

春季課程 SPRING COURSES 1995



The University of Hong Kong

School of Professional and Continuing Education

香港大學專業進修學院



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	2540 7302
Education	2859 2415
Management Studies	2859 2785

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

Biomedical & Health Science	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	2540 7302

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

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

Journalism & Communication	2859 2788
Music	

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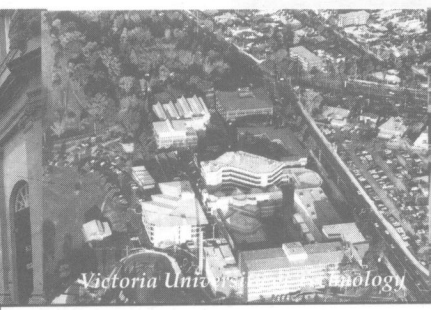
Oriental Languages	2859 2787
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Psychology	2859 1937
Social Work & Sociology	2859 2790 or 2540 7302

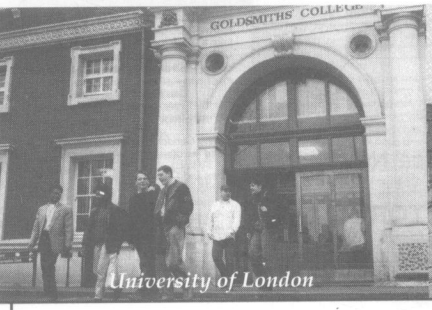
London University:	2559 7628
External Student Registration	(Fax: 2559 4666)



University of Bath



Victoria University Technology



University of London



Manchester Metropolitan University



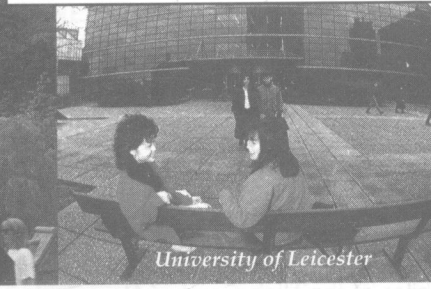
Victoria



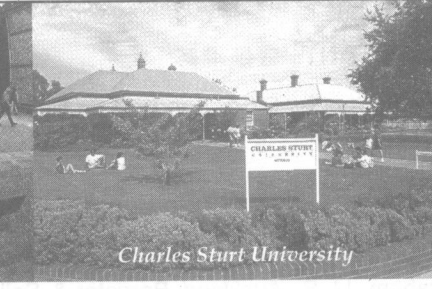
The London School of Economics and Political Science



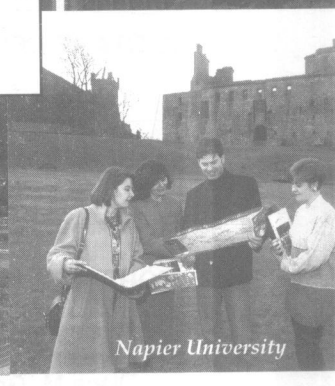
University of Otago



University of Leicester



Charles Sturt University



Napier University

SCHOOL MISSION STATEMENT

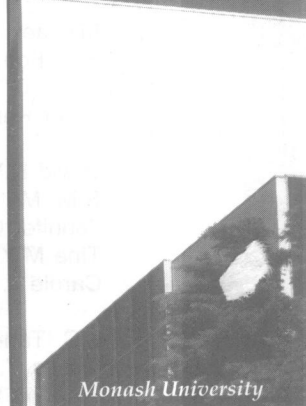
學院使命宣言

- 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

- 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。



Curtin University



Monash University

Professor Lee Ngok
Director

School of Professional and Continuing Education

STAFF LIST

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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.*

ADMINISTRATIVE STAFF 行政人員

SCHOOL SECRETARY 行政主任

John Cribbin 祁樂彬, B.Sc. *Lond.*

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ADMINISTRATIVE ASSISTANT 行政助理

Wendy Jackson 席嘉絢, B.A., Dip.Acc.*Stirl.*, C.A.

EXECUTIVE OFFICER 事務助理

F.S. Fong 方富盛

SENIOR SECRETARIAL STAFF 高級秘書

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

* *Part-time*

GENERAL INFORMATION/ HOW TO ENROL

GENERAL INFORMATION

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



London University Registration

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

General Information

(1) Subjects currently available are:

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

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

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

Registration Details

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

- (4) Students who wish to take their examinations in 1996 must submit their London University registration application forms by **September 17, 1995** and complete their registration by **November 30, 1995**, *except for the cases specified below.*
- (5) For the Diploma in Economics (Course No. 351 see Autumn Prospectus p. 64), MSc/Diploma in Financial Economics (Course No. 354 see p. 68) and BSc in Computing and Information Systems (p. 57) special registration procedures apply. Students cannot register for the London University programme until they have enrolled on the courses provided by SPACE. Details can be found under the individual course references given above.
- (6) Applications with uncertain entrance qualifications will be referred to a Special Admission Panel of the University of London for consideration. A longer processing time is required for these applications, so applicants are strongly advised to submit their applications as early as possible.

Fee Refunds For Teachers

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

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

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

教師申請退還學費：

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

申請教育署退還學費手續：

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

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

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

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

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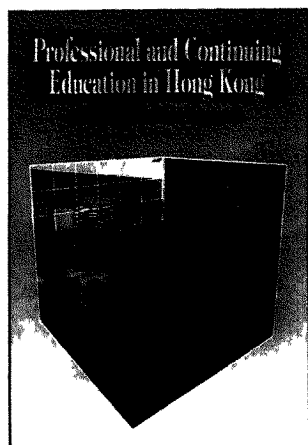
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Professional and Continuing Education in Hong Kong: Issues and Perspectives



by

Lee Ngok and Agnes Lam 1994

HK\$98.00
NEW BOOK
HKU PRESS

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

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

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

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

The book is available at all major bookstores. For more information, call The Marketing Dept., Hong Kong University Press (2550 2703).

ADULT EDUCATION AND TRAINING

Lecturers in charge: John Holford
Y.F. Mok

Telephone : 2859 2415
2859 2421



M.Sc. in Training

The Leicester University M.Sc. in Training provides an internationally-recognised qualification for professionals involved in training and related areas of human resource development.

Developed by the Centre for Labour Market Studies at the University of Leicester, the M.Sc. in Training works to high academic standards. It provides a comprehensive understanding of the role of training at the individual, enterprise, national and international levels, and equips students with professional knowledge and skills relevant to management of training and development.

The M.Sc. is a two-year programme offered on a distance learning basis. Students are provided with a comprehensive range of self-study materials designed for use in Hong Kong and the Asia-Pacific Region. The self-study materials are complemented by seminars and tutorials held in Hong Kong.

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 (April 1995 entry) : £4,900, 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 \$2.80 stamped self-addressed envelope (size 9"x12") to:

The Director (Attention: Ms Emily Chin),
School of Professional and Continuing Education,
University of Hong Kong,
Pokfulam Road, Hong Kong
(Tel: 2540 7430; fax: 2559 7528).

Deadline for admission: 1 March 1995 (for students) wishing to commence studies in April 1995. The first instalment of the course fee (£2700) must be paid within two weeks of applications being accepted, and prior to commencing study. The second instalment (£2,200) must be paid prior to commencing Module 3. There will be a further entry in October 1995 (deadline for applications: 1 September 1995).

1601. 製作訓練及教學錄像節目之基本技法 (Basic Video Production Technique on Making Instructional Programmes)

本課程主要為教師及各行業之訓練人士而設計。課程將會介紹教學錄像節目之計劃及製作方法。學員需於課程間分組合作完成實習製作。主要課題如下：(一) 認識及操作器材；(二) 攝錄機之基本操作方法；(三) 製作之資料搜集，計劃及事前準備工作；(四) 劇本編寫及節目處理簡介；(五) 電影語言及拍攝；(六) 基本燈光及收音技巧；(七) 項目製作；(八) 後期製作及剪接；(九) 如何善用錄像技術及製作於教學訓練；(十) 學員介紹製作及評核。參加者毋須具備特別條件，惟擁有手提攝錄機較佳。學員需積極與其他同學合作完成習作。
(限收二十人)

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

講授語言：粵語輔以英語

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

時 間：一九九五年二月二十八日起每星期二下午六時三十分至九時

全期學費：七百八十五元 (共十二講)

教師可獲教育署退還半費。詳參第vi頁。

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

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

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

除特別註明外，藝術及設計科之所有課程均無入學資格規定。

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

學員必須自備與課程有關之材料，詳情將會在課程第一講闡述。

Certificate Courses



證書課程

1611. 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, galleries, manufacturers and craft workshops 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 (February to June 1995)

1. Practical

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

- Basic Drawing (#1620)
- Advanced Drawing Workshop (#1621)
- Figure Drawing (#1622)
- Figure Drawing Workshop (#1623)
- Basic Painting Workshop (#1624)
- Advanced Painting Workshop (#1625-26)
- Basic Watercolour Painting (#1629)

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

2. Art History

Students must take "Introduction to the History of Western Art II: Post-Impressionism to Post-Modernism" which will be offered in April 1995. (#1665)

Medium of instruction: Cantonese

Part Two – in Europe (Four weeks, July to August, 1995)

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

1. Practical

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

2. Visits to European museums and galleries

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

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

Medium of instruction: English

Course Personnel

HKU - SPACE

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

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\$6,000 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 February 6, 1995.

Enrolment is limited to 18

Application forms can be obtained from:

9/F, West Tower
Shun Tak Centre
200 Connaught Road Central
Hong Kong
Tel: 2547 2279

Room 1, G/F.
University Main Building
Pokfulam Road
Hong Kong
Tel: 2859 2791

1612. 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 (#1620)
2. Basic Painting Workshop (#1624)
3. Introduction to the History of Western Art I (To be offered in Autumn 95) or
Introduction to the History of Western Art II (#1665)

Electives (Any 3 courses from the following):

- Figure Drawing (#1622)
- Basic Watercolour Painting (#1629)
- The Art of Western Calligraphy (#1631)
- Introduction to Two-dimensional Design (#1647)
- ✓ A Basic Course in Computer Graphics(#1651-56)
- Basic Photography (#1661) (Conducted in Cantonese only)

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

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

Award of Certificate

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

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

Fee

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

Application Procedure

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

School of Professional and
Continuing Education
The University of Hong Kong
9/F, West Tower, Shun Tak Centre
200 Connaught Road Central
Hong Kong
Tel. 2547 2279

School of Professional and
Continuing Education
Room 1, G/F
University Main Building
Pokfulam Road
Hong Kong
Tel 2859 2791

1613. Certificate in Interior Design

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

Objective

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

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

Course Structure

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

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

- **Design Theory (20%)**
This module will explore the history of architecture and design, theories on colour, space, lighting, and anthropometry.
- **Architectural Drafting, Interior Perspectives and Presentation (20%)**
Architectural drawings are used for communication among architects, builders, interior designers and oth-

ers. Students will be introduced to the use of drafting tools, simple projections, plans, sections, axonometric and isometric drawings, perspectives, colour renderings and presentation techniques.

- **Professional Practice and Technology (20%)**

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

- **Design Studio (40%)**

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

Teaching Team

- Dennis Mak, B.F.A. (Mass.), Coordinator
- Edwin Chan, LL.B.(Hon.) (London), Dip. Arch., B.A. (Hon.), M.A. (Arch.), R.I.B.A., Asst. Coordinator
- M.T. Liu, M.Arch.(Manitoba), R.I.B.A.
- Alan Chen, B.A.(H.K.Poly.), M.C.S.D.
- Guest tutors

Award of Certificate

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

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

Entrance Requirements

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

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

Application Procedure

Applicants should complete an application form and submit it to SPACE with a cheque for **HK\$8,300** in favour of "The University of Hong Kong". Applicants may be required to attend an interview in February 1995. Unsuccessful applicants will be informed accordingly and their fees refunded. *(Enrolment is limited to 24)*

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

Date : Thursdays, 6.30 - 9.30 p.m., commencing March 2, 1995

44 meetings

Medium of Instruction: Cantonese supplemented with English

1614. 平面設計證書課程 (Certificate in Graphic Design)

課程主旨：

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

課程大綱：

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

- (一) 繪描與速寫 (共8講，每講三小時)
繪描與速寫是平面設計師必須具備的技術。設計師在掌握繪寫能力後，才能有效地將意念轉移到畫面上。本科目訓練學員眼與手的配合，並介紹黑白和彩色繪寫工具的運用。
- (二) 平面設計觀念與色彩運用 (共8講，每講三小時)
本科目首先講述設計的基本語言，包括各類簡單以至繁複的造型及圖象。第二部分強調色彩的特性、色彩在視覺和感覺上所產生的效果、塗色技巧和配色的方法。
- (三) 電腦美術設計 (共9講，每講兩小時)
介紹與設計有關之電腦軟件及其應用法，學員約有十小時的電腦操作實習。
- (四) 設計正稿製作 (共8講，每講三小時)
介紹中英文字體、印刷原理及黑白彩色正稿的製作技法。

(五) 平面設計工作坊 (共10講，每講三小時)
介紹不同類別的平面設計，例如商標設計、公司信箋設計、海報設計等有關的製作及印刷過程。學員將學習由意念發展成正稿整個設計過程。

(六) 書刊設計 (共10講，每講三小時)
這是平面設計工作坊的延續，重點講述插圖及字體學在書刊設計上的應用法。屆時將邀請客席導師主持專題講座。

入學資格：

申請人必須對平面設計有濃厚興趣、具有成熟的品格、及進修兼讀課程的毅力。

證書頒發：

符合下列要求之學員，可獲本院頒發證書：

- (一) 每科目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作業；及
- (三) 獲全体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四月一日前填妥報名表格，連同HK\$8,800之劃線支票(抬頭請書「香港大學」)交回香港干諾道中200號信德中心西翼九樓，香港大學專業進修學院。本院將邀請申請人前來面試，日期另行公佈，未獲取錄者將獲退還學費。

(限收二十人)

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

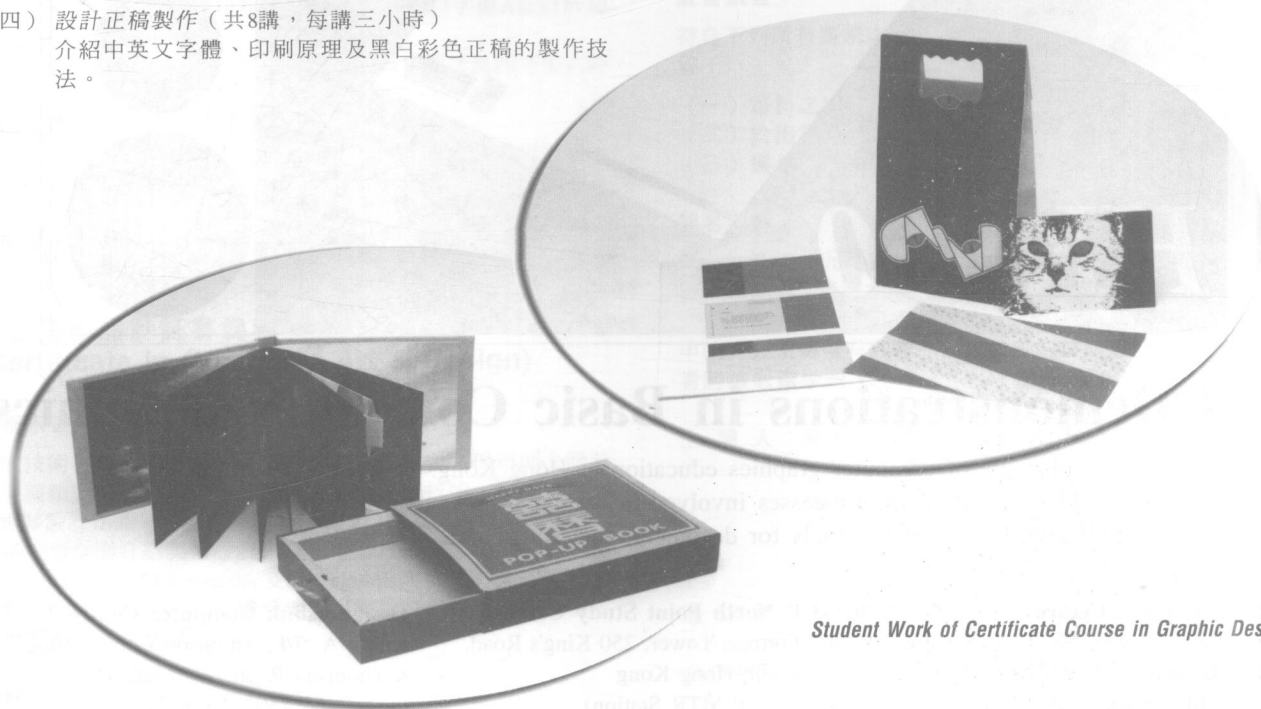
黃炎鈐先生 Dip.(Taiwan) (助理統籌)

馬智聲先生 Dip.(U.K.)

陳健強先生 H.C.(H.K.Poly.)

馬桂鴻先生 Post-Grad.Cert.(London)及客席導師

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



Student Work of Certificate Course in Graphic Design

時間：一九九五年四月十四日起每星期五下午六時三十分至九時三十分（「電腦美術設計」一項未必於星期五舉行）

全期學費：八千八百元正（共五十三講，一百五十小時）
（學員須另付材料費，如需額外租用電腦，費用為每小時八十元）

1615. 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。

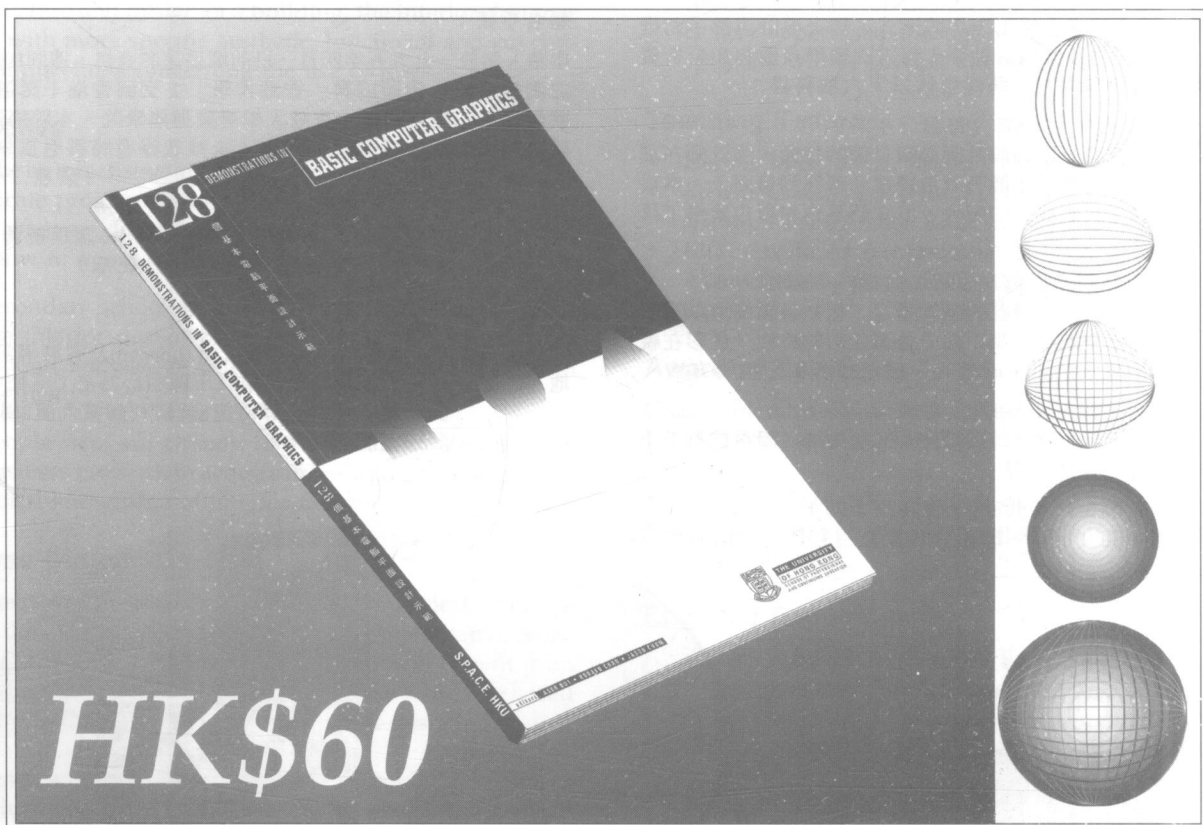
(一) 電腦基礎技術 (Computer Fundamentals)

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。

《128個基本電腦設計示範》



HK\$60

128 Demonstrations in Basic Computer Graphics

- Compiled by pioneers of computer graphics education in Hong Kong.
- Step-by-step illustrations of the processes involved in computer-generated designs.
- A useful collection of visual materials for designers, design teachers, and students.
- HK\$60 each. Available at:

SPACE Town Centre

9/F, West Tower, Shun Tak Centre
200 Connaught Road, Hong Kong
(Tel: Ms Renée Chan, 2547 2279)

SPACE North Point Study Centre

14/F., Fortress Tower, 250 King's Road,
North Point, Hong Kong
(Fortress Hill MTR Station)
(Tel: 2570 9266)

Designerslink Computer Centre

Room A, 7/F, Thomson Comm. Bldg.
8 Thomson Road, Wanchai, H.K.
(Tel: 2866 7502, 2866 2186)

- (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的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.(BankSt./Parsons) (課程統籌)

陳健強先生 H.C.(H.K.Poly.) (助理統籌)
覃伯強先生 B.F.A.(CentralMissouri)
司徒偉文先生 B.A.(H.K.)
林炳培先生 H.C.(H.K.Poly.)

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：一九九五年二月二十八日起每星期二及四下午六時至八時

全期學費：九千五百元 (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(Art and Design Principles)
本單元指導學員以電腦為繪圖工具，表達美術及設計概念。課程內容包括造型、色彩、字體、商標設計等，並安排參觀活動，使學員了解電腦美術設計的工作實況。
- (三) 技術進階(Technical Essentials)
本單元深入探討電腦美術設計之技術，內容包括相片修描技巧 (photo retouching)、分色片套疊 (knockout & overprint)，並對構圖及色彩等作專業技巧研究。
- (四) 應用美術設計(Applied Art & Design)
學員可選擇美術設計範疇內之多種項目作進一步創作，例如插圖、海報設計、書刊設計、公司形象設計等，務使學員能應用電腦技術於實際設計工作中。
- (五) 專業實踐工序(Professional Practice & Portfolio Preparation)
本單元介紹與電腦美術設計有關之其他服務，如咪紙、分色片印刷常識及各類彩色輸出等。學員須融會過往所學的電腦技巧和工序，製作一套專業的畢業作品。

應用軟件：

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

入學資格：

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

證書頒發：

符合下列所有要求之學員，可獲本院頒發「電腦美術設計」證書：

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

報名手續：

申請人請於一九九五年三月二十日前填妥報名表格，將表格連同HK\$8,900之劃線支票 (抬頭請書「香港大學」) 郵寄香港上環干諾道中200號信德中心西翼九樓，香港大學專業進修學院。申請人必須攜帶有關作品前來面試。日期另行通知。未被取錄者將獲退還學費。 (每班限收十二人，一人一機)

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

陳健強先生 H.C.(H.K.Poly.) (助理統籌)
覃伯強先生 B.F.A.(Central Missouri)
崔德明先生 B.A.(H.K.Poly.), M.C.S.D.
及 客席導師

地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

全期學費：八千九百元。學員自付材料費。如需額外租用電腦，費用每小時八十元。

- 1616.** 一九九五年四月三日起每星期一、三下午六時至八時（共五十講）
- 1617.** 一九九五年四月三日起每星期一、三下午八時至十時（共五十講）
- 1618.** 一九九五年四月八日起每星期六下午二時至六時（共二十五講）

1619. 山水畫證書課程 (Certificate in Chinese Landscape Painting)

課程宗旨

本課程為有水墨畫基礎人士而設，由兩位著名水墨畫家及資深中國書畫學者擔任主講導師。本課程採用啟發性的教學法，對中國山水繪畫及現代中國畫史作有系統的剖析和研習，探討山水畫的傳統及現代表現技法，如各種皴法、設色法、章法、和筆墨、紙質的運用，務使學員除了掌握山水畫的技法外，亦可培養獨立創作能力。

課程大綱

本課程為期約九個月，分為繪畫和畫史兩部分，繪畫佔三十六講（108小時），畫史佔十二講（18小時），課程初期的三個月，學員須同時在星期一至繪畫課及在星期五上畫史課。

（一）繪畫部分

本部分由熊海先生和劉欽棟先生分別主講，採用漸進式的筆墨技法研習，從傳統繪畫技法入手，包括白描、雙鈞、沒骨、意筆的運用。待學員在技法上建立一定基礎後，再作實驗性嘗試。除臨摹古代名家畫作外，學員須在室內及戶外作寫生練習，學習取材立意，探索意象的塑造及建立個人審美觀和風格。

（二）畫史部分

由徐煥光博士介紹晉代至現代中國繪畫的演變和具代表性之畫家及其作品。除放映幻燈片外，導師亦會在堂上傳閱名畫複製版本；講述畫家生平之餘，亦會解說作品之佈局、構圖及技法等；加上每堂派發之講義和圖片，學員在課程結束時，對中國繪畫發展史將有較全面的認識，並須完成一篇有關畫史的簡短文章，主題由導師與學員商議。

入學資格

申請人必須具備水墨畫或繪畫基礎，並有持續上課和完成習作的恆心。

證書頒發

符合下列要求之學員，可獲本院頒發證書：

- （一）在繪畫和畫史兩部分出席率分別達百分之七十五或以上；
- （二）完成所有指定作業；
- （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二月十五日前將報名表格及港幣7,500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。

主講人：熊海先生（課程統籌）
劉欽棟先生 B.A (Taiwan)
徐煥光博士 Ph D (Taiwan)
及客席導師

地點：香港大學專業進修學院市區中心25室（繪畫）及26室（畫史）

時間：繪畫部分一九九五年二月二十七日起每星期一下午六時三十分至九時三十分（共三十六講，一百零八小時）畫史部分一九九五年三月三日起每星期五下午八時至九時三十分（共十二講，十八小時）

全期學費：七千五百元

Fine Art (Western) 西洋藝術

1620. 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、木顏色彩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：一九九五年二月十四日起每星期二下午八時至十時
全期學費：七百八十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

1621. 素描研習班 (Advanced Drawing Workshop)

本課程乃「基本素描」的延續課程，適合有素描基礎之人士修讀。課程採用工作坊形式，鼓勵學員通過觀察、幻想和資料搜集等程序，發掘創作路向。學習重點包括造型、色彩及構圖，素材以紙本炭筆和鉛筆為主，偶會加插水彩，塑膠彩及混合素材的實驗。學員除課堂練習外，還需要課餘按時完成個人之專題創作。
(限收十八人)

主講人：畢子融先生 D.A.E., 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：一九九五年五月十六日起每星期二下午八時至十時
全期學費：八百六十元（共十二講）

1622. 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 February 14, 1995

12 meetings

Fee : \$1,180

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

1623. Figure Drawing Workshop

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

Enrolment is limited to 18

Tutors : 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 May 16, 1995

10 meetings

Fee : \$780

1624. 繪畫初階(Basic Painting)

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

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

地 點：香港大學專業進修學院市區中心26室(信德中心西翼九樓)

時 間：一九九五年二月十三日起每星期一下午五時五十分至七時五十分

全期學費：七百八十元 (共十二講)

教師可獲教育署退還半費。詳參第vi頁。

繪畫研習班 (Advanced Painting Workshop)

課程宗旨

本課程適合對油彩或塑膠彩繪畫有基礎認識人士修讀，以工作室形式進行教學，輔以個別指導。課程初期集中探討油彩／塑膠彩之技巧，其後學員可依據個人的興趣及目標作出選題，創作繪畫作品。

課程內容

- 1 油彩／塑膠彩的技法；
- 2 新近的繪畫素材介紹；
- 3 繪畫色彩的表達；
- 4 造型與題材的配合；
- 5 靜物與人物的關係；
- 6 創作主題之探討；
- 7 香港藝術家簡介；
- 8 如何建立個人風格；
- 9 繪畫之混合媒介形式；及
- 10 個人作品集評論

課程完結時學員必須自行組織校內展覽，以交換創作心得。
(限收15人)

主 講 人：畢子融先生 D.A.B., M.Sc.(Bank St / Parsons)

王純杰先生(上海戲劇學院文學士)

地 點：香港大學專業進修學院市區中心26室

全期學費：一千九百元 (共8講，48小時)

1625. 一九九五年二月廿六日起每星期日上午十時至下午一時；下午二時至五時

1626. 一九九五年四月三十日起每星期日上午十時至下午一時；下午二時至五時

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

地 點：香港大學專業進修學院市區中心26室

全期學費：一千九百元 (共12講，48小時)

1627. 一九九五年五月二十二日起每星期一下午六時至十時(其中兩講為戶外寫生，在星期日舉行。)

1629. 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. 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 : Victor Lai, B.Ed.(Liverpool), M.A.(Royal College of Art)

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

Date : Fridays, 5.50 - 7.50 p.m., commencing February 17, 1995

12 meetings

Fee : \$780

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

1630. 水彩畫研習班 (Advanced Watercolour Painting)

本課程乃「水彩畫初階」之延續課程，目的為引導有水彩繪畫基礎人士進一步探討和實驗水彩創作，以表達個人意念和感情。內容包括：(一) 西方現代繪畫發展的分析；(二) 視覺元素在不同時期的組合和運用；(三) 靜物、人物、風景等題材的描繪和技巧實驗。除課堂練習外，學員必須每星期完成家課。

主 講 人：黎明海先生 B.Ed.(Liverpool), M.A.(Royal College of Art)
地 點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）
時 間：一九九五年五月十九日起每星期五下午五時五十分至七時五十分
全期學費：八百六十元（共十二講）

1631. 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 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 5.50 - 7.50 p.m., commencing February 15, 1995

12 meetings Fee : \$780

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

1632. 寶石雕刻 (The Art of Gem Carving)

雕琢精美的寶石，就如一件珍貴的藝術品。本課程專為有志學習雕刻寶石者而設，內容包括：(一) 介紹可作雕刻的寶石之種類、中國和西洋寶石雕刻法、導師獨創之"WALLACE CUT"內雕和多面折射法。(二) 學習設計寶石圖樣。(三) 實習雕刻技巧。導師將於第一講通知學員自購工具（約\$500），寶石則由導師代購（每件約\$20）。（限收十八人）

主 講 人：陳世英先生
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九五年五月六日起每星期六下午四時四十五分至六時四十五分
全期學費：七百八十元（共十二講）

Fine Art (Oriental) 中國藝術

1633. 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：一九九五年二月十四日起每星期二下午五時五十分至七時五十分
全期學費：七百五十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

1634. 山水畫研習班 (Chinese Landscape Painting Workshop)

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

主 講 人：熊海先生
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九五年五月九日起每星期二下午五時五十分至七時五十分
全期學費：七百五十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

1635. 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16室（信德中心西翼九樓）及不同寫生地地點
時 間：一九九五年二月二十六日起每星期日上午十時至中午十二時

全期學費：七百八十元 (共十二講)

教師可獲教育署退還半費。詳參第vi頁。

1636. 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：一九九五年四月十五日起每星期六下午二時三十分至四時三十分

全期學費：六百五十元 (共十講)

教師可獲教育署退還半費。詳參第vi頁。

1639. 行書與草書 (Running Script & Cursive Script)

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

主 講 人：葉民任先生

地 點：香港大學專業進修學院市區中心(信德中心西翼九樓)

時 間：一九九五年二月二十九日起每星期三下午五時五十分至七時五十分

全期學費：七百八十元 (共十二講)

1640. 中國書畫裝裱 (Mounting of Chinese Painting and Calligraphy)

本課程導師將詳細講解及示範裝裱中國書畫的完整過程，包括所需之工具及物料如漿糊之製法，各種技巧如托畫心。課程分二個階段進行：(一) 以壓鏡為主包括斗方、立片、挖裱等。(二) 掛軸及橫披並講解各種掛軸形式包括：對聯、一色裱、二色裱、三色裱、宣和裱及日本之裝裱等，務使學員能認識及實習由托底至壓鏡、掛軸、橫披整個裝裱過程。學員須自付材料費。(限收二十人)

主 講 人：宋冠成先生

地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時 間：一九九五年二月十二日起每星期日上午十時三十分至下午十二時三十分

全期學費：八百二十元 (共十二講)

教師可獲教育署退還半費。詳參第vi頁。

中國冊頁裝裱 (Making Your Own Art Album – Chinese Style)

本課程適合曾修讀「中國書畫裝裱」或略具裝裱知識人士。導師將詳細講解及示範裝裱冊頁的完整過程，包括所需工具及物料、漿糊之製法、紙張設計和各種裝裱技巧等。課程完結時，學員將會完成製作一本空白冊頁。學員須自付材料費。(限收二十人)

主 講 人：宋冠成先生

地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

全期學費：五百六十元 (共八講)

1641. 一九九五年二月十一日起每星期六下午二時三十分至四時三十分

1642. 一九九五年五月二十一日起每星期日上午十時三十分至下午十二時三十分

教師可獲教育署退還半費。詳參第vi頁。

1643. 中國「泥人張」彩塑藝術 (Introduction to Clay Modelling)

「泥人張」彩塑是清末北方的雕塑代表，是「塑」與「繪」的結合，先塑造後繪色。作品取材於神話，戲劇，小說及現實生活。《中國美術全集》所載的古代美術史中最後一位雕塑家張明山便是「泥人張」彩塑藝術的始創人，而本課程導師張澤均女士即為「泥人張」第五代傳人，也是本港唯一教授「泥人張」彩塑藝術的導師。課程適合對雕塑有興趣者選讀，內容包括：(一) 泥的性質；(二) 工具的使用；(三) 塑造的基本技巧；(四) 繪色。通過講解和示範，導師會引導學員摹製小型泥塑，讓學員對泥塑藝術有一個初步的認識。導師會代學員購買泥和工具，費用約一百二十元。(限收十八人)

主 講 人：張澤均女士(天津美院文學士)

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：一九九五年二月十八日起每星期六下午四時三十分至七時

全期學費：七百八十元 (共八講)

授課語言：普通話

1644. 杭州及黃山寫生班 (Painting on Location at Hangzhou & Huangshan in China)

本課程由香港大學專業進修學院和廣州美術學院合辦，宗旨是組織香港地區美術愛好者同往兩地寫生，學習中國傳統山水畫寫生技法，同時將學習與旅遊相結合，寓學習於娛樂之中。本班將由廣州美術學院中國畫教授陪同學員出發，在現場講課及指導。學員年齡須在18歲至50歲之間，身體健康並具備一定美術基礎。出發日期在一九九五年六月底。

索取詳細章程

請於一九九五年二月二十八日前寄回郵信封(連同郵票)往香港干諾道中二百號信德中心西翼九樓，並於信封面註明「杭州及黃山寫生班」。

Media Arts 商業美術及設計

1645. Workshop on Creativity (創意思考工作坊)

A lot of people are "good" artists, designers, architects, composers or engineers, but very few can be described as really "great". The thing that makes someone "great" in their profession or interest, as opposed to just "good", is the amount of creativity that they have.

The aim of this workshop is to help participants become more confident about realizing their potential for creativity and so be more creative in whatever they do. The workshop will:

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

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

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

Date : Wednesdays, 8.00-10.00 p.m., commencing February 15, 1995

7 meetings

Fee : \$520

Medium of Instruction : Cantonese

1646. 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：一九九五年六月九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）

1647. 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：一九九五年四月十二日起每星期三下午八時至十時
全期學費：七百八十元（共十二講）

1648. 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.A.(Manitoba)

地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）

時 間：一九九五年五月九日起每星期二下午八時至十時
全期學費：七百八十元（共十二講）

1649. Introduction to Interior Design

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

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

Enrolment is limited to 24

Tutor : HO Chow-lai, B.A.(A.S.)(Hons.)(H.K.U.), 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 February 14, 1995

12 meetings

Fee : \$780

Medium of Instruction : English & Cantonese

1650. 基本時裝設計 (Introduction to Fashion Design)

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

(限收二十人)

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

地 點：香港大學專業進修學院北角教學中心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：一九九五年五月十七日起每星期三下午五時五十分至七時五十分

全期學費：六百五十元 (共十講)

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

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

課程範圍包括：(一)介紹電腦機種及磁碟用法；(二)平面设计原理；(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.)
覃伯強先生 B.F.A.(Central Missouri)
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)

1651. 一九九五年二月十四日起每星期二及五下午八時至十時

1652. 一九九五年二月十七日起每星期五及六下午六時至八時

1653. 一九九五年三月二十八日起每星期二及五下午八時至十時

1654. 一九九五年三月三十一日起每星期五及六下午六時至八時

1655. 一九九五年五月九日起每星期二及五下午八時至十時

1656. 一九九五年五月十二日起每星期五及六下午六時至八時

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或大專講師任教；(二)上課時間一人一機實習，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。(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.)
覃伯強先生 B.F.A.(Central Missouri)
及客座導師

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：二千一百元 (共十二講)

1657. 一九九五年三月三十日起每星期四下午八時至十時

1658. 一九九五年六月二十二日起每星期四下午八時至十時

1659. 首飾設計初階 (Basic Jewellery Design)

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

主 講 人：陸煥芝女士 B.A.(York), F.G.A.

地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)

時 間：一九九五年二月十九日起每星期日午二時三十分至四時三十分

全期學費：六百五十元(共十講)

1660. 首飾設計中階 (Intermediate Jewellery Design)

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

(限收二十人)

主 講 人：陸煥芝女士 B.A (York), F.G.A.
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九五年五月七日起每星期日下午二時三十分至四時三十分
全期學費：六百三十元（共八講）

Photography 攝影

1661. 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26室（信德中心西翼九樓）
時 間：一九九五年二月十六日起每星期四下午五時五十分至七時五十分
全期學費：七百二十元（包括模特兒費）（共十講）

1663. 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（於星期日進行），學員須自備器材（如單鏡機及菲林等）。

主 講 人：陳煜源先生 Dip.(Grantham), M.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：一九九五年二月十八日起每星期六下午四時四十五分至六時四十五分
全期學費：六百六十元（共十講）

1664. 藝術攝影 (Fine Art Photography)

本課程適合有基本攝影知識人士修讀，幫助學員以攝影作為藝術媒介。內容包括：（一）簡略藝術攝影史；（二）另類影像藝術的發展和類別；（三）探討影像創作的技巧；（四）影像之應用媒介及效果；（五）人造紙、木板、玻璃及石頭等另類沖印法。（限收二十人）

主 講 人：何振強先生 B.A.(Wolverhampton), M.A.(U.C.E., Birmingham)
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（炮台山地鐵站出口）]

時 間：一九九五年四月二十二日起每星期六下午四時三十分至六時三十分
全期學期：七百八十元（共十二講）

Art Appreciation 藝術欣賞

1665. 西洋美術史導論（二）：後印象主義至後現代主義(Introduction to the History of Western Art II: Post-Impressionism to Post-Modernism)

十九世紀末西方社會經濟，科技及價值觀的急劇轉變，傳統制度受到嚴重挑戰，為二十世紀作出多姿多采的序幕，再加上第一次世界大戰的沖擊，現代藝術充斥著極端主義及革命熱潮，對傳統藝術觀作出猛烈的攻擊，它們的影響，至今仍未消散。本課程將介紹現代主義的複雜發展，與及探討其深遠影響，內容將包括現代藝術中各主要流派如野獸派，立體派，達達，蘇聯前衛藝術，超現實主義，抽象表現主義，普普藝術，與及六十年代以後的藝術等。（限收三十人）

主 講 人：李筱怡女士 B.A.(H.K.), M.Litt.(Oxon.)
地 點：香港大學專業進修學院北角教學中心7室〔香港北角英皇道250號北角城中心14字樓（炮台山地鐵站出口）〕
時 間：一九九五年四月十二日起每星期三下午八時至十時
全期學費：六百九十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

1666. 中國繪畫史導論 (Introduction to the History of Chinese Painting)

中國繪畫歷史，源遠流長，曾有過光輝燦爛之時，亦有陳陳相因之日。本課程將有系統地闡述中國繪畫史，介紹晉代至現代畫風的演變和具代表性之畫家及其作品。除放映幻燈片外，導師亦會在堂上傳閱名畫複製版本；講述畫家生平之餘，亦會解說作品之佈局、構圖及技法等；加上每堂派發之講義和圖片，學員在課程結束時，對中國繪畫發展史將有較全面的認識。（限收三十人）

主 講 人：徐煥光博士 Ph.D.(Taiwan)
地 點：香港大學專業進修學院市區中心26室（信德中心西翼九樓）
時 間：一九九五年三月三日起每星期五下午八時至九時三十分
全期學費：六百元（共十二講）

1667. 中國近代繪畫認識及鑑辨 (Appraisal of Contemporary Chinese Painting I)

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：一九九五年二月十六日起每星期四下午八時至十時
 全期學費：八百六十元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

1668. 中國近代書畫鑑辦深造課程 (Appraisal of Contemporary Chinese Painting II)

本課程專為對中國近代書畫有一定認識或曾修讀《中國近代書畫認識及鑑辦》課程之人士而設。內容廣泛包括：（1）介紹個別畫家不同時期作品之筆墨技巧；（2）真跡與偽作之區分；（3）用圖表及拼比方式之研究，并輔以幻燈片；（4）即場作有關筆墨技巧之示範，並予以分析。

主 講 人：魏天斐先生（香港書畫鑑賞學會會長）
 甘翹寧女士
 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：一九九五年五月十八日起每星期四下午八時至十時
 全期學費：八百元（共十講）

1669. 設計史導論 (Introduction to the History of Design)

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

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

（限收三十人）

主 講 人：陳鳳儀女士 B.So.Sc.(H.K.), M.A.(N.Y.)
 地 點：香港大學專業進修學院市區中心26室（信德中心西翼九樓）
 時 間：一九九五年四月二十七日起每星期四下午六時三十分至八時
 全期學費：六百元（共十講）

Art Education 美術教育

1671. 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 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Wednesdays, 5.50-7.50 p.m., commencing May 17, 1995

10 meetings

Fee : \$650

Miscellaneous 其他

1672. 綜合形象設計 (Integrated Image Design)

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

（限收二十四人）

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

嚴珍女士 Dip.(C&G), Dip.(Tameside)

及客席導師

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：一九九五年二月十五日起每星期三下午五時五十分至七時五十分

全期學費：七百八十元（共十二講）

1673. 護膚及化裝 (Skin Care and Make-up)

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

（限收三十人）

主 講 人：嚴珍女士 Dip (C&G), Dip (Tameside)
地 點：香港大學專業進修學院北角教學中心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：一九九五年二月十八日起每星期六下午二時十五分
至四時十五分
全期學費：六百五十元 （共十講）

1674. 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：容後公佈
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：一九九五年二月二十一日起每星期二下午六時至八時
全期學費：七百八十元 （共十二講）

1675. 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：容後公佈
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：一九九五年五月二十三日起每星期二下午六時至八時
全期學費：七百八十元 （共八講）

1676. 現代舞初階 (Introduction to Modern Dance)

本課程教授美國現代舞，採用正宗LABAN舞蹈分析學，實踐與理論並重，幫助學員了解身體各部份的活動能力，發展學員的舞蹈潛質。（限收二十人）

主 講 人：蘇啟良先生 Adv.Dip.(H.K.A.P.A.), Teaching
Cert.(A.T.O.D.), M.H.K.D.F., M.A.T.D.
地 點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）
時 間：一九九五年二月十八日起每星期六下午六時至七時三十分
全期學費：七百八十元 （共十二講）

暑期課程：

凡參加下列課程人士，無論以郵遞或親身報名方式，請將報名表格及支票（抬頭寫「香港大學」）指定交還藝術及設計科。（申請人無須填寫課程編號）

書道研習（暑期班） (Chinese Calligraphy Workshop)

本課程將以篆、隸、真、行、草五種書體為基本，研習書道技法，輔導學員於掌握基本技法外，進而試探發揮個人書道創作之趣味。課程包括書刊介紹、書體與幅式實習、書寫示範、作業評講。除堂課外，學員必須以課外時間做習作。（限收二十四人）

主 講 人：翟仕堯先生 B A (Taiwan Normal)
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
全期學費：六百五十元 （共十二講）

開課日期：A班：一九九五年七月十八日起每星期二及五下午二時三十分至四時；
B班：一九九五年七月十八日起每星期二及五下午六時十五分至七時四十五分

繪畫研習班 (Advanced Painting Workshop)

開課日期：一九九五年七月二日起每星期日上午十時至下午一時；下午二時至五時（課程內容見第九頁）

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：一九九五年七月十九日起每星期三下午八時至十時
全期學費：七百四十元（包括模特兒費）（共十講）

Certificate Course in Pharmacology and Pharmaceutical Management

The School of Professional & Continuing Education in conjunction with 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 next intake will be in April/May 1995. 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).

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。下次招生日期約在一九九五年五月。

有興趣報名參加的同學，請與本課程負責人「許少珍教授」聯絡，電話：【2859 2793】。

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。下次招生日期約在一九九五年五月。查詢電話：【2859 2793】。

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。下次招生日期為一九九五年五月。

學員須具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：【2859 2793】。

香港大學專業進修學院，第二屆中醫進修班畢業



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、溫裡、表裡雙解、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。下次招生日期為一九九五年五月。

學員須具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:【2859 2793】。

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

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。下次招生日期為一九九五年五月。

學員須具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:【2859 2793】。

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

本課程的目的旨在為香港地區現正執業的中醫,或其他有志學習中醫學的人仕,提供一個有系統並較全面的中醫進修課程。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。下次招生日期約在一九九五年五月。

本院敦請本港及國內外中醫界知名人士及專家成立評審委員會,以對本課程發揮督導作用。並邀請多位本港及海內外知名及資深中醫專家教授講授課程。有興趣報名參加的同學,請與本課程負責人「許少珍教授」聯絡,電話:【2859 2793】。

中醫各科專題講座 (Seminars on Traditional Chinese Medicine)

本院現開設中醫各科專題講座,將邀請國內知名及資深中醫專家教授講授,內容包括:中醫內科、外科、婦科、兒科、中草藥、中醫診斷學等等。每次講座為兩小時,逢星期四及星期六晚上舉行。歡迎凡對中醫藥學有興趣的人仕報名參加。查詢電話:【2859 2793】。

Certificate Course in Acupuncture

Acupuncture is a major branch of Chinese Medicine which has been practised and developed in China for more than 3000 years. Nowadays, acupuncture has become increasingly accepted in modern medical practice. The purpose of this course is to provide Western medical practitioners and acquire knowledge on acupuncture. The course will start in September 1995 and the next intake will be in April/May 1995. For further details please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2859 2793)

Certificate Course in Basic Acupuncture for Medical Students

There is growing interest among Western medical practitioners and other paramedical professionals in acupuncture. The purpose of this course is to provide basic training for medical students, with an opportunity to acquire knowledge on acupuncture. This course consists of Part I which introduces the foundation of acupuncture and Part II which introduces some clinical aspects of acupuncture. Part I started in August 1994 and Part II will start in August 1995. For further details please contact Miss Law/Miss Cheung, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2859 2793)

An Introduction to Traditional Chinese Medicine

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

Topics to be covered will include:

- Development of Traditional Chinese Medicine (TCM);
- Theories of TCM;
- The Meridian System;
- The most commonly used acupressure points for relief;

- e) Demonstration in the use of unintrusive methods of treatment.

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

Enrolment is limited to 25

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

1701.

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

Date : Thursdays, 2:30-4:00 p.m., commencing March 2, 1995

1702.

Venue : Room 17, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Tuesdays, 6:00-7:30 p.m., commencing March 7, 1995

8 meetings

Fee : \$900

English supplemented with Cantonese when necessary.

1703. Mastering Stress, Time and Space (Part I)

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

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

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

Enrolment is limited to 20

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

Venue : Room 1, SPACE Shek Kip Mei Study Centre (Ka Chi School, 5 Wai Chi Street, 3/F., Shek Kip Mei, Kowloon.)

Date : Fridays, 7:00-8:30 p.m., commencing March 3, 1995

8 meetings

Fee : \$1,200

English supplemented with Cantonese when necessary.

1704. 藥用植物學基礎課程 (Basic Course in Medical Botany)

本課程旨在介紹中藥基源植物的基本知識，使有志學習、使用或研究中國傳統藥物者，對作為中藥的基源植物，有一基本的及系統的知識，為進一步深入研究，建立一良好的基礎。課程內容包括形態學(Morphology)：根、莖、葉、花、果實及種子的外部形態介紹；解剖學(Anatomy)：根、莖、葉、花、果實及種子的內部構造；及分類學(Taxonomy)：香港藥用植物的分類方法及拉丁文學名認識。

本課程適合現為香港執業的中醫師、中藥從業員及對藥用植物學有興趣的人仕修讀。

主 講 人：關培生先生

地 點：香港大學本部大樓7室

時 間：一九九五年三月二日起每星期四下午七時三十分至九時

全期學費：八百元 (共十二講)

1705. 人體呼吸系統的生理與疾病 (Physiology and disorders of Human Respiratory Systems)

人可以缺少食物達數星期之久而不致死亡，但設若缺少水份只能維持數天的生命，而停止呼吸則最多只能支持數分鐘，可見呼吸對生命的重要。在工作中或日常生活裡氣體中毒主要是指呼吸系統中毒，嚴重時在毫無預感之下突然失去知覺而導致死亡。這類意外時有發生，皆因對呼吸認識不足所致。本課程主要講解人體呼吸系統的解剖，生理，病理，藥理以及呼吸疾病方面的知識由淺入深做一個全面而概括的介紹，使參加者對呼吸系統有整體的認識。

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

主 講 人：王紀慶醫生

地 點：香港大學邵逸夫樓209室

時 間：一九九五年二月廿七日起每星期一下午八時至九時三十分

全期學費：三百七十元 (共十講)

1706. 嬰兒的護理 (The First Two Years of Life)

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

主 講 人：香港兒科醫學會會員

主持導師：李明真醫生

地 點：香港大學專業進修學院市區中心17室(信德中心西翼九樓)

時 間：一九九五年三月十日起每星期五下午八時至九時三十分

全期學費：三百七十元 (共十講)

1707. 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徵，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、過濾性病毒、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、紅內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仕修讀。

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15室（信德中心西翼九樓）
時 間：一九九五年四月廿八日起每星期五下午八時至九時三十分
全期學費：二百五十元（共五講）

1708. 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：一九九五年五月廿三日起每星期二下午六時十五分至七時四十五分
全期學費：二百五十元（共五講）

1709. Management of Urgent Health Problems

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

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

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

Date : Mondays, 8.00-9.30 p.m., commencing March 6, 1995

12 meetings

Fee : \$490



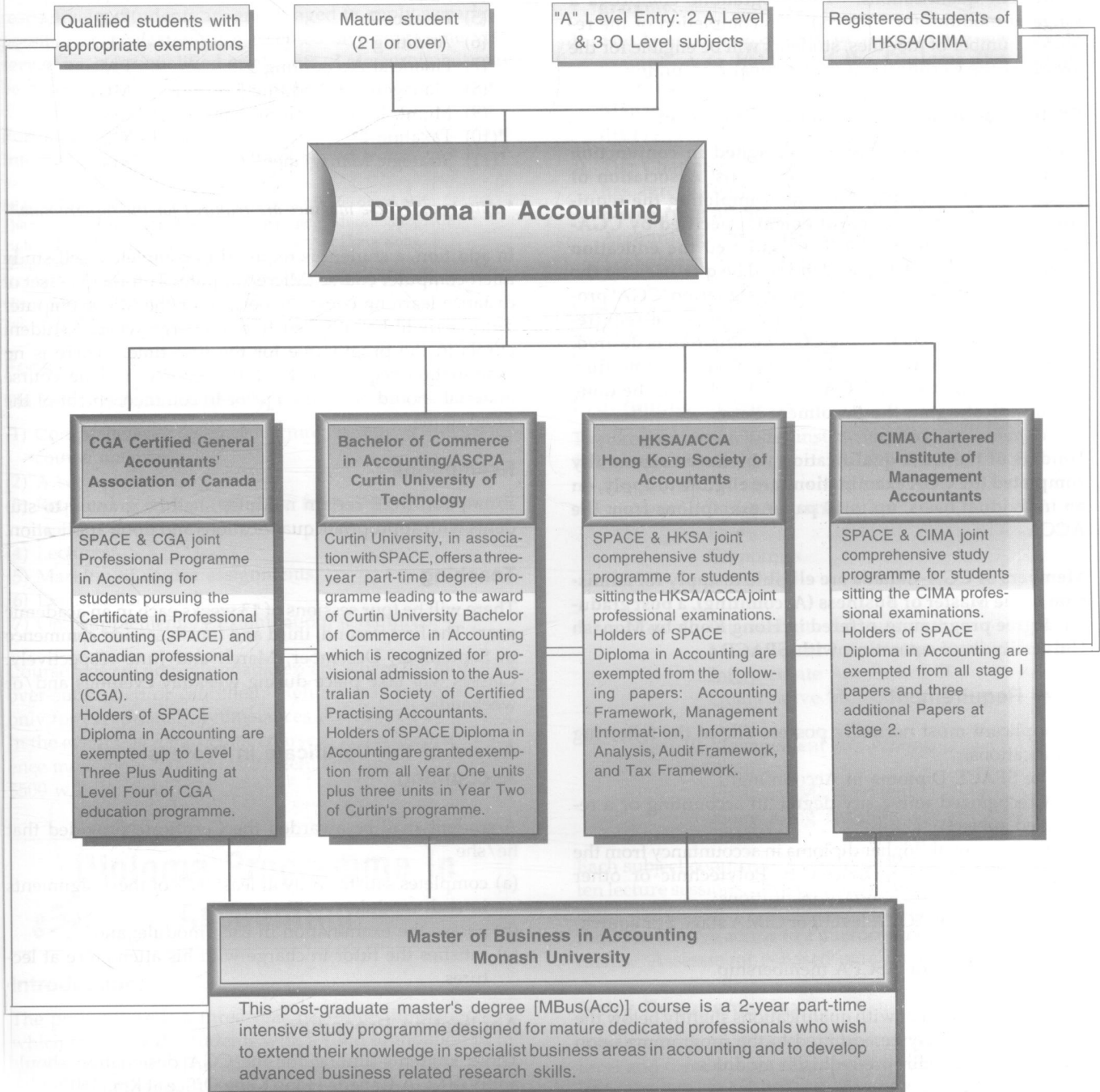
中醫進修證書課程上課情況

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, City Polytechnic or other equivalent post-secondary institutions;
- (4) Completion of ACCA level 2 or CIMA stage 2 or equivalent; or
- (5) ACCA, CIMA or ACPA 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 Accountin 4	- FA4
(5) Finance 2	- FN2
(6) Auditing 2	- AU2
*(7) Financial Accounting 5	- FA5
*(8) Management Auditing 1	- MU1
*(9) Mgmt. Information Systems 2	- MS2
*(10) Taxation 2	- TX2
*(11) Strategic Management 1	- ST1

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

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

Exemptions

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

Teaching

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

Award of the Certificate in Professional Accounting

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

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

Application Procedure

Those students aiming for the CGA designation should apply to CGA-Canada Hong Kong Office at Rm. 1601, Shun Tak Centre, West Tower, 200 Connaught Rd. Central, Hong Kong for an evaluation of exemptions prior to enrolment in this programme and submit the Confirmation of Exemption Status with the Enrolment Form. Students should allow at least two weeks for the evaluation process. A special application form for CGA evaluation is contained in the book-

let 'CGA-Canada International Calendar' obtainable from SPACE.

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

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

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

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 Professional and Continuing Education (SPACE) University of Hong Kong Rm 1, G/F, University Main Bldg Pokfulam Road Hong Kong Tel 2859 2791
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Fees

The fee for 1994/95 is HK\$4600 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 21 years of age or over may be admitted under the mature-student category. A university degree or a diploma from a recognised post-secondary institution will also satisfy the entry requirements.

Exemption:

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

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

Teaching:

The first term of the 1994/1995 academic year will commence in September 1994 and end in December 1994. The second term will commence in January 1995 and end in April 1995. The summer term will commence in May 1995 and end in August 1995. Classes will be held twice a week in the evenings or Saturday afternoons.

Award of the Diploma in Accounting:

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

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

Application Procedure:

Complete and return to SPACE a special application form for the Diploma Programme in Accounting. The closing dates for application are August 31, 1994 for the first term, December 15, 1994 for the second term and April 15, 1995 for the summer term, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from:

- | | |
|---|--|
| 1. 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 | 2. School of Professional and
Continuing Education (SPACE)
The University of Hong Kong
Rm.1, G/F., University Main Bldg
Pokfulam Road
Hong Kong
Tel: 2859 2791 |
|---|--|

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

Fees:

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

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

The fee for Year 2* and Year 3# modules is **HK\$3,500** per module which includes:

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

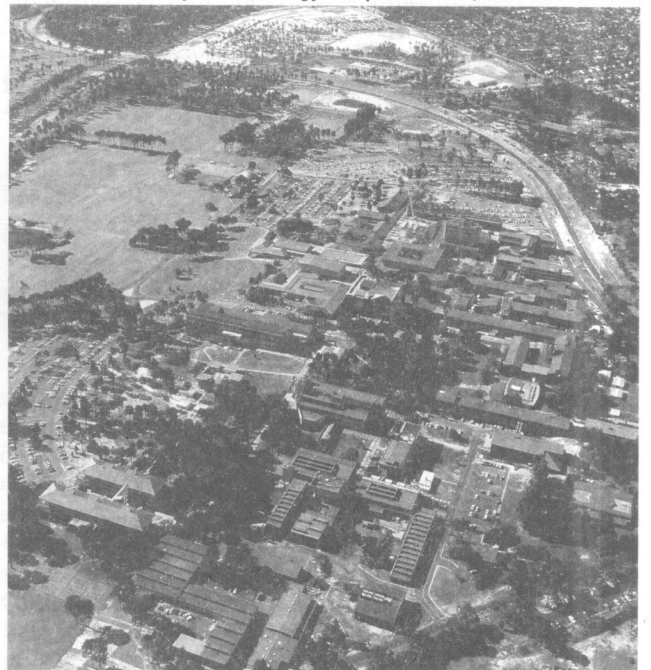
* Most of the Year 2 and Year 3 modules require the use of a computer for study purpose.

Starting in September, 1995, students enrol in any module using the CGA study materials are required to pay \$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\$2,700**, but the course material and text book will have to be purchased by the students.

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

The Curtin University of Technology Campus in Perth, Western Australia



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 April 1995. Classes are expected to commence in July 1995.

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

Please write in for a detailed prospectus enclosing a \$1.7 stamped self-addressed envelope to Curtin Programme, School of Professional and Continuing Education, University of Hong Kong, Suite 1504-5, 15/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong or call 2858 4515.

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

Application Procedure

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

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

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

Hong Kong Society of Accountants (ACCA) – Joint Examination Scheme

Joint Accountancy Programme

Introduction

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

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

At the end of the lecture series, a review session for each course will be provided to interate 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 5:30p.m. on Saturday afternoons.

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

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

Lectures are tentatively set to commence in the week of March 6, 1995. The detail timetable will be sent to enroled students in late February 1995.

Course Fees

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

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

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

Application Procedure

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

1. A maximum of four papers can be taken at any one sitting drawn from two consecutive stages (except that Module F{papers 12, 13 and 14} cannot be taken until the Certificate Stage has been completed).

2. All papers (except for exempted or passed papers) in a module must be attempted at the same sitting.
3. Modules must be taken in the order specified."

Application forms can be obtained in person from:

- | | |
|--|--|
| 1 SPACE Town Centre
The University of Hong Kong
Suite 1504-5, 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 |
|--|--|

Information about this Programme and application forms may be requested by mail to the SPACE Town Centre (address shown above), enclosing a \$1.00 stamped self-addressed envelope marked "Joint Accountancy Programme".

Enquiries

Enquiries should be made to SPACE(HKSA Programme) at Tel. No. 28584515

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)
<i>Strategic Marketing Management</i>
<i>International Marketing Environment</i>
<i>International Market Entry & Development</i>
<i>International Marketing Management</i> | 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 (18 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:

	<u>Continuous Assessment</u>	<u>Final Examination</u>
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 1994/95 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.

A fee schedule is listed below:

	Normal Route	Pre-entry Route
Option I: Single Payment	£7,500	£7,700
Option II: Double Payments	£3,900	each £3,900 & £4,100

There is a \$100 application fee (cheque should be crossed and made payable to "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:-

- | | |
|---|---|
| 1) SPACE Town Centre
Suite 1504-5, 15/F
Shun Tak Centre, West Tower
200 Connaught Road Central
Hong Kong
Tel. No.: 2858 4515 | 2) School of Continuing Education
Hong Kong Baptist College
4/F, Kai Fong Welfare Association Bldg
136A Nathan Road
Kowloon
Tel No.: 2721 1911 |
|---|---|

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 "University of Hong Kong").

Diploma Programme in Marketing



Introduction:

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

Programme Structure:

The programme includes instruction and assessment in the following modules:

Compulsory : Marketing Planning and Control
Marketing Management

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

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

Entry Requirement:

Applicants should possess

- 1) a recognized degree in 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 1994/95 academic year, the fee for each module is HK\$2,650 which includes:

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

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

Award of the Diploma in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE/HKU. The closing dates for the application for enrolment are **August 26, 1994 for the first term, December 15, 1994 for the second term and April 15, 1995 for the summer term** but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from:

School of Professional & Continuing Education
The University of Hong Kong
Suite 1504-5, 15/F
Shun Tak Centre, West Tower
200 Connaught Road Central
Hong Kong
Tel: 2858 4515

Certificate Programme in Marketing



Introduction:

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

University Recognition:

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

Programme Structure:

The programme includes instruction and assessment in the following modules:

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

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

Entry Requirement:

Applicants with age over 18

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

Applicants with age over 21

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

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

Exemption:

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

Course Fees:

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

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

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

Award of the Certificate in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE. The closing dates for application are **August 30, 1994 for the first term, December 15, 1994 for the second term and April 15, 1995 for the summer term**, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from:-

- | | |
|---|---|
| 1. 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 | 2. School of Professional and
Continuing Education (SPACE)
The University of Hong Kong
Rm 1, G/F, University Main Bldg
Pokfulam Road
Hong Kong
Tel: 2859 2791 |
|---|---|

Certificate in Administrative Management and Diploma in Administrative Management



Applications are invited for enrolment in courses offered by the School of Professional and Continuing Education (SPACE), University of Hong Kong, commencing in January, 1995 to prepare students for the Institute of Administrative Management(IAM) examinations in June 1995 for the Certificate in Administrative Management and Diploma in Administrative Management. (The Certificate in Administrative Management and Diploma in Administrative Management will be converted to Diploma in Administrative Management and Advance Diploma in Administrative Management commencing from July 1995.)

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

The Institute of Administrative Management, UK and Administrative Management

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

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

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

Professional Recognition

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

Study Programme

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

Structure of Programme

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

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

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

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

Plus Two option modules:

- Facilities Management
- Financial and Quantitative Methods
- Office Automation

Entry Requirement

Certificate in Administrative Management:

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

Diploma in Administrative Management:

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

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

Exemption

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

Fees

The fee is HK\$1,550 per module for the Certificate Programme and HK\$2,200 per module for the Diploma Programme, which includes lectures and marking of assignments but does not include course materials.

Examinations and Certificates

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

Application Procedure

Further information and special application form can be obtained from:

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 Professional and Continuing Education The University of Hong Kong Rm. 1, G/F, University Main Bldg Pokfulam Road Hong Kong Tel: 2859 2791
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DIPLOMA PROGRAMME IN REAL ESTATE ADMINISTRATION

Applications will be invited in July 1995 for enrolment in a Diploma Programme in Real Estate Administration. The course has been designed by the School of Professional and Continuing Education (SPACE) in association with the Society of Hong Kong Real Estate Administrators (SHREA) and the next enrolment will commence in Autumn 1995.

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

Please write in for details enclosing a \$1.7 stamped self-addressed envelope (9" x 12") to SPACE/HKU, **Diploma Programme in Real Estate Administration**, Suite 1504-5, Shun Tak Centre, West Tower, 200 Connaught Rd. Central, Hong Kong.

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.

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

For 1994/1995 academic year, the fee level is HK\$9,000 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 application form for this Certificate Programme, completed;
- photostatic copies of relevant academic documents;
- employment references, if required; and
- a crossed cheque for HK\$9,000 payable to "The University of Hong Kong".

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 Professional and Continuing Education (SPACE) University of Hong Kong Rm. 1, G/F, University Main Bldg Pokfulam Road Hong Kong Tel. 2859 2791
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Further information about this programme may be obtained from School of Professional and Continuing Education, the University of Hong Kong (Tel: 2858 4515).

1721. 中國對外經濟貿易研討會 (Seminar: China Trade and Investment)

研討會將於一九九五年三月初在香港和廣州舉行，為期一星期。星期一和星期三晚上六時半至九時半在香港講學兩次。講學內容著重一九九二年春天鄧小平南巡以來，中國對外開放的新格局，對外貿易經營管理的新變化，利用外資的新措施（包括房地產、金融、商業等第三產業如何利用外資）。周末（星期五、六和星期日）到廣州考察和進行研討，由內地外經貿部門的官員和企業家演講，並與眾學員交談。目的在於研討中國改革開放後，特別是一九九二年加快改革開放以來，對外貿易與利用外資等方面的發展、變化，對外經濟貿易現行的體制、政策和法律、以及對中國進行貿易和投資的操作技巧。

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

全期學費：三仟二百元（往返廣州的交通費和在廣州的食宿費用，均由學員自費）

Short Course/HKSA

Course Nos. 1722 to 1726 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.

1722. 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 February 18, 1995

12 meetings

Fee : \$500

Medium of Instruction: Cantonese supplemented with English where appropriate

1723. Advanced Financial Accounting

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

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

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

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

Venue : Room 121, University Main Building.
Date : Saturdays, 2.30-5.30 p.m., commencing February 18, 1995

16 meetings Fee : \$1,400

Medium of Instruction: Cantonese supplemented with English where appropriate

1724. 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 February 18, 1995

12 meetings Fee : \$920

Medium of Instruction: Cantonese supplemented with English where appropriate

1725. 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.

Venue : Room 141, University Main Building.
Date : Saturdays, 2.30-5.00 p.m., commencing February 18, 1995

16 meetings Fee : \$1,000

Medium of Instruction: Cantonese supplemented with English where appropriate

1726. 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 February 18, 1995

14 meetings Fee : \$940

Medium of Instruction: Cantonese supplemented with English where appropriate

1727. 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：一九九五年二月十五日起每星期三下午七時十五分至九時十五分

全期學費：六百六十元（共十二講，限收四十五人）

1728. 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 February 15, 1995

10 meetings Fee : \$440

Medium of Instruction: Cantonese supplemented with English where appropriate

1729. Elementary Book-keeping and Accounts

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

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

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

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

Date : Saturdays, 2.30-5.30 p.m., commencing February 18, 1995

15 meetings Fee : \$940

Medium of Instruction: Cantonese supplemented with English where appropriate

1730. 香港稅務：原理與實際應用 (Hong Kong Taxation: Principles and Practical Procedures)

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

主 講 人：余汝健先生 C.P.A., F.H.K.S.A., A.A.S.A., A.T.I.H.K.
地 點：香港大學專業進修學院市區中心11室（信德中心西翼九樓）

時 間：一九九五年二月十五日起每星期三下午六時十五分至七時四十五分

全期學費：六百四十元（共十五講）

由於專門術語為本，學員須具有英語知識。

1731. 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 February 17, 1995

9 meetings Fee : \$600

Medium of Instruction: English supplemented with Cantonese where appropriate

IN-HOUSE TRAINING COURSES

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

I. Introductory Courses

The Principles and Applications of Microcomputers (CIT 001)

This course is designed to provide exposure to various aspects of microcomputers which are essential to effective operations in a modern office. Emphasis will be put on the understanding of the software packages and the basic principles rather than the detailed manipulation of a particular software.

Topics include: Basic components of a microcomputer, input/output devices, operating system concepts, word processing, desk top publishing, spread sheet, database, programming language (BASIC), office network, Chinese word processing, and case studies.

Enrolment is limited to 20

Tutor-in-charge: W.K. Kwan, B.Sc.(Eng.), M.Phil.(H.K.),
C.Eng., M.A.C.M., M.B.C.S, M.H.K.I.E.
S.Y. Leung, B.Sc., M.Phil., M.B.A. (H.K.),
C.Eng., M.B.C.S..

Venue : Room 7, University Main Building, HKU

1741. (Workshop) Room 101, Run Run Shaw Bldg., HKU
Date : Wednesdays, 6.30-9.00 p.m., commencing June 14, 1995
(Workshop) Tuesdays, 6.00-7.30 p.m., June 27, 1995

1742. (Workshop) Room 101, Run Run Shaw Building, HKU
Date : Wednesdays, 6.30-9.00p.m., commencing June 14, 1995
(Workshop) Tuesdays, 7.30-9.00p.m., June 27, 1995

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

Medium of Instruction: Cantonese supplemented with English terminologies

教師實用電腦綜合課程視窗應用 (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)

1743. 一九九五年二月廿四日起逢星期五下午七時至九時三十分

1744. 一九九五年三月廿三日起逢星期四下午七時至九時三十分

全期學費：二千六百四十元正 (共十二講)

教師可獲教育署退還半費。詳參第vi頁。

1745. 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：一九九五年二月十二日起每星期日九時至十二時

全期學費：四千二百元正 (共十六講)

教師可獲教育署退還半費。詳參第vi頁。

Introduction to Personal Computer and DOS

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

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

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

- 1746.** Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon. (Workshop) Wednesdays, 6.30-9.30 p.m., February 22, 1995
- 1747.** Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong (Workshop) Thursdays, 6.30-9.30 p.m., April 6, 1995
- 1748.** Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong (Workshop) Fridays, 6.30 - 9.30 p.m., June 9, 1995

2 workshops Fee : \$550

Medium of Instruction: English for Course 1748
Cantonese supplemented with
English terminologies for
Courses 1746-1747

Each student will be assigned to use one microcomputer.

Remarks : a) Courses 1747 and 1748 are limited to 16.
b) Course 1746 is limited to 17.

Powerful DOS Commands and Techniques

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

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

Enrolment is limited to 17

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

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

- 1749.** Wednesdays, 6.30-9.30 p.m., March 15, 1995
- 1750.** Mondays, 6.30-9.30 p.m., May 1, 1995

4 workshops Fee : \$1.200

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

Each student will be assigned to use one microcomputer.

Medium of Instruction: English for Course 1749.
Cantonese supplemented with
English terminologies for
Course 1750

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

- 1751.** Mondays, 6.30-9.30 p.m., February 20, 1995
- 1752.** Tuesdays, 6.30-9.30 p.m., May 2, 1995

2 workshops Fee : \$550

Introduction to UNIX

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

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

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

Enrolment is limited to 16

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

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

1753. Thursdays, 7.00-9.00 p.m., commencing March 9, 1995
(Workshop) Mondays, 6.00-8.00 p.m., March 27, 1995

1754. Thursdays, 7.00-9.00 p.m., commencing March 9, 1995
(Workshop) Mondays, 8.00-10.00 p.m., March 27, 1995

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

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

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

1755. Understanding and Repairing your PC

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

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

Enrolment is limited to 36

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

Venue : Room 230, Knowles Building, HKU
Date : Fridays, 7.00-9.30 p.m., commencing April 21, 1995

9 meetings Fee : \$830

Medium of Instruction: Cantonese supplemented with
English terminologies

1756. 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 May 3, 1995

6 meetings Fee : \$440

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

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

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

Enrolment is limited to 16

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

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

1757. Mondays, 6.30-9.00 p.m., March 6, 1995

1758. Saturdays, 2.00-4.30 p.m., May 20, 1995

6 workshops Fee : \$1,100

Each student will be assigned to one microcomputer.

II. Application Software

1759. 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).

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

Venue : Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong
Date : Fridays, 7.00-10.00 p.m., February 24, 1995

6 workshops Fee : \$1,400

Each student will be assigned to one microcomputer.

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, HKU

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

1760. Tuesdays, 7.00-10.00 p.m., May 23, 1995

1761. Saturdays, 9.30-12.30 p.m., May 6, 1995

6 workshops Fee : \$1,540

Each student will be assigned to one microcomputer.

Medium of Instruction: English for Course 1760.
Cantonese supplemented with English terminologies for Course 1761.

1762. 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. paragraphic 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, University of Hong Kong

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 : Saturdays, 2.00-5.00 p.m., May 27, 1995

6 workshops Fee : \$1,540

1763. 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 : Room 2, SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]

Date : Mondays, 6.30-9.30 p.m., March 13, 1995

4 workshops Fee : \$1,100

Students are not required to have prior computer knowledge.

1764. 中文MS-WINDOWS與文書處理

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、文字與插圖合并排版、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4樓

時 間：一九九五年三月三日起每星期五下午八時十分至十時十分

全期學費：一千零五十元正 (共六講)

1765. 中文MSWord實習班初階 (Introduction to Chinese MS Word for Windows)

MS Word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 (炮台山地鐵站)

時 間：一九九五年二月二十五日起逢星期六下午二時至五時

全期學費：一仟四百元正 (共五講)

Windows Applications Development using Visual Basic

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

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

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

Tutor : 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

1766. (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., February 22, 1995

1767. (Workshop) Room 808, K.K. Leung Building, HKU

Date : (Workshop) Wednesdays, 6.30-9.30 p.m., April 26, 1995

7 workshops

Fee : \$1,500

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

a) Course 1766 is limited to 20.

b) Course 1767 is limited to 18.

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)]

1768. (Workshop) Fridays, 6.30-9.30 p.m., February 24, 1995

1769. (Workshop) Mondays, 6.30-9.30 p.m., April 10, 1995

3 workshops

Fee : \$880

Introduction to Microsoft Access

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

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

Syllabus: Concepts of Database and Access Objects, Designing, Creating and Opening a Database, Changing and Customizing Tables, Entering, Importing and Exporting Data, Generating SQL Statements using Query Design, Creating a Screen Form with Form Wizard, Writing reports with 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)]

1770. (Workshop) Fridays, 6.30-9.30 p.m., March 24, 1995

1771. (Workshop) Wednesdays, 6.30-9.30 p.m., April 19, 1995

4 workshops

Fee : \$1,100

1772. 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., June 22, 1995

2 workshops

Fee : \$550

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

LOTUS 1-2-3 (CIT 102)

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

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

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

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

1773. Tuesdays, 6.30-9.00 p.m., February 21, 1995

1774. Fridays, 6.30-9.00 p.m., June 9, 1995

8 workshops

Fee : \$1,430

Medium of Instruction: English for Course 1774.

Cantonese supplemented with English terminologies for Course 1773.

Each student will be assigned to one microcomputer.

1775. 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 : Room 523, Knowles Building, HKU

Date : Mondays, 6.30-9.30 p.m., February 13, 1995

7 workshops

Fee : \$1,850

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

1776. Database Management using FoxPro 2.6 for Windows

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

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

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

Venue : 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., February 16, 1995

6 workshops

Fee : \$1,400

Participants are not required to have prior computer knowledge.

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

1777. Database Programming using FoxPro 2.6 for Windows

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

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

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

Enrolment is limited to 20

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

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

Date : Wednesdays, 6.30-9.30 p.m., June 21, 1995

7 workshops

Fee : \$1,630

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

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

1778. Introduction to dBASE III+ (CIT 103)

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

The syllabus includes: introduction to dBASE III+, dBASE III+ commands, simple file handling, report preparation, applications of dBASE III+. *Enrolment is limited to 16*

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

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

Date : Mondays, 7.00-9.30 p.m., May 1, 1995

8 workshops

Fee : \$1,430

No prior computer knowledge is required for this course.

Each student will be assigned to one microcomputer.

Programming in dBASE 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 20

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

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

1779. Wednesdays, 6.30-9.00p.m., commencing March 22, 1995
(Workshop) Mondays, 6.00-8.00p.m., April 3, 1995

1780. Wednesdays, 6.30-9.00p.m., commencing March 22, 1995
(Workshop) Mondays, 8.00-10.00p.m., April 3, 1995

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

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

Each student will be assigned to one microcomputer.

Introduction to dBASE IV (CIT 103)

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

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

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

1781. Room 4, Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon.
(Workshop) Fridays, 6.30-9.30 p.m., February 24, 1995

1782. SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong.
(Fortress Hill MTR Station)
(Workshop) Fridays, 6.30-9.30 p.m., May 5, 1995

7 workshops Fee : \$1,540

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

Each student will be assigned to use one microcomputer.

Medium of Instruction: English for Course 1782.
Cantonese supplemented with English terminologies for Course 1781.

Remarks : a) Course 1781 is limited to 17.
b) Course 1782 is limited to 20.

1783. Advanced dBASE IV

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

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

Enrolment is limited to 17

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

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

Date : Fridays, 6.30-9.30 p.m., April 28, 1995

5 workshops Fee : \$1,200

Pre-requisite: Participants are expected to have basic knowledge of dBASE III+ or dBASE IV.

Each student will be assigned to use one microcomputer.

1784. 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 : Whiz Club Ltd., 4/F., Kwong Ah Building, 114 Thomson Road, Wanchai, Hong Kong

Date : Fridays, 6.00-8.00 p.m., March 3, 1995

6 workshops Fee : \$1,050

Medium of Instruction: Cantonese supplemented with English terminologies

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

1785. 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 : Whiz Club Ltd., 4/F., Kwong Ah Building, 114 Thomson Road, Wanchai, Hong Kong

Date : Mondays, 8.10-10.10 p.m., February 13, 1995

6 workshops Fee : \$1,050

Medium of Instruction: Cantonese supplemented with English terminologies

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

III. Programming Languages

Microcomputer Programming for Beginners (CIT 105)

The course gives an introduction to microcomputers and programming for microcomputers. As BASIC is a popular language of communication for machines, the syllabus will include BASIC as the focal point for the discussion on programming. *Enrolment is limited to 20*

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

Venue : Room LG101, K.K. Leung Building, HKU
(Workshop) Room 101, Run Run Shaw Building,
HKU

1786. Fridays, 6.30-9.00 p.m., commencing April 7, 1995
(Workshop) Tuesdays, 6.00-8.00 p.m., April 25,
1995

1787. Fridays, 6.30-9.00 p.m., commencing April 7, 1995
(Workshop) Tuesdays, 8.00-10.00 p.m., April 25,
1995

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

Introduction to C (CIT 105)

C is a general purpose programming language that is not tied to any computer system. Its popularity and usage are increasing rapidly. The main merits of C are expressiveness

and effectiveness. It has the flow-control constructions required for well-structured programming.

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

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

Enrolment is limited to 16

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

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

1788. Wednesdays, 6.45-9.15 p.m., commencing May 24, 1995
(Workshop) Mondays, 6.00-8.00 p.m., June 5, 1995

1789. Wednesdays, 6.45-9.15 p.m., commencing May 24, 1995
(Workshop) Mondays, 8.00-10.00 p.m., June 5, 1995

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

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

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

1790. PC Assembly Language and Systems Programming (CIT 105)

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

PC users often need to program at a lower level in order to perform hardware specific tasks, such as disk and file utilities, software protection, graphics, etc., and to attain optimal performance. The course introduces concepts and techniques in programming PCs with Assembly Language through intense workshop classes. Interesting examples, demonstrations and exercises (with optional homework) are included. Comparison and interface between high level languages and assembly language are also discussed.

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

system calls; Introduction to programming with PC hardware and BIOS function calls. *Enrolment is limited to 16*

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

Venue : Room 2, SPACE Town Centre, Suite 1504-5, Shun Tak Centre, West Tower, 15/F., Hong Kong
Date : Wednesdays, 6.30-9.30 p.m., April 19, 1995

10 workshops Fee : \$2,400

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

IV. Computer Networking/ Data Communication

Introduction to Local Area Networks with Microcomputers

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

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

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

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

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

1791. Thursdays, 6.30-9.00 p.m., commencing February 16, 1995

(Workshop) Wednesdays, 6.15-8.00 p.m., March 1, 1995

1792. Thursdays, 6.30-9.00 p.m., commencing February 16, 1995
(Workshop) Wednesdays, 8.00-9.45 p.m., March 1, 1995

1793. Thursdays, 6.30-9.00 p.m., commencing May 4, 1995
(Workshop) Tuesdays, 6.15-8.00 p.m., May 16, 1995

1794. Thursdays, 6.30-9.00 p.m., commencing May 4, 1995
(Workshop) Tuesdays, 8.00-9.45 p.m., May 16, 1995

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

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

Administration of Local Area Networks

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

Syllabus: Principles of data communications; OSI and TCP/IP models; LAN topology; internetworking devices; router and bridge; LAN's connectivity to mini/mainframes; accounts management; Netware utilities; resources control; security control; backup and recovery; loading monitoring and control; system scripts and login scripts; applications design and management. *Enrolment is limited to 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 : Training Centre of Wealthland Consultants & Management Ltd. Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., H.K.

1795. Saturdays, 2.30-5.00 p.m., February 25, 1995

1796. Wednesdays, 6.30-9.00 p.m., March 1, 1995

8 workshops Fee : \$1,900

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

Medium of instruction: English for Course 1796
Cantonese supplemented with
English terminologies for
Course 1795

V. Computer Aided Design/ Drafting

1797. 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 March 4, 1995

12 meetings Fee : \$720

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 30*

Coordinator of AutoCAD Courses:

Ms Nancy Cheng Y W., B.A. (Yale), M Arch.
(Harvard), A.I.A., Lecturer, HKU.

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

Venue : Room 314, Knowles Building, HKU

1798. Mondays, Wednesdays and Fridays, 6.30-9.30 p.m.,
February 15, 17, 20, 22, 24, 1995

1799. Mondays, Wednesdays and Fridays, 6.30-9.30 p.m.,
March 1, 3, 6, 8, 10, 1995

1800. Mondays, Wednesdays and Fridays, 6.30-9.30 p.m.,
May 10, 12, 15, 17, 19, 1995

5 workshops Fee : \$1,480

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

Medium of Instruction: English for Course 1799
Cantonese with English
terminologies for course 1798
& 1800

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 30

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

Venue : Room 314, Knowles Building, HKU

1801. Mondays, Wednesdays and Fridays, 6.30-9.30 p.m.,
March 15, 17, 20, 22, 24, 1995

1802. Mondays, Wednesdays and Fridays, 6.30-9.30 p.m.,
June 14, 16, 21, 23, 26, 1995

5 workshops Fee : \$1,480

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

Medium of Instruction: English for Course 1802
Cantonese with English
terminologies for course 1801

1803. AutoCAD 3D

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

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

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

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

Venue : Room 314, Knowles Building, HKU

Date : Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., April 26, 28, May 1, 3, 5, 1995

5 workshops Fee : \$1,480

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

1804. AutoCAD Customisation

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

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

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

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

Venue : Room 314, Knowles Building, HKU

Date : Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., June 28, 30, July 3, 5, 7, 1995

5 workshops Fee : \$1,600

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

1805. 3D Studio Modeling and Rendering

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

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

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

Venue : Room 314, Knowles Building, HKU

Date : Tuesdays and Thursdays, 6.30-9.30 p.m., June 1, 6, 8, 13, 15, 20, 22, 27, 1995

8 workshops Fee : \$2,400

1806. 3D Studio Rendering and Animation

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

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

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

Venue : Room 314, Knowles Building, HKU

Date : Tuesdays and Thursdays, 6.30-9.30 p.m., June 29, July 4, 6, 11, 13, 1995

5 workshops Fee : \$1,480

1807. Intergraph Microstation 2D/3D Basic Operation

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

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

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

Venue : Room 314, Knowles Building, HKU
Date : Mondays, Wednesdays and Fridays, 6.30-9.30 p.m.,
March 29, 31, April 3, 7, 10, 12, 19, 21, 1995

8 workshops Fee : \$2,200

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

1808. Intergraph Microstation 2D/3D Advanced Operation

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

Topics include: symbol library, reference files and layers, 3D wireframe and surfaces, introduction to data exchange.
Enrolment is limited to 20

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

Venue : Room 314, Knowles Building, HKU
Date : Mondays, Wednesdays and Fridays, 6.30-9.30 p.m.,
May 24, 26, 29, 31, June 5, 7, 9, 1995

7 workshops Fee : \$2,200

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

1809. Introduction to Wavefront Visualization

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

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

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

Venue : Room 314A, Knowles Building, HKU
Date : Wednesdays, 6.30-8.30 p.m., March 22, 1995

8 workshops Fee : \$1,650

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

VI. System Analysis & Design/ Project Management

1810. Structured Systems Analysis and Design Method (SSADM)

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

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

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

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

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

Enrolment is limited to 30

Tutors : K. Huan, HD (H.K. Poly)
K. Chan, HD (H.K. Poly)
N. Hiw, HD (H.K. Poly)
P. Ngai

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

20 meetings Fee : \$2,400

1811. PRIMAVERA Project Management

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

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

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

Enrolment is limited to 22

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

Venue : Room 523, Knowles Building, HKU
Date : Mondays, 6.30-9.30 p.m., April 10, 1995

5 workshops

Fee : \$1,930

VII. Multimedia

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-in-charge: Mr. Reggie Wong, B.Sc.(Hull), Mr. Eric Liang, B.Eng.(Hull)

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

1812. Mondays and Tuesdays, 6.30-9.30 p.m., March 20, 21, 27, 28, 1995

1813. Mondays and Tuesdays, 6.30-9.30 p.m., May 15, 16, 22, 23, 1995

1814. Wednesdays and Thursdays, 9.30 a.m. - 5.00 p.m., April 19, 20, 1995

Fee : \$2,000

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.

Remarks : Course 1812 and 1813 have 4 workshops.
Course 1814 has 2 workshops.

VIII. Chinese Computing

1815. 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：一九九五年六月十日起每星期六下午二時三十分至五時

全期學期：六百元正（共十講）

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

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

主 講 人：陳耀輝先生

地 點：九龍彌敦道136號A，尖沙咀街坊福利會2字樓4室

1816. 一九九五年四月二十七日起每星期四下午六時三十分至九時三十分

1817. 一九九五年六月十五日起每星期四下午六時三十分至九時三十分

全期學費：一千三百八十元正（共六講）

IX. Object Oriented Approach

1818. 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. *Enrolment is limited to 20*

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

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, 6.45-8.45 p.m., commencing April 6, 1995

5 meetings

Fee : \$440

1819. Introduction to C++

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

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

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

Enrolment is limited to 20

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

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

Date : Wednesdays, 6.30-9.30 p.m., commencing May 24, 1995

4 meetings

Fee : \$550

X. Day Time Intensive Courses

(HONG KONG PLAZA)

Introduction to Personal Computer and DOS

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

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

Tutor-in-charge : Zwicky Cheung, B.Sc.(HKU)

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

1820. Mondays, Wednesdays and Fridays, 1.00 - 2.00 p.m., March 1, 1995

1821. Mondays, Wednesdays and Fridays, 4.00 - 6.00 p.m., June 5, 1995

Fee : \$600

Remarks: a) Course 1820 has 6 workshops.
b) Course 1821 has 3 workshops.

Introduction to WordPerfect 5.1 (CIT 101)

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

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

Tutor-in-charge : Zwicky Cheung, B.Sc.(HKU)

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

1822. Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., May 31, 1995

1823. Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., March 1, 1995

Fee : \$1,200

Remarks: a) Course 1822 has 12 workshops.
b) Course 1823 has 6 workshops.

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

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

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

Tutor-in-charge : Zwicky Cheung, B.Sc.(HKU)

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

1824. Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., March 17, 1995

1825. Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., May 1, 1995

Fee : \$1,200

Remarks: a) Course 1824 has 12 workshops.
b) Course 1825 has 6 workshops.

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

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

主 講 人：張文浩先生

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

1826. 一九九五年五月一日起每星期一、三、五下午一時至二時（共十二講）

1827. 一九九五年三月十七日起每星期一、三、五下午四時至六時（共六講）

全期學費：一千二百元正

(FORTRESS HILL CENTRE)

Introduction to Personal Computer and DOS

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

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

Tutor-in-charge: Dr Bruce Cheung

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

1828. Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., April 3, 1995

1829. Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., June 26, 1995

Fee : \$600

Remarks: a) Course 1828 has 6 workshops.
b) Course 1829 has 3 workshops.

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

本課程著重介紹目前市面流行之中文輸入法——倉頡輸入法，並介紹「倚天」中文系統之特點、造字系統及文書處理之有關技巧：字體之轉換、表格製作及該中文系統之有關列印指令等。課程包括充足實習時間讓學員掌握中文輸入。（限收二十人）

負責人：張少能先生

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

1830. 一九九五年六月五日起每星期一、三、五下午一時至二時（共十二講）

1831. 一九九五年四月三日起每星期一、三、五下午四時至六時（共六講）

全期學費：一千二百元正

Microsoft Word for Windows (CIT 101)

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

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

Enrolment is limited to 20

Tutor-in-charge: Bruce Cheung

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

1832. Mondays, Wednesdays and Fridays, 1.00-2.00 p.m., May 1, 1995

1833. Mondays, Wednesdays and Fridays, 4.00-6.00 p.m., June 5, 1995

Fee : \$1,100

Students are not required to have prior computer knowledge.

Remarks: a) Course 1832 is limited to 12 workshops
b) Course 1833 is limited to 6 workshops

XI. Qualitative Research

1834. Successful Qualitative Research

Information and data are essential to successful research. While any research program requires an in-depth background knowledge of the information that has already been generated in the particular field of interest, it is imperative also to test and further the limits of understanding.

An excellent and practical way of gathering original data is through qualitative research, i.e. surveys and interviews. Straightforward as surveying and interviewing sound, this is often not so. The failure to adhere to a rigorous methodology and maintain a controlled environment can produce disastrous and meaningless results.

This is a beginners' course in qualitative research theory and techniques. It is a practical course in which participants will be encouraged to focus their ideas, and design and produce appropriate survey and interview materials. It is suited to students and practitioners in marketing, business, and the social sciences.

NO background in qualitative research is required.

Syllabus: Types of survey, survey methodologies, survey and interview, implementation of research program, interpreting and producing results, result presentation.

Enrolment is limited to 22

Tutor : Robin Gauld, MA, BA(Hons)(Wellington), Cert ELTA.

Venue : Room 523, Knowles Building, HKU

Date : Mondays, 6.45-9.15 p.m., commencing May 29, 1995

8 meetings

Fee : \$650

Participants are welcome to bring an idea for qualitative research, the proposal may be discussed in the meeting if it is appropriate and time permits.

XII. SPACE Certificate Courses

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

本課程主要講述倉輸入法及常用中文電腦的應用，內容包括：
(一) 個人電腦的基本概念；(二) 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、Lotus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

1835. (限收二十二人)

講授課程：一九九五年二月二十七日起逢每星期一下午七時至九時，香港干諾道中200號信德中心西翼(9)字樓13室

實習課程：一九九五年三月二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)

1836. (限收十八人)

講授課程：一九九五年二月二十七日起逢每星期一下午七時至九時，香港干諾道中200號信德中心西翼9字樓13室

實習課程：一九九五年三月三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：每班三千八百五十元 (包括上課時所用之磁碟及講義)

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

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

(本課程與香港生產力促進局合辦)

Certificate Course in Digital Computer Programming

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

Syllabus:

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

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

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

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

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

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

Enrolment is limited to 20

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

Venue : Room G3, James Hsioung Lee Science Building, HKU

(Workshop) Room 134, Old Library Building, HKU

1837. Mondays, 8.10-9.40 p.m., commencing March 27, 1995

(Workshop) Thursdays, 6.00-8.00 p.m., April 6, 1995

1838. Mondays, 8.10-9.40 p.m., commencing March 27, 1995

(Workshop) Thursdays, 8.00-10.00 p.m., April 6, 1995

28 meetings & 25 workshops

Fee : \$5,300

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

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

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. Closing date for application: March 10, 1995.

1839. Certificate Course in Database Design and Management

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

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

Enrolment is limited to 16

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

Venue : Room 230, Knowles Building/Room LG101, K. K. Leung Building, HKU
(Workshop) Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186-191 Connaught Road W., HK.

Date : Wednesday, 6.30-9.30 p.m. May 10, 17, 1995 at Knowles Building, HKU & Fridays, 6.30-9.30 p.m., commencing May 26, 1995 at K.K. Leung Building, HKU
(Workshop) Wednesdays, 6.00-10.00 p.m., May 24, 1995

16 meetings & 12 workshops

Fee : \$5,500

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

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

Please use special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. Closing date for applications: 21 April, 1995.

Certificate Course in Advanced UNIX

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

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

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

In this course, philosophical issues, architectural perspective and details of actual implementation of the UNIX operating systems will be addressed. The C language, in which the UNIX is implemented, will be the main programming language used for all programming lectures and workshops. The UNIX programming philosophy, which permits complex programs to be built from simpler programs, will also be conveyed. Wherever appropriate, the differences in UNIX implementations will be highlighted. Intended audiences include computer administrators, programmers, professionals, as well as business managers and executives who require knowledge of UNIX internals.

Syllabus:

UNIX System Architecture

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

UNIX Programming Environment

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

UNIX Communication

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

UNIX Networking

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

System Administration and Security

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

The X Window system

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

Enrolment is limited to 17

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

Tutors : William K.P. Chan, B.Sc.(H.K.)
T.Y. Sin, B.Sc. (H.K.)
Daniel H.F. Hung, M.Phil.(H.K.)

Venue : Room 230, Knowles Building, HKU
(Workshop) Room 835, Knowles Building, HKU

1840. Mondays, 6.30-9.30 p.m., commencing April 3, 1995
(Workshop) Wednesdays, 6.00-8.00 p.m., May 10, 1995

1841. Mondays, 6.30-9.30 p.m., commencing April 3, 1995
(Workshop) Wednesdays, 8.00-10.00 p.m., May 10, 1995

26 meetings & 28 workshops

Fee : \$7,500

Entry Qualification: This course is an advanced course. Participants are assumed to have a solid background in computer principles and applications, UNIX and C programming. Enrolment is by selection. Closing date for applications: March 18, 1995.

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

Assessment:

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

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

XIII. Academic Award/ Professional Training Programmes



1842. Postgraduate Certificate Course in Computing Studies

Part I: Tuition in Hong Kong

(Additional UNIX workshops will be arranged as necessary).

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

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

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

Students passing the two papers in Part I will spend 4 weeks from January 29 to February 24, 1996 inclusive at the University of Melbourne in Australia. This will be a period of intensive practical activity and will provide students with an opportunity to obtain experience with advanced computer systems.

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

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

Tuition Fee: HK\$ 25000 (for Part I & Part II)

Course Directors: Mr. Danny Tang, Head of Information Technology, The Hong Kong Institute of Education. Assoc.

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

Introduction

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

The course syllabus is partly derived from that of the Graduate Diploma in Computing Studies at the University of Melbourne in Australia. This Graduate Diploma (a three-semester (1.5 years) to five-semester (2.5 years) programme) has been offered for more than a decade and is widely respected throughout the world as one providing an excellent foundation for computer professionals. Many of its graduate now occupy senior positions in the computer industry.

Academic Standing

Holders of the Postgraduate Certificate in Computing Studies from the School of Professional and Continuing Education will be deemed by the University of Melbourne to have partially fulfilled the requirements of the Graduate Diploma in Computing Studies offered by that University (holders of the Postgraduate Certificate will be deemed to have completed the first half of the Graduate Diploma programme).

Travel and Accommodation

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

Entry 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. Opportunities will be available for students to use advanced UNIX systems in Melbourne for project development.

Award of the Postgraduate Certificate in Computing Studies:

Students will be awarded a Certificate provided that:

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

Application

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

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

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

Closing date for application: January 18, 1995.

Interested persons are invited to attend an information session on January 7, 1995 (Saturday), 2.00p.m. at Room 17, 9/F., Shun Tak Centre.

Further Studies:

1. A student enrolled on the Postgraduate Certificate of Computing Studies at the School of Professional and Continuing Education, University of Hong Kong may apply (with evidence of satisfactory progress in the Postgraduate Certificate course) for enrolment in the Graduate Diploma in Computing studies in the University of Melbourne and, after payment of the appropriate fee (currently AUS\$6,300) to the University of Melbourne, complete the Graduate Diploma in the period March 1996 - June 1996 (inclusive) at the University of Melbourne. The closing date for applications to enrol in the Graduate Diploma in Computing Studies, Melbourne University for this 4-month completion period is October 1995
2. Holders of the Postgraduate Certificate in Computing Studies may enrol in the second half of the Graduate Diploma programme at the University of Melbourne after paying the appropriate fee.

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

Date : Tuesdays, 6.30-9.30 p.m., commencing March 7, 1995
(Workshop) Thursdays, 6.00-10.00 p.m., March 23, 1995

24 meetings & 26 workshops Fee : \$25,000

Diploma in Information Technology



Introduction:

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

Course Structure:

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

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

Entry Qualifications:

Applicants should either:

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

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

Study Schedule and Fee:

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

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

Fee should be paid in two instalments, one in June and the other in February. The fee for the 94-95 programme is HK\$42,000 (first instalment: HK\$ 20,000; second instalment: HK\$ 22,000).

Exemptions:

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

Assessment:

Assessment will be based on the following:

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

Access to Further Studies:

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

Application (around April, 1995)

Details of course arrangement will be announced later. Persons interested in this course should send a self-addressed envelop to Ms Alice Wong, School of Professional & Continuing Education, University of Hong Kong.

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

Introduction

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

Entrance Requirements

To be eligible for admission, applicants should

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

The following qualifications are also acceptable for entry to the B.Sc.(Hons) in Computing and Information Systems:

- National Computing Centre International Diploma pass with credit;

Goldsmiths' College, University of London – the Lead School for Computing and Information Systems



- b) British Computer Society Examinations Part I (please also read "Exemptions");
- c) Hong Kong Vocational Training Council Diploma in Computing with 3 units pass with merit.

These qualifications satisfy the Entrance Requirements for this programme but do not automatically satisfy the general entrance requirements for other London University programmes.

Application with uncertain entrance qualifications will be referred to a Special Admission Panel of the University of London for consideration.

Course Structure and Content

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

Level 1: 4 compulsory full-units

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

Level 2: 4 compulsory full-units

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

Level 3: 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)
- Accounting information systems (1/2 unit)
- Information systems management (1/2 unit)
- Decision support and executive information systems (1/2 unit)
- Project (1 unit)

Examination

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

Course Tuition

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

Library Access

Students will be given a Library Borrower's card to access to the library facilities of the University of Hong Kong.

Teaching Venue

University of Hong Kong or other study centres to be announced nearer the time.

Fee

September 1994 - June 95

Course fee to SPACE (Fees are subject to change annually)	HK\$ 6,000 for one unit subject HK\$ 3,200 for half unit subject HK\$ 8,500 for Project
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Application fee to the University of London	£36
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Registration fee to the University of London	£359
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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 for exemption received, except for those where exemption is granted automatically (See paragraph 3 below). This fee is currently £50 for each full unit for which exemption is requested. The exemption application fee is not refundable, even if the exemption is not granted. Exemption applications will take a long processing time,

and those applicants are strongly advised to submit their applications as soon as possible.

3. Students must note that no exemption will be granted unless specific application has been made in accordance with the instructions in paragraph 6 of the General Regulations which should be read in conjunction with this Schedule.
4. Students who have the qualifications listed below will be given **automatic** exemption from the units indicated:
 - (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 - all Level 1 units (CIS 101-4).
 - (e) Hong Kong Polytechnic : 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.
5. The University gives notice that it reserves the right to review the exemptions policy in respect of the BSc degree in Computing and Information Systems each year.

Application forms and further details can be obtained from:

- | | |
|---|--|
| (1) SPACE Town Centre,
Suite 1005, 10/F,
Shun Tak Centre, West Tower,
200 Connaught Road Central,
Hong Kong.
(Tel. 559 7628) | (2) University Office,
Room 1, G/F.,
University Main Bldg.,
Pokfulam Road,
Hong Kong.
(Tel: 859 2418) |
|---|--|

XIV. Cambridge Information Technology Certificate

School of Professional and Continuing Education, The University of Hong Kong (SPACE), in collaboration with the University of Cambridge Local Examinations Syndicate (UCLES), operates the Cambridge Information Technology scheme in Hong Kong. UCLES and SPACE will issue Cambridge Information Technology Certificates to students who have successfully completed recognized SPACE courses.

Cambridge Information Technology (CIT)

Cambridge Information Technology is a modular scheme to assess competence in practical Information Technology skills. The scheme comprises a wide range of modules and students will receive a **certificate for each module**. Each certificate incorporates a summary of the skills the student

will have demonstrated in attaining the specified level of competence.

A student who has obtained **five** module certificates can apply for the "*Certificate in Information Technology*".

An award of the CIT Certificate signifies that the student will have shown his/her ability to perform the requisite tasks. CIT standards are built to specifications for all to see. The CIT certificate provides a recognized validation vehicle for practical Information Technology skills.

Information for Employers

The CIT scheme emphasises practical skills – it focuses on the practical applications of the skills being learned. A CIT certificate holder is not necessarily a computer expert, but he or she will have gained:

- practical experience in using computer applications
- an appreciation of how computers can be used to solve problems and facilitate routine tasks
- a general base of skills, which can be accumulated to meet particular requirements

To employers, the CIT scheme can be adopted as a **staff training and development programme** or as an indicator of an applicant's Information Technology skills.

How to Apply

If you have enrolled in a SPACE course which is designated as a CIT module and wish to apply for a CIT module certificate, or you have already obtained five CIT module certificates and wish to apply for the "Certificate in Information Technology", you should:

- (i) obtain an "Application for CIT Certificate" form from the School,
- (ii) complete and return the form to the School before the course ends, or in any case, within two months of the completion of the course,
- (iii) submit the application fee and a stamp-addressed envelope together with your application.

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

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

Available Modules

A) 001 Computer Literacy

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

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

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

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

B) 101 Word Processing

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

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

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

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

C) 102 Spreadsheets

SPACE courses to be designated as CIT module in Spreadsheets:

- Lotus 1-2-3
- SYMPHONY
- Introduction to Excel
- Certificate Course in Microcomputer Applications

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

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

D) 103 Databases

SPACE courses to be designated as CIT module in Databases:

- dBase III+ Workshop
- Introduction to dBASE III+
- Introduction to dBase IV
- Introduction to FoxBASE+
- Certificate Course in Microcomputer Applications

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

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

E) 105 Programming

SPACE courses to be designated as CIT module in Programming:

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

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

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

IN-HOUSE TRAINING COURSES

The School organises in-house training courses (for example, computer courses for Municipal Services Administration Staff). Institutes, Companies, Societies and Government Departments which are interested in arranging in-house training courses in Computer Studies for their employees/members should contact Miss Alice Wong (Tel. 2859 2418).

CONSTRUCTION MANAGEMENT

Lecturers in charge : *W.B. Howarth (Deputy Director - External)*
S.M. Rowlinson

Telephone: 2857 7166
2857 1198

DIPLOMA IN CONSTRUCTION MANAGEMENT/PROPERTY DEVELOPMENT



INTRODUCTION

The Diploma is an award of the School of Professional and Continuing Education aimed at students who have at least two years work experience in the field of construction management or property development and who have a record of study at sub-degree level (e.g. Diploma, Higher Diploma, H.N.C., H.N.D.) but who do not hold a bachelor's degree in the field.

The course is equivalent to final year undergraduate studies and will draw on the professional and work experience of the student. It is designed to prepare students for entry to study at masters degree level.

The provision of extensive course materials, regular lectures and seminars together with compulsory written assignments throughout the course is aimed at educating students to a level where they can successfully progress to a higher degree or postgraduate study.

The course is modular in nature allowing students to choose to specialise in either property or construction. Students are expected to have a minimum of two years practical experience on entry to the course. The course is offered in association with the Department of Surveying of the University of Hong Kong.

COURSE DURATION

The course has been designed around one year of part-time study. The classes take place in the evening for two 14 week semesters per year.

COURSE FORMAT

The course is divided into modules and each student must study 4 modules. There are two core modules which are Economics and Legal Studies, the remaining modules studied will depend on whether the student is taking the Construction Management or Property Development stream.

Construction Management	Property Development
Term I Legal Studies Construction Management	Term I Legal Studies Real Estate and Finance
Term II Economics One Option from: Investment & Cost Forecasting Project Management Quantitative Techniques	Term II Economics One Option from: Investment & Cost Forecasting Project Management Quantitative Techniques

Note : Options will be offered subject to demand.

TEACHING AND LEARNING

Students accepted on this course will be working professionals and so are expected to bring their own experiences to the classroom and share them with fellow students. Thus, teaching takes the form of formal lectures, seminars, tutorials, case studies and student presentations. The modules will be taught in the main by members of the Department of Surveying of the University of Hong Kong and visiting lecturers. The course will be administered by a full-time course co-ordinator and course leadership will be provided through a course director.

METHODS OF ASSESSMENT

The Diploma will be assessed on the basis of set assignments and case studies (50%) and formal examinations (50%).

CAREER PROGRESSION

Students completing the diploma course can expect to progress to study at Master's degree level in their relevant discipline.

Holders of the Diploma will be eligible to apply for entry to relevant Master's degree courses including:

1. M.Sc. in Construction Project Management of the Department of Surveying of the University of Hong Kong;
2. M.Sc. in Real Estate Development of the Department of Surveying of the University of Hong Kong;
3. M.Sc. in Construction Management - Bath University, England (This programme is taught on a part-time basis in Hong Kong through the School of Professional and Continuing Education, H.K.U.);
4. M.Sc. in Construction Management and Economics - University of Greenwich, England (This programme is taught on a part-time basis in Hong Kong through the School of Professional and Continuing Education, H.K.U.);
5. M.Sc. in Property Investment and Appraisal - University of Greenwich, England (This programme is taught on a part-time basis in Hong Kong through the School of Professional and Continuing Education, H.K.U.);

ENTRY REQUIREMENTS

1. Students should have a proficiency in English demonstrated by, for example,
 - (a) a pass in the H.K.C.E.E. examination at Grade D or above (or equivalent);
 - (b) a score of 550 or above in the Test of English as a foreign language (TOEFL) and
2. Students should have a Diploma, Higher Diploma, H.N.C., H.N.D. or equivalent qualification in a relevant subject area.

3. Students over the age of 25 with extensive business, commercial or other suitable professional working experience may apply. Such students may be required to sit a qualifying examination.


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. 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 part-time study, it is important that course participants are highly motivated and self-directed learners.

COURSE COST

The course fee is \$18,000 and should be paid once students have received an offer of a place on the course.

The course will commence in April 1995 and the closing date for applications is March 15, 1995.

UNIVERSITY OF BATH MSc. IN CONSTRUCTION MANAGEMENT BY DISTANCE LEARNING



INTRODUCTION

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

COURSE DURATION

The course can be completed in $2\frac{1}{2}$ years, 2 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

METHODS OF ASSESSMENT

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

TUTORING

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

ENTRY REQUIREMENTS

Applicants should have any the following:

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

An acceptable professional qualification in a construction related discipline (eg. MCIQB, ARICS, MICE, ARIBA).

Any other degree plus (several years) experience working in the property and construction industry.

A Diploma in Construction Management from HKU(SPACE)

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

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

COURSE APPLICATIONS

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

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

COURSE FEES

University Registration

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

Modules

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

Dissertation

All students pay the dissertation supervision fee after successful completion of the taught part of the course. In 1994/95 the dissertation fee is \$8,000. All fees are reviewed on an annual basis.

8018. MANAGEMENT TECHNIQUES (CPD/ICE COURSE)

A two-day course designed for ICE trainees and practising engineers in both the design and construction fields who wish to update or refresh their knowledge. The course runs over two days (January 11 & 12, 1995) from 9:00 a.m. - 5:00 p.m. and takes place at Rm. 103, 10/F., SPACE Town Centre, Shun Tak Centre, 200 Connaught Road Central, Hong Kong.

The course will be taught by Dr. Richard Fellows & Mr. Michael Hancock of Bath University and they will be assisted by Dr. Steve Rowlinson of Hong Kong University.

Topics covered will include value engineering, estimating and bidding, programming, productivity, quality management, cash flow and valuation strategies.

The course, which is a full-time day course, will be included in the Institution of Civil Engineers "Course Guide" as equivalent to 2 CPD/CET days.

Closing date for applications: December 31, 1994.

Course Fee: \$1,400

8019. EXECUTIVE SEMINAR – STRATEGIC MANAGEMENT IN CONSTRUCTION

The School is presenting a one day Executive Seminar on the topic of "Strategic Management in Construction". This is an important and developing area nowadays with the onset of international markets, tight margins and ever increasing competition. The seminar aims to explore areas of potential for improvement leading to much needed competitive advantage.

The fee will be \$4,500, and the seminar will take place on January 10, 1995 from 9:00 a.m. - 5:00 p.m. in Room 103, 10/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong. Tea, coffee and lunch will be provided.

The following topics will be dealt with during the seminar:

Strategic Management

A review of recent trends in strategic management of construction firms including areas such as project management, contractual alternatives, pricing and payment.

Marketing

The determination of client needs and satisfaction of these needs. Securing new orders and repeat business.

Strategic Human Management

How environmental scanning, organisational planning and organisational development programmes can help firms to be more in control of their environment.

Developing Futures - The Hong Kong Construction Market. An introduction to futures thinking and a panel discussion involving participative analysis to produce future scenarios for Hong Kong.

Please write or fax in for details of all the above Construction Management courses to: Rm 1405, 14/F. Shun Tak Centre, West Tower, 200 Connaught Road, Central, Hong Kong. Fax No. 25460295

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 cooperation is therefore invited in sending your application forms to the School as soon as possible.

CRIMINAL JUSTICE & PUBLIC ORDER

Lecturer in charge: John Holford

Telephone: 2859 2415



M.A. in Public Order (University of Leicester)

The University of Leicester M.A. and Diploma in Public Order

The M.A. in Public Order is an inter-disciplinary programme designed for people who wish to make an in-depth study of issues related to public order and disorder.

The programme is particularly appropriate for staff professionally involved in the fields of criminal justice and public order - such as police, correctional services, customs, immigration, and social work. It is also relevant to other students interested in public order questions.

Students attend classes organised by SPACE. Teaching is conducted by a team of expert lecturers from the University of Hong Kong and from other tertiary institutions in Hong Kong, as well as the University of Leicester. The course follows a syllabus designed for Hong Kong by academic staff from the two universities.

Examination and assessment is based on this syllabus. The academic standards required of students are identical to those expected of students following the degree programme in the United Kingdom. Students who meet these standards in the various examinations and assessments are awarded the degree of Master of Arts (M.A.) by the University of Leicester.

The University of Leicester

Founded in 1921, the University of Leicester has an international reputation for the study of crime, violence and disorder. This includes work on football hooliganism, mass media coverage of demonstrations and collective violence, terrorism, and the economic and fiscal problems of cities, as well as the study of disorder and crime, policing policies and methods, racial disadvantage and inner-city issues. Its staff also have specialist knowledge of juvenile crime and punishment, family violence and deviance.

Leicester University's Centre for the Study of Public Order (CSPO) develops research, teaching and professional training in public disorder, criminology, policing, security management and information technology, and associated fields. The work is wide-ranging, taking 'public order issues' to include the study of how order is sustained in societies as well as considering how and in what circumstances order can be threatened or destroyed.

The interests of the CSPO thus extend from the study of riots and other public disorder, assessments of violence and crime and its prevention and detection, and examinations of policing policies and methods, to explorations of race relations and inner-city issues. The CSPO is particularly interested in the political and social context and consequences of crime and disorder, the significance of perceptions social justice, and processes of social change.

Other topics of interest include social movements and political change; media coverage and its impact; technology and security; the changing nature of democracies; political participation; violence and the political agenda; civil liberties and citizenship.

The M.A. in Public Order explores political and social change, urban problems, and the changing context in which policing take place. It offers a comprehensive study of collective violence, contemporary policing issues, the significance of social justice, riots, civil unrest and other forms of disorder, and methods of reducing crime and disorder.

Course Organisation

Students take five courses over two years of part-time study. Two are Core courses dealing with central issues in public order. Students also take two Option courses, and a course in Social Research Methods and Study Skills. Students who pass in the Core and Option courses are eligible for the Diploma in Public Order. Those who also submit a satisfactory dissertation are awarded the M.A. in Public Order.

Core Courses

One Core course is taken in each year of study. The Core courses are:

- (a) Politics and Order
- (b) Issues in Public Order

Option Courses

Students take two courses from among the following list. One option course is taken in each year of study. The Option courses taught will depend on students' preferences and availability of resources.

- (a) Issues in Public Sector Management
- (b) Society, Law and Order in Hong Kong
- (c) Armed Forces, War and Society
- (d) Punishment and Society
- (e) Sociology of Deviance and Dissent
- (f) Popular Culture and the Mass Media
- (g) Other courses as approved.

Dissertation

A dissertation, not exceeding 20,000 words, on an approved subject of the student's choice, must be completed by 31 October 1997.

Advanced Study

Students awarded the M.A. in Public Order will have attained an academic qualification of a high level. Those who wish to pursue academic studies further may apply for enrolment in research degree programmes (M.Phil. and Ph.D.), which involve completing original research under individual supervision.

Course Arrangements

The M.A. in Public Order programme extends over two years of part-time study commencing in September 1995. Classes are normally held on one evening per week during term-time, for about three hours per evening. Other classes are held at weekends, and during intensive teaching weeks.

From the summer term of 1996 onward, students will also be working on their dissertations; they will be allocated a dissertation supervisor whom they will meet regularly and who will advise them in their dissertation studies.

The M.A. programme is demanding. M.A. students are expected to read widely within their subject areas. (They are entitled to borrow books from the University of Hong Kong Library.) As a rough guide, students may expect to study for about nine hours weekly on average, in addition to attending classes.

Venue : Classes are normally held on the University Campus

Applications and Admissions

Applicants should possess at least a second class honours degree (in an appropriate subject) of a British university or the CNA, or its equivalent.

Applications are also welcomed from holders of the Certificate in Criminal Justice or the Diploma in Legal Studies offered by SPACE. (Applicants currently in their final year of study for these qualifications may also apply.) Application from candidates without these qualifications but with significant relevant experience are considered on their merits; in these cases, satisfactory performance in a qualifying examination is required.

Applicants may be invited to attend for interview.

Application form and detail information can be obtained by enclosing a stamped self-addressed 7" x 10" envelope from:

The Director (Attention: Ms Emily Chin),
School of Professional and Continuing Education,
University of Hong Kong,
Pokfulam Road,
Hong Kong. (Telephone: 2540 7430)

OR in person from:

SPACE Town Centre,
9/F, West Tower, Shun Tak Centre,
200 Connaught Road,
Central, Hong Kong

Closing date for receipt of completed application forms:
Monday 5 June 1995.

Course Fee

Payable to the University of Leicester:

Registration (payable in first year)	£225
Continuation (payable in second year)	£120

Payable to the University of Hong Kong:

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

Fees are subject to revision.

The Application fee is payable on first application. The Registration fee and the first instalment of the Tuition fee are payable on acceptance; the second instalment of the Tuition fee is payable by January 1996. Examination fees are payable in respect of each Core and Option paper taken, and in respect of the Dissertation.

Diploma in Criminal Justice



This programme of professional and academic education has been specially designed for staff of private and public sector agencies involved in the field of Criminal Justice. The course has been developed in association with the Department of Sociology, University of Hong Kong, and the Centre for the Study of Public Order, University of Leicester, England.

The 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 or polytechnic degree programme) with a method of gaining entry to a professional-oriented M.A. programme offered by the University of Leicester. Students who complete the Diploma course successfully will be eligible for entry to the Leicester M.A. programme; former students of this programme have also been accepted onto other courses, including the M.Soc.Sc.(Criminology) at the University of Hong Kong.

Course Structure

The programme lasts for one academic year.

Students normally attend a Lecture on one Monday evening per week, 6.15-9.30p.m., commencing in September 1995; tutorials 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 it is that 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 assessed assignments as required, and to sit two examinations in May or June 1996.

Applications and Admission

No formal qualifications are required for 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 their ability to undertake degree-level study successfully in English. They may be asked to sit a test to assess their competence in English.

Applicants may be asked to attend for interview.

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

The Course Director (Attention: Ms Carmen Chan),
School of Professional and Continuing Education,
University of Hong Kong, Pokfulam Road, H.K.

or by telephoning Ms Carmen Chan (2540 7302).

Places are limited, and early application is strongly advised.

Course Director : Dr. Patricia Gray, Lecturer in Social
Work and Social Administration,
HKU

Tutor : The course is taught by the course director and other experts in the field.

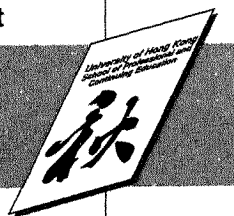
Venue : (Lectures) SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong;
(Tutorials) University Main Campus.
Wednesdays fortnightly by arrangement.

Date : 25 September 1995 (subject to confirmation)

Fee : \$9,900.00

In order to receive the next
issue of this Prospectus,
please turn to page 99.

如欲收到下期課程手
冊，請翻閱第99頁。



ECONOMICS, BANKING AND FINANCE

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

Telephone : 2859 2783, 2540 8644
2517 7900



354. UNIVERSITY OF LONDON Centre for International Education in Economics School of Oriental and African Studies MSc in Financial Economics for External Students

Introduction

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

Distance Teaching Support

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

To help students cope with distance learning, tutorial sessions will be held at SPACE whereby experienced and qualified local tutors will meet students regularly to discuss work. SPACE will also provide support services such as registering students and administrative work in relation to submission of assignments, etc.

Course Structure

The MSc course broadly covers the principles and application of financial economics and economic policy analysis. To graduate, students must successfully complete seven courses, four in the first year and three in the second. The first year's courses which are all compulsory and which will be offered in 1995 are:

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

The remaining three courses to be taken in the second year shall be a combination of two compulsory and one optional course.

The two compulsory courses together with one optional course from which you are likely to be able to choose in 1996 are:

- Macroeconomics Policy and Stabilization Programmes
- Exchange Rates and International Finance
- Development Finance Principles and Experience
- Investment and Project Appraisal
- Econometric Analysis and Applications

The names of the two compulsory and the optional courses from which to choose the third course will be advised at a later date.

Course Materials and Assessments

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

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

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

Entrance Requirements

Applicants must hold a Bachelor's degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance or Business Studies. Applicants who do not meet the entrance requirements may be admitted to do the Postgraduate Diploma in Financial Economics programme.

Application Procedures and Fees

The course is expected to commence in January/February 1995.

The course fee for Year I is as follows:-

MSc student	£4187
Diploma student	£3927

The course fee for Year II is as follows:-

MSc student	£2544
Diploma student	£2804

(if progress to year II of the MSc programme)

(The course fees for both the MSc and Diploma students include the London University registration and examination fees, course materials and local tuition. Costs of duplicating video/audio cassettes and administrative expenses of an extraordinary nature shall be billed separately, when the need arises.)

All applicants are required to complete and return the "University of London MSc in Financial Economics" application form not later than the following dates to:-

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

Closing date for first batch : October 21, 1994

Closing date for second batch: November 25, 1994

Enquiries on the course should be directed to:

**Director of Studies: Ng, J. G. H., B.A. (Simon Fraser),
M.Soc.Sc., P.C.Ed. (H.K.)
Tel: 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 course can be obtained by enclosing a stamped self-addressed 7" x 10" envelope or in person from:

1. School of Professional and Continuing Education, University of Hong Kong, G/F., University Main Bldg., Pokfulam Road, Hong Kong. Tel: 2859 2783
2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong. Tel: 2547 2225

Late applications may be considered at the discretion of the Director. Acceptance on to the course is at the discretion of the Centre for International Education in Economics.

University of London External BSc(Economics) Revision Courses

Revision courses for the following subjects in Parts II/III of the BSc(Econ) degree programme will be taught in March/April, 1995 by staff members from LSE, lecturers from U.K. Universities or local lecturers.

- 1866. Elements of Accounting and Finance (L.U. Syllabus No. 19)
- 1867. Macroeconomics (L.U. Syllabus No. 65)
- 1868. Microeconomics (L.U. Syllabus No. 66)
- 1869. Marketing (L.U. Syllabus No. OS36)
- 1870. Computer Based Information Systems (L.U. Syllabus No. 37)
- 1871. Organisation Theory (L.U. Syllabus No. 33)

Please write in to the following addresses for details, enclosing a stamped self-addressed envelope:-

- | | |
|--|---|
| 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 |
|--|---|

1994 Presentation Ceremony for the LSE Dip.Econ and London University BSc.(Econ)



355. 遙距教育課程之中國稅務

I. 引言

近年中國大陸的經濟發展迅速，特別是廣東省及各經濟特區的茁壯成長，對促進香港的經濟繁榮大有幫助。在推動中、港之間工商貿易的背後有兩個重要因素：首先是港商們有願意積極參與中國經濟發展的決心；其次是港商們將工業生產基地北移到南中國腹地，充份發揮當地大量廉價土地和勞工的優勢。預期未來中、港經濟勢必迅速結合，因此瞭解國內的經濟及財務制度自有其迫切需要。

為配合上述形勢所需，香港大學專業進修學院與香港稅務學會及廣東省稅務學會聯合主辦有關中國稅務的業餘進修課程。此課程不但對現職中國貿易或有志投身中國業務的人仕極有裨益；它對稅務顧問及其他專業人仕，以至所有需要認識現今中國稅務的人仕均十分適合。

II. 教育輔助

此項課程為期共六個月。課程期間廣東省稅務學會將派出經驗豐富和具專業資格的導師導修三次，首兩次在深圳舉行，最後一次在香港進行，並會發給學員四份作業，由廣州導師們評改。

此外，香港大學專業進修學院為此課程提供入學註冊、作業/考試安排及學習材料管理等服務。

III. 課程內容及學習材料

本課程包括下列廿三個課題：

1. 稅收、稅法、稅法要素及稅收立法
2. 中國稅制的建立和演變
3. 中國稅制改革
4. 中國稅務管理概況
5. 增值稅
6. 消費稅
7. 營業稅
8. 資源稅
9. 房產稅
10. 車船使用稅
11. 印花稅
12. 固定資產投資方向調節稅
13. 土地增值稅

14. 涉外地方稅
15. 企業所得稅
16. 涉外企業所得稅的適用範圍和稅率
17. 涉外企業所得稅的優惠規定
18. 涉外企業應納稅所得額計算的基本規定
19. 涉外企業應納稅所得額計算的特殊規定
20. 涉外企業所得稅的征收管理
21. 個人所得稅的適用範圍、稅率的征收管理
22. 個人所得稅應納稅所得額的計算
23. 個人所得稅的優惠

此課程之學習材料以中文撰寫，導修以廣東話/普通話進行。

IV. 評核及結業証書

此課程之學員需連續完成四份作業，並需參加（暫定）於九五年八月中舉行的兩小時終期考試。成功完成此課程及考試合格者將可獲由香港大學與香港稅務學會及廣東省稅務學會聯合頒發之証書。屆時未能應考之學員可獲安排於終期試後兩個月內的指定日期補考，但學員必須在終期試兩周前來函通知本課程專任講師，並同時繳付880元補考費。

V. 入學資格

本課程不設任何資格限制

VI. 報名手續及學費

本課程準備於一九九五年一月尾/二月初開班。全期學費共4620元（包括學習材料，導修及考試費用）。但前往深圳之一切有關費用由學員自負。

報名者請前往下列地點索取表格，並於填妥後將表格連同劃線支票港幣4620元（抬頭請寫香港大學）於九四年十一月三十日前寄回下列地址：

- 甲)：香港大學專業進修學院
香港薄扶林道香港大學校本部大樓地下一號室。
電話：2859 2783/2540 8644
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)。
- 乙)：香港大學專業進修學院市區中心
香港干諾道中二百號信德中心西翼(9)字樓。(由(2)字樓商場電梯上)。
電話：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)。

課程查詢：

專任講師：黃玉虹，B.A.(Simon Fraser),
M.Soc.Sc.,
P.C.Ed.(H.K.)

電話：2859 2783/2540 8644

教學導師：何月貴，B.Econ(Malaya),
F.C.I.I.(U.K.)

電話：2517 7900



遙距教育課程之中國稅務學員出席在深圳舉行之導修課

1872. Hong Kong Economy

This course is designed for people who are interested to know the present economic system of Hong Kong and its future economic developments. Discussion topics include: National Accounting System, Monetary Policy, Public Finance, Banking System, International Trade and Future Economic Developments.

Tutor : To be advised

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

Date : Mondays, 6:30-8:30 p.m., commencing April 10, 1995

4 meetings Fee : \$220

Medium of Instruction: Cantonese supplemented with English

1873. Import and Export Banking

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

Tutor : William Chan, B.Soc.Sc. (C.U.H.K.), Professional Dip. in Law (Peking), A.C.I.B., Dip.F.S.

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

Date : Saturdays, 2.15-5.15 p.m., commencing February 18, 1995

8 meetings Fee : \$660

Medium of Instruction: Cantonese supplemented with English

1874. 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 February 14, 1995

6 meetings Fee : \$495

Medium of Instruction: Cantonese supplemented with English

**1875. 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103室（信德中心西翼十樓）

時 間：一九九五年二月十八日起每星期六下午二時至五時
全期學費：三百三十元（共四講）

1876. Investment Banking

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

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

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

Date : Thursdays, 6.45-9.30 p.m., commencing February 16, 1995

8 meetings Fee : \$605

Medium of Instruction: Cantonese supplemented with English

1877. 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 February 13, 1995

10 meetings

Fee : \$550

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. 1878

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. 1879

Roland C. C. Lam, B.A. (York)

1878.

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

Date : Mondays, 6.55-9.55 p.m., commencing February 13, 1995

1879.

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

Date : Thursdays, 6.45-9.45 p.m., commencing May 4, 1995

6 meetings

Fee : \$495

Medium of Instruction: Cantonese supplemented with English

1880. 金融期貨交易 (Introduction to Financial Futures Trading)

本課程適合對期貨買賣，特別對香港期貨市場之操作及發展有興趣的人士參加。內容包括期貨買賣的基本概念及方式、市場組織、運作及分析技巧和各類期貨合約簡介等。

主 講 人 : 由香港期貨交易所有限公司安排期貨業內人士主講
地 點 : 香港花園道三號萬國寶通廣場亞太金融大廈五樓
時 間 : 一九九五年二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 : 三百四十五元 (共七講)

1881. 期權合約簡介 (Introduction to Options Trading)

本課程適合對期權買賣，特別是恒生指數期權買賣有興趣的人士參與。內容包括期權的基本概念，認購及認沽期權的分別及用途，期權買賣的策略，期權價格之釐定，客戶按金計算法及期權市場的運作。

主 講 人 : 由香港期貨交易所有限公司安排期貨業內人士主講
地 點 : 香港花園道三號萬國寶通廣場亞太金融大廈五樓
時 間 : 一九九五年四月十八日起每星期二下午六時三十分至八時十五分

全期學費 : 二百九十五元 (共六講)

1882. 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 April 29, 1995

9 meetings

Fee : \$745

Medium of Instruction: Cantonese supplemented with English

1883. 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 April 11, 1995

6 meetings

Fee : \$330

EDUCATION

Lecturers in charge : John Holford
Y.F. Mok

Telephone : 2859 2415
2859 2421

1921. Introduction to Reading in English - Primary

This course aims to provide an overview of essential concepts and procedures for the teaching of reading at the primary level. It also offers practical suggestions on how to organize an effective reading programme in the classroom. The topics to be covered will include: 1. an introduction to the process of reading; 2. developing word recognition: whole word and phonic approaches; 3. creating a reading environment: shared reading, using "real" books, and reading schemes; 4. reading aloud, responding to text; 5. reading comprehension: developing skills and strategies (for 2 sessions); 6. assessing reading for instruction; 7. organizing, preparing and evaluating reading instruction.

Enrolment is limited to 35

(This course is organised in association with the Hong Kong Reading Association)

Tutors : Ms Gertrude Tinker Sachs, B.Ed., M.Sc.(Miami),
M.A., Ph.D.(Toronto)
Anthony Mahon, B.Ed. (Manchester), M.A. (Reading)
Miss Nicola Daborn, B.A.(Leeds), P.C.Ed.(Oxford)
Ms Susan Tee, B.Ed.(Oxford)
Mrs Jayne Watkins, B.Ed.(Bath)

Course Co-ordinator: Ms Kitty K.M. Kwan, B.A.(Manitoba),
P.C.Ed., Adv.Dip.Ed., M.Ed.(HK)

Venue : To be advised

Date : Thursdays, 6.30-8.30 p.m., commencing February 16, 1995

8 meetings

Fee : \$450

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

In-Service Teacher Education Programme (INSTEP)

Lecturer-in-charge: John Holford, Telephone: 2859 2421

The following courses are offered by the Faculty of Education in conjunction with the School of Professional and Continuing Education of the University of Hong Kong. The purpose of the programme is to provide a diverse range of in-service courses which will help teachers to implement changes and develop solutions to the problems which they face in schools.

I. Social Sciences

1922. 環境倫理 (自然保育的理念) Environmental Ethics (Ideas About Conservation)

本課程期望與市民，特別是負責環保教育的教師，討論環境倫理的爭論性問題。課程會涉及環境問題的文化、道德及政治層面，並從跨文化角度探索自然保育的理論依據。課題包括中西文化對自然的理念，尊重自然的原理，跨代道德觀，及不以人為中心的價值觀。教學過程會用錄影帶及意念圖輔助，並期望學員積極參與討論。
(限收三十人)

主 講 人：何國沛先生，B.Sc., M.Ed., P.C.Ed.(HK), DASE
(Manchester)

黃秉坤先生，B.A.(Hull), M.Ed.(HK)

丘淑賢女士，B.Sc., M.Ed., P.C.Ed.(HK)

地 點：香港大學專業進修學院市區中心 2 1 室 (信德中心西翼九樓)

時 間：一九九五年四月二十一日起每星期五下午六時十五分至七時四十五分

全期學費：五百五十元 (共六講)

教師可獲教育署退還半費。詳參第vi頁。

1923. 潮流文化剖析 (A Critical Analysis of Contemporary Popular Culture)

本課程特別為常與青少年接觸之人士而設。由於香港的青少年受到傳媒的影響，所以這課程會從流行歌、電影、電視、及漫畫等青少年喜愛的嗜好來分析它們對青少年的影響，從而協助他們以正確的態度來欣賞這些東西。
(限收二十五人)

主 講 人：張志儉先生，B.Comm.(McMaster), P.C.Ed., M.Ed (HK),
香港大學課程學系導師

蔡靜霞小姐，B.A.(Jinan), P.C.Ed.(HK)

地 點：香港大學邵仁枚樓 2 0 7 室

時 間：一九九五年五月六日起每星期六上午十時至下午一時

全期學費：四百八十元 (共五講)

教師可獲教育署退還半費。詳參第vi頁。

1924. 如何在中學教授跨越課程課題 (Cross-curricular Studies in Secondary Schools)

本課程的意念源於香港教育署中學課程指引(一九九三)的建議，把百分之五的學校課程時間，用於跨越課程的範疇如：公民教育、性教育、環境教育和道德教育。思想技巧的訓練是學習這些範疇的重要元素。在學校的層面，可用統整或有系統的方式來推行。因此，本課程將會探討下列的問題：甚麼是跨越課程學習？它在學校課程有什麼重要性？跨越課程的學習有什麼重要概念？如何在正規課程和非正規課程推行？如何作為跨越課程學習的統籌教師？本課程理論及實踐並重。
(限收三十人)

主 講 人：梁學榮先生，B.Sc., M A (CUHK), M Phil (Lond.)
王啟崧先生，B.Sc., M Ed.(HK)
王啟銳先生，B A.(California State), M.Ed.(Ohio)
鄧耀南先生，B.Soc.Sc (HK), M.Phil.(CUHK)
溫陳嘉琪女士，B.A., M Ed (HK)，香港大學課程學
系講師

地 點：香港大學馮樹雄科學館 G 4 室
時 間：一九九五年四月二十六日起每星期三下午六時至八
時
全期學費：六百九十元 (共八講)

教師可獲教育署退還半費。詳參第vi頁。

II. Computer Studies & the Applications of Micro-Computers

1925. Using WordPerfect in Producing Printed Materials and a Data Bank

This course is designed for teachers who have little experience in using computers. Topics to be covered will include (1) the basic features of WordPerfect such as creating and editing documents, using the speller and the thesaurus, changing fonts, attributes, and creating tables; (2) configuring WordPerfect for different kinds of printers; (3) advanced features like automatic mass-mailing, setting up a data bank and creating simple macros; (4) using the scanner to enhance documents with graphics, and (5) using WordPerfect as a tool in desktop publishing.

Enrolment is limited to 20

Tutors : Mrs Annie Nicholson, B.A., M.Ed., Cert.Ed.(HK),
Part-time Lecturer in Curriculum
Studies, HKU
Lee Ming Sun, Resources Technician in Curriculum
Studies, HKU

Venue : Room 101, Run Run Shaw Building, HKU
Date : Fridays, 6.00-8.00 p.m., commencing February 24,
1995

6 meetings Fee : \$945

Medium of Instruction: English & Cantonese

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

1926. Computer Literacy Course for Teachers, School Administrators & Clerks

Recently, many powerful personal computers have been installed in schools. Together with application software, these computers can be a very good tool to help in our daily clerical work and improve the quality of our presentations. The course is designed for beginners with little knowledge

of computers but who would like to learn how to use such software to help in their work.

The following areas will be outlined: basic computer concepts, DOS usage, using English & Chinese Windows, Windows application like MicroSoft Word to prepare simple documents, MicroSoft FoxPro to manipulate data and generate reports, MicroSoft Excel to perform numerical analysis and produce graphical presentations. Furthermore, local area network (LAN), Windows NT and Advanced Server, modem usage, bulletin board system (BBS) will also be introduced. *Enrolment is limited to 20*

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

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 : Tuesdays, 6.15-7.45 p.m. (for meetings), 8.00-9.30 p.m. (for workshops), commencing February 14, 1995

10 meetings & 10 workshops Fee : \$1,550

Medium of Instruction: Cantonese with English terminology

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

1927. Writing FoxPro Programs to Assist School Administration

Recently, the Education Department has been developing a software package for school administration use, called SAMS. With SAMS, we can develop FoxPro programs to meet the specific needs of schools, for example, specially designed reports, daily attendance records of students, and library systems.

This course aims to provide participants some guidelines on how to write their own programs to cater for their own needs. Topics include: creating screens and reports techniques, general programming skills, ED SAMS data structure, concepts of LAN (MicroSoft NTAS). With guidance from the tutor, participants are expected to write simple programmes to meet special administrative needs in their schools.

Participants must have some knowledge in using computer (general DOS operation), and have used DBase/FoxPro commands and should be prepared to devote some time to writing the assigned simple programs. *Enrolment is limited to 20*

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

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, 6.15-7.45 p.m. (for meetings), 8.00-9.30 p.m. (for workshops), commencing May 11, 1995

5 meetings & 5 workshops Fee : \$910

Medium of Instruction: Cantonese with English terminology

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

1928. Writing Simple Programs in MicroSoft FoxPro for Windows to Help in Daily School Office Work

This is an introductory course on programming using the FoxPro language. It aims to help participants to acquire the skills to program in FoxPro language. With guidance from the tutor, participants are expected to write simple programs to assist certain administrative work in their school.

Topics include: database concepts, file design, FoxPro functions and command syntax, basic input and output, menu and windows, general programming skills, modular program design, creating screens, report and label printing using the power tools provided, RQBE techniques.

Participants MUST have some knowledge in using computer (general DOS operation), and have use DBase/FoxPro commands and should prepare to devote some time to writing the assigned simple programs.

Enrolment is limited to 20

Tutor : Chan Siu Keung, B.Sc., P.C.Ed.(HK)

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 : Mondays, 6.15-7.45 p.m. (for meetings), 8.00-9.30 p.m. (for workshops), commencing May 8, 1995

8 meetings & 8 workshops Fee : \$1,450

Medium of Instruction: Cantonese with English terminology

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

III. Counselling and Guidance

1929. Whole School Approach on School Guidance and Counselling

The course is designed for teachers and helping professionals who provide guidance and counselling services to students in educational settings. Definition of guidance and

counselling; organising school guidance services; guidance and discipline; and a whole school approach to guidance will be discussed. Emphasis will be on counselling in a school setting and issues in counselling will be raised.

Enrolment is limited to 25

Tutor : Mrs Charlotte Ng, B.A.(Manitoba), P.C.Ed., M.Ed. (Educational Psychology)(HK)

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

Date : Wednesdays, 6.15-7.45 p.m., commencing May 3, 1995

8 meetings Fee : \$485

Medium of Instruction: Cantonese

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

1930. 如何使你與他的關係更密切 (Learning Ways to be Intimate)

本課程是為想與人建立更健康密切關係的女士而設。課程內容包括：(一)如何增加自我了解；(二)何謂「健康的關係」？(三)如何建立健康密切的關係。本課程只適合認真熱衷自我成長的女仕參與。形式：工作坊。(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29室(信德中心西翼九樓)

時 間：一九九五年五月十日起每星期三下午七時三十五分至九時零五分

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。

1931. 了解及處理自閉症兒童在學習方面的困難 (Understanding and Managing the Learning Problems of Autistic Children)

本課程是為在工作或生活中需要與自閉症兒童接觸人士而設。課程內容包括：(一)自閉症兒童的病徵；(二)自閉症兒童在學習及行為方面的問題；(三)處理上述問題的方法及技巧；

(四)給自閉症兒童的語言訓練；(五)香港現有對自閉症兒童的服務。本課程適合直接服務自閉症兒童之人仕，如幼兒教育工作者、小學教師、學生輔導主任或關心自閉症兒童的家長等參加。(限收二十人)

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29室(信德中心西翼九樓)

時 間：一九九五年二月十五日起每星期三下午七時三十五分至九時零五分

全期學費：五百五十元 (共十講)

教師可獲教育署退還半費。詳參第vi頁。

1932. Careers Guidance in Secondary Schools

The course is specially designed for secondary school teachers currently involved in careers guidance work in schools, interested in knowing more about the career development of their students and prepared to devote themselves to this important aspect of education. This course should help teachers to strengthen their conceptual frameworks (by drawing from different schools of career theory); to learn through tapping their own resources, as well as from other member participants; and to explore the possibility of designing a programme of career activities catering for the needs of their students in their particular settings.

Enrolment is limited to 25

Tutor : Executive Committee Members of the Hong Kong Association of Careers Masters and Guidance Masters

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

Date : Wednesdays, 6.00-8.00 p.m., commencing February 15, 1995

16 meetings Fee : \$990

Medium of Instruction: Cantonese

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

1933. Using Rational Emotive Therapy to Counsel Students with Low Self-concept

Students with low self-concept are usually found to have poor academic performance, poor social relationships and emotional problems. This course is designed for school teachers who want to counsel students with these problems. The contents include ways to identify students with these problems, the techniques of using Rational Emotive Therapy in this aspect, and evaluation of the effectiveness of this therapy.

Enrolment is limited to 25

Tutor : Wong Mau-ping, B.Sc. (Psychology) (Calgary, Canada), Cert.Ed., M.Ed.(Educational Psychology) (HK)

Venue : To be confirmed

Date : Mondays, 6.15-8.15 p.m., commencing February 27, 1995

8 meetings Fee : \$585

Medium of Instruction: English supplemented by Cantonese

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

1934. 朋輩輔導 (Peer Counselling in Schools)

本課程將透過專題講述，分組實例研究，闡述朋輩輔導概念，和在香港學校推行的模式。本課程專為中、小學教師而設。
(限收二十人)

主 講 人 : 陳呂令意女士, B.A., M.A., Dip.Ed.(CUHK), Cert. in Career Guidance & Counselling(UK), Cert. in Peer Counsellor Training I(Canada)

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 : 一九九五年二月十七日起每星期五下午六時至八時
全期學費 : 五百三十五元 (共八講)

教師可獲教育署退還半費。詳參第vi頁。

IV. Languages, Communications and Speech & Hearing Sciences

1935. An Introduction to English Pronunciation, Stress and Intonation for Secondary English Teachers

This course is for secondary teachers who are interested in consolidating their knowledge of English pronunciation, stress and intonation and who wish to expand the ways in which they can include aspects of these in English classes at all levels. Current phonological theories will be reviewed and a simple system of transcription for stress and intonation will be introduced. Teachers will also be involved in collecting and devising activities for dealing with the specific phonological problems they have perceived in their classrooms.

Enrolment is limited to 30

Tutor : Ms Elizabeth Samson, B.A.(Lanc.), M.A.(Birm.), P.G.C.E.(Leic.), Senior Language Instructor in English Centre, HKU

Venue : To be confirmed

Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing May 6, 1995

4 meetings Fee : \$360

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

1936. Teaching English Through Improvisation

This course is for teachers of Form 1 and higher who are looking for a different way to teach English. People usually learn their first language through speaking and listening, not through grammar lessons. This course will provide teachers with a variety of increasingly complex topics that they can use to motivate students to speak and listen to each other in their second language, English. Through improvi-

sation, the teacher can target certain grammar points or structures that the students can practise and improve in an atmosphere of fun and spontaneity

Enrolment is limited to 18

Tutor : Sharen Genik, B.P.E., B.Ed.(St. Boniface College),
P.C.Ed.(Manitoba)

Venue : To be confirmed

Date : Thursdays, 6.15-7.45 p.m., commencing March 2,
1995

5 meetings

Fee : \$280

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

1937. 中國語文初中課程的價值取向 (Value Orientations in the Junior Secondary Chinese Curriculum)

中國語文科中一至中五課程的教學目標除了著重培養學生的語文能力外，也強調啟發學生的思想、培養學生的品德，及加強學生對社會的責任感。講者透過初中課程精讀教材的內容分析，探討這些教材的價值取向。
(限收二十人)

主 講 人：區婉儀女士，B.A.(CUHK), M.Ed., P.C.Ed.(HK), 香港
大學課程學系教學顧問

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：一九九五年二月十八日起每星期六上午九時三十分
至下午十二時三十分

全期學費：二百元（共二講）

教師可獲教育署退還半費。詳參第vi頁。

1938. Common Knowledge of Vocal Hygiene

The course will be divided into three parts. The first part will be a brief introduction to the mechanism of voice projection. The second part will be focused on practical ways of preventing vocal abuse and ways of facilitating optimal voice projection. The third part will be on the possible managements of voice disorders to be found in Hong Kong. This part will include some demonstration of different instruments involved in voice disorder management.

Enrolment is limited to 20

Tutor : Leung Man-tak, B.Sc.(CUHK), B.Appl.Sc. (Lincoln
Inst.), Lecturer in Speech and Hearing
Sciences, HKU

Venue : Dept. of Speech & Hearing Sciences, Room 518,
Prince Philip Dental Hospital, 34 Hospital Road,
Hong Kong

Date : Wednesdays, 6.15-8.15 p.m., commencing May 17,
1995

3 meetings

Fee : \$200

Medium of Instruction: Cantonese supplemented with
English

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

1939. How Can I Help Hearing Impaired Children in Regular School?

The aim of the course is to provide basic and practical information on hearing loss, effect of hearing loss, amplification and what teachers can do to help a hearing impaired child in a regular classroom. Individual cases will also be studied.
Enrolment is limited to 20

Tutors : Ms Lena Wong, M.A.in Audiology, CCCA,
Lecturer in Speech and Hearing
Sciences, HKU

Ms Gillian Clezy, B.Ap.Sc., M.A.A.S.H., Cert. Clinical
Competence/Speech Lanaguage
Pathology, Lecturer in Speech and
Hearing Sciences, HKU

Venue : Dept. of Speech and Hearing Sciences, Room 518,
Prince Philip Dental Hosiptal, 34 Hospital Road,
Hong Kong

Date : Thursdays, 6.15-8.15 p.m., commencing April 6,
1995

4 meetings

Fee : \$305

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

1940. 創意教室（一）：創意寫作教學 (A Creative Classroom (1): Strategies to Stimulate Students' Creativity in Writing)

本課程特為中學中國語文科教師而設。課程通過講課和活動的方式，介紹各種於作文教學中刺激學生創意的策略。希望能使學生的作文變得更多姿多采，更富想像力，讓師生同享寫作的樂趣。

有興趣於創造思考教學的學員，修畢本課程後，可繼續修讀創意教室（二）：創意閱讀教學。
(限收二十五人)

主 講 人：李孝聰先生，B.A., M.Ed., Cert.Ed.(HK)

地 點：香港大學專業進修學院市區中心 2 0 室（信德中心
西翼九樓）

時 間：一九九五年三月二十二日起每星期三下午六時十五
分至七時四十五分

全期學費：二百二十五元（共四講）

教師可獲教育署退還半費。詳參第vi頁。

1941. 創意教室 (二) : 創意閱讀教學 (A Creative Classroom (2): Promote Creativity through the Teaching of Reading)

本課程特為中學中國語文科教師而設。課程主要介紹創造思考教學的各種策略，讓學員認識如何在讀文教學課堂進行創造思維訓練，以激發學生思考、變化教學模式和活潑課堂氣氛。上課形式包括講課、小組活動及工作坊等。教師通過主動的參與，可以體驗一個充滿創意的學習過程，有助他們建立自己的創意教室。

本課程與創意教室 (一) : 創意寫作教學可互相配合。學員可獨立修讀，也可視此為課程 (一) 的延續。(限收二十五人)

主 講 人：張永德先生，B.A., M.A.(HK), Dip.Ed.(CUHK)
地 點：香港大學專業進修學院市區中心 1 7 室 (信德中心西翼九樓)
時 間：一九九五年四月二十七日起每星期四下午六時十五分至七時四十五分
全期學費：二百二十五元 (共四講)

教師可獲教育署退還半費。詳參第vi頁。

1942. 寫作教學新趨勢 (New Trends in the Teaching of Writing)

本課程特為中學中國語文科教師而設。透過四次的講課向教師介紹近年香港及外地寫作教學發展的新趨勢，如近年較受人重視的理論、教學模式、教學法、評估方法等。(限收三十人)

主 講 人：李孝聰先生，B.A., M.Ed., Cert.Ed.(HK)
地 點：香港大學專業進修學院市區中心 2 8 室 (信德中心西翼九樓)
時 間：一九九五年五月二十二日起每星期一下午六時十五分至七時四十五分
全期學費：一百九十元 (共四講)

教師可獲教育署退還半費。詳參第vi頁。

1943. 全語文寫作教學法 (Whole Language Approach in Teaching Chinese Writing)

香港學生怕作文，語文老師怕改文，這是令人擔憂的現象。我們為了解決這個難題，在一些小學和中學試用「全語文寫作教學法」。試用效果良好：學生的寫作能力和興趣顯著提高，文章內容亦較有創意。本課程採用多種形式教學法，包括小組討論、學生作品分析、經驗分享、個案綜論等。本課程適合小學校長、中小學語文科主任和老師參加。(限收三十人)

主 講 人：謝錫金先生，B.A., M.Phil.(HK), Dip.Ed., M.A.(Ed.)
(CUHK), Ph.D.(Nott.), 香港大學課程學系講師
關之英女士，B.A., M.Phil.(CUHK), Cert.Ed.(HK)
鄧薇先女士，B.Ed.(CUHK)
地 點：香港大學邵仁枚樓 2 0 6 室
時 間：一九九五年二月二十五日起每星期六下午二時至五時
全期學費：一百九十五元 (共一講)

教師可獲教育署退還半費。詳參第vi頁。

V. Physical Education & Sports Sciences

Courses Nos. 1944-1950 are organised in association with the Physical Education and Sports Science Unit, the University of Hong Kong.

Elementary Instructor Training Course for Weight Training

This elementary instructor course is suitable for school teachers or physical educators who want to gain basic knowledge and practical experience in teaching and conducting general weight training programmes. The course content includes the assessment and evaluation of muscular fitness, demonstration techniques, practical use of equipment, accident and injury handling.

Enrolment is limited to 18

Tutor : Joe Ching Wai-kin, B.Ed.(Hons.)(Liverpool), M.Ed.(HK), Qualified Weight Training Instructor of Hong Kong Physical Fitness Association

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

1944. Saturdays, 2.00-4.00 p.m., commencing March 18, 1995

1945. Saturdays, 4.00-6.00 p.m., commencing March 18, 1995

8 meetings Fee : \$645

Medium of Instruction: English & Cantonese

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

Intermediate Instructor Training Course for Weight Training

This intermediate instructor course is designed for those who have a basic knowledge of conducting general weight training programmes. The course content includes weight training for sports, body building, analysis of intermediate and advanced routines, and practical use of more sophisticated equipment. It also highlights assessment of body build and composition, use of drugs, nutrition and other physiological as well as psychological aspects in weight training.

Enrolment is limited to 18

Tutor : Joe Ching Wai-kin, B.Ed.(Hons.)(Liverpool), M.Ed.(HK), Qualified Weight Training Instructor of Hong Kong Physical Fitness Association.

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

1946. Saturdays, 2.00-4.00 p.m., commencing May 13, 1995

1947. Saturdays, 4.00-6.00 p.m., commencing May 13, 1995

8 meetings Fee : \$645

Medium of Instruction: English & Cantonese

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

1948. Individual Instruction in Elementary Physical Education

This course is designed for elementary physical educators who are interested in an alternative way to teaching physical education. The course will focus on cooperative, mass participation games as well as how to teach locomotor, non-locomotor and manipulative skills in a way that is fun, challenging and adaptable to different student levels. Participants should come dressed for activity and be prepared to examine, create and evaluate the activities. Adapting physical education to meet the challenges of limited equipment and space will also be dealt with.

Enrolment is limited to 30

Tutor : Sharen Genik, B.P.Ed., B.Ed.(St. Boniface College), P.C.Ed.(Manitoba)

Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Mondays, 6.15-7.45 p.m., commencing March 6, 1995

5 meetings Fee : \$255

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

1949. 網球教學法 (Teaching of Tennis)

本課程適合對網球運動有基本認識，並且準備在學校推動網球活動之教師而設，內容包括技術分析及教學法等。(限收八人)

主 講 人：楊格非先生，B.Ed.(Taiwan), H.K.T.A.(Level II), USPTR, Senior Physical Education Officer, HKU

地 點：何世光夫人體育中心(香港薄扶林道111-113號)
時 間：一九九五年四月一日起每星期六上午九時三十分至十一時三十分

全期學費：一千一百八十五元 (共八講)

教師可獲教育署退還半費。詳參第vi頁。

1950. Rugby

For school teachers who wish to learn enough about Rugby to be able to competently teach the sport as part of their school curriculum. The course would include: rules, basic techniques, training and teaching activities. As part of the course students would take part in the sessions with the aim of making them personally competent in the skills of Rugby.

Enrolment is limited to 30

Tutor : George Simpkin, Dip.P.E.(Otago)

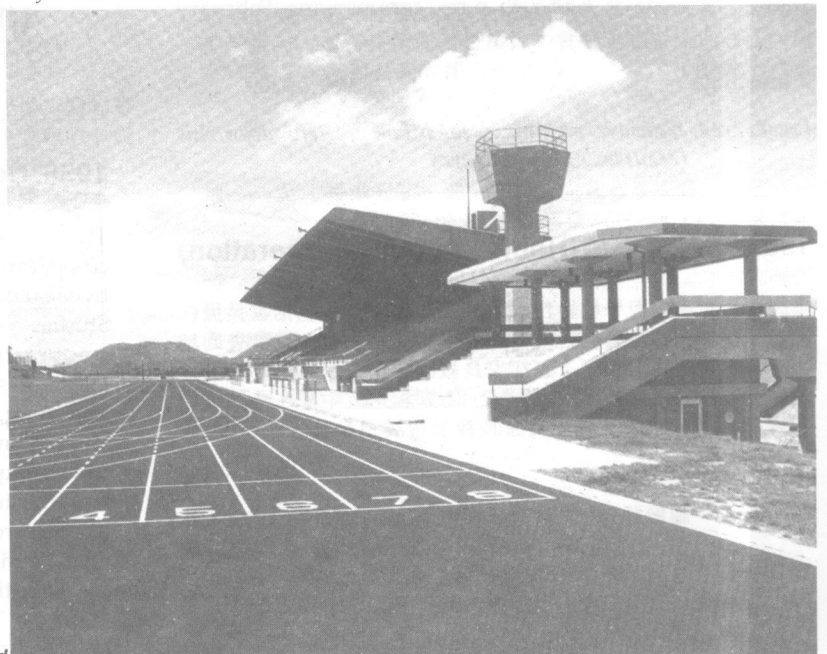
Venue : Flora Ho Sports Centre, 111-113 Pokfulam Road, Hong Kong

Date : Thursdays, 6.15-7.45 p.m., commencing May 4, 1995

10 meetings Fee : \$445

Medium of Instruction: English & Cantonese

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



The University of Hong Kong Sports Ground

VI. Planning and Administration

1951. 小學的教室管理與紀律的施行 (Classroom Management and Discipline in the Primary School Context)

本課程透過講座和討論，使參加者認識有效的小學教室管理理論、問題學生的成因和對策、和學生訂定教室契約的經驗分享及從教師角色進行輔導與行為問題處理之研究，使教師能加強課堂教學效率，共同邁向專業教師之目標發展，使教與學雙方獲益。
(限收四十人)

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：一九九五年四月二十七日起每星期四下午八時至九時三十分

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。

1952. Effective Discipline

This course is for junior secondary teachers who are interested in exploring different techniques for implementing and maintaining discipline in their classrooms. Participants will look at topics such as: belief systems, communication patterns, punishment vs empowerment, co-operation, classroom management and the 'team approach' to discipline. Participants should come prepared to discuss, analyse and evaluate.
Enrolment is limited to 20

Tutor : Sharen Genik, B.P.E., B.Ed.(St. Boniface College), P.C.Ed.(Manitoba)

Venue : To be confirmed

Date : Tuesdays, 6.15-7.45 p.m., commencing February 14, 1995

5 meetings

Fee : \$280

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

1953. 學校與家庭(Home-school Co-operation)

本課程探討家庭與學校合作的各種概念和實踐，包括家長擔任顧客、伙伴及管理者的含義。課程中將介紹一個全港調查的結果，並討論各有關課題：包括家長教師會，家長教育，教師效能感，問責觀念及各類聯繫方式。本課程適宜中學、小學及幼稚園的校長、教師、社工及家長教師會委員參加。
(限收三十人)

主 講 人：龐憶華先生，B.Sc.(Nat'l Taiwan), M.Sc.(York), P.C.C.E. (Lond.), M.Ed.(HK), 香港大學教育學系講師

地 點：香港大學梁詠瑤樓 L G 1 0 7 室

時 間：一九九五年三月三十一起每星期五下午六時十五分至九時十五分

全期學費：五百七十元 (共四講)

教師可獲教育署退還半費。詳參第vi頁。

1954. 教師考績與教師發展 (Staff Appraisal and Development in Schools)

本課程介紹推行教師考績的原因和各種考績的方法。並將討論考績制度應具備的條件及帶來的問題。本課程亦會探討教師發展的觀念和做法，並論及它與教師考績間的關係。

(限收三十人)

主 講 人：龐憶華先生，B.Sc.(Nat'l Taiwan), M.Sc.(York), P.C.C.E. (Lond.), M.Ed.(HK), 香港大學教育學系講師

地 點：稍後公佈

時 間：一九九五年五月二日起每星期二下午六時至九時

全期學費：三百四十五元 (共三講)

教師可獲教育署退還半費。詳參第vi頁。

1955. 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、家長與同學又從那裡得到這些資料呢？(三)一間新校如何在短時間內成為名校呢？

(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：一九九五年四月二十九日起每星期六上午十時至下午一時

全期學費：一百元 (共一講)

教師可獲教育署退還半費。詳參第vi頁。

VII. School and Teacher Development

1956. Co-operative Learning

This course is designed for teachers who are interested in co-operative learning and questions like: what is co-operative learning, how do you use it, and how do you assess it? Studies show that students often learn more by working co-operatively than competitively. With co-operative learning, students are often more motivated, exhibit better reasoning, and have greater self-esteem and better social skills. However, implementing co-operative learning effectively requires planning and experience. This course attempts to provide a first step towards creating a co-operative classroom. Teachers should come prepared to work in groups, share ideas and experiences, and analyze and evaluate activities in small groups.
Enrolment is limited to 20

Tutor : Sharen Genik, B.P.E., B.Ed.(St. Boniface College),
P.C.Ed.(Manitoba)

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

Date : Wednesdays, 6.15-7.45 p.m., commencing February
15, 1995

5 meetings Fee : \$280

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

1957. 以通達學習法改進小學生的學習 (Improving the Learning of Primary Pupils through Mastery Learning Programmes)

本課程專為小學校長及教師而設。根據美國教育家布藍姆的通達學習理論，學校可以透過有效的課程設計，提高教與學的質素。本課程的目的，是介紹通達學習的理論，並著重把理論化為實踐。曾參與通達學習設計的老師，會與學員分享實踐的經驗。
(限收三十人)

主 講 人：張志鴻先生，B.Ed.(CUHK)
韓孝述先生，B.Sc., Dip.Ed., M.A.(Ed.)(CUHK)
鄧廣威先生，B.Sc., Dip.Ed.(Lond.), Dip.Ed.(CUHK),
M.Ed.(HK)

地 點：香港大學專業進修學院市區中心2 1室（信德中心
西翼九樓）

時 間：一九九五年三月一日起每星期三下午八時至九時三
十分

全期學費：四百二十五元（共八講）

教師可獲教育署退還半費。詳參第vi頁。

1958. 課外活動主任訓練課程 (Management Course for Extra- Curricular Activity Co-ordinators)

本課程適合中學課外活動主任或有關老師為他們提供有關的專業訓練。內容分三部份：一般行政管理知識，學生管理的一般原理，及在本港中學擔任課外活動主任的方法及技巧。
(限收三十人)

(本課程與香港課外活動主任協會合辦)

主 講 人：劉錦民先生（香港課外活動主任協會主席）
刁綺蓮女士（香港課外活動主任協會副主席）

地 點：香港大學專業進修學院市區中心2 8室（信德中心
西翼九樓）

時 間：一九九五年二月二十七日起每星期一下午六時十五
分至七時四十五分

全年學費：五百九十元（共十講）

教師可獲教育署退還半費。詳參第vi頁。

1959. 幼兒音樂教育(Music Education for Young Children)

本課程為幼稚園、幼兒院、初小教師提供一個基本而全面的音樂教育訓練，內容包括：（1）介紹 Kodaly, Dalcroze, Orff, Suzuki, Carabo-Cone, Gordon 等教學法；（2）探討『Piaget 學習理論』、『新一代音樂教學法』、『潛能發展模式』及『親子音樂』在幼兒音樂教育的推行；（3）研習上述教學法的教學技巧及歌曲編寫指揮、配樂、敲擊樂演奏等音樂技巧，以配合教學法的推行；和（4）綜論幼兒音樂教育的功能、課程設計及推行模式。本課程深入淺出，著重老師參與，使老師將所學的實踐在教學上，報讀之老師應具備基本的音樂知識及音樂教學經驗，並需在所任教之機構中實習上述教學法，然後在課堂上匯報和交實習報告。
(限收二十人)

主 講 人：劉超祺先生 B.A., Dip.Ed., Cert.Sp.Ed., Cert. Aural
Rehab., M.A., F Coll.P.(UK)

地 點：香港弱能、健全、資優兒童音樂家庭，九龍深水埗
長沙灣道110-114號偉業樓四樓E座（長沙灣道與石
硤尾街交界）

時 間：一九九五年二月九日起每星期四下午六時三十分至
九時

全期學費：一千一百九十五元（共十四講）

教師可獲教育署退還半費。詳參第vi頁。

1960. 音樂治療在弱能兒童音樂教育的應用 (The Use of Music Therapy in Teaching Music to Handicapped Children)

本課程旨在向從事弱能兒童教育的音樂老師、言語教師和言語治療師提供一個基本而全面的音樂治療訓練，學員攻讀此課程後應能掌握提高弱智、自閉、失聰、言語發展遲緩、身體弱能、情緒問題、弱視等弱能兒童在認知、模仿、專注、持久、思考、反應、肌肉控制、協調、言語、情緒、社交能力等。課程內容包括：（1）各音樂治療法及應用在弱能兒童音樂教育的一般音樂教學法；（2）講者設計的音樂治療活動。本課程深入淺出，著重老師參與，使老師能將所學的實踐到教學上。報讀之學員應具備基本的音樂知識，一般音樂教學法及教導弱能兒童的教學技巧，並需在所任教之機構中實習上述音樂治療法，然後在課堂上匯報和交實習報告。
(限收十八人)

主 講 人：劉超祺先生 B.A., Dip.Ed., Cert.Sp.Ed., Cert. Aural
Rehab., M.A., F.Coll.P.(UK)

地 點：香港弱能、健全、資優兒童音樂家庭，九龍深水埗
長沙灣道110-114號偉業樓四樓E座（長沙灣道與石
硤尾街交界）

時 間：一九九五年四月二十五日起每星期二下午六時三十
分至九時

全期學費：一千一百四十五元（共十二講）

教師可獲教育署退還半費。詳參第vi頁。

1961. 高效能的班主任 (The Effective Form Teacher)

班主任的功能是很重要的。本課程是為中學教師及行政人員而設。內容包括：(一) 班主任之角色，如何進行輔導與訓導；(二) 如何促進團隊精神及善用班內資源；(三) 如何化解班內之矛盾及紛爭，及時發現班內隱藏之危機；(四) 如何上班主任課；(五) 如何處理班內之實務；(六) 了解班主任之限制及如何取得校方的支持。(限收三十人)

主 講 人：龍精亮先生，B.Sc., Dip.Ed., Cert.in School Guidance & Counselling, M.A.(CUHK)
袁彼得先生，B.Sc., Dip.Ed., Pg.Dip (App.Soc.Sci.), M.A.(CUHK)

地 點：香港大學梁詠瑤樓 L G 1 0 7 室
時 間：一九九五年五月五起每星期五下午六時十五分至八時四十五分
全期學費：三百五十五元 (共四講)

教師可獲教育署退還半費。詳參第vi頁。

VIII. Science and Mathematics

1962. Innovative Practical Approaches in A-Level Biology

The course will allow participants to work on practical materials suitable for the HK Advanced Level Biology syllabus and the new HK Advanced Supplementary Level Biology syllabus. It will attempt to suggest an integrated approach to syllabus teaching to enhance the development of guided discovery as the basis of learning. Study from photographs, electron micrographs and living specimens will be included to extend the scope of learning. Field work and project work will be discussed. Teachers completing the course will find it a useful resource for their Teacher Assessment Scheme. Students using these methods would become more critical, self-reliant and analytical.

Enrolment is limited to 18

Tutor : Law Siu-wing, B.Sc.(CUHK), Cert.Ed., M.Ed.(HK)

Venue : Room 308, Runme Shaw Building, HKU
Date : Saturdays, 9.30 a.m. - 12.30 p.m., commencing May 13, 1995

6 meetings Fee : \$1,215

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

1963. Teaching Mathematics through Problem-Solving

This course is designed for lower secondary teachers of mathematics. The major focus of the course is to develop a problem-solving approach to teaching mathematics, particularly at the introductory stage of a new topic. Relevant areas of the curriculum will be examined in detail and appropriate material developed. This practical focus will be informed by a theoretical framework looking at the heuristics and strategies involved in problem-solving. The course will also involve participants reporting back on work done in the classroom. *Enrolment is limited to 20*

Tutor : Francis Lopez-Real, B.Sc.(S'ton), Dip.Ed.(Wales), M.A.(Lond.), M.Phil.(Cantab.),
Lecturer in Curriculum Studies, HKU

Venue : Room 201, Runme Shaw Building, HKU
Date : Saturdays, 9.30-11.30 a.m., commencing February 11, 1995

6 meetings Fee : \$390

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

IX. School Library Studies

1964. Book Preservation in Hong Kong

This course will outline basic preventative conservation techniques so that they can be easily understood and practised by librarians and others in Hong Kong; provide information about the most common problems to be on the lookout for and what the solutions are; and discuss differences between book repair, conservation and restoration and under which circumstances each is used.

Enrolment is limited to 20

Tutor : Louise Garnaut, B.A.Sc.(Planning), Cert. of Paper Restoration(Urbino, Italy)

Venue : Room G4, James Hsioung Lee Science Building, HKU
Date : Wednesdays, 7.00-8.30 p.m., commencing March 22, 1995

2 meetings Fee : \$125

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

1965. Developing Library Special Programs

Workshop on developing library special programs in relationship to school library objectives within the curriculum and on developing an expanded program within the school. Included is development of library special projects such as Book Weeks, competitive and non-competitive reading projects, library art projects, displays, making student video book reviews, and drama activities. Course participants will develop a plan for possible student library activities within their own school. *Enrolment is limited to 30*

Tutor : Kathryn Kay Young, B.Ed., M.Ed., M.L.S.(Library Science)(Kent)

Venue : Hong Kong International Elementary School.
Library, 6 & 23 South Bay Close, Repulse Bay,
Hong Kong

Date : Fridays, 7.00-9.00 p.m. on March 17, 1995

1 meeting Fee : \$105

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

1966. Information Skills in Schools

Over the past decade, in countries such as Australia, New Zealand and Canada, the role of the school librarian has been changing. Librarians have become more involved in the curriculum, teaching information skills. In this session we will watch a video from New Zealand, and discuss the following questions: What are information skills? How can we introduce them into our schools? How can librarians become more involved in the curriculum and in teaching? *Enrolment is limited to 15*

Tutor : Linda A. Anderson, B.A.(Hons.), P.G.C.E.,
P.Dip.Lib.Sci.

Venue : Room 17, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Thursdays, 6.00-8.00 p.m. on May 25, 1995

1 meeting Fee : \$110

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

1967. Introduction to School Library Automation

An introduction to school library automation using software with bilingual capabilities, designed chiefly for: current teacher librarian, with PC knowledge and who have a PC in their school library. Routines on automating acquisitions, cataloguing and circulation will be discussed. Basics of automation under a LAN environment, and the

theory and application of using US MARC for cataloguing, will be covered. *Enrolment is limited to 12*

Tutor : Agatha Sit, B.A., M.L.S.(British Columbia)

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 : Saturdays, 9.00 a.m. - 12.00 noon, commencing
April 22, 1995

2 meetings Fee : \$340

Medium of Instruction: Cantonese

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

1968. V-Lib: A Bilingual Library System

A workshop to demonstrate the system in use at the Chinese International School Libraries, including the cataloguing, circulation, OPAC and acquisitions modules, with particular emphasis on its bilingual capability. There will be plenty of opportunity for hands-on experience. *Enrolment is limited to 15*

Tutors : Stella Wong, B.A.(Lib. Sci.)(Taiwan)
Marilyn McMahon, B.A.(Aust.), Dip.Ed.(Sydney),
Grad.Dip.Lib.(Riverina), FHKLA

Venue : Chinese International School Secondary Library, 1
Hau Yuen Path, Braemar Hill, Hong Kong

Date : Wednesdays, 6.00-8.00 p.m. on May 10, 1995

1 meeting Fee : \$100

Medium of Instruction: English & Cantonese

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

ENGLISH STUDIES

Lecturers in charge : *Richard M. Booker*
Peter Kennedy

Telephone: 2547 2225

Communicate in English

The ability to communicate effectively in English is essential for work and study in Hong Kong.

This course provides participants with an opportunity to develop oral fluency through intensive language practice. It will enable students to extend the range of their spoken English so that they can use the language appropriately and creatively as well as accurately. Students will also be able to practise and improve their listening skills through a range of exercises and activities.

The elements of written communication will be dealt with systematically. Students will be exposed to a variety of texts and will carry out tasks designed to improve their understanding of text organization. They will be helped to develop better reading strategies and to write clear, concise, grammatical English on a number of topics in an appropriate style.

These courses will be of interest to those who wish to prepare themselves before applying for a place on a Use of English Certificate course in the autumn. Other applicants who do not have the time to attend our longer English programmes may also be admitted to these courses.

Entrance Qualifications:

To benefit from the course, applicants should have a Grade 'D' in English Language (Syllabus B) in the HKCEE or the equivalent in an approved exam. Copies of certificates should be attached to application forms.

Applicants will be accepted on a "first come, first served" basis while places are available. Early application is strongly advised. As courses at particular centres are sometimes oversubscribed, applicants are advised to indicate a second choice of course (state the number only) in addition to their first choice.

Courses

A. In Hong Kong

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 200 Connaught Road Central. (MTR: Sheung Wan)

8061. Sundays, 9.30 a.m.-12.30 p.m., commencing February 19, 1995. 15 meetings.

8062. Sundays, 2.00 p.m.-5.00 p.m., commencing February 19, 1995. 15 meetings.

The University of Hong Kong, Pokfulam.

8063. Mondays and Wednesdays, 8.00-9.30 p.m., commencing February 15, 1995. 30 meetings.

Wah Yan College, Queen's Road East.

8064. Mondays and Wednesdays, 6.30-8.00 p.m., commencing February 15, 1995. 30 meetings.

8065. Tuesdays and Thursdays, 6.30-8.00 p.m., commencing February 14, 1995. 30 meetings.

B. In Kowloon

Course No.

Wah Yan College, 56 Waterloo Road. (MTR: Yau Ma Tei)

8066. Tuesdays, 6.15-9.15 p.m., commencing February 14, 1995. 15 meetings.

8067. Thursdays, 6.15-9.15 p.m., commencing February 16, 1995. 15 meetings.

8068. Fridays, 6.15-9.15 p.m., commencing February 17, 1995. 15 meetings.

SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei.

8069. Mondays, 6.30-9.30 p.m., commencing February 13, 1995. 15 meetings.

Fee : \$1,250

Effective Communication

This is a general English course in which attention will focus on the listening and speaking skills. It will enable those who have a passive knowledge of the structures of English to practise using the language in communication.

Applicants should have a Grade "E" or above in English Language (Syllabus B) in the HKCEE or the equivalent in an approved exam.

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

8070. Mondays, 6.30-9.30 p.m., commencing June 5, 1995.

8071. Tuesdays, 6.30-9.30 p.m., commencing June 6, 1995.

8072. Wednesdays, 6.30-9.30 p.m., commencing June 7, 1995.

8073. Thursdays, 6.30-9.30 p.m., commencing June 8, 1995.

SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon.

8074. Mondays, 6.30-9.30 p.m., commencing May 15, 1995.

8075. Tuesdays, 6.30-9.30 p.m., commencing May 16, 1995.

8076. Wednesdays, 6.30-9.30 p.m., commencing May 17, 1995.

8077. Thursdays, 6.30-9.30 p.m., commencing May 18, 1995.

10 meetings

Fee : \$850

Grammar in Use

These courses are intended for students who find they still make many grammatical errors and who lack the confidence to use a greater variety of structures in English. The emphasis will be on learning to USE grammatical structures more effectively and not on learning ABOUT grammar. The courses will be tailored to the needs of participants and will aim to address specific problem areas as well as to provide a systematic review of grammar through a range of lively communicative activities.

Applicants should have a Grade "E" or above in English Language (Syllabus B) in the HKCEE or the equivalent in an approved exam.

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

8078. Sundays, 11.00 a.m.-1.00 p.m., commencing May 7, 1995. 8 meetings.

8079. Sundays, 2.30 p.m.-4.30 p.m., commencing May 7, 1995. 8 meetings.

Fee : \$500

8080. 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 course books, yet are essential for clear communication. This course will be of particular interest to those whose work brings them into contact with native speakers of English. In order to benefit from the course, applicants should have a grade "E" pass in English Language in the HKCEE syllabus B. (A course outline is available upon request)

Place : Room 12, SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, H.K. (MTR: Sheung Wan)

Date : Saturdays, 9.30 - 11.00 a.m., commencing April 8, 1995

6 meetings

Fee : \$250

8081. Developing Spoken English Skills

This course will cover a wide range of situations in which spoken English is used. It will help students to speak more confidently and fluently, but will not neglect the importance of accurate speech. Considerable attention will be given to improving students' pronunciation, stress and intonation.

Amongst the many functions that will be covered are:

- socialising
- describing and comparing
- telephoning
- asking for and giving information
- giving and receiving instructions
- predicting and planning
- agreeing and disagreeing
- describing things and processes
- giving directions

The course is aimed at those who need to use English in their everyday work, but feel that they need to gain in fluency and confidence when dealing with native speakers. It will be at the approximate level of students with a grade "E" pass in English Language in HKCEE syllabus B.

Enrolment will be by selection of those most likely to benefit from the course of tuition.

Place : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, H.K. (MTR: Sheung Wan)

Date : Tuesdays and Thursdays, 10.15 - 11.45 am, commencing May 9, 1995 (Note: this is a morning course.) (closing date for applications: April 29, 1995)

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 by selection of those most likely to benefit from the course of tuition.

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

8082. Tuesdays and Thursdays, 12.45-1.45 p.m., commencing May 9, 1995 (Closing date for applications: April 29, 1995)

8083. Tuesdays and Thursdays, 12.45-1.45 p.m., commencing June 13, 1995 (Closing date for applications: June 3, 1995)

10 meetings

Fee : \$300

General Writing Skills Workshop

This course has been specially developed by the School of Professional and Continuing Education to help Hong Kong people with the common problems they face when writing English. All the materials to be used on the course have been designed specially for the workshops, so there will be no need for students to buy a textbook.

In the workshops students will be shown how to produce well-structured English that is easy to understand and easy to read - an essential skill for those who have to write memos, letters, reports, or essays.

The workshops will be very practical. Students will have plenty of opportunity to practise writing and will be given training and practice in how to find and correct their own mistakes.

In order to benefit from the course, applicants should have a Grade "D" pass in English Language (Syllabus B) in the HKCEE. Copies of certificates awarded should be attached to application forms. Applicants should also attach to their application form a letter stating why they think the course will benefit them.

Enrolment will be by selection of those most likely to benefit from the course of instruction.

Course No.

SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

8084. Mondays and Wednesdays, 6.15-7.45 p.m., commencing May 9, 1995 (Closing date for applications: April 29, 1995)

8085. Mondays and Wednesdays, 8.00-9.30 p.m., commencing May 9, 1995 (Closing date for applications: April 29, 1995)

20 meetings

Fee : \$900

Interpersonal Communication I

Although many people can communicate effectively in English when writing, they lack confidence in the oral interactions that arise in business. This course looks at a range of these situations and includes topics like introducing yourself and others, what to say in the first five minutes, making arrangements, making and receiving complaints, interviews, making telephone calls, dealing with enquiries and problems, and concluding a conversation. The methods used will include listening to a variety of native and non-native speaker accents, problem-solving, group work, role play and simulations. The course is designed to increase the number of appropriate responses available to the speaker in any situation, thus making the speaker more confident and at ease with spoken English in the workplace.

Students will be expected to participate as fully as possible, both to enable them to gain in confidence and to allow the teacher to give necessary guidance on improving their pronunciation.

Applicants should have obtained at least a grade "D" pass in English Language (Syllabus B) in the HKCEE and should submit a copy of the relevant certificate with their application. They should also attach a letter stating why they wish to be enrolled in the course.

Enrolment will be by selection of those most likely to benefit from the course of tuition.

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

8086. Sundays, 9.30 a.m. - 12.30 p.m., commencing February 26, 1995. (Closing date for applications: February 16, 1995)

8087. Sundays, 9.30 a.m. - 12.30 p.m., commencing May 21, 1995. (Closing date for applications: May 11, 1995)

Venue : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

8088. Tuesdays, 6.30 - 9.30 p.m., commencing February 21, 1995. (Closing date for applications: February 10, 1995)

8089. Tuesdays, 6.30 - 9.30 p.m., commencing May 9, 1995. (Closing date for applications: April 29, 1995)

10 meetings

Fee : \$900

Interpersonal Communication II

This course will give participants considerable practice in managerial level communication skills and language use. It will build on the situations and language functions covered in our Interpersonal Communications I course, but it is not necessary for students to have completed the first course to benefit from the practical approach to language skills and training that will be adopted in this second course.

Areas to be covered will include:

- networking;
- cultural expectations and idioms;
- conducting recruitment and appraisal interviews;
- presentations;
- meetings and public speaking.

Discussion, problem-solving and role-play simulations will be used. There will be extensive exposure to actual modern business English through video, audio-tape and printed materials.

To get full benefit from the course, students will be expected to participate as fully as possible.

Applicants should have obtained a grade "D" pass in English Language (Syllabus B) in the HKCEE and should submit a copy of the relevant certificate with their application. They should also attach a letter stating why they wish to be enrolled in the course.

Enrolment will be by selection of those most likely to benefit from the course of tuition.

Venue : SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong

8090. : Mondays and Wednesdays, 8.00 - 9.30 p.m., commencing February 27, 1995. 20 meetings
(Closing date for applications: February 18, 1995)

8091. : Mondays and Wednesdays, 6.30 - 9.30 p.m., commencing June 5, 1995. 10 meetings
(Closing date for applications: May 26, 1995)

Fee : \$900

The SPACE Certificate in Starting Business English on Wharf Cable

What is this course ?

This is a foundation course that will introduce students with little previous knowledge of English to the English of international business. It has three elements :

- television broadcasts;
- self study;
- classroom study.

Television broadcasts

In the period 31st January to 13th June 1995, Wharf Cable television will broadcast Starting Business English, a video programme produced by the British Broadcasting Corporation of London. Altogether there will be 20 x 30-minute programmes, giving a total of 10 hours of broadcast time.

The broadcasts will be shown several times a week, and will cover topics such as :

- introducing yourself;
- using the telephone;
- making appointments;
- business letters and presenting information;
- complaining about products and services, and many others.

Self study

Students who enrol on the course will receive a self study pack to use while they watch the broadcasts on television. This consists of a student book and an audio tape, and will contain :

- summaries of language used for various communicative functions;
- exercises supplementing the broadcasts.

Classroom study

There will be 12 hours of classroom tuition in support of the broadcasts. This tuition will consist of:

- orientation : one two-hour session.
Students will be introduced to the whole programme and to the course of tuition;
- lessons : five two-hour sessions.
Students will be given extra practice in the language points that have been introduced during the programme.
These lessons will be held every four weeks during the series of broadcasts.

There will also be a final examination lasting one hour.

Entry standard

This is a foundation business English course. It will be suitable for anyone with a grade "D" or "E" pass in English Language (Syllabus B) in HKCEE.

Award

Students who enrol in the course and complete all its elements satisfactorily, including the final examination, will be awarded the SPACE Certificate in Starting Business English on Wharf Cable.

Classes

Venue : SPACE Town Centre, West Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

8092. Sundays, 1.30 p.m. - 3.30 p.m., commencing January 22, 1995.

8093. Sundays, 4.00 p.m. - 6.00 p.m., commencing January 22, 1995.

Classes will be held on January 22, 1995 (Orientation), February 26, 1995, March 26, 1995, April 23, 1995, May 21, 1995, June 18, 1995.

Examination dates will be announced later.

Fee : \$900

Written Communication for Executives

These courses are intended for those who are employed in commerce and industry and relevant Government departments and who need to handle correspondence independently. The syllabus is as follows:

Basic Principles: principles of correspondence, conventional usage, style and the use and abuse of commercial jargon.

Negotiations : how to make trade enquiries, how to negotiate for more favourable terms and how to place orders.

Complaints : how to write letters of complaint and to reply to them.

Sales Letters : how to write sales letters to suit particular situations.

Memoranda : how to write memoranda to suit a variety of different situations.

Reports : how to write effective short reports.

Throughout the courses considerable attention will be paid not only to what to say to suit different circumstances, but also to the implications of expressing oneself in a variety of different ways. Practice assignments will therefore be set and later discussed in class.

Entrance Qualifications: a Grade "C" pass in English Language (Syllabus B) in HKCEE or equivalent. Preference will be given to applicants with higher qualifications than this and/or those who have completed relevant post-secondary courses. Copies of certificates awarded should be attached to application forms. Enrolment will be by selection of those who are most capable of benefiting from the course of tuition, and so applicants should add a statement to their application forms saying why they wish to be enrolled in the course.

Courses

Course No.

SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. (MTR: Sheung Wan)

8094. Mondays and Wednesdays, 6.30-8.00 p.m., commencing June 21, 1995.
(Closing date for applications: June 9, 1995)

8095. Tuesdays and Thursdays, 6.30-8.00 p.m., commencing June 20, 1995.
(Closing date for applications: June 9, 1995)

16 meetings

Fee : \$700

8096. Business Writing Skills : Reports, Proposals, Minutes

This course has been developed for staff at the managerial and supervisory level. Participants will be given ample opportunities to practise all the appropriate writing skills involved in producing effective reports, proposals and minutes.

In addition to structure and layout, attention will be given to writing coherently so that ideas and facts are linked and developed in a logical and persuasive manner. Aspects of grammar to be covered will include the passive, reported speech, articles, the present perfect tense and prepositions of time.

Those who will benefit from the course are likely to hold a position in business, commerce or administration that requires them to write reports, proposals and minutes as part of their regular duties.

No textbook will be necessary as all materials will be provided by SPACE.

Entrance Qualifications:

Applicants should have obtained at least a grade "D" pass in English Language (Syllabus B) in the HKCEE. Copies of certificates awarded should be attached to application forms. Applicants 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.

Tutor : Hugh Tyrwhitt-Drake, B.A.(Lancaster)

Venue : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon

Date : Thursdays, 6.30 - 9.30 p.m., commencing February 23, 1995.
(Closing date for applications : February 13, 1995)

10 meetings

Fee : \$1,000

8097. Commercial Correspondence

Clerical and secretarial staff will benefit most from this short course. It will focus on memo, letter and short report writing, and will cover layout, organisation, grammar and style. Punctuation and the use of jargon will be dealt with as necessary.

Participants will practise and consolidate their business writing skills across a range of subjects, including dealing with commercial orders and making payments. A wide variety of model letters will be studied.

No textbook will be necessary as all materials will be provided by SPACE.

Applicants should have obtained a grade "D" pass in English Language (Syllabus B) in the HKCEE. Copies of certificates awarded should be attached to application forms.

Applicants will be accepted on a "first come, first served" basis.

Venue : Wah Yan College, 56 Waterloo Road, Kowloon (MTR: Yau Ma Tei)

Date : Fridays, 6.30 - 9.30 p.m., commencing March 3, 1995

10 meetings

Fee : \$900

8098. Business Correspondence

This course is intended for those who have recently started working in an office.

It will focus on how business letters, faxes and memos should be written and presented. By the end of the course students will:

- have a clearer understanding of the writing process;
- be better able to identify poor or inappropriate writing;
- have improved the style and tone of their writing;
- have improved their grammatical accuracy;
- have enlarged their business vocabulary.

The classes will allow students to practise the conventions and expressions used in modern business correspondence. Important functions of business letters, such as requesting information, complaining, and apologising will be covered.

Entrance Qualifications:

Applicants should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. Copies of certificates awarded should be attached to application forms. Applicants with higher qualifications will not be accepted for this course, but should apply for course 8096 or 8094-8095.

Venue : SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon.

Date : Tuesdays and Thursdays, 6.30-8.30 p.m., commencing May 9, 1995.

(Closing date for applications: April 29, 1995)

18 meetings

Fee : \$1,000

ENGLISH FOR SECONDARY SCHOOL TEACHERS

Certificate Programme in English Language Teaching (Secondary) (Course numbers: 8099, 8100, 8101, 8102, 8103)

ELT courses offered by SPACE aim to address the practical concerns of English teachers in Hong Kong as well as to provide them with an up-to-date knowledge of recent developments in the field.

* Who is the programme for ?

The Certificate programme is open to all secondary school teachers of English. However, the courses offered are likely to be of particular interest to teachers at an early stage in their careers. Having completed their initial training, they may feel the need for a "refresher" course but do not have the time to attend full-time courses. These teachers may well intend to go on to further part-time study for a degree in ELT.

* How is the programme structured ?

- The SPACE Certificate in English Language Teaching (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 & Core B.
- The other four modules may be selected from the range of options on offer in the Spring and Autumn 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 are "free-standing" so that a teacher may enrol for a course without necessarily having in mind the accumulation of credits towards the Certificate.**
- The schedule of courses on offer is as follows:

		Options
Spring 94	Core B	7 + 8
Autumn 94	Core A	9 + 10
Spring 95	Core B	11 + 12
Autumn 95	Core A	13 + 14

*** What are the Core modules ?**

Core A focuses on the language content of the secondary school syllabus for forms 1 - 5. Tense, modality, transitivity etc. will be considered in relation to the language systems inherent in the secondary syllabus. Close attention will 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 explores a range of practical classroom techniques and teaching strategies designed to make the process of language learning more enjoyable and effective. Proper account is taken of what is realistic and appropriate to the Hong Kong context given constraints such as large classes, poor motivation, exam pressure, attitudes to English, lack of resources & etc.

*** Who are the tutors ?**

The tutors for these courses have had many years experience in teaching and teacher-training. Several of them have written textbooks for Hong Kong secondary schools and all of them know what the situation is in local schools right now.

Fee Refund : Teachers may apply for a half fee refund for these courses. See Page vi.

8099. English Language Teaching: recent trends and current classroom practice (CORE B)

This course is intended to assist teachers who face the difficult task of teaching English in a lively and interesting way to large classes of poorly motivated pupils. The aim is to explore a range of practical classroom techniques while keeping in mind the constraints which the syllabus, exam pressure etc. place on the teacher. Consideration will be given to:

- presenting new language
- organizing controlled practice activities
- effective pair work and group work
- teaching (and integrating) the 4 skills
- organizing & adapting communicative activities
- making effective use of the textbook
- adapting teaching materials

The course will NOT be a series of lectures. Participants will be encouraged to take part in interactive tasks - to "learn by doing" - and to exchange ideas and experiences with the other teachers.

(Enrolment is limited to 30)

Tutor : Bob Adamson, M.Phil., B.A., P.G.C.E.(Wales) Lecturer, Hong Kong Institute of Education.

Date : Saturdays, 9.30 a.m. - 12.00 Noon, commencing April 29, 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: \$645

8100. Developing Listening Skills in English: Techniques for Teachers (Optional Module)

This course aims to explore a variety of approaches to teaching listening skills at lower secondary school level. Though some of the theoretical background to listening will be traced, the majority of the classes will be practical workshop sessions. Members of the group will work together to explore listening tasks and listening comprehension strategies appropriate to pupils in Hong Kong secondary schools. The activities will take into account recent changes in the HKCEE syllabus. Consideration will be given to ways in which textbooks currently in use may be adapted and improved for mixed ability classes. Teachers will have the opportunity to develop listening activities for their own classes and this will involve them in tasks that may well improve their own listening skills. Members of the course will be expected to participate actively in group work. *(Enrolment is limited to 30)*

Tutor : Jackie Wheeler, B.A.(Lancaster), P.G.C.E.(CNNA), Dip. TEFL(R.S.A.), Lecturer, Hong Kong Institute of Education

Date : Fridays, 6.30 - 8.00 p.m., commencing February 17, 1995

Place : Lecture Theatre 8, LG2 Floor, Library Extension Building, University of Hong Kong.

10 meetings

Fee: \$495

8101. A Practical Approach to the Teaching of Pronunciation, Stress and Intonation for Secondary English Classes (Optional Module)

This course will run in two parts. The first part will consist of an overview of current theories of pronunciation, stress and intonation and an introduction to a simple system of annotation for teachers' use. The second part will consist of practical workshops on ways to include the teaching of pronunciation, stress and intonation in the secondary English syllabus. *(Enrolment is limited to 30)*

Tutor : Richard Stibbard, B.A.(Exeter), M.A.(B/ham), Cert.TEFL(R.S.A.)

Date : Saturdays, 9.15 a.m. - 1.00 p.m., commencing February 18, 1995

Place : Room 12, SPACE Town Centre, Shun Tak Centre, 9th Floor, West Tower, 200 Connaught Road, Central, H.K.

4 meetings

Fee: \$495

8102. Drama in Language Teaching (Optional Module)

This series of five three-hour workshops will demonstrate how drama activities can complement language teaching.

The workshops will focus on drama games, improvisations, role plays, mimes and working with short drama texts and text book dialogues. The aim of these activities will be to show how drama can be used to help in the development of speaking skills such as fluency and pronunciation as well as the teaching of grammar and vocabulary.

A hands-on approach will be adopted with participants expected to engage actively in all drama activities being presented. No previous drama experience is necessary. The workshops are targeted at secondary school teachers, but primary and tertiary teachers are also welcome.

(Enrolment is limited to 30)

Tutor : Dino Mahoney, B.A.(Lancaster), M.A. (Birmingham), P.G.C.E. (Nottingham), Dip.TEFL (R.S.A.), Senior Lecturer, Department of English, City Polytechnic of Hong Kong

Date : Saturdays, 10.00 a.m. - 1.00 p.m., commencing February 11, 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)

5 meetings

Fee: \$495

8103. Developing Speaking Skills in the Classroom (Optional Module)

This course will focus on three sub-topics:

- How to get students to speak up in English
- How to encourage students and build their confidence
- How to manage speaking activities

A variety of techniques will be discussed to increase opportunities for students to improve their spoken English skills. Teachers will have the opportunity to try out new approaches in the course (and in their own classrooms) and then share their experiences with one another.

The final section of the course will focus on preparing students to meet the requirements of the new oral component of the Use of English examination.

(Enrolment is limited to 30)

Tutor : Elaine Martyn, B.A., B.Ed. (Winn.), M.Ed. (Manit.)
Language Instructor, English Centre, The University of Hong Kong.

Date : Mondays, 6.30 - 9.00 p.m., commencing April 24, 1995

Place : Room 104, K.K. Leung Building, University of Hong Kong

6 meetings

Fee: \$495

ENGLISH FOR PRIMARY SCHOOL TEACHERS

8104. English for the Primary School

This course is designed for Primary School teachers of English who wish to deepen their understanding of the English language and its role in primary education. Consideration will be given to three main areas:

- the System of English
- approaches to Syllabus Design
- the language of the English lesson

The first area, the nature of English, looks at different aspects of the language: the sound system, grammar, discourse and para-linguistic features. The second area, approaches to syllabus design, looks at different ways of constructing schemes of work, according to the principles of the Communicative Approach and the Targeted-Oriented Curriculum. The third area, the language of the English lesson, examines the language a teacher needs to use for instructing and managing primary school children. The course will be conducted through talks, discussions and workshops. Guest speakers will be invited to talk on relevant topics.

(Enrolment is limited to 30)

Co-ordinator : Annie Tong, B.Ed.(Notts.), Teacher's Certificate (Northcote) (Formerly HongKong Bank Language Development Fund Research and Development Officer, TOC Project)

Date : Fridays, 6.30 - 8.00 p.m., commencing May 5, 1995

Place : Lecture Theatre 8, LG2 Floor, Library Extension Building, University of Hong Kong

8 meetings

Fee: \$395

8105. Writing Development in Primary Schools

The aim of this course is to look at the writing development of children in primary schools. Topics to be considered include:

- the writing process
- stages of development in writing
- varieties of writing
- responses to writing
- spelling

Effective classroom management will be discussed, as will diagnosis and assessment. Account will be taken of current trends and practices both in Hong Kong and in the UK.
(Enrolment is limited to 30)

Tutor : Carol Goldstein B.A.(L/pool), Dip.Ed., Cert.Ed.
(Dundee), Deputy Principal, Quarry Bay Primary School
John Hawes Cert.Ed.(Lond.), Principal, Clearwater Bay Primary School

Date : Mondays, 6.30 - 9.00 p.m., commencing March 6, 1995

Place : Room 104, K.K. Leung Building, University of Hong Kong.

5 meetings

Fee: \$420

LITERATURE IN ENGLISH

Certificate Programme in English Literary Studies (Course Number : 8106, 8107, 8108)

Who is it for ?

- Anyone who has an interest in literature and would like to find out more about it;
- those who intend to study (part-time) for a degree in English, or for an Arts degree in which literature is a major component;
- those intending to study subjects other than literature at degree level who will first need a good foundation in English Studies;
- teachers of English (language as well as literature) who wish to enhance and refresh their knowledge of English;
- students of English who recognise that language learning entails more than understanding a set of grammar rules.

What are the aims of the programme?

- to introduce a variety of literary texts in English for close reading and discussion
- to help students develop the skills needed to read literature critically and to write about it effectively

- to acquaint students with the genres, conventions and devices of poetry, fiction and drama, as well as the basic terminology used in critical analysis
- to encourage students to explore and articulate their own responses to literary texts rather than to repeat second-hand opinions

How is it structured?

The Certificate is offered in modular form. To be awarded the Certificate a student has to complete **FIVE** modules. These must include the **THREE** Core modules:

CORE 1	Reading short fiction
CORE 2	Reading poetry
CORE 3	Reading drama

The other **TWO** modules may be selected from the range of options on offer in the Autumn and Spring terms. At the end of each module a "statement of completion" is issued based on course assessment and attendance.

The modules are "free-standing" so that a student may take a course for its own sake without necessarily having in mind the accumulation of credits towards the Certificate.

Why study literature ?

".....through literature we rediscover a sense of the density of our lives" (Iris Murdoch)

".....to enable the reader better to enjoy life or better to endure it " (Samuel Johnson)

"/It is/ the language in which man explores his own amazement" (Christopher Fry)

"/It is/ news that STAYS news" (Ezra Pound)

Fee Refund : Teachers may apply for a half fee refund for these courses. See Page vi.

8106. Reading Poetry (CORE module)

This course will introduce poems by such major C20th poets as T.S. Eliot, W.H. Auden, Dylan Thomas, Philip Larkin, Ted Hughes and Seamus Heaney as well as more recent work by contemporary English poets.

The poems have been chosen not just for their intrinsic merits, but also to illustrate the patterns of sound, syntax, tone and figurative language poets use to achieve their effects.

The classes will not be lectures on poetry but close readings and discussion of individual poems. Applicants should have a good reading knowledge of English, a willingness

to participate in discussion and, above all, an interest in literature. *(Enrolment is limited to 25)*

Tutor : Peter Kennedy, B.A.(Wales), M.A.(Sussex), M.A.(Essex), M.Phil.(Dublin). Lecturer (English Studies), SPACE, University of Hong Kong.

Date : Saturdays, 10.00 a.m. - 1.00 p.m., commencing February 18, 1995

Place : Room 11, SPACE Town Centre, 9th Floor, West Tower, Shun Tak Centre, 200 Connaught Road, Central, H.K.

7 meetings

Fee: \$650

8107. English Modernism (OPTIONAL module)

"On or about 1910 human nature changed."
(Virginia Woolf)

"It was in 1915 the old world ended." (D.H. Lawrence)

The first quarter of the C20th was an extraordinary period of radical innovation in painting, music and literature. Cubist paintings, the music of Stravinsky, stream-of-consciousness narratives: the art movements at the turn of the century subverted conventions and experimented with new forms to produce art that still has the power to startle and disturb.

As the quotations indicate, the upheaval in the arts reflected a social upheaval, a fragmenting of the communal beliefs and certainties that had supported traditional modes of social organisation, religion and morality. The course will focus on three key texts by the leading exponents of Anglo-American literary Modernism:

<u>The Waste Land</u>	T.S. Eliot
<u>Ulysses</u>	James Joyce
<u>Tarr</u>	Wyndham Lewis

Through a study of these texts we will seek to identify the distinctive features of Modernism and to consider some of the groupings and the social tensions that gave rise to it.

(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, 10.00 a.m. - 1.00 p.m., commencing April 22, 1995

Place : Room 11, SPACE Town Centre, 9th Floor, West Tower, Shun Tak Centre, 200 Connaught Road, Central, H.K.

5 meetings

Fee : \$495

8108. An Introduction to Film Appreciation and Criticism (OPTIONAL module)

The course will examine genres such as the Western, Crime, Science Fiction and Horror film. The main aim is to equip participants with a critical vocabulary with which to discuss films. (The course will treat films as "texts" amenable to the same forms of criticism as literature.)

The classes will involve watching selected films and extracts followed by workshops and discussions where critical concepts may be applied to the analysis of the films.

Films to be studied will include works by such directors as Alfred Hitchcock, Tim Burton, Woody Allen and Paul Verhoeven.

The course is geared mainly to the needs of teachers of AS English Literature (film studies) but it will also be of interest to those who wish to acquaint themselves with some of the key concepts of film studies in order to enhance their enjoyment. *(Enrolment is limited to 25)*

Tutor : Philip Leetch, M.A.(Oxon), Cert.Ed.(HK)

Date : Saturdays, 10.00 a.m. - 1.00 p.m., commencing May 27, 1995

Place : Room 11, SPACE Town Centre, 9th Floor, West Tower, Shun Tak Centre, 200 Connaught Road, Central, H.K.

5 meetings

Fee: \$495

IN-HOUSE COURSES FOR COMPANIES

SPACE also provides in-house English Language courses by request. Any company or hotel which would like to obtain information about this service should contact Richard Booker on 2547 2225.

EUROPEAN STUDIES

Lecturers in charge : *Richard M. Booker*
Peter Kennedy

Telephone: 2547 2225

* FRENCH 8161 - 8165	First Certificate programme in French Language
* SPANISH 8166 - 8168	First Certificate programme in Spanish Language
* GERMAN 8169 - 8171	First Certificate programme in German Language
* ITALIAN 8172 - 8173	First Certificate programme in Italian Language
* RUSSIAN 8174	Russian for Beginners
* GREEK 8175	Greek for Beginners

SPACE offers language courses for working adults in French, Spanish, Italian, German, 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, German, Italian and Spanish are offered in modular form. The Level 1 courses are 45 hours, Level 2 courses are 45 hours and Level 3 courses are 60 hours long.

- * 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)

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.

8161. SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road, Central, Hong Kong.

Date : Sundays, 9.30 a.m. - 12.30 p.m., starting 12th February, 1995.
15 meetings Fee: \$1,300

8162. 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 13th February, 1995.
30 meetings Fee: \$1,300

8163. Wah Yan College, 56 Waterloo Road, Kowloon.

Date : Thursdays, 6.15 - 9.15 p.m., starting 16th February, 1995.
15 meetings Fee: \$1,300

French: Level 2

Level 2 French courses are intended for students who have completed Level 1 or received approximately 45 hours of instruction in basic French at another institution. Strong emphasis will be put on the acquisition of audio-oral skills. Intensive tuition will also be provided in reading and writing skills. *At the end of the course students should be able to use French to communicate in a variety of simple situations such as asking for directions, ordering food in a restaurant, shopping, making telephone calls etc. In addition, students will extend their active vocabulary and deepen their understanding of French grammar. The language of instruction will be French, supplemented by English as necessary.*

8164. SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road, Central, Hong Kong.
Date : Sundays, 9.30 a.m. - 12.30 p.m., starting 12th February, 1995.
15 meetings Fee: \$1,500

8165. Wah Yan College, 56 Waterloo Road, Kowloon.
Date : Tuesdays, 6.15 - 9.15 p.m., starting 14th February, 1995.
15 meetings Fee: \$1,500

(Enrolment is limited to 25)

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.

8166. University of Hong Kong, Pokfulam, Hong Kong.
Date : Fridays, 6.15 - 9.15 p.m., starting 17th February, 1995.
15 meetings Fee: \$1,300

8167. 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 13th February, 1995.
30 meetings Fee: \$1,300

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. The language of instruction will be Spanish, supplemented by English as necessary.

8168. Wah Yan College, 56 Wah Yan College, Kowloon.
Date : Fridays, 6.15 - 9.15 p.m., starting 17th February, 1995.
15 meetings Fee: \$1,500

(Enrolment is limited to 25)

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.

8169. SPACE Town Centre, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong.
Date : Sundays, 9.30 a.m. - 12.30 p.m., starting 12th February 1995.
15 meetings Fee: \$1,300

8170. Wah Yan College, 56 Waterloo Road, Kowloon.
Date : Thursdays, 6.15 - 9.15 p.m., starting 16th February, 1995.
15 meetings Fee: \$1,300

German: Level 2

Level 2 German courses are intended for students who have completed Level 1 or received approximately 45 hours of instruction in basic German at another institution. *At the end of the course students will be able to use German to communicate in a variety of simple situations such as asking for directions, ordering food in a restaurant, shopping, making telephone calls etc. In addition, students will extend their active vocabulary and deepen their understanding of German grammar. The language of instruction will be German, supplemented by English as necessary.*

8171. Wah Yan College, 56 Waterloo Road, Kowloon.
Date : Tuesdays, 6.15 - 9.15 p.m., starting 14th February, 1995.
15 meetings Fee: \$1,500

(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.

8172. SPACE Town Centre, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong.
Date : Sundays, 9.30 a.m. - 12.30 p.m., starting 12th February 1995.
15 meetings **Fee: \$1,300**

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*

8173. Wah Yan College, 56 Waterloo Road, Kowloon.
Date : Tuesdays, 6.15 - 9.15 p.m., starting 14th February, 1995.
15 meetings **Fee: \$1,500**

(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 English as necessary.*

8174. Wah Yan College, 56 Waterloo Road, Kowloon.
Date: Fridays, 6.15 - 9.15 p.m., starting 17th February, 1995.
15 meetings **Fee: \$1,300**

COURSE in GREEK LANGUAGE

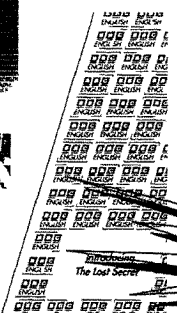
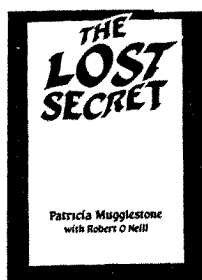
Greek for Beginners

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.

8175. Wah Yan College, 56 Waterloo Road, Kowloon.
Date : Thursdays, 6.15 - 9.15 p.m., starting 16th February, 1995.
15 meetings **Fee: \$1,300**

IN-HOUSE TRAINING COURSES

Companies interested in arranging in-house training courses in French, Spanish, German or Italian for their employees should contact Ms G Lee on 2547 2225.



英語迷踪 自學教材

HK\$ 450.00

The Lost Secret Self-Study Pack

英國國家廣播電台製作的英語迷踪是一套教授英語的錄影帶教材。這套錄影帶除了有非常高的質素外，影帶中還包含了一個懸疑而緊張的故事 (*The Lost Secret*) 來增加學習時的趣味性。

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

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

這套自學英語的教材包括了：

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

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

如有查詢，請致電卜克先生或錢小姐 (2547 2225)

(訂購表格在後頁。)

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

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

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

The self-study pack contains:

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

Student's book and study guide :

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

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

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

For enquiries : Please call Mr. Richard Booker or
Ms. Doris Chin (2547 2225)

(Order form overleaf.)



ORDER FORM 訂購表格

Send your order to:

SPACE Town Centre
Shun Tak Centre, West Tower, 9/F
200, Connaught Road Central, HONG KONG
(Attn: Mr. Richard Booker Tel: 2547 2225)

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

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

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

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

Correspondence Address 通訊處

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

Telephone Nos. 電話: Home 住宅 Office 辦事處

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

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

OR

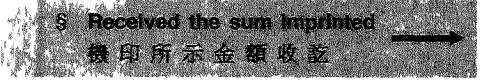
I wish to pay cash for pack(s) at the SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong and waive my postage and packing charges.

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

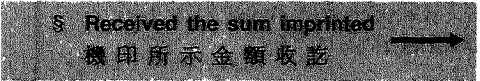
或

本人想現金購買套英語迷踪(包括兩盒錄影帶、一本雙語教科書和一本全英語作業簿): (每套售價: HK\$450.00)。本人會親自前往: 香港干諾道中二百號信德中心西翼9字樓, 香港大學專業進修學院市區中心領取。

Date 日期 Signature 簽字



* Delete as appropriate 請劃去不適用者



Name 姓名
Full Postal Address 地址

Please also complete this part 請填妥本欄

Note: This application acknowledgment is not complete without validation by official printing machine entry of the details at § above at the University or Town Centre Office of the School of Professional and Continuing Education, The University of Hong Kong.
注意: 本收據未經本學院或學院市區中心辦事處收銀機在 § 欄內印出金額、日期等, 即未生效。

8181. 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 10 室(信德中心西翼九樓)

時 間：一九九五年三月七日起每星期二下午八時零五分至十時

全期學費：一千三百二十元 (共十講)

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

1995 Autumn Prospectus

The next issue of the School Prospectus will be available in mid-August 1995. If you wish to be sent a copy of the Prospectus in August 1995, kindly complete and return the name and address slip on Page 100, (together with postal stamps to the value of \$5.70) to: [The Director, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong]. The envelope should be marked "Autumn Prospectus".

一九九五秋季課程手冊

本學院將於一九九五年八月中派發一九九五年秋季課程手冊。有意索取者請填妥100頁的回條，並附郵票五元七角，在信封上註明〔郵索秋季手冊〕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: Paul Luey

Telephone: 2859 2423
2859 2786

8201. 香港地理野外考察 (Geography in the Field)

本課程著重介紹香港的地質、土壤、植物、農村及都市土地利用等。內容包括：(一) 礦物、岩石與構造地質特徵，簡略介紹主要岩礦物與主要岩石類型特徵，構造特徵(包括褶皺、斷裂、節理、劈理等)；(二) 土壤的形成，植物群的種類，分佈，和它們相互的關係；(三) 農村及都市土地利用。

(限收三十五人)

主 講 人：鈕柏桑先生、袁貞偉先生、鄧玉瓊小姐

地 點：香港大學邵逸夫樓208室

時 間：一九九五年二月二十三日起每星期四下午六時三十分至八時

全期學費：六百二十七元正 (共十一講及四次野外考察)

教師可獲教育署退還半費。詳參第vi頁。

8202. 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 tech-

niques 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 February 22, 1995

Fee : \$430

6 meetings & one daytime visit

Medium of Instruction: English supplemented with Cantonese



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請惠寄一九九五年秋季課程手冊乙本。內附五元七角郵票。

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(1995/96P)

附註：請於一九九五年七月十五日以前寄回上列回條。

Note : Please return the above coupon before July 15, 1995.

8221. 香港業餘考古學導論 (Amateur Archaeology in Hong Kong)

本課程專為培養對考古工作有興趣人士而設，本課程著重理論和實習，使學員更有效地利用現場發掘過程，對考古學更具了解。

主要內容包括：(一) 考古學研究的對象和範圍；(二) 考古學研究的方向、功用及其與其它學科的关系；(三) 新石器時代考古；(四) 埋葬制度及文化藝術；(五) 青銅時代考古；(六) 鐵器時代考古；(七) 陶瓷製造業；(八) 石刻藝術；(九) 灰窰製造業；(十) 最新科學古物鑑定；(十一) 考古遺址。並參觀考古學會發掘過程，及安排參與實習。

主 講 人：盧金球先生（香港考古學會執行委員）
地 點：香港大學專業進修學院市區中心18室（信德中心西翼九樓）
時 間：一九九五年三月一日起每星期三下午六時十五分至七時四十五分
全期學費：五百元（共十二講及二次野外實習。野外實習之交通費由學員自付）

8222. 中國古文物鑑賞 (Appreciation of Chinese Relics)

本課程講授的重點，在於介紹鑑賞中國藝術物品的技巧和怎樣鑑別它們的真偽，同時也涉及品評、維修及保養古文物方面的知識。內容包括：(一) 國畫、(二) 陶瓷、(三) 銅器、(四) 玉器、(五) 「考古」：國內最新發掘出土文物的分析及其提供的歷史價值和意義。（限收二十二人）

主 講 人：盧金球先生（香港考古學會執行委員）
地 點：香港大學專業進修學院市區中心18室（信德中心西翼九樓）
時 間：一九九五年三月十三日起每星期一下午六時至七時三十分
全期學費：四百八十元（共十二講及一次現場參觀。現場參觀之交通費及入場費由學員自付）

8223. 香港古物與古蹟 (Hong Kong Antiquities and Monuments)

本課介紹有關考古學對香港與古蹟的研究，如史前和歷史時代遺物方面知識，內容包括：石刻、古堡及炮台、古廟、宗祠及公祠、書室及書齋、圍村及民房、風水塔及風水牆、功名牌匾、及古建築物等。有關新界五大家族（鄧、廖、文、彭、侯）等的拓殖史及背景，封建考試制度如鄉試，會試及殿試等。農村風俗及生活習慣等作深入淺出的講授。（限收二十二人）

主 講 人：盧金球先生（香港古學會執行委員）
地 點：香港大學專業進修學院市區中心18室（信德中心西翼九樓）
時 間：一九九五年五月卅一日起每星期三下午六時十五分至七時四十五分
全期學費：四百壹十元（共九講及二次實地考察。實地考察之交通費由學員自付）

8224. 香港近百年歷史的回顧 (The Past Hundred Years of Hong Kong)

本課程由中英第一次鴉片戰爭說起，回顧本港一百五十年來的滄桑史。內容介紹早期香港的面貌、地理環境、傳統生活習慣與風俗、及民間信仰等，並與今日之香港作一個全面的比較。其中對在日治時期港人的生活實況，更有詳細的闡述。講者生於斯長於斯，親身體會淪陷三年零八個月時期的情況，可說是歷史的見證人。本課程對未經第二次世界大戰洗禮的青年人，有提供教育與警惕的作用。四十歲以上的人士，亦可藉本課程重溫舊夢，與講者共同回味過去甘苦。（限收二十二人）

主 講 人：盧金球先生（香港考古學會執行委員）
地 點：香港大學專業進修學院市區中心18室（信德中心西翼九樓）
時 間：一九九五年六月十二日起每星期一下午六時至七時三十分
全期學費：三百八十五元（共八講及一次實地考察。實地考察之交通費由學員自付）

8225. 中國文化：考古文物篇 (Chinese Culture from the Archaeology Perspective)

自一九七四年陝西省潼縣發現的秦始皇兵馬俑被視為世界八大奇跡後，中國考古界不斷有新發現。一九九二年，山東省鄒城鄉丁公村出土帶刻字的龍山文化陶片為研究中國上古史提供進一步的資料。從考古出土文物中去認識了解中國文化著實是既富學術性，亦具趣味性的學習途徑。

課程主要內容包括：(一) 考古遺存之分類及主要中國考古學家；(二) 新石器時代文化；(三) 古代都城；(四) 祭祀器物：青銅與古玉；(五) 陵墓建築與文物；(六) 宗教美術；(七) 絲路文化；(八) 中原與邊遠地區文化；(九) 博物館藏中國文物精華；(十) 中國文化在古文明中的地位；(十一) 中國考古發掘現況。（限收二十二人）

主 講 人：黃少麗小姐 B.A (H.K), Grad Dip. of Arts (Charles Sturt)
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：一九九五年二月九日起每星期四下午七時四十五分至九時四十五分
全期學費：五百二十元（共十二講及一次博物館參觀。現場參觀之交通費及入場費由學員自付）

JOURNALISM & COMMUNICATION

Lecturer in charge: Owen H.H. Wong

Telephone: 2859 2788

8241. What a Print Buyer Should Know About Printing

This course is designed for graphic artists, designers, reporters, editors, and other employees in the publishing, journalism and communication fields who, as print buyers, must have a basic understanding of printing production processes. Emphasis will be on costing evaluation and quality control. Topics will include: placing a printing order, appreciation of printing processes and production, printing materials; standard and suitability, costing and standards in printing, as well as quality control in printing.

Enrolment is limited to 30

Tutors : Members of the Graphic Arts Association of Hong Kong

Venue : Room 208, Run Run Shaw Building, HKU

Date : Mondays, 6.45-8.45 p.m., commencing March 6, 1995

5 meetings

Fee:\$240

Medium of instruction: Cantonese supplemented with English where appropriate

Participants are expected to pay \$100 each for materials and tools.

8242. 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：一九九五年四月廿四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：二百四十元 (共五講)

8243. 雜誌編輯 (Magazine Editing)

雜誌的編輯，是專門的學問，是一種藝術、是一項管理學；雜誌的編輯，更是作家與廣大群眾的橋樑；小至團體學校的刊物，大至銷路廣闊的雜誌，其成功與否，都倚賴編輯們的修養。故本課程將兼顧以下的重點：報紙、雜誌、畫報編輯的分野及特點；讀者心理和編輯風格的建立，新聞感和信任感探討；文字編輯和技巧編輯在香港的優缺點；標題的控制，資料邏輯和節奏感的分析；紙張、製版、分色、印刷原理和運用介紹；版面設計、字體研究和美學小談；編輯工作的責任感和時間控制。

主 講 人：吳萱人先生 (編輯，出版人)

何良懋先生 (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：一九九五年二月廿四日起每星期五下午七時十五分至九時十五分

全期學費：二百五十元 (共七講)

8244. 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；CorelDraw的應用；PicturePublisher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：一九九五年二月廿八日起每星期二下午七時十五分至九時十五分

全期學費：二百元 (共六講)

8245. 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：一九九五年六月廿二日起每星期四下午六時至八時

全期學費：二百八十五元 (共六講)

8246. 電影及錄影藝術欣賞：理論研討 (Film & Video: Art Appreciation)

本課程著重以不同的角度去探討一部電影的各個層面，內容包括：(一) 歷史與技術演變的關係；(二) 敘事形式與非敘事形式；(三) 時空交錯的場面調度；(四) 語言、映象與聲音的表達；(五) 電影與文學。課程除講授外，並輔以影片及電視錄影作參考觀賞，適合一般對電影及錄影有普遍程度認識的人仕參加。

(限收三十四人)

主 講 人：貝格理(Gary Pollard)先生TV producer/ reporter for the award winning "Here & Now" program, scriptwriter for "Legacy".

王璐德女士 Director of the program "Legacy" BEST INTERNATIONAL TV DRAMA (San Francisco Film Festival, 1991)

黎頌圖先生 Winner of 3 awards in a recent contest
黎秋華先生 Executive producer at 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：一九九五年三月十一日起每星期六下午二時三十分至五時三十分

全期學費：六百八十五元（共十講）

8247. 電影製作室 (Film-making Workshop)

本課程利用講解及分組討論形式，將電影工業各環節逐一介紹，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，並輔以影片示範，及實地拍攝工作，務求使理論與實際互相配合，歡迎對電影藝術及電影製作過程有興趣人士參加。（限收廿四人）

主 講 人：貝格理(Gary Pollard)先生TV producer/ reporter for the award winning "Here & Now" program, scriptwriter for "Legacy"

王璐德女士 Director of the program "Legacy" BEST INTERNATIONAL TV DRAMA (San Francisco Film Festival, 1991)

黎頌圖先生 Winner of 3 awards in a recent contest
黎秋華先生 Executive producer at 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：一九九五年五月廿七日起每星期六下午二時三十分至五時三十分

全期學費：六百八十五元（共十講）

8248. 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：一九九五年三月三日起每星期五下午八時十分至九時五十分

全期學費：三百四十元（共十講）

8249. 聲藝與口才 (The Art of Expression)

我們生活在這個蓬勃多姿的群體社會裡，隨時隨地都需要有談吐應對，或發表言論，或現身說法，或肩負司儀，或以聲音作為一種訴諸聽覺藝術的機會。但是話語怎樣才能說得得體，聲調運用得優美，情感的貫注又具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以至聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較深入的認識與探討，這個課程所提供的，也就是環繞著聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧；粵音九聲的變化；常用語音的分類；演說技巧及練習；司儀方法及練習；唸詞方法及口才訓練等。

（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：一九九五年五月廿九日起每星期一下午六時三十分至九時

全期學費：三百七十五元（共八講）

8250. 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：一九九五年二月廿一日起每星期二下午六時至七時三十分

全期學費：二百六十元（共八講）

8251. 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？怎樣查驗事情已發生的原因？怎樣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；集體編擬一份計劃書及分享他人解決問題的事例。

（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：一九九五年四月十八日起每星期二下午六時至七時三十分
全期學費：三百三十元 （共十一講）

8252. 廣告與促銷 (Advertising and Sales Promotion)

現今商業社會，競爭激烈，各展奇謀，來提高本身產品知名度和市場佔有率，而廣告與促銷活動，已成為商品推銷及市場推廣的重要工具。在傳遞商品訊息，引發起消費者潛在的購買慾望，令其產生共鳴，進而達到銷售目的，實有賴於優良的廣告設計。

本課程將介紹廣告與促銷的本質，目標設定及策略，分析各傳播媒介的功能，選擇及安排，並如何評估廣告與促銷對商品銷售的效果。

主 講 人：鄧廣鈿先生 M.B.A (Long Island)
地 點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）
時 間：一九九五年二月廿三日起每星期四下午六時三十分至八時
全期學費：二百五十元 （共七講）

8253. 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：一九九五年三月廿三日起每星期四下午八時三十分至十時
全期學費：二百七十五元 （共八講）

8254. 廣告研習班 (Advertising Workshop)

以探討、座談及實習方式，讓學員體驗廣告業務之實際作業過程，藉以培育廣告人材，提高專業水準。

課程內容將就指定課題，先行提供實例資料，繼而引導學員分組進行研討、實習，以製訂綜合的作業計劃書。學員在必要時，可於堂外自行磋商及彙集資料。製訂的作業計劃書，必須由各小組在堂上陳述，另邀請資深廣告業人士現場評論。

此研習課程特為廣告業及相關行業之基層及中層從業員而設。申請者必須對廣告業有基本認識，具一年廣告工作經驗；曾選修「廣告學與市場管理」課程者，優先取錄。（限收二十四人）

主 講 人：盧振忠先生
地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時 間：一九九五年五月十八日起每星期四下午八時三十分至十時
全期學費：四百一十五元 （共十二講）

專業及廣告攝影課程（初級班）Photography for Professionals & Advertising – Basic Course

本課程適合一般對攝影有興趣，有志於晉身「職業攝影」人士選讀。課程中理論與實習並重。專業攝影及黑房器材之介紹、使用方法及操作原理，先充份了解專業攝影器材各個系統，再從而掌握有關技術。包括（一）專業大型4x5相機系統，（二）專業彩色及黑白沖晒技巧包括彩色自動沖機、幻燈片直接晒相及可變反差黑白放大，（三）影樓燈光系統及特性，（四）濾色片與廣告照片之配合，（五）測光系統，（六）專業鏡頭及特殊攝影配件，（七）背景前投式幻燈機操作，及（八）支柱腳架天花軌影棚設計等。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）

8255. 一九九五年三月六日起每星期一下午七時三十分至九時三十分
全期學費：八百三十五元 （共十講）

8256. 一九九五年三月三日起每星期五下午七時三十分至九時三十分
全期學費：八百三十五元 （共十講）

8257. 一九九五年三月四日起每星期六下午四時三十分至六時三十分
全期學費：八百三十五元 （共十講）

專業及廣告攝影課程（中級班） (Photography for Professionals & Advertising - Intermediate Course)

本課程適合具有攝影基礎人士修讀（如已修讀初級班課程）。課程注重介紹商業攝影技巧及方法，使晉身攝影助手、攝影師及開設影樓等職業攝影工作，課程包括（一）4x5大型相機及商品攝影，（二）專業黑房沖晒技巧，（三）專業婚紗、人像及時裝攝影，（四）室內設計及建築職業攝影技巧，（五）舞台表演攝影，（六）海報、書面、明信片、月曆等插圖攝影等。本課程提供二千呎黑房及影樓、逾百萬頂級專業攝影器材、電腦講義及AV視聽教具。但學員需自付消耗性材料如菲林、藥水等（約二百元）。（每班限收十四人）

主 講 人：蔡克信先生（香港專業攝影師公會會員）
地 點：香港英皇道1044號福昌樓三樓B4室香港專業攝影學院（Studio 3）

8258. 一九九五年五月廿二日起每星期一下午七時三十分至九時三十分
全期學費：九百一十元 (共十講)

8259. 一九九五年五月十九日起每星期五下午七時三十分至九時三十分
全期學費：九百一十元 (共十講)

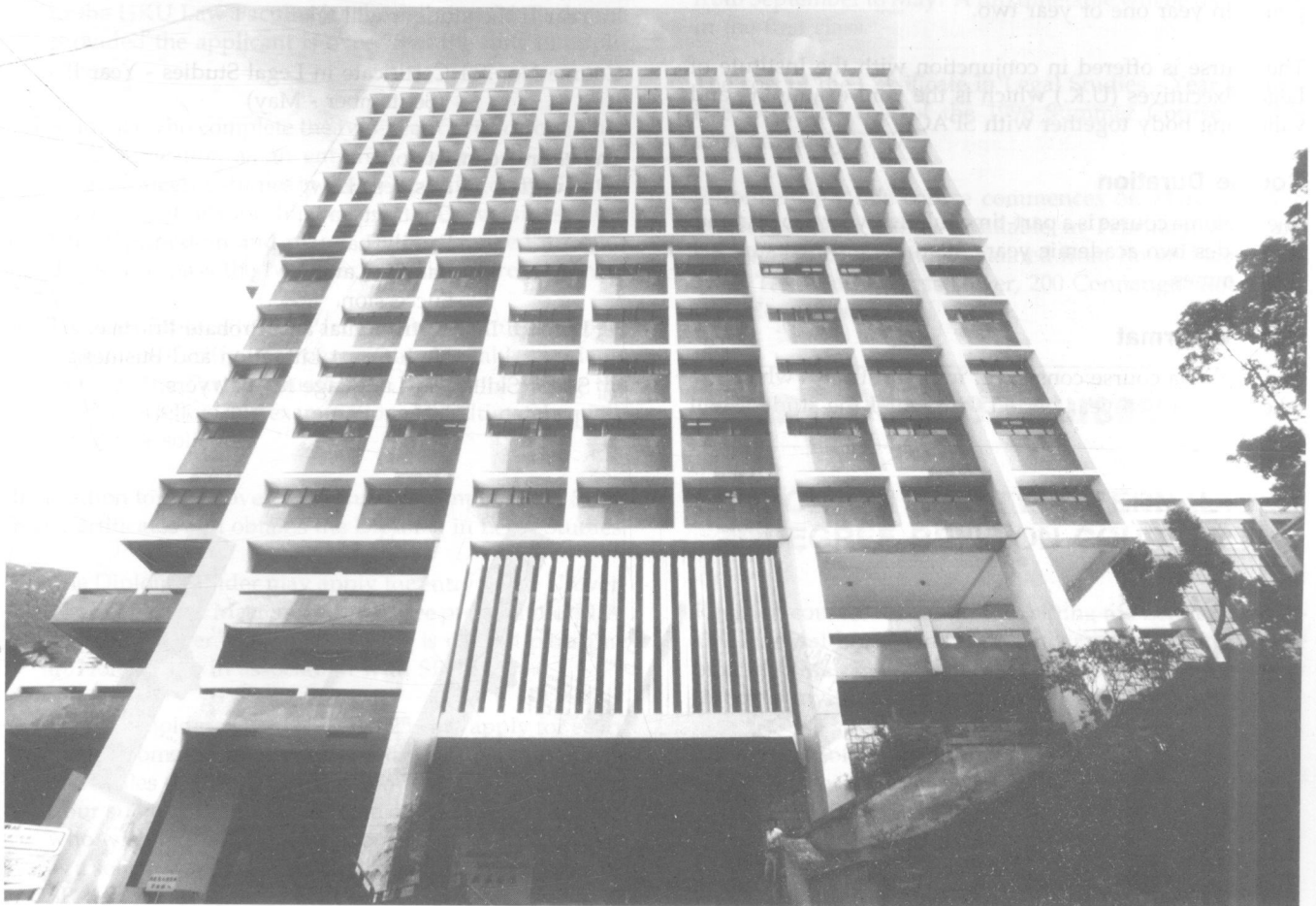
8260. 專業及廣告攝影證書課程
 **(Certificate Course in Photography for Professionals & Advertising)**

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) 外藉模特兒人像攝影，(三) 專業影樓及PRO-LAB參觀，(四) 邀請專業攝影大師及名家作客座講師，(五) 現代歐美日專業攝影潮流，(六) 企業廣告攝影，(七) 職業攝影客戶服務要點，(八) 成立影樓及經營職業攝影方法，(九) 高級商品攝影，(十) 學員畢業作品集研討。本課程學員將必需拍攝作品集一套，作為證書成績之釐訂及畢業標準，學員結業後，可獲本學院頒發證書。

本課程將提供電腦中文講義、TV錄影示範教具及逾百萬頂級專業器材免費作實習用。黑房及影樓二千呎。但學員需自付消耗性材料如菲林、藥水等(約三百元)。(限收十二人)(截止報名日期：一九九五年二月十六日)

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：一九九五年三月四日起每星期六下午二時至四時
全期學費：二千元 (共二十講)

The Knowles Building on the Main Campus – SPACE is headquartered on the 7th floor



Courses Requiring No Formal Qualifications

DIPLOMA IN LEGAL STUDIES (DEGREE ACCESS COURSE)



Introduction

The Diploma course is aimed at educating students in the study of law and preparing them for formal training in law and legal practice for future career development. The course has been specially designed to assist students to develop the academic and practical skills needed for practice in the law. The compulsory course units on Study Skills and Language for Lawyers direct themselves towards improving students' communication and examination skills. The provision of extensive course materials and regular classes together with compulsory written assignments throughout the course are aimed at educating students to a level where they can successfully progress to further legal qualification.

The programme is a block-building, accumulation course so that a student may leave the programme at various exit points in year one or year two.

The course is offered in conjunction with the Institute of Legal Executives (U.K.) which is the joint examining and validating body together with SPACE.

Course Duration

The Diploma course is a part-time full two-year programme. It includes two academic years of study and two summer programmes.

Course Format

The Diploma course consists of four certificates which are taken over a two-year period. In Year I the student will take:

Course No. 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.

Study Skills and Language for Lawyers.

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:

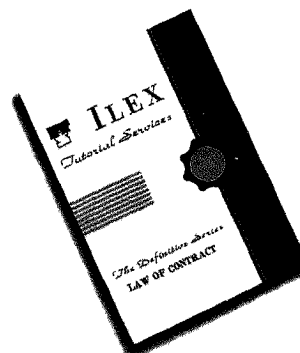
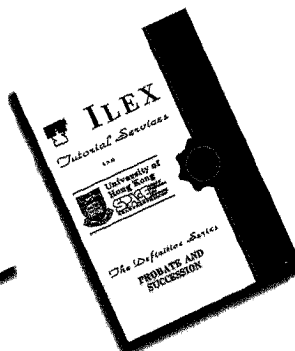
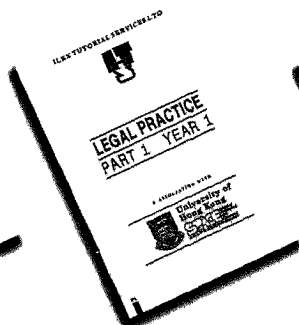
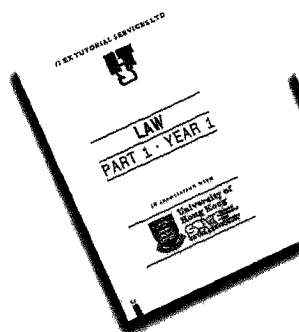
Course No. 711 Certificate in Legal Studies - Year II
(September - May)

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.

Study Skills and Language for Lawyers.



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 external degree programmes including the LL.B.. Students who complete the certificate programme will be given guaranteed places on the London University LL.B. External first year courses held by SPACE.
2. The qualification will assist a student who is applying to the HKU Law Faculty for the full-time LL.B. degree provided the applicant is over 25 at the time of application.
3. Students who complete the two-year Certificate can use the qualification as an entrance requirement for full-time law degree studies in the United Kingdom. SPACE has a special relationship with many Universities in the United Kingdom and places can be arranged for students who pass the two-year Certificate programme.
4. The Certificate satisfies Part I of the Institute of Legal Executives Certificate programme and enables students to enter the Part II course with a view to taking the Institute's fellowship examinations and ultimately qualifying as a solicitor.

In addition to the above, if the student completes the Summer Certificates and obtains the Diploma in Legal Studies:

1. The Diploma holder may apply for entry to the University of Leicester Master of Arts degree programme, M.A. in Public Order. This programme is offered part-time in Hong Kong in association with SPACE.
2. Diploma holders over the age of 25 may apply for entry to the Common Professional Examination of England and Wales (C.P.E.). This is a two-year part-time course (four subjects each year) offered at SPACE for students who wish to follow the fast-track route to qualification as a solicitor or barrister. This programme is offered by SPACE.

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.

4. Holders of the Diploma who work in solicitors' offices may use the title "Legal Executive" and have a limited right of audience before a Master in the High Court and before a District Judge in the District Court.

Entry Requirements

There are no formal entry requirements. However, students should have a proficiency in English demonstrated by, for example, a pass in English in the H.K.C.E.E. or other similar qualification, or on the basis of their business, commercial, academic or other experience.

Timetable

Course No. 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 \$7,900. The cost of the 1996 Summer Course will be approximately \$700.

Enrolment for this course commences on March 1, 1995. Further details will be available in February, 1995 and application forms can be obtained from Room 1405, 14/F., Shuk Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong.



Degree Courses

LONDON UNIVERSITY EXTERNAL LL.B. DEGREE REVISION COURSES

Revision courses for candidates sitting the London University External LL.B. and other similar examinations will be offered in March/April 1995. They will be taught mainly by lecturers invited from the United Kingdom.

The courses offered will be in:

- 8291. Constitutional Law
- 8292. Criminal Law
- 8293. Elements of the Law of Contract
- 8294. English Legal System
- 8295. Evidence

- 8296. Land Law
- 8297. Law of Tort
- 8298. Law of Trusts
- 8299. Company Law
- 8300. Family Law
- 8301. Jurisprudence and Legal Theory
- 8302. Succession

Course Fee: \$1,100 (per subject)

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

Professional Courses

COMMON PROFESSIONAL EXAMINATION (C.P.E.) OF ENGLAND AND WALES REVISION COURSES

Revision courses for candidates sitting the C.P.E. examinations of Manchester Metropolitan University will be offered in March/April 1995. These courses will be taught by lecturers invited from the United Kingdom.

The courses offered will be in:

- Year I : Course No. 8303. Constitutional and Administrative Law
 Course No. 8304. Law of Contract
 Course No. 8305. Law of Tort

- Year II : Course No. 8306. Criminal Law
 Course No. 8307. Equity and Trusts
 Course No. 8308. Land Law

Course Fee: \$1,100 (per subject)

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

Law for Laymen

8309. 中華人民共和國公司法 (The Company Law of The People's Republic of China)

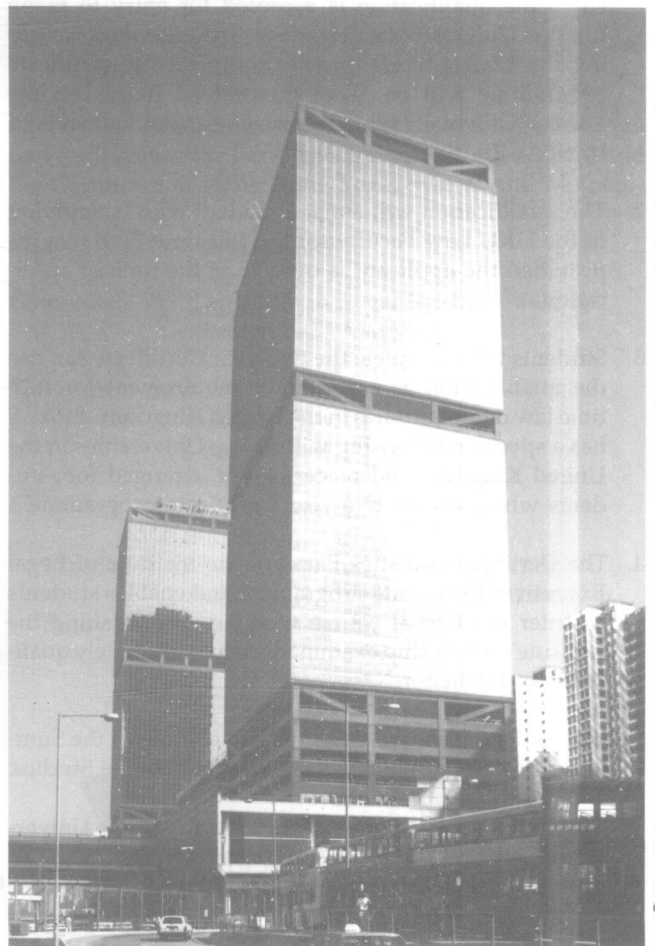
課程主要講解中國公司(包括「三資企業」)的法律實務，例如公司類型、設立、審批、註冊資本、公司合併與分立、公司財務、上市公司、外國公司的分支機構和公司破產等。

- 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：一九九五年二月二十一日起每星期二下午六時至七時三十分
 全期學費：三千元 (共十二講)

8310. 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：一九九五年二月二十一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.

LIBRARIANSHIP

Lecturer in charge: F.T. Chan

Telephone: 2859 1940

31. Diploma in Library and Information Science

1. Introduction

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.

2. Course Structure and Curriculum

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.

Paper 1 - Introduction to Information Studies
Paper 2 - Libraries, Systems and Knowledge
Paper 3 - Library Management
Paper 4 - Theory of Knowledge
Paper 5 - Cataloguing and Classification
Paper 6 - Collection Development
Paper 7 - Introduction to Library Management Theory
Paper 8 - Basic Reference Services
Paper 9 - Understanding and Using Computers
Paper 10 - Introduction to Information Management

And 3 more papers from the following:

Elective 1 - Processing Circulation and Preservation
Elective 2 - Advanced Information Organisation
Elective 3 - Library Personnel Management
Elective 4 - Library Financial Management
Elective 5 - Marketing of Library and Information Services
Elective 6 - Advanced Reference Services
Elective 7 - Special Reference Services
Elective 8 - Library Automation and Computer Applications
Elective 9 - Research and Evaluation

3. Entry Qualifications

Applicants should:

1. have completed a programme at post-secondary level in a recognised institution, or equivalent; and
2. be proficient in written and spoken English.

Applicants working in positions related to the library/information profession will be at an advantage.

4. Fees

Fees should be paid annually in January. The fees for the 95-97 programme is as follows:

<u>Year</u>	<u>HK\$</u>
1995	28,500
1996	28,500
1997	28,500

TOTAL: 85,500

5. Access to Further Studies

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.

6. Timetable

The Diploma course will start in February 1995. A 3-day orientation programme is scheduled in mid February 1995. Further details of the teaching schedule will be announced later.

7. Applications

Enrolment is limited to 50. Applicants must enclose photostat copies of appropriate certificate along with the special application form. (Attn: Miss Edith Au, SPACE, University of Hong Kong, Pokfulam Road, Hong Kong). Please note that the course fee will only be collected from those successful applicants after the selection process. **The closing date for application is 10 January 1995.**

For enquiry: Mr. F.T. Chan/ Miss Edith Au/ Tel. 2859 1940

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

Minimum Entry Qualifications: Five subjects, including English, at Grade E or above in the Hong Kong Certificate of Education or equivalent.

The next course will commence in September 1995. Applications will be invited in August 1995.

Diploma in Librarianship



The School of Professional and Continuing Education, in co-operation with the Hong Kong Library Association, offers a three-year part-time course leading to a "Diploma in Librarianship" award. In addition to teaching general theory and practice, the course has been specially designed to take into account local requirements.

This course is jointly organized with the Charles Sturt University (CSU), Australia. In addition to the award of the "Diploma in Librarianship", students of this course who possess a degree/diploma recognised by CSU can also register with CSU through the School of Professional and Continuing Education with a view to obtaining the "Graduate Diploma of Arts (Library and Information Science)" award.

This course is accredited by the Australian Library and Information Association (ALIA) for professional recognition.

Students take eight papers over three years. Four papers will be taught in the face-to-face teaching mode and four papers will be taught in the distance learning mode supported by lectures and residential schools conducted in Hong Kong.

Currently there are two batches of Diploma students, one studying Year 3 and the other Year 1. The intended commencing date of the next course is February 1996. Applications will be invited in November 1995.



Main Library, University of Hong Kong

8341. Certificate Course in Supervisory Management

Introduction:

This is a distance learning programme, with support tutorials, developed in conjunction with the Management Development Centre of Hong Kong. The course is offered for junior supervisors and managers currently working in industry, commerce, government, the professions and banking who are practising management without a formalized training in managerial skills.

Course Content:

In view of the distinctive nature of distance learning, this course will have a format which is radically different from the traditional SPACE short course or certificate programme. At the beginning of the course all students will be issued with five books and five videotapes, all developed in Hong Kong and written in the context of the local situation. Subjects to be covered in this material include: setting objectives, planning, control, organizing, work scheduling, time management, leadership, conducting negotiations, communications, motivation, speaking and listening, conducting meetings, letters and reports, innovation and change, decision-making, the assessment of performance and managerial roles.

Also included in the written material will be illustrative case studies and self-assessment exercises. The videotapes (VHS format) will be issued individually and will illustrate managerial situations, problems and opportunities. Tutorials to supplement the distance learning process will take place at intervals in groups to be arranged.

Entry Requirements:

No formal entry qualifications will be required but all candidates must demonstrate a verbal and written fluency in English, which is the primary language of the course. Cantonese will be used in a supplementary sense in the tutorials. All applicants must be fluent in spoken Cantonese.

Venue:

A number of tutorials will be conducted at 1.30 p.m. and 3.45 p.m. by arrangement in Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong commencing Saturday, February 18, 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: \$4,015 (including all materials)

Application:

A special application form is obtainable from Dr T.W. Casey, School of Professional and Continuing Education, The University of Hong Kong, by not later than February 11, 1995.

8342. An Introduction to Business Management

Managing a modern business enterprise is an activity for which relatively few of those who become involved in it have had proper training. The functions of the managerial process and prevailing motivation theories will be examined, together with the design of structures necessary to accomplish organizational objectives, and the development of managerial thought in its historical context. Particular attention will be paid to an analysis of the three major functional disciplines - manufacture, finance and marketing. This course has been specially designed for junior executives, or those about to enter the management field, who wish to broaden their knowledge of modern management techniques.

Tutor : Vincent Ng, B.S., M.B.A., M.S., D.B.A.,
Ph.D.(Calif.)

Venue : Room 22, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong.

Date : Wednesdays, 6.00-7.30 p.m., commencing February 15, 1995

12 meetings

Fee : \$468

8343. Management Principles and Policy

The objective of the course is to introduce participants to an understanding of the wider responsibilities of management as a preparation for the holding of senior management posts. Topics to be discussed comprise definitions of management: the identification of management functions and responsibilities; management levels and managerial skills; the formulation and execution of policy; the setting of objectives; the exercise of delegation; authority and responsibility; the structure and theories of organization; forms of organization for general and functional management; problem solving and decision making; leadership styles and direction; management by objectives and performance appraisal; motivation and incentives; training needs and design; management development programmes; time management; organizational careers; individual development and career strategies.

Tutor : Benjamin Fung, B.Comm. (Concordia), Grad.Dip.
Mgt. (McGill), A.C.I.S., Dip.M.,
M.C.I.M., M.H.K.I.M., M.B.I.M.

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

Date : Tuesdays, 7.45-9.15 p.m., commencing February
14, 1995

12 meetings

Fee : \$468

8344. 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 February
13, 1995

12 meetings

Fee : \$468

8345. Developing Managerial Skills

A Manager is expected to be competent in professional knowledge, technical skills and managerial skills. The first two of these areas are in large measure taken care of in educational institutions, leaving managerial skills to be learnt by direct experience for the vast proportion of managers. This course has been developed to bridge the gap between the results of experience and the long formal courses in management training which are available to small numbers of managers. Designed for junior and middle level managers and supervisors, this course will review the management of people, work and time, problem-solving, the development of creativity, staff development related to improving the quality of work, problems of communication and inter-personal skills, and self-development. The course will draw upon the experiences of those attending in examining the themes.

Tutor : Raysen Cheung, B.Soc.Sc.(H.K.)

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

Date : Mondays, 7.45-9.15 p.m., commencing February
13, 1995

12 meetings

Fee : \$468

8346. You! A Management Consultant?

The term Management Consultancy can today apply equally to the roles of internal members of an organization as to specialists who may be hired in the conventional way from outside. Managers today face situations of increasing complexity and need to equip themselves with the outlook and tools of the management consultant in order to come to terms with multi-disciplinary problems in the organization. The course will focus on three areas of skill development: business re-engineering, involving the identification of the organization's needs, the range of options available, strategic choice, objective setting and tactical preparation: leadership and change, involving managerial roles, team building, the motivation of staff and managing change: practical consultancy skills, including a detailed analysis of the different stages of project management that present the challenge to the consultant.

Tutor : Barry J. Cummings, B.A.(O.U.), M.B.A.(Exeter),
Cert.Ed., Cert.B.A., Cert.TEFL(RSA),
M.I.Elec.I.E., M.I.T.D.

Venue : Room 22, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong

Date : Saturdays, 3.45-5.15 p.m., commencing February
18, 1995

12 meetings

Fee : \$468

8347. Management Concepts and Practices

Management is the function which has the greatest potential to make an organization run effectively. This course will concentrate upon deepening the participants' understanding of the overall managerial process, on ways of improving managerial performance, and building the foundations for career advancement into senior management. Areas to be discussed include organization and management theory; organizations and their business environments; management functions in relation to organization structures; corporate planning; strategy and policy; problem-solving and decision-making; communication; managing change and conflict; management by objectives (MBO); the major functional areas of operations, finance, information systems, and human resources. Case studies will be incorporated into the course.

Tutor : Maurice M.F. Ma, B.A.(W.Ontario), M.B.A. (Canterbury), A.N.Z.I.M.,M.H.K.C.S.,
M.A.C.S., C.Dip.A.F.(A.C.C.A.),
C.M.A.

Venue : Room 101, James Hsioung Lee Science Building,
HKU

Date : Saturdays, 3.45-5.15 p.m., commencing February
18, 1995

12 meetings

Fee : \$468

8348. How to Grow with Your 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 February 14, 1995

12 meetings

Fee : \$468

8349. 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：一九九五年二月十五日起每星期三下午七時四十五分至九時十五分

全期學費：四百六十八元（共十二講）

8350. Organization and Methods

The techniques of a sound Organization and Methods approach to the running of a business enterprise are being adopted by an increasing number of companies in the modern world. Designed for office, line and general managers, this course will cover the application of O. & M. techniques from basic fact finding, the analysis of bad procedures through to specialized techniques of an advanced nature. Specifically, the speaker will examine the problems of forms layout and design, the selection and usage of office machines, clerical aids, together with the supporting role of

statistical techniques and of critical path analysis. Examples will be used to show the successful application of O. & M. techniques, taking into account the human implications of changes made.

Tutor : Samuel San, B.E.(N.S.W.)

Venue : Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong.

Date : Saturdays, 4.00-5.30 p.m., commencing February 18, 1995

12 meetings

Fee : \$468

8351. 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.L.M.M., M.I.Mgt., M.C.I.M.

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

Date : Fridays, 7.45-9.15 p.m., commencing February 17, 1995

12 meetings

Fee : \$468

8352. Management Information and Decision-Support Systems

The modern entrepreneur is faced with increasing complexity in the conduct of business. Management Information Systems and Decision Support Systems are disciplines that have been developed to improve the problem-solving and effective decision-making capabilities of managers involved in different functions and levels. In this course, the characteristics of effective information systems will be systematically analysed and illustrated by case studies as well as the process of developing MIS. Part of this course is relevant to the A.C.A. level 2 and I.A.M. examinations.

Tutor : Chow Man-chu, B.Sc.(New York), M.B.A.(Miami),
Cert.Dip.A.F., M.Inst.A.M.

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

Date : Saturdays, 4.00-5.30 p.m., commencing February
18, 1995

12 meetings

Fee : \$468

8353. Total Quality Management with the ISO 9000 System

Many leading companies today are turning to Total Quality Management (TQM) with the ISO9000 quality management system as a new approach to Cost and Management Accounting. The main objective of the system is to promote continuous improvements in products, services, and work processes so as to reduce time and cost within an organization and to enhance customer satisfaction. Traditional cost and management accounting have failed to keep pace with the new challenges presented to the modern organization. The implementation of TQM/ISO9000 requires fundamental changes in organizational design, systems, structure, culture, as well as performance measurement systems, and the tutor will address the various adjustments that organizations have to make to meet them. The course has been designed for accountants and all other senior executives concerned with managing their organizations.

Tutor : Daniel E. Chow, B.Sc.(St. Joseph's), M.Com.(NSW),
C.P.A., A.H.K.S.A., M.M.A., A.I.M.M.,
M.I.Mgt., M.C.I.M.

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

Date : Fridays, 6.00-7.30 p.m., commencing February 17,
1995

12 meetings

Fee : \$468

8354. An Introduction to Strategic Project Management

This course will give an introduction to the overall process of project management from the project initiation stage, design, construction management to the final handing-over stage. A key feature of the course lies in the emphasis given to applying strategic planning and management to the construction and contract administration stage of work. The course will cover the responsibilities and the qualities required of a project manager, including contract strategy, the different stages of a project, construction management strategy, project acceleration, testing and commissioning and project handover. There will also be discussion of the application of computer-aided project planning, programming techniques, contract negotiation, together some selected case studies. This course has been designed for project managers, project engineers, site resident engineers and contract administrators.

Tutor : Colin C. M. Kwan, B.Sc.(Glasgow), M.B.A. (Strathclyde),
Eur.Eng., C.Eng., M.B.I.M.,
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, 6.00-7.30 p.m., commencing February
14, 1995

12 meetings

Fee : \$468

8355. Strategic Planning and Management

The strategic planning approach in an organization involves the establishment of corporate objectives, the analysis of the organization in relation to its environment, product life cycles, competitive advantage, growth and diversification, and organizational culture. Reference will also be made to the latest management theories and techniques, such as TQM, JIT and Japanese management style which are gaining acceptance in both the commercial and industrial sectors. This course, which has been designed for junior managers involved in the process, will make a critical examination of the various frameworks and tools which are involved in strategic analysis and implementation. Case studies and group participation will be built into the review of principles and options available to managers in this most critical area of management initiative.

Tutor : Clara S.Y. Cheung, M.B.A.(Nott.), A.C.I.S.

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

Date : Tuesdays, 7.45-9.15 p.m., commencing February
14, 1995

12 meetings

Fee : \$468

8356. 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.

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

Date : Saturdays, 3.45-5.15 p.m., commencing February
18, 1995

12 meetings

Fee : \$468

8357. 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接待部、營業及市務部、公共關係部、人事及培訓部、房口管家部、會計及財務部、飲食成本控制、保安及工程部等。

主 講 人：黃薇秀女士 A.M.I.T.D.

講授語言：粵語（輔以英語）

地 點：香港大學專業進修學院市區中心 1 1 室（信德中心西翼九樓）

時 間：一九九五年二月十四日起每星期二下午六時至七時三十分

全期學費：四百六十八元（共十二講）

8358. 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：一九九五年二月十六日起每星期四下午六時至七時三十分

全期學費：四百六十八元（共十二講）

8359. Marketing Management

No business enterprise can be sustained unless it recognises the important of the concept of marketing and the increasing importance of marketing initiatives in the business world of today. The course will focus upon Marketing Management, how it inter-relates to other business functions, and is affected by consumer behaviour, and other businesses and forces in society. Based on course material, case studies and discussion, students will examine the need for effective forecasting and its importance in the major marketing elements of Product, Price, Promotion and Place. The course will also embrace the wider forces of consumerism, how market research can help a business, and the importance of Marketing Information Systems (MIS) as a

tool to maximise the impact of the organization's whole marketing effort.

Tutor : Doug Young, B.Ed.(Calgary), M.B.A.(Boston/Brussels)

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

Date : Tuesdays, 7.45-9.15 p.m., commencing February
14, 1995

12 meetings

Fee : \$468

8360. 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：一九九五年二月十八日起每星期六下午一時三十分至三時三十分

全期學費：六百二十二元（共十二講）

8361. Strategic Modern Marketing

The successful business in today's competitive world is that which is able to match its products' differential advantage to what consumers want and are prepared to buy. As consumer markets are becoming increasingly heterogeneous, the pursuit of a strategic marketing approach is crucial to a business if it is to operate profitably and more efficiently than competition. This course will give students both the basic marketing knowledge and the marketing skills to create a competitive edge in today's consumer market. The integrated marketing campaign will be examined with special reference to market segmentation, targeting and positioning and decisions on products, price, distribution and the promotion mix. The course will be illustrated with examples of successful marketing strategies.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.

Venue : Room 24, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F., Hong Kong.

Date : Saturdays, 2.00-3.30 p.m., commencing February
18, 1995

12 meetings

Fee : \$468

Medium of Instruction: Cantonese

8362. 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 February
15, 1995

12 meetings

Fee : \$468

8363. Marketing Communications

Marketing communications are assuming an ever more essential role in strategic marketing for modern organisations, whether in performing the building of brand image in the long run through advertising and public relations or in stimulating short term sales through sales promotion techniques. This course aims to provide students with a knowledge of managing promotional activities in the context of marketing management. The content will focus on the major steps in developing effective marketing communication programs and advertising; the communication/promotion mix decisions; management of sales promotion; major public relations decisions; the coordination of various elements within the overall promotion mix.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M.

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

Date : Saturdays, 3.45-5.15 p.m., commencing February
18, 1995

12 meetings

Fee : \$468

Medium of Instruction: Cantonese

8364. 實戰連鎖店管理 (A Practical Approach to the Management of Retail Chain Stores)

本課程之目的為提供一個實戰管理連鎖店之辦法，課程講師會提供解決連鎖店問題之真正辦法。課程有(1)分店管理：開門及關門程序；營業前之準備工作；賣場管理之軟體部份。(2)辦公室管理：貨倉／辦公室管理；零售物業之管理；零售文件管理。(3)售貨及商品管理：現金及收銀處控制；陳

列之原理和技巧；促銷材料和商品陳列。(4)保安及員工管理：防火程序；安全及保安程序；員工及專櫃管理。

主講人：何其德先生 M.B.A.(UEA)及零售業人士
地點：香港大學專業進修學院市區中心12室(信德中心
西翼九樓)

時間：一九九五年二月十七日起每星期五下午七時四十五
分至九時十五分

全期學費：四百六十八元 (共十二講)

8365. An Introduction to Financial Management

Financial Management in an enterprise is concerned with the management of existing resources, the assessment of a company's financial health, its strengths, weaknesses, recent performance, and future prospects. This course is offered to junior executives and managers outside the specialized area of finance to conduct a review of financial statements, evaluate financial performance, the development of financial forecasting, and managing for growth. Active use will be made of case studies to illustrate the principles described.

Tutor : Ms Chan Yoke Meng, B.Acc.(Singapore).

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

Date : Saturdays, 1.30-3.30 p.m., commencing February
18, 1995

12 meetings

Fee : \$630

8366. 財務管理實務概論 (A Practical Approach to Financial Management)

財務管理對於個人及公司運作是非常重要。香港是一個國際金融社會，這方面的認識更添其實際性。本課程從實務方面考慮，旨在提供有興趣或在職人士有關知識。包括：財務報表分析、金融市場運作、資產管理、投資及衍生工具、其他外匯利息的套戩與對沖。

主講人：何志聰先生 B.Econ., M.Econ. (Macquarie)

地點：香港大學本部大樓7室

時間：一九九五年二月十三日起每星期一下午六時三十分
至八時正

全期學費：四百六十八元 (共十二講)

8367. 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 February 18, 1995

14 meetings

Fee : \$546

8368. 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：一九九五年二月十八日起每星期六下午一時三十分至三時三十分

全期學費：六百二十二元（共十二講）

8369. Effective Stock Investment Management

The Stock Market is popularly seen as an exciting place to make money on investments and perhaps to lose it. Whereas the attitude of many people is that investment in the Stock Market is an exercise in speculation and gambling, there is no doubt that the use of prudent techniques and long term strategies of an objective nature are likely to bring the best results in the market. Consideration will be given to the following areas: general investment concepts, trading practices, fundamental and technical analysis, stocks, warrants, the Hang Seng Index, futures and options. Students will be encouraged to develop their own portfolios through various investment games.

Tutor : William Y.F. Mak, M.B.A.(Stirling), C.I.M.A., I.C.S.A., Dip.M., C.I.M.(Grad.)

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

Date : Fridays, 6.00-7.30 p.m., commencing February 17, 1995

12 meetings

Fee : \$468

Medium of Instruction: Cantonese

8370. 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 February 14, 1995

12 meetings

Fee : \$468

8371. 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.

Tutors : Ron DeAngelo, B.S.(Penn State), M.S.(Columbia),
M.S.(Utah State)
Rae Fossard, B.A.(Loughborough)

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

Date : Saturdays, 2.00-3.30 p.m., commencing February
18, 1995

12 meetings

Fee : \$468

8372. Team Building

Producing consistently superior services and products is a primary concern in international business today. Evidence suggests that organisations who meet this challenge are using team development and teamwork to do so. It allows them to make leaps in innovation, quality and efficiency that all organisations need to make in order to survive. During this programme participants will learn what team work and work teams are and why they are the most comprehensive answer to improved performance. The course introduces participants to the primary characteristics of work teams, outlining the skills that leaders of such teams must have and it provides guidelines, creative suggestions and pragmatic tools that organisations can use to improve the processes and results. Participants will discover what they need to take into account in order to incorporate work teams into their management strategy and will learn the ideas and techniques it takes to make a demonstrable difference in the total performance of work teams across all departments within an organisation, thus achieving their competitive goals.

Tutor : Ron DeAngelo, B.S.(Penn State), M.S.(Columbia),
M.S.(Utah State)

Venue : Room 208, Run Run Shaw Building, HKU

Date : Saturdays, 3.45-5.15 p.m., commencing February
18, 1995

12 meetings

Fee : \$468

8373. 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 : 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 February
18, 1995

12 meetings

Fee : \$468

8374. Strategic Human Resources Management in Action

In today's changing business environment, senior executives are aware that a prime source of maintaining competitive advantage resides in the quality of staff employed. The implication of this is that some of the traditional approaches to staff recruitment, compensation and benefits administration, training and management development, performance management and career development may not be as relevant as before in today's world. Conventional ways of managing people may have to be re-thought in the light of a strategic human resources management approach which links into the corporate plan of the organization. As Human Resources Management (HRM) becomes the driving force of business and organizational development, so middle and senior managers may have to acquire new skills in strategic thinking, team development, business knowledge and partnership and change management. This course will focus upon these crucial issues.

Tutor : David Mui, M.B.A., P.G.D.M.S.(City Polytechnic),
M.Inst.A.M., F.L.M.I.

Venue : Room 122, University Main Building, HKU

Date : Saturdays, 3.45-5.15 p.m., commencing February
18, 1995

12 meetings

Fee : \$468

8375. 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：一九九五年二月十六日起每星期四下午七時四十五分至九時十五分

全期學費：四百六十八元（共十二講）

8376. 香港工運之發展與未來 (The Trade Union Movement in Hong Kong: Continuity and Prospect)

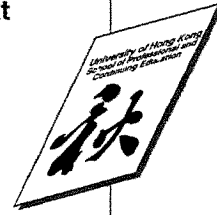
香港工會的地位，在後過渡期顯得日益重要；尤期對未來的勞工政策，有著深遠的影響力。本課程介紹香港工會的發展歷史，其演變過程及意義。內容包括：（一）早期的工會活動（1920至1940）；（二）工會在五六十年代所扮演的角色；（三）代議政制對工會之影響；（四）工會結構的轉變及其意義；（五）工會參與政治所帶來之影響；（六）展望工會未來路向。

本課程適合從事工會活動人員及對工運有興趣的人士修讀。

主 講 人：蔡偉軒先生
地 點：香港大學專業進修學院市區中心 1 2 室（信德中心西翼九樓）
時 間：一九九五年二月十八日起每星期六下午二時至三時三十分
全期學費：四百六十八元（共十二講）

In order to receive the next issue of this Prospectus, please turn to page 99.

如欲收到下期課程手冊，請翻閱第 99 頁。



8377. 人事管理學(Personnel Management and Office Administration)

人事管理研究的範圍包括所有與企業管理方面有關人事的因素，人事政策實施的問題，如招募、挑選、就業、工作分析、員工訓練及發展、評估薪酬、員工福利、紀律、及員工關係等，將在討論範圍之內。

主 講 人：馬明輝先生 B.A.(Western Ontario), M.B.A.(Canterbury), A.N.Z.I.M., M.H.K.C.S., M.A.C.S., C.Dip.A.F.(A.C.C.A.), C.M.A.
地 點：香港大學校本部大樓 1 2 2 室
時 間：一九九五年二月十八日起每星期六下午二時至三時三十分
全期學費：四百六十八元（共十二講）

8378. 人事管理及勞工法例(Personnel Management and Labour Law)

本課程首先探討人事管理與勞工法例的關係，繼而研究與人事管理息息相關的僱傭條例及僱員補償條例。本課程會透過講授及案例研究，分析『連續性契約』，終止僱傭契約，遣散費，長期服務金，假期，疾病及分娩保障，勞資審裁處訴訟，『因工受傷』定義，呈報工傷，各類補償細則等，務使學員充份明瞭勞資雙方的權力及責任，訂定完善靈活的人事制度。本課程適合現職人事管理人員或工作上須要運用勞工法例知識的人士修讀。

主 講 人：楊少紅小姐 B.A., Cert.PM, M.P.A., MHKIPM
地 點：香港大學專業進修學院市區中心 1 2 室（信德中心西翼九樓）
時 間：一九九五年二月十三日起每星期一一下午六時至七時三十分
全期學費：四百六十八元（共十二講）

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



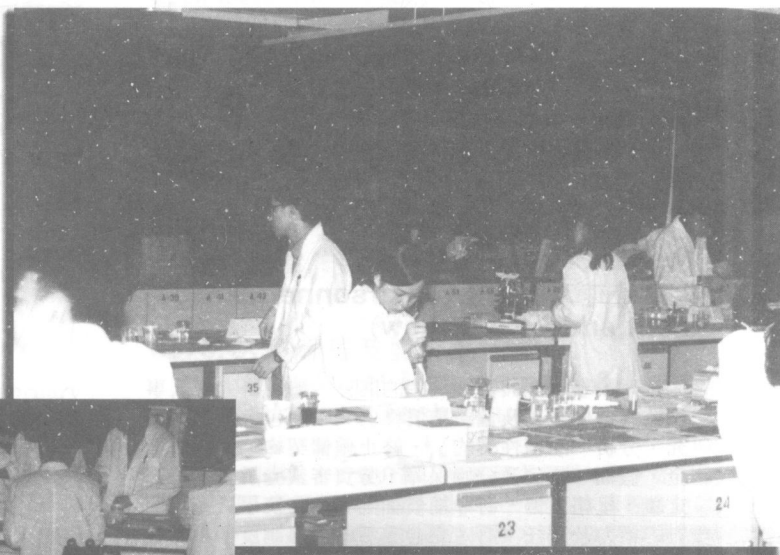
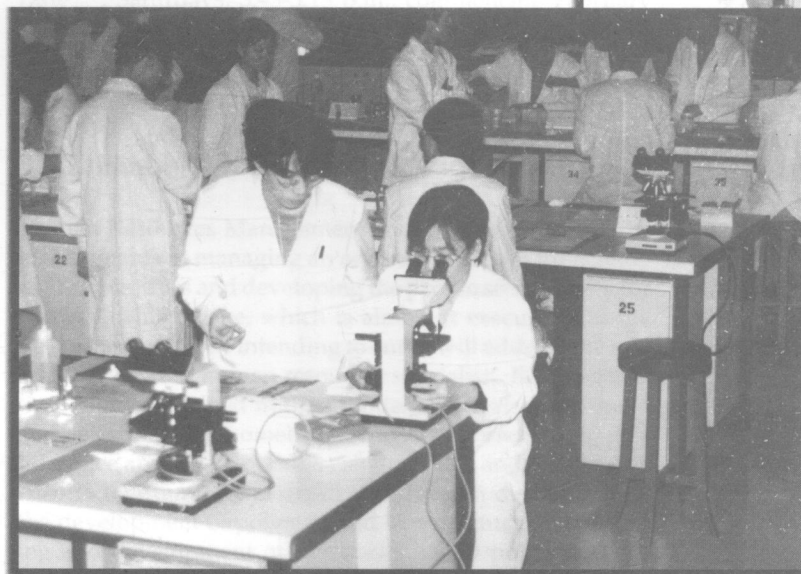
Lecturers in charge : Wilson W.S. Ng
Sarah S.C. Hui
Stephen W.N. Wu
K.C. Tan-Un

The School of Professional and Continuing Education normally offers the Higher Certificate annually for in-service technicians and the Ordinary Certificate course every other year for technicians-in-training. The application period for admission to the next Higher Certificate course which commences in September 1994 will begin in April 1995. As for the Ordinary Certificate course, applications for admission were advertised in November, 1994 and the course will start in January 1995. Late applications (but not later than the commencement of the course) may be entertained at the discretion of the School. All applicants must be sponsored by their employers. For further details please contact our School on 2859 2789.

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.

Students attending practicals of the Medical Laboratory Science Courses



8030. Degree in Life Sciences (Applied Medical Sciences), Napier University

Lecturers in charge : Wilson W.S. Ng
Stephen W.N. Wu
K.C. Tan-Un

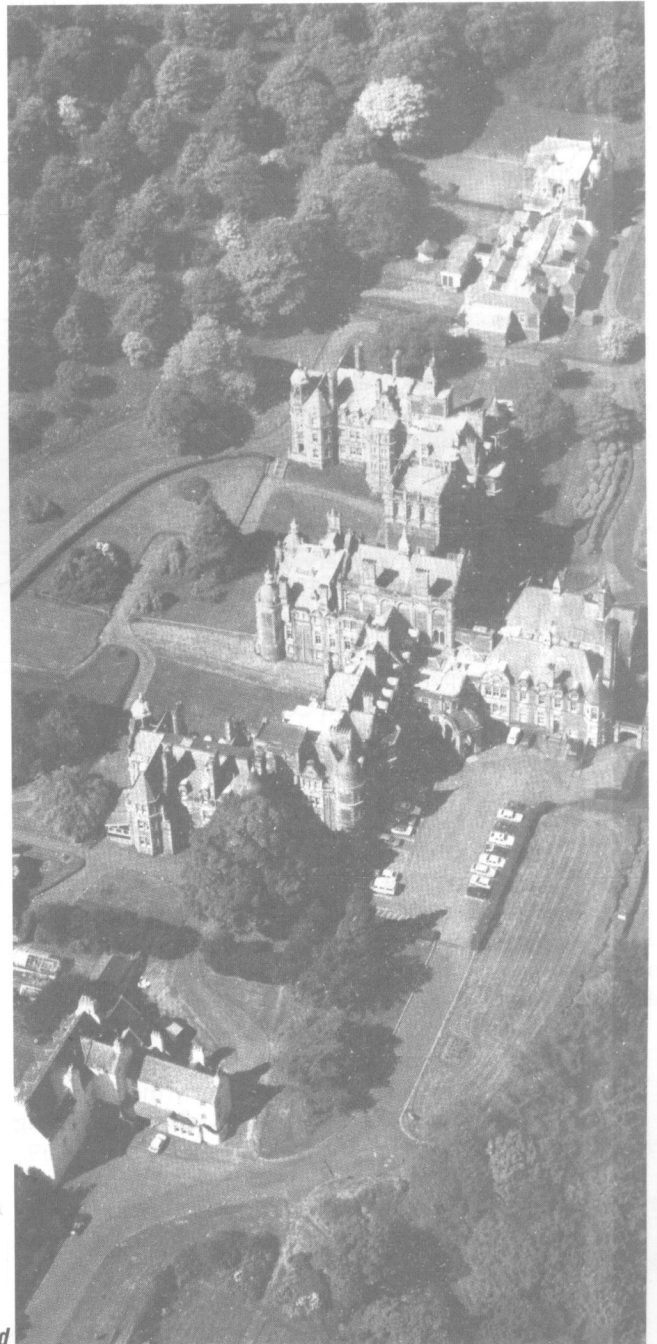
This is a one year part-time course primarily intended for holders of the Higher Technicians Certificate or the Higher Diploma in Medical Laboratory Sciences to have an opportunity to obtain a University degree. This course is offered in collaboration with Napier University, Edinburgh. It comprises three taught modules namely, Basic and Applied Immunology, Molecular and Biochemical aspects of Diseases and 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 teachings and examinations for this course will be conducted in Hong Kong. Selection of students will be on a competitive basis and places will be offered on academic merits as well as other relevant criteria. The course is offered annually and enrolment for the next academic year is in April 1995.

8031. Napier University BSc (Hons) Life Sciences (Applied Medical Sciences)

The School is offering a BSc (Hons) degree course in Life Sciences (Applied Medical Sciences) in association with Napier University, Edinburgh which is the degree granting body. This honours degree aims to provide a progressive, integrated and coherent education in medical laboratory sciences based on the knowledge already gained at the Higher Technician Certificate level so that on completion of the programme, the students will gain a qualification commensurate with the academic requirements for higher professional status and/or for advanced postgraduate studies. The degree will be offered on a part-time basis and will extend over a two year period. Six modules are covered:

Biochemistry A & B,
Applied Medical Sciences A & B,
Physiology and
A Project

A pass in all six modules is required in order to satisfy requirements for the award of the Honours degree. The entry qualification for the degree programme will be the Higher Technician Certificate or its equivalent. Candidates with the appropriate qualifications on application, will be permitted to sit for an Entrance Examination in Biochemistry and Physiology. Those who satisfactorily pass the Entrance Examination will be eligible to apply for selection on the Honours programme. Selection will be on a competitive basis and the limited number of places will be allocated on academic and other relevant criteria. The degree course will have a biennial intake and enrolment is limited to 35 students.



Napier University Campus in Edinburgh, Scotland

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 once and for all.

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 the School of Professional and Continuing Education, University of Hong Kong not later than February 4, 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. (Enrolment in August only)

Acting Director of Studies and Tutor:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, Shun Tak Centre, West Tower, 9/F.

Date : Mondays & Thursdays, 9.30 a.m.-12.00 noon (64 meetings per year)

38. Certificate in Advanced Piano Performance Pedagogy

This course is designed as a follow-up of the first certificate, and successful completion of one year of the Certificate in Piano Performance Pedagogy will normally be regarded as a pre-requisite.

From amongst a great variety of topics (which will vary, as much as possible, every term), each student must choose and successfully complete:

- (a) 4 Performance Workshops with music from different stylistic periods;
- (b) 1 Chamber Music Workshop; and
- (c) 1 Research Seminar.

Curriculum:

4. Performance Workshops
 - 4.1 Performance Workshop: Baroque Keyboard Music
 - 4.2 Performance Workshop: Mozart/Haydn

- 4.3 Performance Workshop: Beethoven/Schubert
 4.4 Performance Workshop: Chopin/Schumann/
 Brahms
 4.5 Performance Workshop: Impressionism and
 Expressionism
 4.6 Performance Workshop: Piano Works from the 20th
 Century

5. Research Seminars

- 5.1 Research Seminar 20th Century Piano Music
 5.2 Research Seminar 20th Century Non-Piano Music

6. Chamber Music Workshop

Acting Director of Studies:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts
 (Cleveland)

Fee: see units below.

Enrolment is limited to 8 for each group.

Units starting in February, 1995.

4. Performance Workshops

8401. 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 Garden, 560 King's Road, North
 Point, Hong Kong

Date : Wednesdays, 9.00-11.00a.m., commencing Febru-
 ary 22, 1995

16 meetings Fee: \$3,100

8402. Mozart and Haydn (Unit 4.2)

Each participant will study and perform one sonata by
 either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
 (Cleveland)

Place : D2102 Healthy Garden, 560 King's Road, North
 Point, Hong Kong

Date : Wednesdays, 11.00a.m.-1.00p.m., commencing
 February 22, 1995

16 meetings Fee: \$3,100

8403. Chopin, Schumann and Brahms (Unit 4.4)

Each participant will study and perform one piece by either
 of the three composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
 (Cleveland)

Place : D2102 Healthy Garden, 560 King's Road, North
 Point, Hong Kong

Date : Fridays, 9.00-11.00a.m., commencing February 24,
 1995

16 meetings Fee: \$3,100

8404. 20th Century Piano Works (Unit 4.6)

Each participant will choose one piece from the following
 composers: Bartok, Stravinsky, Prokofiev and
 Shostakovitch.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
 (Cleveland)

Place : D2102 Healthy Garden, 560 King's Road, North
 Point, Hong Kong

Date : Fridays, 11.00a.m.-1.00p.m., commencing Febru-
 ary 24, 1995

16 meetings Fee: \$3,100

5. Research Seminar

8405. 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 discus-
 sions of pedagogic procedures - such as age-group alloca-
 tion, technical and intellectual demands and the prepara-
 tion 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 February
 21, 1995

16 meetings Fee: \$3,100

6. Chamber Music Workshop

8406. Accompaniment and Chamber Music (Unit 6)

In this workshop, (1) the basic requirements for piano ac-
 companiment and (2) the role of the piano in chamber music
 ensembles will be discussed. Under the guidance of the
 lecturers, each student will study and perform two works
 for different ensembles chosen from the following:

Piano Duets : Mozart and Schubert

Piano + Violin : Mozart sonatas for violin and piano

Piano + Flute : J.B.Bach and Telemann sonatas for flute
 and piano

Vocal accompaniment: Lieder by Schumann and Schubert

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
 (Cleveland)

Place : D2102 Healthy Garden, 560 King's Road, North Point, Hong Kong
Date : Tuesdays, 9.00-11.00 a.m., commencing February 21, 1995

16 meetings

Fee: \$3,100

39. Certificate in Music Language and History

Professor Edward Ho, D.Mus.(Durham), F.T.C.L., LRSM;
Head of the School of Music, Kingston University.

This course has three units which will be taught by academic staff from the School of Music, Kingston University during Easter or Summer holidays in 1995.

Curriculum:

7. Music History and Analysis 1600-1900
8. Harmony and Keyboard Musicianship
9. Improvisation and Composition

More details will be announced in early 1995. Interested persons should send in a stamped self-addressed envelop for first-hand information.

35. Certificate in Music History, Composition, Advanced Keyboard Skills and Improvisation

Professor Edward Ho, D.Mus.(Durham), F.T.C.L., LRSM;
Head of the School of Music, Kingston University.

This is an advanced course for the Certificate in Music Language and History. It has three units which will also be taught by academic staff from the School of Music, Kingston University during Easter or Summer holidays in 1995.

Curriculum:

1. Music History and Analysis 1400-1600 and 1900-1945
2. Composition
3. Advanced Keyboard Skills and Improvisation

More details will be announced in early 1995. Interested persons should send in a stamped self-addressed envelop for first-hand information.

Holders of the Diploma in Music Performance Pedagogy (Piano), after the satisfactory completion of the Certificate in Music History, Composition, Advanced Keyboard Skills and Improvisation, will be considered on an individual basis for direct entry into the third year of the Bachelor of Arts with Honours in Music programme offered by the School of Music, Kingston University, U.K.

Kingston University, England
BA Hons in Music (Part-Time)

INTRODUCTION: This modular part-time degree course is designed initially for holders of the following qualifications who wish to continue study at their own pace within a timescale for a British honours degree in Music locally in Hong Kong:

Teacher's Certificate issued by the Hong Kong Education Department of the Hong Kong Institute of Education
Certificate in Piano Performance Pedagogy issued by SPACE, HKU

Certificate in Advanced Piano Performance Pedagogy issued by SPACE, HKU

Holders of the above qualifications may be exempted from certain modules of the degree course. Applicants with other qualifications will be considered on their merits.

The degree course will be taught in Hong Kong by music staff of Kingston University during Easter and Summer vacations commencing 1995 subject to validation. Further details will be published in early 1995. Interested persons should send in a stamped self-addressed envelop for first-hand information.

8407. 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）。（限收十二人）

主 講 人：王德先生（香港胡琴名家）
地 點：香港軒尼詩道461號四樓中國古箏學院
時 間：一九九五年二月廿三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（共十二講）

8408. 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：一九九五年二月廿三日起每星期四下午七時三十分至八時三十分
全期學費：五百八十五元（共十二講）

8409. 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：一九九五年三月六日起每星期一下午五時四十分至六時五十五分

全期學費：三百五十元（共十四講）

8410. 聲樂初階 (Introduction to Vocal Singing)

聲樂的訓練，著重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧，參加者最宜先具基本的音樂知識。
(限收二十六人)

主 講 人：麥志成先生 F.T.C.L., A.R.C.M., C.C.S.(S.Cecilia)

地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）

時 間：一九九五年二月廿三日起每星期四下午五時四十五分至七時

全期學費：四百二十五元（共十六講）

8411. 中級聲樂 (Intermediate Vocal Singing)

聲樂的訓練，著重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧，參加者最宜先選修本學院之「聲樂初階」，初級班學員須於上課前十四天報名，始獲優先考慮機會。
(限收十八人)

主 講 人：麥志成先生 F.T.C.L., A.R.C.M., C.C.S.(S.Cecilia)

地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）

時 間：一九九五年二月廿三日起每星期四下午七時十分至八時廿五分

全期學費：三百五十元（共十講）

8412. 高級聲樂 (Vocal Singing: Advanced Level)

講授範圍將包括基本音樂發聲法、樂曲介紹、歌曲處理、演唱風格及吐辭等，講授時將輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧。曾修讀本學院之「中級聲樂」者將獲優先取錄，但須於上課前十四天報名。
(限收十四人)

主 講 人：麥志成先生 F.T.C.L., A.R.C.M., C.C.S. (S.Cecilia)

地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）

時 間：一九九五年五月十一日起每星期四下午七時十分至八時廿五分

全期學費：三百五十元（共七講）



SPACE Enquiry Office
Room 1, The Main Building
The University of Hong Kong Campus

B.Sc. (Hons) Nursing Studies



The programme

This is a part-time honours degree programme jointly offered by the *Faculty of Medicine and the School of Professional and Continuing Education of the University of Hong Kong*. The programme is specially designed for serving registered nurses with a view to developing their professional competencies and enhancing their capabilities as professional members in a health care system. The programme will extend over not less than three years (two years for those with exemptions as detailed below).

Who can apply?

To be eligible for admission to this programme, an applicant shall

- comply with the University General Regulations;
- be registered as a Nurse with the Nursing Board of Hong Kong or hold recognised equivalent qualifications; and
- have completed a minimum of two years' experience as a registered nurse.

Applicants may be required to take a qualifying test of language ability and nursing knowledge.

The curriculum

The programme will be taught over three years, consisting of three modules each year, as follows:

Year I (Part I)

Nursing Skills
(Communication and Counselling)
Biological Science
Behavioural Science

Year II (Part II)

Nursing Research
(Methods, Statistics & Application)
Health Care Issues
(Health Assessment, Health Promotion,
Maintenance and Rehabilitation)
Professional Issues
(Patient Advocacy, Management &
Education)

Year III (Part III)

Nursing Theories
(Concepts, Theories & Models)
Advanced Practice
(Clinical Nursing Project)
Nursing Research Project

Students admitted to the programme will be required to attend lectures/tutorials for two sessions per week. Each session is of five hours duration (from 4:00 p.m. to 9:00 p.m.).

Venue

Classes will be held at the underground lecture theatre at Queen Mary Hospital and the Nursing School of Queen Mary Hospital.

Assessment

With the exception of the Nursing Research Project and Advanced Practice, assessment of the modules will normally be based on written examinations and continuous assessment in the form of written assignments and/or practical exercises.

For the Nursing Research Project, students will be required to submit a dissertation of no more than 12,000 words by the end of the academic year. The assessment of Advanced Practice will be based on coursework assignments and seminar presentations. Examinations will normally be held in May each year.

The degree

This is an honours degree programme. Students who successfully complete the programme will be awarded a Bachelor's degree in Nursing Studies [B.Sc. (Nursing Studies)] in one of the following five divisions : first class honours, second class honours division one, second class honours division two, third class honours and pass. The standards attained in all the examinations, in coursework and in the nursing research project will be taken into account in determining each student's division.

Exemption

Applicants who hold a post-registration Diploma in Nursing or equivalent qualification from a recognised tertiary institution may be exempted from some or all of the subjects in Part I of the Nursing degree programme if they are deemed to have already covered the academic requirements of these subjects. No exemptions will be granted in Part II or Part III of the programme.

Fee

The first year composition fee is \$29,430. (subject to revision)

The application period for admission to the course in the 95/96 academic year will be in April 1995. Applications should be made on the *special application form* which may be obtainable in early April 1995.

Those interested in obtaining the leaflet and the application form, please send a stamp-addressed envelope to *Miss Esther Ko, School of Professional and Continuing Education, Room 752, 7/F, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong.*

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)

8441. 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 March 6, 1995

36 meetings Fee: \$1,850

8442. 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 February 23, 1995

18 meetings Fee: \$1,850

8443. Ms Qizhi Li, Ed.M. (New York)

Place : Room 208, Run Run Shaw Building, University of Hong Kong

Date : Wednesdays, 7.15-9.30p.m., starting March 1, 1995

20 meetings Fee: \$1,850

8444. Ms Ming Chen, B.A. (Kansas)

Place : Room LG107, K.K. Leung Building, University of Hong Kong

Date : Tuesdays, 7.15-9.30p.m., starting February 28, 1995

20 meetings Fee: \$1,850

8445. 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 March 10, 1995

22 meetings Fee: \$1,850

8446. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 122, University Main Building, University of Hong Kong

Date : Wednesdays, 7.15-9.45p.m., starting March 1, 1995

18 meetings Fee: \$1,850

8447. Ms Alice Chang, B.Sc., M.A. (Chinese Linguistics) (H.K.P.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Thursdays, 5.30-8.00p.m., starting February 9, 1995

18 meetings Fee: \$1,850

8448. 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 March 20, 1995

22 meetings Fee: \$1,850

8449. Joseph Kung, B.A. (New York)

Place : Room 29, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 5.30-7.30p.m., starting March 22, 1995

22 meetings Fee: \$1,850

8450. 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 March 17, 1995

22 meetings Fee: \$1,850

8451. 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 March 20, 1995

20 meetings Fee: \$1,850

8452. 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 March 2, 1995

20 meetings Fee: \$1,850

8453. 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 and Thursdays, 6.20-7.35p.m., starting
March 20, 1995

36 meetings Fee: \$1,850

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)

8454. Mrs Sarah Lu Tsou, M.A.(San Diego State)

Place : Room 102, Runme Shaw Building, University of Hong Kong

Date : Wednesdays, 7.15-9.45p.m., starting February 15, 1995

18 meetings Fee: 1,950

8455. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 106, James Lee Building, University of Hong Kong

Date : Thursdays, 7.15-9.45p.m., starting March 23, 1995

18 meetings Fee: 1,950

8456. 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 March 20, 1995

20 meetings Fee: 1,950

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.

8457. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Mondays, 7.30-9.45p.m., starting March 13, 1995

40 meetings Fee: \$4,150

(Summer Vacation : July 24, 1995 - August 28, 1995

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 : 25227064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

8458. 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 April 11, 1995

22 meetings Fee: \$1,850

8459. 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 March 10, 1995

22 meetings Fee: \$1,850

8460. 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 April 11, 1995

25 meetings Fee: \$1,850

8461. 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 February 22,
1995

20 meetings Fee: \$1,850

8462. Ms Pansy Lam, B.A. (H.K.)

Place : Room 102, Runme Shaw Building, University of
Hong Kong

Date : Mondays, 7.15-9.45p.m., starting March 13, 1995

20 meetings Fee: \$1,850

8463. 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 March 17,
1995

22 meetings Fee: \$1,850

8464. 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
March 3, 1995

33 meetings Fee: \$1,850

8465. Miss Kitty Wong, M.A. (Nottingham)

Place : Room 37, St. Mary's Canossian College, 162, Aus-
tin Road, Kowloon (Entrance at the junction of
Kimberley Road and Austin Avenue)

Date : Thursdays, 6.15-8.45p.m., starting March 23, 1995

20 meetings Fee: \$1,850

Cantonese II

The course, intended for students who have completed Cantonese I or who can prove that they have had equivalent training in Cantonese, will concentrate on oral expressions and idioms.

Textbook : Lung Sing, Basic Cantonese in One Hundred Hours (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

8466. 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 February 21, 1995

20 meetings Fee: \$1,950

8467. 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 March 14, 1995

20 meetings Fee: \$1,950

8468. 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 March 9, 1995

20 meetings Fee: \$1,950

8469. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, Shun Tak Centre,
West Tower, 10/F.

Date : Mondays and Thursdays, 2.00-3.30p.m., starting
March 6, 1995

20 meetings Fee: \$1,950

Cantonese III

Students who have attended Cantonese I and II will find this course extremely useful. The syllabus covers more grammar, useful colloquial expressions, idioms and proverbs in daily use. Students who are doing Cantonese II or who can prove that they have done sufficient Cantonese elsewhere are also welcome to join.

Textbook : Parker Po-fei Huang and Gerald P. Kok, Speak Cantonese Book II (Yale University Press) (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel : 2366 8001)

8470. Mrs Caroline Law, B.A. (U.C.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Tuesdays 8.30-10.00p.m., starting March 14, 1995

20 meetings

Fee: \$1,950

CHINESE CHARACTERS

The study of Characters will include etymology of characters, vocabulary and classical reference of idioms. Special effort will be made to give students practice in reading characters.

Priority will be given to students who have completed Cantonese I and II, but those who are doing Cantonese II or who can prove that they have adequate knowledge of Cantonese are also welcome to join.

Textbook : John DeFrancis, Beginning Chinese Reader, Part 1 (Yale University Press). (Available at : Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel : 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel : 2366 8001)

8471. Chinese Characters I

Tutor : Mrs Caroline Law, B.A. (U.C.)

Place : Room 18, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Fridays, 7.50-9.35p.m., starting March 10, 1995

17 meetings

Fee: \$1,950

8472. Chinese Characters I

Tutor : Mrs Caroline Law, B.A. (U.C.)

Place : Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 2.00-4.00p.m., starting March 8, 1995

15 meetings

Fee: \$1,950

JAPANESE

8473. 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 March 27, 1995

20 meetings

Fee: \$1,950

8474. 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 26, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Date : Wednesdays, 5.40-7.10p.m., starting March 22, 1995

22 meetings

Fee: \$1,650

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，共九十小時。「基本日語」著重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，更著重實用日語會話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日文報刊；「高級日語」著重較高程度之語言運用，文字寫作及閱讀；較艱深文句之分析，以期學員能充分操縱此種語文。

主講人：「基本日語」由曾經留學日本之華人導師主持，彼等均有多年教授日語經驗，並曾在各大學校任教；「高級日語」由精通中國語文之日語講師主持，故在學習過程中，學員均不會在聽講時有語言上的困難。

入學資格：基本日語：年滿十八歲皆可報名。
高級日語：本學院「基本日語」結業學員可獲優先取錄；至於外界申請者，可作後補生。

學費：基本日語：1994/1995年度學年，全年港幣壹仟四百八拾元（HK\$1,480）
高級日語：1994/1995年度學年，全年港幣壹仟五百八拾元（HK\$1,580）

報名手續：填妥報名表格，連同學費交回本學院。1994年秋季開設「基本日語」四十五班，「高級日語」十二班，為提高被取錄機會，申請者須將其第二，第三及第四選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。

由於本學院之報名程序已電腦化，學員一經被取錄，不得轉班。

結業考試：基本日語：由各班導師個別安排。
高級日語：一九九五年八月廿二日下午七時在香港大學內或香港大學專業進修學院市區中心（信德中心西翼九樓）舉行。

結業證書：本學院只頒發日語文憑予「高級日語」結業學員，惟學員須符合下列三項條件：
(1) 在每階段之上課次數達五分之四；
(2) 在學習過程中，充分完成所有習作；
(3) 必須考試合格。

課本：基本日語：常用初級日語（香港大學專業進修學院編），附錄音帶。（總經銷：香港中環域多利皇后街9號地下三聯書店，電話：25250102-7及九龍油麻地彌敦道450號地下中華書局，電話：23857238）
高級日語：現代日語（中國圖書刊行社）。（總經銷：香港中環域多利皇后街9號地下三聯書店，電話：25250102-7）

附註：高級日語春季不招生。

基本日語(Basic Japanese)

8475. 何嘉輝先生主講（共三十三講）
地點：香港大學邵仁枚樓102室
時間：一九九五年一月十三日起每星期五下午七時十五分至十時正

8476. 陳效贊先生主講（共四十講）
講授語言：國語及粵語
地點：香港大學專業進修學院市區中心16室（信德中心西翼九樓）
時間：一九九五年二月廿二日起每星期三及四上午九時卅至十一時四十五分

8477. 鄭熙先生主講（共三十講）
地點：香港太古城地利亞修女紀念中學225室（中學部太豐道入口）
時間：一九九五年一月十八日起每星期三下午六時卅分至九時卅分

8478. 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511室（中學部太豐道入口）
時間：一九九五年二月十三日起每星期一及三下午六時四十五分至九時正

8479. 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：一九九五年二月廿八日起每星期二及五下午六時卅分至八時四十五分

日語深造班課程(Follow-up Japanese Courses)

本學院開辦下列日文課程，給予高級班學員結業後進修，外界人士曾修讀日文二百小時以上者亦可參加。每班均有限額，以便各學員得以小組研討方式學習日文寫作與會話。每人均可同時報讀下列課程，名額有限，請盡快報名。

高級日語會話 (Advanced Japanese Conversation)

8480. 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：一九九五年三月七日起每星期二下午六時四十五分至八時四十五分
全期學費：八百八十五元

8481. 高橋洋子女士主講（共二十講）
地點：香港大學邵逸夫樓206室
時間：一九九五年三月八日起每星期三下午八時至十時正
全期學費：八百八十五元

8482. 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。

主 講 人：黃健雄先生 (共四講)
地 點：香港大學邵仁枚樓101室
時 間：一九九五年三月十一日、三月十八日、四月十五日及四月廿二日，星期六下午二時十五分至六時十五分
全期學費：四百八十五元

商業日語 (Business Japanese)

本課程專為有日文基礎之學員而設，內容包括商業應用語；出入口貿易、推銷、保險、財經、運輸、旅遊等行業之專用語；及商業函件之寫作，每一課的內容將包括各語句、詞匯、課文、語法、會話及練習。

申請人須具已進修日語二百小時左右之程度，或曾修畢本學院主辦之高級日語。

8483. 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：一九九五年二月十日起每星期五下午六時卅分至八時四十五分
全期學費：九百八十元 (共二十講)

8484. 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：一九九五年三月九日起每星期四下午六時卅分至八時四十五分
全期學費：九百八十元 (共二十講)

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。

由於本學院的報名程序已電腦化，學員一經被取錄，不得轉班。

普通話課本：普通話教程 (香港大學專業進修學院)，(可到中環域多利皇后街9號地下三聯書店購買，電話：25250102及九龍油麻地彌敦道450號地下中華書局，電話：23857238)
基本班上冊 (普通話教程)
高級班下冊 (普通話教程)

基本普通話 (Basic Putonghua)

整個課程內容有國語注音符號 (包括注音字母及中國現行標準拼音法)，國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各文章的選讀。每班共計八十三小時。本課程是以普通話講授。

全期學費：一千二百八十五元 (HK\$1,285)

8485. 劉仁謀先生主講 (共三十七講)
地 點：香港般含道聖保羅書院611室 (星期五)及612室 (星期三)
時 間：一九九五年三月八日起每星期三及五下午六時四十五分至九時正

8486. 郝以明女士主講 (共三十講)
地 點：香港太古城地利亞修女紀念中學412B室
時 間：一九九五年一月十三日起每星期五下午六時卅分至九時十五分

8487. 黎萱女士主講 (共三十七講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室 (星期五)及39室 (星期三)
時 間：一九九五年二月廿二日起每星期三及五下午六時卅分至八時四十五分

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部份北京地方語彙的講授。學員結業考試合格，上課次數超過百分八十，可獲普通話合格證明。

每班為期一學年，共八十一小時，1994年全期學費：一仟三百八拾元 (HK\$1,380)

附註：春季高級普通話不招生

8488. 普通話教學法 (Teaching Putonghua)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課程講授技巧及課堂實習講授。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明。入學資格：能操流利普通話，對漢語拼音方法有認識，有意投入普通話教學工作。

主 講 人：饒素蘭女士及張丹女士 (講授語言：普通話)
地 點：香港般含道聖保羅書院611室
時 間：一九九五年二月廿七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：九百九十元 (共二十講)

8489. 普通話教學法 (Teaching Putonghua)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課程講授技巧及課堂實習講授。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明。入學資格：能操流利普通話，對漢語拼音方法有認識，有意投入普通話教學工作。

主 講 人：饒素蘭女士及張丹女士 (講授語言：普通話)
地 點：香港大學專業進修學院市區中心101室 (信德中心西翼十樓)
時 間：一九九五年二月廿七日起每星期一下午四時至六時
全期學費：九百九十元 (共二十講)

教師可獲教育署退還全部100%學費。詳參第vi頁。(只限課程編號8489)

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone: 2859 2788
Telephone: 2859 2792

8541. Chinese and Japanese Women in Modern Society

The death of Empress Dowager, who dominated the late Ch'ing government, has not undermined the position of women in twentieth century China. Madam Sung Ching-ling and Zhiang Ching represent women of two extreme modes. At the same time, women politicians and activists also emerge in post-war Japan. This course attempts to assess the contributions and significance of Oriental women, in both urban and rural settings and of both noble and proletarian origins, in the political, religious and literary fields.

Tutor : Ms Leung On Yuk, Maggie, B.A.(H.K),M.A.
(Tsukuba Japan, Sophia Japan)

Venue : Rm 10, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F, 200 Connaught Road, Central,
Hong Kong

Date : Tuesdays, 6:10pm - 7:45pm, Commencing
February 28, 1995

7 meetings

Fee : \$285

8542. 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 : Rm 10, SPACE Town Centre, Shun Tak Centre,
West Tower, 9/F, 200 Connaught Road, Central,
Hong Kong

Date : Tuesdays, 6:10pm - 7:45pm, commencing April 25,
1995

7 meetings

Fee : \$285

8543. Chinese Geomancy and Superstition

Geomancy is a unique subject in Chinese metaphysics concerning the influences of environmental forces on human life. Its growing popularity in recent years also brings considerable misconceptions and misunderstandings about the subject. This series of lectures provides a clear overview of the meanings and contents of the art to unravel the mystery, and points to the right direction for practical usage of the knowledge. Topics include: theoretical framework of the Yin and Yang and the five elements; the Eight Houses school and the Flying Star School; application methods for assessing Yang Houses; practical examples and case studies on major buildings in Hong Kong; and Geomancy in the office and at home. *Enrolment is limited to 30*

Tutor : Mr Raymond H.L. Lo, B.Soc.(HK)

Venue : Rm 16, SPACE Town Centre, 9/F, Shun Tak Centre,
West Tower, 200 Connaught Road, Central,
Hong Kong

Date : Mondays, 6:35pm - 8:20pm, commencing
February 27, 1995

6 meetings

Fee : \$385

8544. Chinese Concept of Destiny

The Four Pillars of Destiny is a traditional method of forecasting human fortune employed by the Chinese for thousands of years and its influence can be found in all walks of Chinese life. The study of this subject not only provides a fascinating forecasting technique but also enables students to gain deep insight into the philosophical background of the Chinese concept of destiny. Lectures will also cover the basic skill in destiny analysis to enhance understanding of individual potentials and directions in life. *Enrolment is limited to 30*

Tutor : Mr Raymond H.L. LO, B.Soc.Sc.(HK)

Venue : Rm 16, SPACE Town Centre, 9/F, Shun Tak Centre,
West Tower, 200 Connaught Road Central,
Hong Kong

Date : Mondays, 6:35pm - 8:20pm, commencing April 24,
1995

6 meetings

Fee : \$385

8545. 實用中文證書課程 (Certificate in Use of Chinese)

課程主旨：

本課程的目的在向學員提供中國語文的基本知識，加強他們運用語文的能力，以應付日常工作和社交的需要。

課程內容：

- (一) 語文基礎知識
語言和文字是人類溝通的主要工具，如果能夠掌握這個工具的特性，必可使我們在表達意見和吸收訊息時，收事半功倍之效。本科目將就語言的本質、漢語的特色、漢語和文字、漢字的特點等，詳加闡述，務使學員能充分掌握語文的知識，改進運用的能力。
- (二) 應用文
在現代社會中，應用文是與人交際、傳達訊息的重要工具。能夠掌握各類應用文的體裁和特點，對處理私事、公務，都有莫大的幫助。本科目將針對香港的實際情況，詳細介紹公函、商業書信、報告、會議紀錄、啟事、契約、建議書等的格式和作法，使學員能應付日常需要。
- (三) 資訊中文
香港社會資訊發達，消息頻繁，應用資訊性文字的機會也不斷增多。為了配合需求，本科目將會選講一些資訊性文類如新聞稿、廣告稿、說明書、演講稿等，分析它們的特點和撰寫方法，輔以實例，務求學員能充分掌握各文類的規格，學以致用。
- (四) 文學作品賞析與創作
本科目旨在從優秀的中國白話文學作品中汲取養料，並透過欣賞和分析，幫助學員掌握漢語寫作的要點。加強他們對中國語文運用的認識，從而提高他們駕馭中國語文的能力。本科涵蓋的作品包括小說和散文，以1949年前後在中國大陸發表的為主，並輔以台灣和香港兩地的傑出作品。

本課程分兩部分

第一部分：語文基礎知識
應用文

第二部分：資訊中文
文學作品賞析與創作

課程主任：陳遠止先生 B.A., M.Phil., Ph.D.(H.K.)

主 講 人：陳遠止先生 B.A., M.Phil., Ph.D.(H.K.)
劉智鵬先生 B.A., M.Phil.(H.K.)
白雲開先生 B.A., M.Phil.(H.K.)

地 點：香港大學梁銓瑤樓 L G 1 0 1 室

時 間：第一部分（共二十五講）：
一九九五年二月二十日起每星期一下午六時卅分至八時卅分
第二部分（共二十五講）：
一九九五年九月四日起每星期一下午六時卅分至八時卅分

全期學費：二千三百壹十元

入學資格：中學會考中文科合格

畢業證書：課程結束後，學員若能符合下列條件，則可獲本院頒發的證書：（一）出席率超過百分之八十，（二）完成所有課程中的作業，（三）考試合格。

報名手續：申請者須於一九九五年二月十日前將（一）申請表格，（二）學歷證件副本，（三）貼足郵票的回郵信封乙個，寄回香港大學專業進修學院。報名時請用支票（抬頭寫香港大學）交款。

8546. 文學創作研習班 (Creative Writing in Modern Chinese Literature)

在文學的範疇裡，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體會「文章千古事，得失寸心知」的妙諦。

本課程主要是向文學愛好者和文學教師提供。講授內容除一般文學理論外，並將選讀現代中國文學名家作品，藉透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部份將以創作為主。學員除了有機會練習寫詩和小說等各種文學類別外，還得嘗試一項大型創作，內容自定，於課程完結前完成。優秀作品將會被推薦給本港的文藝副刊登載，並收入本班作品集。

本課程目的除提高學員的欣賞和創作能力外，並為大家提供一個集體學習的環境，希望透過不斷的訓練和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。（限收十八人）

主 講 人：吳萱人先生（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：一九九五年二月廿七日起每星期一下午八時二十分至九時五十分

全期學費：三百三十五元（共十講）

Philosophy

8547. 堪輿學與社會風俗 (Geomancy and Social Customs)

中國堪輿學是一種社會宗教學，與中國社會民風有極深遠之關係。它與國有之祭祀、禮法、曆律、民族活動、村族鄉例有密切之淵源，尤其是古代中國之傳統風俗，有濃厚之社會特色和民族宗教精神，而堪輿學是一種相地術，包括宮廷建築、宅相、墓相，從科學態度論：它是具有天文、地理、水利及環境保護、美化及建築心理學。而現代中國社會仍保留它那種深入民間不可淹沒之社會實用價值。本課以現代社會風俗探究堪輿學之真理。本課程有十講，主題包括：（一）古代明堂論；（二）宮廷及陵墓之相地術；（三）鄉村風俗與堪輿；（四）現代宅相之吉凶；（五）祭祀與神位；（六）羅盤原理之變化；（七）海外華人社會與堪輿；（八）名人與堪輿；（九）國運與堪輿；（十）討論及實地考察。

主 講 人：袁匡任先生 Dip.Ed.(C.U.H.K.), M.A.

地 點：香港太古城地利亞修女紀念中學412B室（中學部太豐路入口）

時 間：一九九五年二月廿三日起每星期四下午七時三十分至九時三十分

全期學費：三百九十元（共十講）

8548. 堪輿學之應用與價值 (The Study of Geomancy)

中國堪輿學是一門高深之民族宗教哲學，它之起源、演變與中國歷史、政制、社會背景有著血肉不分離之關係。它能一直在民間流傳，定有其社會價值與影響。尤其對國有之祭祀、曆法、宗族、風土習尚、建祠立村、民族活動等有極深遠之影響外，它與古代農業社會之天文、地理、水利建築等有密切之關係。

本課程以現代社會生活為證，探究其源流與價值觀，主題包括（一）古代氣候與農耕氣節；（二）堪輿與天文；（三）堪輿與古代地理；（四）堪輿與建築；（五）中西預言學之異同；（六）堪輿之因果論；（七）墓葬文化之宗教價值；（八）自然生態與環境保護之科學精神；（九）建祠立村之原則與方法；（十）陰宅之吉凶；（十一）陽居之吉凶；（十二）祭祀與神位；（十三）對風俗之影響；（十四）歷史考古價值；（十五）堪輿學與華人社會之組織；（十六）羅盤之變化與應用；（十七）總結及討論；（十八）實地考察。

主 講 人：袁匡任先生 Dip.Ed.(C.U.H.K.), M.A.
地 點：香港太古城地利亞修女紀念中學 4 1 2 B 室（中學部太豐路入口）
時 間：一九九五年五月十一日起每星期四下午七時三十分至九時三十分
全期學費：三百九十元（共十講）

8549. 佛學要義 (Outline of Buddhist Philosophy)

本課程將下述課題，作簡要介紹，以期研究者獲得明瞭及修證。（一）正信的佛教；（二）佛陀的啟示；（三）佛教改變命運的方法；（四）般若法門的真空妙有；（五）唯識抉擇談之二無我觀念；（六）禪定與祈禱感應。

主 講 人：葉文意女士
地 點：香港大學專業進修學院市區中心 1 0 室（信德中心西翼九樓）
時 間：一九九五年四月十二日起每星期三下午六時十五分至七時四十五分
全期學費：三百二十元（共十二講）

8550. 佛經專題導讀－淨土三經導讀 (Special Topics: Buddhism)

淨土三經為“阿彌陀經，無量壽經，觀無量壽佛經”此三經同為歌頌讚美淨土功德，但作用意義各有不同，此課程專為淨土修學而介紹。（限收二十二人）

主 講 人：葉文意女士
地 點：香港大學專業進修學院市區中心 1 8 室（信德中心西翼九樓）
時 間：一九九五年四月十二日起每星期三下午八時十五分至九時三十分
全期學費：三百二十元（共十一講）

8551. 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）西方哲人及神話藝術論「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）愛恩斯坦如何論「上帝」及獎善罰惡因果報應（十一）警惕易犯之錯：為何快樂幸福（十二）十二種以上之人生觀供選擇（十三）中西哲學鑑定認可之「三個我」、「三不朽」、「六項需求」、「四件人生大事」、「四大修養境界」（十四）西方名哲選講：蘇、柏、亞、叔本華、尼采、康德、存在主義、實用主義及獲諾貝爾獎之哲思簡釋等（任選四項）。

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)
地 點：香港大學專業進修學院市區中心 1 0 室（信德中心西翼九樓）
時 間：一九九五年二月廿七日起每期一下午七時至八時十五分
全期學費：二百九十元（共十二講）

8552. 認識中國哲學 (Understanding Chinese Philosophy)

中哲博大精深，其實效價值及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、修養及啟發人生智慧有助。寓高深於趣味，初學可懂。選講範圍：（甲）周易、孔子、孟子、荀子、老莊、墨子、惠施、公孫龍子、韓非子、董仲舒、陰陽五行、魏晉玄學、宋明理學、朱陸異同、王陽明及王船山等。（乙）專題：（一）中國為何會出現哲學這門特殊學問？（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精要（五）中哲為何有「道成肉身」（六）中哲之道德形而上學為何受重視（七）「孝道」哲學新解：析忠孝、孝慈及不同之愛之衝突兩難之倫理問題（八）做「聖人」之簡易公式（破高不可攀之說）（九）中國文化及哲學之現代化；中哲價值何處可超越西哲？

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)
地 點：香港大學專業進修學院市區中心 1 0 室（信德中心西翼九樓）
時 間：一九九五年二月廿七日起每期一下午八時三十分至十時
全期學費：二百九十元（共十二講）

8553. 中西心理哲學：婚姻、桃花運與命運 (The Psychology & Philosophy of Fate & Love in the East & the West)

內 容：（一）婚姻、桃花運與命運之大思想家之觀點。（二）討論：紅顏薄命、命不佐才、桃花劫、牆內桃花與牆外桃花等。（三）分析：文哲、宗教及名人所提供之正確愛情觀。

主 講 人：鄭炯堅先生 B.A., M.Phil(CUHK)
上課地點：香港元朗石崗林錦公路香港大學嘉道理農業研究所
時 間：一九九五年二月十一日（星期六）下午三時至二月十二日（星期日）下午五時
集合時間：二月十一日下午三時
集合地點：九龍窩打老道「豪華酒樓」門前（培正中學附近）
住 宿：香港大學嘉道理農業研究所宿舍，七人冷氣房（請自備手提電筒）
全期費用：二百九十元（包括學費、食宿及交通費）
名 額：四十人（先到先得）（二十人以下取消）
截止報名日期：一九九五年一月廿一日

Art & Culture

8554. 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：一九九五年三月七日起每星期二上午九時卅分至十一時卅分
全期學費：四百六十元（共十講）

8555. 篆書入門 (Seal Script Calligraphy)

課程適合有書法基礎之人士參加，輔導學員從實習中掌握寫篆書之方法，從而領會篆字和別種字體在書寫技巧方面的分別。此外，本課程並扼要介紹篆書在文字演變和書法史上之地位，以及在篆刻方面之應用，對初學篆刻者尤有幫助。（限收二十人）

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：一九九五年五月十六日起每星期二上午九時卅分至十一時卅分
全期學費：四百六十元（共十講）

8556. 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：一九九五年三月八日起每星期三上午九時卅分至十一時卅分
全期學費：四百六十元（共十講）

8557. 行書 (Running Script)

本課程介紹行書的源流及演變，並指導學員從實習中領略書寫行書的方法。從王羲之，趙孟頫之行書入手，藉以鞏固用筆和結字的基礎，並使學員在日常書寫方面得以改善。繼而學習黃山谷的行書，在已有的基礎上求變化及突破。（限收二十人）

主 講 人：林雲女士
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九五年五月廿四日起每星期三上午九時卅分至十一時卅分
全期學費：四百六十元（共十講）

8558. 山水寫意畫 (Impressionist Landscape Painting)

水墨寫意畫是中國畫的另一主流，主要的特點是在墨色方面見勝，尤其是在宣紙上的技巧。本課程將會著重介紹如何控制水份和運用毛筆，因此學員必須在課堂上實習和交作業。（限收二十五人）

主 講 人：林雲女士
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九五年三月六日起每星期一上午九時卅分至十一時卅分
全期學費：四百六十元（共十講）

8559. 寫在絹上的山水畫 (Landscape Painting on Silk)

中國畫除用宣紙寫以外還有用作絹作材料。紙和絹質地不一樣，因而寫法便有所不同，絹不吸水。而宣紙吸水。南宋以前人多用絹，所以絹畫在中國畫史上也佔有一重要地位。如何用作畫之材料，本課程將會為學員教授及示範。（限收二十人）

主 講 人：林雲女士
地 點：香港大學專業進修學院市區中心25室（信德中心西翼九樓）
時 間：一九九五年五月廿九日起每星期一上午九時卅分至十一時卅分
全期學費：四百六十元（共十講）

8560. 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：一九九五年三月九日起每星期四上午九時卅分至十一時卅分
全期學費：四百六十元（共十講）

8561. 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：一九九五年五月廿五日起每星期四上午九時卅分至十一時卅分
全期學費：四百六十元 (共十講)

8562. 東方紙黏土與四季花鳥 (Oriental Paper Clay and Flowers & Birds in Four Seasons)

紙黏土是由陶瓷藝術演變而成黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。由淺入深，內容授以紅蘿白、山竹、月季花、心口針、水仙、壁畫、荷花錦鯉、秋菊、筆座、小雞、梅花、麻雀、樹石等。作品經風乾後，可塗上顏色及光油。臨堂示範及實習，製作過程輕鬆有趣，初學及有興趣人仕均可參加。(限收二十人)

主 講 人：鄧昶立先生
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時 間：一九九五年二月廿八日起每星期二下午六時三十分至八時三十分
全期學費：三百八十五元 (共十講)

8563. 東方紙黏土與四季花鳥創作 (Oriental Paper Clay & Flowers & Birds in Four Seasons: An Advanced Course)

本課程是東方紙黏土與四季花鳥的延續，內容加強，有草菇、白菜、康乃馨、小鴨、假石山、跳舞蘭、心口針、扇形掛畫、花籃、白天鵝、燈座等。此外，學員更可自由創作，並配上逼真的色彩，每堂均有示範及實習，使學員對東方紙黏土與四季花鳥，加深發揮創作潛能。初學及有興趣人仕均可參加。(限收十八人)

主 講 人：鄧昶立先生
地 點：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：一九九五年五月十六日起每星期二下午六時三十分至八時三十分
全期學費：三百六十元 (共八講)

8564. 東方紙黏土設計 (Oriental Paper Clay: The Design)

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。內容授以風景(山水)、扇形掛畫、新鮮石榴、小巧雨傘、心口針、漂亮的帽子、鮮艷花卉、飾物、雀鳥、假石山、動物等等。作品經風乾後，可塗上逼真顏色及光

油、臨堂實習及示範，製作過程輕鬆有趣，初學及有興趣人仕均可參加。(限收二十人)

主 講 人：鄧昶立先生
地 點：香港太古城地利亞修女紀念中學415室(中學部太豐路入口)
時 間：一九九五年三月二日起每星期四下午六時三十分至八時三十分
全期學費：三百八十五元 (共十講)

8565. 紙黏土人物創作 (Figures in Paper Clay)

本課程是東方紙黏土設計延續，內容豐富，授以各款基本公仔、平面人物，坐立式及直立式之立體人物，造形優美，神態活現，栩栩如生。此外更注重設色、技巧及製作概念，更可自由創作。每講均有實習及示範，使學員對紙黏土人物創作，加深發揮潛能。初學及有興趣人仕均可參加。(限收十八人)

主 講 人：鄧昶立先生
地 點：香港太古城地利亞修女紀念中學415室(中學部太豐路入口)
時 間：一九九五年五月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：三百六十元 (共八講)

8566. 花鳥山水畫寫意 (Chinese Landscape, Flowers & Birds Painting)

寫意花鳥山水畫，又稱骨畫法。原於五代兩唐，以點染的技法，揉合形似與豐富的色彩，配上優美的線條，落筆縱橫，賦彩濃淡染就，崇尚生動和野趣。講授對運筆、用墨、用紙設色(赭墨、淺絳、青綠、金碧輝煌)技法，並加畫史，畫理，寫生等。課程以寒梅、幽蘭、秋菊、翠竹、四時花卉、蔬果、(白菜、西瓜、)蜜蜂、蝴蝶、鯉魚、麻雀、小雞等而山水以樹石、鹿角、蟹爪技法，點葉、夾葉、松、芭蕉等樹法、山石以長短披麻、斧劈皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲、染雲、瀑布、波濤等。課程由淺入深，輔助學員領會花鳥與山水畫寫意結合的精華，每講均有課堂實習、示範、欣賞及派發畫稿，歡迎初學及有興趣人仕均可參加。(限收二十五人)

主 講 人：鄧昶立先生
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時 間：一九九五年三月十日起每星期五下午六時三十分至八時
全期學費：三百六十元 (共十講)

8567. 花鳥山水畫深造班 (Advanced Chinese Landscape, Flowers & Birds Painting)

本課程是花鳥山水畫寫意的延續，為相等程度及有興趣人仕而設，加強內容，以學員進度而作出技法及構圖，內容以山石、樹木、雲煙、泉瀑、風雨，配以四時花卉、昆蟲、鳥類等等。盡使山巒螺黛、激流湍瀑、朝煙暮靄、鳥語花香、象意寫形，無不神似，而氣韻生動，古樸清奇、盡收腕底。能使學員在短期內完成作品，發揮花鳥山水畫寫意進一步的長處，令至學員達到創作的階段。每講均有示範，臨堂實習及派發畫稿。歡迎初學及有興趣人仕均可參加。(限收二十人)

主 講 人：鄧昶立先生
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室
(金巴利道入口)
時 間：一九九五年五月廿六日起每星期五下午六時三十分
至八時
全期學費：三百五十元 (共七講)

中國山水畫 (Chinese Landscape Painting)

分階段以理論及示範同時施教，由淺入深，使學員明白山水畫樹石及構圖要訣，基本皴法及種類，對畫面皴法之統一，點苔之要義及作用，用筆及用墨之要點及變化，控制水分，粗筆及幼筆之作用，畫面之深淺遠近，透視比例，最後能達至墨韻之要義，並兼教繪雲海及瀑布之畫法及山水畫之設色技巧，如何將真實風景經過美化後套入中國畫法，構成一幅圖畫，並講解兼示範各種畫法應避忌之處，逐一指出，使初學山水畫之學員於短期內亦能自繪簡單之山水畫，作日後深入研究之初階。
(每班限收二十五人)

8568. 吳祖蔭先生主講
地 點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)
時 間：一九九五年三月三起每星期五下午六時三十分
至八時
全期學費：三百六十元 (共十講)

8569. 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：一九九五年三月六日起每星期一一下午六時三十分
至八時三十分
全期學費：三百六十元 (共八講)

中國山水畫技法 (Method of Chinese Landscape Painting)

本課程專供修業完畢初級山水國畫班之學員深入山水國畫之技法研究，除簡略重溫習基本畫法外，更進一步研究山水國畫之技法和構圖，皴擦、運筆、用墨、染墨、染色、乾筆之蒼茫，濕筆之潤厚及乾濕筆之並用，點線之美化等技巧及其效果，並示範如何達氣韻生動及氣勢磅礴之境界，更進一步研究瀑布及雲海之繪寫過程及技巧，亦根據學員之成績調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)

8570. 吳祖蔭先生主講
地 點：香港大學專業進修學院市區中心16室(信德中心西翼九樓)
時 間：一九九五年五月十九日起每星期五下午六時三十分
至八時
全期學費：三百六十元 (共九講)

8571. 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：一九九五年五月八日起每星期一一下午六時三十分至
八時三十分
全期學費：三百六十元 (共八講)

8572. 中國山水畫構圖設色技法 (Chinese Landscape Painting: Composition and Colouring)

中國山水畫藝術包涵各種國畫技法，特別講求構圖意境與設色技法。

本課程為適應對中國山水畫稍有寫作基礎而有深入研習山水畫構圖意境，發揮水墨設色各項技法者而設。內容包括：(一)中國山水畫的源流；(二)山水畫紙、絹、工具的選擇與運用；(三)中國歷代山水畫名作的欣賞與選習；(四)山水畫臨摹法；(五)山水畫寫生法；(六)山水畫構圖與畫中有詩的意境研習；(七)山水畫水墨與設色法；(八)山水畫題字與用印技法；(九)每課編發講義並附習作樣稿；(十)每課隨堂示範並批改家課習作。
(限收二十五人)

主 講 人：徐達之先生
地 點：香港大學專業進修學院市區中心25室(信德中心西翼九樓)
時 間：一九九五年三月十日起星期五上午九時卅分
至十一時卅分
全期學費：四百六十元 (共十講)

8573. 中國山水畫構圖設色技法 (Chinese Landscape Painting: Composition and Colouring)

中國山水畫藝術包涵各種國畫技法，特別講求構圖意境與設色技法。

本課程為適應對中國山水畫稍有寫作基礎而有深入研習山水畫構圖意境，發揮水墨設色各項技法者而設。內容包括：(一)中國山水畫的源流；(二)山水畫紙、絹、工具的選擇與運用；(三)中國歷代山水畫名作的欣賞與選習；(四)山水畫臨摹法；(五)山水畫寫生法；(六)山水畫構圖與畫中有詩的意境研習；(七)山水畫水墨與設色法；(八)山水畫題字與用印技法；(九)每課編發講義並附習作樣稿；(十)每課隨堂示範並批改家課習作。
(限收二十五人)

主 講 人：徐達之先生
地 點：香港大學厲樹雄科學館106室
時 間：一九九五年三月十一日起星期六下午二時四十分
至四時十分
全期學費：六百四十五元 (共二十講)

8574. 中國各體書法集聯應用寫作研習 (Practical Chinese Calligraphy and Couplets)

中國畫法，自殷周秦漢以至代不斷演變，字體形態變化多端，各有不同巧妙，欲加以應用，必先研習其寫作技法。

本課程為適應對中國書法有研習興趣而有書法，為進一步研習各體書法集聯集句應用者而設。內容包括(一)殷商甲骨文書寫集句；(二)鍾鼎文書寫技法；(三)石鼓文書寫與應用；(四)秦小篆繹山碑書寫與應用；(五)漢魏天發識與石門頌書寫研習；(六)漢碑禮器、史晨、乙瑛、張遷，曹全碑文書法研習；(七)魏鍾繇書法寫作研習；(八)晉王羲之、獻之書法研習；(九)唐代歐、虞、褚、顏、柳、徐、李，各家書法寫作應用。(十)宋代蘇軾、黃庭堅、米芾、蔡襄各家書法

寫作應用。(十一)各體書法之欣賞寫作與應用；(十二)結合各體書法神韻與寫作應用研習。(十三)每課編發講義並附習作樣稿；(十四)每課隨堂示範並批改習作。

(限收二十五人)

主 講 人：徐達之先生

地 點：香港大學厲樹雄科學館106室

時 間：一九九五年三月十一日起每星期六下午四時二十分至五時五十分

全期學費：六百四十五元 (共二十講)

8575. 花鳥蟲魚國畫寫作技法 (Flowers, Birds, Insects & Fish in Chinese)

本課程為適應對國畫有基本研習而對花鳥蟲魚寫作有研習興趣者而設。內容包括：(一)春夏秋冬四季花卉構圖寫作技法。(二)各類飛翔雀鳥寫作技法。(三)蜂蝶草蟲寫作技法。(四)魚蝦水族寫作技法。(五)花鳥配合構圖法。(六)蜂蝶花卉配合構圖技法。(七)魚蝦花草配合構圖技法。(八)花鳥蟲魚綜合構圖技法。(九)各類畫面題款與用印技法。(十)每課印發講義並附習作樣稿(十一)每課隨堂示範寫作技法，並批改習作(包括家課習作)。(限收廿五人)

主 講 人：徐達之先生

地 點：香港太古城地利亞修女紀念中學412B室(中學部太豐路入口)

時 間：一九九五年三月十三日起每星期一一下午七時至九時

全期學費：六百四十五元 (共十五講)

8576. 歷代名家書法藝術研習(Eminent Chinese Calligraphy of Different Periods)

中國書法具有高度的藝術性，不但國人愛好，且為國際人士所激賞，歷代書寫家輩出，更有不少書法藝術墨蹟流傳於世，成為不朽的藝術傑作，並為後世研習書法藝術的典範。

本課程特為有志研習歷代名家書法藝術者而設。內容包括：(一)大篆石鼓文書法藝術；(二)小篆繹山碑書法藝術；(三)古隸書法藝術；(四)八分書法藝術；(五)魏碑書法藝術；(六)晉代名家書法藝術；(七)唐代名家書法藝術；(八)宋代名家書法藝術；(九)元代名家書法藝術；(十)明清名家書法藝術。

本課程共講授三十小時，大篆、小篆佔六小時，古隸、八分佔六小時，魏晉名家六小時，唐宋名家六小時，元、明、清名家六小時。(限收二十五人)

主 講 人：徐達之先生

地 點：香港太古城地利亞修女紀念中學412B室(中學部太豐路入口)

時 間：一九九五年三月十五日起星期三下午七時至九時

全期學費：六百四十五元 (共十五講)

書法講座(二)教師班(The Learning and Teaching of Chinese Calligraphy II)

本課程是「書法講座(一)」的延續，目標相同，歡迎已完成「書法講座(一)」的學員，或對書法藝術的理論與實踐已稍有基礎的教師參加。(每班限收十六人)

8577. 王齊樂先生主講

地 點：香港大學專業進修學院市區中心29室(信德中心西翼九樓)

時 間：一九九五年三月一日起每星期三上午九時至十一時

全期學費：一千一百元 (共十六講)

書法講座(三)教師班(The Learning and Teaching of Chinese Calligraphy III)

本課程是「書法講座(二)」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。歡迎已完成「書法講座(二)」的學員或相當程度的教師參加研習。(每班限收十人)

8578. 王齊樂先生主講

地 點：香港大學專業進修學院市區中心29室(信德中心西翼九樓)

時 間：一九九五年三月二日起每星期四上午九時至十一時

全期學費：一千四百六十元 (共十六講)

8579. 王齊樂先生主講

地 點：香港大學專業進修學院市區中心29室(信德中心西翼九樓)

時 間：一九九五年三月二日起每星期四下午三時至五時

全期學費：一千四百六十元 (共十六講)

書法講座(四)教師班(The Learning and Teaching of Chinese Calligraphy IV)

本課程是「書法講座(三)」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。本課程只歡迎已完成「書法講座(三)」的學員參加研習。(每班限收十人)

8580. 王齊樂先生主講

地 點：香港大學專業進修學院市區中心29室(信德中心西翼九樓)

時 間：一九九五年二月廿八日起每星期二上午九時至十一時

全期學費：一千四百六十元 (共十六講)

8581. 王齊樂先生主講

地 點：香港大學專業進修學院市區中心29室(信德中心西翼九樓)

時 間：一九九五年二月廿八日起每星期二下午三時至五時

全期學費：一千四百六十元 (共十六講)

書法講座(五)教師班(The Learning and Teaching of Chinese Calligraphy V)

本課程是「書法講座(四)」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。本課程只歡迎已完成「書法講座(四)」學員參加研習。(每班限收十人)

8582. 王齊樂先生主講
地點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時間：一九九五年二月廿七日起每星期一上午九時至十一時
全期學費：一千四百六十元（共十六講）

8583. 王齊樂先生主講
地點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）
時間：一九九五年二月廿七日起每星期一下午三時至五時
全期學費：一千四百六十元（共十六講）

8584. 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：一九九五年三月廿三日起每星期四下午六時十五分至七時四十五分
全期學費：三百六十元（共十二講）

8585. 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：一九九五年三月十一日起每星期六下午四時十五分至五時四十五分
全期學費：三百六十元（共十二講）

篆刻深造班 (Advanced Seal Engraving)

深造班專為已完成篆刻初級班人士或有篆刻基礎和興趣繼續深造者而設。此深造班課程全面以篆刻示範，治印技巧。學員作業，導師改印，教與學均以實踐為主。復以刀法、手法、佈白等等為輔。務令學員刻印盡量領略方寸之間的篆刻藝術，讓學印者多嘗治印的樂趣。
(每班限收二十五人)

8586. 盧人俊先生主講
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室（金巴利道入口）
時間：一九九五年六月十五日起每星期四下午六時十五分至七時四十五分
全期學費：二百六十元（共八講）

8587. 盧人俊先生主講
地點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）
時間：一九九五年六月十日起每星期六下午四時十五分至五時四十五分
全期學費：二百六十元（共八講）

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。

PHARMACY

Lecturer in charge : Sarah S.C. Hui

Telephone: 2859 2793
2964 0450

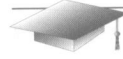
Master's Degree in Clinical Pharmacy



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.

*University of Otago Campus
Dunedin, New Zealand*

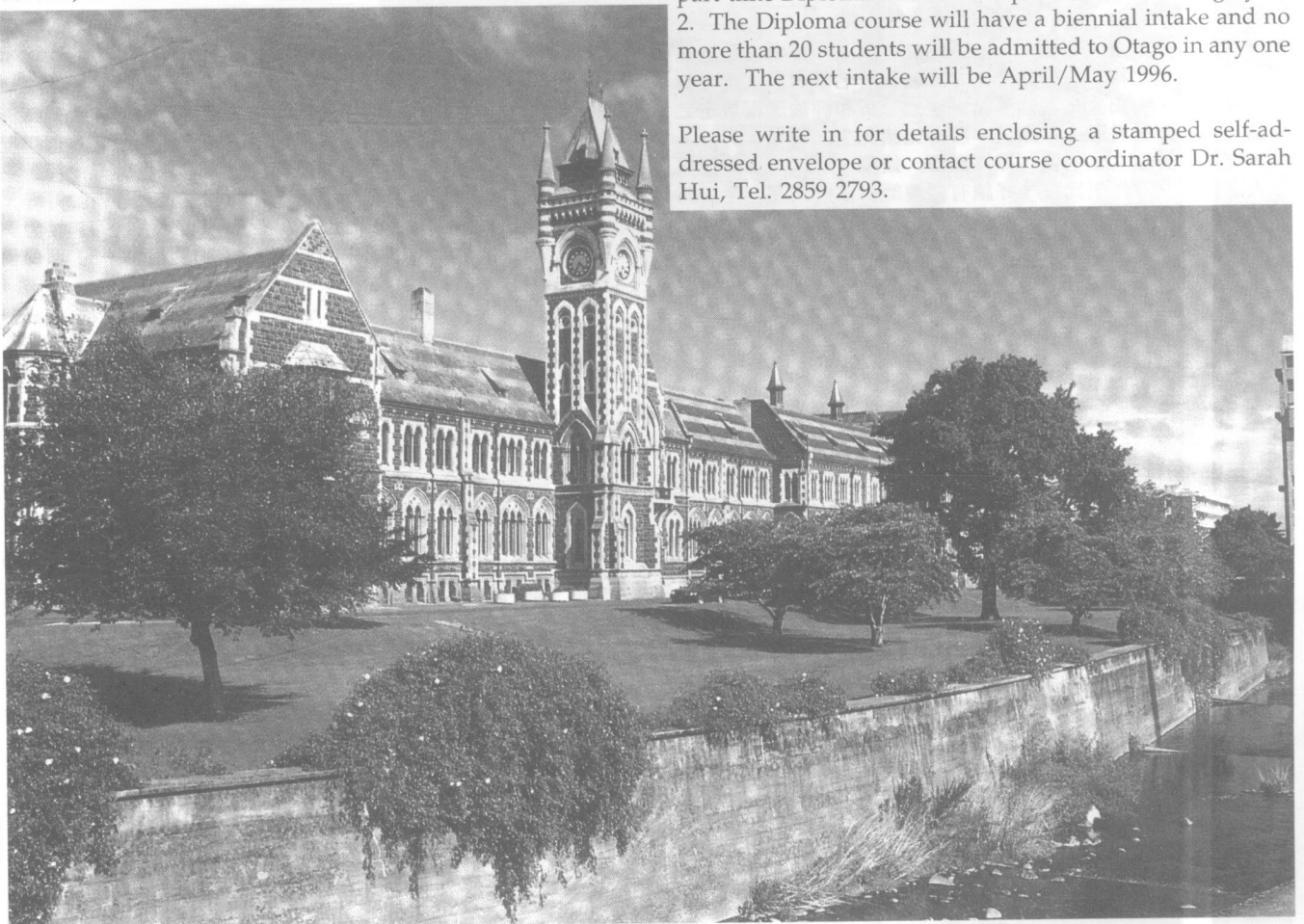
Bachelor's Degree in Pharmacy



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.



8651. 先秦諸子 (A History of Philosophy of Pre-Chin China)

欲了解中國哲學的精義者，不能不了解中國哲學的源頭——先秦階段的哲學。先秦是諸子百家爭鳴的時代，人物之眾多、學派之龐雜、思想之豐富，一時蔚為奇觀。當中，以儒家之孔、孟、荀，道家之老、莊，法家之申、韓為首，是中國哲學之主流，對日後影響至深至遠；至於名家之惠施及公孫龍，則為中國哲學之異數，其思辨力堪與古希臘之辯士匹敵。本課程將講述這時期的代表人物、其主要哲學觀念及其哲學系統的性格。

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：一九九五年三月十一日起每星期六下午四時十分至五時四十分

全期學費：五百二十五元（共十六講）

8652. 中國文化要義 (The Essentials of Chinese Culture)

本課程為輔助中學高級補充程度「中國語文及文化科」教師教授中國文化部分之課程而設，旨在從學術與教育結合之角度，增加有關教師對中國文化之了解和興趣，從而提高其教學質素和熱誠。

本課程內容分為兩大部分：一、中國文化概述，包括文化之涵義、中國文化之特質、中西文化之比較及著名學者之文化理論介紹等。二、中國文化名篇導讀，包括分析和評論課程規定之六篇文章，即唐君毅、章政通、殷海光諸先生之文章，另外，亦將它們與其他文化名篇，如梁漱溟、錢穆、牟宗三、徐復觀等人之相關文章作出比較，好讓有關教師對當中問題有全面而深刻的把握。

本課程同時歡迎任何對中國文化問題有興趣之社會人士修讀。

主 講 人：劉桂標先生 B.A.(HKSC), M.Phil.(C.U.H.K.)

地 點：香港大學專業進修學院市區中心10室（信德中心西翼九樓）

時 間：一九九五年三月十一日起每星期六下午二時十五分至三時四十五分

全期學費：五百二十五元（共十六講）

教師可獲教育署退還半費。詳參第頁。

8653. 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.), M.Phil.(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：一九九五年二月廿三日起每星期四下午六時十五分至七時四十五分

全期學費：四百八十元（共十二講）

8654. 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、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：梁光耀先生 B.A.(C.U.H.K.), M.Phil.(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：一九九五年五月廿五日起每星期四下午六時十五分至七時四十五分

全期學費：四百八十元（共十二講）

8655. 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) 饑荒中的倫理，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18室（信德中心西翼九樓）

時 間：一九九五年二月十八日起每星期六下午二時十五分至三時四十五分

全期學費：四百四十元（共十講）

8656. 東西方生命哲學的比較 (Comparison of Philosophy of Life East and West)

「人生有甚麼意義？」這問題對哲學工作者及一般人來說都是一個極之重要的哲學問題。本課程將綜觀東西方幾個不同的哲學觀點對此問題的解答。內容將介紹並討論以下觀點：1) 當代西方兩哲人的觀點：a) Thomas Nagal, b) Robert Nozick; 2) 存在主義; 3) 基督信仰; 4) 儒; 5) 釋; 6) 道。

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18室（信德中心西翼九樓）

時間：一九九五年五月六日起每星期六下午二時十五分至三時四十五分
 全期學費：四百四十元（共十講）

**8657. 中國的大同思想
 (Chinese Utopian Thoughts)**

追求理想世界的實現，可以說是中國人自古已有的共同夢想。消極的人練丹求仙或耽於夢幻世界以求解脫。積極進取的人則著書立說，甚至向統治者進言，務求把理想世界的藍圖落實，可惜夢想中的"大同"或"太平"仍是遙不可及。

本課程將分析及批判中國傳統的大同思想，內容包括：古代神話及典籍中的烏托邦思想，孔、孟的理想邦，老子的小國寡民，莊子的"死"、"夢"觀，墨家的兼愛學說、漢初的太平理想、道教的"救世主"思想、佛教的大乘思想、六朝至唐代筆記小說中的樂園、李汝珍的鏡花緣、洪秀全的太平天國、康有為的大同書、以及中國共產黨早期的烏托邦思想等。

主講人：何冠驥先生 B.A.(C.U.H.K.); A.M., Ph.D.(Illinois), LL.B.(Lond.)

地點：香港大學專業進修學院市區中心28室（信德中心西翼九樓）

時間：一九九五年五月十一日起每星期四下午七時四十分至九時十五分

全期學費：三百九十五元（共八講）

The SPACE booth at the Education & Careers Expo '93



香港公民教育系列課程

前言：面對後過渡期，香港市民有需要增強自己對香港及中國在社會、經濟、政治、法律等方面的認識。本學院特別設計「香港公民教育」系列課程，並希望藉此幫助市民對九七年的過渡，作出更好的準備。

8661. 香港政治專題探討 (Selected Topics in Hong Kong Politics)

隨著過去十多年政治環境的急劇變遷，香港市民日益關注日常的政治與公共事務。本課程旨在以專題形式，向學員介紹與分析香港的政治現象與問題。探討範圍包括：政治制度與政制發展、政治文化、政治參與、公共政策問題、利益團體、政治團體與政黨、勞工政治、基本法、中港關係等等。教學形式除講課外，於適當時候輔以堂上習作與小組討論，務使學員能積極參與。學員亦可提出問題供堂上討論。本課程歡迎任何對香港政治與公共事務有興趣人士參加。

主 講 人：溫浩然先生 B.A.(Nat. Taiwan), M.Soc.Sc(East Asia),
M.Phil.(H.K.), Adv. Dip. Ed (Lond.)

地 點：香港大學專業進修學院市區中心 2 8 室（信德中心西翼九樓）

時 間：一九九五年二月十六日起每星期四下午八時至九時卅分

全期學費：三百八十五元（共十講）

8662. 人權保障在香港 (The Protection of Human Rights in Hong Kong)

人權是甚麼？在甚麼情況下我們的人權才受了侵犯？

本課程旨在介紹香港的人權狀況，內容包括保障人權正式與非正式機制、人權法的要點，人權法自九一年六月施行以來的重要案例，以及展未來人權保障的可能發展。

主 講 人：陳文敏先生 LL.B(H.K.), LL.M(Lond.), P.C.LL(HK),

Barrister of Supreme Court of Hong Kong

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：一九九五年二月十一日至二月十八日星期六下午二時至四時

全期學費：八十元（共兩講）

8663. 香港的法院 (The Hong Kong Courts)

近幾個月來市民對法院一些案件的判刑大表不滿，認為刑罰過輕，究竟香港的法院是否公正嚴明呢？

本課程旨在介紹香港法院的制度，法官的任命與任務、陪審團制度等，從而討論香港的司法制度是否獨立與公正的問題。

主 講 人：何冠驥先生 B.A.(C.U.H.K.), A.M., Ph.D(III)

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：一九九五年二月廿五日至三月四日星期六下午二時至四時

全期學費：八十元（共兩講）

8671. 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 February 24, 1995

10 meetings Fee : \$410

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

8672. Personal Growth Group

Personal Growth Group is an experiential approach to learning. It involves the assumption that each person has the potential of knowing himself/herself, to be able in life situations to make the choices that will best enhance growth and meaning. This workshop is oriented towards the group process that is equally applicable at home and in the workplace.

The aims of the group are: (a) increasing self awareness and sensitivity, (b) identifying and transforming emotional blocks with self and with others into positive energy, (c) developing the skills required to relate to others in a life-promoting, work-enhancing, meaningful fashion, and (d) discovering and appreciating the uniqueness of self. Regular attendance is mandatory.

Enrolment is limited to 24

Tutor : Mrs. Grace Cheung, B.Soc.Sc. (C.U.H.K.)

Venue : Catholic Institute of Religion and Society, 130 Waterloo Road, Kowloon. (Maryknoll Convent School - Primary Section)

Date : 9.30 a.m.-1.00 p.m. and 2.00-5.30 p.m., April 22, 23, 29 & 30, 1995

4 meetings (full-day workshops) Fee : \$840

Medium of Instruction: Cantonese

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

8673. 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 7, Library Extension Building, HKU

Date : Mondays, 8.05-9.35 p.m., commencing February 27, 1995

10 meetings Fee : \$550

Medium of Instruction: Cantonese supplemented with English

8674. 精神健康與異常心理學導論 (Introduction to Mental Health and Abnormal Psychology)

本課程是為對精神健康有興趣的人士而設，旨在提供學員對精神健康有一概括的了解，同時認識一些處理問題及促進精神健康的方法。內容主要討論何謂異常心理，並分析常見的異常心理行為、其成因及處理方法。範圍包括「正常」和「異常」的

概念，兒童及青少年的心理發展及問題，成年人的心理發展，日常生活的壓力，精神病，性心理及異常性行為，藥物濫用，暴力及自毀行為，和維持心理健康的要素等等。

本課程共分十八講，形式主要包括講座，個案分析和小組討論，授課以中文為主，參加者應具有中五或以上程度。

(限收四十五人)

主 講 人：鄭淑儀小姐 (臨床心理學碩士) 及客座講師

地 點：香港大學專業進修學院市區中心14室 (信德中心西翼九樓)

時 間：一九九五年二月二十八日起每星期二下午七時五十分至九時五十分

全期學費：九百一十元 (共十八講)

教師可獲教育署退還半費。詳參第vi頁。

8675. 性格的透視與發展 (Understanding and Developing Personality)

每個人的思想、情緒、行為、人際關係等各方面都很受他的性格所影響。這課程是特別為那些希望更加認識自己及別人的性格的人士而設，目的是促進參加者及其關心的對象的心理健康和性格發展。

本課程內容包括：(一) 性格心理學的基本理論；(二) 性格的發展和形成因素；(三) 家庭和童年經歷對性格的影響；(四) 從人際關係的層面中去了解性格；(五) 如何針對性格中的長處和短處發展自己和別人的性格。上課形式以體驗性學習為主，並有小組討論，角色扮演及性格測驗等。為確保學習的連貫參加者定需上足十二課。參加者應具有中五或以上程度。

(限收二十五人)

主 講 人：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：一九九五年二月二十日起每星期一下午八時至九時四十五分

全期學費：六百一十元 (共十三講)

教師可獲教育署退還半費。詳參第vi頁。

8676. Certificate Course in the Theory and Practice of Employee Counselling

Many human resources professionals and business managers have encountered employees whose work performance were directly or indirectly affected by their personal or work-related problems. These staff problems, if not handled promptly and appropriately, could result in serious consequences, e.g. poor morale, tension, decrease in productivity, high staff turnover, work accidents, medical claims, and man-hour loss. Many supervisors, however, have felt inadequate in handling those problems due to their lack of training in employee counselling and stress management.

There is convincing evidence that considerable business benefits are resulted from training in employee counselling and stress management. Such training facilitates the diagnosis and prevention of personal or work-generated stress syndromes such as psychosomatic medical complaints, substance abuse, social disruption and other personal problems among the employees. It also enables the supervisors and human resources professionals to provide impromptu guidance or counselling help to the employees before their problems deteriorate. Finally, it increases the trainees' knowledge in the various social services and mental health professions from which further professional help could be obtained.

Course Aims and Objectives

This course is designed to train human resources professionals, supervisors, and managers in (1) the basic knowledge in psychology in business, mental health, counselling approaches, and stress management; (2) the practical skills in employee counselling and stress management; (3) the use of referral to other professionals. At the end of this course, the trainees will learn the basics in assessment and treatment approaches in some common personal or work-related problems among employees in Hong Kong. The trainees will also have opportunities to interact with professional counsellors, clinical psychologists, psychiatrists, and, most importantly, business professionals from different industries and companies for theoretical exchange and practical learning.

Course Content

Topics to be covered will include: (1) Psychology in Business; (2) Human Need and Motivation; (3) Personality Development; (4) Attitude, Cognition and Behaviour; (5) Interpersonal Relationship at Work; (6) The Process of Change: People and Environment; (7) Understanding Mental Health; (8) Sources of Stress in the Workplace; (9) Initial Assessment of Psychological Stress; (10) Active Listening; (11) Need Assessment and Problem Translation; (12) Goal Setting for Counselling; (13) Introduction to Treatment Approaches of Employee Counselling; (14) Reality Management Approach; (15) Cognitive-Behavioural Approach; (16) Solution-Focused Approach; (17) Termination & Evaluation; (18) How to Make Referrals to Professional Help; (19) Stress Inoculation Training; (20) Corporate Strategies in Stress Management.

This course will focus on skills development and practical learning. The trainees are expected to read the theoretical material before the class. Classroom activities will be designed to facilitate the trainees' understanding and application of the theories. Extensive time will be used for behavioral rehearsal, role-play, case studies, and small group exercises. Therefore, active participation in those activities will be essential for fruitful learning. Trainees are also required to attend a residential training camp on Sensitivity Training and a full-day workshop on Stress Inoculation Training which will be held in two weekends sometime in May and October, 1995, details of the which will be announced in class.

Assessment and Awards

The assessment of the trainees will be based on (1) their participation and performance in classroom activities, (2) their attendance (at least 80% attendance rate is required), (3) their applications of theories and skills taught in this course to their work settings through assignments and case presentations, and (4) a final examination at the end of the course. Successful candidates will be awarded a certificate by the School of Professional and Continuing Education, University of Hong Kong.

Enrolment is limited to 25

Tutors : Eric Kung, B.Commerce (McMaster), M.S.W.(H.K.)
(Course Director)
Paul M.B. Yung, B.A.(Hon.), M.A., C.Psych. (U.K.),
R.Psych.(Aust.), A.F.H.K.P.S.
Tsoi Ting Kwok, Peter, M.B., B.S.(H.K.), M.R.C.
Psych. (U.K.)
Ms. Karen Burgman, B.Sc.(Recreation)(California
State), M.A.(Marriage, Family & Child
Therapy) (California)
Ms. Winnie Tse, M.S.W.(Alabama) and
Guest Lecturers

Fee : \$8,000 (including residential camp fees)

Medium of Instruction: Cantonese supplemented with
English

Admission Requirements

This course is suitable for human resources professionals, supervisors, and managers in the commercial fields as well as in the public sector. The applicants should be in supervisory positions or working in human resources departments where the skills of employee counselling and stress management are essential for competent performance of their personnel management duties. Closing date for applications: February 28, 1995.

Course Duration: Over 110 contact hours

Lectures: Wednesdays, 6.30-9.30 p.m., March 22 - July 12
and September 13 - November 22, 1995

Residential Workshop: "Sensitivity Training" Camp in May,
Friday, 7.30 p.m. - Sunday 5.30 p.m.;

Full Day Workshop: "Stress Innoculation Training" Camp
in October, Saturday, 9.30 a.m. - 5.30 p.m.

Final Examination: December 6, 1995

Place of Meeting: Room 28, SPACE Town Centre, Shun Tak
Centre, West Tower, 9/F, Hong Kong.

[This course is jointly sponsored by the Human Dynamic
Consultants.]

68. Certificate in Discipline Teachers Training

This course is sponsored by the Education Department for secondary school discipline teachers. It is due to begin in February, 1995 and will be completed in July, 1995. The objective of the course is to equip the discipline teachers with the knowledge and skills in school discipline work so that they can perform their duties more effectively. The course will put emphasis on the integration of relevant theories with practical issues in school discipline work in local secondary schools.

Curriculum

The course will cover the following 6 areas.

I. Working as a Discipline Teacher

- (1) The role and function of the discipline teacher
- (2) Work objectives and school mission
- (3) School rules and regulations
- (4) Effective reward and punishment
- (5) Consistency amongst teachers on behavioural standards
- (6) Complaints from teachers, students and parents
- (7) Management of work-related stress

II. Working with Students

- (1) Adolescent psychology with particular emphases on deviant and disruptive behaviour, development of self-concept, moral judgement and self-control
- (2) Problems at school - bullying, vandalism, triads, stealing, truancy, drug-abuse and run-away
- (3) Communication and interviewing skills
- (4) Approaches to assessment and management of behaviour difficulties
- (5) Intervention methods:
 - (a) The cognitive approach
 - (b) Social skills training
 - (c) The behavioural approach
 - (d) Crisis intervention
- (6) Classroom management
- (7) Prevention and positive discipline work

III. Working with Parents

- (1) Communicating and interviewing parents
- (2) Helping parents develop positive attitudes and basic skills in disciplining their children
- (3) Positive communication between parents and the school

IV. Working with other Personnel in the School

- (1) School discipline - the whole school approach
- (2) Team building
- (3) Collaboration with the school administrative team, guidance team, the school social worker and the psychologist
- (4) Staff development

V. Working with Agencies in the Community

- (1) The Education Department
- (2) The Police Department
- (3) The Social Welfare Department
- (4) Other helping agencies in the community

VI. Other Relevant Topics

- (1) Legal Aspects of Discipline Work
- (2) Peer Tutoring

Teaching Format

- Lectures
- Case Studies
- Case Conference
- Role Plays
- Skills Workshops
- Group Discussions
- Panel Discussions
- Project Work

Participants are expected to undertake a reasonable amount of reading as directed by the teachers.

Award

To qualify for the award of the certificate, a participant must attend no less than 80% of the meetings and complete the written assignments satisfactorily.

Time of Meetings

Thursdays, 6.30 - 9.30 p.m.
Saturdays, 9.30 a.m. - 12.30 p.m.

Duration of the Course

February 23, 1995 to July 8, 1995

Place of Meeting

Thursdays, Room 1302A/B, K.K. Leung Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

Saturdays, Room 28, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong.

Admission

This course is open to all secondary school discipline teachers. *Enrolment is limited to 40*

Deadline for Application

December 20, 1994

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.

The University of Hong Kong - Main Building



RECREATION AND SPORTS MANAGEMENT

Lecturer in charge : W.B. Howarth (Deputy Director - External)

Telephone: 2857 1198

VICTORIA UNIVERSITY OF TECHNOLOGY

M.A. 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 sporting facilities and services in the commercial and public sectors, the University of Hong Kong's School of Professional and Continuing Education (SPACE) and the Victoria University of Technology (V.U.T.) are offering a joint Graduate Certificate and Diploma programme in the area of Recreation and Sports Management. These Graduate awards are aimed at students who hold a Bachelor's degree in a relevant field, and are designed to prepare students for entry to study at Master's degree level. Holders of the Diploma 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.

COURSE DURATION

Each Graduate Certificate is based on 13 weeks (two 9 week intensive modules) of part-time evening and weekend attendance. The Graduate Diploma consists of two Graduate Certificates. The Master of Arts degree will be awarded after a further one year's part-time study.

COURSE PROGRESSION

The structure of the part-time Master of Arts / Graduate Diploma / Graduate Certificates in Recreation and Sports Management 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 may first complete a Graduate Certificate in Recreation and Sports Management, then a Graduate Certificate in one of the Applied Recreation And Sports Studies. Together these two qualifications will constitute the Graduate Diploma of Arts in Recreation and Sports Management. The Graduate Diploma course has been designed to be completed in one year of part-time study. Each Graduate Certificate will be conducted over two 9 week modules and completion of two Graduate Certificates will entitle the student to the award of the Diploma.

On the satisfactory completion of the Graduate Diploma a candidate may apply for admission to the Master of Arts (Recreation and Sports Management coursework) for completion by Directed Study, Graduate Seminar and Minor Thesis. Specific Admission Requirements apply.

COURSE STRUCTURE AND PROFILE

It should be pointed out that this is an extremely intensive course and students need to attend classes for an average 9 hours per week. All classes will be in the evening or at weekend.

Year I - commencing June 95: Graduate Certificate in Recreation and Sports Management

Semester I

Graduate Certificate in Recreation and Sports Management: (195 hours - conducted over a 9 week module)

Semester II

The Applied Graduate Certificate offered will depend on the level of student interest and demand: (156 hours - conducted over a 9 week module)

Award of the Graduate Diploma in Recreation and Sports Management

Year II - commencing June 1996: M.A. Recreation and Sports Management (by coursework)

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 will commence on Tuesday, June 13, 1995 and the second in February 1996. The M.A. programme will commence in June 1996.

APPLICATIONS

Students should apply initially for the first Graduate Certificate 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 March 31, 1995.

COURSE COST

The course fee for each Graduate Certificate is \$19,000. The course fee for the Master of Arts programme has been provisionally set at \$25,000. Fees should be paid once the student has received an offer of a place on the course.

SCIENCE & MATHEMATICS

Lecturer in charge: Stephen W.N. Wu

Telephone: 2859 2417

8701. Fundamental Digital Electronics For Science Teachers

The course is specially designed for physics teachers or supervisors of electronic clubs. The course will be divided into three parts. The first part will cover some practical skills such as selection of components and construction of PCB. The second part will be an introduction to theoretical design of digital circuits which include combinational logic circuits and sequential logic circuits. The third part will focus on some applications of digital electronics in school activities such as formal laboratory teaching and extra-curricular activities.

Tutor : P.H. Ng, B.Sc., Cert. Ed., Ph.D. (H.K.)

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

Date : Mondays, 6.10-8.00 p.m., commencing February 13, 1995

7 meetings

Fee : \$500

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

8702. Dietary Management of Common Diseases in Hong Kong

This course intends to give an insight into the dietary management of some common diseases in Hong Kong e.g. diabetes mellitus, renal failure, hyperlipidaemia, obesity, gout, cancer and other conditions requiring nutritional support. Dietary treatment could be the only or part of the treatment of these diseases. The course is suitable for those who are engaged in the care of people suffering from these conditions both in the community or in institutions. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : J.Y.F. Lok, S.R.D. (U.K.)

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

Date : Mondays, 6.30-8.00 p.m., commencing February 20, 1995

6 meetings

Fee : \$350

8703. Electromedical Safety

The aim of this course is to provide an overall introduction of the theoretical and practical aspects of electromedical safety. Personnel engaged in the handling of electromedical equipment such as nurses, doctors and instrument maintenance

technicians should find the course useful. Topics to be discussed include: an introduction to electromedical safety; basic electricity and equipment classification; physiological effects of electricity; electric shock and earthing, safe operation of electromedical equipment; and a review of some hazardous cases or situations.

Tutor : F. Chan, B.Sc. (Eng.) (H.K.), M.Sc. (Aberdeen), C.Eng., M.B.E.S., M.H.K.I.E., M.I.E.E., Certified Clinical Engineer

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

Date : Mondays, 6.20-7.50 p.m., commencing April 3, 1995

5 meetings

Fee : \$300

8704. Introduction to Diagnostic Molecular Microbiology

Diagnostic Molecular Microbiology has evolved from a mere technologic curiosity into a field of vast breadth and complexity, with the potential to revolutionize the routine microbiology practice. The course will focus on the principles and applications of DNA probes and Polymerase Chain Reaction (PCR) in the detection and characterization of pathogenic microorganisms associated with infectious diseases. Basic techniques and essential set-up for diagnostic procedures will be emphasised. Practical demonstration may be arranged if possible for laboratory diagnosis of various bacterial and viral pathogens.

Tutor : W.C. Yam, Ph.D., M.I.Biol., C.Biol., F.I.B.M.S.

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

Date : Fridays, 6.15-8.00 p.m., commencing February 24, 1995

8 meetings

Fee : \$520

8705. 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 April 3,
1995

6 meetings

Fee : \$350

8706. 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 : Y.S. Chan, B.Sc. (Eng.)(Lond.)
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 February 24,
1995

5 meetings

Fee : \$280

8707. The Art & Science of Anaesthesiology

Anaesthesiology is a relatively young specialty in Medicine and even medical professionals other than anaesthesiologists are not familiar with it. Yet thousands of people in Hong Kong are anaesthetized for various procedures every year. It is to their benefit if they understand the specialty better. The course includes the history and basic principles of anaesthesiology, the common problems related to anaesthesia encountered in the perioperative period, safeguards against anaesthetic mishaps, and how to cooperate with the anaesthesiologist.

Tutor : H.Y. So, M.B.,B.S. (H.K.), F.A.N.Z.C.A.,
F.F.I.C.A.N.Z.C.A., F.H.K.A.M.
(Anaesthesiology)

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

Date : Mondays, 6.30-8.00 p.m., commencing April 3,
1995

4 meetings

Fee : \$230

8708. An Introduction to the Pathophysiology of Common Rheumatic Disorders

Rheumatology is the study of a wide spectrum of diseases ranging from the common soft tissue rheumatism syndrome to the less common but potentially life-threatening "connective tissue disorders" such as systemic lupus erythematosus and the vasculitic syndromes. The management of rheumatic diseases is a teamwork process involving the rheumatologist, primary care physician, orthopaedic surgeon, nurses, physiotherapist, occupational therapist, clinical psychologist and social worker. It is important that all team members have a good understanding of the etiology, manifestation and treatment of these conditions. The objective of this course is to improve the understanding of the pathophysiology of commonly encountered rheumatic diseases amongst para-medical personnel who are involved in the caring of these patients. The course may also be suitable for those with a background in biological sciences and an interest in rheumatic diseases. Topics include: the anatomy and physiology of normal functioning connective tissues; mechanisms involved in inflammation and pain perception; and the pathophysiology of some of the more commonly seen rheumatic disorders. Life demonstration and/or case presentation will be used to illustrate the clinical spectrum of the disorder where appropriate. Lectures will be conducted in English and supplemented with Cantonese.

Tutor : C.S. Lau, M.B.,Ch.B. (Dundee), M.R.C.P. (U.K.),
M.D. (Hons.)(Dundee)

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

Date : Mondays, 8.00-9.30 p.m., commencing February
13, 1995

6 meetings

Fee : \$330

8709. 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.(Survey),
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 March 23,
1995

11 meetings Fee : \$660

8710. 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.

Tutor : Li, E.H., B.S.(W. Wash. State Coll.), Ph.D.(Survey),
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 March 23,
1995

11 meetings Fee : \$660

8711. 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, 8.00-9.30 p.m., commencing April 7, 1995

6 meetings Fee : \$350

8712. Mathematics for Economists

This course is designed for those who wish to enhance their understanding of mathematics in the contexts of economics and management. Candidates who are preparing for the

London University's B.Sc. (Econ.) Part I examinations will find the course useful. Through examples, drills and discussions, participants should get a grasp of the techniques and practical skills in solving problems. Lectures will be conducted in Cantonese and supplemented with English

Tutor : K.W. Lo, B.Sc. (H.K.)

Venue : Room 206, Run Run Shaw Building, HKU
Date : Mondays, 8.10-9.40 p.m., commencing February
20, 1995

8 meetings Fee : \$480

8713. 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 102, SPACE Town Centre, Suite 1004-5,
Shun Tak Centre, West Tower, 10/F., Hong Kong.
Date : Saturdays, 9.30 a.m. -12.30 p.m., commencing
February 25, 1995

6 meetings Fee : \$660

8714. 職業健康的基本概念 (Basic Concepts in Occupational Health)

本課程旨在介紹職業健康的基本概念以及日常遇到的職業健康問題。

內容包括：一般工業或家居使用的溶劑對健康的影響及其正確的處理方法；腰背痛的成因及脊骨的保健方法；常見的文職人員之職業健康問題；電腦操作對健康的影響；塵埃對肺部的危害等。

主 講 人：陳錫源醫生

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：一九九五年四月二十八日起每星期五下午六時三十分至八時

全期學費：二百四十元（共四講）

8715. 星空觀測入門 (Introduction to Celestial Observation)

宇宙的奇景異象，引人入勝。不過對初入門的天文愛好者來說，星海中的一切似乎高不可測，難於捉摸。本課程將從最簡單的星座認識開始，介紹西方的星空神話傳說，中西星空觀念之異同，星圖的種類與使用，望遠鏡的選擇與應用，肉眼及望遠鏡中可見的各種天象奇景，四季的星空巡禮及未來廿年的天象先睹等。參加者將會掌握觀星的技術及懂得安排自己星海漫遊的旅程。如天氣情況許可，講座後將安排短暫的觀星實習，亦另會安排一次郊外觀星宿營活動（自費）。

主 講 人：黃衍蕃先生
地 點：香港大學邵仁枚樓101室
時 間：一九九五年二月十六日起每星期四下午七時三十分至九時
全期學費：四百八十元 （共九講）

8716. 四季星空巡禮 (365 Starry Nights)

千百年來，神秘的夜空不知迷倒多少仰望夜空的人士。古代的民族，早已將這看來亂雜無章的星空組成秩序井然的星座，並為它們譜上動人的神話故事。隨著生活上的需要，人們更將四季的變化與星空的循環拉上關係。

本課程將從如何利用星圖認識我們的星空開始，介紹每月在香港可以見到的星座，每個星座背後引人入勝的神話故事、星座中有趣的星體與多姿多采的星雲星團，同時還會詳述一年內香港可以見到的各類特別天象。

如天氣情況許可，講座後將安排短暫的觀星實習，另亦會安排一次郊外觀星宿營活動（自費）。

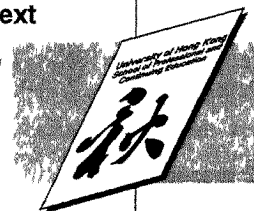
主 講 人：黃衍蕃先生
地 點：香港大學邵仁枚樓101室
時 間：一九九五年四月廿七日起每星期四下午七時三十分至九時
全期學費：五百三十元 （共十講）

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

In order to receive the next issue of this Prospectus, please turn to page 99.

如欲收到下期課程手冊，請翻閱第99頁。



8741. 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 1302A/B, K.K. Leung Building, HKU
Date : Fridays, 7.30-9.30 p.m., commencing February 17, 1995

12 meetings Fee : \$680

Medium of Instruction: Cantonese supplemented with English

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

8742. 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

undersirable 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 May 20, 1995

6 meetings Fee : \$550

Medium of Instruction: Cantonese supplemented with English

8743. 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 February 20, 1995

10 meetings Fee : \$540

Medium of Instruction: Cantonese supplemented with English

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

8744. Understanding and Helping Depressed People

The symptoms of depression are often found in the people living in big cities. Among the clients of some helping professions such as social workers and counselors, a significant proportion of them are suffering from depression, though frequently not diagnosed. This course is designed for these helping professionals to acquire better knowledge about depression so that they can tell the difference between being unhappy and being depressed. The course will also cover various biological, psychological and social models of depression, and the management of depressed clients. Regarding the treatment of depression, special emphasis will be put on cognitive therapy which is currently one of the most effective treatments. This course will also cover the management of suicidal clients.

Enrolment is limited to 25

Tutor : S.M. Ng, C.Q.S.W.(U.K.), M.Sc. in Psychiatric Social Work (Manchester)

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Fridays, 7.30-9.30 p.m., commencing April 21, 1995

8 meetings Fee : \$450

Medium of Instruction: Cantonese supplemented with English

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

8745. 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 25

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 : Mondays, 6.00-8.00 p.m., commencing February 27, 1995

12 meetings Fee : \$820

Medium of Instruction: Cantonese supplemented with English

[This course is jointly sponsored by the Positive Living United Services.]

8746. Introduction to Recreation Therapy

The purpose of therapeutic recreation is to facilitate the development, maintenance, and expression of an appropriate leisure lifestyle for individuals with physical, mental, emotional, or social limitations. This purpose is accomplished through the provision of professional programs and services which assist the client in eliminating barriers to leisure, developing leisure skills and attitudes, and optimizing leisure involvement. Three specific areas of professional services are employed to provide this comprehensive leisure ability approach towards enabling appropriate leisure lifestyle: Therapy, Leisure education and Recreation participation.

Class format consists of lectures, discussions and practical sessions. Topics will include the history and current models of recreation therapy, treatment, program planning in the hospital setting vs a non-clinical setting, and some practical application or recreation activities. The course will be appropriate for social workers, nurses, and other helping professionals. *Enrolment is limited to 25*

Tutor : Ms. Karen Burgman, B.Sc. (Recreation)(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 February 22, 1995

9 meetings Fee : \$440

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

8747. 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 May 3, 1995

9 meetings Fee : \$440

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

8748. Application of Self and Communication in Youth Counselling

This course comprises lectures, small group discussions and sensitivity training workshops which are designed primarily to help participants to learn more about themselves and to apply such learning to effective communication and counselling. Topics to be covered include: introduction to experiential learning, introduction to the basics of communication and self-understanding, sensitivity training and self-awareness; the process of communication and factors affecting communication, communication skills and their application to counselling.

The course is specially designed for para-counsellors, school teachers, social workers and other helping professionals who work with adolescents. Preference will be given to those applicants with tertiary education and experience in counselling.

Two residential workshops will be held on February 25 & 26 and April 8 & 9, 1995. The whole course altogether will provide 56 hours of teaching in counselling.

Enrolment is limited to 20

Tutor : Helios K.C. Lau, M.Soc.Sc.(Clin.Psy.)(H.K.)

Venue : Room 1302A/B, K.K. Leung Building, HKU

Date : Mondays, 6.45-9.45 p.m., commencing February 20, 1995

8 meetings & 2 workshops

Fee : \$2,450 (including residential workshop fees)

Medium of Instruction : Cantonese

Closing date for applications: February 3, 1995

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

8749. Workshop on Understanding and Handling Sexual Offending Behaviour

The workshop discusses the definition of sexual offending behaviour, the psychological profile of the offenders, their assessment and treatment, and the impact of such behaviour on the victims. The discussion is facilitated by case illustrations, video extracts, simulated testing and group exercises.

The workshop is suitable for those who have at least some experience in working with sex offenders. Active participation in the workshop is expected.

Enrolment is limited to 25

Tutor : Edmond Lau, M.Sc.(Clin.Psy.)(Surrey)

Venue : Room 14, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong

Date : Saturdays, 2.30-5.00 p.m., March 4, 11 & 18, 1995

3 meetings Fee : \$250

Medium of Instruction: Cantonese supplemented with English

8750. 認識及協助兒童語言之發展 (Introduction to Language Development in Children)

語言不單是表達思想和溝通的工具，它在兒童的認知、情緒及社交發展均扮演重要的角色，若在語言發展重要期間予兒童適當的語言刺激，便可促進他們在語言及各方面的發展。

本課程歡迎家長、醫生、護士、幼兒工作人員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適的語言刺激幫助兒童語言理解、表達、及發音能力發展。此課程除講授外，亦輔以研討、分組活動等方式。 (限收二十五人)

主 講 人：賴秀瓊小姐 (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：一九九五年二月二十日起每星期一下午七時四十分至九時四十分

全期學費：三百三十元 (共五講)

教師可獲教育署退還半費。詳參第vi頁。

8751. 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：一九九五年四月三日起每星期一下午七時四十分至九時四十分
全期學費：四百一十元 (共六講)

教師可獲教育署退還半費。詳參第vi頁。

8752. 兒童成長問題專探 (Exploration in Child Development Issues)

本課程以探討兒童在成長中的三個主要方面——學習，性心理、情緒及行為為主，並會介紹處理這些問題之適當及有效方法。兒童學習方面包括：(一)討論兒童一般的學習問題及其表現出的徵狀——如逃學，欠交功課，成績低落，不專心等；(二)如何幫助兒童面對學習問題?如何培養兒童學習興趣及能力。

性心理方面會介紹：(一)兒童的性心理發展及他們所面對的一般有關「性」的問題；(二)如何與兒童談性? (三)如何幫助/教導兒童預防性侵犯。

情緒及行為方面包括：(一)兒童究竟是否會有焦慮，悲傷等的情緒?兒童是否有權發脾氣，發洩憂傷及憤怒的情緒?兒童有偷竊，說謊，食慾不振或甚至攻擊性行為是否不正常呢?親子關係等如何影響兒童的情緒及行為發展?(二)面對兒童的一般情緒或行為問題如抑鬱，憤怒，偷竊，說謊，甚至攻擊他人等的時候，究竟用甚麼方法來處理呢?——斥責，體罰，嚴厲禁止，不加理會或其他方法?

主 講 人：社會工作者
地 點：香港大學專業進修學院市區中心14室 (信德中心西翼九樓)
時 間：一九九五年四月一日，八日，二十二日及二十九日
星期六下午二時三十分至五時三十分
全期學費：二百五十元

[本課程與防止虐待兒童會合辦]

教師可獲教育署退還半費。詳參第vi頁。

8753. 了解及處理自閉症兒童 (Understanding and Managing Autistic Children)

本課程是為在工作中需要與自閉症兒童接觸的人士而設。課程內容包括：(一)兒童自閉症 (Childhood Autism) 的病徵；(二)自閉症所引起的學習、社交及行為問題；(三)一般處理上述問題的方法及技巧；(四)自閉症兒童對家庭的影響；(五)香港現有對自閉症兒童的服務。除一般講授外，上課形式亦包括個案放映及討論。本課程適合直接服務兒童之人仕如幼兒教育工作者，小學教師，學生輔導主任等參加。(限收四十人)

主 講 人：潘麥瑞雯女士 (臨床心理學碩士) 及客座講師
地 點：香港大學專業進修學院市區中心14室 (信德中心西翼九樓)
時 間：一九九五年三月七日起每星期二下午六時十五分至七時四十五分
全期學費：四百二十元 (共十講)

教師可獲教育署退還半費。詳參第vi頁。

8754. 聽覺弱能兒童的認識及教育 (Understanding and Teaching Children with Hearing Impairment)

本課程的目的為使社會人士，家長及直接為聽覺弱能兒童工作的教師、學前教育工作者、社會工作者和義工等，對聽覺弱能兒童有基本的瞭解及認識。

本課程的內容包括：(一)聽覺弱能的成因、種類和評估；(二)聽覺弱能兒童的語言和行為特徵；(三)聽覺弱能兒童的學習心理；(四)教導聽覺弱能兒童的方法和技巧，例如讀唇和手語；(五)與聽覺弱能兒童的溝通技巧；(六)各類型助聽機的介紹。

上課形式，除一般講授外，還包括個案討論，小組討論及專題錄影帶研討等。(限收四十人)

主 講 人：鍾國棟先生 (教育碩士)
地 點：香港大學專業進修學院市區中心29室 (信德中心西翼九樓)
時 間：一九九五年三月三日起每星期五下午七時三十五分至九時零五分
全期學費：四百元 (共十講)

8755. 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:一九九五年二月十七日起每星期五下午六時至七時三十分

全期學費:五百五十元 (共十四講)

[本課程由香港弱智人士服務協進會贊助及由該會屬下的教育心理學家統籌]

教師可獲教育署退還半費。詳參第vi頁。

學前教育服務機構行政管理證書課程(Certificate in the Administration and Management of Preschool Education Institutions)

課程主旨:本課程專為擔任幼兒中心及幼稚園督導工作之人士而設,目的在為學員提供一套有效的管理方法,以改善學前教育服務機構之行政管理,進而改善服務的質素。本課程已舉辦了十屆,著重理論和實踐;除一般理論講授外,並透過小組研習及「計劃習作」(Project Work),使學員更有效地掌握一套較有系統和可行的管理方法,應用於學前教育服務機構日常的管理工作上。

課程內容:主要包括:(一)管理理論;(二)目標與年度計劃製訂;(三)設計課程之小組方法;(四)員工挑選與僱用過程;(五)職員培訓與發展;(六)員工督導之形式、方法與安排;(七)員工評核方法;(八)領導之風格與技巧;(九)解決員工衝突之方法;(十)財政預算與控制;(十一)課程評估;(十二)大型活動之策劃方法;(十三)處理問題員工之技巧;(十四)如何主持會議;(十五)園內外活動場所設計、辦公室管理及檔案系統之建立等。此外,學員將被編配到研習小組進行「計劃習作」,每一小組由一位導師負責指導。

主 講 人:梁偉康先生B.S.Sc.(CUHK), M.S.Sc.(HK), PQSW, D.T.M.

黃玉明先生B.S.Sc.(CUHK), M.S.W.(CUHK) 及
客座講師

全期學費:二千九百元

8756. 香港大學專業進修學院石硤尾教學中心LT1室(嘉智學校,九龍石硤尾偉智街五號四樓(石硤尾地鐵站偉智街出口))

時 間:一九九五年三月二十一日至七月十一日及九月五日至十二月十二日每星期二下午六時三十分至九時三十分

8757. 香港大學專業進修學院石硤尾教學中心LT8室(嘉智學校,九龍石硤尾偉智街五號四樓(石硤尾地鐵站偉智街出口))

時 間:一九九五年三月二十四日至七月十四日及九月八日至十二月十五日每星期五下午六時三十分至九時三十分

入學資格:(一)中學會考合格及擁有幼兒服務文憑或幼稚園教師文憑之在職幼兒中心或幼稚園主任或副主任,或(二)曾在幼兒中心或幼稚園任教七年或以上教師。

畢業證書:課程結束後,學員若能符合下列條件者,將獲頒發證書:(一)上堂出席率不少過八成;(二)完成課程習作及「小組計劃習作」,並獲得六十分合格分數及(三)考試合格。

報名手續:申請者須於二月十七日前,將(一)申請表格(二)二千九百元支票及(三)學歷證件副本寄回香港大學專業進修學院(學前教育服務機構行政管理證書課程)主任收。各申請人並應於申請表格上寫上幼兒中心或幼稚園名稱及其本人職位。各申請人有可能被安排由課程導師接見,以決定取錄與否。(每班限收三十五人)

教師可獲教育署退還半費。詳參第vi頁。

8758. 自我鬆弛及應付壓力的技巧 (Relaxation and Stress Management Skills)

在都市化的香港,壓力尤為普遍;面對及應付壓力往往成為一般人生活裡重要的一環。本課程以體驗性學習小組形式,介紹自我鬆弛及應付壓力的技巧。內容包括壓力的成因及產生、應付方法、自我鬆弛技巧及如何適當處理個人情緒和建立良好心理健康等。由於課程重實際做法,故此參加者的親身體驗及參與等極為重要。

此課程適合於一般市民,與輔導有關的行業如社工、護士、教師、學生輔導員等更可學以致用於他們日常工作中。

(限收二十五人)

主 講 人:羅志華博士(臨床心理學博士)

地 點:香港大學校本部大樓141室

時 間:一九九五年二月二十日起每星期一下午六時十五分至七時四十五分

全期學費:五百四十元 (共十講)

教師可獲教育署退還半費。詳參第vi頁。

8759. 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：一九九五年三月二日起每星期四下午七時三十分至九時
 全期學費：四百八十元（共十講）

8760. 面紗背後：同性愛的透視 (Understanding Diversity: Homosexuality)

有見於日漸開明的社會認知（如同性愛已不被列作精神病的一種），現代的輔導工作者，不單要重估自己的價值觀，更應全面了解同性愛，異性愛，雙性愛，和性的意義，以配合更真實的社會現況。這個課程適合各界有興趣深入瞭解同性愛的人士參加。課程將會從不同的現代角度包括專業心理學，醫學，輔導及當事人的經驗等去分析和認識同性愛，希望透過討論溝通，參加者可以反省自己的立場，和反思現存社會政策的處理手法是否恰當。

課程內容包括：（一）性和性取向的謬誤神話；（二）從醫學，心理學，教育，社會工作的角度看性取向；（三）大眾傳媒裡的同性愛形象；（四）同性愛者的經歷，生活和內心世界；（五）愛滋病究竟和同（異）性愛如何拉上關係？（六）怎樣才是有效的輔導方法？（七）同志解放運動和人權運動。上課形式以體驗學習和討論為主。（限收二十五人）

主 講 人：林雪姬小姐（哲學碩士）
 梁若芊小姐（臨床心理學碩士）及
 客座講師
 地 點：香港大學專業進修學院市區中心28室（信德中心西翼九樓）
 時 間：一九九五年三月十日起每星期五下午七時四十五分至九時四十五分
 全期學費：五百五十元（共八講）

8761. 少年犯罪心理學 (Juvenile Delinquency)

本課程是為對青少年心理有興趣的人士而設，旨在增加一般人對少年犯罪的認識，並提供一般的緩衝及處理的方法。內容包括青少年心理學，少年犯罪的因素及發展，少年犯的種類，男和女少年犯的特徵，及有關的輔導方法。授課形式除講授外亦包括個案研究、小組討論及習作。

主 講 人：許淑嫻小姐（臨床心理學碩士）及客座講師
 地 點：香港大學厲樹雄科學館105室
 時 間：一九九五年三月六日起每星期一下午七時十五分至九時十五分
 全期學費：四百二十元（共八講）

免費公開講座

「精神病患者的自殺問題、其預防及跟進照顧」 (Understanding and Handling the Suicidal Behaviour of the Mentally Ill)

內 容：據學者指出，人類自殺原因包括個人心理、疾病、生活環境、人際關係及社會文化因素等，然在醫學上，精神病患者的自殺現象還有很多不解之處。本講座嘗試帶領參加者了解精神病患者與自殺行為的關係、其特質及分類；如何及早察覺患者自殺傾向；如何預防及提供輔導。

主 講 人：臨床心理學家、社會工作者
 地 點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）
 時 間：一九九五年六月十日星期六下午三時至五時

對 象：精神病患者家人、親友、輔導員、社會工作者、義工及有興趣人士。


參加辦法：有興趣者請填妥報名表格，親到本學院或郵寄（附回郵信封）索取入場卷。

（本講座由新生精神康復會與本學院合辦）。

TRANSLATION

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone : 28592788
28592792



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.)
Elaine Tsoi, B.Soc.Sc. (H.K.), M.A. (C.U.H.K.)

Teaching Medium:

The medium of instruction will be either English, Cantonese or Mandarin, depending on the preference of individual lecturers.

Teaching Staff:

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 usually 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 for the purposes of satisfying the requirements of this part. 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 usually have 7 meetings of two and a half hours, and there will be a final written examination to conclude this part. The availability of elective units depends on the actual number of enrolment and the availability of teaching staff. The School reserves the right to offer any three units without prior announcement in the Prospectus or notice to the students enrolled. (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 usually have 7 meetings of two and a half hours, and there will be an examination at the end of the courses. As in the case of Part II, the School shall offer the elective units subject to the availability of teaching staff. The School, however, shall ensure that no units offered in the Higher Certificate will be repeated. 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 after the final examination. (Total contact hours: 105 hours)

Courses offered this term:

- Course No. 8851 - Certificate in Translation
- Course No. 8852 - Diploma in Translation

Admission:

I. Course No. 8851 : Certificate in Translation

Applicants should either

- A) possess a degree,
 - or B)(i) have gained at the Hong Kong Certificate of Education Examination or equivalent Grade E or above in five subjects including English Language and Chinese Language at one and the same time with
 - a) Grade C or above in English Language (Syll.B)
- or

- Grade A in English Language (Syll.A),
 - b) Grade C or above in Chinese Language, and
 - (ii) have gained at the Hong Kong Advanced Level Examination or equivalent Grade E or above in three subjects at one and the same time.
- or C) be mature applicants

over 25 years of age who do not possess the above qualifications but who may be admitted at the discretion of the School, subject to satisfactory performance in a qualifying examination in both languages set by the School. The School reserves the right not to offer such qualifying examination and to directly accept mature applicants.

II. Course No. 8852 : Diploma in Translation

- I. Applicants should possess the Higher Certificate in Translation awarded by the School or Certificate in Translation (Advanced) awarded by the School's predecessor, i.e. Department of Extra-Mural Studies.
- II. Students currently studying the Higher Certificate course are also encouraged to apply.

Award of Certificate/Diploma:

The Certificate/Diploma in Translation will be awarded provided that students (1) pass the written examination; (2) attend at least 80% of the meetings, (3) complete all course assignments.

Duration of Studies:

1) Course No. 8851 : Certificate in Translation

Two evenings of three hours each week* for 18 weeks

2) Course No. 8852 : Diploma in Translation

Two evenings of two and a half hours each week* for 14 weeks for lectures and 3 months for the completion of the project.

* see the Dates of Commencement.

Course Fees:

1) Course No. 8851 - Certificate in Translation

- I. An optional initial registration fee of \$300 is payable if an admitted applicant intends to go through the entire Diploma Programme. If the applicant prefers not to pay this initial registration fee, and wants to advance to other parts of the Diploma in a later time, a continuing fee of \$150 is chargeable for each part. In the selection of students in the Higher Certificate and Diploma courses, those who have paid the initial registration fee will be given priority.

II. The tuition fees for this course is **HK\$4,750.00**, and must be paid upon receipt of official notice of admission. Any fee paid is not refundable or transferable.

2) Course No. 8852 - Diploma in Translation

I. A continuing fee of **\$150** is chargeable for applicants who have not paid the initial registration fee at the Certificate level.

II. The tuition fee is **HK\$5,450** and must be paid upon receipt of official notice of admission. Students selecting the option of Simultaneous Interpretation will have to pay an additional language laboratory charge of **\$800** at a later time.

Application Procedures:

1) Course No. 8851 - Certificate in Translation

Special application forms, available upon request at the reception counters at the University office and Town Centre Office, **must** 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 **February 13, 1995**. Do not send in cheques with your application. *Enrolment is limited to 35.*

2) Course No. 8852 - Diploma in Translation

Special application forms, available upon request at the reception counter at the University Office and Town Centre Office, **must** be used. For those who have paid the initial registration fee, only the photostat copy of the Higher Certificate in Translation is required for supporting their application. For those who have not paid the initial registration fees, copies of all relevant certificates, examination results and other documents must be submitted. Closing date is **February 20, 1995**. Do not send in cheques with your applications. *Enrolment is limited to 35.*

Note: (i) **Any applications not using the requisite application forms are incomplete and will not be processed. The application materials will be returned right away to the applicants without any rights whatsoever accrued.**

(ii) **The selection for admission exercises will take place within a couple of days after the relevant closing dates. No late applications for any reasons whatsoever will be entertained. Please ensure that your application will reach us on or before the relevant dates if you send it by mail.**

Dates of Commencement:

- 1) **Course No. 8851 - Certificate in Translation**
Monday, March 20, 1995
- 2) **Course No. 8852 - Diploma in Translation**
Tuesday, March 14, 1995

Time and Place:

1) Course No. 8851 - Certificate in Translation

Lectures:

Mondays and Thursdays, 6:40pm - 9:40pm
LT 9, Shek Kip Mei Study Centre (Ka Chi School, see the Map on P. 165 for location)

Two evenings of 3 hours each week for 18 weeks.

(Note : in each unit, there will be 5 meetings of 3 hours and one meeting of 2.5 hours.)

Interpretation classes will take place in the Language Laboratory, Room 609, K.K. Leung Building, University of Hong Kong, Pokfulam, Hong Kong.

2) Course No. 8852 - Diploma in Translation

Lectures:

Tuesdays, 7:00pm - 9:30pm
Room 16, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F;

Fridays, 7:00pm - 9:30pm
Room 10, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F.

Simultaneous Interpretation classes will take place in the S.I. Language Laboratory at City Polytechnic of Hong Kong, Tat Chee Avenue, Kowloon.

**8853. 英漢翻譯初階
(Translation: From English to Chinese)**

由於中文取得和英文同等的法律地位，加上近年來香港與中國的商業及其他活動轉趨頻密，翻譯人材供不應求，本課程將講授翻譯的基本理論，漢英語法的比較，翻譯的標準、原則與技巧，特別著重各種實例的解釋。 (限收二十五人)

主 講 人：倫伯豪先生 B.A.(Lond), M.A.(C.U.H.K.), M.L.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：一九九五年二月廿八日起每星期二下午八時至九時四十五分

全期學費：四百四十元 (共十二講)

8854. 實用翻譯 (Practical Translation)

翻譯是一種工具，作為一個東西文化交匯與世界工商金融中心的香港，這種工具更顯得重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時事、會議程序及紀錄、議案、商業信札、演講辭、科技用字、及公事文件的翻譯。

(限收二十五人)

主 講 人：余懿迪先生 (前德臣西報編輯)

地 點：香港大學厲樹雄科學館 G 1 室

時 間：一九九五年三月一日起每星期三下午七時十五分
至八時四十五分

全期學費：三百三十元 (共十二講)

8855. 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：一九九五年五月廿二日起每星期一下午八時廿分
至九時五十分

全期學費：三百三十元 (共十講)

英國國家廣播電台製作的英語迷踪是一套教授英語的錄影帶教材。這套錄影帶除了有非常高的質素外，影帶中還包含了一個懸疑而緊張的故事 (**The Lost Secret**) 來增加學習時的趣味性。

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

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

這套自學英語的教材包括了：

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

英語迷踪

HK\$450.00

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

如有查詢，請致電卜克先生或錢小姐 (2547 2225)

(訂購表格在98頁。)

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

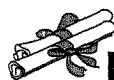
Students are also required to take two optional courses from a list of those on offer. This list may vary from year to year.

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 the 1995/96 intake close in early April, 1995. Please write in for further information enclosing a stamped (\$2.00) self-addressed envelope (17cm x 24 cm).



Diploma in Housing Management

The course aims to provide a professional qualification in Housing Management for people already working in the field. It is intended to provide a firm grounding in the theory and practice of housing management. This course is recognised by the Chartered Institute of Housing in the U.K. for Corporate Membership (MCIH). The MCIH itself has degree equivalent status. MCIH is fully recognised for the purposes of career advancement and promotion by the Hong Kong Government.

The course runs over three academic years. Each year will cover five papers ranging from housing studies, through management studies, building studies and legal studies to social studies. Students will be assessed by coursework and examination at the end of each year.

A Diploma in Housing Management issued by the School of Professional and Continuing Education, the University of Hong Kong, will be awarded to a candidate on passing the Final Examination, on the satisfactory fulfilment of the Practical Experience Requirement and on producing evidence of having had at least three years' approved experience in the housing field.

Applicants must be matriculants or mature age students with five years of working experience in housing and an acceptable general education background. They must also be sponsored by their employers as some of the lectures are held during office hours. Candidates must submit their application up to one year in advance as, on passing the Entrance Test, candidates are required to take and pass a Pre-course on "Communication" before being admitted to the Diploma Course. As places are limited, selection will be based on academic merits. Successful candidates are required to join the Chartered Institute of Housing as student members for the duration of the Diploma Course.

Please write in for further information enclosing a stamped (\$3.00) self-addressed envelope.

8911. 城市規劃與香港的發展 (Town Planning and The Development of Hong Kong)

由於香港都市及新市鎮迅速發展，而土地利用規劃直接影響一個都市或地方的生活環境，所以城市規劃已漸受市民重視。

這課程旨在介紹都市規劃的概念、理論及實踐。本課程內容包括規劃理論，規劃大綱，區域規劃的實踐及發展管制，新市鎮的規劃及城市規劃條例的演變等。

主 講 人：香港都市規劃師學會

講授語言：粵語（輔以英語）

地 點：香港大學梁詠瑤樓 LG106 室

時 間：一九九五年二月二十三日起每星期四下午七時三十分至九正

全期學費：三百九十元正（共十講）

Centre Location Map

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 14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.

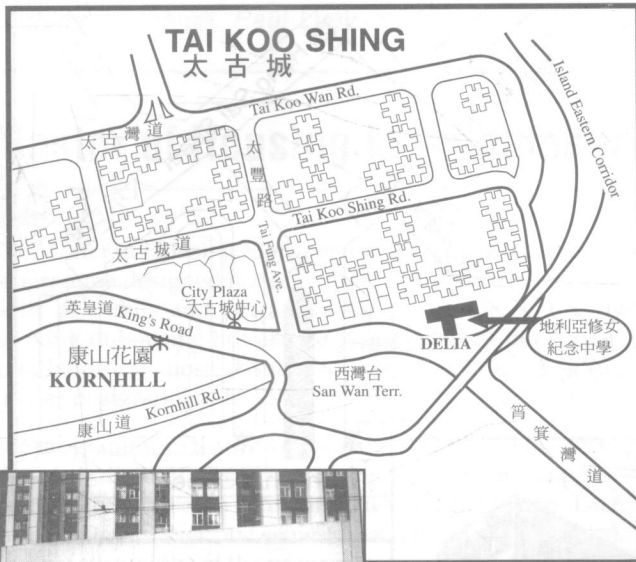
北角教學中心

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。

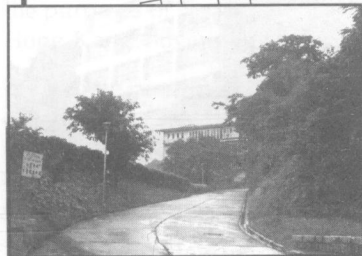


SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 10/F., 14/F. and 15/F., 200 Connaught Road Central, Hong Kong
 香港大學專業進修學院市區中心，香港干諾道中二百號信德中心西翼 9、10、14及15字樓〔由2字樓商場電梯上〕

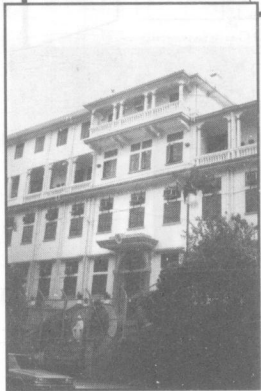
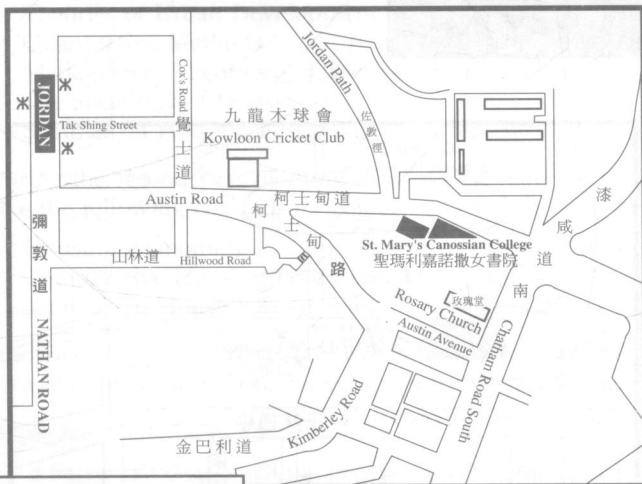




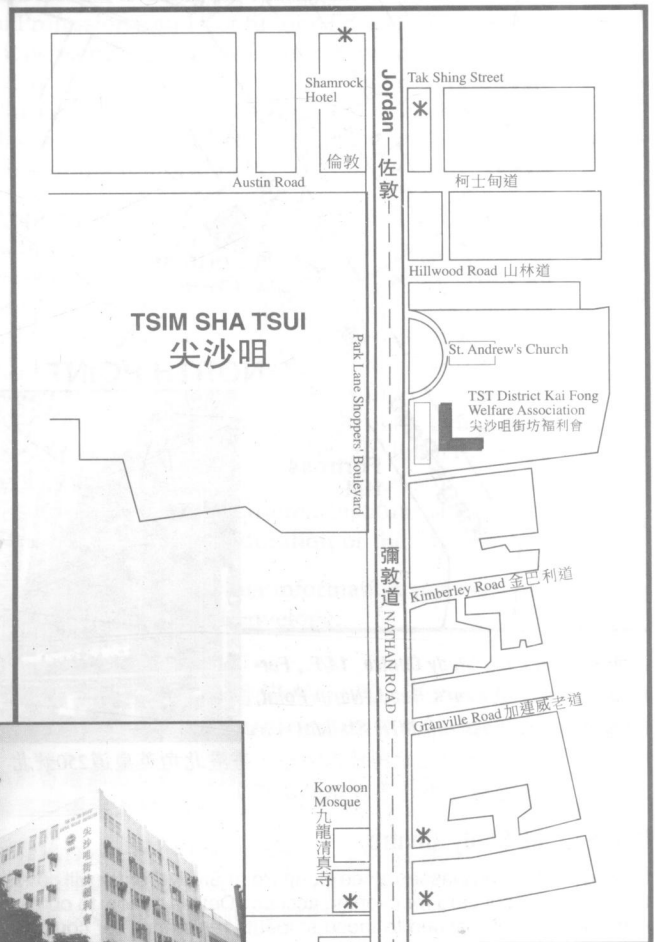
Delia Memorial School, Tai Koo Shing, Hong Kong 香港太古城地利亞修女紀念中學 (由中學部太豐路入口)



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)



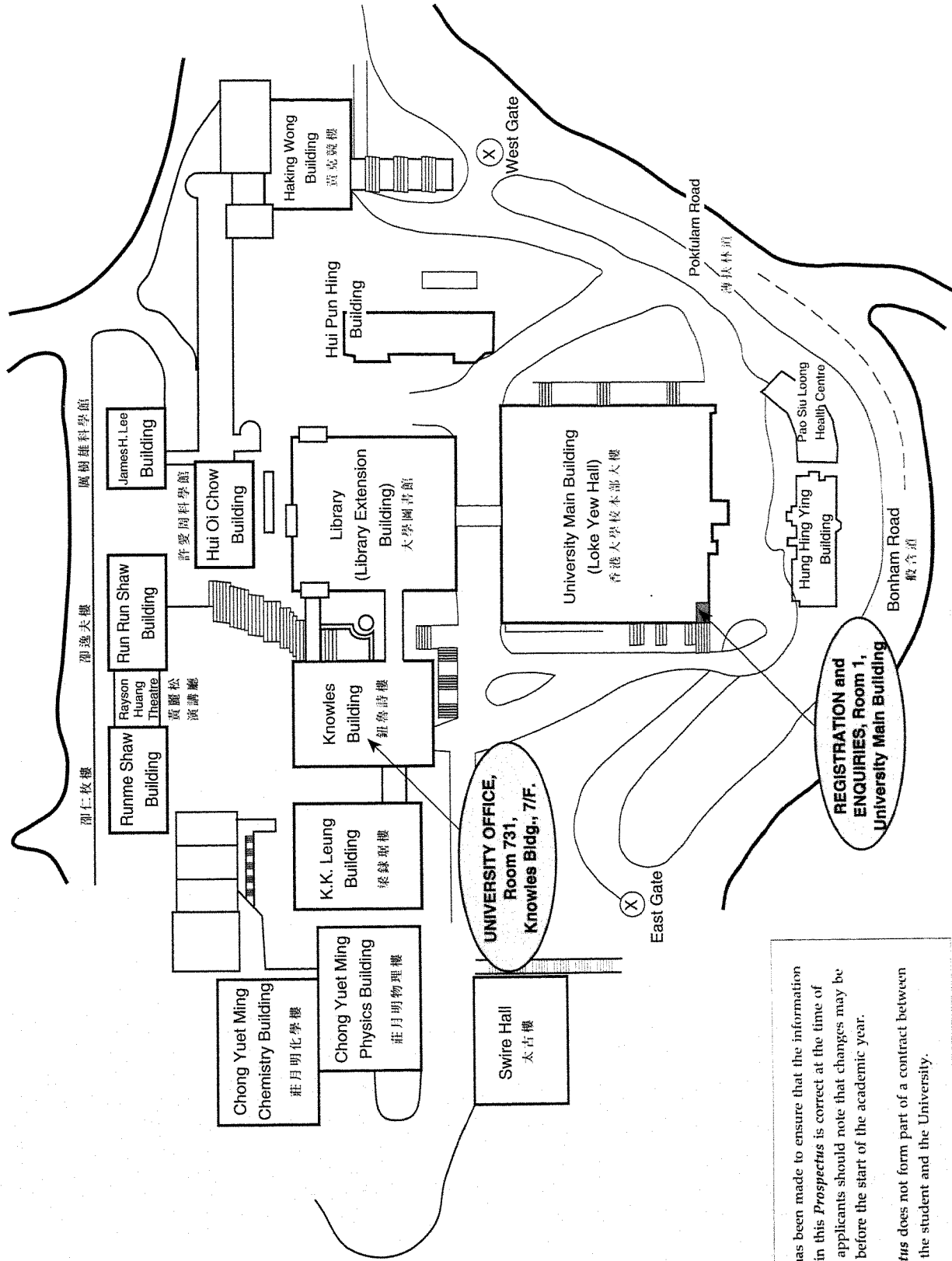
St. Mary's Canossian College, 162, Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue) 聖瑪利嘉諾撒女書院九龍柯士甸道162號 (由金巴利道入口)



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.

SPACE



香 港 大 學
The University of Hong Kong