conducted by qualified academic and professional staff with extensive teaching experience. The Diploma will be assessed on the basis of set assignments (20%) and a final examination (80%) with the pass mark set at 50%.

AWARD OF THE DIPLOMA IN SPORT MANAGEMENT

A student will be awarded the Diploma in Sport Management provided that the individual subject requirements are satisfactorily completed based on the following criteria:

- a) all course assignments are completed to a satisfactory level
- b) a pass grade is achieved in the relevant examination; and
- c) the examiners are satisfied that attendance at lectures complies with course requirements.

APPLICATION

Students should apply for the Diploma in Sport Management by writing to Miss K. Y. Lee, Room 1405, 14/F., SPACE Town Centre, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong before November 30th 1995.

COURSE FEE

The fee for the Diploma in Sport Management is in the region of HK\$20,000. Fees should be paid once the student has received an offer of a place.

The information detailed above is correct at the time of printing but may be subject to change without notice.

1191. Lasers in Medicine

Lasers are now widely used in many fields especially in clinical medicine. This course will give a concise introduction to the physical aspects of laser, its safety considerations and its applications in medicine with emphasis in the specialities of ophthalmology, dermatology, urology and internal medicine. The working principles behind the use of different types of lasers in different disease entities and their results will be discussed. Topics include: principles and properties of laser; basic component parts of a laser equipment; safety issues; clinical applications of laser in: retinal detachment, macular degeneration, diabetic retinopathy, cataract, glaucoma, reducing myopia and astigmatism; cutaneous haemangioma, Port-wine stain, Nevus of Ota, freckles and removal of tattoo; lithotripsy; tumour therapy; endoscopic laser therapy for gastrointestinal bleeding and tumour.

Tutors : P.C. Chow, M.B.,B.S. (H.K.), D.O. (Ireland),
F.R.C.S. (Edin.), F.R.C.O. (U.K.),
F.H.K.A.M. (Ophthalmology).
C.F. Lai, M.B.,B.S. (H.K.), Dip. Ven., Dip. Derm.
(Lond.), M.R.C.P. (U.K.)
M.M.T. Ng, M.B.,B.S. (H.K.), M.R.C.P. (U.K.)
B.T.H. Wong, M.B.,B.S. (H.K.), F.R.C.S. (Glas.), Dip.
Urol. (Lond.), F.C.S.H.K., F.H.K.A.M.
(Surgery)

Venue : Room 23, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Fridays, 8.00-9.30 p.m., commencing September
15, 1995

5 meetings Fee : \$300

1192. An Introduction to Laser Technology

Today the use of laser is restricted only by imagination. It has found its applications in the fields of scientific research, communication, industry, medicine and entertainment. The aim of this course is to provide an introduction of laser technology which may be of interest to engineers, scientists, medical personnel and those who have a curiosity in this technology. Through a minimal use of mathematics, the following topics will be discussed: unique properties of laser; types of lasers; operation of a simple laser; an overview of laser applications; safety issues; and the future of lasers.

Tutor : D. Lai, B.S.(E. Eng.), M.S.(E. Eng.)(UCLA)

Venue : Room 102, SPACE Town Centre, Suite 1004-5, Shun
Tak Centre, West Tower, 10/F., Hong Kong.
Date : Fridays, 6.30-8.00 p.m., commencing September
29, 1995

8 meetings Fee : \$450

1193. An Introductory Course to Hospital Infection Control

Hospital-acquired infections (HAI) may pose serious problems not only to the welfare of patients but also have far-reaching financial implications. This course gives an overview of the principles of infection and how HAI can be controlled. Topics include: nature of microorganisms; microbial growth requirements; special organisms; principles of infection; mechanisms of transmission; pathogenesis of communicable and HAIs; types of HAI; appropriate patient-care practices for the prevention of HAI; isolation precautions; sterilization; and disinfections.

Tutors : P.T.Y. Ching, R.N., Dip. Nursing Admin.
W.C. Yam, B.Sc. (Lond.), Ph.D. (H.K.), C.Biol.,
M.I.Biol.

Venue : Room 11, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong
Date : Mondays, 8.00-9.30 p.m., commencing January 8,
1996

6 meetings Fee : \$370

1194. Dietetic Management of Common Diseases in Hong Kong

This course intends to give an insight into the dietary management of some common diseases or other conditions requiring nutritional support. Topics will include: diabetes mellitus; renal and liver diseases; gout and renal stones; cardiovascular diseases; obesity and eating disorders; failure to thrive and enteral feeding. The course is suitable for nurses or for those who are engaging in the care of people in institutions. Lectures will be conducted in Cantonese and supplemented with English.

Tutors : M. Woo, B.Sc. (H. Econ.)(W. Ont.), Postgrad. Dip.
Dietetics (Leeds Poly.), S.R.D. (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 October 27,
1995

8 meetings Fee : \$460

1195. 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.

Tutors : F. Chan, B.Sc. (Eng.) (H.K.), M.Sc. (Aberdeen), C.Eng., M.B.E.S., M.H.K.I.E., M.I.E.E., Certified Clinical Engineer.

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

Date : Mondays, 6.20-7.50 p.m., commencing September 18, 1995

5 meetings

Fee : \$300

1196. Early Detection of Cancer

The aim of this course is to ensure a general understanding of the different modalities for early detection of cancer. The course begins with a brief introduction of the common cancers encountered in Hong Kong like cancers of the lung, liver, oesophagus etc. This will be followed by discussions on the different means of detection of cancers including simple blood tests, radiological examination and more sophisticated investigations like endoscopy, chest X-ray, CAT scan, MRI, biopsy etc.

Tutor : K.Y. Lam, M.B.,B.S. (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 November 3, 1995

6 meetings

Fee : \$350

1197. Basic Electronics

This course is designed for non-technical audience to have an appreciation and understanding of basic electric circuits and digital electronics. Topics include: the nature of electricity; basic relationship of electric circuits - Ohm's Law; serial and parallel circuits; capacitors and inductors; fundamentals of ac circuits; semiconductors, diodes and transistors; integrated circuits and microprocessors. This course is suitable for those who are engaged in sales and marketing relating to the electronics field but with little engineering background, and for those who are interested to gain an elementary knowledge in the subject. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : C.K. Cheung, B.Sc. (Hons.) (Birm.), M.Com. (N.S.W.), M.B.C.S., A.M.I.E.E.

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

Date : Mondays, 8.00-9.45 p.m., commencing September 18, 1995

9 meetings

Fee : \$600

1198. Defect Detection by Machine Vision

In manufacturing industry, the inspection goal is to achieve zero defect quality assurance of all parts, sub-assemblies and finished products while in the gemstone industry, the goal is to characterize the quality, type and authenticity by identifying the different defects. The process of inspection is usually carried out visually by the human eye via electronic instruments and this tends to be costly, tedious, time consuming, and yet it may not be accurate. Thus, automatic visual inspection and identification using the techniques of digital/optical image processing and pattern recognition in manufacturing industry has been an active research issue in machine vision technology for the last two decades. Topics include: the development and methodologies of machine vision; applications and limitations of machine vision in the manufacturing industry; prospective improvement of defect detection by machine vision. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : Li, E.H., B.S.(W. Wash. State Coll.), Ph.D.(Surrey), F.S.S., F.I.M.S., A.F.I.M.A.

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

Date : Mondays, 6.30-8.00 p.m., commencing October 23, 1995

8 meetings

Fee : \$460

1199. An Introduction to Telecommunication and Information Systems

The new technologies of telecommunication and information systems have changed our lives and the basic way by which we communicate. Today computers adorn every respectable office and at the press of a button, we can access on-line databases of the latest information from around the world. This course covers four main areas: telecommunication, telecommunication equipment and systems, data communication and their applications. Topics include: fundamental concepts in telecommunication; modems; multiplexors, basic telephone networks; data transmissions; protocols; data networks; local area networks; PC to PC communications, PC to host communications, and access to on-line databases. As the course is set at an introductory level, participants are not expected to have any prior knowledge in this field. Lectures are conducted in English.

Tutor : D.H. Do, B.Sc. (Hons.) (Bath), M.Sc. (Essex), M.B.A. (O.U., U.K.)

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

Date : Mondays, 6.00-8.00 p.m., commencing September 11, 1995

6 meetings

Fee : \$500

1200. Networking in Today's Business

Information plays a key role in today's business, and networking is the link between information and the organization. This course will discuss from a pragmatic perspective of how to build a computer network for your company - the building blocks, the technologies and the applications. Topics include: the conceptual model for communications; traditional networks and issues; local area network standards; ETHERNET and its latest development; cabling system; internetworking with bridges and routers; network operating systems; electronic mail; INTERNET; buildig an enterprise network. This course is intended for those who are engaged in information technology or in communications but with a business background, as well as for those from other disciplines who are interested to discover what and how computer networks can do for them and for their business. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : C.K. Cheung, B.Sc. (Hons.) (Birm.), M.Com. (N.S.W.), M.B.C.S., A.M.I.E.E.

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

Date : Mondays, 8.00-9.30 p.m., commencing November 27, 1995

4 meetings

Fee : \$230

1201. The Science of Project Management

This course should be suitable for aspiring professionals who wish to acquire the science of project management to assist them in achieving personal and business objectives. Microsoft Project software will be presented as a tool for project planning, communicating and managing your projects. By the end of the course, participants will be able to explain the process of project management, identify the important activities at each stage of the process and appreciate how Microsoft Project can be used as a tool for the management of projects. Topics include: an introduction to project management; project objectives; tasks and their relationship in projects; resource allocation in projects; how to generate and evaluate your project schedule; how to create your project plan; tracking and controlling project progress; managing multiple projects; and closing projects.

Tutor : D.H. Do, B.Sc. (Hons.) (Bath), M.Sc. (Essex), M.B.A. (O.U., U.K.)

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

Date : Mondays, 6.00-8.00 p.m., commencing November 20, 1995

6 meetings

Fee : \$500

1202. GMAT Mathematics and Logic

This is a course designed for those who intend to take the official Graduate Management Admission Test. Two types of GMAT questions will form the subject for discussion: 1. Problem Solving; 2. Data Sufficiency. The course provides revision lectures and practice tests, aiming at improving participants' basic mathematical skills and ability to reason quantitatively. Tactics for solving different question types will also be discussed. The course will be conducted in Cantonese and supplemented with English.

Tutor : Y.L. Lau, B.Sc., 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 January 5, 1996

6 meetings

Fee : \$360

1203. 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 : Li, E.H., B.S.(W. Wash. State Coll.), Ph.D.(Surrey), F.S.S., F.I.M.S., A.F.I.M.A.

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

Date : Thursdays, 6.20-7.50 p.m., commencing September 21, 1995

11 meetings

Fee : \$660

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。

1204. 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; queueing theory; and simulation. Participants with a background of the concepts on probabilities are preferred. Lectures will be conducted in English and supplemented with Cantonese.

Tutors : Li, E.H., B.S.(W. Wash. State Coll.), Ph.D.(Surrey),
F.S.S., F.I.M.S., A.F.I.M.A.

Venue : Room LG107, K.K. Leung Building, HKU
Date : Thursdays, 8.00-9.30 p.m., commencing September 21, 1995

11 meetings

Fee : \$660

1205. 天文學入門(Introduction to Astronomy)

天文學可說是一門古老，但亦是最尖端的科學之一。近年由於太空科技的急速發展，很多宇宙的奧秘亦逐漸被揭開。

鑑於自香港太空館於多年前成立以來，香港市民對天上的日、月、星辰漸感興趣，本課程藉此向愛好天文學的人士提供一個較系統性的系列專題講座。

內容包括：天文學的發展歷程、太陽、月球、行星世界、恆星、星雲、星團、銀河系等的概括認識。此外，還會對恆星演化、黑洞、外太空生命、宇宙起源等有趣問題加以探討。同時亦會介紹如何認識星空及使用望遠鏡觀察等實用技術。如天氣情況許可，還會安排一次實地觀星活動。

主 講 人：黃衍蕃先生
地 點：香港大學邵仁枚樓101室
時 間：一九九五年九月二十一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 (共八講)

1206. 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：一九九五年十一月二十三日起每星期四下午七時三十分至九時
全期學費：五百元 (共九講)

1207. 古董的科學鑑定 (Scientific Assessment of Antiques)

本課程講授鑑定古董的技術，重點介紹各種測定古董的特徵、生產地點與時代的科學方法。內容包括：(一)古董物理特性的認識與研究；(二)鑑定古物的原則；(三)物質成份研究；(四)測定物質成份的實例與應用；(五)古物年齡測定；以及各種測定方法的比較；(六)各種鑑證古物數據的介紹和使用方法。本課程採用普通話授課。

主 講 人：李虎候先生
地 點：香港大學專業進修學院市區中心23室(信德中心西翼九樓)
時 間：一九九五年九月十五日起每星期五下午六時至八時
全期學費：四百五十元 (共六講)

1208. 實驗室考古學(Laboratory Archaeology)

實驗室考古學是透過現代科學技術為手段，而對古代人類活動的遺物和遺跡進行研究，從而認識古代社會。本課程介紹這一領域在近年來的發展和基本的研究方法。內容包括：(一)考古學的任務及發展；(二)實驗室考古的方法論；(三)用實驗室考古的方法去印證中華文化發展；(四)從化學的角度去了解中國銅器、鐵器及瓷器的發展；(五)從考古學的角度看中國古代科技對世界文化的影響。本課程採用普通話授課。

主 講 人：李虎候先生
地 點：香港大學專業進修學院市區中心23室(信德中心西翼九樓)
時 間：一九九六年一月五日起每星期五下午八時至九時三十分
全期學費：三百五十元 (共六講)



North Point Study Centre

1211. Introduction to Counselling

The purpose of this course is to help the student understand the therapeutic process and acquire specific counselling skills. This skill building course will utilize Gerald Egan's conceptualization of the counselling process and will briefly explore how this approach can be adapted to various theoretical models.

The course will introduce fundamental counselling concepts and procedures including: the nature and parameter of counselling, client assessment and referral, therapeutic stages and their corresponding interventions, and client transference and other client/therapist dynamics. Basic Egan counselling skills will be learned including among others: active listening, empathy, advanced accurate empathy, immediacy, and problem solving. Other specific techniques will be introduced such as using metaphors, lifelines, guided imagery, and termination rituals. Methods of avoiding counsellor burn-out and remaining personally balanced will also be addressed.

The class format will consist of lectures, discussions, role plays, and the use of video-tapes. The course is designed to benefit teachers, social workers, para-professional counsellors, and other helping professionals.

Enrolment is limited to 20

Tutor : Ms. Tammy Tam, M.Ed. in Guidance and Counselling (Bristol)

Venue : Room 105, James Hsioung Lee Science Building, HKU

Date : Mondays, 7.15-9.15 p.m., commencing October 16, 1995

12 meetings

Fee : \$750

Medium of Instruction: Cantonese supplemented with English

1212. Introduction to Group Counselling

The purpose of this course is to introduce basic group counselling skills, group dynamics theory and practice, and the application of current group counselling models to the appropriate settings.

Topics to be covered include: Basic skills of group counselling; Group structure and dynamics; Survey of group modalities; Group counselling for children and adolescents; Group counselling for adults and the elderly; Group counselling for the mentally disturbed; Group counselling for the gifted; and Relationship-oriented group model will be stressed.

The course will be appropriate for school guidance teachers, social workers, paraprofessional counsellors, physicians, nurses, and other helping professionals.

Enrolment is limited to 20

Tutors : C.W. Lo, Ph.D. (Clin.Psy.)(Pacific Southern) and Guest Lecturers

Venue : Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 7.45-9.45 p.m., commencing October 13, 1995

12 meetings

Fee : \$750

Medium of Instruction: Cantonese supplemented with English

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

1213. Introduction to Cognitive-Behavioural Therapy

Cognitive-behavioural therapy (CBT) is an approach which focuses on both cognitions and behaviours in treating problems. It can be utilized with individuals, couples, families, and groups. The purpose of this course is to introduce the basic principles of CBT and the application of these concepts to the treatment of specific problems. Topics to be covered in this course include: the historical and theoretical development of CBT; basic principles of CBT; the use of CBT in treating individuals, couples, families, and groups; and the application of CBT in the treatment of anxiety, phobic disorders, depression, somatic problems, and eating disorders.

Class format consists of lectures, discussions, case studies, role plays, skills demonstrations, and videos.

The course is appropriate for social workers, paraprofessional counsellors, teachers, physicians, nurses, and other helping professionals.

Enrolment is limited to 25

Tutor : Ms. Cindy Lynne Davis, Ph.D. (UCLA)

Venue : Room 1302A/B, K.K. Leung Building, HKU

Date : Thursdays, 6.15-7.45 p.m., commencing October 12, 1995

10 meetings

Fee : \$480

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

1214. Introduction to Reality Therapy

Reality therapy is an essentially didactic approach that stresses on problem solving, responsibility, and the need to cope with the demands of a person's reality. It is a short-term treatment that has been widely used in schools, institutions, and correctional settings. The content of this course will include William Glasser's Control Theory; Pain and Pleasure Theory; and the practice of Reality Therapy in appropriate settings. The course will also emphasize the use of information to evaluate and understand the client's characteristics, and thereby enhancing him/her to make sound behavioural changes.

Class format is a combination of lectures, vignettes, case studies, role-plays, micro-skills demonstration and use of video-tapes.

The course is planned for social workers, counsellors, guidance teachers, nurses, mental health professionals, and correctional officers for understanding and managing conduct disorders, impulsive-aggressive behaviour, and other undesirable behaviour. Considerable emphasis will be given to enhancing the competency of the participants' individual and group work.

Enrolment is limited to 25

Tutor : C.W.Lo. Ph.D. (Clin.Psy.)(Pacific Southern)

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2.30-5.30 p.m., commencing October 7, 1995

6 meetings Fee : \$610

Medium of Instruction: Cantonese supplemented with English

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

1215. 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, Orff music therapy and auditory integration 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.(Florida State), Dip. Ed.(Music)(CUHK), Registered Music Therapist (NAMT)

Venue : Pang's Music Therapy and Development Centre, 5/F, Fung Woo Building, 279 Des Voeux Road Central, Sheung Wan, Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing October 9, 1995

10 meetings Fee : \$600

Medium of Instruction: Cantonese supplemented with English

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

1216. The Therapeutic Use of Storytelling: Your Mythic Journey

For centuries, storytelling has been a means of communication and interaction whereby valuable traditions, ethics, wisdom and insight are passed on and between generations and throughout cultures. A story can simply be a story or a metaphor, just as a diamond can be simply a diamond, or a symbol of inner beauty and self-worth. A story is metaphorical when it is used to communicate something more than the events of the story itself. The distinction lies in how a story is told and how the listener hears it. In particular this course will look at the structure of how a story or the act of storytelling can be therapeutically instructive personally and professionally in counselling.

Class format consists of lectures, storytelling with discussions, small group and self-reflection exercises.

Enrolment is limited to 25

Tutor : Ms. Karen Burgman, B.Sc. (Recreation)(California State), M.A. (Marriage, Family & Child Therapy)(California)

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

Date : Wednesdays, 6.00-7.45 p.m., commencing October 11, 1995

9 meetings Fee : \$480

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

1217. 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 general systems theory, 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 local cases and 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 foundation and preparation for further clinical practice and supervision. Participants must be helping professionals such as social workers, psychologists and counsellors.

Enrolment is limited to 30

Tutor : Ms. Esther Lau, M.S.(Wisconsin-Madison),
C.Psych. (Alberta)

Venue : Room 14, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Wednesdays, 6.00-8.00 p.m., commencing October
18, 1995

8 meetings

Fee : \$600

Medium of Instruction: Cantonese supplemented with
English

[This course is jointly sponsored by the Positive Living
United Services.]

1219. Introduction to Marital Therapy

Marital therapy is a kind of psychotherapy designed to psychologically modify the interaction and communication patterns of husband and wife who are in conflict with each other owing to social, emotional, sexual, economic factors. Jay Haley's strategic therapy and Minuchin's structural approaches will be introduced. The view of normal and dysfunction marital relation and maladaptive symptoms will also be explored. By the end of the course, participants will be able to understand and practise individual therapy of marital partners, conjoint marital therapy, four-way session therapy, marital group therapy, and combined therapy.

Class format is a combination of lectures, vignettes, case studies, role-plays, case-management skills, micro-skills demonstration and the use of video-tapes.

The course is planned for social workers, counsellors, nurses, physicians, allied health professionals, lawyers, church workers, pastors, or any helping professionals who are interested in resolving marital conflicts.

Enrolment is limited to 20

Tutor : C.W. Lo, Ph.D. (Clin.Psy.)(Pacific Southern).

Venue : Room 1302A/B, K.K. Leung Building, HKU

Date : Mondays, 6.20-7.50 p.m., commencing October 16,
1995

10 meetings

Fee : \$610

Medium of Instruction: Cantonese supplemented with
English

1220. Introduction to Sociology

The main objectives of this course are: (a) to present sociology as a perspective for understanding social phenomena and human behaviour in group life; (b) to acquire a comparative knowledge and understanding of particular concrete societies, including Chinese societies, and (c) to develop the students' abilities in sociological argumentation, logical thinking and the use of evidence. Students will be introduced to sociological concepts and theories with reference to concrete examples.

This foundation course in sociology is specially designed to facilitate private candidates who will be sitting for the Hong Kong Advanced Level Examination and/or G.C.E. Those sitting for "Introductory Sociology" in external degree examinations will also find this course, together with a planned extension course in the Spring Term, useful.

Enrolment is limited to 30

Tutor : Michael James Burton, M.Phil. (H.K.)

Venue : Room 209, Run Run Shaw Building, HKU

Date : Fridays, 8.05-10.00 p.m., commencing October 20,
1995

12 meetings

Fee : \$600

1221. Certificate in Hospital Play Specialists Training

Children in hospital have many psycho-social needs. In order to help them and their families adjust to the often stressful experience of hospitalisation, play can be used therapeutically, recreationally, educationally, and diversionally. Children may learn to cope with the stresses and anxieties during short and long-term stays in hospital by using play to (i) prepare them for treatments and procedures; (ii) regain skills, confidence and self-esteem; and (iii) provide an opportunity to ventilate feelings. Workers using play as their method of help would need to equip themselves with the relevant knowledge and skills in Hospital Playwork. To this end, a course of study in hospital play specialist training has been developed by the School of Professional and Continuing Education, The University of Hong Kong and Playright. This course will model after the Certificate in Hospital Play offered by the Business and Technology Education Council (BTEC, UK) and is planned

to fulfill the requirements of the Hospital Play Staff Examination Boards (UK). It will be fully accredited by these two UK institutions.

Course Aims and Objectives

The course is for individuals intending to be a professional hospital play specialist or those who wish to incorporate the therapeutic play approach in their own profession. In addition to theories of (i) child development and (ii) play, students will be taught practical play skills suitable for individuals and groups in a hospital setting as well as how to apply play for various purposes, (e.g. assessment, treatment preparation) for the wide ability and age ranges met in paediatric in- and out-patient departments. Report writing, budgeting, and organisation skills will also be covered.

Course Content

The course is comprised of five modules each of 50 hours taught in intensive blocks in addition to ongoing supervised practical skill application throughout each term. The modules cover the following topics: (i) Human growth and development from birth through adolescence; (ii) Integration of play provision for children, young people, and their families in hospital; (iii) Professional practice and hospital/community partnerships; (iv) Organisation and management of play programmes in hospital; (v) Integrative project.

Assessment and Awards

Successful completion will be dependent upon a minimum attendance at 80% of the lectures. Assessment consists of written assignments, the integrative project, class tests, and weekly supervised practical work. One certificate each will be awarded by the following institutions: the School of Professional and Continuing Education (HKU), the Hospital Play Staff Examination Board (UK), and the Business and Technology Education Council (BTEC, UK).

Enrolment is limited to 15.

Tutors : Ms. Y.B. Becher, B.A.(Hons), M.Clin.Psych.
(Co-ordinator)
Ms. B.M.C. Kwok, B.Nurs., Cert. in Hospital Play
Specialist Training (BTEC, HPSEB)
Guest lecturers from BTEC, UK and
Local guest lecturers.

Venue : Playright, 18A, Block F, Senior Staff Quarters,
Pamela Youde Hospital, 3F Lok Man Road, Chai
Wan, Hong Kong.

Contact hours: 260 hours of classroom learning, 90 hours of concurrent practical work in hospital play during the course, and A one week block placement in March, 96.

Meeting Dates: Each Module is taught thro' a three-week intensive block, with classes held on Monday (Evening), Wednesday (Evening), Friday (Evening) and Saturday (Whole day).

Module I : October 23 - November 13, 1995
* Module II : December 4 - December 23, 1995
* Module III: January 8 - January 27, 1996
* Module IV : March 15 - April 3, 1996
Placement Week: March 4 - March 10, 1996
Module V : April 29 - May 18, 1996

* Modules to be taught by lecturers from UK.

Medium of Instruction: English supplemented with Cantonese

Fee

Course Fee: \$15,000
UK Registration Fee: £180

Admission Requirements

Applications will be considered from all aged 21 and above with a qualification in a related discipline, i.e. social work, nursing, teaching, occupational therapy, speech therapy, physiotherapy, child care.

Special application forms will be available on request.

Closing date for applications: September 23, 1995

1222. 兒童文藝教育課程 (一) (Introduction to Children's Art Education I)

本課程專為家長及關心兒童文藝教育的人士而設，旨在對兒童文藝教育提供一個全面性的認知，使學員能夠指導兒童，正確地和有效地接觸兒童文藝，從中獲得樂趣和一些基礎知識。課程將會包括兒童舞蹈、戲劇、兒童畫、合唱及填寫兒童歌詞的技巧等五方面。
(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：一九九五年十月九日起每星期一一下午六時至八時
全期學費：三百一十元（共五講）

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第vi頁。

1223. 兒童文藝教育課程 (二) (Introduction to Children's Art Education II)

本課程專為家長及關心兒童文藝教育的人士而設，旨在對兒童文藝教育提供一個全面性的認知，使學員能夠指導兒童，正確地和有效地接觸兒童文藝，從中獲得樂趣和一些基礎知識。課程將會包括兒童插花藝術、閱讀技巧、圖書製作和欣賞、朗誦技巧及活動英文教學法等五方面。
(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：一九九五年十一月二十日起每星期一一下午六時至八時

全期學費：三百一十元 (共五講)

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第vi頁。

1224. 認識及協助兒童語言之發展 (Introduction to Language Development in Children)

語言不單是表達思想和溝通的工具，它在兒童的認知、情緒及社交發展均扮演重要的角色，若在語言發展重要期間予兒童適當的語言刺激，便可促進他們在語言及各方面的發展。

本課程歡迎家長、醫生、護士、幼兒工作員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適的語言刺激幫助兒童語言理解、表達、及發音能力發展。此課程除講授外，亦輔以研討、分組活動等方式。(限收二十五人)

主講人：賴秀瓊小姐(言語治療師)

地點：香港大學專業進修學院市區中心29室(信德中心西翼九樓)

時間：一九九五年十月九日起每星期一下午七時四十分至九時四十分

全期學費：三百六十元 (共五講)

教師可獲教育署退還半費。詳參第vi頁。

1225. 如何建立及提高特殊兒童的溝通能力 (Developing Communication Skills in Children with Special Needs)

本課程目的在使家長、或經常接觸特殊兒童之醫生、護士、幼兒工作員、教師等對特殊兒童之語言能力有基本之認識，從而在生活上、工作上協助提升該等兒童之溝通能力。內容包括：溝通之定義及組成成分、溝通障礙及言語治療之認識、各類特殊兒童之語言特徵及教導技巧等。上課形式以講授、研討、角色扮演等為主，學員須積極參與討論及小組練習。(限收二十人。學員必須對正常語言發展已有清楚之認識。)

主講人：賴秀瓊小姐(言語治療師)

地點：香港大學專業進修學院市區中心29室(信德中心西翼九樓)

時間：一九九五年十一月十三日起每星期一下午七時四十分至九時四十分

全期學費：四百五十元 (共六講)

教師可獲教育署退還半費。詳參第vi頁。

1226. 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：一九九六年一月六日，十三日，二十日及二十七日
星期六下午二時三十分至五時三十分

全期學費：二百八十元

[本課程與防止虐待兒童會合辦]

教師可獲教育署退還半費。詳參第vi頁。

1227. 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：一九九五年十月十日起每星期二下午六時十五分至七時四十五分

全期學費：四百六十元 (共十講)

教師可獲教育署退還半費。詳參第vi頁。

1228. 了解及處理學生偏差行為 (Understanding and Handling Deviant Students in School)

本課程是為學校教師(特別是訓導及輔導組老師)和青少年社會工作者而設，旨在從多方面去理解學生偏差行為之界定、成因及預防性和補救性處理方法。

本課程的內容包括：(一)偏差行為的釐定過程；(二)具備偏差行為學生之特性；(三)偏差行為的成因及形成過程；(四)賞罰制度的功能及誤用；(五)預防性及補救性處理方法。

上課形式，除一般講授外，還包括個案討論、小組討論及角色扮演。(限收四十人)

主 講 人：周瑞新先生（社會工作學士、犯罪學碩士）
 地 點：香港大學專業進修學院市區中心14室（信德中心西翼九樓）
 時 間：一九九五年十月十一日起每星期三下午八時零五分至九時五十分
 全期學費：六百元（共十一講）

教師可獲教育署退還半費。詳參第vi頁。

1229. 認識及處理離家出走青少年 (Understanding and Handling Adolescent Runaways)

本課程專為青少年工作者（社工、教師）及家長而設。目的是讓參加者瞭解青少年離家出走之成因及其心路歷程，外在環境（朋輩、家庭、學校、工作）對他們出走之意欲及行為所造成的影響，從而認識如何透過個案聯系工作(Case management)去處理青少年之離家出走行為。

本課程內容包括：（一）離家出走青少年的心理；（二）外在環境對青少年離家出走之影響；（三）處理離家出走青少年之方法（透過保護令，青少年工作者與家長繼續進行輔導工作等）。上課形式以講座、小組討論、工作坊（討論離家出走青少年之錄音對話）。（限收三十人）

主 講 人：林綺媚小姐（社會工作者）
 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：一九九五年十月十三日起每星期五下午七時三十分至九時零五分
 全期學費：三百五十元（共八講）

教師可獲教育署退還半費。詳參第vi頁。

1230. 了解及協助青少年物質濫用者 (Understanding and Managing Adolescent Substance Abusers)

本課程是為與青少年物質濫用者有接觸的人士如教師，社工等而設；目的是協助參加者掌握與青少年物質濫用者有相關的實用概念，及處理此問題的基本技巧。

課程內容包括：（一）常被青少年濫用的物質如白粉，咳水，大麻，丸仔及有機溶劑等的使用方法，外顯特徵，長期濫用的常見後果及脫癮徵狀等；（二）青少年物質濫用者的特性，促使濫用的原因及成癮的演變歷程等；（三）與物質濫用者初步接觸的態度及技巧（如何誘發改變動機及評估等）；（四）協助間歇使用者及慣性使用者的策略及手法。

上課形式，除一般講授外，並會加插個案討論，模擬練習及小組討論等。（限收二十五人）

主 講 人：司徒明旺先生（資深藥物濫用康復工作者）
 地 點：香港大學專業進修學院市區中心14室（信德中心西翼九樓）
 時 間：一九九五年十一月四日起每星期六上午九時三十分至中午十二時三十分
 全期學費：四百元（共四講）

〔本課程與香港基督教服務處PS33-藥物濫用者中心合辦〕

教師可獲教育署退還半費。詳參第vi頁。

1231. 了解及協助精神分裂症患者 (Understanding and Helping People Suffering from Schizophrenia)

精神分裂症是重性精神病之一，雖然自五十年代起已有有效藥物面世，但要達至全面康復殊不簡單，除藥物治療外，約有八成患者（及其家人）需要多方面的協助和服務：包括心理健康教育，個人、家庭及小組輔導，危機處理，社交技巧訓練，職業復康及院舍服務等，本課程旨在全面介紹以上各環節，歡迎任何有興趣人士參加，但因部份教材為英文，故此參加者需有中五或以上之英文程度。（限收二十五人）

主 講 人：吳兆文先生（精神科社會工作者），CQSW(U.K.), M.Sc. in Psychiatric Social Work (Manchester)
 地 點：香港大學專業進修學院市區中心14室（信德中心西翼九樓）
 時 間：一九九五年十月十三日起每星期五下午七時三十分至九時三十分
 全期學費：五百元（共八講）

教師可獲教育署退還半費。詳參第vi頁。

1232. 認識及服務弱智人士 (Understanding and Serving the Mentally Handicapped)

本課程之目的為使社會人士、家長、及直接為弱智人士工作之教師、護士、社會工作者、或訓導員對弱智人士有基本之了解，並在管理方面，有正確之認識。

課程內容包括：（一）弱智的成因，特徵，類別及評估；（二）教導各類別弱智人士的基本技巧；（三）行為處理的基本概念及應用技巧；（四）弱智人士的家居生活及對弱智人士家庭的輔導；（五）對弱智人士的專業服務（如言語治療、職業治療等）；（六）其他專題（如自閉症，弱智人士的精神健康等）。

講授方面以粵語為主。（限收四十名，在職專業者及弱智人士家長將獲優先取錄）

主 講 人：弱智人士服務協進會及本港對弱智人士服務有研究及直接工作經驗之專業人士擔任
 地 點：香港大學專業進修學院市區中心28室（信德中心西翼九樓）
 時 間：一九九五年十月十三日起每星期五下午六時至七時三十分
 全期學費：六百一十元（共十四講）

〔本課程由香港弱智人士服務協進會贊助及由該會屬下的教育心理學家統籌〕

教師可獲教育署退還半費。詳參第vi頁。

1233. 自我認識與人際關係 (Self Understanding and Interpersonal Relations)

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理測驗、短講及個案研究等形式進行，學員須主動參與，互相分享及交流經驗。內容大致包括自我了解的模式；溝通的原則和技巧；聆聽、自我表白和回應的概念；信任；表達的能力和技巧；合作與競爭；人際間的衝突；工作關係等。（限收二十六人）

主 講 人：黎國雄先生（社會科學碩士）
地 點：香港皇后大道西335-339號崑保商業大廈4字樓403-5室（鄰社服務中心）
時 間：一九九五年十月十七日起每星期二下午七時三十分至九時
全期學費：五百三十元（共十講）

1234. 女性心理健康 (Women and Mental Health)

現代不同年齡的女性面對各種各樣的壓力和挑戰；個人獨立成長、家庭婚姻問題、兩性關係、子女管教、年老體弱等。面對這些困難，心理承受不少壓力，久而久之，身心疲乏，心理精神健康產生了危機。

本課程是為對女性精神健康有興趣人士而設，旨在引起各界人士對女性獨特的心理困難的關注，明白如何處理這些病患，建立健康的女性自我形象，和促進女性心理精神健康。

課程內容包括：（一）女性生理發展與心理成長、性發展與性需要；（二）吸毒酗酒、減肥、厭食症、青少年期性問題、抑鬱症、產後抑鬱症、經前緊張焦慮、婦產科問題引致的精神困擾；（三）婚姻家庭引致的情緒問題；（四）中年危機；（五）年老婦女面對的挑戰。

上課形式以講座討論為主，輔以個案分析，自我測驗。（限收三十人）

主 講 人：梁若芊小姐（臨床心理學碩士）及簡重盛醫生（精神科醫生）
地 點：香港大學圖書館大樓七號課室
時 間：一九九五年十月十六日起每星期一下午八時零五分至十時
全期學費：七百元（共十講）

1235. 面紗背後：同性愛的透視 (Understanding Diversity: Homosexuality)

同性愛在以往兩個世紀向來是中外社會備受爭議的課題，而近年更由個人選向角度伸延至政治（人權）層面。有見於同性愛在多元化的人類愛戀行為中最為接近異性愛然亦深受排擠及關注，社會各界人士，包括廣大市民、教育工作者、社工、醫生等，是有需要深入了解同性愛、異性愛、雙性愛及其它愛戀行為及心態，以配合現實生活中甚為多元化的種種情況。本課程將會從社會學、教育、經濟、醫學、傳媒、政治等多方面去認識同性愛現象，希望透過相向性的討論及反思過程，讓參與者可以更為理解及體驗人類愛戀行為的多元化。

課程內容包括：（一）介紹多元化人類愛戀行為；（二）性、性別及角色和性取向的謬誤神話；（三）中外社會的（同）性愛觀；（四）教育、文學、經濟、政治、醫學、心理學、社會工作角度對同性愛的處理手法；（五）大眾傳媒中的同性愛形象；（六）酷異政治（QUEER POLITICS）及酷異電影（QUEER CINEMA）介紹；（七）社會運動與同性愛的關係。

上課形式以體驗學習和討論為主。（限收二十五人）

主 講 人：林雪姬小姐（哲學碩士），蔡寶琮博士（中大教育學院講師）及客座講師

地 點：香港大學邵逸夫樓206室
時 間：一九九五年十一月四日起每星期六下午二時三十分至五時三十分
全期學費：六百五十元（共六講）

1236. 學前教育機構督導管理證書課程 (Certificate Course in Supervisory Management for Preschool Education Institutions)

課程主旨：本課程之設計乃專為曾受基本管理訓練和現於幼稚園、幼兒中心、或早期訓練中心擔任督導職級的人士（如校董、校監、校長、中心主任等）而提供的高級管理課程，目的是灌輸學員一些較新穎的管理知識和技巧，以能有效地執行各種管理工作和處理一些棘手的問題。本課程著重「理論」和「實踐」相結合，故除了一般課堂授課外，學員將被安排在其機構裡進行研習及在導師指導下撰寫研習報告。

課程內容：主要包括：（一）各種管理技巧之運用（包括問題解決、決策、輔導、激勵、領導和溝通等）；（二）人力資源管理和發展；（三）問題員工之處理手法；（四）校董會功能和效能之提昇；（五）評估（包括幼師績效、學習環境、兒童成長、全面服務、家長滿意程度、和課程評估等）；（六）顧客服務與家長工作；（七）財政預算編製；（八）質素保證和全面優質服務管理之推行方法（包括製訂指標、建立標準、團隊工作及顧客服務等）；（九）最新管理方法（主要包括業務流程重整、學習組織等）。（限收三十人）

主 講 人：梁偉康先生 B.S.Sc., M.S.Sc., PQSW., D.T.M.
黃玉明先生 B.S.Sc., M.S.W.
地 點：九龍窩打老道56號九龍華仁書院109室
時 間：一九九五年十月二十日至九六年七月初每星期五下午六時三十分至九時三十分（共三十四節，每節三小時）
全期學費：三千三百元

入學資格：凡曾修讀港大專業進修學院學前教育服務機構行政管理證書課程、社署所舉辦之幼兒中心主任管理課程或理工之幼兒照顧高級證書課程者均可報名。

畢業證書：課程結束後，學員若能符合下列條件者，將獲頒發證書：（一）上堂出席率不少過八成；（二）完成課程研習報告，並獲得六十分合格分數及（三）期終考試合格。

報名手續：申請者須於九月二十二日前，將（一）申請表格；（二）三千三百元支票及（三）學歷證件副本寄回香港大學專業進修學院（學前教育機構督導管理證書課程）主任收。各申請人並應於申請表格上寫上服務機構名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。

1237. 引導式教育證書課程 (Certificate in Conductive Education)

課程主旨：在神經系統受損的兒童和成人的復康工作上，實踐引導式教育是一個新的里程碑。引導式教育強調以

「人」為中心的精神，成功地將教育與治療結合，並在布達佩斯市這個發源地應用了近五十多年，其他訓練系統確是無可比擬的。匈牙利布達佩斯的彼圖學院，利用這個系統訓練患有腦麻痺症的兒童，成績卓見，引起國際關注。香港是引用這個系統的先鋒，更可能成為匈牙利之外，最廣泛採用這個系統的地方，主要在幼兒中心、特殊學校和醫院內推行。

課程目標：課程的目的是教授復康界的工作人員，有關引導式教育的理論和應用技巧，以協助中央神經系統受損（腦麻痺症）的兒童邁向康復。由於腦麻痺症主要涉及學習困難等問題，故此需要採用結合教育和治療的訓練方式，而這項課程正適合許多復康界的專業人士報讀，包括治療師、幼兒工作員、護士、宿舍家長、工場導師和有關的工作人員。課程重點以協助來自各項專業的學員，認識到跨越不同專業訓練，共同合作的重要性，並建立正確的態度和訓練策略，因為這些因素對受助兒童的進度有舉足輕重的影響。課程亦包括如何應用引導式教育的原則，協助患有腦麻痺症或半身不遂的成年人，並安排參觀已採用引導式教育服務的機構。

課程內容：課程內容將反映引導式教育中「全面訓練」的哲學理論，並綜合介紹以下的專題：（一）正常兒童的發展；（二）腦麻痺症；（三）腦中風；（四）神經病學；（五）「學習」理論和應用；（六）引導式教育的哲學理論和原則；（七）引導式教育的工作員及方法－引導員（跨學科專業人員）、小組、環境、每天的生活節奏、日常生活訓練、習作分析和編序、運用語言協調肌肉活動、傢具、誘發技巧、遊戲活動、器材和教育輔助器具的應用；（八）幫助患有徐動型、痙攣型、多類弱能和弱智人士學習的有效引導方法；（九）引導式教育的應用：（甲）母嬰小組；（乙）幼兒組；（丙）學校組；（丁）青少年組；（戊）成人組；（己）半身不遂成人組。

上課形式包括講學、觀看錄影帶和幻燈片、小組討論、實習和角色扮演等，並安排學員前往已採用引導式教育的機構觀摩。（限收二十五人）

主 講 人：鄭毓君女士（物理治療師，賽馬會香港痙攣協會引導式教育訓練中心教學程序總監）
楊玉珊女士（職業治療師，賽馬會香港痙攣協會引導式教育訓練中心）
客席講師包括心理學家、言語治療師、職業治療師、物理治療師、幼兒工作員和特殊學校教師等。

地 點：賽馬會香港痙攣協會，引導式教育中心。
九龍橫頭磡村宏亮樓1-2室（樂富地鐵站）

時 間：一九九五年十月二十四日至十二月二十三日逢星期二上午九時至下午五時及逢星期六上午九時至下午十二時三十分
一九九五年十二月二十七日至十二月二十九日上午九時至下午五時

全期學費：一千七百元

入學資格：已具有引導式教育實際經驗和知識，或計劃在工作地點成立「引導式教育」小組的人士，獲優先考慮。因在實行引導式教育時，是需要緊密的團隊合作，若各參加者是在同一單位工作的不同專業人士，將獲優先考慮。課程將以中文和英文授課，學員須具備一定程度的中英文聽寫能力。

畢業證書：課程結束後，學員若能符合下列條件者，將獲香港大學專業進修學院頒發證書：（一）上課出席率不少過八成；（二）完成課程習作（包括家課、訓練程序的編寫及實習），並獲得六十分合格分數。

報名手續：申請者須於十月六日前，將（一）申請表格；（二）一千七百元支票及（三）學歷證件副本寄回香港大學專業進修學院（引導式教育證書課程）主任收。各申請人並應於申請表格上寫上服務機構名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。

教師可獲教育署退還半費。詳參第vi頁。

1238. 老年學證書課程 (Certificate in Gerontology)

課程目標：本課程專為安老服務的工作人員而設，目的是向他們提供多元化學科的知識，包括醫學、精神科學、心理學、社會工作學及管理科學等，使他們能有效地提供服務，滿足老人之需要。本課程是特別適合任職於安老服務機構之專業人士，如持有專業文憑或學位之社工及註冊護士等參加。由於課程著重理論與實踐之結合，故設立小組習作，分別由課程導師負責指導，進行小規模之研究工作。

課程內容：本課程主要包括四部份：（甲）老年人身體和精神疾病：（一）老化過程之生理改變及老年醫學之概念；（二）老年期疾病的一般性徵狀；（三）老年期病者藥物治療及各種內分泌疾病；（四）老年人之常見心臟、血管及肺部疾病；（五）中風及其他常見神經系統疾病；（六）老人康復治療及老人日間醫院；（七）垂死病人的護理；（八）老年痴呆症及其他老年精神病；（九）安康之概念與老人之預防性健康活動；（十）護理老年病人之原則及哲理；（十一）推廣老人健康輔導。（乙）老年人的心理需要與精神健康：（一）老年人的心理轉變與心理需要；（二）老年人怎樣適應年老帶來的轉變；（三）老年人的心理健康；（四）與老年人溝通的技巧及處理老年人心理問題的方法；（五）輔導老人之技巧；（六）懷舊治療法。（丙）中心與院舍之社會工作：（一）中心及院舍之社會工作任務；（二）中心及院舍目標之製訂和服務之策劃；（三）評鑑老人之需要及問題的標準化測量方法；（四）老人之社交需要及活動；（五）網絡建設的策略；（六）老人之均衡營養及飲食。（丁）院舍及中心行政管理：（一）人事管理系統之建立；（二）員工培訓與發展；（三）職員督導系統之製訂；（四）員工評核制度之設計；（五）財政預算與控制；（六）領導之風格與技巧；（七）單位服務與評估；（八）處理問題員工之步驟和看法；（九）個案管理。

（限收三十五人）

課程統籌及主講人：梁萬福醫生
梁偉康先生（社會工作主任）
齊鈺博士（港大社會工作及社會行政學系講師）
李翊駿博士（中大社工系講師）

客座講師：莊明蓮女士（城市大學應用社會科學系講師）
馬淑儀女士（中大護理學系講師）
黃玉明先生（社會工作主任）
及其他資深講師

講授語言：粵語（輔以英語）

地點：香港大學專業進修學院市區中心14室（信德中心西翼九樓）

時間：一九九五年十月十九日至九六年七月初逢星期四下午六時三十分至九時三十分（共一百零二小時）

全期學費：三千二百元

結業證書：課程結束後學員若能符合下列條件，可獲頒發證書：（一）出席率不少過百分之八十；（二）課程習作平均達六十分合格標準；（三）小組習作達到六十分合格標準；及（四）中期考試及期終考試合格（每次考試共二小時）。

報名手續：申請者須於九月十八日前，將（一）申請表格及（二）學歷證件副本寄回香港大學專業進修學院。各申請人並應於申請表格上寫上服務機構名稱及其本人職位。

1239. 專題研習：都市精神病的認識及預防-附錄影帶示範 (Understanding and Preventing Mental Illness)

內容：根據一項精神健康調查顯示，香港約五人便有一人有某程度的精神病，較普遍的有神經衰弱、憂鬱症、老人癡呆症.....等。本課程將會以深入淺出的講授配合錄影帶示範去介紹什麼是精神病、常見的精神病（包括癡呆症、精神分裂症、躁狂症、憂鬱症、神經衰弱等）、精神治療與康復、精神病的預防方法等。並會探討一些與精神病相關的課題如自殺，產後精神病、酗酒、虐妻及虐待兒童等。各學員亦可在課堂中提出任何與精神病有關的問題向講者發問及討論。（限收五十人）

對象：社工、教師、輔導員、護士及中五程度或以上的市民

主講人：趙伯宏醫生

地點：香港大學專業進修學院市區中心14室（信德中心西翼九樓）

時間：一九九五年十二月二日及十六日星期六上午九時至下午一時正

全期學費：二百三十元



Learning attentively at SPACE

TRANSLATION

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone : 2859 2788
2859 2792

Intensive Courses for the Final Diploma Examination of The Institute of Linguists

Advisory Board:

Dr C.C. Liu
President, Institute of Linguists, Hong Kong Regional Society
Professor Benjamin T'sou, F.I.L.
Associate Director (Development and Research) City University of Hong Kong

Director of Studies:

C.C. Liu, B.A.(Lond.), M.Phil., Ph.D(H.K.), F.I.L.,
F.H.K.T.S., F.R.S.A., Hon MIL

Co-Directors of Studies:

Koon-ki T. Ho, B.A.(C.U.H.K.), A.M., Ph.D.(Ill.),
LL.B.(Lond.)
Owen H.H. Wong, M.A.(H.K.), Ph.D.(Cantab.), F.I.L.

Course Coordinator:

Miss Jacqueline Lam, M.A.(Exon.), MIL

Introduction:

This series of one year School of Professional and Continuing Education courses is designed to prepare local candidates to take the Final Diploma examination in English and Chinese of the Institute of Linguists, United Kingdom. Candidates will be able to enter Part I of the examination, comprising five modules in mid-1995. This examination is currently administered in Hong Kong by the Hong Kong Examinations Authority, which will provide the candidates with all the details about the examination. Registration for the examination will be the student's own responsibility. This is a high-level professional examination, designed to test practical language skills in both English and Chinese. The Final Diploma qualifies candidates to apply for full membership of the Institute (M.I.L.), which is a qualification of equivalent status to a University degree in language. Membership of the Institute, founded in 1910, denotes a high level of linguistic skills together with professional experience in an appropriate area of work.

The School of Professional and Continuing Education provides this series of preparatory courses in close collaboration with the Hong Kong Regional Society of the Institute of Linguists, and offers local candidates a means of preparing themselves properly for the Final Diploma examination through qualified tuition.

Aims and Objectives:

The Final Diploma tests language skills from a bilingual perspective offering professionals using more than one language a degree-level qualification fully geared to the particular demands and disciplines of their practice. As such it will appeal to the professional linguist in a number of areas.

The objectives of the syllabus are:

- To test spoken and written fluency in English and Chinese within a contemporary context.
- To test accurate transfer of the written and spoken language into and from each language.
- To test the facility of the language practitioner to perform accurate intermediation between two languages with a proper degree of sensitivity to both language cultures.
- To demonstrate a knowledge and understanding of both contemporary language cultures of relevance within Hong Kong and China.
- To recognise language-based expertise in a particular area of professional interest, e.g. education, law, banking, finance and insurance.

Candidates are required to have:

- familiarity with the contemporary scene and broad acquaintance with the fundamental physical, political, economic, social and cultural features of the country (or one of the countries) where the language is spoken;
- either special knowledge of a particular subject related to the country concerned, or a special skill, possessed to an effectively professional level, in technical translation or liaison interpreting;
- Completion of matriculation examinations before applying (copies of certificates should be enclosed);
- the School reserves the right to select candidates when the courses are over-subscribed.

Attendance:

Students are required to attend 80% of the lectures, and the School reserves the right to exclude students from lectures if they have been absent for two consecutive lectures.

Duration:

8 workshops and 32 lectures from September 1995 to May 1996. Total number of lecture hours: approximately 110.

Course No. 1271.

Mondays, 6:30pm - 9:30pm, starting September 11, 1995
Room LG110, K.K. Leung Building, University of Hong Kong, Pokfulam, Hong Kong. Fee: \$5,100.00

Course No. 1272.

Thursdays, 6:30pm - 9:30pm, starting September 14, 1995, Room LG101, K.K. Leung Building, University of Hong Kong, Pokfulam, Hong Kong. Fee: \$5,100.00

Workshops are compulsory.

Constituent Courses:

- 1) Chinese writing skills
- 2) English writing skills
- 3) Summarisation skills: English to Chinese
- 4) Summarisation skills: Chinese to English
- 5) Translation to Chinese
- 6) Translation to English
- 7) Oral English
- 8) Thesis writing

Application procedures:

Use general application form, with photostat copies of appropriate certificates and the cheque of HK\$5,100 payable to the "University of Hong Kong" enclosed.

Closing date for application : August 23, 1995

Enrolment is limited to 35 per class.

Text Books: A list of reference books and reading materials will be provided by the course tutors.

Medium of Instruction : English and Cantonese

Enrolment & Enquiries:

- A) School of Professional & Continuing Education, The University of Hong Kong, Room 1, University Main Building, Pokfulam, Hong Kong. Telephone : 2859 2788
- B) School of Professional & Continuing Education, Town Centre Office, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong. Telephone : 2547 2225

For further details of the examination and membership regulation, candidates are strongly recommended to write to: The Institute of Linguists, Mangold House, 24a Highbury Grove, London N5 2EA, United Kingdom.

Diploma In Translation

Introduction:

In response to the increasing demand for persons possessing techniques of translation between English and Chinese in Hong Kong, the School of Professional and Continuing Education first launched a Certificate Course in Translation in Autumn 1988. The purpose of this course was to provide a comprehensive curriculum which would form a solid

basis for those wishing to choose professional translation as their long-term career. Subsequently, the Certificate Course has been repeated several times and a Certificate Course in Translation (Advanced) was offered in Autumn 1991 to provide a channel for further studies for the holders of the Certificate in Translation.

The Diploma programme will build on the existing Certificate and Certificate (Advanced) courses. In accordance with that, the Diploma programme will be divided into three parts with a total of 315 contact hours. The ultimate aim of the programme is to provide students with a systematic training so that they would acquire the high proficiency of translation required of a professional translator. While maintaining a high academic standard, the Diploma programme will put great emphasis on practice in translation.

Course Directors:

Koon-ki T. Ho, B.A. (C.U.H.K.), A.M., Ph.D (Illinois), LL.B.(Lond.)

Teaching Medium :

The medium of instruction will be either English, Cantonese or Mandarin, depending on the preference of individual lecturers.

Teaching Staff:

Daniel K.W. Au, B.A.(H.K.), M.A.(C.U.H.K.)
Elsie K.Y. Chan, HDTI(CPHK), M.A.(C.U.H.K.)
Chang Nam-fung, B.A., M.Phil.(H.K.)
Chong Yau-yuk, B.A., M.Phil.(H.K.)
Koon-Ki T. Ho, B.A.(C.U.H.K.), A.M., Ph.D.(Illinois), LL.B.(Lond.)
Ho Wai-kit, Dip.(Zhongshan), M.A.(C.U.H.K.), FHKTS
Leung Lai-chu, M.A.(CPHK)
David C.S. Li, B.A.(C.U.H.K.), Licence Maitrise (de Franche-comte' a Beasan on), Ph.D.(Cologne)
Luk Man-shun, HDTI(CPHK), M.A.(C.U.H.K.)
Mak Wai-ho, B.Soc.Sc.(C.U.H.K.), M.A. (Birmingham), M.A.(CPHK)
Joseph H.K. Poon, B.A., M.Phil.(H.K.)
K.K. Sin, B.A., M.A.(C.U.H.K.), Ph.D. (S.Illinois)
Sun Yifeng, B.A.(Nanjing), M.Litt.(Cantab.)
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. 1273 - Certificate in Translation

Course No. 1274 - Higher Certificate in Translation

Admission:

I. Course No. 1273: Certificate in Translation

Applicants should either

A) possess a degree,
or

B) (i) have gained at the Hong Kong Certificate of Education Examination or equivalent Grade E or above in five subjects including English Language and Chinese Language at one and the same time with a) Grade C or above in English Language (Sell.B) or Grade A in English Language (Sell.A), b) Grade C or above in Chinese Language, and (ii) have gained at the Hong Kong Advanced Level Examination or equivalent Grade E or above in three subjects at one and the same time.

or

C) be mature applicants

over 25 years of age who do not possess the above qualifications but who may be admitted at the discretion of the School, subject to satisfactory performance in a qualifying examination in both languages set by the School. The School reserves the right not to offer such qualifying examination and to directly accept mature applicants.

II. Course No. 1274: Higher Certificate in Translation

Applicants should possess the Certificate in Translation awarded by the School.

Award of Certificate:

The Certificates in Translation will be awarded provided that students (1) pass the written examination; (2) attend at least 80% of the meetings, (3) complete all course assignments.

Duration of Studies:

Two evenings of two and a half hours each week* for 21 weeks

*see the Date of Commencement.

Course Fees:

- I. An optional initial **registration fee of \$320** 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 **\$160** is chargeable for each part.
- II. The tuition fees for either course are **HK\$5,100** and must be paid upon receipt of official notice of admission. Any fees paid are not refundable or transferable.

Application Procedures:

1) Course No. 1273 - Certificate in Translation

Special application forms, available upon request at the reception counters at the University office and Town Centre Office, should be used. Completed application forms should be accompanied by (1) photostat copies of official certificates and examination results; (2) other relevant documents (Selection is normally solely based upon the application materials submitted. Make sure you include all relevant documents with your application) and should reach Dr. K.K. Ho, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, not later than August 25, 1995. Do not send in cheque with your application. Enrolment is limited to 35.

2) Course No. 1274 - Higher Certificate in Translation

Special application forms mentioned above should be used. For those who have paid the initial registration fee, only the photostat copy of the Certificate in Translation is required. For those who have not paid the initial registration fees, a full application as described above for course no. 1273 is necessary. Closing date is September 7, 1995. Do not send in cheque with your application. *Enrolment is limited to 35.*

Date of Commencement:

- 1) Course No. 1273 - Certificate in Translation
Monday, September 18, 1995
- 2) Course No. 1274 - Higher Certificate in Translation
Tuesday, September 19, 1995

Time and Place:

1) Course No. 1273 - Certificate in Translation

Lectures:
Mondays and Thursdays, 7:00pm - 9:30pm
LT 9, Shek Kip Mei Study Centre (Ka Chi School, see the Map on P. for location)

2) Course No. 1274 - Higher Certificate in Translation

Lectures:
Tuesdays, 7:00pm - 9:30pm
Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F;

Fridays, 7:00pm - 9:30pm
Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

1275. 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，淺英語法的比較，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.(CUHK), M.I.L.
地 點：香港大學專業進修學院市區中心 2 1 室 (信德中心西翼九樓)
時 間：一九九五年九月廿六日起每星期一 下午八時至九時四十五分

全期學費：四百八十元 (共十一講)

1276. 實用翻譯 (Practical Translation)

翻譯是一種工具，作為一個東西文化交流與世界上商金融中心的香港，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：香港大學樹旗科學館 G 1 室
時 間：一九九五年九月廿七日起每星期二 下午七時十五分至八時四十五分

全期學費：三百八十元 (共十二講)

1277. 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：余啟興先生 B.A.(H.K.)
地 點：香港大學專業進修學院市區中心 1 6 室 (信德中心西翼九樓)
時 間：一九九六年一月八日起每星期一 下午八時廿分至九時五十分

全期學費：三百八十元 (共十講)

URBAN STUDIES

Lecturer in charge: T.M. Kwong

Telephone: 2859 2423
2859 2786

Master of Housing Management

The Master of Housing Management is an interdisciplinary programme designed not only to upgrade the training and skills of public and private sector professionals already working in housing but also to provide a firm intellectual foundation for those wishing to specialize in the housing area at postgraduate level.

The programme extends over two and a half academic years of part-time study. Each year of the programme comprises four taught courses, a seminar series and field trips. Each course extends over one semester of study (i.e. 12 weeks). The last six months of the programme are engaged with the production of a dissertation. Lectures are mostly held on weekday evenings and Saturdays and are generally of two hours' duration.

During the first year of study students are required to take the following compulsory courses:

- Theories of Urban Development
- Quantitative Methods
- Management Theories and Techniques in Housing
- The Sociology of Housing
- Seminar on Housing Policy and Management I

During the second year of study students are required to take the following compulsory courses:

- Housing Economics
- Comparative Housing Policy and Management
- Seminar on Housing Policy and Management II

Students are also required to take two optional courses from a list of those on offer. This list may vary from year to year.

Applicants must be holders of

- (i) a Bachelor's degree with honours of this University; or
- (ii) a qualification of equivalent standard of this University or another university or comparable institution accepted for this purpose; or
- (iii) a Certificate in Housing Management or a Diploma in Housing Management awarded by the School of Professional and Continuing Education (formerly the Department of Extra-Mural Studies) and have at least five years of work experience in the housing field; or
- (iv) the MIH professional designation and have at least five years of work experience in the housing field (at least two years of which must be post-qualification).

Applicants without a degree qualification, if selected by the Admission Committee, will not be offered admission until they have satisfied the examiners in a qualifying examination.

Applications for admission in September, 1996 will be invited in February/March of the same calendar year.

Please write in for further information enclosing a stamped (\$2.00) self-addressed envelope (17cm x 24cm).

Diploma in Housing Management

The course aims to provide a professional qualification in Housing Management for people already working in the field. It is intended to provide a firm grounding in the theory and practice of housing management. This course is recognised by the Chartered Institute of Housing in the U.K. for Corporate Membership (MCIH). The MCIH itself has degree equivalent status. MCIH is fully recognised for the purposes of career advancement and promotion by the Hong Kong Government.

The course runs over three academic years. Each year will cover five papers ranging from housing studies, through management studies, building studies and legal studies to social studies. Students will be assessed by coursework and examination at the end of each year.

A Diploma in Housing Management issued by the School of Professional and Continuing Education, the University of Hong Kong, will be awarded to a candidate on passing the Final Examination, on the satisfactory fulfilment of the Practical Experience Requirement and on producing evidence of having had at least three years' approved experience in the housing field.

Applicants must be matriculants or mature age students with five years of working experience in housing and an acceptable general education background. They must also be sponsored by their employers as some of the lectures are held during office hours. Candidates must submit their application up to one year in advance as, on passing the Entrance Test, candidates are required to take and pass a Pre-course on "Communication" before being admitted to the Diploma Course. As places are limited, selection will be based on academic merits. Successful candidates are required to join the Chartered Institute of Housing as student members for the duration of the Diploma Course.

The next Pre-course will be held in January/February, 1996. Applications for admission to the Pre-course will be invited in November/December of the preceding year. Admission to the Diploma course in September 1996 will be based on successful completion of the Pre-course.

Please write in for further information enclosing a stamped (\$3.00) self-addressed envelope (34cm x 24cm).

Certificate in Housing Practice

The course aims to provide training in housing at a more practical and technical level. While this Certificate course by itself is a self-contained programme, it also serves as an access course to the Diploma in Housing Management. Certificate holders are also eligible for the Housing Practitioner membership of the Chartered Institute of Housing in the U.K.

The course runs over two academic years. The Year One course aims to provide the basic skills and concepts in housing management. The Year Two course builds on the Year One course and aims to deepen and widen housing management skills. Papers covered range from housing studies, through management studies, building studies and legal studies to social studies. During the course of study, students are required to complete the pertinent objectives of the Practical Experience Requirement set by the Chartered Institute of Housing.

Applicants must be either

- (i) matriculants or equivalent; or
- (ii) holders of the Higher Certificate in Property Management and Valuation (awarded by the Hong Kong Polytechnic University) with an acceptable general education background; or
- (iii) mature age students with five years of working experience in housing and an acceptable general education background.

Applicants must also be sponsored by their employers and must be working in the housing field. As places are limited, admission is subject to selection criteria. Successful applicants are required to join the Chartered Institute of Housing as student members for the duration of the Certificate course.

Please write in for further information enclosing a stamped (\$3.00) self-addressed envelope (34cm x 24cm). The closing date for application is August 18, 1995.

Diploma in Transport Management

The course aims to provide professional training in transport management for people already working in the field as well as for those intending to seek a career in the transport sector.

Diploma holders are exempted from the education requirements for the Corporate Membership of the Chartered Institute of Transport in the United Kingdom (MCIT). MCIT is fully recognised for the purposes of career advancement and promotion by the Hong Kong Government. It is also accepted by certain tertiary institutions in the United Kingdom for graduate studies.

The course is a three-year part-time programme. Papers offered include Transport Economics, Management Accounting and Finance, Law of Business and Carriage, Human Resource Management, Logistics and Physical Distribution Management, Local Transport Management, Rail Transport Management, Transport Policy and Planning, Corporate Strategy and Policy in Transport, and Marketing in Transport.

Candidates must be either matriculants or Associate members of the CIT. Candidates without the above qualifications but wish to audit the course may also apply, but auditing students will not be eligible for the award of the diploma.

Please write in for further information enclosing a stamped (\$2.00) self-addressed envelope (17cm x 24cm). Applications for the 1995/96 intake must be submitted before August 18, 1995.

1301. 香港環境的現況與前瞻 (Hong Kong's Environment Transition)

本課程旨在使學員掌握有關香港環境保護的最新情報，訓練學員分析環境政策及管理手段，並讓學員感受環境保護的重要和逼切。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『鏟』？（九）觀鳥者言；（十）潮流與環保？

（本課程限收四十人）

每講印發有關資料，並推薦有關書籍，文章，資源及活動。

主 講 人：長春社負責人（陳偉群博士，張肇堅博士，熊永達先生，吳祖南博士，潘智生博士等）

地 點：香港大學圖書館大樓七號課室

時 間：一九九五年十月二十六日起每星期四下午八時至九時三十分

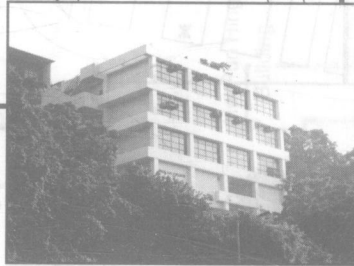
全期學費：四百元正（共十講）

教師可獲教育署退還半費。詳參第vi頁。

Centre Location Maps 主要上課地點示意圖



Wah Yan College, 281 Queen's Road East, Hong Kong
香港華仁書院香港皇后大道東281號



SPACE Shek Kip Mei Study Centre [Ka Chi School, 5 Wai Chi Street 3/F., Shek Kip Mei, Kln.](Shek Kip Mei MTR Station)
香港大學專業進修學院石硤尾教學中心〔嘉智學校，九龍石硤尾偉智街五號四樓(石硤尾地鐵站偉智街出口)〕



SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)
香港大學專業進修學院北角教學中心，香港北角英皇道250號北角城中心 ④字樓(炮台山地鐵站出口)

North Point Study Centre

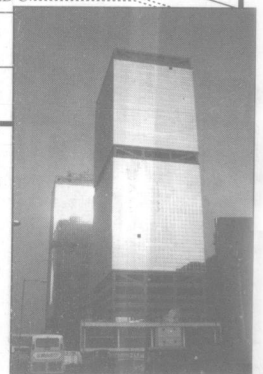
Students attending classes at the North Point Study Centre will have to show a student card for evening access. Details of how to obtain such cards will be issued to those students registering for courses taught at North Point.

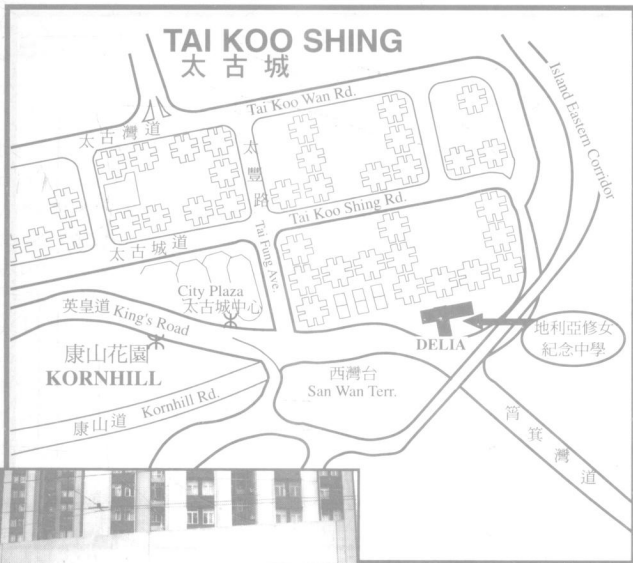
北角教學中心

本院學員在晚間將被要求出示本院學員証才能進入北角教學中心上課。申請學員証之手續，本院將通知所有在北角教學中心晚間上課的學員。

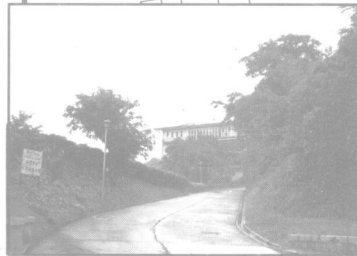


SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 10/F., 14/F. and 15/F., 200 Connaught Road Central, Hong Kong
香港大學專業進修學院市區中心，香港干諾道中二百號信德中心西翼 ⑨、⑩、⑭及⑮字樓(由②字樓商場電梯上)

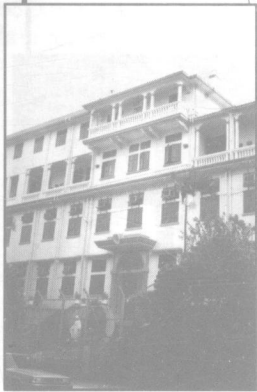
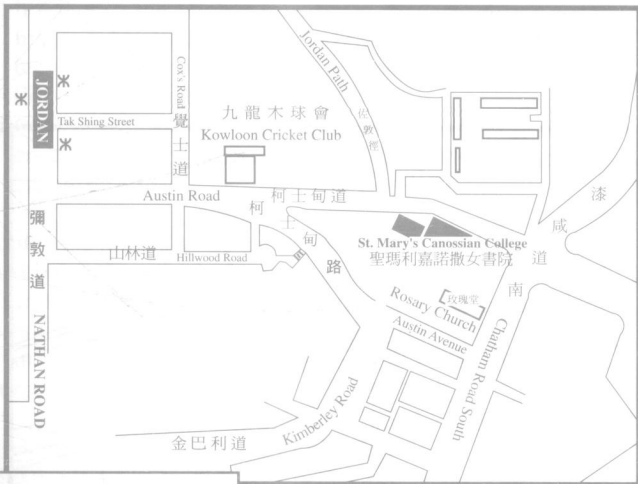




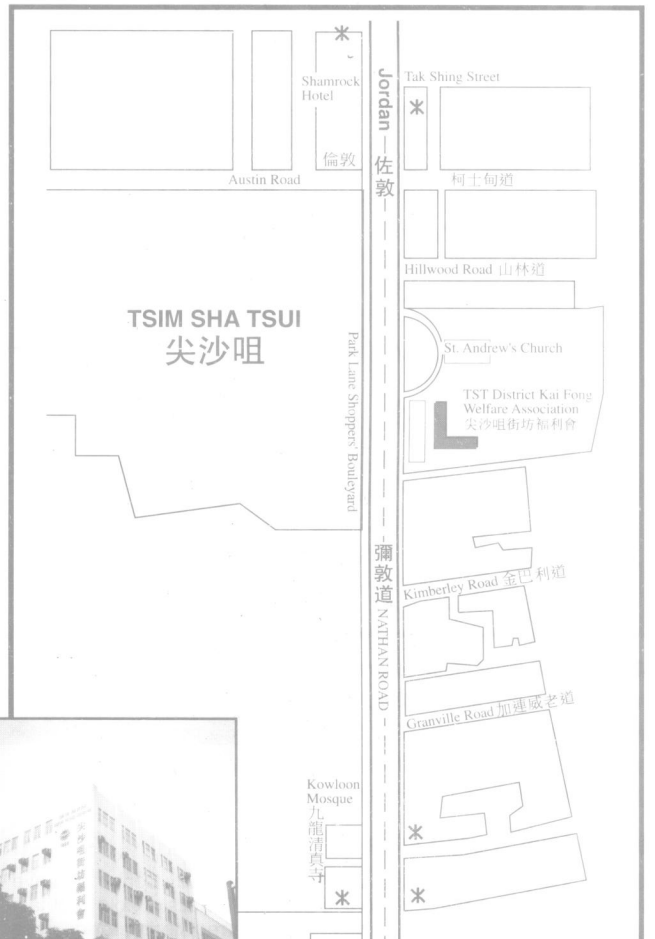
Delia Memorial School, Tai Koo Shing, Hong Kong 香港太古城地利亞修女紀念中學 (由中學部太豐路入口)



Wah Yan College, 56 Waterloo Road, Kowloon 九龍華仁書院九龍窩打老道56號 (油麻地地鐵站)



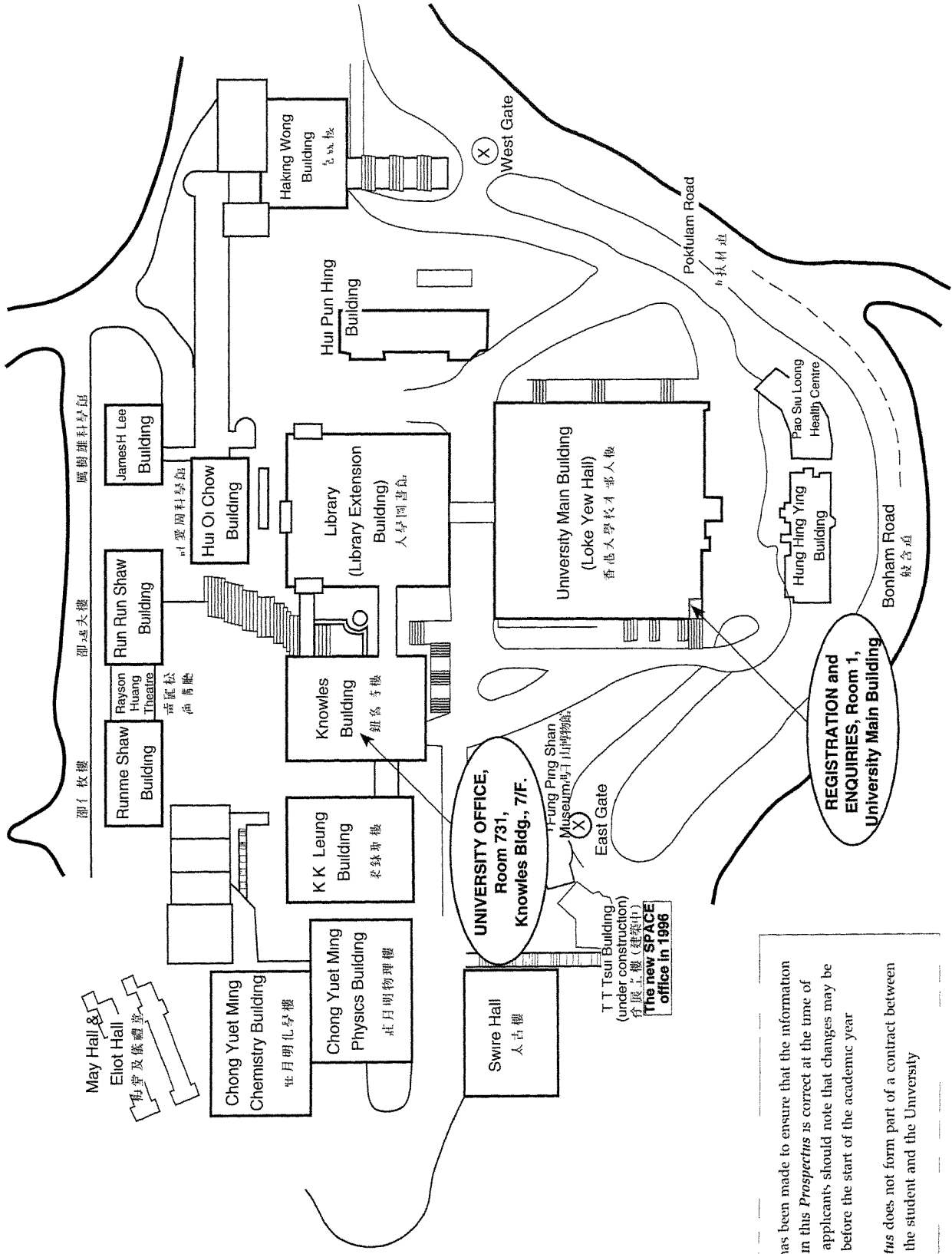
St. Mary's Canossian College, 162, Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue) 聖瑪利嘉諾撒女書院九龍柯士甸道162號 (由金巴利道入口)



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)

UNIVERSITY OF HONG KONG GENERAL LAYOUT

School of Professional and Continuing Education



Every effort has been made to ensure that the information contained in this Prospectus is correct at the time of printing but applicants should note that changes may be made before the start of the academic year. This Prospectus does not form part of a contract between the student and the University

FOR ENQUIRIES & ENROLMENT

Room 1, University Main Building
G/F., Pokfulam Road
Hong Kong
Tel: (852) 2859 2791
Fax: (852) 2559 7528

TOWN CENTRE
9/F, West Tower
Shun Tak Centre
200 Connaught Road C.
Hong Kong
Tel (852) 2547 2225
Fax: (852) 2559 7545

TOWN CENTRE
14/F., West Tower
Shun Tak Centre
200 Connaught Road C.
Hong Kong
Tel: (852) 2857 1198
Fax: (852) 2546 0295

TOWN CENTRE
15/F., West Tower
Shun Tak Centre
200 Connaught Road C.
Hong Kong
Tel: (852) 2858 4515
Fax: (852) 2858 4750

NORTH POINT CENTRE
14/F., Fortress Tower
King's Road
North Point
Hong Kong
Tel: (852) 2570 9266
Fax: (852) 2508 9349



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