

The University of Hong Kong



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

Full-time Commitment to Part-time Education

TELEPHONE ENQUIRIES 詢問電話

General Enquiries: 2975 5680 or 2547 2225 or 2570 9266
(Fax: 2559 7528) [unless otherwise stated]
Web Site: <http://hkusuc.hku.hk/space/>

BUSINESS STUDIES & ACCOUNTING

Fax: 2858 4750

Accounting	2858 4515
Business Studies	
Institute of Administrative Management (IAM) Programme	
Marketing	
Real Estate Studies	

COMPUTER & INFORMATION SCIENCE

Fax: 2975 4953

Computer Science	2975 5646 or 2975 5647 or 2975 5618
Engineering	2975 5619
Librarianship	2975 5619

HEALTH & MEDICAL SCIENCES

Biomedical & Health Sciences (Traditional Chinese Medicine)	2975 5683 or 2975 5723 (Fax: 2546 0295)
Health Care & Nursing Studies	2975 5687 or 2975 5688 (Fax: 2858 3404)
Life Sciences (Applied Medical Sciences)	2975 5697 (Fax: 2858 3404)
Medical Laboratory Science	2975 5698 (Fax: 2858 3404)
Pharmacy	2975 5723 (Fax: 2546 0295)
Science & Mathematics	2975 5683 (Fax: 2858 3404)

HUMANITIES

Art & Design	2547 2225 (Fax: 2559 7545)
English Literature	2975 5689 (Fax: 2858 3404)
M.A./ Postgraduate Diploma in East/West Theatre Studies	
Cert. Programme in English Literary Studies	
English Studies	2975 5689 (Fax: 2858 3404)
Cert. Programme in English Language Teaching (Secondary)	
Cert. Courses in English Speech	
English Intonation	
English Studies – Others	2547 2225 (Fax: 2559 7545)
European Languages	2547 2225 (Fax: 2559 7545)
Gemmology	2975 5682 (Fax: 2858 3404)
Geography & Geology	2975 5660 (Fax: 2858 8472)
History & Archaeology	2975 5682 (Fax: 2858 8472)
Journalism & Communication	2975 5696 (Fax: 2858 3404)
Music	2975 5696 (Fax: 2858 3404)
Oriental Languages	2975 5692 (Fax: 2858 3404)
Oriental Studies	2975 5682 (Fax: 2858 3404)
Philosophy	2975 5691 (Fax: 2858 3404)
Political Science	2975 5682 (Fax: 2858 3404)
Translation	2975 5682 (Fax: 2858 3404)

LAW

Fax: 2546 0295

Law	2975 5721
Construction Management / Property Development	2975 5716
Recreation & Sports Management	2975 5726

SOCIAL SCIENCES

Adult Education & Training, Human Resources Management	2975 5686 or 2975 5690 (Fax: 2858 3404)
Criminal Justice & Public Order	2975 5685 or 2975 5691 (Fax: 2858 3404)
Economics, Management, Banking & Finance	2975 5658 or 2975 5659 (Fax: 2858 8472)
Education	2975 5686 (Fax: 2858 3404)
Housing Management	2975 5668 (Fax: 2858 8472)
Psychology	2975 5655 (Fax: 2858 8472)
Social Work & Sociology	2975 5657 (Fax: 2858 8472)
Urban Studies	2975 5660 or 2975 5668 (Fax: 2858 8472)

London University:
Student Registration

2559 7628
(Fax: 2559 4666)

MESSAGE FROM THE ACTING DIRECTOR

The 1996/97 academic year is a very special one for the School.

First, this is the 40th anniversary of the School's establishment. A series of celebratory activities will commence from September 1996 onwards to commemorate the occasion. There will be seminars on professional and continuing education to which eminent scholars will be invited; open days will be arranged for employers and students to show the link between SPACE programmes and career development; alumni will be invited to 40th anniversary talks scholarships will be offered to SPACE students, and there may be many more events.

Secondly, the School's headquarters are now housed in a new purpose-built building – the Tsui Tsin Tong Building on the main campus. There are new staff library and computer facilities, laboratory and lecture rooms, a micro-teaching room and staff offices which enable most of the School's academic staff to be in one location for the first time. The School will strengthen its accessibility to the public by extending opening hours in all its Centres in the near future. Alternatively, the

public can get access to information about the School through its web site on the world wide web at <http://hkusuc.hku.hk/space/>.

With the assumption of duty of the new Vice-chancellor in March 1996, the School has been given clearer direction on its future development so as to implement the School Review Report completed in late 1995. In addition to continuing with its present development of professional and award-offering programmes jointly mounted with overseas universities, the School will collaborate closely with departments and faculties of the University of Hong Kong to offer part-time degree programmes to cater for the needs not only of students in the territory but also potentially to those in the South East Asia region. This may help to make Hong Kong a hub of educational exchange between China and the rest of the world.

The programme of short courses and general interest courses will also continue to be supported and extended so as to strengthen the school's contribution to continuing and professional education.

We now have over 5,000 students registered on courses at degree, post-graduate and professional levels and over 55,000 students a year on all courses. There is a growing tendency for the demand at degree, post-graduate and professional levels to be more specialized and focused. Our part-time students win many academic awards, often comparing well with full-time students' performance. The School has over 30 full-time academic staff who have extensive teaching experience. This expertise helps the School develop its international academic potential to the full.

With the support of the University the School can continue to meet the rapidly changing needs in the community for continuing professional education in a flexible and accessible way. I have no doubt that the School is energetic, experienced and has the potential to pioneer further developments in professional and continuing education. I believe in the years to come, the School will be able to face more challenges, prosper into the 21st century and continue to serve the wider community.



William B. Howarth
Acting Director

School of Professional and Continuing Education



SPACE New Headquarters

SCHOOL MISSION STATEMENT

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

學院使命宣言

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



HOW TO ENROL / GENERAL INFORMATION

ENROLMENT PROCEDURE

Enrolment on our courses is very simple, though you should check the description of each of the courses you are interested in to make sure that there are no special entry requirements. The basic procedure is:

- 1) Complete the relevant application forms enclosing the appropriate school fee/ application fee by crossed cheque or banker's draft (**one for each course you are applying for**) made payable to The University of Hong Kong and :-

EITHER .

a) apply in person at any of the following Centres:

- 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) **SPACE Campus Office**

3/F, T.T. Tsui Building,
The University of Hong Kong
Pokfulam Road, 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 : 2975 5680 (Fax: 2559 7528)

OR

b) send a postal application to any of these Centres.

- 2) Please DO NOT pay by cash, especially if you are making a postal application.

ENTRY REQUIREMENTS

For many of our courses, particularly short ones, entry is on a first-come, first-served basis. However, some courses do have their own entry requirements, so please look at the description of the course(s) you are interested in to make sure that you meet these requirements.

ADMISSION

- 1) Where entry to a course is on a first-come, first-served basis, the acceptance of payment by SPACE indicates that the applicant has registered on the course. Applicants will not usually be given any further joining instructions, but should go to the advertised first session of the course they have registered for WITHOUT waiting to hear from SPACE.
- 2) Where entry to a course is by selection, SPACE will inform candidates whether they have been accepted or

not. We will arrange to refund fees to unsuccessful applicants.

CLASSES

- 1) The first meeting of classes will be at the time and place advertised. If a change has to be made to this schedule, participants will be told of this.
- 2) SPACE will make every effort to ensure that classes continue to meet at the place and time advertised, and with the same tutor. However, we reserve the right to make changes to this schedule if necessary.
- 3) Unless special arrangements are made, no classes will be held on:
 - Public holidays;
 - University Foundation Day (March 16 each year);
 - Christmas Eve, New Year's Eve, Lunar New Year's Eve.
- 4) Unless stated otherwise, courses that are advertised in English will be conducted in English, and courses advertised in Chinese will be conducted in Chinese.
- 5) Students are required to bring along their course fee receipts when attending classes. Admission to classes will not be allowed without a valid receipt which corresponds to the identity of the student.

STUDENT CARD (North Point Study Centre)

Students at the North Point Study Centre have to show a student card for access to classes in the evening. They will be told how to get this card when they register for their class.

TYPHOON & BLACK RAINSTORM WARNING

- 1) If the typhoon signal no. 8 or the black rainstorm warning is in force after 6.30 a.m., but before 12.00 noon, all daytime classes (those between 8.00 a.m. and 5.30 p.m.) will be cancelled.
- 2) If the typhoon signal no. 8 or the black rainstorm warning is in force after 12.00 noon, all evening classes (those between 5.30 p.m. and 10.00 p.m.) will be cancelled.

STATEMENT OF ATTENDANCE/TRANSCRIPT

Students who wish to get a Statement of Attendance or a Transcript can do so if they send a postal stamp self-addressed envelope and a \$20 processing fee.

GENERAL INFORMATION

- 1) Fees are not refundable, unless a course is over-subscribed or cancelled.
- 2) Fees and places on courses cannot be transferred to other applicants.
- 3) Successful applicants are only accepted into the course they applied for. They cannot decide to attend a different course without prior approval from SPACE.

報讀手續及有關資料

報讀手續

除個別課程須要特別入學程序，（詳程請參閱個別課程簡介）本院大部份課程的報讀手續如下：

（一）填妥有關報名表格連同劃線支票或銀行本票書名「香港大學」以作繳交學費之用，及

（甲）：親往下列地點報名：

1)：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：25472225

（圖文傳真：25597545）

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。

2)：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：25709266

（圖文傳真：25089349）

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。

3)：香港大學專業進修學院
香港薄扶林道香港大學徐展堂樓三樓304室（太古樓側）。

電話：29755680

（圖文傳真：25597528）

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）：或以郵寄以上各中心。

（二）如採用郵寄方式，請勿以現金付款。

入學條件

本院大部份課程是以「先到先得」方式取錄學生。個別課程註有特別入學條件，請參閱有關課程簡介。

入學手續

（一）如所報讀學科是以「先到先得」方式取錄學生，當繳交費用証實已過帳，所報讀學位便會被確定，本院不會再另行通告學員。學員請依本手冊的時間地點上課。

（二）如所報讀學課須經甄選程序（如面試或筆試），本院會通知取錄結果並與落選申請人安排退回學費。

上課

（一）請依本課程手冊註明的上課時間及地點上課。如有更改，本院將另行通告。

（二）本院會在可能範圍下維持本課程手冊刊登的上課時間、地點及主講人不變。如必要時，本院有權就原定主講人，上課地點和時間作出更改。

（三）除特別註明外，本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）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。

（五）學員請於上課時，帶備學費過帳收據。如有效收據上所列學員名字與上課者不同，上課者將會被請離課室。

學員証（在北角教學中心上課者適用）

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。

颱風及黑色暴雨警告

（一）如颱風訊號八號風球或黑色暴雨警告在上午六時三十分後至中午十二時之前懸掛，日間課程（上午八時至下午五時三十分）全部取消。

（二）如颱風訊號八號風球或黑色暴雨警告在正午十二時正或以後懸掛，晚間課程（下午五時三十分至十時）全部取消。

聽講證或結業證書

學員可於課程完結後向本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。

其他資料

（一）除課程已額滿或被取消外，一切已繳學費，概不退還。

（二）學費及學額不得轉讓他人。

（三）學員所繳學費只適用其所報讀課程，學員不可以憑所繳學費要求申請轉讀其他課程。

STAFF LIST

DIRECTOR 院長

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

DEPUTY DIRECTOR 副院長

W.B. Howarth 侯活夫

READER 教授

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

SENIOR LECTURERS 高級專任講師

Wilson W.S. Ng 吳偉成, M.Sc., Dip. (Applied Microbiol.) *Strath.*, Ph.D. *H.K.*, C.Biol., M.I.Biol.
Owen H.H. Wong 黃康穎, M.A. *H.K.*, Ph.D. *Cantab.*, F.I.L.

LECTURERS 專任講師

Richard M. Booker 卜克, M.A., P.G.C.E. *Oxon.*
F.T. Chan 陳訓廷, B.Sc., M.Phil., M.B.A. *H.K.*, C.Eng., M.B.C.S., M.H.K.C.S., M.H.K.I.E.
Mrs. Y.L. Cheng 鄭鍾幼齡, B.Soc.Sc. *H.K.*, M.Phil. *C.U.H.K.*
Bruce S.N. Cheung 張少龍, B.Sc., M.Phil., Ph.D. *H.K.*
Bronwyn Lee Davies, LL.B. *Auckland*, Barrister and Solicitor of the High Court of New Zealand,
Solicitor of the Supreme Court of England & Wales and of Hong Kong
Michael J. Fisher, LL.B. *Manc.*, M.A. *Brunel*, Cert.Ed. *Manc.*, Barrister-at-Law *Gray's Inn*
K.Y. Fong 方光怡, B.B.A., M.B.A. *Simon Fraser*
Koon-ki T. Ho 何冠驥, B.A. *C.U.H.K.*, A.M., Ph.D. *Ill.*, LL.B. *Lond.* P.C.LL.*H.K.*
Peter Kennedy 甘令德, B.A. *Wales*, M.A. *Sussex*, M.A. *Essex*, M.Phil. *Dublin*,
Cert.Ed.F.E. *Lond.*, Dip./Cert. T.E.F.L. *R.S.A.*
T.M. Kwong 鄭子文, M.A., Ph.D. *Georgia*
David H.Y. Lam 林孝仁, B.A. *Macalester*, C.A., C.M.A., F.H.K.S.A.
S.M. Ma 馬兆明, B.B.A. *C.U.H.K.*, M.B.A. *Br.Col.*, C.P.A. *U.S.*, A.H.K.S.A.
Jennifer G.H. Ng 黃玉虹, B.A. *Simon Fraser*, M.Soc.Sc., P.C.Ed. *H.K.*
Tina M.Y. Ng 吳慕賢, M.Ed. *W.Aust.*
Carole J. Petersen 白嘉露, B.A. *Chicago*, J.D. *Harvard*, Postgrad. Dip. Law of the P.R.C. *H.K.*,
Attorney *U.S.A.*, Admitted to practice in New York State and Federal Courts
J. Sodusta 舒婕素, B.S.Ed. M.A. *San Carlos*, Ph.D. *UCLA*
K.C. Tan-Un 阮陳健貞, B.Sc. *Bath*, M.Sc. *Lond.*, Ph.D. *H.K.*
Moses Y.K. Tse 謝銳光, RNT *Lond.*, B.Ed., M.Ed. *Murdoch*
*Gemma K.C. Wong 黃羅錦注, RN(M), B.Soc.Sc. *Wolverhampton*, M.Phil. *H.K.*
Stephen W.N. Wu 胡永年, B.Sc., Ph.D. *H.K.*

TEACHING CONSULTANTS 教學導師

Elizabeth A. Dendle 杜麗莎, B.Ed. *Lond.*, M.Sc.(Recreation Mgt.) *Lough.*
Y.K. Ho 何月貴, B.Econ. *Malaya*, F.C.I.I. *U.K.*
Melinda J. Sturges 施美蓮, B.Sc. *Lond.*, LCSLT *U.K.*

TUTORS 專任導師

Michelyne E. Callan, B.A. *Trent*, M.A. *McMaster*
Renée P.L. Chan 陳碧蓮, B.F.A. *Long Beach*, M.Sc. *Bank St.*
T.Y. Chan 曾德源, B.Sc. *Santo Tomas*, M.Phil. *H.K.P.*, C.Biol., M.I.Biol., F.R.S.H.
Tracey Fielding, LL.B. *Manc. M.U.* Solicitor of the Supreme Court of England & Wales and of Hong Kong
Diane M. Graham, LL.B. *Auckland*, Barrister & Solicitor of the High Court of New Zealand,
Solicitor of the Supreme Court of England & Wales and of Hong Kong
*Albert W.K. Hung 熊運球, B.Soc.Sc. *C.U.H.K.*, B.A. *York*, M.A., *CityU.H.K.*, Dip.M., *M.C.I.M.*
Emily Ni Li 李妮, B.Soc.Sc. *C.U.H.K.*
Lina Ma Wai Sim 馬懷嫻, B.Soc.Sc., M.Soc.Sc. *H.K.*
Svend Soyland, M.Phil. *Oslo*
Wendy M.Y. Sun 孫敏宜, B.A. *Manitoba*
Allen M.W. Wong 黃文華, B.A. *McMaster*, MInstAM

NURSING STUDIES COORDINATOR 護理課程統籌

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

VISITING PROFESSOR 客座教授

Marwyn S. Samuels, B.A., M.A., *Denver*, Ph.D. *Washington*

VISITING SENIOR LECTURER 高級客座講師

John A.K. Holford, B.A. *Oxon.*, M.Sc. *Surrey*, Ph.D. *Edin.*
T.O. Wallin, B.A. *Thiel*, M.B.A. *Columbia*, Ph.D. *Cornell*

VISITING LECTURER 客座講師

Li Jian 李健, M.Mus. *San Francisco*, D.Mus.Arts *Cleveland*

HONORARY PROFESSORS 名譽教授

Professor C.W. Ogle, M.B.,B.S. *Malaya*, Ph.D. *W.Aust.*, C.Biol., F.I.Biol., L.F.I.B.A.
Professor Zhang Zhizheng 張志錚教授

HONORARY SENIOR LECTURERS 名譽高級講師

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

HONORARY LECTURERS 名譽講師

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

DEMONSTRATORS 導師

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*H. Siau 蕭虹, B.Sc. *Singapore*, Ph.D. *Cantab.*

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SCHOOL SECRETARY 行政主任

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ASSISTANT REGISTRAR 助理教務主任

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Luk Shun Fai 陸順輝, B.Sc. *City U. H.K.*

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Jenny L.W. Sin 冼麗華, B.Sc. *Bristol*

SENIOR SECRETARIAL STAFF 高級秘書

Selin S.L. Poon 潘素齡

* Part-time

+ temporary



UNIVERSITY OF LONDON

Diploma, Degree and Postgraduate Programmes for External Students

Why Study a University of London Programme?

Like the University of Hong Kong, the University of London is a first-class university whose academic awards are highly regarded by employers, professionals and academics all over the world. To maintain the quality of the awards, the University is very strict with the entrance requirements as well as students' examination performance. Only those who are committed to hard work and excellence will succeed.

Special features of the University of London programmes are:-

- Same award for both external and internal students
- No admission quota
- Self-study programmes
- Study done at students' own pace
- Tuition available at students' choice
- Hong Kong based programmes without any requirement to visit the United Kingdom except for the **BA Music degree which must be examined in London.**
- Cost-effective, particularly for part-time students with full-time employment

Currently there are over 4,100 registered students in Hong Kong.

Programmes Where Applications and Registrations are Handled at SPACE:-

Undergraduate

Bachelor of Laws (LLB)	BSc (Management with Law)
BSc (Economics)	BSc (Management)
BSc (Accounting and Finance)	

BA & Diploma in English	BA Spanish and Latin American Studies
BA Italian	BA Joint Languages Degree (French & German; or
BA French	French & Italian; or
BA German	German & Italian)

BA Geography	Bachelor of Divinity (BD)
BA Philosophy	Bachelor of Music (BMus)
BA Jewish History	

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

Diploma in Computing and Information Systems	BSc in Computing and Information Systems
Diploma in Economics	

Postgraduate

Master of Laws (LLM)	Diploma in English Commercial Law
MSc in Financial Economics (through SOAS)	MSc in Financial Management (through SOAS)
Diploma in Financial Economics (through SOAS)	Diploma in Financial Policy (through SOAS)

Entry Requirements

Diploma programmes

Areas

Economics

Computing and Information Systems

CER

a minimum of 4 subjects at Grade C or above in 'O' level including
Maths and English Language

Grade 'C' or above in 'O' level Maths

Degree programmes

- generally passes at 2 'A' level subjects plus passes at grade 'C' or above at 3 'O' level subjects
- some programmes have separate course entrance requirements (CER) as follows:-

Areas

Economics, Management, Management
with Law, Accounting & Finance

Computing and Information Systems

French, Italian

English, German

CER

Grade 'C' or above in 'O' level Maths plus a pass in an acceptable
English proficiency test

A pass in 'A' or 'AS' level Maths subject

A pass at grade C or above in respective 'A' level language subject or
at grade B or above in a respective 'AS' level language subject

A pass in respective 'A' level language (literature) subject

Postgraduate programmes

Usually at 2nd honours level in a relevant first degree

The above information is meant to give interested parties a general idea of the entrance requirements and is not meant to be exhaustive. For detailed information, please refer to specific prospectuses obtainable from SPACE University of London Unit as mentioned under the Registration Section.

Tuition at SPACE

SPACE offers tuition in many of the above subjects. Access programmes for Law, Economics, Management and Computing and Information Systems are also organized for interested applicants who possess no formal qualifications. Please refer to relevant sections in this prospectus for details. Please make sure that you have registered with the University of London before enrolling on supporting courses at SPACE. Of course, you are also welcome to join SPACE courses for interest; in that case you do not have to be an external student of the University of London.

Registration

- (1) Application forms and specific prospectus(es) are available either by sending a \$3.8 stamped self-addressed envelope to, or by personal collection from:
SPACE Town Centre, University of London Unit, 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.
Please mark the programme(s) you are interested in on the envelope.
- (2) Applications and registration deadlines for students who wish to sit examinations in 1997 are **September 17** and **November 30, 1996** respectively.
- (3) For the Diploma in Economics, Diploma in Computing and Information System and BSc in Computing and Information Systems (see pages 89, 45-50) special registration procedures apply. Students must enrol on the courses provided by SPACE before registering for the University of London programme. Details can be found in the course description for these courses.
- (4) Please apply well in advance of the deadline to allow time for necessary evaluation. This is particularly necessary if you appear not to fulfill the entrance requirements, if you wish to seek partial exemption or if you want to enrol on SPACE supporting courses.

HOW TO USE THE PROSPECTUS

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Fee Refunds For Teachers on Selected SPACE Courses

The Education Department has agreed to grant fee refunds to teachers who enrol on selected courses. This is indicated beneath the course description together with the amount of the fee refund which the teacher may claim. The procedure for applying for a fee refund is as follows:

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

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

教師申請退還學費：

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

申請教育署退還學費手續：

1. 一經錄取入學，學員將收到取錄函件和教育署退還學費申請表乙份（政府，資助或私立學校教師均適用）。
2. 退還學費申請表填妥後，可連同學費收據寄教育署署長（並於信封上註明退還學費申請）。

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

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New Developments for 1996/97

There are a number of possible new developments at present which may be introduced in 1997. These are as follows:

1. Occupational Safety and Health

The University of Greenwich and the School already collaborate and a Master's degree in Occupational Safety and Health is now under consideration. This is a modular programme and also has some overlap with existing modules in the Construction Management and Property Investment courses. These courses may be introduced in mid to late 1997.

2. Syracuse University

The School cooperates with Syracuse University in New York State, USA in a number of areas. Syracuse has a strong independent study degree programme (ISDP) and there are three potential developments for 1997 which may be of interest in Hong Kong. All are at Master's degree level:

- a. Telecommunication
- b. Information Resource Management
- c. Communications Management

3. Part-time degree in Accounting

The Hong Kong Society of Accounts have proposed that Accountancy become an all graduate profession by the turn of century. In order to prepare for this, SPACE has discussed with the Hong Kong University School of Business the concept of a part time degree in Finance and Accountancy. This will build on the base of the existing SPACE Diploma in Accounting and provide a first class, part time degree course for those who wish to become qualified in this field. It is likely that this development may be the first of many collaborations with the School of Business and the planned for date of introduction is September 1997.

Those who wish for further information concerning any of these courses should phone or fax for detail as follows:

- a. Occupational Safety and Health
(phone: 29755716 fax: 25460295)
- b. Syracuse University
(phone: 29755747 fax: 25597528)
- c. Part-time degree in Accounting
(phone: 28585950 fax: 28584750)

The Hong Kong Adult Education Handbook 1995-6

This book offers a clear and simple guide to the world of adult education in Hong Kong.

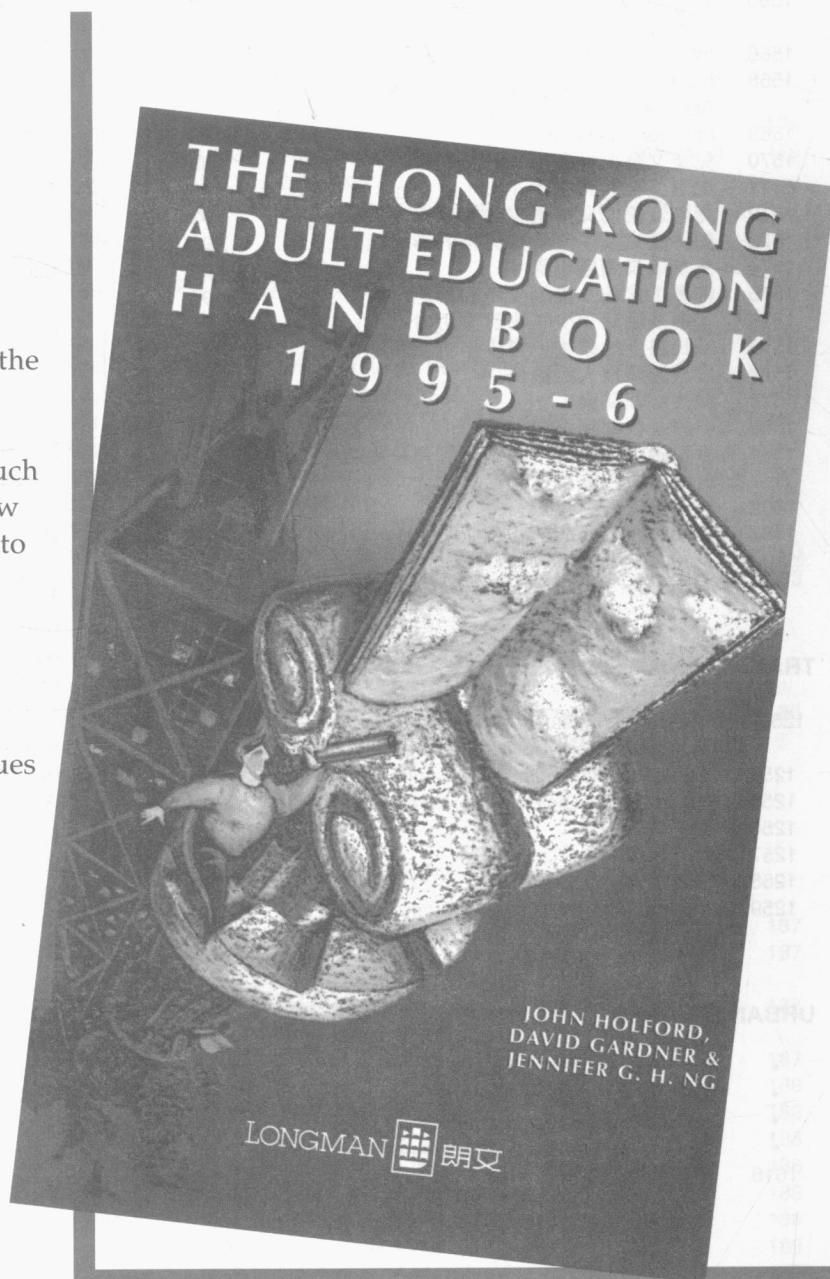
This Handbook provides:

- A directory of the main learning opportunities now available in Hong Kong, with 1,500 courses listed.
- Contact names and addresses for the providers of courses.
- Practical guidance on questions such as how to choose the right course, how to judge the quality of a course, how to enrol, and many other points.
- Useful information on overseas courses and access courses.
- Advice on effective study techniques and on using study resources.
- Tips from other successful adult students.

Who should read this Handbook?

It is an ideal guide for anyone who is a part-time adult student or is considering a return to study. It is also useful for careers and course organisers.

Available at:-
SPACE Town Centre,
Shun Tak Centre, West Tower, 9/F.,
200 Connaught Road Central,
Hong Kong
Tel. 2547 2225



All leading bookstores

LONGMAN



朗文

019/05/95

Enquiry Hotline: 2856 6398 (Tony Tham)

The Lost Secret Self-Study Pack



英語迷踪
自學教材

HK\$ 450.00

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，請致電卜克先生或徐小姐 (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. Vienna Chui (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 _____

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\$360*/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 _____

§ Received the sum imprinted
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← 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。

ADULT EDUCATION AND TRAINING

Lecturers in charge : Peter Kennedy
Jesucita Sodusta
Tutor in charge : Svend Soyland

Telephone : 2975 5686
2975 5690, 2975 5691
Fax: 2858 3404

8040. MSc in Training / HRM

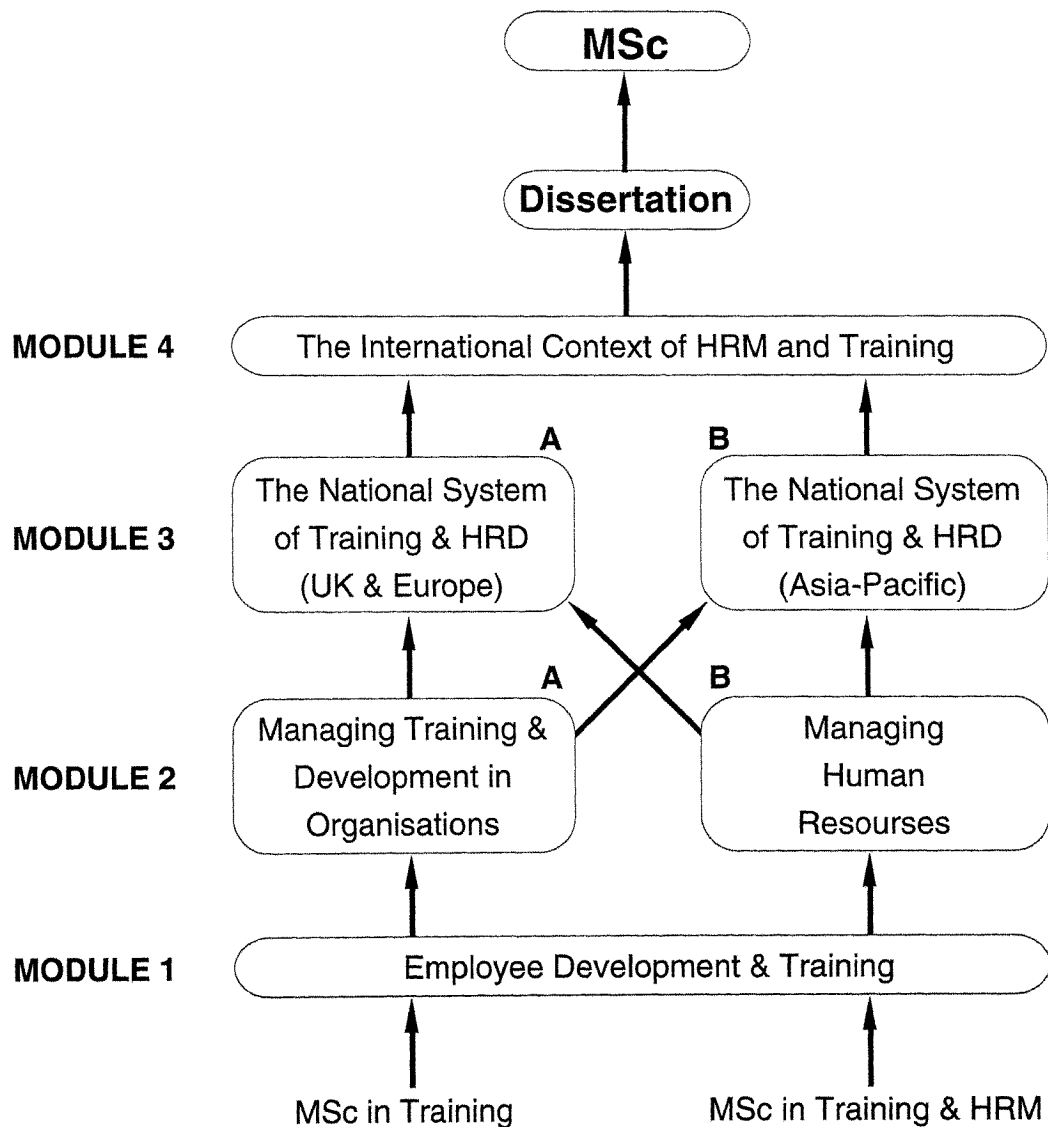
The University of Leicester provides two internationally-recognised qualifications for professionals involved in training and related areas of human resource management. Developed by the Centre for Labour Market Studies at the University of Leicester, the MSc in Training and the MSc in Training & HRM work to high academic standards. They both provide a comprehensive understanding of the role of training at the individual, enterprise, national and international levels, and equip students with professional knowledge and skills relevant to the management of training and development.

Both MSc programmes are two-year courses 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 bi-annually. Students are encouraged, but not obliged, to attend seminars and tutorials held in Hong Kong.

Why two courses ?

The MSc in Training & Human Resource Management version discusses training from an Industrial Relations perspective. Students who want an explicit HRM component in their studies and degree title may choose this option.

Course Layout



The MSc in Training considers training from an Organisational Perspective. Except for module 2, all the other modules are identical. Applicants will have to decide which course they wish to take when submitting an application form.

Four modules are taken:

Module 1 – Employee Development & Training

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.

**Module 2a – Managing Training and Development:
(MSc in Training only)**

This module is designed for students who want to specialise in training and 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.

**Module 2b – Managing Human Resources:
(MSc in Training & HRM only)**

This module is offered to students who want to develop a combined expertise in both the Training and the HRM area. The four units in this module cover among other topics; organisational theory, evolution and culture, the theory and practice of Human Resource Management (including strategic HRM, HRM and labour management) the concept of Total Quality Management, employee resourcing and HRM and Employee Development.

Module 3 – The National System 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.

Module 4 – 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.

Assessment

Students must complete an assignment of between 3,000 and 6,000 words on each module. The four modules are normally completed within eighteen months of starting the course. In addition students must submit a dissertation.

Dissertation

Course members who successfully complete the four module assignments proceed to write a dissertation of between 12,000 and 20,000 words. Course members are encouraged to use their own experience when deciding topics for their dissertation. Students will receive supervision from a member of the tutorial staff at the Centre for Labour Market Studies.

Local support

The School of Professional and Continuing Education (SPACE) will provide various types of local support. SPACE will arrange tutorials and visits from Leicester and also assist in the formation of self-help study groups. Students will have access to the various SPACE study centres, Hong Kong University Main Library and various specialist libraries within the University. SPACE will also try to provide help with any practical problems students might experience throughout the course.

Enrolment

Applicants for both qualifications 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. Applicants with other professional qualifications and extensive professional experience may also be considered.

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

Full details of the courses are given in the prospectus, issued by the Centre for Labour Market Studies. If you wish to apply, please enclose a \$3.20 stamped self-addressed envelope (size 9"x12") to:

The Director (Attention: Ms Emily Chin),
School of Professional and Continuing Education,
University of Hong Kong,
Pokfulam Road, Hong Kong
(Tel: 2975 5691; fax: 2858 3404).

Deadline for applications: 1 September 1996.

The course commences in October 1996, and if your application is accepted, the first instalment of your course fees (£2,800) must be paid within two weeks of that date. The second payment (£2,200) would be paid before commencing in Module 3.

62. SPACE Diploma in Human Resource Management

INTRODUCTION

This one-year, part-time Diploma course will provide experienced HRM practitioners who do not hold a first degree in Human Resource Management with a solid foundation in the field. The course will provide students with an opportunity to learn about recent developments in HRM practice as well as theoretical issues. The Diploma is also designed to prepare students for entry to study at master's level. Holders of the SPACE Diploma in Human Resource Management will be eligible to apply for entry to the University of Leicester M.Sc. in Training/HRM. (This is a distance learning programme offered in association with SPACE. Students successfully completing this course can also apply to become members of Hong Kong Institute of Human Resource Management).

SPACE is offering this Diploma programme in association with the Centre for Labour Market Studies (CLMS), the University of Leicester and the Hong Kong Institute for Human Resource Management (IHRM).

PROGRAMME STRUCTURE

The programme comprises four HRM modules and a study skills component. Students will receive materials for all four modules when starting the course. Additional lecture notes and handouts will be distributed throughout the course. There will also be group tutorials, lectures and practical sessions. These three-hour sessions will be held on Saturday afternoons.

Module 1 Human Resource Management

This module will give a general introduction to the concept of Human Resource Management. Topics include: assessing skills, perspectives on personality development, organisational structures and variations in organisational culture.

Module 2 HRM - Employee Resources Management

This module will look at HRM within organisations. Topics will include: methods for recruitment and selection of new employees, formulating contracts and assessing the performance of employees.

Module 3 HRM - Employee Relations

This module will devote special attention to employee relations in Hong Kong and compare these with other countries. Topics include: theories of collective organisations, management styles and labour relations, regulation of labour relations, labour law and work safety regulations.

Module 4 Training within the organisation

This module will integrate topics covered in previous modules and suggest how theoretical perspectives can be merged with practical experiences. In addition, the following topics will be covered: the role and responsibility of the training manager, techniques to improve HR-management, the learning organisation concept and competence-based programmes.

- **Lectures**

Students will be given two lectures per module in this course (eight lectures in total). Lecturers will be specially selected to provide the best available expertise in the various areas.

- **Group Tutorials**

Group tutorials will provide students with an opportunity to give presentations and meet in smaller groups (max. 25 students per group). Each group will be led by a person having both practical and theoretical expertise in the human resource field. Each module will be followed by two tutorials (eight tutorials in total).

- **Practical Presentations**

Leading HRM practitioners working in Hong Kong will share their personal experiences of the practice of HRM. Each module will have one presentation specially targeted at the topic to be covered. These sessions will be arranged in cooperation with the Hong Kong Institute of Human Resource Management.

Study Skills

The aim of this module is to introduce students to the requirements of academic writing and to presentation skills. Topics to be covered include: an introduction to research methods such as interviews, surveys and field studies, plagiarism and how to avoid it, the proper use of references and citations, the use of libraries, archives, databases and Internet resources, presenting arguments and drawing conclusions and the differences between quantitative and qualitative research techniques.

ASSESSMENT

Students will be awarded the Diploma if they:

- complete satisfactorily the required (five) course assignments;
- pass the relevant (three-hour) examination;
- attend at least 75% of the lectures, tutorials and practical sessions.

EXEMPTIONS

Students may apply for exemptions from various units. Students holding a certificate in Human Resource Management issued by the IHRM may seek exemption from Module 1. Student holding the SPACE Certificate in Adult Education and Training may apply for exemption from Modules 1 and 2. Students holding a First or Second honours class degree from a University able to present

proof of a high level of writing and presentation skills, may apply for exemption from the Study Skills Unit. Students will not receive exemption from more than two modules.

APPLICATION AND ADMISSION

Applicants should be over 21, have received a good standard of general education, be proficient in English and have at least three years relevant professional experience (at non-junior level).

Applicants with less working experience who have pursued relevant, full-time, professional study may apply to have this counted as part of their professional experience. Applicants with a general education below the required standard may be asked to produce supporting evidence of their ability to undertake studies at this level. Some applicants may be asked to sit an English proficiency test.

Complete and return the special application form for the Diploma in Human Resource Management by mail or fax to:

The Director (Attention: Ms Betty Kwong),
School of Professional and Continuing Education,
9/F T.T. Tsui Bldg., University of Hong Kong,
Pokfulam Road, Hong Kong.
(Telephone: 2975 5690 Fax: 2858 3404)

Photocopies of relevant certificates should be attached to the application form.

Cheques should be made payable to "The University of Hong Kong".

Fees:

The fee for the programme is HK\$18,000.

This includes:

1. study materials
2. lectures
3. tutorials
4. practical sessions
5. study skills
6. marking of course assignments
7. examination
8. a Reader's Card for the University Main Library

There is a HK\$50 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 closing date for application is 14th September 1996

Venue : To be announced

Date : Saturdays 2.00 - 5.30 p.m.

Starting: 5th October 1996

71. Certificate in Adult Education and Training

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

Objectives

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

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

Contents

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

Course Structure

The course will consist of the following elements:

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

Assessment

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

Language of Instruction

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

Application Procedure

Applicants should complete and return the standard SPACE enrolment forms, together with a letter briefly outlining their experience in adult education or training and how they think they will benefit from the course. The closing date for application is **4 September 1996**.

Enrolment is limited to 20

Course Director: Mrs Kiran Singh, B.A.(Hons.)(Calcutta),
M.B.A.(Macau), PCEd(HK).

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

Date : Wednesdays, 6.30-9.30 p.m., commencing
September 25, 1996

22 meetings Fee : \$4,600

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

72. Basic Research and Writing

This course is designed for those interested in learning the techniques for carrying out research, writing term papers, research reports and theses. It will include the following activities:

- (1) an overview of various approaches to problem solving;
- (2) developing an analytical and critical approach to reading the literature;
- (3) understanding qualitative and quantitative methods;
- (4) conceptualising and writing a research topic;
- (5) finding relevant materials including computer-based materials;
- (6) formulating relevant framework for inquiry and analysis;
- (7) identifying styles of analysing and presenting research reports;
- (8) relating the findings to existing theory in students' fields of interest; and
- (9) understanding plagiarism and the use of footnotes and bibliographies.

The course will be divided into two learning modes:

- (a) class contacts which will be held at the beginning and the end of the course, and
- (b) distance learning through printed study texts. Students will be given written exercises and will be assigned tutors who will aid, monitor and grade their progress and performance.

Enrolment is limited to 30

Venue : Room 21, SPACE Town Centre, 9/F

Date : Fridays, 6.00-8.00 p.m., commencing October 18,
1996

12 meetings Fee : \$2,300

73. Training for Facilitators

The role of the facilitator is fundamental to the success of the continuous improvement processes in groups and organisations. The facilitator enables others to take part in the total quality process by equipping members with the necessary skills and by encouraging them to get involved in quality improvement. This course is designed for those interested in learning the techniques and skills of facilitating. It is useful for government agencies, companies, schools, and non-government organisations.

Using a multi-disciplinary approach and "action learning methodologies", the course will cover the following topics:

- (1) an overview of various approaches to facilitating;
- (2) selecting the right people;
- (3) identifying the role of the facilitator;
- (4) what makes an effective facilitator?
- (5) establishing trust and communication;
- (6) the timing and building blocks of facilitating;
- (7) support and infrastructural services; and
- (8) the role of the facilitator and organisational improvement.

Enrolment is limited to 40

Venue : Room 29, SPACE Town Centre, 9/F

Date : Wednesdays, 7.35-9.35 p.m., commencing October
23, 1996

12 meetings Fee : \$2,100

74. Continuing Education for Personal Development

As an international city with strong business ties to countries around the Pacific Rim and worldwide, Hong Kong requires a broad-based competency of personnel at various levels in both public and private sectors. By providing support services to its business organisations, this course aims to develop skills in dealing with their domestic and international clientele. In addition to providing the lectures, the course will emphasize the application of "action learning methodologies", including workshop activities and simulated tasks. The course will include the following topics:

- (1) an overview of interdisciplinary approaches to personal development;
- (2) values clarification;
- (3) understanding inter-cultural differences and perceptions;
- (4) managing human resources across cultures;
- (5) building individual and group communication skills;

- (6) crisis management;
- (7) developing team working skills; and
- (8) personal development and organisational strategic imperatives.

Enrolment is limited to 40

Tutor : Michael Stanley, Grad.Dip. in Management, B.Soc.Work(Queensland), Teaching Consultant in School of Research Studies, HKU.

Venue : Room 28, SPACE Town Centre, 9/F

Date : Mondays, 6.00-8.00 p.m., commencing October 28, 1996

12 meetings

Fee : \$2,700

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

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：(1) 認識及操作器材；(2) 攝錄機之基本操作方法；(3) 製作之資料搜集，計劃及事前準備工作；(4) 劇本編寫及節目處理簡介；(5) 電影語言及拍攝簡介；(6) 基本燈光及收音技巧；(7) 項目製作；(8) 後期製作及剪接；(9) 如何善用錄像技術及製作於教學訓練；(10) 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。課程期間本校會提供新置教學器材。學員需積極與其他同學合作完成習作。(限收三十人)

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

講 授 語 言：粵語輔以英語

地 點：市區中心 1 3 室 (信德中心西翼九樓)

時 間：一九九六年十月二日起逢星期三下午六時三十分至九時三十分

全期學費：九百九十元 (共十二講)

教師可獲教育署退還半費。詳參第ix頁。

170. Developing Your Communications Skills

Everyday in our work life and home life we are faced with evermore complex situations. We are constantly faced with business reorganisation, difficult negotiations, hiring, firing, increased personal expenditure, marital tensions and so on. These pressures influence, and can destroy, our communications with others and the communications others have with us.

As our environment becomes more demanding, our success will depend on our having an effective communication system. This course utilizes the 3KC (3 Keys to Communi-

cations) system which will assist you to enhance your personal effectiveness in a wider range of overlapping and interlocking areas.

Course Aims and Objectives:

The course is designed to assist you to enhance your personal effectiveness in a wider range of areas:

Communication Skills: interpersonal communications; presentation skills; working relationships; reaching agreement.

Team Working Skills: sensitivity; surmounting barriers.

Time Management : managing meetings; stress management.

Self Assessment : goal analysis; creativity; conflict management.

Leadership : problem solving; motivation; supervision.

At the end of this course you will be better able to identify and deal with the complexities of modern interpersonal communications. As the course focuses on skills development and practical learning, group activities, video and interactive situations will be utilized to facilitate understanding and applications. Enrolment is limited to 25

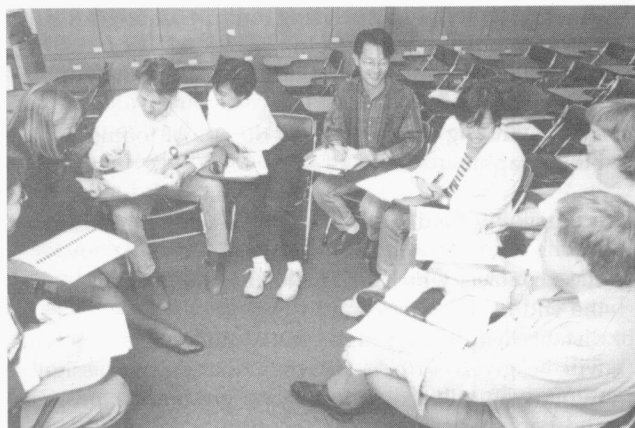
Tutor : David Cummmings, M.A.(Joint Hons.)Edinburgh, TESOL(Cert.)Manchester, Founder of the 3KC system.

Venue : To be advised

Date : Saturdays and Sundays, 9.00 a.m. - 1.00 p.m. & 2.00-5.00 p.m., commencing November 2 & 3, 1996

2 meetings

Fee : \$825



Working in small groups enables students to exchange ideas with their facilitators

ART & DESIGN

Tutor-in-charge : Renée Chan

Telephone: 2547 2225

Certificate Courses 證書課程

84. Certificate in Fine Art (Presented in Collaboration with University College Chester)

OBJECTIVE

Jointly presented by SPACE and University College Chester (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, participants will learn to recognise the creative potential inherent in a much broader range of materials and situations. They will also have the opportunity to deepen their understanding of art through guided visits to museums and galleries in the U.K. and Paris. Participants who have successfully completed this Certificate programme may obtain credit from University College Chester for modules in their Advanced Diploma in Education and Master of Education programmes.

COURSE STRUCTURE

Part One -- in Hong Kong (September 1996 to June 1997)

1. Practical

Participants must take one of the following courses offered at SPACE in Autumn '96 or Spring '97:

- Basic Drawing (#90 & 92)
- Intermediate Dwg (#93)
- Figure Drawing (#94)
- Intermediate Figure Dwg (#95)
- Basic Painting (#96)
- Intermediate Ptg (#97)
- Basic Watercolour Painting (#99)
- Intermediate Watercolour Painting (#100)

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

Although participants are required to take only one studio course, they will benefit from taking additional practical courses during Part One if they can afford the time and course fee. (Participants will not be graded in additional courses.)

2. Art History

Participants must take *Introduction to the History of Western Art II: Post-Impressionism to Post-Modernism*, which will be offered in Spring '97. (However, students are advised to take *Introduction to the History of Western Art I: The Renaissance to Impressionism* (#145 & #146) as

well if they have not taken an art history course of this period. A solid background in the history of Western art will help their experience in museum visits in Part Two of the programme.)

Part Two -- in Europe (Four weeks in July 1997; exact dates to be announced)

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

1. Practical

Participants will work under the guidance of leading Western artists and critics in the newly built studio at University College Chester 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.

2. Visits to European museums and galleries

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

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

COURSE PERSONNEL

HKU - SPACE

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

Tutors : Daniel Blyth, B.A.(W.Ont.), M.F.A.(Nova Scotia)
Aser But, M.Sc.(Bank St.)
Sylvia Chan, B.So.Sc.(H.K.), M.A.(N.Y.)
Anna Havemann, B.A.(Hunter), M.A.(N.Y.)
Peter Mak, B.A.(Valley City), M.F.A.(Arizona)
Hale Man, B.A.(Hons.)(Kingston), M.A.(R.C.A.)

University College Chester

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 Fine Art issued jointly by SPACE and University College Chester provided that they:

- attend at least 80% of all the classes in each course at SPACE and attend the whole summer programme at University College Chester.

- complete and obtain passing grades in all assignments set by tutors of SPACE and University College Chester.

ENTRANCE REQUIREMENTS

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

EXPENSES

- Tuition fee : HK\$15,000 which covers all the course work required at SPACE and University College Chester.
- Board & lodgings : Participants will stay at University College Chester during Part Two of the programme. The housing fee is approximately HK\$2,500. Participants may use the cafeteria on campus or do their own cooking in the dormitory.
- Airfares : Participants have to pay for their own round-trip airfares from Hong Kong to the U.K.
- Visits : The cost of accommodation and transportation during visits to London and Paris is HK\$4,000 approximately. Applicants are responsible for their own visa applications to both the U.K. and France.

APPLICATION PROCEDURE

- Applicants should complete a special application form and submit it to SPACE with a cheque for HK\$15,000 payable to "University of Hong Kong". Application forms can be obtained from our enrolment centres (addresses on page iii).
- As some of the required courses start in early September 1996, applicants are advised to apply by late August.
- Applicants will be invited to attend an interview and may be advised to take an English course with SPACE.
- Unsuccessful applicants will be informed accordingly and their fees refunded.

Enrolment is limited to 18

85. 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 (#90 & #92)
 2. Basic Painting (#96)
 3. Introduction to the History of Western Art I (#145 & #146)
- or Introduction to the History of Western Art II (*To be offered in Spring '97*)

Electives (Any 3 courses from the following):

- Figure Drawing (#94)
- Basic Watercolour Painting (#99)
- A Basic Course in Computer Graphics (#118 - 124)
- Introduction to Two-dimensional Design (#130) (*Conducted in Cantonese only*)
- Introduction to Interior Design (#136)
- Basic Photography (#140) or Introduction to Photography: The Basics (#143)

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

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

AWARD OF CERTIFICATE

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

- attend at least 80% of the classes in each course;
- complete and obtain a passing grade in all assignments;
- complete all six courses within three years from the date of registration.

FEE

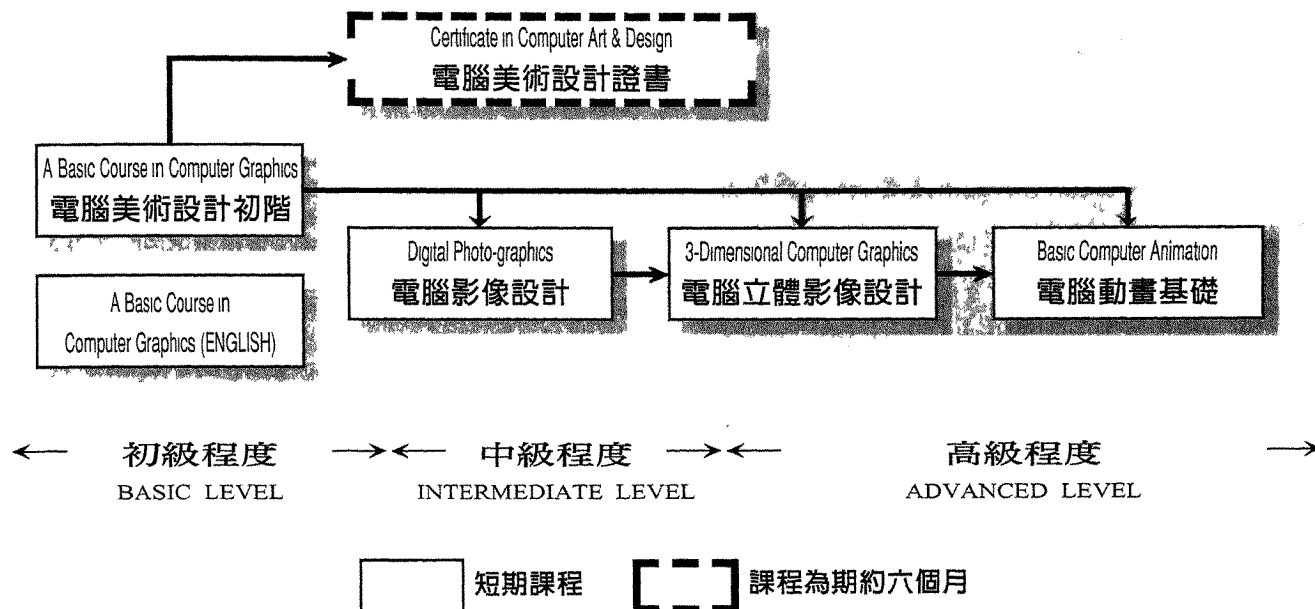
- A registration fee of HK\$4,000 is payable at the time of registration.
- In addition, students have to pay the current fee for the six courses as they take them.

APPLICATION PROCEDURE

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

電腦美術設計課程進程表 COMPUTER GRAPHICS COURSE PROGRESSION CHART

申請人請按個別需要及程度報讀有關課程。



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基礎概念與電腦技術相關知識。課程另一特色是同時採用 IBM-compatible 及 Macintosh 兩大機種，務求學員能不受機種限制，靈活地使用電腦於日常設計工作上，或以電腦為創作工具。

課程大綱

本課程為期六個月（共一百小時），採用講課及堂上練習工作坊形式，並安排參觀活動，加上家課及作業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。學員每週必須有足夠時間完成指定的習作。課程包括以下五個單元：

- (一) 電腦基礎技術 (Computer Fundamentals)
本單元較深入地講授常用軟件的使用方法，例如 FreeHand, PageMaker 及 PhotoShop 等及完成有關之基本平面設計及圖片修描練習。
- (二) 美術及設計理論 (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、商標及報紙廣告設計等。

(三) 技術進階 (Technical Essentials)

本單元深入探討電腦美術設計之技術，內容包括相片修描技巧 (photo retouching)、分色片套疊 (knockout & overprint) 與及電腦正稿製作。

(四) 應用美術設計 (Applied Art & Design)

學員可選擇美術設計範疇內其中一些項目嘗試創作，例如插圖、公司形象設計等，務使學員能應用電腦技術於實際設計工作中。

(五) 專業實踐工序

(Professional Practice & Portfolio Preparation)

本單元介紹與電腦美術設計有關之其他服務，如分色片、印刷常識及各類彩色輸出等。學員須融會過往所學的電腦技巧和工序，製作一套專業的畢業作品。

應用軟件

本課程採用 PageMaker, Illustrator, QuarkXpress, FreeHand, PhotoShop, Painter, Dimensions 及 Gallery Effect 等。電腦設備為「蘋果」電腦 PowerPC 及 586 個人電腦。

入學資格

申請人必須對美術設計有濃厚興趣，並具備電腦操作之基本知識，例如完成本學院所主辦之「電腦美術設計初階」或同等程度課程，方可申請。如申請人未達此水平，校方可能建議該生在課程初期同時修讀一個短期課程。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八十或以上；
- (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

申請人請於一九九六年十一月五日前填妥報名表格，將表格連同HK\$9,900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9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，一人一機操作）

主 講 人：畢子融先生 D.A.E., M.Sc.(BankSt.) (課程統籌)
陳健強先生 H.C.(H.K.Poly.) (助理統籌)
趙國良先生 (電腦系統設計專業人士)
陳耀堂先生 H.Dip.(H.K.Poly.), B.F.A.(Wisconsin)
客席導師
及電腦技術員

地 點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

全期學費：九千九百元（學員須於第一講額外繳交按金500元及材料費約600元，按金將於最後一講退還。如需額外租用電腦練習，每小時80元。）

- 86. 一九九六年十一月十八日起每星期一、三下午六時三十分至八時三十分（共五十講）
- 87. 一九九六年十一月十八日起每星期一、三下午八時三十分至十時三十分（共五十講）
- 88. 一九九六年十一月二十三日起每星期六下午二時至六時（共二十五講）



葉民任先生篆書作品：「惟高人不求大用。是天道可以永寧」

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

課程宗旨

書法乃中國傳統藝術。歷代的書法家，除了精湛的技巧、深邃的文學素養與藝術學識，更具積極的創新精神。本院以「古不乖時，今不同弊」為依歸，由傳統和現代兩種角度設計此課程，期望學員在修畢課程時對中國書法有較全面的認識。

課程大綱

本課程由傳統中國書法開始，講述書法源流與演進之精要，與及篆、隸、楷、行、草各類書體的書寫技巧、構字原理、章法經營、款識及印章應用，輔導學員打下傳統書法的重要基礎，進而溶入詩文析賞、繪畫原理借鑒等課程，豐富學員的創作素養。再由書畫家、設計師從近代和現代角度討論中國書法，揉合傳統與現代的觀念，鼓勵學員擴展視野、和實驗更具生氣的書法創作。

入學資格

申請人必須對中國書法有基本認識及有持續上課和完成家課的恆心。

證書頒發

符合下列要求之學員，可獲本院頒發證書：

- (一) 出席率達百分之七十五或以上；
- (二) 於指定時間內完成所有作業；
- (三) 獲全部導師同意其作業成績及格。

（限收二十四人）

主 講 人：葉民任先生
徐子雄先生
靳埭強先生

地 點：市區中心25室（信德中心西翼九樓）

時 間：一九九六年十月五日起每星期六下午二時三十分至五時三十分

全期學費：六千八百元（共三十六講）

教師可獲教育署退還半費。詳參第ix頁。

**Fine Art (Western)
西洋藝術**

90. 基本素描 (Basic Drawing)

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

主 講 人：畢子融先生 D.A.E., M.Sc.(Bank St.)

地 點：市區中心26室（信德中心西翼九樓）

時 間：一九九六年九月二日起每星期一下午八時至十時

全期學費：八百四十元（共十二講）

教師可獲教育署退還半費。詳參第ix頁。

91. 彩色素描 (Colour Pencil Drawing)

本課程為「基本素描」之延續，適合具備素描基礎人士修讀。

內容包括：(一)木顏色筆基本技法；(二)單一顏色的寫法；(三)冷暖色的用法；(四)明暗調子寫法；(五)如何強調線的用法；(六)構圖與透視；(七)靜物畫法。課程包括一項戶外寫生活動，於星期日或假期舉行。
(限收十八人)

主 講 人：畢子融先生 D.A.E., M.Sc.(Bank St.)
地 點：市區中心26室(信德中心西翼九樓)
時 間：一九九六年十一月二十三日起每星期六下午二時三十分至四時三十分
全期學費：七百元(共八講)

92. Basic Drawing

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

Enrolment is limited to 18

Tutor : Ms. Hale Man, B.A.(Hons.)(Kingston),
M.A.(R.C.A.)

Venue : Room 26, SPACE Town Centre, 9/F
Date : Mondays, 5.50 - 7.50 p.m., commencing
September 2, 1996

12 meetings Fee : \$900

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

93. Intermediate Drawing

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

Enrolment is limited to 15

Tutor : Ms. Hale Man, B.A.(Hons.)(Kingston),
M.A.(R.C.A.)

Venue : Room 26, SPACE Town Centre, 9/F
Date : Tuesdays, 5.50-7.50 p.m., commencing
November 26, 1996

10 meetings Fee : \$950

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

94. 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, 9/F
Date : Tuesdays, 8.00-10.00 p.m., commencing
September 3, 1996

12 meetings Fee : \$1,260

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

95. Intermediate Figure Drawing

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

Enrolment is limited to 15

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

Venue : Room 26, SPACE Town Centre, 9/F
Date : Tuesdays, 8.00-10.00 p.m., commencing
November 26, 1996

10 meetings Fee : \$1,350

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

96. Basic Painting

This course is designed for those who have some experience in drawing and wish to develop their painting skills. Students will be introduced to various materials, traditional and contemporary techniques, and the application of visual elements. In addition to demonstration and studio practice, students will see slide presentations of artists' works and participate in class critiques. *Enrolment is limited to 18*

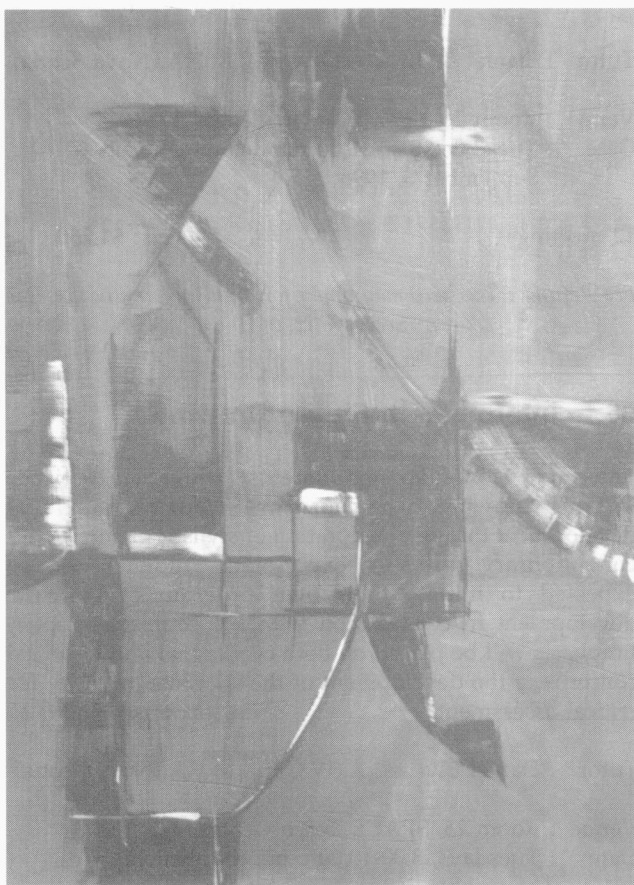
Tutor : Ms. Hale Man, B.A.(Hons.)(Kingston),
M.A.(R.C.A.)

Venue : Room 26, SPACE Town Centre, 9/F
Date : Tuesdays, 5.50-7.50 p.m., commencing
September 3, 1996

12 meetings

Fee : \$870

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



Painting by a student of "Intermediate Painting", Autumn 1995

97. Intermediate Painting

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

Course topics will include:

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

At all times the tutor will help students to develop their own portfolio. *Enrolment is limited to 15*

Tutor : Ms. Hale Man, B.A.(Hons.)(Kingston),
M.A.(R.C.A.)

Venue : Room 26, SPACE Town Centre, 9/F
Date : Mondays, 6.30-9.30 p.m., commencing
December 2, 1996

10 meetings

Fee : \$1,500

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

98. Painting Workshop

This workshop is for anyone whose knowledge and experience of painting are sufficient to allow them to start their own program of study. The tutor will be present for four out of the twelve sessions (possibly the 1st, 5th, 9th and last session) to advise participants on technical and conceptual concerns. At other times when the tutor is not there, participants will work on their own.

Enrolment is limited to 15

Tutor : Victor Lai, B.Ed.(Liverpool), M.A.(R.C.A.)

Venue : Room 26, SPACE Town Centre, 9/F
Date : Thursdays, 6.30-9.30 p.m., commencing
September 12, 1996

12 meetings

Fee : \$860

99. Basic Watercolour Painting

This is an introduction to the techniques, materials, composition, colour theory and vocabulary of visual presentation in the medium of watercolour painting. The human figure, still life and landscape will be the main subjects for exploration. Students should note that previous drawing experience is a distinct advantage. Weekly home assignments will be given. *Enrolment is limited to 20*

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

Venue : Room 25, SPACE Town Centre, 9/F
Date : Wednesdays, 5.50-7.50 p.m., commencing
September 11, 1996

12 meetings Fee : \$870

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

100. Intermediate Watercolour Painting

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

Enrolment is limited to 20

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

Venue : Room 25, SPACE Town Centre, 9/F
Date : Wednesdays, 5.50-7.50 p.m., commencing
November 27, 1996

10 meetings Fee : \$910

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

101. 戶外寫生 (Outdoor Sketching)

大自然是藝術的寶藏，所以藝術工作者必須經過寫生的訓練，向大自然學習，以奠定創作的基礎。

本課程其中八講是戶外寫生，以風景為題材，學員除了可以利用戶外充沛的光源，提高其對色彩的靈敏度，還可以加深認識大自然豐富的內涵，幫助發展個人美學觀念。其餘四課則會在室內繪描靜物和評論作品。導師會用西方畫家及其作品作為教材，以加深學員對西方藝術的認識。
(限收二十人)

主 講 人：葉順成先生 B.A.(Anglia Poly. U.)
地 點：市區中心 (信德中心西翼九樓)
時 間：一九九六年十月十二日起每星期六下午二時三十分至四時三十分
全期學費：八百四十元 (共十二講)

102. The Art of Western Calligraphy

Contemporary Western calligraphy is writing-as-art, and has its roots deep in the Western civilization. Through a variety of calligraphy instruments, including some made in class, students will be introduced to the "Roman" and "Italic" scripts which are the two most popular forms of

calligraphy. Course topics will include: terminology, instruments and materials, text spacing, and composition. In addition, the roles and application of calligraphy will be discussed and explored. Weekly assignments will be given and students should plan their time accordingly.

Enrolment is limited to 20

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

Venue : Room 7, SPACE North Point Study Centre
Date : Saturdays, 2.30-4.30 p.m., commencing
September 7, 1996

12 meetings Fee : \$840

103. 立體造型藝術 (Three-dimensional Art)

立體造型涵概了生活中每個層面，大自然的一樹一石乃至所有人為的工具器物，構成我們身處的世界，亦提供了種種美感經驗。

透過觀察、分析與實踐，學員可學習掌握立體造型藝術的基本規律，從而更能欣賞生活中的美，亦作為進一步探討雕塑藝術的基礎。
(限收二十四人)

主 講 人：何兆基先生 Dip.Ed., B.A.(C.U.H.K.),
M.F.A.(Cranbrook)

地 點：市區中心25室 (信德中心西翼九樓)
時 間：一九九七年一月二日起每星期四下午六時三十分至九時三十分
全期學費：八百四十元 (共八講)

104. 版畫工作坊 (一) (Print-making Workshop I)

本課程介紹各類版畫的製作及印刷程序，包括凸版 (油印和水印木刻、膠版和紙版)、凹版 (銅版、鋅版) 和石版。導師將透過幻燈片介紹名家作品及指導學員運用版畫機及其他器材印刷出自己喜愛的賀卡、藏書票、海報和插圖等。

學員須於第一講另繳材料費200元 (材料包括油墨、版材及其他化學用品)。版畫紙則由學員自購或由導師代購。
(限收十五人)

主 講 人：吳清華女士 B.A.(Guangzhou Academy of Fine Art)
地 點：香港中環擺花街52-60號新豐樓一樓D座清華石版畫坊
時 間：一九九六年九月十八日起每星期三及星期四下午六時三十分至九時三十分
全期學費：九百五十元 (共十二講，六星期完成)

105. 版畫工作坊 (二) (Print-making Workshop II)

本課程為「版畫工作坊(一)」之延續。導師會指導學員改善製作技巧，學員可選擇專注於一或兩種版畫製作。

學員須於第一講另繳材料費200元(材料包括油墨、版材及其他化學用品)。版畫紙則由學員自購或由導師代購。
(限收十五人)

主 講 人：吳清華女士 B.A.(Guangzhou Academy of Fine Art)

地 點：香港中環擺花街52-60號新豐樓一樓D座清華石版畫坊

時 間：一九九六年十月三十日起每星期三及星期四下午六時三十分至九時三十分

全期學費：九百五十元 (共十二講，六星期完成)

Fine Art (Oriental) 中國藝術

基本山水畫 (Basic Chinese Landscape Painting)

本課程著重山水畫之基本技法，包括(一)筆、墨、水、紙、色的用法；(二)構圖；(三)各種寫樹法和山石皴法；(四)工筆及意筆的寫法。課程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，於星期日或假日舉行。
(限收二十人)

主 講 人：熊海先生

地 點：市區中心25室(信德中心西翼九樓)

全期學費：八百七十元 (共十二講)

106. 一九九六年九月九日起每星期一下午八時至十時

107. 一九九六年十一月十九日起每星期二下午五時五十分至七時五十分

教師可獲教育署退還半費。詳參第ix頁。

山水畫研習班 (Intermediate Chinese Landscape Painting)

本課程為「基本山水畫」之延續，讓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。導師會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。課程包括兩次戶外寫生活動，於星期日或假期舉行。
(限收二十人)

主 講 人：熊海先生

地 點：市區中心25室(信德中心西翼九樓)

全期學費：八百七十元 (共十二講)

108. 一九九六年九月十日起每星期二下午五時五十分至七時五十分

109. 一九九六年十二月二日起每星期一一下午八時至十時

教師可獲教育署退還半費。詳參第ix頁。

110. 速寫澹彩 (The Use of Watercolour on Sketches)

本課程著重寫生及水彩著色方法，三分之一課程在課堂進行，內容包括水彩技法實習、示範、作品欣賞及評論，其餘為戶外寫生，地點以市區為主，取材街景及市集，並將安排一或兩次遠足離島作整日遊及寫生，(參加本港遠足團之節目)費用由學員自付。寫生後學員可於下一課堂中在綫繪速寫上添上水彩。
(限收二十人)

主 講 人：徐子雄先生

地 點：市區中心25室(信德中心西翼九樓)

時 間：一九九六年九月十五日起每星期日上午十時至十二時

全期學費：八百四十元 (共十二講)

111. 硬筆中文書法 (Chinese Penmanship Workshop)

書寫工具種類繁多，其中以墨水筆和原子筆最為普遍使用。本課程以這兩種筆為主要書寫工具，討論楷書和行草書的書寫理法，並簡略介紹其他硬筆種類，和示範它們在各類紙張上所產生的效果。
(限收二十四人)

主 講 人：翟仕堯先生 B.A.(Taiwan Normal)

地 點：市區中心25室(信德中心西翼九樓)

時 間：一九九六年九月三日起每星期二下午八時至十時

全期學費：六百七十元 (共十講)

教師可獲教育署退還半費。詳參第ix頁。

112. 書道研習 (Chinese Calligraphy Workshop)

本課程以篆、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：市區中心（信德中心西翼九樓）
時 間：一九九六年十一月十五日起每星期五下午五時五十分至七時五十分
全期學費：八百元（共十二講）

教師可獲教育署退還半費。詳參第ix頁。

113. 中國書法系列：楷行草書（一） (Chinese Calligraphy Series: Standard, Running & Cursive Script I)

楷書和行書乃關係密切的兩種書體，亦為草書之基礎。本課程集中討論楷行書，由執筆、運筆、線條及構字開始，加上示範和講解臨帖要旨，幫助學員掌握楷行書之基本書寫原則。此外，導師亦會簡略講述整體書法之行氣與章法的處理要領，為進而學習行草書打下基礎。
(限收二十人)

主 講 人：葉民任先生
地 點：市區中心16室（信德中心西翼九樓）
時 間：一九九六年九月四日起每星期三下午五時五十分至七時五十分
全期學費：六百七十元（共十講）

教師可獲教育署退還半費。詳參第ix頁。

114. 中國書法系列：楷行草書（二） (Chinese Calligraphy Series: Standard, Running & Cursive Script II)

中國傳統書法中，行草書為最生動及受人喜愛之書體。本課程在楷行書基礎上教授草書的基本運筆原理及構字要則，輔導學員掌握行筆之節奏及線條。在課程的後半部，導師會詳解和示範行氣、章法及款識，讓學員逐步建立整體概念，並嘗試創作。

本課程適合已修畢《中國書法系列：楷行草書（一）》之學員及對行草書有興趣者。
(限收二十人)

主 講 人：葉民任先生
地 點：市區中心16室（信德中心西翼九樓）
時 間：一九九六年十一月十三日起每星期三下午五時五十分至七時五十分
全期學費：六百七十元（共十講）

教師可獲教育署退還半費。詳參第ix頁。

115. 中國書法系列：篆隸書（一） (Chinese Calligraphy Series: Seal Script & Clerical Style I)

篆書和隸書是兩種淵源相接的古代書體，秦代小篆優美，而漢代隸書典雅。導師會講解這兩種書體的字形結構和臨帖之要旨，並示範基本運筆和糾正初學者常犯的錯誤。在課程後期，導師會介紹整體章法之概念，讓學員嘗試創作。
(限收二十人)

主 講 人：葉民任先生
地 點：市區中心25室（信德中心西翼九樓）
時 間：一九九六年九月九日起每星期一下午五時五十分至七時五十分
全期學費：六百七十元（共十講）

教師可獲教育署退還半費。詳參第ix頁。

116. 中國書法系列：篆隸書（二） (Chinese Calligraphy Series: Seal Script & Clerical Style II)

雄渾古樸之大篆，比秀美之小篆多變和生動，而率意輕鬆之簡書亦比端壯之漢隸靈活可愛。本課程將以古代大篆與清代的書法作比較研習，指導學員掌握大篆之書寫要領，並靈活地應用，經臨摹進而嘗試創作。此外，亦以漢碑為基礎，討論木簡書法，輔導學員正確了解二者之關係；加上對章法、款識和鈐印的認識，學員漸會掌握創作一件完整作品的方法。

本課程適合修畢《中國書法系列：篆隸書（一）》之學員及對篆隸書有興趣者。
(限收二十人)

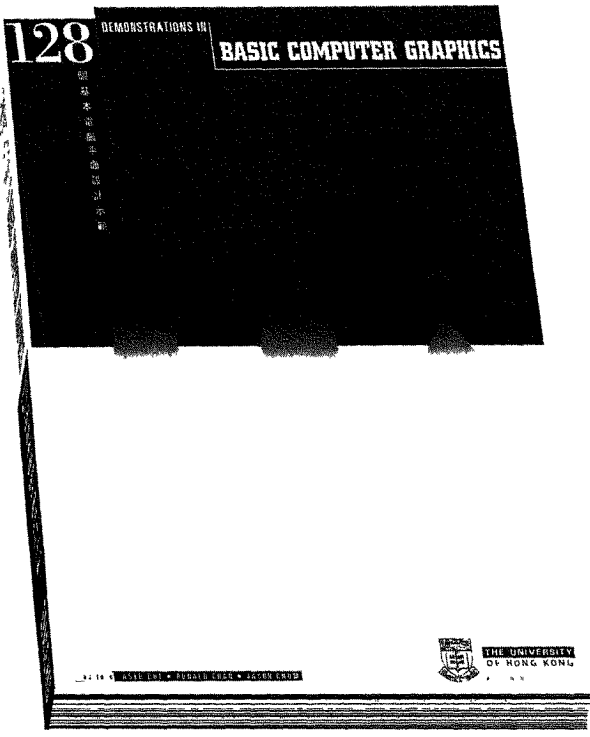
主 講 人：葉民任先生
地 點：市區中心25室（信德中心西翼九樓）
時 間：一九九六年十一月二十五日起每星期一下午五時五十分至七時五十分
全期學費：六百七十元（共十講）

教師可獲教育署退還半費。詳參第ix頁。

117. 現代書法 (Contemporary Chinese Calligraphy)

本課程嘗試提高書法在思想和創作形態的層次，把設計觀念滲入書法創作中，從傳統的繼承尋找新的表現方法。課程內容包括新舊工具的使用、繪畫元素的運用、文字造型的變化、布白和章法，亦會就執筆和書寫方法逐一研究。學員當從欣賞及練習中認識另一種書寫技巧。
(限收二十人)

主 講 人：徐子雄先生
地 點：市區中心（信德中心西翼九樓）
時 間：一九九六年十一月二十二日起每星期五下午五時五十分至七時五十分
全期學費：七百元（共十講）



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Hong Kong (Fortress Hill MTR Station)
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8 Thomson Road, Wanchai, H.K.
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HK\$60

Media Arts 商業美術及設計

118. A Basic Course in Computer Graphics

This basic course will introduce students to the latest techniques of desktop computer graphics. By means of lectures, demonstrations and supervised practice, students will :

- be introduced to the basic operations of IBM-compatibles, Macintosh systems and DTP programs such as FreeHand and PageMaker;
- be given the opportunity to apply what they learn in simple design tasks.

In addition to the course fee, students are required to pay:

- a refundable deposit of \$500 for the use of the equipment;
- a fee of \$200 for materials.

The refundable deposit will be returned to students at the final session.

Students who would like extra practice time can use the computers at \$80 an hour. *Enrolment is limited to 12*

Tutors : Aser But, D.A.E., M.Sc.(Bank St.), Co-ordinator
Ronald Chan, H.C.(H.K.Poly.)

Venue : Rm A, 7/F, Thomson Comm Bldg, 8 Thomson Rd,
Wanchai, HK

Date : Fridays, 8.30 - 10.30 p.m., commencing October 4,
1996

12 meetings

Fee : \$2,600

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。課程範圍包括：(一)介紹電腦機種及磁碟用法；(二)平面設計原理；(三)介紹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、版面構圖基礎；(四)通過圖案設計、書版設計、名片卡或賀卡設計等習作而認識電腦繪圖技巧；(五)介紹兩大通用軟件FreeHand及PageMaker。學員可同時學習IBM-compatible及Macintosh兩大電腦系統之運作及相關之軟件。

(每班限收十二人，一人一機操作)

課程統籌：畢子融先生 D.A.E., M.Sc.(Bank St.)

主 講 人：陳健強先生 H.C.(H.K.Poly.)

客席導師
及電腦技術員

地點：香港灣仔譚臣道8號威利商業大廈6字樓D室設計連電腦中心

全期學費：二千三百元（共十二講）

（學員須於第一講額外繳交按金500元及材料費約200元，按金將於最後一講退還。如需額外租用電腦練習，每小時80元。）

119. 一九九六年九月二十四日起每星期二及四下午六時三十分至八時三十分
120. 一九九六年九月二十四日起每星期二及四下午八時三十分至十時三十分
121. 一九九六年十一月五日起每星期二及四下午六時三十分至八時三十分
122. 一九九六年十一月五日起每星期二及四下午八時三十分至十時三十分
123. 一九九六年十二月十七日起每星期二及四下午六時三十分至八時三十分
124. 一九九六年十二月十七日起每星期二及四下午八時三十分至十時三十分

電腦影像設計 (Digital Photo-graphics)

本課程適合有電腦美術設計基礎人士修讀，介紹電子圖片修描軟件PhotoShop的基礎用法，幫助學員提高創作水平。

本課程由教學及創作經驗豐富之設計師以示範形式講授，電腦設備為「蘋果」電腦PowerPC及586個人電腦，學員可同時學習 IBM-compatible 及 Macintosh 兩大電腦系統之運作及相關之軟件。

課程範圍包括：（一）圖片修描；（二）文字處理及立體效果；（三）肌理（Texture）處理；（四）圖片混化效果（Blending Effects）；（五）圖片修邊效果（Creating Vignettes）。學員可創作自己喜愛的圖片、賀卡設計、封面設計、公司及個人信箋設計等。

（每班限收十二人，一人一機操作）

課程統籌：畢子融先生 D.A.E., M.Sc.(Bank St.)

主講人：陳健強先生 H.C.(H.K.Poly.)

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：一千六百元（共八講）

（學員須於第一講額外繳交按金500元及材料費約240元，按金將於最後一講退還。如需額外租用電腦練習，每小時80元。）

125. 一九九六年九月二十四日起每星期二、四下午八時三十分至十時三十分
126. 一九九六年十一月十二日起每星期二、四下午八時三十分至十時三十分

電腦立體影像設計 (Three-dimensional Computer Graphics)

本課程適合平面設計師及對立體圖像設計有興趣的人士修讀。導師會介紹3D Studio和Infini-D兩種軟件及指導學員繪製立體圖型。學員對PhotoShop軟件有認識更佳。

本課程由教學及創作經驗豐富之設計師以示範形式講授，電腦設備為「蘋果」電腦PowerPC及586個人電腦，學員可同時了解 IBM-compatible 及 Macintosh 兩大電腦系統之運作及相關之軟件。

課程範圍包括：（一）探討圖片修描效果；（二）繪製立體模型；（三）改變堅硬模型的形態；（四）設計柔軟的立體模型；（五）如何運用光源及投影，使畫面達至更真實效果；（六）個人作品創作。

（每班限收十二人，一人一機操作）

課程統籌：畢子融先生 D.A.E., M.Sc.(Bank St.)

主講人：趙國良先生（電腦系統設計專業人士）

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：一千六百元（共八講）

（學員須於第一講額外繳交按金500元及材料費約240元，按金將於最後一講退還。如需額外租用電腦練習，每小時80元。）

127. 一九九六年十一月十二日起每星期二下午六時三十分至八時三十分
128. 一九九七年一月二十一日起每星期二下午六時三十分至八時三十分

129. 電腦動畫初階 (A Basic Workshop in Computer Animation)

隨著電腦科技進步，動畫製作亦日益簡易和普及。本課程採用Director及相關之繪圖軟件，講授製作電腦動畫的基礎技巧。內容包括：（一）編寫劇本；（二）電腦圖文及相片的創作；（三）電腦旁白及配樂；（四）畫面換場配合技巧；（五）自創動畫短片。學員須具備基本電腦操作知識。（電腦設備為「蘋果」電腦PowerPC及586個人電腦。）

（限收十二人，一人一機操作）

課程統籌：畢子融先生 D.A.E., M.Sc.(Bank St.)

主講人：冼煒強先生 H.C.(H.K.Poly.)

趙國良先生（電腦系統設計專業人士）

地點：香港灣仔譚臣道8號威利商業大廈7字樓A室設計連電腦中心

時間：一九九六年九月二十日起每星期五下午六時三十分至八時三十分

全期學費：二千四百元（共十二講）

（學員須於第一講額外繳交按金500元，按金將於最後一講退還。如需額外租用電腦練習，每小時80元。）

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

設計就是有效地把意念形象化，因此，解決一個設計難題的第一步，就是去訂定設計目標和發掘「意念」，經過搜集和分析資料就可以將意念應用在設計工作上。這課程將集中討論這個設計過程 (concept development)，然後透過習作（如商標、刊物和包裝設計）去學習平面設計原理。（限收二十四人）

主 講 人：周婉美女士 B.F.A., M.F.A.(San Francisco)
地 點：市區中心25室（信德中心西翼九樓）
時 間：一九九六年十一月十二日起每星期二下午八時至十時
全期學費：八百四十元（共十二講）

131. 廣告創作技巧 (Creative Advertising Techniques)

何謂「廣告創意」？如何不用苦候靈感到來也能創作精彩的廣告？原來有創意的廣告裏的主題、內容、影像以及語言，全都是規律可尋的。導師將從多個角度探討廣告的基本元素和構思過程，再透過廣告樣本分析和課堂練習，幫助學員掌握印刷廣告(Print Advertisements)和電視廣告(TV Commercials)的創作技巧。（限收二十四人）

主 講 人：鄧彥龍先生 B.A.(H.K.Poly.)
地 點：市區中心26室（信德中心西翼九樓）
時 間：一九九六年十二月五日起每星期四下午八時至十時
全期學費：六百七十元（共八講）

132. 平面設計創意思考法初階 (Creative Thinking Techniques for Graphic Designers I)

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，創意思考能力與其他技能一樣，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、返老還童法等，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：市區中心29室（信德中心西翼九樓）
時 間：一九九六年九月十三日起每星期五下午八時至十時
全期學費：七百九十元（共十講）

133. 平面設計創意思考法進階 (Creative Thinking Techniques for Graphic Designers II)

這課程乃初階的延續，進一步介紹有關創意思考方法，以助學員提高創新思考能力。討論範圍包括：右腦決勝術、積極思想、觀察法、自我突破等，每堂均介紹實戰個案，有助學員多方面吸收，刺激思維。（限收二十人）

主 講 人：雷健生先生 B.A.(H.K.Poly.), M.C.S.D.
地 點：市區中心29室（信德中心西翼九樓）
時 間：一九九六年十一月廿九日起每星期五下午八時至十時
全期學費：七百九十元（共八講）

134. 中國近代建築面面觀 (A Survey of Modern Architecture in China)

中國建築歷史上的一個重要轉折點，是十九世紀中葉以後西洋建築的傳入，它改變了中國建築發展的軌道，為上海、天津等大都市塑造了新的面貌。

導師將通過實例，分析中國近代建築的發展過程和其美學意義，使學員了解中國近代建築藝術和城市建設史，並有助學員理解當今建築文化的發展。課程包括一次周日上午的戶外活動，參觀市區建築物。（限收二十人）

主 講 人：方元博士 B.Arch., M.Arch.(Tianjin),
Ph.D.(Edinburgh), A.S.C., C.S.S.T., R.I.A.S.
地 點：香港大學專業進修學院北角教學中心7室
時 間：一九九七年一月八日起每星期三下午六時二十分至七時五十分
全期學費：六百三十元（共十講）
講授語言：普通話輔以英語

教師可獲教育署退還半費。詳參第ix頁。

135. 建築繪圖導論 (Introduction to Architectural Drafting and Perspective Drawing)

建築及透視繪圖，乃建築師、承建商、室內設計者相互溝通的「國際語言」。本課程為學員介紹建築及透視繪圖的基本知識，務使學員有足夠能力繪畫簡單和有效的圖則。課程將以實習為主，並輔以理論來說明。研習題目包括器材運用、平面圖、立面圖、剖面圖、三向圖、簡單投影圖及等角投影圖等。學員必須利用課外時間做習作。（限收二十四人）

主 講 人：何超凡先生 B.A.(A.S.)(H.K.), B.Arch.(H.K.),
M.Sc.(H.K.), Dip. in Construction
Project Management (H.K.), H.K.I.A.,
R.I.B.A.
地 點：市區中心16室（信德中心西翼九樓）
時 間：一九九六年十一月十五日起每星期五下午五時五十分至七時五十分
全期學費：八百四十元（共十二講）

136. 室內設計初階 (Introduction to Interior Design)

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

主 講 人：何周禮先生 B.A.(A.S.)(Hons.), M.Arch.(H.K.),
B.A.Int.Des.(H.K.Poly.), Diploma Member
of the C.S.D.

地 點：市區中心16室（信德中心西翼九樓）

時 間：一九九六年九月四日起每星期三下午八時至十時

全期學費：八百四十元（共十二講）

137. 室內設計進階(Intermediate Course in Interior Design)

本課程是「室內設計初階」的延續，目的是讓學員更進一步認識室內設計學的理论與實踐過程。內容包括設計理論、繪圖、表現技巧及創作過程。課程主要分為兩部分：（一）本世紀主要設計理論及流派；（二）室內設計的專業實習。

申請人必須已完成本院舉辦之「室內設計初階」或同等級之課程。學員亦須積極參與課堂討論及完成家課。（限收二十四人）

主 講 人：何周禮先生 B.A.(A.S.)(Hons.), M.Arch.(H.K.),
B.A.Int.Des.(H.K.Poly.), Diploma
Member of the C.S.D.

地 點：市區中心16室（信德中心西翼九樓）

時 間：一九九六年十一月二十七日起每星期三下午八時至十時

全期學費：八百四十元（共八講）

138. 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，錄影帶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.(R.C.A.), H.D.D.(Dist.),
F.C.S.D., F.R.S.A., M.C.F.I., M.H.K.D.A.,
M.H.K.I.T.A., Assistant Professor in
Fashion Design (H.K.Poly.U.)

地 點：香港大學專業進修學院北角教學中心7室

時 間：一九九七年一月八日起每星期三下午八時至十時

全期學費：七百元（共十講）

139. 插畫初階 (Introduction to Illustration)

本課程旨在讓學員認識插畫藝術的目的和意義，了解插畫能夠橫跨純藝術與商業美術兩種範疇，學習如何結合兩者的特性，如何創作跟文字互相呼應的畫面，將文字的抽象「感覺」呈現在讀者眼前，使他們產生共鳴。

課程集中在創作意念和表現風格上的訓練和討論，學員須有素描基礎，如對其他材料媒介有認識則更有幫助。導師會指導學員嘗試各種媒介和表現手法，如拼貼畫、剪紙、浮雕等，如時間許可的話，亦會嘗試立體塑材，從各類實驗尋找適合自己的表達技巧和建立個人風格。（限收二十人）

主 講 人：林仲強先生 B.F.A.(Massachusetts)

地 點：市區中心25室（信德中心西翼九樓）

時 間：一九九六年九月十四日起每星期六下午六時三十分至八時三十分

全期學費：八百四十元（共十二講）

Photography 攝影

140. 基礎攝影 (Basic Photography)

本課程專為初學者而設，內容包括器材介紹、快門與光圈之關係、菲林與曝光處理、對焦與拍攝操作、長短焦距鏡頭之特性及應用等。透過名家作品欣賞、實習拍攝及作業評論，學員將可掌握基本的攝影原理及技巧應用。課程包括一次戶外拍攝實習（於星期日進行）。學員須自備器材及菲林。（九月二十七日不上課）

（限收二十四人）

主 講 人：陳樹人先生 ARPS, APSHK, APSC, AFIAP,
Hon.FPJPC

地 點：市區中心16室（信德中心西翼九樓）

時 間：一九九六年九月六日起每星期五下午五時五十分至七時五十分

全期學費：七百八十元（包括模特兒費）（共十講）

141. 攝影進階 (A Guide to Better Photography)

本課程為「基礎攝影」的延續，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，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 ARPS, APSHK, APSC, AFIAP,
Hon.FPJPC

地 點：市區中心25室（信德中心西翼九樓）

時 間：一九九六年十一月十三日起每星期三下午八時至十時

全期學費：八百元（包括模特兒費）（共十講）

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

本課程專研人物拍攝技巧，申請人必須具備基礎攝影知識（如攝影機和測光錶的運用及曝光處理等），或完成本院主辦之「基礎攝影」課程。內容包括：（一）燈光種類；（二）光線質素和反差控制；（三）專業攝影潮流（以幻燈片講解）；（四）室內及戶外人像攝影示範；（五）學員作品評論。學員須自備攝影器材和菲林。學期中會有一次戶外攝影活動，在星期日舉行。（本課程的講義及部分詞彙均採用英語。）（限收十五人）

主 講 人：周偉明先生 B.A. in Professional Photography (Brooks)

地 點：市區中心25室（信德中心西翼九樓）

時 間：一九九六年九月十一日起每星期三下午八時至十時

全期學費：八百三十元（包括模特兒費）（共十講）

143. Introduction to Photography: The Basics

This course will provide students with a comprehensive survey of the basic concepts of photography. Topics will include: cameras, films, composition, subject matter, exposure, film developing, color vs. black and white and the history of photography. Students will learn to use their cameras properly and to create images that are both technically proficient and aesthetically pleasing. This is a preparatory course for "Advanced Photography: A Personal Exploration". *Enrolment is limited to 18*

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

Venue : Room 26, SPACE Town Centre, 9/F

Date : Saturdays, 2.30-4.30 p.m., commencing September 7, 1996

10 meetings

Fee : \$780

144. Advanced Photography: A Personal Exploration

This class gives the interested amateur an opportunity to study at a higher level and discover more advanced concepts and techniques. Throughout the course, students will:

- learn about content, craftsmanship, style and personal vision;
- explore and focus on what is important to them as individuals and then express that through photography;
- learn and practise the skills required to produce high quality images they can be proud to show.

The course will consist of: lectures, slide presentations, class critiques, demonstrations, two field trips and constructive evaluations by the tutor. The students must provide their own cameras (with manual controls) and film (color and black & white). *Enrolment is limited to 18*

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

Venue : Room 26, SPACE Town Centre, 9/F

Date : Saturdays, 4.45-6.45 p.m., commencing October 5, 1996

10 meetings

Fee : \$880

Art Appreciation 藝術欣賞

145. 西洋美術史導論（一）：文藝復興至印象主義 (Introduction to the History of Western Art I: The Renaissance to Impressionism)

文藝復興時代西方藝術急劇轉變，並出現無數傑秀藝術家，如達文西，米開蘭基羅及拉斐爾等。不少西方藝術的傳統及觀念，亦始源於此。隨後的藝術流派如風格主義，巴羅克藝術，浪漫主義，新古典主義，寫實主義以至印象主義，雖然在思想及風格上各有不同，但仍然繼承不少文藝復興所建立的傳統。現代藝術也從這個重要傳統中產生出來。本課程將介紹由文藝復興至十九世紀末印象主義的藝術發展。（限收三十人）

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

地 點：香港大學專業進修學院北角教學中心7室

時 間：一九九六年九月十一日起每星期三下午八時至九時三十分

全期學費：八百一十元（共十五講）

教師可獲教育署退還半費。詳參第ix頁。

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

The Renaissance is widely regarded as a fundamental period in the history of Western art. Major masters such as Leonardo Da Vinci and Michelangelo belong to the Renaissance. Subsequent periods such as Mannerism, Baroque, Romanticism and Neo-Classicism are either developments from art principles of the Renaissance or reactions against the rules and bounds of this important period. This course will make an in-depth study of each major movement from the Renaissance to Impressionism in the 19th century to help students appreciate the theories and development of traditional Western art. *Enrolment is limited to 30*

Tutor : Ms. Anna Havemann, B.A.(Hunter), M.A.(N.Y.)

Venue : Room 7, SPACE North Point Study Centre
Date : Wednesdays, 6.20 - 7.50 p.m., commencing
September 11, 1996

15 meetings

Fee : \$810

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

147. Women Artists from the Baroque to the Twentieth Century

Great women artists have existed during all periods of Western art. However, their stories have not often been told. In this course, we will examine paintings and sculpture of female artists working during the last four centuries. Through an in-depth study we will see that they have played a more active and influential role in the history of art than is usually recognised. We will also question the values of traditional art history and thereby try to explain why female artists have been overlooked for centuries. Our discussions will be guided by the reading of important feminist art historians. *Enrolment is limited to 30*

Tutor : Ms. Anna Havemann, B.A.(Hunter), M.A.(N.Y.)

Venue : Room 7, SPACE North Point Study Centre
Date : Saturdays, 4.45-6.15 p.m., commencing
October 5, 1996

10 meetings

Fee : \$630

Miscellaneous 其他

護膚及化粧初階 (Skin Care and Make-up I)

儀容是整體形象設計中重要的一環。本課程理論與實習並重，介紹個人美容方法。內容包括：(一)皮膚種類和護理法；(二)頭髮的問題和處理法；(三)日間和晚間化粧；(四)手部和眼部護理等。導師將會示範各個程序，並指導學員實習。導師將會為學員購買用品一套，每位學員須自付費用約120元。(限收二十四人)

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

地 點：香港銅鑼灣軒尼詩道505號電業城18樓當代美容學校

全期學費：八百元 (共十講)

148. 一九九六年九月十二日起每星期四下午六時三十分至八時三十分

149. 一九九六年九月十四日起每星期六下午二時三十分至四時三十分

護膚及化粧進階 (Skin Care and Make-up II)

本課程為初階的延續，討論及實習內容包括：(一)皮膚瑕疵的分類與治療法；(二)美容儀器的認識；(三)香氛學；(四)流行化粧法；(五)改善體型法等。
(限收二十四人)

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

地 點：香港銅鑼灣軒尼詩道505號電業城18樓當代美容學校

全期學費：八百元 (共八講)

150. 一九九六年十一月二十八日起每星期四下午六時三十分至八時三十分

151. 一九九六年十二月七日起每星期六下午二時三十分至四時三十分

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

學習社交舞既可自娛，亦可加強個人自信心。本課程學習範圍根據世界舞蹈總會認可之銅章課程而編排，教授喳喳、華爾滋、慢四、牛仔、倫巴、的士高等多種舞步。
(限收三十人)

主 講 人：林燕坤女士 President HKJS, Vice-Chairman
HKBDC, Branch President UKDDF,
Fellow & Examiner DEA, F.UTD, F.BDF,
F.HSDA, F.DUK, M.SDTA, M.BCBD,
M.BULDO

地 點：市區中心17室(信德中心西翼九樓)

時 間：一九九六年九月七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 (共十講)

153. 爵士舞初階 (Basic Jazz Dance)

本課程以流行音樂及輕快的舞步組合，培養學員的節奏感及訓練肢體的協調。內容包括基本舞步、爵士舞步和舞步組合。學員須穿著輕便運動裝及技巧鞋上課。
(限收三十人)

主 講 人：林燕坤女士 President HKJS, Vice-Chairman
HKBDC, Branch President UKDDF,
Fellow & Examiner DEA, F.UTD, F.BDF,
F.HSDA, F.DUK, M.SDTA, M.BCBD,
M.BULDO

地 點：市區中心17室(信德中心西翼九樓)

時 間：一九九六年十一月二十三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 (共十講)

BIOMEDICAL & HEALTH SCIENCES

Lecturer in charge: Sarah S.C. Hui
Tutor: T.Y. Chan

Telephone: 2975 5728
2975 5729

171. Certificate Course in Pharmacology and Pharmaceutical Management

The School of Professional & Continuing Education in conjunction with the Hong Kong Association of The Pharmaceutical Industry will offer the Certificate Course in Pharmacology and Pharmaceutical Management. This programme is particularly of interest to staff working in the pharmaceutical industry and related fields. Individuals who find this course beneficial may also apply. The course will start in October 1996 and the next intake will be in April/May 1997. For further details and for special enrolment forms, please contact Mr. Tommy Tsang, School of Professional and Continuing Education, University of Hong Kong. (Tel. 2975 5683).

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

本課程將提供每一位對人體結構機能活動有興趣的人仕，例如血壓的形成，心、肺的活動，食物中膽固醇對身體的重要，廢物在體內的積聚和排出等基本問題，做重點講解，讓你洞悉身體活動的奧秘而歎為觀止。除對有興趣人仕外，對從事人體活動的專業人仕如護理救生人員、教師、中草藥師、針灸師等提供為期半年的重點學習，以及對不同系統器官的實驗，更加深體會人體的活動生理情況。每星期授課兩次，每次兩小時。開課日期約在十月。下次招生日期約在一九九七年五月。查詢電話：【2975 5724】。

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

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

本課程內容包括系統及器官病理學，鑑別診斷，X光透視科學基礎理論和臨床化驗學基礎理論等，每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期約在一九九七年五月。查詢電話：【2975 5724】。

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

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

課程內容包括：(一)總論：講述中藥的起源、發展、產地、炮製及性能，應用等基本知識；(二)各論：講述解表藥、清熱、瀉下、祛濕、祛風、祛痰、消導、理

氣、理血、補益、收斂、安神、平肝熄風等13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。每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期為一九九七年五月。

學員須具有中學程度或同等學歷。凡對中醫藥基礎知識有興趣學習的人仕均可報讀。查詢電話：【2975 5724】。

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

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

課程內容包括：(一)方劑與治法、分類、組成、劑型及方劑的用法；(二)介紹解表、瀉下、和解、清熱、祛暑、溫裏、表裏雙解、補益、安神、開竅、固澀、理氣、理血、治風、治燥、祛濕、祛痰、消導化積等18類方劑的組成，用法功用，臨床運用，每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期為一九九七年五月。

學員須具有中學程度或同等學歷。凡對中醫藥基礎知識有興趣學習的人仕均可報讀。查詢電話：【2975 5724】。

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

本課程旨在使學員掌握中醫陰陽五行、氣血津液、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、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。每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期為一九九七年五月。

學員須具有中學程度或同等學歷。凡對中醫學的基礎理論有興趣的人仕均可報讀。查詢電話：【2975 5724】。

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

本課程的目的旨在為香港地區現正執業的中醫，或其他有志學習中醫學的人仕，提供一個有系統並較全面的中醫進修課程。曾修讀本學院前舉辦之「中醫學基礎證書課程」者，當優先取錄。

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

課程內容包括：中醫經典著作選讀；中醫基礎理論及最近研究概況；溫病體系和中醫治療急性熱病；中醫養生學和老年醫學及中醫臨床醫學（包括內科、外科、婦科、兒科、骨傷科、針灸科）及中醫診斷學等，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。下次招生日期約在一九九七年五月。

本院敦請本港及國內外中醫界知名人士及專家成立評審委員會，以對本課程發揮督導作用。並邀請多位本港及海內外知名及資深中醫專家教授講授課程。查詢電話：【2975 5724】。

178. 針灸學進修文憑課程 (Diploma Course in Acupuncture and Moxibustion)

本課程旨在為香港執業針灸師、或其他有中醫針灸基礎的人士，提供一個有系統並較全面的針灸進修課程。本課程內容以理論和實習並重，學員將被安排到國內主要中醫院接受短期臨床實習訓練，務使學員對針灸臨床應用有較深入的了解；並能掌握針灸學這門傳統醫學學科，有助提高其專業水平。

課程內容包括：針灸學發展簡史、經絡學、腧穴學、針灸法灸法學、針灸治療學、臨床常見疾病的針灸治療及臨床實習等，課程為期約十個月，每星期授課三次，每次兩小時，共約二百三十個學時（包括一星期在國內的臨床實習）。開課日期在十月。下次招生日期約在一九九七年六月。

本院敦請本港及國內外中醫界知名人士及專家成立學術評審委員會，以對本課程發揮督導作用。並邀請多位本港及海內外知名及資深中醫專家教授講授課程。查詢電話：【2975 5723】。

本學院明年初將開辦下列各項課程：

中醫婦科學證書課程

(Certificate Course in TCM Gynaecology)

中醫診斷學證書課程

(Certificate Course in TCM Diagnosis)

中醫內科學證書課程

(Certificate Course in TCM Internal Medicine)

開課日期約為一九九七年二月

歡迎曾修讀本學院所舉辦之各項中醫學課程的人士繼續進修或對中醫藥學有興趣的人士報讀。

詳情請查詢：29755723 / 29755724

179. Certificate Course in Acupuncture

Acupuncture is a major branch of Chinese Medicine which has been practised and developed in China for more than 3000 years. Nowadays, acupuncture has become increasingly accepted in modern medical practice. The purpose of this course is to provide Western trained medical practition-

ers with an opportunity to acquire knowledge of acupuncture. The course will start in October 1996 and the next intake will be in April/May 1997. For further details please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2975 5723)

180. Diploma Course in Clinical Acupuncture

This course is an intercalated continuation of the Certificate Course in Acupuncture. It enables participants to pursue in-depth studies on clinical aspects of Acupuncture practice. The course aims to develop competence in the practice of acupuncture as an adjunct therapeutic modality and is designed primarily for Western-trained medical practitioners. The programme of study includes a 2-week clinical attachment in TCM hospitals in China. The course will start in October 1996 and the next intake will be in May/June 1997. For further details please contact Miss Law, School of Professional and Continuing Education, University of Hong Kong. (Tel.: 2975 5723)

181. An Introduction to Traditional Chinese Medicine

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

Topics to be covered will include:

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

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

Enrolment is limited to 25

Tutor : Betty S.H. Lui, B.Sc., M.Sc.(London), F.I.B.M.S.,
Dip. Acupuncture & Chinese
Medicine, Doctorate in Oriental
Medicine (H.K.Int'l Acup.Soc.),
Clin.Ac.(Nanjing).

Venue : Room 102, SPACE Town Centre, 10/F

Date : Fridays, 6:15-7:45 p.m., commencing October 4, 1996

8 meetings

Fee : \$1,050

English supplemented with Cantonese when necessary.

182. 中醫藥防治癌症的概論 (Treatment and Prevention of Cancer using Traditional Chinese Medicine)

癌症是香港地區的常見病症。世界衛生組織(W.H.O.)提出對癌症應採用“多學科”治療。傳統中醫藥對癌症的治療已有二、三千年的歷史，是一門不可忽視以治療癌症的“學科”。本課程宗旨在於提供中醫藥防治癌症的基本概念，使中西醫護同好及普羅大眾對中醫藥防治癌症的各個領域有全面而正確的認識。

課程內容包括：(一)中醫藥防治癌症的淵源；(二)單味中草藥治療癌症；(三)中醫藥“辨證”治療癌症；(四)中醫藥“辨證”結合“辨病”治療癌症；(五)中醫藥配合“手術”治療癌症；(六)中醫藥配合“放療”治療癌症；(七)中醫藥配合“化療”治療癌症；(八)中醫食療防治癌症；(九)針灸、氣功防治癌症及(十)中醫養生學防治癌症。

主 講 人：黃雅各中醫師(上海中醫藥大學客座教授，美國加州執照針灸醫師公會會立中國醫學研究院學術顧問)

地 點：香港大學專業進修學院北角教學中心8室
時 間：一九九六年十月八日起每星期二下午六時十五分至七時四十五分
全期學費：一千元 (共十講)

183. 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。課程內容包括藥用植物的形態學(Morphology)、解剖學(Anatomy)、分類學(Taxonomy)，及拉丁文學名認識，香港地區藥用植物資源等。

本課程備有講義及參考資料，供學員參考。本課程適合執業中醫師、中藥從業員及對藥用植物有興趣的人仕修讀。

主 講 人：關培生先生
地 點：香港大學本部大樓7室
時 間：一九九六年十月三日起每星期四下午七時三十分至九時
全期學費：九百五十元 (共十二講)

184. 中藥藥性基礎理論簡介 (Short Course in Chinese Herbal Medicines)

研究中國傳統藥物，除對藥物的形態、構造、成分、產地、分類、收採及炮炙進行瞭解之外，還要進一步瞭解其藥性的基礎理論。不能掌握藥物的藥性理論，則無法理解藥物在臨床使用上體現中醫藥理論體系的特色。

中藥的藥性理論內容十分豐富，包涵極廣。本課程主要介紹下列十項基礎理論：(一)四氣(性)；(二)五味；(三)毒性；(四)劑量；(五)形質；(六)作用定位、定向；(七)禁忌；(八)配伍；(九)方劑及(十)與功能有關的基礎理論。

本課程適合執業的中醫師、中藥從業員及對中藥有興趣的人仕修讀。

主 講 人：關培生先生
地 點：香港大學邵逸夫樓206室
時 間：一九九六年十月七日起每星期一下午八時零五分至九時三十五分
全期學費：八百元 (共十講)

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

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

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

主 講 人：王紀慶醫生
地 點：香港大學屬樹雄科學館G4室
時 間：一九九六年十二月二日起每星期一下午八時至九時三十分
全期學費：四百五十元 (共十講)

186. 人體腸胃道消化與吸收的生理與疾病 (Physiology and Disorders of Human Digestive System)

飲與食是生活所必須的，通過胃腸的消化與吸收，才能供應生活中的能量，以適應不同的活動，但過量的飲食與身體活動量減少，會令吸收的食物以脂類的形態積聚在體內，而產生不良後果。都市裡繁忙的生活、工作與社交活動，往往飲無定時、定質與定量，加以煙與酒的刺激，胃腸道出現紊亂是可以理解的；胃腸道的生理功能是如何運行，食物經消化吸收後在體內的代謝與能量轉換，是本課程的主要內容，引起消化道病患的前因與後果做重點介紹。

本課程之內容由淺入深，特別對有關從事飲食衛生，療養護理等工作的基本知識有所提高，同時歡迎各階層有興趣的人仕參加。

主 講 人：王紀慶醫生
地 點：香港大學屬樹雄科學館G4室
時 間：一九九六年九月十六日起每星期一下午八時至九時三十分
全期學費：四百五十元 (共十講)

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

本課程旨為在職的醫務、衛生、護理人員或對醫學有興趣的人仕，介紹近十多年來醫學界的新事物。課程內容包括下列十個專題：（一）人工輔導生育；（二）愛滋病患者的輔導（三）高齡人仕的心理探索；（四）器官移植；（五）骨髓移植；（六）X光診斷的新發展；（七）性與疾病；（八）輸血面面觀；（九）產前胎兒的診斷；（十）深入瞭解青少年。

主 講 人：香港註冊醫生及護士

主持導師：李明真醫生

地 點：香港大學專業進修學院市區中心17室（信德中心9字樓）

時 間：一九九六年十月一日起每星期二下午六時十五分至七時四十五分

全期學費：五百元（共十講）

教授語言：粵語（輔以英語）

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

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

主 講 人：葉榮根醫生 M.B.,B.S.(H.K.), M.R.C.P.(U.K.),
F.H.K.C.P., F.H.K.A.M.(Medicine)

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：一九九七年一月十日起每星期五下午八時至九時三十分

全期學費：二百八十元（共四講）

189. 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 M.B.,B.S.(H.K.) Dip. Ophthalmology
(London, Ireland, Melbourne),
F.H.K.A.M. (Ophthalmology),
F.C.Ophth.

地 點：香港大學專業進修學院市區中心17室（信德中心西翼九樓）

時 間：一九九六年十二月十日起每星期二下午六時十五分至七時四十五分

全期學費：三百二十元（共五講）

190. 耳、鼻、喉疾病淺探 (Common Problems in Otorhinolaryngology)

本課程旨在提供常見耳、鼻、喉疾病知識予一般普羅大眾。內容包括鼻敏感、流鼻血、中耳炎、聲音沙啞、失聰、鼻咽癌及喉癌等常見耳、鼻、喉疾病。同時以大量視覺教材，剖釋疾病之成因及癥狀，從而帶出預防及治療方法；亦會介紹先進的醫療技術，如耳蝸移植等的應用。

主 講 人：黃樹輝醫生 M.B.,B.S.(H.K.), D.L.O.(England),
F.R.C.S.(Glasgow),
F.H.K.A.M.(Otorhinolaryngology)

地 點：市區中心102室（信德中心西翼十樓）

時 間：一九九六年十月廿五日起每星期五下午八時至九時三十分

全期學費：三百二十元（共五講）

191. 常見疾病知多少 (Common Medical Problems)

常見的疾病，如中風、心臟病、血壓高、糖尿病、腎病、肝炎、膽石、腸胃病及癌病等，你對它們的認識有多深？

本課程旨在把一般常見的疾病常識，用深入淺出的方式剖釋疾病的成因，和最新的治療及預防方法。

主 講 人：譚國權醫生 M.B.,B.S.(H.K.), Diplomate,
American Board of Internal Medicine
(Internal Medicine & Nephrology)

地 點：市區中心17室（信德中心西翼九樓）

時 間：一九九六年十月十八日起每星期五下午八時零五分至九時三十五分

全期學費：四百元（共八講）



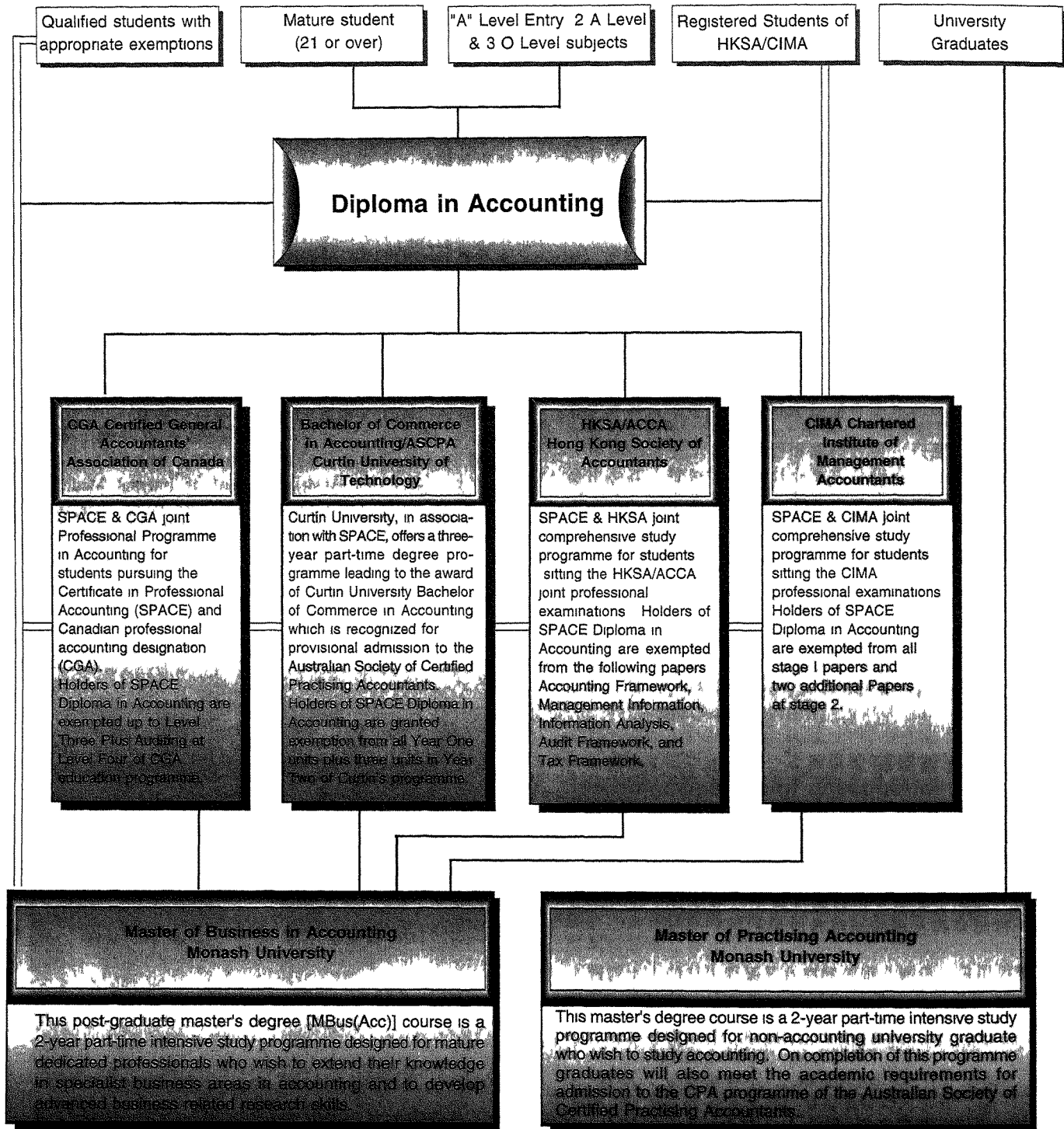
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EXTERNAL PROGRAMMES IN PROFESSIONAL ACCOUNTING



ACCOUNTING

Monash University Master of Business in Accounting (For Accountants)

Programme Description

This post-graduate master's degree course in accounting is a two-year intensive evening/weekend lecture programme of studies. The MBus(Acc) degree will provide an opportunity for qualified students to extend their knowledge and skills in specialist business areas in business and accounting, it will also aid their understanding of contemporary issues and problems with confront accountants and financial specialists. In addition, the programme has two streams either to equip graduates with advanced business related research skills, or obtain CPA professional status.

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 such as HKSA, CIMA, ACCA and CGA

Programme of Studies

Students are required to complete successfully the following 16 units

Year 1

(Research Stream)	(CPA Stream)
ACC4040 Advanced Investment	GDA6001 CPA Core I
ACC4050 Research Projects (2 Units)	GDA6002 CPA Core II
ACC4060 Research Methods (2 Units)	GDA6004 CPA Treasury
	GDA6005 CPA Management Accounting
	GDA6006 CPA Auditing

ACC4010 Advanced Financial Accounting
ACC4020 Advanced Management Accounting
ACC4030 Advanced Finance

Year 2

ACC7200 Issues in Competitive Advantage I
ACC7401 Issues in Competitive Advantage II
ACC7150 Financial Reporting Issues
ACC7100 Advanced Strategic Management Accounting

ACC7110 Advanced Information Systems
ACC7120 Advanced Auditing and Professional Practice
ACC7130 Financial Statement Analysis
ACC7140 International Finance

Programme Delivery

This programme will be conducted on an intensive part-time and modular basis. Students are expected 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.

Students will be provided with comprehensive course materials prepared by Monash University, lectures will be given by staff from Monash University and School of Professional and Continuing Education (SPACE), 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.

This programme is conducted in all campuses of Monash on the same delivery basis.

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 1996/97 academic year is \$1,450 Australian Dollars per unit which includes course materials, lectures/tutorials, assessment, examinations and Monash University registration (\$1,100 Australian Dollars per unit for each CPA module).

Application Procedure

All application forms must be completed and attached together with original and one set of photo copy of all relevant academic and/or professional qualifications, to the School of Professional and Continuing Education (SPACE), University of Hong Kong, SPACE Town Centre, The University of Hong Kong, Room 1405, 14/F, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong (Attn: Mr David H Lam, Director of Studies).

Monash University Master of Practising Accounting (For Non-Accountants)

Programme Description

This master's degree course in accounting is a two-year intensive evening/weekend lecture programme of studies. The MPA degree aims to develop and enhance students' knowledge and skills in accounting and related fields. The objectives of this intensive study programme are to offer graduates from non-accounting disciplines the opportunity to earn an accounting degree and to introduce and develop their knowledge of accounting and business-related disciplines in their employment. This degree also leads to a professional accounting qualification.

Entry Requirement

Prospective applicants must possess the following qualifications:

- an undergraduate degree from a recognized university, or
- equivalent qualifications and/or experience recognised by Monash University.

Programme of Studies

Students are required to complete successfully the following 16 units:

Year 1

Acc 6500	Introductory Accounting and Financial Information Systems I
Fin 6020	Business Law
Acc 6510	Quantitative Methods
Acc 6521	Introductory Accounting and Financial Information Systems II
Fin 6530	Economics
Fin 6541	Company and Commercial Law
Acc 6601	Financial Accounting I
Acc 6611	Managerial Accounting

Year 2

Acc 6621	Auditing
Acc 6631	Financial Accounting II
Acc 6641	Business Finance
Acc 6651	Taxation Law and Practice

4 elective courses in advanced accounting, advanced information system, advanced finance and other related topics from the M.Bus(Acc) Programme.

(Exemptions may be granted for equivalent qualification)

Programme Delivery

The MPA is an evening and weekend structured lecture programme conducted on a modular basis. Students will be required to complete eight units in Year 1 and the remaining eight units in Year 2.

There are three semesters of 4 months each per year. Semester one, two and three will commence in July, November and March respectively.

Each unit is completed within 13 weeks during which students undertake a variety of preparation including self-structured learning, two intensive teaching sessions of 12 hours each over 2 days conducted in Hong Kong and 16 hours of tutorials during the period of each term by Monash faculty members and local lecturers.

Assessment of student performance will be based mainly on examinations combined with continuous assessment and class presentation.

Award

The MPA degree will be awarded by Monash University upon successful completion of the 2-year academic programme.

Professional Recognition

The MPA program will enable graduates of the program who have completed degrees in disciplines other than accounting, to meet the academic requirements for admission as an associate member of the Australian Society of Certified Practising Accountants (ASCPA).

Course Fee

The course fee for the 1996/97 academic year is \$1,100 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 attached together with original and one set of photo copy of all relevant academic and/or professional qualifications to the School of Professional and Continuing Education (SPACE), University of Hong Kong, Room 1405(Attn: Mr. David H. Lam, Director of Studies). (full address on page iii).

Professional Programme in Accounting (CGA-Canada)

Introduction

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

Professional and Academic Recognition

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

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

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

Entry Requirement

An applicant must normally possess one of the following qualifications:

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

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

Syllabus

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

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

Level 4, 5 and 6 modules:

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

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

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

Exemptions

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

Teaching

There will be four sessions of 13 weeks each in an academic year. The first, second, third and fourth 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 Asia Pacific Region Office at Rm. 1601, Shun Tak Centre, West Tower, 200 Connaught Rd. Central, Hong Kong for an evaluation of exemptions prior to enrolment in this programme and submit the Confirmation of Exemption Status with the Enrolment Form. Students should allow at least two weeks for the evaluation process. A special application form for CGA evaluation is contained in the booklet 'CGA-Canada International Calendar' obtainable from SPACE.

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

The closing dates for application for enrolment are **August 9, 1996, November 8, 1996, February 7, 1997 and May 9, 1997 for Session 1, Session 2, Session 3 and Session 4** respectively. Students are encouraged to apply as early as possible as applications are accepted on a first-come-first-served basis for qualified applicants. Late enrolment may be accepted only if places are available.

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

SPACE Town Centre
The University of Hong Kong
Room 1405, 14/F
Shun Tak Centre, West Tower
200 Connaught Road Central
Hong Kong
Tel: 2858 4515

Fees

The fee for 1996/97 is **HK\$5,200** 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 HK\$500 will be provided.

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

Joint Accountancy Programme

Introduction

SPACE/HKU and HKSA jointly offer a comprehensive joint study programme to students who intend to sit the HKSA/ACCA Joint Professional Examinations in December, 1996.

Entry Requirement

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

Study Programme

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

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

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

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

Award of Certificate

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

Course Schedule

Lectures will take place once a week. Each lecture will be of three hours duration, either between 6:30 to 9:30 p.m. on weekday evenings or 2:30 to 5:30 p.m. and 6:30 to 9:30 p.m. on Saturday or 9:30 a.m. to 12:30 p.m. and 2:00 to 5:00 p.m. on Sunday.

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

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

Lectures are tentatively set to commence in the week of September 2, 1996. The timetable will be sent to enrolled students by Mid-August 1996.

* 2 classes will be offered

Course Fees

Foundation Stage	- HK\$1,350.00
Certificate Stage	- HK\$1,600.00 per subject
Professional Stage	- HK\$1,900.00

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 "The University of Hong Kong".

Application Procedure

Applications for enrolment will be accepted on a first-come-first-serve 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
Room 1405, 14/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 HK\$1.20 stamped self-addressed envelope marked "Joint Accountancy Programme".

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

Introduction

SPACE/HKU and CIMA jointly offer a comprehensive New Joint Management Accountancy programme to students who intend to sit for the CIMA examinations in November 1996 and May 1997.

Entry Requirement

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

Study Programme

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

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

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

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

Professional Recognition

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

Course Schedule

Lectures will take place during weekday evenings and/or weekends afternoons and will commence in July/August 1996 and January/February 1997 respectively.

The course offerings, subject to enrolment, are:

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

* Hong Kong law and taxation

Course Fees

The tuition fees are HK\$1,880 per subject in stage 2 and HK\$2,150 per subject in stage 3 and 4. All cheques must be made payable to "The University of Hong Kong".

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

Application Procedure

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

SPACE Town Centre The University of Hong Kong Room 1405, 14/F Shun Tak Centre, West Tower 200 Connaught Road Central Hong Kong (Mr. David H.Lam Tel: 2858 4515)	The Chartered Institute of Management Accountants (CIMA) Hong Kong Division Unit A, 13/F., Cindic Tower 128 Gloucester Road Wanchai, Hong Kong (Ms. Samantha Coxon Tel: 2511 2003)
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Curtin University Bachelor of Commerce Degree Programme in Accounting

Curtin University is located in Perth Western Australia and has a student population in excess of 19,000. The Curtin Business School is one of the largest business Schools in Australia. The University is funded by the Australian Federal Government and is a member of the Association of Commonwealth Universities.

Bachelor of Commerce (Accounting)

Curtin University offers, by part-time study, the Bachelor of Commerce with a major in Accounting. This degree program is offered in conjunction with the University of Hong Kong School of Professional and Continuing Education. The degree offered in Hong Kong is identical to the degree offered on the Curtin Campus in Western Australia.

This program is offered to allow holders of diplomas in Accounting and Business Studies from recognised tertiary institutions and holders of professional accounting qualifications, to undertake a degree program where exemptions are given for previous academic achievement and professional qualifications.

The Bachelor of Commerce (Accounting) is a three year full-time degree comprising 25 units. Students with appropriate educational and professional qualifications are exempt from the first full-time year of the degree program comprising 9 units; i.e. one year advanced standing.

The remaining two full-time years of the program, comprising 16 units, are offered in Hong Kong on a part-time basis of evening and weekend classes which may be completed in two and a half years of part-time study. Further exemptions are available to students who have completed further professional qualifications.

Professional Membership

Holders of the Curtin Bachelor of Commerce (Accounting):

- are eligible for Associate membership of the Australian Society of Certified Practising Accountants
- satisfy education requirements to enrol in the Institute of Chartered Accountants in Australia Professional Year Program.

Students requiring subjects to satisfy the membership requirements of the Australian Professional Bodies may enrol for individual units.

Course Structure

Applicants who hold an appropriate diploma in Accounting or Business Studies, or appropriate professional qualifications, are exempt from the first year full-time program and must complete the sixteen units listed below:

* Accounting (Communication)	142
Accounting (Financial Reporting)	211
* Accounting (Managerial)	222
Accounting (Information Systems)	252
Accounting (Theory)	311
Accounting (Corporate Issues)	212
Accounting (Financial Issues)	313
Accounting (International)	317
Accounting (Managerial Issues)	323
Accounting (Ethics)	342
Applied Reasoning	200
Auditing	331
Auditing (Internal)	333
* Finance (Managerial)	212
Law (Corporation)	224
Taxation	331

Applicants who hold Certificate Stage ACCA or the Diploma in Accounting from the School of Professional and Continuing Education, the University of Hong Kong are exempted from the units marked with an * above. These students complete 13 units.

Applicants who are members of the ACCA, CGA or CIMA are granted exemption from 2 full-time years of study and need to complete the 6 units listed below.

Accounting (Theory)	311	Accounting (Information Systems)	252
Auditing	331	Accounting (Corporate Issues)	212
Taxation	331	Law (Corporation)	224
and 2 of			
Accounting (Ethics)	342	Accounting (Financial Issues)	313
Auditing (Internal)	333	Accounting (International)	317
Accounting (Man Iss)	323	Applied Reasoning	200

Teaching Method and Assessment

Teaching for each unit consists of a combination of weekly lectures, seminars and tutorials conducted by the University of Hong Kong staff and held at evenings and weekends. In addition, 12 hours of tuition per unit is provided in Hong Kong by Curtin University staff.

Before commencement of each term all students will be provided with a study guide. For each unit there is a carefully structured study guide which contains the aims, structure, weekly study plan, the method of assessment, and a list of text and supplementary books/readings.

The assessment is a combination of assignments, mid-semester and final examinations. Students undertaking the Bachelor of Commerce (Accounting) in Hong Kong are assessed by the same method as Curtin students studying in Perth and all examinations are marked by Curtin staff.

Entrance Requirements

1. Applicants must be proficient in the English language.
2. Applicants must hold qualifications equivalent to an Australian Technical and Further Education (TAFE) diploma in accounting.

For example, the Diploma awarded by the Chartered Association of Certified Accountants (UK) and diplomas from the Institute of Chartered Secretaries and Administrators (UK), the Institute of Bankers, or accounting diplomas issued by recognised post-secondary institutions, the Diploma in Accounting from the School of Professional and Continuing Education - The University of Hong Kong, a Higher Diploma from the Hong Kong Baptist University, Lingnan College or Shue Yan College; or a Diploma or Higher Certificate from the Hong Kong Polytechnic University or the City Polytechnic University, would be eligible for consideration.

Fees

For 1997 the fee is AUD\$1000 per unit, including all tuition fees, student guild fee, unit guides and enrolment.

Application Procedure

Applications will be invited from prospective students in October 1996. Classes are expected to commence in February 1997. Please write in for an application form enclosing a HK\$2 stamped self-addressed envelope to Curtin Programme, SPACE, HKU Town Centre, Room 1405, 14/F (full address on page iii).

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 Financial Accounting and Operational Cost Accounting 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 1996/97.

Teaching:

The first term of the 1996/1997 academic year will commence in September 1996 and end in December 1996. The second term will commence in January 1997 and end in April 1997. The summer term will commence in May 1997 and end in August 1997. Classes will be held twice a week in the evenings (6.30-9.30p.m.) or Saturday afternoons (2.30-5.30p.m.).

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

- completes satisfactorily the required course assignments;
- passes the relevant examination; and
- 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, 1996 for the first term, December 15, 1996 for the second term and April 15, 1997 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. Special application forms can be obtained from SPACE centres (full address on page xxx).

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

Fees:

For 1996/1997 academic year, the fee for Year 1 modules is HK\$2,950 per module which includes:

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

The fee for Year 2* and Year 3# modules is HK\$3,900 per module which includes:

- Comprehensive distance learning, computer-integrated course materials;
- A set of text book (CGA study material);
- Lectures;
- Marking of course assignments;
- Examination; and
- 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 who enrol in any module using the CGA study materials are required to pay **HK\$1,470** (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\$2,950**, but the course material and text book will have to be purchased by the students.*

There is a **HK\$100** application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

MANAGEMENT

Diploma in Administrative Management and Advanced Diploma in Administrative Management

Applications are invited for enrolment in courses offered by the School of Professional and Continuing Education (SPACE), University of Hong Kong, commencing in January and July, 1996 to prepare students for the Institute of Administrative Management(IAM) examinations in June and December 1996 respectively for the Diploma in Administrative Management and Advanced Diploma in Administrative Management.

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

The Institute of Administrative Management, UK and Administrative Management

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

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

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

Professional Recognition

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

Study Programme

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

Structure of Programme

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

- Module 1: Office Administration
- Module 2: Systems Approach
- Module 3: People & Organisations
- Module 4: Office Planning and Control
- Module 5: Information Technology
- Module 6: Administrative Data and Information
- Module 7: Case Study I

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

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

Plus Two option modules:

- Facilities Management
- Financial and Quantitative Methods
- Office Automation

Entry Requirement

Diploma in Administrative Management:

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

Advanced Diploma in Administrative Management:

- 1) Diploma in Administrative Management; or
- 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\$1,800 per module for the Diploma Programme and HK\$2,550 per module for the Advanced Diploma Programme, which includes lectures and marking of assignments but does not include course materials.

Examinations and Diplomas

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

Application Procedure

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

MARKETING

**University of Strathclyde
Master of Science Degree
Programme in
International Marketing**

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

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

Programme Structure

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

I) Core Courses

- (a) International Marketing: Strategy & Management (4 modules) 16 credits
 - Strategic Marketing Management
 - International Marketing Environment
 - International Market Entry & Development
 - International Marketing Management
 - (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 (6 hours per module) consists of a combination of tutorials, lectures and seminars conducted by Hong Kong University staff on weekday evenings and/or weekends. In addition, the staff of University of Strathclyde will provide a 12-hour intensive seminar per module in Hong Kong.

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

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

Entry Requirements

Prospective applicants should normally possess the following qualifications:

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

A degree or other qualification possessed by an applicant must be considered by University of Strathclyde as equivalent to an honours degree of a British university. Applicants who only possess an undergraduate degree but who have not taken courses in marketing and business studies are also encouraged to apply. If admitted, they are required to take a foundation course named Principles and Practices of Marketing. This foundation course can be used as a substitute for one of the elective courses. In addition, recognition will be given to relevant professional qualifications and/or practical work experience. In appropriate cases, the University of Strathclyde will accept a Graduate Management Admissions Test(GMAT) Certificate as evidence of acceptable previous achievement, subject to a minimum score of 550.

Award of the MSc. Degree

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

Tuition Fees

For the 1996/97 academic year, the tuition fee covers the following:

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

The fee schedule is listed below:

	Normal Route
Option I: Single Payment	*GBP8,500
Option II: Double Payments	*GBP4,500 each

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

Application Procedure

Application forms can be obtained from:-

SPACE Town Centre	School of Continuing Education
The University of Hong Kong	Hong Kong Baptist University
Room 1405, 14/F	4/F., Kai Fong Welfare
Shun Tak Centre,	West Tower Association Bldg.
200 Connaught Road Central	136A Nathan Road
Hong Kong	Kowloon
Tel. No.: 2858 4515	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 "The University of Hong Kong").

Diploma Programme in Marketing

Introduction:

Commencing in September 1996, 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.

Professional Recognition

- 1) Holders of the HKIM Diploma in Marketing are currently exempt from "International Marketing" and "Marketing Communications" of the CIM examinations.
- 2) Holders of the HKIM Diploma in Marketing plus 3 years relevant experience are eligible for the Full Membership of HKIM.

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 Requirements:

Applicants should possess

- 1) a recognized degree in Business or related area plus no less than 3 years recognized marketing experience.
- 2) a Certificate in Marketing endorsed by SPACE/HKU, OR
- 3) a Certificate in Marketing endorsed by CIM, OR EQUIVALENT.

Course Fees:

For the 1996/97 academic year, the fee for each module is HK\$2,950 which includes:

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

There is a HK\$100 application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Award of the Diploma in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE/HKU. The closing dates for the application for enrolment are August 26, 1996 for the first term, December 15, 1996 for the second term and April 29, 1997 for the summer term but prospective students are encouraged to apply early as places

are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from SPACE Town Centres (full address on page iii).

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.

Professional Recognition:

- 1) Holders of the HKIM/HKU (SPACE) Certificate in Marketing are exempt from the CIM Certificate and Advanced Certificate programmes.
- 2) Holders of the HKIM/HKU (SPACE) Certificate in Marketing plus one year relevant experience are eligible for Associate Membership of HKIM.

Programme Structure:

The programme includes instruction and assessment in the following modules:

Fundamentals of Marketing
Economics
Business Law
Statistics
Practice of Marketing
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 1996/1997 academic year, the fee for each module is HK\$1,950 which includes:

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

There is a HK\$100 application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

Award of the Certificate in Marketing:

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

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

Application Procedure:

Complete and return the application form to SPACE. The closing dates for application are August 26, 1996 for the first term, December 15, 1996 for the second term and April 29, 1997 for the summer term, but prospective students are encouraged to apply early as places are limited. Admission will be on a first-come-first-served basis for qualified applicants. Application forms can be obtained from SPACE Centres (full addresses on page iii).

REAL ESTATE

Professional Diploma Programme in Real Estate Administration

Introduction

This Professional Diploma course is a three-year parttime programme offered by the School of Professional and Continuing Education (SPACE), University of Hong Kong, in conjunction with the Hong Kong Institute of Real Estate Administration (H.I.R.E.A.).

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

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

Professional Recognition

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

Aims of the Course

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

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

Course Structure

The course includes instruction and assessment in the following modules:

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

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

Exemptions

Exemptions will be granted on a module by module basis.

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

Minimum Entry Requirements

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

Application Procedure

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

Fees

For the 1996/97 academic year, the fee for each module is HK\$2,100 which includes:

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

There is an HK\$85 application fee payable to "The University of Hong Kong" to be submitted with the application for enrolment. The application fee is to cover the cost of processing and is non-refundable.

Scholarship

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

Certificate Programme in Real Estate Agency Practice

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:

- a) possession of at least two G.C.E. passes at advanced level and three passes at ordinary level, or equivalent.
- b) 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 1996/1997 academic year, the fee level is HK\$9,980 for the entire programme.

The programme fee will cover:

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

Application Procedure

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

- the completed application for admission to this Certificate Programme;
- photostatic copies of relevant academic documents;
- employment references, if required; and
- four crossed cheques for HK\$2,495 each, payable to "The University of Hong Kong" together with the relevant enrolment forms.

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

For further information about this programme call 2858 4515.

房地產估價（中國）證書課程

課程簡介：本課程由香港大學專業進修學院及華南建設學院共同開辦。

在一九九五年，華南建設學院是廣東省國家唯一的房地產估價師註冊考試前培訓輔導學院。此外，華南建設學院亦是廣州市地產估價人員協會資格考試及培訓委託單位。本次課程的教學主要由華南建設學院承擔。報名參加此課程的學員最少應具備高中學歷。

修畢本課程的學員除可獲得作為估價師的基本訓練外，還可為今後參加中國國家註冊房地產估價師考試打下基礎。本課程主要目的是要提高學員在中國房地產估價方面的知識及專業水準。

課程內容：本課程共分四單元：

- 房地產基本制度與政策
- 房地產投資經營與管理
- 房地產估價理論與實務（一）
- 房地產估價理論與實務（二）

修讀形式：課程以講授形式為主，教材全部採用"中國房地產估價師資格考試指定輔導教材"。華南建設學院將派講師來港講授。講授共80課時，共分十六天進行。

授課語言：中文。

上課地點：香港地點容後公佈。

開課日期及時間：一九九六年十一月

結業證書：凡修畢本課程出席率不少於75%，並取得考試合格，將獲香港大學專業進修學院頒發房地產估價（中國）證書，及同時由華南建設學院頒發結業證書。

費用：全期學費為\$9,800，請以劃線支票抬頭"香港大學"繳交費用。

China Trade and Investment

1549. 中國對外經濟貿易：政策、法律與實務 （與中山大學聯合舉辦的專業證書課程） Joint Certificate Course (with Zhongshan University) in China Trade and Investment

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

課程內容與教學方式（總課時共100小時，用粵語講授）：
（甲）在香港上課二十次（60小時），每次一題3小時。共八週，前四週每週上課三次（星期二、四、六），後四週每週上課二次（星期四、六）。課程內容分三部份二十題。第一部份概論：（1）中國的經

濟體制改革，建立社會主義市場經濟體制；(2) 對外開放與中國外經貿的發展；(3) 中國外經貿發展戰略。第二部份中國對外貿易：(4) <<對外貿易法>>與中國對外貿易的經營管理；(5) 中國的關稅與配額、許可證管理；(6)，(7) 中國商品出口貿易；(8)，(9) 中國商品進口貿易；(10) 中國對外技術貿易；(11) 中國對外服務貿易。第三部份中國利用外資與對外經濟合作：(12) 中國利用外資的指導思想與投資環境；(13) 中國對國際間接投資的利用；(14) 中國對國際直接投資的利用；(15) 中外合資經營企業；(16) 中外合作經營企業；(17) 外商獨資經營企業；(18) 中國的對外加工裝配；(19) 中國的補償貿易與國際租賃；(20) 中國利用外資的發展趨勢。

(乙) 赴廣州調查、洽談一週 (30小時)：

(1) 聽廣東省、廣州市對外經濟貿易部門官員和企業經理報告與座談五次。

(2) 到廣州市經濟技術開發區和保稅區、外商投資企業 (即『三資企業』)、對外加工裝配與補償貿易企業 (即『三來一補』企業) 以及外貿企業，參觀與洽談五次。

(丙) 研討、習題與考試 (10小時)。

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

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

地點：在香港大學及廣州 (詳情容後公佈)

時間：一九九六年十月七日起，星期二、四下午六時三十分至九時三十分、星期六下午二時三十分至五時三十分在香港上課。一九九六年十二月八日至十二月十四日赴州調查、洽談。

全期學費：六仟六百元 (往返廣州的交通費及在廣州的食宿費用，均由學員自費)

SHORT COURSES

Accountancy/HKSA

Course Nos. 1550 to 1554 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.

1550. 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.

Venue : HKU

Date : Saturdays, 2.00-3.30 p.m., commencing September 21, 1996

12 meetings

Fee : \$580

Medium of Instruction: Cantonese supplemented with English where appropriate.

1551. 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.

Venue : HKU

Date : Saturdays, 2.30-5.30 p.m., commencing September 21, 1996

16 meetings

Fee : \$1,650

Medium of Instruction: Cantonese supplemented with English where appropriate

1552. 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.

Venue : HKU

Date : Saturdays, 2.30-5.30 p.m., commencing September 21, 1996

12 meetings

Fee : \$1,050

Medium of Instruction: Cantonese supplemented with English where appropriate

1553. 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 : Mary Ying, F.C.C.A., A.H.K.S.A.

Venue : HKU

Date : Saturdays, 3.30-6.00 p.m., commencing September 21, 1996

14 meetings

Fee : \$1,050

Medium of Instruction: Cantonese supplemented with English where appropriate

1554. Intermediate Accounting

The course completes the coverage of the syllabus of Second Level Book-keeping and Accounts (formerly intermediate Book-keeping) of the LCC & I examination. In particular, it presents the principles and treatments for partnerships and limited companies, bills of exchange, consignment accounts, manufacturing accounts, branch accounts, control accounts, incomplete records and single entry, the valuation of stock, depreciation, accounting for non-profit-making organizations and goodwill, treatment for provisions and reserves, calculation and interpretation of accounting

ratios. This course is especially suitable for those who sit for the relevant LCC & I examination. Appropriate textbooks will be recommended to reduce the need for note-taking to a minimum. Applicants should have a basic knowledge of elementary book-keeping.

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

Venue : HKU

Date : Saturdays, 2.30-5.00 p.m., commencing September 21, 1996

16 meetings

Fee : \$1,150

Medium of Instruction: Cantonese supplemented with English where appropriate

1555. 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., A.C.C.A., A.H.K.S.A.

Venue : HKU

Date : Saturdays, 2.30-5.30 p.m., commencing September 21, 1996

15 meetings

Fee : \$1,050

Medium of Instruction: Cantonese supplemented with English where appropriate

1556. Basic Auditing

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

Venue : Room 12, SPACE Town Centre, 9/F
Date : Wednesdays, 6.00-7.30 p.m., commencing
September 18, 1996

10 meetings Fee : \$530

Medium of Instruction: Cantonese supplemented with
English where appropriate

Business Studies

1557. 小型企業策劃和管理 (Small Business Management)

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

主 講 人：區啓昌先生 B.A. (York)
地 點：香港大學
時 間：一九九六年九月十八日起每星期三下午七時十五分至九時十五分
全期學費：七百七十元 (共十二講，限收四十人)

1558. 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：市區中心 11 室 (信德中心西翼九樓)
時 間：一九九六年九月十八日起每星期三下午六時十五分至七時四十五分
全期學費：七百三十元 (共十五講)

由於專門術語為本，學員須具有英語知識。

1559. 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.

Venue : HKU
Date : Fridays, 7.15-9.45 p.m., commencing September 20, 1996

9 meetings Fee : \$700

Medium of Instruction: Cantonese supplemented with
English where appropriate

1560. Introduction to Import/Export Practice

This course aims at introducing the various aspects of import/export practice for those working in import/export firms and bank's bills department.

Upon completion of this course, participants should be able to understand the basic concepts and identify the documentation in import/export trade.

Topics include: international trade theories, INCOTERMS, CIF calculation, documentary credits, special types of credit and packing loan, bills of lading and shipping documents, negotiable documents and bills of exchange, insurance, trust receipt and shipping guarantee, Uniform Customs and Practice for Documentary Credits publication No. 500 and Collection Rules No. 322, criteria for granting of bank facilities for trade financing, foreign exchange, Hong Kong Export Credit Insurance Corporation, Hong Kong Trade Development Council.

Tutor : Michael K. N. Wong, B.B.A.(C.U.H.K.)

Venue : HKU
Date : Saturdays, 2.30-5.30 p.m., commencing September 21, 1996

8 meetings Fee : \$830

Medium of Instruction: Cantonese supplemented with
English where appropriate

IN-HOUSE TRAINING COURSES

Institutes, companies, societies and government departments who are interested in arranging in-house training courses in Accountancy studies or related topics for their employees/members should contact Miss Clara Lok at 2858-4515.

COMPUTER SCIENCE

Lecturers in charge: F.T. Chan
Bruce Cheung

Telephone: 2975 5618
2975 5645 / 2975 5647

I. ACADEMIC AWARD/ PROFESSIONAL TRAINING PROGRAMMES

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

Lecturers-in-charge :Dr. Bruce Cheung
Mr. F.T. Chan

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

- be at least 17 years old; and
- satisfy the London University's general entrance requirements; and
- satisfy the B.Sc. (CIS) course requirements.

General Entrance Requirements:

- passes in 3 'A' Level subjects + 1 'O' Level subject, or
- 2 'A' Level subjects + 2 'AS' Level subjects, or
- 2 'A' Level subjects + 3 'O' Level subjects.

Qualifications which satisfy General Entrance Requirements:

- Higher Certificate or Higher Diploma of the City University of Hong Kong or Hong Kong Polytechnic University;
- Diploma awarded by one of the following institutions: City University of Hong Kong, Hong Kong Baptist University, Hong Kong Polytechnic University, Lingnan College, or Shue Yan College;
- Diploma of the Hong Kong Vocational Training Council (3 units in acceptable subjects are passed at merit level);
- Diploma in Business Studies of Hang Seng School of Commerce (3 approved subjects: 2 at least at B and 1 at C).

B.Sc. (CIS) Course Requirements :

- 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),
- Proficiency in English Language

Qualifications acceptable for entry to the B.Sc. (CIS) :

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

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

Course Structure and Content

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

Level 1: 4 compulsory full-units

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

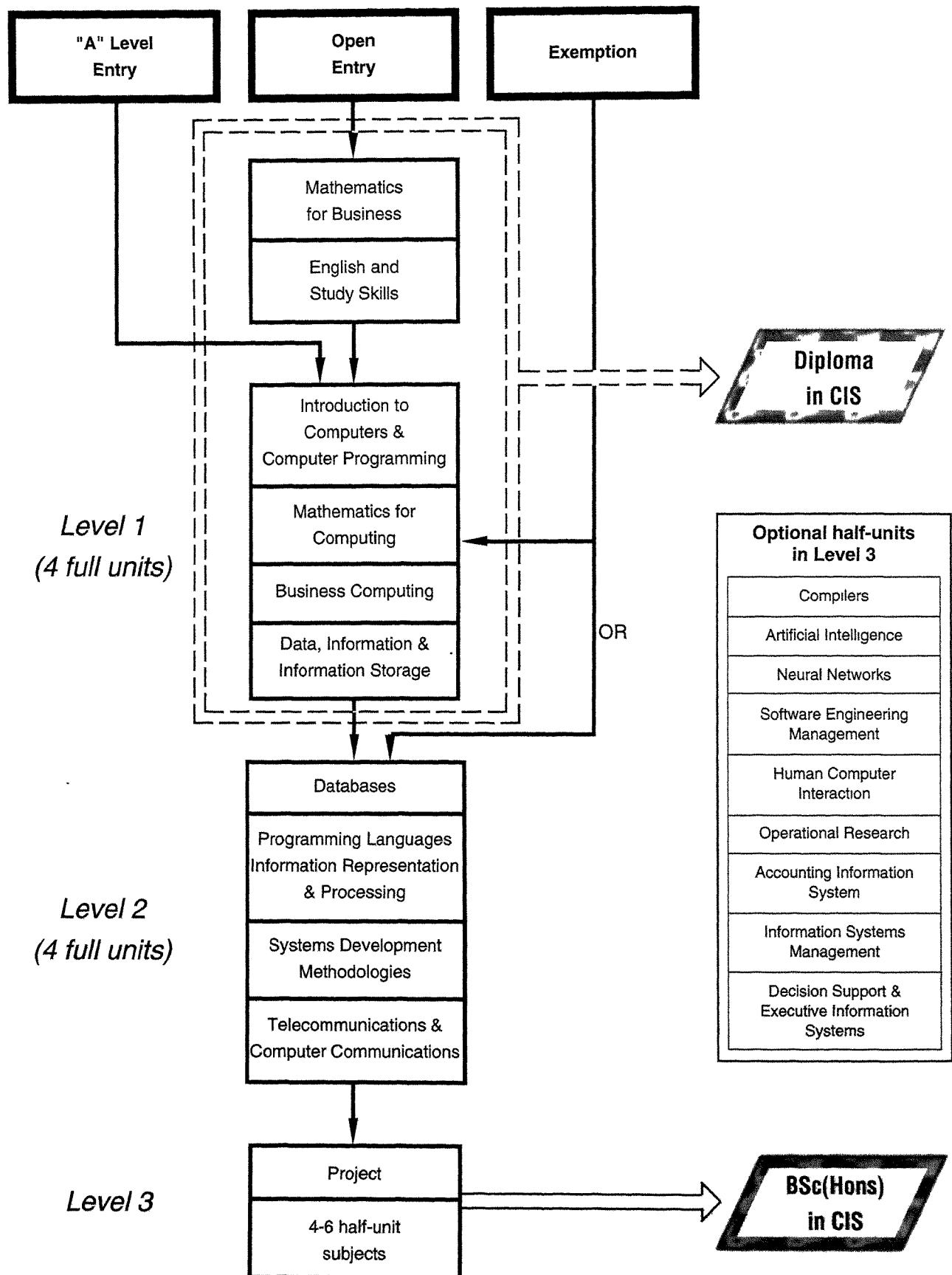
Level 2: 4 compulsory full-units

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

Level 3: 4 - 6 half-units plus project

- Compilers (1/2 unit)
- Artificial intelligence (1/2 unit)
- Neural networks (1/2 unit)
- Software engineering management (1/2 unit)
- Human computer interaction (1/2 unit)
- Mathematical techniques of operational research (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)

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



Examination

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

Course Tuition

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

Library Access

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

Courses offered in Year 1996/7

236. Introduction to Computers and Computer Programming (CIS 101)

Use of the computer; introduction to computers; algorithms and programming languages; elements of Pascal; advanced data types; program design by stepwise refinements, procedures and functions. Binary representations, data storage; hardware; computer operation and architecture; operating systems. Algorithms. File storage. Theory of computation. History of computing.

Lecture meetings : Tuesdays, 7.00 - 10.00 p.m. starting from September 17, 1996 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

237. Mathematics for Computing (CIS 102)

Number systems; sets and subsets; set algebra; symbolic logic and logic gates; sequences; summations; elementary counting principles; finite probability; relations and functions; matrix algebra; systems of linear equations and Gauss-Jordan reduction; introduction to the theory of graphs and digraphs; introduction to data analysis.

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting from September 20, 1996 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

238. Principles of Business Computing and the Nature of Business Systems (CIS 103)

The business environment and the nature of everyday business applications. An introduction to COBOL and a modern fourth generation language, FOCUS; an introduction to structured systems analysis and design; an introduction to organisational design.

Programming methodology and use of Jackson Structured Programming techniques, to include: creating data structures and process structures; adding conditions and operations; resolving structure clashes; producing schematic logic; backtracking; program inversion and producing code.

Lecture meetings: Tuesdays, 7.00 - 10.00 p.m. starting from January 7, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

239. Data, Information and Information Storage (CIS 104)

Introduction to information systems concepts; information security and control; data modelling; relational algebra; codes; data representation; knowledge representation and manipulation; data capture, data input and form design.

Lecture meetings: Fridays, 7.00 - 10.00 p.m. starting from January 10, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

240. Databases (CIS 205)

Files and databases; requirements of database systems; database integrity; database retrieval; hashing, indexing; B-trees, B+ trees.

History of database development: from single files and programs to integrated systems. Logical database analysis and design: entity/relationship analysis; the relational model; functional dependency, normalisation and normal forms; null values. Maintenance of security, integrity and consistency in the database. User views. Queries and query languages: relational algebra and relational calculus; user-friendly front ends for data manipulation and querying; query optimisation. Distributed databases. Alternatives to the relational model. Current and future developments: knowledge bases; co-operative databases; natural language front ends; storage and presentation of graphic and aural data.

Lecture meetings: Mondays, 7.00 - 10.00 p.m. starting from January 6, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

241. Programming Languages, Information Representation and Processing (CIS 206)

Advanced Pascal physical data types and programming techniques. Abstract data types; lists, trees and graphs. Algorithms: searching and sorting; breadth-first and depth-first searches; complexity analysis and complexity classes; intractability and NP-completeness.

Implementation methods: iteration and recursion; divide-and-conquer methods; backtracking; minimaxing. Time and space constraints on programs and methods for dealing with them.

A consideration of four different programming languages: Pascal, C, PROLOG, and Standard ML will be given. Their paradigms, areas of application, and development will be discussed, together with their differences and individual characteristics.

Lecture meetings: Wednesdays, 7.00 - 10.00 p.m. starting from January 8, 1997 (15 meetings)
Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays
Revision sessions: about 12 hours as scheduled

242. Systems Development Methodologies (CIS 207)

Overview of systems development methodologies; structured systems analysis; functional modelling; data analysis; behaviour and event modelling; Computer Assisted Software Engineering (CASE); prototyping and evolutionary development; object-oriented analysis and design.

Lecture meetings: Mondays, 7.00 - 10.00 p.m. starting from September 16, 1996 (15 meetings)
Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays
Revision sessions: about 12 hours as scheduled

243. Telecommunications and Computer Communications (CIS 208)

The basic building blocks in Computer Communications; public telecommunications services; network security; network topologies; Local Area Networks (LAN); Wide Area Networks (WAN) and Value Added Networks (VAN); wireless data transmission. Metropolitan Area Networks (MAN) and Fibre Distributed Data Interface (FDDI); Open Systems Interconnection (OSI); distributed systems; using data communications for competitive advantage; network design and management.

Lecture meetings: Wednesdays, 7.00 - 10.00 p.m. starting from September 18, 1996 (15 meetings)
Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays
Revision sessions: about 12 hours as scheduled

244. Compilers (CIS 309)

The integral parts of a compiler, language definition and the generation of a compiler. The lexical analyzer: regular expression, transition diagrams, deterministic and non-deterministic finite automata. Maintenance of symbol tables. The syntax analyzer: grammars, ambiguity, methods of parsing; bottom-up, top-down. Shift-reduce parsers, prec-

edence parsers, LR parsers. Intermediate code generation and code "optimization". Machine code generation and allocation of run time storage.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)
Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays
Revision sessions: about 6 hours as scheduled

245. Artificial Intelligence (CIS 310)

Knowledge representation, propositional and predicate calculus; problem solving: state-space search; breadth-first and depth-first search; planning; non-monotonic reasoning; natural language; expert systems; philosophy of AI; Prolog. Examples of practical applications to industry of artificial intelligence techniques.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)
Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays
Revision sessions: about 6 hours as scheduled

246. Neural Networks (CIS 311)

A neural network is given as an alternative form of computing machine to an electronic digital computer, of radically different architecture. Its characteristics and ability to learn are described along with some of its problems and shortcomings. The half unit includes the following topics: Fundamental concepts derived from the biological neuron. Characteristics of a single neuron, the perception and the construction of neural networks. Implementation of neural networks by hardware and software. Properties of neural networks. Learning in neural networks. Applications of neural networks.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)
Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays
Revision sessions: about 6 hours as scheduled

247. Software Engineering Management (CIS 314)

This half unit aims to develop understanding and skills in identifying the factors influencing software engineering costs and in applying analysis techniques to software engineering decisions. It includes the following topics: Product and process attributes, metrics and measurements. Estimation methods; effort estimation, schedule estimation. effort/staffing/schedule tradeoffs, maintenance effort estimation. Cost models (Putnam, Jensen, COCOMO). Non-parametric methods of estimation. Software sizing

project risk engineering. Software process modelling, process maturity framework systems safety. Software quality issues.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions: about 6 hours as scheduled

248. Human Computer Interaction (CIS 315)

This half unit introduces the interdisciplinary area of Human Computer Interaction (HCI). It covers the underlying principles of psychology, computer science and ergonomics that influence theory and practice of HCI design and usage. It includes the following topics: models of human information processing, organizational structures and sociotechnic approaches to information system design; design principles for dialogue management, issues of systems useability; hypertext, natural language processing, virtual reality and multi media applications.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions: about 6 hours as scheduled

249. Mathematical Techniques of Operational Research (CIS 316)

Modelling with linear programming; geometrical solution to problems with two decision variables; the simplex method including the two phase method of solution of problems with mixed constraints. Duality. Theory of zero sum, two person matrix games. Introduction to network algorithms including minimum connector problem; shortest and longest path algorithms and critical path analysis.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions: about 6 hours as scheduled

250. Accounting Information Systems (CIS 317)

This half unit describes the accounting process and the nature of Accounting Information Systems (AIS). It addresses the following subject areas: the measurement of business reality; the role of AIS in planning and control; product costing, project costing and performance measurement. It covers computer support for all of these areas and also provides an overall conceptual framework for AIS.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions: about 6 hours as scheduled

251. Information Systems Management (CIS 318)

An introduction to the various facets of Information System Management to help students understand the importance of non-technical issues. The importance of close integration between business and IS planning will be stressed. The following topics are included: information security and safety critical systems; data protection legislation; Computer Misuse Act and other relevant legislation. Ethical and professional issues. Strategic planning of IS; evaluation of IS investments.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions: about 6 hours as scheduled

252. Decision Support and Executive Information Systems (CIS 319)

This half unit aims to study the nature of business decision making in the context of the support that can now be provided by information technology. The following topics are included: the nature of decision making, the use of information by the executive decision maker, the concept of decision support, models of Decision Support Systems; review of classes of software: text-orientated (WP, Outlining, Hypertext etc.), data-orientated (spreadsheets, data managers, financial management, quantitative analysis), graphics-orientated (desk-top publishing, business graphics, presentation managers), other products (eg. Expert System Shells, Executive Information Systems (EIS), etc.); study of one product and/or case study from each of the above classes; aims and purposes of EIS, design framework and methodology, case studies of actual systems.

Lecture meetings: three hours per week as schedule on weekday evenings, Saturdays, or Sundays (8 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions: about 6 hours as scheduled

253. Project (CIS 320)

Each student is required to undertake an individual project under the supervision of a member of staff of an Recognised institution. Project work should occupy the student for about one day a week over a five monthperiod.

Project topics will be suggested by the local supervisor and agreed with the University. Projects where possible should

involve the development of solution to real world problems and therefore may be done in conjunction with an industrial or commercial organisation. In this way projects can be related closely to local needs.

Teaching Venue

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

Fee

Course fee to SPACE HK\$ 6,600 for one unit subject
 HK\$ 3,600 for half unit subject
 HK\$ 9,400 for Project

Application fee to £36 (on or before 31.8.96)
the University of London £37 (on or after 1.9.96)

Registration fee to £359 (on or before 31.8.96)
the University of London £369 (on or after 1.9.96)

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 admission to 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, 1996.

Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. Such applications require a long processing time, and those applicants are strongly advised to submit their applications as early as possible.

Exemptions

1. Students who have appropriate qualifications may apply for exemption and may be credited with a pass in up to four full units at Levels 1 and 2. Students are advised that the University will consider such qualifications individually, in the light of the syllabus, the level of examination performance and the equivalence of the course to the Level 1 or 2 units from which exemption is sought.
2. A fee is payable for all applications for exemptions, except for those where exemption is granted automatically (See paragraph 3 below). This fee is currently £50 for each full unit for which exemption is requested. The exemption application fee is not refundable, even if the exemption is not granted. Exemption applications will

take a long processing time, and those applicants are strongly advised to submit their applications as soon as possible.

3. Students who have the qualifications listed below will be given automatic exemption from the units indicated:
 - (a) British Computer Society part I : all level 1 units (CIS101 - 4).
 - (b) NCC International Higher Diploma : CIS 103, also CIS 101 provided the student can prove competence in PASCAL.
 - (c) Institute of Data Processing Management : Higher Diploma - CIS 102 and CIS 103.
 - (d) Informatics Computer School : Advanced Diploma in Computer Studies - CIS 103 and CIS 104.
 - (e) Hong Kong Polytechnic University : Higher Diploma in Information Systems - all level 1 units (CIS101-4); Higher Diploma in Systems Analysis - CIS 101, 103, 104; Higher Diploma in Software Engineering - CIS 101, 103, 104.
 - (f) City University of Hong Kong : Higher Diploma in Computer Studies - all Level 1 courses (CIS101 - 104) with effect from 1st September, 1996.
4. The University of London gives notice that it reserves the right to review the exemption policy in respect of the BSc degree in Computing and Information Systems each year.

Application forms and further details can be obtained from:

- | | |
|---|--|
| (1) SPACE Town Centre,
Suite 1005, 10/F.,
Shun Tak Centre, West Tower,
200 Connaught Road Central,
Hong Kong. | (2) University Office,
3/F.,
T.T. Tsui Building,
Pokfulam Road,
Hong Kong. |
| (Tel: 2559 7628) | (Tel: 2975 5648/2975 5651) |

University of London Diploma in Computing and Information Systems for External Students

Lecturers-in-charge :Dr. Bruce Cheung
 Mr. F.T. Chan

Introduction

The Diploma in Computing and Information Systems, which is being introduced in 1996, has been developed both as a qualification in its own right and as an entry route into the B.Sc. Computing & Information Systems for students without traditional 'A' level qualifications. The Diploma may also appeal to students who do meet the entrance requirements for the degree but who wish to study for an interim award.

Students who successfully complete the Diploma will be granted exemption from the University's general entrance requirements and the course requirements for the B.Sc. in Computing & Information Systems for External students. They will also be credited with the four Level 1 units of the B.Sc. Computing & Information Systems.

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

Entrance Requirements

To be eligible for admission, applicants should

- a) be aged 18 or over on 1 September of the year they register with the University for the Diploma, and
- b) have passed a minimum of four subjects at Grade C or above at GCSE/GCE O level or an equivalent examination acceptable to the University. The subjects must include Mathematics and also English Language unless, within the last five years, the student has passed, at the required standard, a test of proficiency in English that is recognised by the University of London.

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

Course Structure and Content

With the addition of unit "CIS001 Mathematics for business" and the "English and Study skills" elements, the Diploma comprises the same units as Level 1 of the B.Sc. degree. The standard of examination for the Diploma is the same as that required for the degree, except for CIS001 which is a foundation level subject.

The Diploma is studied over a minimum period of two years and a maximum period of five years registration.

To qualify for the award of the Diploma students are required to pass the Diploma examination which comprises the following five units :-

1. CIS001 Mathematics for business
2. CIS101 Introduction to computers and computer programming
3. CIS102 Mathematics for computing
4. CIS103 Principles of business Computing and the nature of business systems
5. CIS104 Data, information and information storage

PLUS

All students are required to follow first year courses in "English and Study skills".

Note: Although "English and Study skills" are not examined by the University, evidence of satisfactory completion of these courses must be presented before a student may take any examination for the Diploma.

Examination

Examinations will be held once a year commencing in early-May. Students may attempt examinations in a minimum of 2 full course-units and up to a maximum of 4 full course-units. The maximum number of attempts permitted at any full or half course-unit examination is three. "English and Study skills" are not examined by University of London.

Course Tuition

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

Library Access

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

Courses offered in Year 1996/7

254. English and Study Skills

The work should concentrate, at the higher levels, on technical and IT usage, to include:

- accuracy and conciseness in technical English
- structure, format, etc. for technical reports and theses
- comparing and contrasting other aspects of short reports (such as for assignments) and long dissertations (such as for projects).

Lecture meetings: Mondays, 7:00 p.m. - 10:00 p.m., starting from September 16, 1996. (15 meetings)

255. Mathematics for Business (CIS 001)

Linear and quadratic equations and graphs. Functions and their applications in business and economics. Systems of linear equations: their graphical and algebraic solutions; supply and demand analysis. Matrix algebra: solving a system of linear equations using matrix methods. Linear programming using graphs. Differential calculus; use of derivative for optimising economic functions. Exponential and logarithmic functions. Integral calculus and economic applications.

Lecture meetings: Wednesdays, 7:00 p.m. - 10:00 p.m., starting from September 18, 1996. (14 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

256. Introduction to Computers and Computer Programming (CIS 101)

Use of the computer; introduction to computers; algorithms and programming languages; elements of Pascal; advanced data types; program design by stepwise refinements, procedures and functions. Binary representations, data storage; hardware; computer operation and architecture; operating systems. Algorithms. File storage. Theory of computation. History of computing.

Lecture meetings: Mondays, 7.00 - 10.00 p.m. starting from January 6, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

257. Mathematics for Computing (CIS 102)

Number systems; sets and subsets; set algebra; symbolic logic and logic gates; sequences; summations; elementary counting principles; finite probability; relations and functions; matrix algebra; systems of linear equations and Gauss-Jordan reduction; introduction to the theory of graphs and digraphs; introduction to data analysis.

Lecture meetings: Wednesdays, 7.00 - 10.00 p.m. starting from January 8, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

* Principles of Business Computing and the Nature of Business Systems (CIS 103)

The business environment and the nature of everyday business applications. An introduction to COBOL and a modern fourth generation language, FOCUS; an introduction to structured systems analysis and design; an introduction to organisational design.

Programming methodology and use of Jackson Structured Programming techniques, to include: creating data structures and process structures; adding conditions and operations; resolving structure clashes; producing schematic logic; backtracking; program inversion and producing code.

Lecture meetings: September, 1997. (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

* Data, Information and Information Storage (CIS 104)

Introduction to information systems concepts; information security and control; data modelling; relational algebra; codes; data representation; knowledge representation and manipulation; data capture, data input and form design.

Lecture meetings: September, 1997 (15 meetings)

Workshop/tutorial: two hours per week as scheduled on weekday evenings, Saturdays, or Sundays

Revision sessions: about 12 hours as scheduled

Teaching Venue

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

Fee

Course fee to SPACE	HK\$ 5,000 for CIS 001 and "English and Study Skills"
	HK\$ 6,600 for each unit of CIS Level 1
Application fee to the University of London	£36 (on or before 31.8.96) £37 (on or after 1.9.96)
Registration fee to the University of London	£359 (on or before 31.8.96) £369 (on or after 1.9.96)

Enrolment

Students who register for the Diploma 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 admission to 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 Diploma who wish to take SPACE courses starting in September are strongly advised to apply for admission before September, although the official deadline for application submission is 17 September, 1996.

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.

Application forms and further details will be available from:

- | | |
|---|--|
| (1) SPACE Town Centre,
Suite 1005, 10/F.,
Shun Tak Centre, West Tower,
200 Connaught Road Central,
Hong Kong.

(Tel: 2559 7628) | (2) University Office,
3/F.,
T.T. Tsui Building,
Pokfulam Road,
Hong Kong.

(Tel: 2975 5648/2975 5651) |
|---|--|

Postgraduate Certificate Course in Computing Studies

Part I: Tuition in Hong Kong,
**School of Professional & Continuing
Education, University of Hong Kong.**

March, 1997 - November, 1997

Part II: Tuition in Australia,**Department of Computer Science, Melbourne University (January/February, 1997)**

Students passing the two papers in Part I will study for 4 weeks at the University of Melbourne in Australia. This will be a period of intensive practical activity and will provide students with an opportunity to obtain experience with advanced computer systems.

Course Directors:

Mr. Danny Tang, Manager, Computer Information Centre, University of Science & Technology
 Assoc. Prof. P.G. Thorne Head, Department of Computer Science, School of Information Technology and Electrical Engineering, The University of Melbourne

Introduction:

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

The course syllabus is partly derived from that of the Graduate Diploma in Computing Studies at the University of Melbourne in Australia. This postgraduate Diploma (a 1-year full-time or 2-year part-time programme) has been offered for more than a decade and is widely respected throughout the world as one providing an excellent foundation for computer professionals. Many of its graduates now occupy senior positions in the computer industry.

Academic Standing

Holders of the Postgraduate Certificate in Computing Studies from the School of Professional & Continuing Education, University of Hong Kong will be deemed by the University of Melbourne to have completed the first year of the 2-year part-time Graduate Diploma programme.

Travel and Accommodation:

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

Entry qualifications: Applicants should be either:

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

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

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

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

Syllabus:

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

Practical work is an integral part of this course and students will be expected to carry out a number of software projects mainly using the C programming language.

Award of the Postgraduate Certificate in Computing Studies:

Student will be awarded a Certificate provided that:

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

Further Studies:

1. A student enrolled on the Postgraduate Certificate of Computing Studies at the School of Professional & Continuing Education, University of Hong Kong may apply (with evidence of satisfactory progress in the Postgraduate Certificate Course) for enrolment in the Graduate Diploma in Computing Studies in the University of Melbourne and, after payment of the appropriate fee (currently AUS\$6,300) to the University of Melbourne, complete the Graduate Diploma in the period March - June (inclusive) at the University of Melbourne.
2. Holders of the Postgraduate Certificate in Computing Studies may enrol in the second year of the 2-year part-time Graduate Diploma programme at the University of Melbourne after paying the appropriate fee.

Application (around December, 1996)

Details of course arrangement will be announced later. Persons interested in this course should send a \$1.2 stamped self-addressed envelop to Miss Alice Wong, SPACE, University of Hong Kong (address on page iii).

Cambridge Information Technology Certificate

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

Cambridge Information Technology (CIT)

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

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

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

Information for Employers

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

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

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

How to Apply

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

- (i) complete the "Application for CIT Certificate" form obtainable from the School,
- (ii) return the form to the School, preferably before the course ends, or in any case, within two months of the completion of the course,
- (iii) submit the application fee (to be advised in the application form) and a \$1.2 stamp-addressed envelope together with your application.

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

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

Available Modules

A) 001 Computer Literacy

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

- Practical Computer Application Course for Teachers - Windows Applications (Courses 266, 267 on page 58)
- The Principles and Applications of Microcomputers
- Business and Personal Application of Microcomputers (Symphony)
- Certificate Course in Business Computing Using Micro-computer (Courses 260, 261 on page 56)

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:

- Microsoft Word for Windows 95 (Courses 281, 282 on page 60)
- Introduction to WordPerfect - Window Version (Courses 279 on page 60)
- WordPerfect in Depth - Window Version (Course 280 on page 60)
- Certificate Course in Business Computing using Micro-computer (Courses 260, 261 on page 56)

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:

- Introduction to EXCEL (Course 290 on page 62)
- LOTUS 1-2-3 (Course 289 on page 62)
- Certificate Course in Business Computing using Microcomputer (Courses 260, 261 on page 56)

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:

- Introduction to dBASE III+
- Introduction to dBASE IV (Course 293 on page 63)
- Introduction to Microsoft Access 95 (Courses 286, 287 on page 61)
- Database Management using FoxPro 2.6 for Windows (Course 291 on page 62)
- Certificate Course in Business Computing using Micro-computer (Courses 260, 261 on page 56)

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

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

- (ii) completion of course work or other assessment to the satisfaction of the Tutor.

E) 105 Programming

SPACE courses to be designated as CIT module in Programming:

- Microcomputer Programming for Beginners
- Introduction to C
- Advanced Programming Using C (Course 300 on page 65)
- Programming in dBASE (Course 295 on page 63)
- Database Programming using FoxPro 2.6 for Windows (Course 292 on page 62)
- PC Assembly Language and Systems Programming

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

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

F) 117 Chinese Word Processing

SPACE course to be designated as CIT module in Chinese Word Processing:

- Certificate Course in Chinese Computing (Courses 258, 259 on page 55-56)

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.

II. SPACE CERTIFICATE COURSES

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

本課程主要講述倉頡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）如何使用磁碟操作系統（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、繁簡轉換等）（七）介紹其他輸入法，如簡易及詞庫輸入法等）；（八）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

258. (限收二十二人)

講授課程：一九九六年九月十六日起逢星期一下午七時至九時，香港干諾道中200號信德中心西翼(9)字樓13室

實習課程：一九九六年九月十九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。(十課講授及十二課實習，另加十二小時試前實習時間)

259. (限收十八人)

講授課程：一九九六年九月十六日起逢星期一下午七時至九時，香港干諾道中200號信德中心西翼9字樓13室

實習課程：一九九六年九月二十日起逢星期五下午六時至九時三十分，香港皇后大道中283號聯威商業中心3字樓A室(十課講授及十二課實習，另加十二小時試前實習時間)

全期學費：四千三百元(包括上課時所用之磁碟及講義)

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

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

(本課程與香港生產力促進局合辦)

Certificate Course in Business Computing using Microcomputer

With the rapid advancement of microcomputers in terms of processing power and user-friendly software, nowadays routine business operations are flooded with microcomputer applications. No matter which business area and which job position you are in, you cannot escape from encountering various sorts of microcomputer applications - from business correspondence to financial reports, from business presentations to global information access. So, a personnel in the business sector should take the chance of mastering microcomputer applications. The knowledge and skills discuss in this course will enhance your career success.

This course is designed to meet the need of equipping business personnel with an appropriate and adequate exposure to the popular and advanced microcomputer applications. Areas of interest and the software to be covered in the course include:-

Operating system	- Window & Chinese Window
Word processing	- WinWord

Spreadsheet	- Excel
Presentation	- Power Point
Database	- FoxPro
Window programming	- Visual Basic
Network	- Internet resource browsers

Prior computer knowledge is an advantage but not a pre-requisite. The course comprises lectures and workshops and participants can benefit from both fundamental knowledge and practical exercises. (one machine per attendant). *Enrolment is limited to 30*

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

Venue : HKU

(Workshop) Room 134, Old Library Building, HKU

260. Wednesdays, 7.00-9.00 p.m., commencing September 18, 1996

(Workshop) Mondays, 6.00-8.00 p.m., September 30, 1996

261. Wednesdays, 7.00-9.00 p.m., commencing September 18, 1996

(Workshop) Mondays, 8.00-10.00 p.m., September 30, 1996

25 meetings & 26 workshops

Fee : \$5,500

Applicants should have completed secondary education or above.

Medium of Instructions : Cantonese, supplemented with English terminologies

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

Certificate Course in Advanced Microcomputer Applications

The objective of this course is to widen and deepen participants' knowledge in microcomputer applications. The course covers a wide range of topics which includes the most popular software packages and state-of-the-art technology. It is intended for assisting the participants to master the advanced techniques and features of microcomputers. Ample practical sessions will be provided in order to strengthen the skills and knowledge of the participants. In addition to interested hobbyist, this course is also beneficial to both middle management and technical supervision personnels in all offices equipped with microcomputers. The effectiveness of their office will be greatly enhanced through effective application of their acquired knowledge in the course.

Syllabus:

Powerful Office Automation Software: introduction to office productivity software such as Microsoft Office 4.0 or WinSec or Lotus Notes. Facsimile software - Winfax, Scheduler; Voice Mail and E-Mail; Image Document Management System IDMS. etc.

Popular Windows Graphical applications: Software such as WinWord, Excel, Access, Presentation tools, DeskTop Publishing using Corel Draw etc.

Networking technologies: Wide Area Network (Internet), Local Area Network (Netware 4.0) and World Wide Web.

Chinese Computing: use Chinese Windows, Chinese word processing softwares e.g. Chinese Word, Chinese Word-Perfect, pen-computing input technology, notepen etc.

Client/Server computing technology: fundamental concepts, applied business area and advantages.

Multimedia computing applications: basic components of MPC; use of CD-ROM, Sound and Video Card etc; Multimedia demonstrations; applied areas such as DeskTop Video Teleconference.

Object-Oriented Analysis, Object-Oriented Design, Object-Oriented Programming and Object-Oriented Database.

Other Latest development in Microcomputer: 64 Bits CPUs; High performance bus architecture; PCMCIA card and Expert Systems. *Enrolment is limited to 25*

Tutors : S.Y. Leung, B.Sc., M.Phil., M.B.A.(H.K.), C.Eng., M.B.C.S., M.H.K.I.E.
S.W. Lam, B.Sc.(C.P.H.K.), M.A.C.M., M.I.E.E.E., M.H.K.C.S.

Venue : HKU

(Workshop) Room 134, Old Library Building, HKU
262. Tuesdays, 6.30-9.00 p.m., commencing September 24, 1996

(Workshop) Thursdays, 6.00-8.00 p.m., October 3, 1996

263. Tuesdays, 6.30-9.00 p.m., commencing September 24, 1996

(Workshop) Thursdays, 8.00-10.00 p.m., October 3, 1996

24 meetings & 27 workshops Fee : \$5,500

Medium of Instruction: Cantonese, supplemented with English terminologies

Minimum Entry Qualifications: Applicants should have at least completed secondary education and attended some basic courses on microcomputers.

Examination: An examination will be conducted at the end of the course. The award of a School certificate is conditional on the student passing the examination; completing

the assignments satisfactorily and attending at least 75% of the lectures and computer workshops.

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

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fees will only be collected from those successful applicants after the selection processes. Enrolment for each course is limited to 25 students. Closing date for applications: September 9, 1996.

Certificate Course in Advanced Digital Computer Programming

This course aims to teach the essentials of windows application development, data structures, file structures, and advanced programming techniques. This is one of the five subjects making up the Diploma in Information Technology. Preference will be given to applicants who are programmers or potential programmers. Those who are able to enclose supporting documents to this effect are advised to do so.

Syllabus: Windows application development: graphical user interface (GUI) concepts, GUI application development, object-oriented programming concepts, client-server application development. Data structures and advanced programming techniques: linked lists, stacks, queues, trees, graphs, searching and sorting algorithms, Pascal programming, C programming, File structures: sequential, indexed, and direct.

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 : HKU

(Workshop) Room 808, K.K. Leung Building, HKU
264. Fridays, 6.30-9.00 p.m., commencing September 13, 1996

(Workshop) Wednesdays, 6.00-8.00 p.m., September 25, 1996

265. Fridays, 6.30-9.00 p.m., commencing September 13, 1996

(Workshop) Wednesdays, 8.00-10.00 p.m., September 25, 1996

28 meetings & 22 workshops Fee : \$6,500

Entry Qualifications:

Applicants should have programming experience. Preference will be given to those who completed successfully a Certificate Course in Digital Computer Programming offered by the School of Professional and Continuing Education, University of Hong Kong, or equivalent.

Assessment:

the Certificate in Advanced Digital Computer Programming will be awarded to a student who has fulfilled the following requirements:

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

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process. Closing date for application: August 31, 1996.

III. INTRODUCTORY COURSES

教師實用電腦綜合課程視窗應用 (Practical Computer Application Course for Teachers-Windows Applications) (CIT001)

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：Jane Lau, B.Sc(Hons)(PolyU), Grad.Dip.(Melb.) C.K.To

地 點：科基有限公司，(Tech Foundation Ltd.)，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)

266. 一九九六年十月四日起逢星期五下午七時至九時三十分

267. 一九九六年十月二十四日起逢星期四下午七時至九時三十分

全期學費：二千九百五十元正 (共十二講)

教師可獲教育署退還半費。詳參第ix頁。

Introduction to Personal Computer and DOS

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

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

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre

268. (Workshop) Wednesdays, 6.30-9.30 p.m.,
September 18, 1996

269. (Workshop) Tuesdays, 6.30-9.30 p.m., October 8,
1996

Venue : (Workshop) Room 4, TST District Kai Fong Welfare Association

270. (Workshop) Tuesdays, 6.30 - 9.30 p.m., November
19, 1996

271. (Workshop) Fridays, 6.30-9.30 p.m., January 10,
1997

2 workshops Fee : \$630

Medium of Instruction: Cantonese supplemented with English for Courses 269-71
English for Course 268

Each student will be assigned to use one microcomputer.

Remarks : a) Courses 268 and 269 are limited to 20.
b) Courses 270 and 271 are limited to 15.

Powerful DOS Commands and Techniques

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

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

Enrolment is limited to 15

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

Venue : (Workshop) Room 4, TST District Kai Fong Welfare Association

272. (Workshop) Wednesdays, 7.00-10.00 p.m.,
October 30, 1996

273. (Workshop) Mondays, 7.00-10.00 p.m., November
25, 1996

4 workshops Fee : \$1,350

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 272
Cantonese, supplemented with
English terminologies for
Course 273

Introduction to Microsoft Windows 95

Windows environment is a popular Graphical User Interface for many software applications. More and more people will switch to Windows 95 environment. As a result, there is a serious growing interest in understanding the basic concepts, features and benefits of Windows 95. This introductory course provides a guide to participants in the basic structure of windows and the skills needed to master Windows 95.

Topics include: Windows fundamentals; Mouse techniques; Taskbar, program shortcuts, and right-click menus are much easier and faster to use; Windows Accessories; Integrating objects between different Windows applications; Installing printer and other peripherals using Plug and Play; and expert tips show you how to use Windows 95 in the most efficient way.

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

274. (Workshop) Room 2, SPACE North Point Study Centre
(Workshop) Mondays, 6.30-9.30 p.m., September 16, 1996

275. (Workshop) Room 708, T.T. Tsui Building, HKU
(Workshop) Fridays, 6.30-9.30 p.m., October 18, 1996

3 workshops Fee : \$950

Medium of Instruction: English for Course 274
Cantonese supplemented with
English terminologies for
Course 275

Remarks: a) Course 274 is limited to 20
Course 275 is limited to 40

Introduction to UNIX

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

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

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

Enrolment is limited to 20

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

Venue : HKU

(Workshop) Room 136, Old Library Building, HKU
276. Mondays, 7.00-9.00 p.m., commencing November 4, 1996

(Workshop) Thursdays, 6.00-8.00 p.m., November 14, 1996

277. Mondays, 7.00-9.00 p.m., commencing November 4, 1996

(Workshop) Thursdays, 8.00-10.00 p.m., November 14, 1996

6 meetings & 6 workshops

Fee : \$2,100

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

278. Understanding and Repairing your PC

This course is suitable for 486 & Pentium PC users who already have basic operational knowledge and wish to expand into hardware architecture & standardization. It aims to help participants to develop PC hardware trouble-shooting upgrading techniques.

Topics include: Introduction to PC hardware components architecture such as CPU & motherboard, harddisk, graphics display card, printer, sound card, CDROM, and other multimedia devices. Maintaining the Windows 3.1 & 95 OS. Basic hardware trouble-shooting and upgrading techniques and Virus cleaning. *Enrolment is limited to 36*

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

Venue : HKU

Date : Fridays, 7.00-9.30 p.m., commencing October 4, 1996

9 meetings

Fee : \$950

Medium of Instruction: Cantonese, supplemented with
English terminologies

IV. APPLICATION SOFTWARE

279. 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 : (Workshop) Room 2, SPACE North Point Study Centre

Date : (Workshop) Fridays, 7.00-10.00 p.m., September 20, 1996

6 workshops Fee : \$1,700

Each student will be assigned to one microcomputer.

280. 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, HKU

Venue : (Workshop) Room 2, SPACE North Point Study Centre

Date : (Workshop) Fridays, 7.00-10.00 p.m., January 31, 1997

6 workshops Fee : \$1,700

Microsoft Word for Windows 95 (CIT 101)

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

Microsoft Word. It is intended to help you use Word efficiently.

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

Enrolment is limited to 20

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre

281. (Workshop) Mondays, 6.30-9.30 p.m., October 7, 1996

282. (Workshop) Wednesdays, 6.30-9.30 p.m., November 13, 1996

5 workshops Fee : \$1,500

Pre-requisite: Participants are expected to have basic concepts and experience in Windows operations.

Medium of Instruction: English for Course 282.

Cantonese supplemented with English terminologies for Course 281.

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

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

本課程特別適合需要經常編印高質素中文稿件之行業。各學員均以每人一機上課。（限收二十四人）

入學資格：須有基本電腦操作認識。

主講人：Taky Cheung, B.A.(FHSU)

地點：弘智電腦學會，灣仔譚臣道114號廣亞大廈四樓

時間：一九九六年十月二十五日起逢星期五下午六時至八時（共六講）

全期學費：一千一百五十元正

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

MSWord中文版，是微軟公司在windows視窗環境中發展出來的中文文書處理器，其嶄新的功能是同類軟件之冠。本課程為學員介紹Word中文版的文字輸入，編輯及繪圖

功能，務使學員有足夠能力有效地使用Word中文版，課程將以實習為主。學員須對視窗Windows之運用有基本認識，但無須懂得中文輸入法。 (限收二十人)

主 講 人：吳志森先生
地 點：香港大學專業進修學院北角教學中心2室
時 間：一九九六年九月二十一日起逢星期六下午二時至五時 (共五講)
全期學費：一仟五百五十元正

285. Windows Applications Development using Visual Basic

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

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

Syllabus: Overview of Visual Basic, program development environment, introduction to dynamic link libraries (DLLs) & application programmer's interface (API), Windows environment, object-oriented programming, Windows API functions. OLE automation. *Enrolment is limited to 25*

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

Venue : (Workshop) Room 134, Old Library Building, HKU (Workshop) Wednesdays, 6.30-9.30 p.m., October 2, 1996

7 workshops Fee : \$1,650

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.

Introduction to Microsoft Access 95 (CIT 103)

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

different layouts of data with just a simple click of button.

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

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

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre

286. (Workshop) Wednesdays, 6.30-9.30 p.m., October 2, 1996

287. (Workshop) Tuesdays, 6.30-9.30 p.m., January 7, 1997

5 workshops Fee : \$1,500

Medium of Instruction: English for Course 287.
Cantonese supplemented with English terminologies for Course 286

Pre-requisite: Participants are expected to have basic concepts and experience in Windows operations.

288. 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

Date : (Workshop) Mondays, 6.30-9.30 p.m., November 25, 1996

3 workshops Fee : \$950

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

289. LOTUS 1-2-3 (CIT 102)

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

Topics include: Electronic spreadsheet concepts, spreadsheet creating, spreadsheet navigating, data entry, data editing, entering formula, worksheet commands, functions, printing techniques, graph commands, printgraph program and macros, linking worksheet files, database manipulation, managing macros and spreadsheet publishing. *Enrolment is limited to 20*

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

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

Date : (Workshop) Mondays, 6.30-9.00 p.m., January 6, 1997

8 workshops Fee : \$1,550

Each student will be assigned to one microcomputer.

290. Introduction to Excel (CIT 102)

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

Excel is an electronic spreadsheet package on the Windows environment. Excel version 5.0 develops new organizational features with emphasis on direct and fast manipulation which eases human effort for complicated presentation work. The intuitive Windows graphical environment also makes daily operations simple to be performed.

Syllabus: Introduction and Basic Skills, Navigating, Formulas, Functions, Relative and absolute cell address, manipulating multiple Workbooks and Worksheets, Format design, chart presentation, Data Sorting and Forms. *Enrolment is limited to 40*

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

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Mondays, 6.30-9.30 p.m., November 18, 1996

7 workshops Fee : \$2,100

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

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

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

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

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre

Date : (Workshop) Fridays, 6.30-9.30 p.m., November 15, 1996

6 workshops Fee : \$1,550

Participants are not required to have prior computer knowledge.

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

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

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

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

Syllabus: Project Manager, Screen Builder, Menu Builder, Report Writer and RQBE, Application generation with FoxApp, Documentation generation with FoxDoc. *Enrolment is limited to 20*

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre

Date : (Workshop) Thursdays, 6.30-9.30 p.m., October 31, 1996

8 workshops

Fee : \$2,100

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.

293. Introduction to dBASE IV (CIT 103)

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

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

Enrolment is limited to 15

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

Venue : (Workshop) Room 4, TST District Kai Fong Welfare Association

Date : (Workshop) Fridays, 6.30-9.30 p.m., October 4, 1996

7 workshops

Fee : \$1,700

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.

294. Advanced dBASE IV

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

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

Enrolment is limited to 15

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

Venue : (Workshop) Room 4, TST District Kai Fong Welfare Association

Date : (Workshop) Thursdays, 6.30-9.30 p.m., November 21, 1996

5 workshops

Fee : \$1,350

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

Each student will be assigned to use one microcomputer.

295. 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 18

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

Venue : (Workshop) Room 808, K.K. Leung Building, HKU
Date : (Workshop) Mondays, 6.30-9.30 p.m., October 7, 1996

10 workshops

Fee : \$2,200

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

Each student will be assigned to one microcomputer.

296. Business Graphical Presentation

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

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

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

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre

Date : (Workshop) Thursdays, 6.30-9.30 p.m., October 3, 1996

3 workshops Fee : \$1,000

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 20*

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

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

297. (Workshop) Fridays, 6.30-9.30 p.m., January 3, 1997

298. (Workshop) Wednesdays and Thursdays, 9.30 a.m.-5.00 p.m., December 4 & 5, 1996

Fee : \$2,200

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

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

Entry Requirement : Applicants should have basic Windows 3.1 knowledge.

Remarks : Course 297 has 4 workshops.
Course 298 has 2 workshops.

299. Introduction to ACCPAC Computer Accounting

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

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

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

This course will be conducted in CA (Computer Associates) Authorized Training Centre and in a networked and hands-on environment. Each student will be assigned to use on microcomputer. *Enrolment is limited to 24*

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

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

Date : (Workshop) Fridays, 8.10-10.10 p.m., October 25, 1996

6 workshops Fee : \$1,150

Medium of Instruction: Cantonese supplemented with English terminologies

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

V. PROGRAMMING LANGUAGES

300. Advanced Programming Using C (CIT 105)

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

Syllabus: Introduction and a quick overview of C; an introduction to the C development environment on PC; the ANSI standard; simple I/O; basic data types, operators and expressions; control constructs; functions and program structures; advanced data types; advanced I/O, operating system interfaces; applied data structures and algorithms; programming style and techniques; structured programming issues; efficiency considerations; and real life applications and examples. *Enrolment is limited to 20*

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

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

Date : Thursdays, 7.00-9.30 p.m., commencing November 7, 1996
(Workshop) Mondays, 6.00-10.00 p.m., November 18, 1996

8 meetings & 6 workshops Fee : \$2,600

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

Introduction to C++. Please refer to Course 333.

VI. COMPUTER NETWORKING/ DATA COMMUNICATION

301. Elements of Computer Networking

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

Syllabus: Introduction to network technology and architecture; ISO/OSI 7-layer model, theoretical basis for data communications; data link control; network topology; switched and broadcast communication networks; network routing;

local area networks (LAN) including Ethernet, Token ring and Token bus; internetworking devices; bridge, router and gateway; inter-LAN connections; PC LAN connectivities to mini/mainframes; computer communication architectures and protocols; the OSI model; the DoD TCP/IP model; network access protocols: X.25, PAD, X.21, ISDN and LLC; principles of internetworking; reliable end-to-end transport protocols; session protocol; presentation and application protocols; network management; practical considerations; applications and examples.

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

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

Venue : HKU

Date : Fridays, 6.30-9.00 p.m., commencing November 1, 1996

10 meetings Fee : \$1,150

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

Introduction to Local Area Networks with Microcomputers

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

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

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

Enrolment is limited to 40

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

Venue : HKU

(Workshop) Room 708, T.T. Tsui Building, HKU

Date : Thursdays, 6.30-9.00 p.m., commencing September 12, 1996

302. (Workshop) Wednesdays, 6.15-8.00 p.m.,
September 25, 1996

303. (Workshop) Wednesdays, 8.00-9.45 p.m.,
September 25, 1996

8 meetings & 5 workshops Fee : \$1,900

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

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

304. 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 40*

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

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Wednesdays, 6.30-9.00 p.m.,
November 6, 1996

8 workshops Fee : \$2,150

Medium of Instruction: Cantonese, supplemented with English terminologies

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

305. Data Communication with PC

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

Syllabus:

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

Enrolment is limited to 20

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

Venue : Room 2, SPACE North Point Study Centre
Date : Saturdays, 2.00-5.00 p.m., commencing January 25,
1997

3 meetings Fee : \$420

VII. INTERNET AND WORLD WIDE WEB (WWW)

Business on Internet

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

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

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

Enrolment is limited to 40

Tutor : Nick H.Y. Chi, B.Sc.(Hons), M.Sc.

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

306. (Workshop) Tuesdays, 7.00 - 9.00 p.m., September
24, 1996

307. (Workshop) Wednesdays, 7.00 - 9.00 p.m., January 22, 1997

6 workshops

Fee : \$800

Workshop on Basics of Business Using Internet

Doing business in the 21st Century, you can't stay with the conventional way of communications. The Internet represents the single biggest connection of mainframe computers around the world. Over 32 million people are connected to each other in more than 80 countries and over 1 million new customers are joining the Internet every month. Isn't it time you put your company onto the Internet?

Topics include: Installation and configuration of Internet access software such as Trumpet winsock, Eudora E-mail reader, Telnet, FTP, Gopher, News reader and World Wide Web browser; Gathering information relevant to your business via Internet; Establishing advertisement and contacting customers and suppliers via the Internet; Accessing public FTP servers for obtaining freeware and shareware; Remote networking and enable file sharing through Internet; Maintenance of your value-added electronic mailbox; Locating information on newsgroup and subscribing to mailing list and Introduction to WWW homepages.

Enrolment is limited to 10

Tutor : Malcolm Y.C. Tam, B.Eng. Elec.(HKU), HKISP (Spider Net) Founder

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

308. (Workshop) Monday, 9.30 a.m.-1.30 p.m. & 2.30-4.30 p.m., September 23, 1996

309. (Workshop) Friday, 9.30 a.m.-1.30 p.m. & 2.30-4.30 p.m., October 4, 1996

1 workshop

Fee : \$850

Entry Requirement: This course provides comprehensive hands-on experience with Internet applications and services. Participants should have knowledge of operating at Windows environment.

310. Internet Web Page Design and Setup Workshop

The World Wide Web (WWW) likes a big hypermedia book of the Internet. You can flip through the book, follow its references (in the form of link points to different pages), and even write notes in the margins (with features such as filling-out forms). You would get lost in such a huge book if you navigate through by the theory of muckin. In this universal database, you can find tons of information like international news, stock quotes, virtual tourism, products

update, home shopping, movie preview and many more to come. Indeed behind all the information of of the huge book, there is a lot of publishers, each making their own masterpieces into the World Wide Web by using HyperText Markup Language (HTML).

Topics include: Introduction to World Wide Web, understanding World Wide Web browsers and their accessories, smart web surfing techniques; Introduction to HTML, how to write and publish you homepage on Internet, Enhanced webpage publishing by invoking image and sound effects and Creating Chinese homepage & advanced HTML features such as form filling, table and background texture.

Enrolment is limited to 10

Tutor : Malcolm Y.C. Tam, B.Eng. Elec.(HKU), HKISP (Spider Net) Founder

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

Date : (Workshop) Monday, 9.30 a.m.-1.30 p.m. & 2.30-4.30 p.m., September 30, 1996

1 workshop

Fee : \$850

Entry Requirements: This course provides comprehensive hands-on experience with Internet applications and services. Participants should have knowledge of using Internet.

311. Interactive Age of Internet

Internet nowadays is definitely a hot-pick issue throughout the world. Email, Newsgroup, FTP and WWW are those terms you should be familiar, otherwise you are lag behind very much from the timeline of this technology-advanced real world. Being an Internet citizen of the virtual community, do you know the real power of the Net? The prototype of interactive tools over the Internet are emerging rapidly. Over Internet, having a video conference with your business partner on contract negotiation, buying a 3000 square feet house at California with detail Virtual Reality(VR) walk-through, and playing interactive flight simulation game with your friend in Africa are no longer a tale of wonderland, just around the corner.

Topics include: Gathering interactive multimedia resource from Internet, installation and setup guide of Internet software; Listen to world wide radio/TV station programmes in real-time by using Real-Audio player; Internet telephone conversation in point-to-point and point-to-multipoint mode; Collaborative video conferencing by using CUSeeMe and VDOPhone; Without nation boundary and racial difference, make friend in the cyber world through an interactive 3D virtual community in Alpha World and Palace; A preview in the future life-style through Internet, the power of VRML (Virtual Reality Markup Language) is amazing and incredible and the core engine of interactive webpage - HotJava, Javascript and Active X.

Enrolment is limited to 10

Tutor : Malcolm Y.C. Tam, B.Eng. Elec(HKU), HKISP
(Spider Net) Founder

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

Date : (Workshop) Thursday, 9.30 a.m.-1.30 p.m. & 2.30-
4.30 p.m., October 3, 1996

1 workshop Fee : \$850

Entry Requirements: This course provides comprehensive hands-on experience with Internet applications and services. Participants should have knowledge of using Internet.

Internet Workshop

This course is designed for persons who are new to Internet. From the course, they should learn the basic knowledge of Internet, how to get connected, and the operations of the common Internet tools such as email, WWW, newsgroup and FTP.

Course Outline:

Introduction: History & Terminology of Internet; Internet Applications & how to get connect with Internet.

Understanding Internet Tools with Hands On: Electronic Mail - how email work, News Group, World Wide Web (WWW), accessing WWW, how hypertext work, using of bookmarks and WWW search engines. File Transfer Protocol (FTP), using FTP to transfer files and Internet Search Engine. *Enrolment is limited to 40*

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

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

312. (Workshop) Saturdays, 9.00a.m.-1.00p.m.,
November 2, 1996

313. (Workshop) Fridays, 7.00-9.00 p.m., November 15,
1996

Fee : \$600

Entry Requirements: Basic windows operation experience is required.

Remarks: Course 312 has 1 workshop
Course 313 has 2 workshops

Internet for Business Executives

This course is designed for Management, Sales & Marketing Executives who are new to Internet. First part of the course introduces the basic knowledge of Internet, how to get connected, and the operations of the common Internet tools such as email, WWW and FTP. The second part discusses process of implementing Marketing Plan on the Internet

and the way to measure the marketing effectiveness.

Course Outline:

Introduction: History & Terminology of Internet, Internet Applications & How to get connect with Internet.

Understanding Internet Tools with Hands On: Electronic Mail - how email work, News Group, World Wide Web (WWW) - accessing WWW, how hypertext work, using of bookmarks & WWW search engines. File Transfer Protocol (FTP) - using FTP to transfer files. Doing Business on the Internet: Business opportunities on the Internet, Understanding how home page works, Set up an Internet site and the Advantages & Disadvantages of Internet Marketing. Cases Studies & Business Web sites browsing.

Enrolment is limited to 40

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

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

314. (Workshop) Wednesdays, 9.30 a.m.-12.30 p.m. &
2.00-5.00 p.m., November 20, 1996

315. (Workshop) Fridays, 6.30-9.30 p.m., December 6,
1996

Fee : \$800

Entry Requirements: Basic windows operation experience is required.

Course 314 has 1 workshop
Course 315 has 2 workshops

316. Exploring Internet

This course intends to enumerate the rich information services such as World-Wide Web, USENET News, Mailing list, etc., available on the Internet in non-technical terms. It also describe how we can make best use of them in finance, management, marketing, direct-selling, research, and recreation. This course dissects into culture, customs (Netiquette) and security aspect of the Internet. A brief introduction to Java application will be given.

Topics include: History of the Internet, Information services of the Internet, World Wide Web, FTP, Gopherspace, Internet Robots, World Chats, Internet Search Engines, Internet Phones, VDOPhone, E-Shops, Cybercash, CGI programs, Java, Application of Intranets, Netiquette, Pretty Good Privacy (PGP). *Enrolment is limited to 40*

Tutor : Carl Y.P. Yau, B.Sc., M.Phil. (H.K.)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Mondays, 6.30-9.00 p.m., September
30, 1996

3 workshops Fee : \$800

317. Advanced Internet and Web Development

With the rapid development of the Internet and the Web, high quality and professional websites are in great demand. This course provides more than a training for webmasters, a new profession to develop and maintain websites. It also aims at understanding mechanics of the Internet and programming the web content with advanced programming techniques such as CGI, Plugins, Java, Javascript, MS ActiveX, etc. Furthermore Internet security solution such as security firewall, PGP tools, SSL and SHTTP will be taught.

The course explains the key mechanism of the Internet such as TCP/IP and portocol stacks. Programming the Internet Service such as HTML authoring, Java programming, Perl and CGI scripting, Network socket programming, and windows sock programming is the focus of the course. Security tools such as Pretty Good Privacy (PGP), Secure Socket Layer (SSL), and Secure HTTP are also discussed in this courses.

Topics includes: TCP/IP protocols explained, Internet Architecture, Request For Comments (RFCs) documents, HTML 3.2 authoring, Java, Perl and CGI scripts, Berkeley Socket Programming, Socket Programming in Windows. Security tools: PGP, SSL, SHTTP explained.

Enrolment is limited to 40

Tutor : Carl Y.P. Yau, B.Sc., M.Phil. (H.K.)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Tuesdays, 6.30-9.00 p.m., November 12, 1996

12 workshops Fee : \$2,500

Entry Requirement: Applicants should have basic knowledge of the Internet and C Programming background.

VIII. COMPUTER AIDED DESIGN/ DRAFTING

318. Computer-aided Art Design and Desktop Publishing

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

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

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

Tutors : Michael C.K. Yuen, B.Sc., Cert.Ed., MIEEE, MACS, MHKCS, Consultant of Chun Mei Publishing Co.

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

Venue : HKU

Date : Saturdays, 2.30-4.30 p.m., commencing November 16, 1996

12 meetings Fee : \$850

Medium of Instruction: Cantonese supplemented with English terminologies

AutoCAD Basic Drafting

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

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

Topic include: AutoCAD fundamentals, I/O devices used by AutoCAD, AutoCAD user interaction, Alternative command and co-ordinate input methods, AutoCAD commands - draw, edit, display control, drawing aids, inquiry, introduction to layer. *Enrolment is limited to 25*

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

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

319. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., September 13, 16, 18, 20, 23 & 25, 1996

320. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., October 18, 23, 25, 28, 30 & Nov. 1, 1996

321. (Workshop) Mondays, Wednesdays and Fridays, 6.30-9.30 p.m., December 9, 11, 13, 16, 18 & 20, 1996

6 workshops Fee : \$2,050

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 320
Cantonese with English
terminologies for course 319 &
321

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

AutoCAD Advanced Drafting

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

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

Topics include: dimension variable, paper space and model space, XREF, layer management, symbol library, attributes, zooming technique, plotting, introduction to 3D object.

Enrolment is limited to 25

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

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

322. (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., October 2, 4, 7, 9, 11 &
14, 1996

323. (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., January 17, 22, 24, 27,
29 & 31, 1997

6 workshops Fee : \$2,050

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 323
Cantonese with English
terminologies for Course 322

324. AutoCAD 3D

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

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

Topic include: Differences in 2D, 2.5D and 3D, AutoCAD 3D representation methods, AutoCAD 3D commands, User coordinate system, generating perspective views, surface modeling, shading.
Enrolment is limited to 25

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

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

Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., November 6, 8, 11, 13 & 15, 1996

5 workshops Fee : \$1,650

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

325. 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 25

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

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

Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., January 3, 6, 8 10 & 13, 1997

5 workshops Fee : \$1,850

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

326. 3D Studio Modeling and Rendering

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

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

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

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

Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., November 20, 22, 25, 27, 29,
December 2, 4, & 6, 1996

8 workshops

Fee : \$2,700

327. 3D Studio Rendering and Animation

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

Topics include: Rendering theory, Rendering parameters, IPAS external processes, Rendering output process. Animation Principles, Keyframer and Animation Recording.

Enrolment is limited to 20

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

Venue : (Workshop) Room 314, Knowles Building, HKU
Date : (Workshop) Mondays, Wednesdays and Fridays,
6.30-9.30 p.m., February 3, 5, 12, 14 &
17, 1997

5 workshops

Fee : \$1,650

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

328. Microstation 2D/3D Basic Operation

This course is intended to equip participants with the fundamental concepts and operational knowledge of Intergraph microstation (Version 5). Most basic features of Intergraph microstation will be covered.

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

Enrolment is limited to 20

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

Venue : (Workshop) Room 2, SPACE North Point Study Centre
Date : (Workshop) Saturdays, 2.30-5.30 p.m., November 9, 1996

8 workshops

Fee : \$2,500

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

IX. SYSTEM ANALYSIS & DESIGN / PROJECT MANAGEMENT

329. 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 40

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

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU
Date : (Workshop) Mondays, 6.30-9.30 p.m., January 6, 1997

5 workshops

Fee : \$2,200

X. CHINESE COMPUTING

330. 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。理論內容包括：(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型電腦介紹及示範各種中文系統之應用及詳解倉頡輸入法。操作內容包括：(1) 「倚天中文系統」配「慧星一號」文書系統，(2) 「國喬中文系統」配「漢江文書」及「雙子星」中文試算表，(3) 「中文視窗」配「名片盒」，「調色板」，「小作家」及「中文 word」，及(4) 中文 dbase 的應用。各學員均獲贈教學磁片。

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。毋須具備電腦知識。

主 講 人：鄧文榮先生 Dip.Soc.(HKBC), B.Sc.(Winnipeg),
M.M.S.(UEA), PhD Candidate (IMC)

地 點：香港大學

時 間：一九九六年十月十二日起每星期六下午二時三十分至五時

全期學期：六百八十元正（共十講）

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

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

331. 一九九六年十月三日起逢星期四下午六時三十分至九時三十分

332. 一九九七年一月二日起逢星期四下午六時三十分至九時三十分

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

全期學費：一千五百五十元正（共六講）

(中文電腦證書課程，請參閱課程258, 259)

333. 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, advantages of C++ and OOP, use of object classes, use of inheritance for program re-use, user defined operators, encapsulation, polymorphism, application examples.

Enrolment is limited to 15

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

Venue : Room 4, TST District Kai Fong Welfare Asso.

Date : Wednesdays, 7.00-10.00 p.m., commencing
November 27, 1996

4 meetings

Fee : \$630

XII. SEMINARS

334. Introduction to Multimedia

Multimedia has been described as one of the key technologies affecting how humans interact with computers in the future. It allows the coordinated use of multiple channels - text, graphics, audio, video - to deliver information. Although frequently discussed in a computing setting, multimedia will in fact impact us in many other ways, including education, entertainment, business. As is common in an emerging and important area, companies are introducing a multitude of multimedia products and several standards have been proposed, making it quite difficult for the layman to understand in what direction this technology is heading. In this seminar, we will examine the various hardware and software components that make multimedia computing possible. We will survey multimedia applications that exist today and that are expected to emerge in the not too distant future and discuss how this important new technology will affect our daily lives.

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Venue : Room 6, SPACE North Point Study Centre

Date : Thursday, 9.30 a.m.-5.00 p.m., commencing
October 24, 1996

1 meeting

Fee : \$700

335. Expert Systems

This seminar provides an in-depth discussion on Expert Systems. It is aimed at those who wish to acquire, in detail, the techniques and skills of building Expert Systems. The seminar is divided into two parts. The first part covers the concepts and techniques of Expert Systems. The second part is a workshop where participants will be introduced to a popular Expert Systems environment and gain hands-on experience in Expert Systems building.

At the end of the course, the students are expected to: (1) understand in detail the vocabulary of expert systems. (2) have experienced what is involved in building an expert system. (3) know a methodology for implementing expert systems. (4) be up-to-date on current research issues in expert systems.

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Venue : Room 6, SPACE North Point Study Centre

Date : Friday, 9.30 a.m.-5.00 p.m., commencing
October 25, 1996

1 meeting

Fee : \$700

336. Object Oriented Approach

The object-oriented paradigm is being increasingly adopted in the design and development of complex software projects, database management systems and other applications. This approach differs significantly from the traditional one and has been reported to improve programming productivity as well as facilitate software maintenance. This one-day seminar will cover the basics of this paradigm and introduce the fundamental concepts of the object-oriented approach, including objects, classes, hierarchies, inheritance and polymorphism. We will show how this paradigm economises on development costs by encouraging software extensibility and re-usability. No knowledge of specific programming language constructs is required, but general familiarity of high-level language concepts is assumed.

Enrolment is limited to 40

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Venue : Room 708, T.T. Tsui Building, HKU

Date : Saturday, 9.30 a.m.-5.00 p.m., commencing
October 26, 1996

1 meeting

Fee : \$700

Dr. K.P. Lee received his B.A. in Mathematics from the University of Hong Kong and Ph.D. in Computer Science from the State University of New York at Buffalo. After having taught for a number of years and worked for Bell Laboratories, he is currently a senior member of the research staff of Philips Laboratories in New York.

337. World Wide Web Workshop

The Internet and its World Wide Web have experienced explosive growth recently. Companies large and small as well as individuals have established home pages on the Web. Electronic commerce is predicted to become an important means of generating revenue for many businesses. This workshop will present the basics of browsing the Web to extract information, producing Web pages and the commercial potentials of the Web. Topics include: HTTP (HyperText Transfer Protocol), HTML (HyperText Markup Language), forms, CGI (Common Gateway Interface), Web browsers, HTML editors, etc.

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

Date : (Workshop) Monday, 9.30 a.m.-5.00 p.m.,
October 28, 1996

1 workshop

Fee : \$800

338. Introduction to Java

Java is a new object-oriented programming language that is simple, robust and secure. The language is general purpose and Java programs are platform-independent. Hence Java is ideally suited for developing applications for the Internet, intranets and other networks. This course introduces the Java language and its programming environment, why it is generating so much enthusiasm and demonstrates some of the more interesting and exciting Java applications that have been developed so far. Knowledge of any specific programming language is not required, but familiarity with object-oriented concepts and the World Wide Web will be helpful in understanding the potentials of Java.

Tutor : K.P. Lee, B.A.(H.K.), Ph.D.(New York)

Venue : (Workshop) Room 708, T.T. Tsui Building, HKU

Date : (Workshop) Tuesday, 9.30 a.m.-5.00 p.m.,
October 29, 1996

1 workshop

Fee : \$800

339. Workflow Management: a Transactional Perspective

The process models employed by most traditional system design methodologies are usually rather simple and do not capture the processing reality of an enterprise. Moreover, they offer little help to the management in terms of control and evaluation. For instance, the fact that any complaint has to be acted upon within 24 hours cannot be modelled. Besides those new modelling and management requirements, there is also the difficulty of dealing with different functions being modelled, using different approaches and implemented upon different platforms. The effective methodology, namely workflow management system, aims to address these issues by providing a methodology and a cooperative software environment within which different aspects of a business enterprise can be modelled and monitored.

A typical workflow management system captures three components: organisation, information, and processes. The organisation model is required during job allocation for the purpose of role resolution, scheduling of eligible personnel, and possibly detection of contention. The information model captures the structure of data and documents used in an enterprise. The process model concerns the realisation and structure of processes, the start and termination conditions of processes, and the data and control flows between processes.

This seminar aims to introduce the workflow paradigm using an example application and a new design methodology and to identify the problems of transaction management within such rich context.

Seminar Outline:

Business Process Re-engineering; The Workflow Paradigm; Workflow Design, organisation modelling, information modelling, process modelling; Workflow Implementation; Organisation Modelling; Transactional Aspects; Transactional Workflows; Open Issues and Future Directions.

Who Should Attend:

The seminar assumes no background in workflow technology but some familiarity with design methodologies and database systems would be an advantage.

The seminar is intended for business managers and technical personnel who want an awareness of process modelling for business enterprises and the extent to which it can be assisted by software technology.

Tutor : Daniel Chan, B.A., M.Sc., Ph.D.(U.K.)

Venue : HKU

Date : Monday, 9.30 a.m.-12.30 p.m. & 2.00-5.00 p.m., commencing September 16, 1996

1 meeting

Fee : \$700

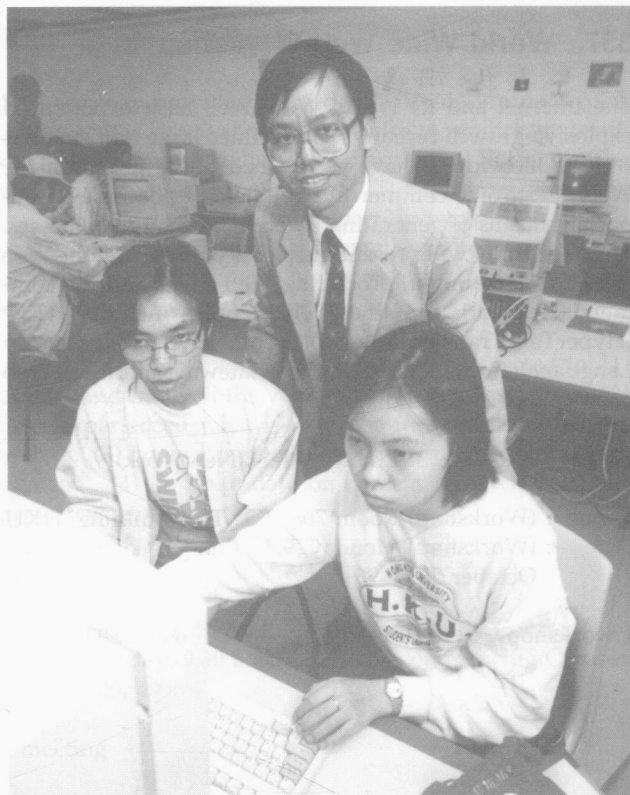
Dr. Daniel Chan's last appointment in Hong Kong was with Digital Equipment Corporation as a Systems Analyst in the Management Information Services department of the Far East headquarters back in 1988. Currently, he is with the University of Twente, Netherlands, carrying out research in an ESPRIT project concerning the design and implementation of an advanced workflow management system. During 1994/95, he was a Royal Society Research Fellow in the Hebrew University of Jerusalem, Israel, carrying out research on database programming languages. Before that he was with the Computing Science Department of the University of Glasgow, U.K., where his research focused on database query languages and formal specification techniques. He has over a dozen of publications in international journal and conferences on advanced database systems and software engineering.

PRIOR ENROLMENT IS ESSENTIAL

Failure to enrol prior to the opening of a particular course may mean the cancellation of that course. Prior enrolment is the only way the School of Professional and Continuing Education has of judging the response to its courses. Your co-operation is therefore invited in sending your application forms to the School as soon as possible.

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。



Lecturer in Charge, F.T. Chan with workshop participants where hands-on experience is emphasised

CONSTRUCTION MANAGEMENT

Teaching Consultant : Melinda Sturges

Telephone : 2975 5716

DIPLOMA IN CONSTRUCTION MANAGEMENT/PROPERTY DEVELOPMENT

INTRODUCTION

The Diploma is an award of the School of Professional and Continuing Education (SPACE), Hong Kong University, 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 master's 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 on two evenings per week 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	Term II	Economics One Option from. Investment & Cost Forecasting Project Management

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 by visiting lecturers. The course will be administered by a full-time course co-ordinator and course leadership will be provided through the course directors.

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 distance learning programme is taught on a part-time basis in Hong Kong through SPACE, H.K.U.);
4. M.Sc. in Construction Management and Economics - University of Greenwich, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE, H.K.U.);
5. M.Sc. in Property Investment and Appraisal - University of Greenwich, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE, 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 \$19,000 and should be paid once the student has received an offer of a place on the course.

The course will commence in April 1997 and the closing date for applications is March 1, 1997.

For information concerning further course details, please see address on page iii.

POST-GRADUATE DIPLOMA IN CONSTRUCTION PROJECT MANAGEMENT

The Post-graduate Diploma is a joint award of the School of Professional and Continuing Education and the Department of Surveying (Faculty of Architecture). It is intended for graduates and professionals with extensive work experience in the construction management or related fields.

The course is designed to update, expand and develop the knowledge of professionals working in the construction industry. It is equivalent to first year master's degree studies and will draw on the professional and work experience of the student.

The course is modular in nature and students will study four modules in two semesters extending over one full-year.

COURSE DURATION

The course has been designed around one year of part-time study. Classes are held in the evening over two 14 week semesters per year.

COURSE FORMAT

The course is divided into four modules all of which are compulsory.

Term I - September - December
Project Management
Law and Finance

Term II - February - May
Construction Management
Construction Management Practice

TIMETABLE

The course will take place on two evenings per week (Monday and Wednesday, 6:30 - 9:30 p.m.) over two terms. The first meeting will take place on Monday September 16, 1996 at the main campus of the University of Hong Kong (Date and venue details to be confirmed).

METHODS OF ASSESSMENT

The Post-graduate Diploma will be assessed on the following criteria:

Set Assignments

As part of the assessment scheme, students will be required to complete 2 set assignments for each module. These will usually be essays but they may take the form of calculation exercises.

Case Studies

The aim of this element of the course is to expose course members to case studies of organisations with management issues and problems. The cases are used to amplify and highlight material introduced in the modules. Course members are asked to analyse and report on the options and solutions to the management problems they have identified, both in written form and oral presentation.

Examinations

A formal written examination of three hours duration will be held at the end of each module. The marks allocated for the assignments and case studies will represent 50% of the overall grade mark of each module, the remaining 50% will be based on the formal examination.

Students will be required to pass both the written assignments and the formal examination.

CAREER PROGRESSION

The School of Professional and Continuing Education has negotiated exemption with Greenwich University from up to 4 units [equivalent to one year of study] of the Greenwich University MSc in Construction Management and Economics.

Exemptions from certain courses of the Bath MSc in Construction Management by Distance Learning are also possible, these are dealt with on a case by case basis.

The distance learning MSc programmes from Bath & Greenwich Universities are both offered in Hong Kong by SPACE (see this section of the prospectus).

ENTRY REQUIREMENTS

To be eligible for admission a candidate should hold:

- (i) a degree or other qualification of equivalent standard, or
- (ii) a professional qualification and membership of an appropriate professional body accepted for this purpose; e.g., A.R.I.C.S.; A.H.K.I.A.; A.R.I.B.A.; M.H.K.I.E.

COURSE COST

The course fee is HK\$27,500 and should be paid once the student has received an offer of a place on the course.

COURSE APPLICATIONS

The course will commence in September 1996 and the closing date for applications is July 26, 1996. For information concerning further course details, please see the address on page iii.

UNIVERSITY OF BATH

MSc in

Construction Management

by Distance Learning

INTRODUCTION

This is a master's degree of the University of Bath, U.K. which is offered in association with SPACE, Hong Kong University. 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 whether they are 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 2.5 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

Workbooks, Readings, Textbooks, Audio Tapes and Video Tapes are provided.

METHODS OF ASSESSMENT

The MSc is assessed by way of Assignments, Case Studies, Weekend School participation, Set Examinations and a Dissertation.

TUTORING

Each student is appointed an academic tutor for every assessed piece of work as well as a personal tutor to help with any non-academic issues which might arise. Tutors from Bath University attend and run each weekend school. A student 'helpline' is also provided.

ENTRY REQUIREMENTS

Applicants should have the following:

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

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

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

Or, a Diploma in Construction Management/Property Development from Hong Kong University (SPACE).

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

Exemptions from certain courses of the MSc CMDL are dealt with on a case by case basis.

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 a library card which gives reading rights at the University of Hong Kong.

Dissertation

All students pay the dissertation supervision fee after successful completion of the taught part of the course. In 1995/96 the dissertation fee was \$8,000. All fees are reviewed on an annual basis.

The closing date for applications for the November intake is October 11, 1996.

For information concerning further course details, please see address on page iii.

UNIVERSITY OF GREENWICH

MSc in Construction Management and Economics

by Distance Learning

INTRODUCTION

The MSc in Construction Management and Economics is an interdisciplinary course offered by the School of Land and Construction Management, Greenwich University in association with SPACE, Hong Kong University.

The MSc course has been developed as a response to the growing demand from construction and property industry firms for professionals capable of strategic thinking and creative response to volatile economic conditions.

Planning and controlling the allocation of resources and the detailed and prescient matching of design and production to the needs of the market for built space are at the very core of the construction and property industries.

This interdisciplinary course forms part of a portfolio of master's courses being offered by the School of Land and Construction Management.

COURSE STRUCTURE

The course may be taken over two years of part-time study and is built on a course unit accreditation structure. Students will study 4 units each year.

Year 1 (4 Units)

Research Methods
Management Principles
Economics
Construction Economics

Year 2 (4 Units)

Construction Management
Property Development and Finance
Dissertation (2 Units)

The dissertation is a significant feature of the course and is supported by a unit in Year 1 which introduces research methods. An in-depth investigation of a selected theme is presented in a report of 12,000 - 15,000 words.

Attendance at course lectures is required. These lectures will be held during the residential weekends (4 weekends per year), and seminars and tutorials will be held on average once or twice a month. Each student will be provided with a personal tutor and a fax helpline will be available to deal with subject unit problems.

Although the course is studied on a distance learning basis each unit will comprise a series of introductory lectures by Greenwich University Staff, together with tutorials and seminars offered throughout the programme. Each student will be allocated a personal tutor who will give guidance on written work, assessment and examinations.

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the student's study materials.

Participants on the course will be able to develop their analytical, technical and managerial skills in preparation for active participation in the construction and property industries.

THE AWARD

Each unit of the course is self-contained and credits of individual units will be awarded. A student who successfully completes year 1 of the course will be awarded the Post-graduate Certificate. A student who then proceeds to year 2 and completes the year 2 taught units will be awarded the Post-graduate Diploma. On completion of the Dissertation the student will be awarded the MSc.

METHODS OF ASSESSMENT

The MSc is assessed by way of Set Assignments, Case Studies, Weekend School Participation, Examinations and a Dissertation.

THE STAFF

The Staff of Greenwich University involved in the course have a high level of academic expertise and most have professional experience. Some continue to work in industry, which, combined with the high level of consultancy and research activity that exists throughout the School of Land and Construction Management, ensures students are kept up to date with the latest developments in practice. The School of Land and Construction Management has close links with Europe and the Far East.

ENTRY REQUIREMENTS

SPACE and the University of Greenwich are looking for applications from well-motivated individuals. A good first

degree or Corporate membership of an approved environmental profession is required.

Applications without formal qualifications may be considered in exceptional circumstances.

Students who have covered relevant units at Post-graduate level may apply for exemption from these units.

Students who hold the SPACE, Hong Kong University Diploma in Construction Management and Property Development are eligible to apply for entry to the MSc programme.

Students who hold the SPACE/Department of Surveying Post-graduate Diploma in Construction Project Management may apply for exemption from Year 1 of the course.

COURSE FEES

Each course unit costs HK\$10,000 so that a student enrolling in Year 1 will pay HK\$40,000. Similarly, Year 2 will cost the same.

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

APPLICATIONS

Applications for MSc in Construction Management and Economics are accepted twice per year in Hong Kong (in July - August and in December - January). Applicants may commence their studies in either September or February.

The closing date for applications: no applications can be considered after August 16, 1996 and January 3, 1997 for the September and February intakes respectively.

UNIVERSITY OF GREENWICH MSc in Property Development and Investment by Distance Learning

INTRODUCTION

The MSc in Property Development and Investment is an interdisciplinary course offered by the School of Land and Construction Management, Greenwich University in association with SPACE, Hong Kong University.

The course is designed for property professionals to extend their knowledge in the development and investment aspects of property. It reflects changes in the profession and in the market place where innovative funding solutions and a flexible approach to investment decisions are required.

Specialists who are experts in their field are becoming an essential and integral part of the property world. The course

enables students at graduate or equivalent professional level to develop and extend their knowledge and analytical skills in the context of the property development process and property investment markets so that they are able to play their full part in the decision making processes controlling the production of the built environment.

COURSE STRUCTURE

The course may be taken over two years of part-time study and is built on a flexible course unit accreditation structure. Students will study 4 units each year. The dissertation in Year 2 counts as two units and is a significant feature of the course. It is supported by a unit in Year 1 which introduces research methods. An in-depth investigation of a selected theme is presented in a report of 12,000 - 15,000 words.

Year 1 (4 Units)

Research Methods
Management Principles
Economics
Property Appraisal

Year 2 (4 Units)

Project Management
Property Development and Finance
Dissertation (2 Units)

Attendance at course lectures is required. These lectures will be held during the residential weekends (4 weekends per year), and seminars and tutorials will be held on average once or twice a month. Each student will be provided with a personal tutor and a fax helpline will be available to deal with subject unit problems.

Although the course is studied on a distance learning basis each unit will comprise a series of introductory lectures by Greenwich University Staff, together with tutorials and seminars offered throughout the programme. Each student will be allocated a personal tutor who will give guidance on written work, assessment and examinations.

The course teaching approach will include the use of case studies and simulations as well as individual study. This approach permits the integration of knowledge and experience from all students and staff involved. At the end of the course, students will have a better understanding of the property development process and investment markets. With a wide range of the essential skills necessary for the outcome of projects they will also be equipped to tackle the complex problems of today's rapidly changing environment.

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the students' study materials.

THE AWARD

Each unit of the course is self-contained and credits of individual units will be awarded. A student who successfully completes year 1 of the course will be awarded the Post-graduate Certificate. A student who then proceeds to year 2 and completes the year 2 taught units will be awarded the Post-graduate Diploma. On completion of the Dissertation the student will be awarded the MSc.

METHODS OF ASSESSMENT

The MSc is assessed by way of Set Assignments, Case Stud-

ies, Weekend School Participation, Examinations and a Dissertation.

THE STAFF

The Staff of Greenwich University involved in the course have a high level of academic expertise and most have professional experience. Some continue to work in industry, which, combined with the high level of consultancy and research activity that exists throughout the School of Land and Construction Management, ensures students are kept up to date with the latest developments in practice. The School of Land and Construction Management has close links with Europe and the Far East.

ENTRY REQUIREMENTS

SPACE and the University of Greenwich are looking for applications from well-motivated individuals. A good first degree or Corporate membership of an approved environmental profession is required.

Applicants without formal qualifications may be considered in exceptional circumstances.

Students who have covered relevant units at Post-graduate level may apply for exemption from these units.

Students who hold the SPACE, Hong Kong University Diploma in Construction Management/Property Development are eligible to apply for entry to the MSc programme.

Students who hold the SPACE/Department of Surveying (HKU) Post-graduate Diploma in Construction Project Management may apply for exemption from Year 1 of the course.

COURSE FEES

Each course unit costs HK\$10,000 so that a student enrolling in Year 1 will pay HK\$40,000. Similarly, Year 2 will cost the same.

Students also pay a non-refundable registration fee of HK\$1,200 at the start of the course.

APPLICATIONS

Applications for MSc in Property Development and Investment are accepted twice per year in Hong Kong (in July - August and in December - January). Applicants may commence their studies in either September or February.

The closing date for applications: no applications can be considered after August 16, 1996 and January 3, 1997 for the September and February intakes respectively.

Please write or fax for details of the above Construction Management/Property Development courses to:

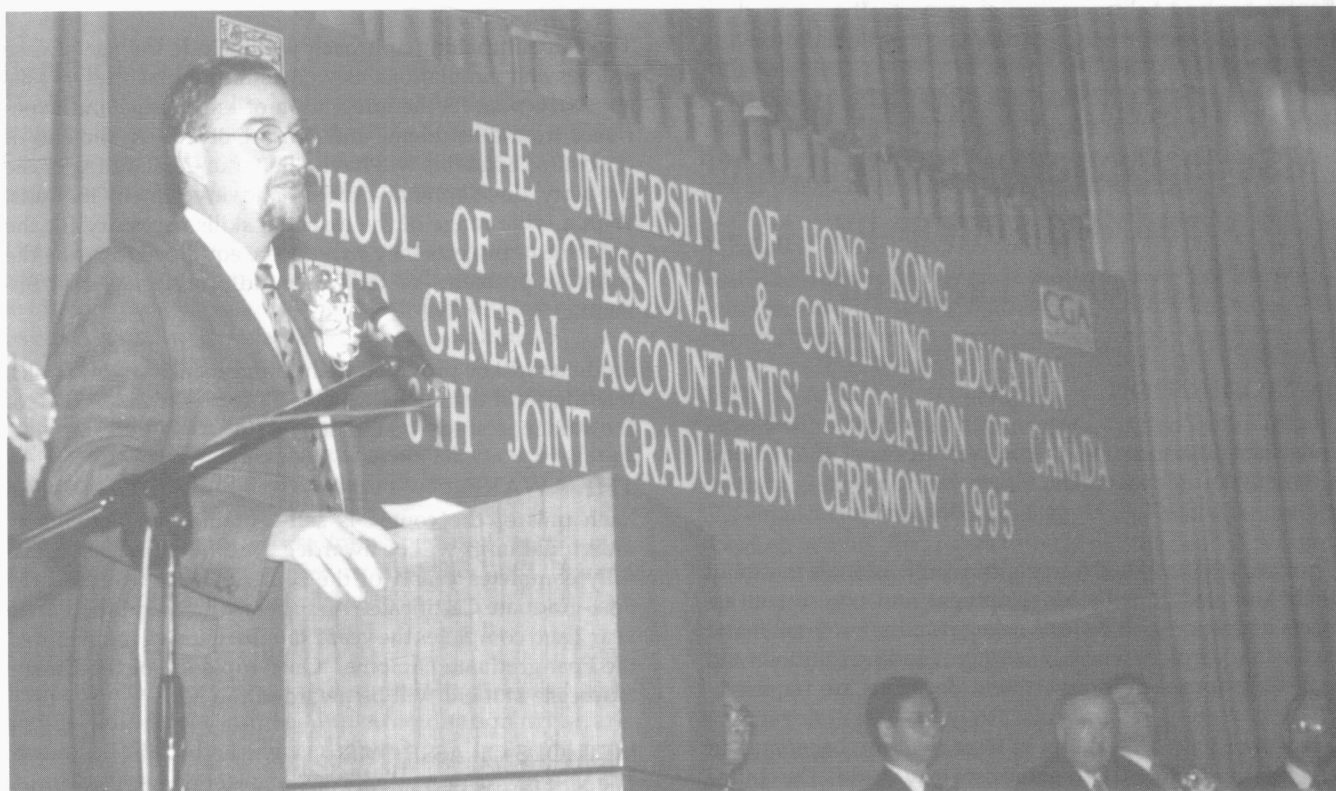
Course Co-ordinator

Construction Management/Property Development

10/F., T.T. Tsui Building,
The University of Hong Kong,
Pokfulam Road,
Hong Kong.

Tel: 2975 5716

Fax: 2546 0295



The Acting Director of SPACE Bill Howarth addresses a graduation ceremony. Each ceremony is important for the graduates; their families and the lecturers and the School ensures it is a memorable occasion

CRIMINAL JUSTICE & PUBLIC ORDER

Tutor in charge : Svend Soyland

Telephone: 2975 5691
2975 5685

THE DIPLOMA IN CRIMINAL JUSTICE

This programme is specially designed for staff of private and public sector agencies involved in the field of Criminal Justice.

The main aim of the Diploma programme is to provide students who have a strong professional record in the field (but whose formal educational qualifications would normally prevent them from gaining entry to a university degree programme) with a method of gaining entry to professionally-relevant Masters degree programmes. Students who complete the Diploma course successfully are eligible for entry to Masters programmes offered by the Scarman Centre for the Study of Public Order, University of Leicester, UK. Former students of this programme have also been accepted onto other courses, including the M.Soc.Sc.(Criminology) at the University of Hong Kong.

76. Diploma in Criminal Justice

PROGRAMME DURATION

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 1996; tutorials and seminars are held normally on one further evening fortnightly. There will also be a revision period of intensive evening study. Each week students are given readings relevant to their current unit of study. The course is therefore quite demanding, in terms of both time and commitment.

VENUE

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 readings, 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
- A2: Law and Society
- A3: Crime and Deviance I: Theoretical Perspectives
- A4: Crime and Deviance II: Types of Crime
- A5: Criminal Statistics and Crime Surveys

Module B - Crime and the Criminal Justice System

- B1: Police and Policing
- B2: Punishment and Corrections
- B3: Juvenile Justice
- B4: Victims in the Criminal Justice System
- B5: Crime Prevention Strategies

Current Issues in Crime Justice

Study and Writing Skills Unit

ASSESSMENT

Students are expected to complete an assessed essay on each module, other assignments as required, and to sit two examinations in May or June 1997.

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 by enclosing a stamped (\$1.20) self-addressed envelope from:

The Course Director (Attention: Miss Carmen Chan),
School of Professional and Continuing Education,
9/F., T. T. Tsui Building,
The University of Hong Kong,
Pokfulam Road, Hong Kong (Telephone: 2975 5685)
(Fax: 2858 3404)

OR in person from:

SPACE Town Centre,
9/F, West Tower, Shun Tak Centre,
200 Connaught Road,
Central, Hong Kong

Place are limited, and early application is strongly advised.

Course Director: Mr. Svend Soyland, School of Professional
and Continuing Education, The
University of Hong Kong

Tutors : The course is taught by the Course Director and
other experts in the field.

Venue : Room 17, SPACE Town Centre, 9/F
(Workshop) Room 1225, K.K. Leung Building,
HKU

Date : Mondays, 6.15-9.30 p.m., commencing September
23, 1996
(Workshop) Wednesdays, 6.15-9.30 p.m., October
2, 1996

26 meetings & 12 workshops

Fee : \$12,000

77. M.A./ Postgraduate Diploma in Public Order (University of Leicester)

INTRODUCTION

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 students 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

The Scarman Centre for the study of Public Order (CSPO) at the University of Leicester develops research, teaching and professional training in public disorder, criminology, policing, security management and information technology, and associated fields. The work is wide-ranging, and includes the study of how order is sustained in societies as well as how and in what circumstances order can be threatened or destroyed.

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.

COURSE ARRANGEMENTS

The M.A. in Public Order programme extends over two years of part-time study commencing in September 1996.

The M.A. programme is demanding. M.A. students are expected to read widely within their subject areas. (They are entitled to borrow books from the University of Hong Kong Library.) As a rough guide, students may expect to study for about nine hours weekly on average, in addition to attending classes.

COURSE ORGANISATION

Students take six modules over two years part-time study. Students who pass all six module are eligible for the Postgraduate Diploma in Public Order. Those who also submit a satisfactory dissertation are awarded the M.A. in Public Order.

TIME TABLE

Autumn 1996:

Module 1: Politics and Order - Western Concepts &
Practices

Module 2: Politics and Order - Eastern Concepts & Practices

Spring 1997:

Module 3: Issues in Public Order
Module 4: Research Methods

Autumn 1997:

Module 5: Society, Law and Order
Module 6: Crime and Punishment

Spring 1998:

Writing Dissertation
Workshops

DISSERTATION

A dissertation, not exceeding 20,000 words, on an approved subject of the student's choice, must be completed. Students will receive supervision on the dissertation by local experts.

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.

APPLICATIONS AND ADMISSIONS

Applicants should possess at least a second class honours degree (in an appropriate subject) of a British university, or its equivalent.

Applications are also welcomed from holders of the Diploma or Certificate in Criminal Justice or the Certificate in Legal Studies offered by SPACE. (Applicants currently in their final year of study for these qualifications may also apply.) 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 forms and detailed informations can be obtained by enclosing a \$2.10 stamped self-addressed 7" x 10" envelope from:

The Course Director (Attention: Ms Emily Chin)
School of Professional and Continuing Education
University of Hong Kong
Pokfulam Road,
Hong Kong (Telephone: 2975 5691, Fax: 2858 3404)

OR in person from:

SPACE Town Centre,
9/F, West Tower, Shun Tak Centre,
200 Connaught Road,
Central, Hong Kong

Venue : University Campus

Date : Wednesdays, 6.15 - 9.30p.m., commencing
September 25, 1996

Course Fee

Payable to the University of Leicester:

Registration (payable in first year)	£400
Continuation (payable in second year)	£300

Payable to the University of Hong Kong:

Application (non-refundable)	\$100
Tuition Fee (per annum; payable in two instalments; 1996/97)	\$28,000*
Examination (per paper)	\$825

**Fees are subject to revision in 1997/98.*

The Application fee is payable on first application. The Registration fee and the first instalment of the Tuition fee are payable on acceptance; the second instalment of the Tuition fee is payable by 1 January 1997. Examination fees are payable in respect of each Module taken, and in respect of the Dissertation.

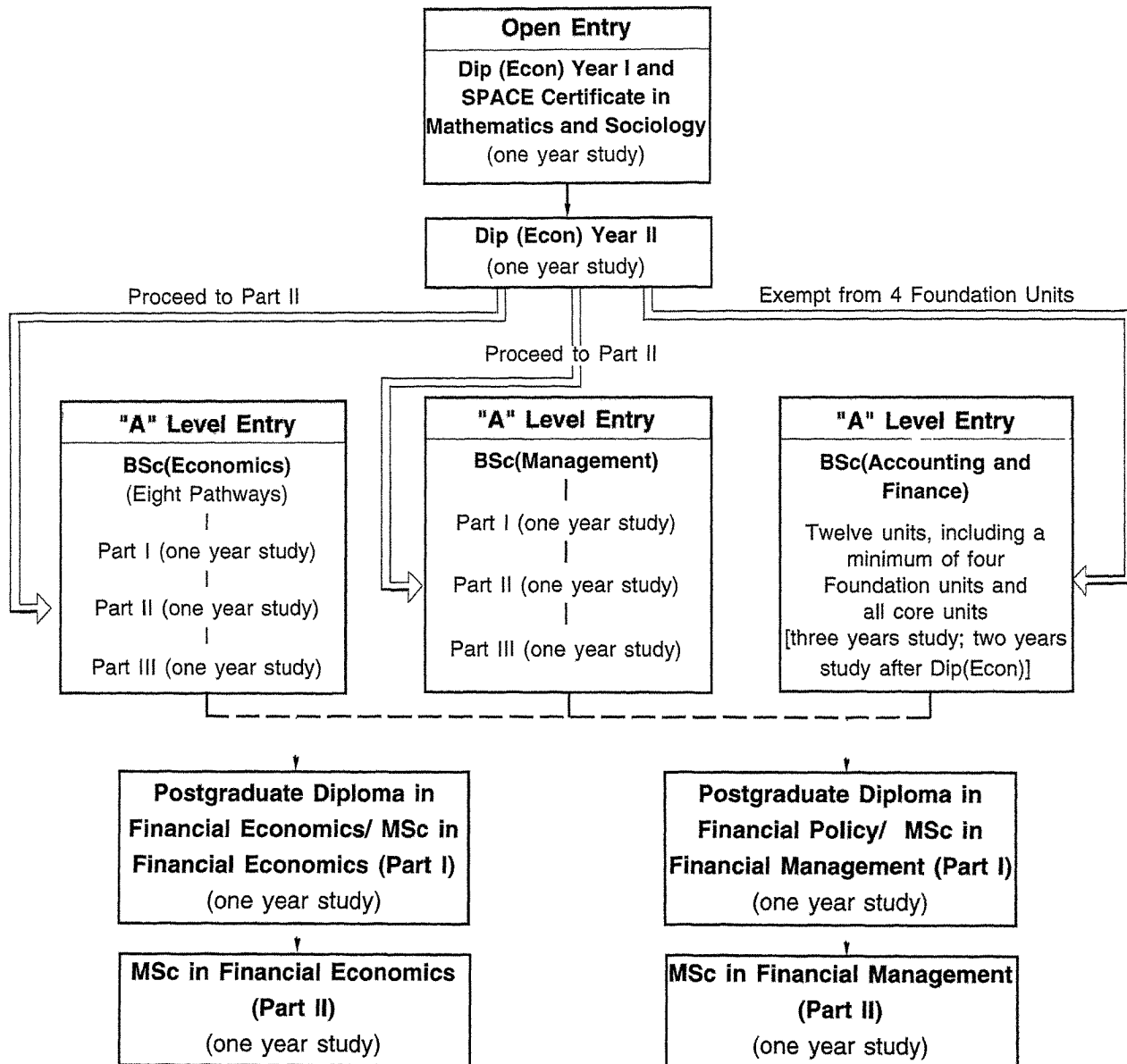
ECONOMICS, MANAGEMENT, BANKING AND FINANCE

Lecturer in charge: Jennifer G.H. Ng
Teaching Consultant: Y.K. Ho

Telephone Nos.: 2975 5659, 2975 5662
2975 5669

UNIVERSITY OF LONDON PROGRAMMES FOR EXTERNAL STUDENTS

Diploma in Economics
BSc (Economics) Degree
BSc (Management) Degree
BSc (Accounting and Finance) Degree*
Postgraduate Diploma in Financial Economics
Postgraduate Diploma in Financial Policy
MSc in Financial Economics
MSc in Financial Management



† Denotes possibility of applying to study these courses subject to admission on the course by the University of London on merits of each case.
* New course to be introduced in September 1996/97

**The University of London,
Centre for International
Education in Economics, School
of Oriental and African Studies**

**361. MSc in Financial Economics/
Postgraduate Diploma in
Financial Economics**

**362. MSc in Financial
Management / Postgraduate
Diploma in Financial Policy
for External Students**

I. Introduction

SPACE offers four postgraduate distance learning programmes leading to awards by the University of London. Two of these programmes are in financial economics for the awards of MSc in Financial Economics and Postgraduate Diploma in Financial Economics, while two other programmes are in financial management for the awards of MSc in Financial Management and Postgraduate Diploma in Financial Policy. These four programmes are designed and produced by the Centre for International Education in Economics (CIEE) of the School of Oriental and African Studies (SOAS), the University of London. SPACE will organise the registration and weekly lectures to prepare students for the examinations.

Applicants to these programmes may be initially registered for either the Pgr. Diploma or the MSc programme in either the financial economics or the financial management discipline, depending on their ability to meet the entrance requirements of the University of London.

The MSc degree is designed for students who have an undergraduate degree with thorough training in economics. It may be completed in a minimum of two years and a maximum of five years.

The Pgr. Diploma is designed for students who want the option of completing a shorter programme in one year. Subject to approval by the University of London, if a Pgr. Diploma holder obtains a grade equivalent to the pass mark of the MSc Part I examinations she/he will be entitled to transfer to study Part II of the MSc programme. Should the student then pass part II of the MSc programme, her/his Pgr. Diploma will be replaced by the MSc degree. However, should she/he not pass the MSc Part II she/he will be allowed to retain her/his Pgr. Diploma obtained in her/his first year of study.

The Pgr. Diploma and the MSc in Financial Economics programmes were first introduced in 1993, having produced 138 MSc graduates and 5 Pgr. diplomates to date. The Pgr. Diploma and the MSc in Financial Management programmes were first introduced in 1996.

II. Distance Teaching Support

These four programmes are innovative postgraduate programmes covering the disciplines on economics, finance, management and development. They are specially designed for external students and are based on distance learning methods.

Lectures are conducted through specially written study texts and some courses include a/v materials or computer software. Each student will be assigned a UK tutor for each course. The tutors will aid and monitor students' progress by grading and commenting in considerable detail on their assignment work. Support staff from CIEE are also available to give academic assistance to individual students via e-mail and fax communication. SPACE will provide the administrative support services such as registration and despatch of students' assignments to the U.K. tutors for marking.

In addition, face-to-face teaching in Hong Kong will be provided as follows:

	<u>Contact Hours</u>			
	<u>Pgr. Dip.</u>	<u>Pt. I</u>	<u>MSc Pt. II</u>	<u>Total</u>
(a) Face-to-face lectures by local teachers *	72	72	48	120
(b) Face-to-face revision lectures by U.K. teachers	24	24	18	42

* Usually held over weekends

III. Course Structure

The MSc and Pgr. Diploma programmes for both disciplines broadly cover the principles and applications of financial economics and techniques of financial management.

Part I MSc and Pgr. Diploma in Financial Economics:

- (4 compulsory courses)
- Macroeconomic Models and Policy
 - International Finance
 - Banking and Finance
 - Econometric Principles and Data Analysis

The three courses from which you are likely to be able to choose in 1998 to complete the Part II MSc are:

- (2 compulsory courses)
- Macroeconomic Policy and Stabilization Programmes
 - Exchange Rates and International Finance

and one option from List A or B:

- List A
- Development Finance Principles and Experience
 - Investment and Project Appraisal
 - Econometric Analysis and Applications

List B

- International Trade Finance
- Corporate Finance
- Bank Financial Management
- Portfolio Analysis and Derivatives
- Investment and Project Appraisal

Part I MSc in Financial Management and Pgr. Diploma in Financial Policy:

(4 compulsory courses)

- Macroeconomic Models and Policy
- International Finance
- Banking and Finance
- Quantitative Methods for Financial Management

The three optional courses from which you are likely to be able to choose in 1998 to complete the Part II MSc are:

- Three options from List B, or, two options from List B plus a third option from List A.

IV. Course Materials and Assessment

The learning materials are specially designed by experts in the field of distance learning. For each course, the student will receive a package of study materials including some of the following:

- specially written course units
- textbooks
- published articles
- audio cassette exercises
- computer software
- video cassette lectures (this item will be separately billed from the course fees)

Students' performance in each course will be assessed both by a final examination and by 'continuous assessment' of course assignments which are graded by experienced distance learning tutors from the U.K. The examinations and the course assignments respectively count for 70% and 30% of the students' final grade and both must normally be passed for successful course completion. Examinations are held in Hong Kong and world-wide Sept - Oct each year.

V. Entrance Requirements

To be admitted either into the Pgr. Diploma or MSc programmes, applicants must hold a Bachelor's degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance, Business or related studies. Applicants with appropriate professional qualifications which include economics studies may also be considered. In all cases, the selection of applicants will be done by CIEE on the merits of each case.

VI. Application Procedures and Fees

Local lectures for these programmes are expected to commence in January/February 1997. Course fees for the two

parts MSc programme are payable over two years. The course fees for 1997 intakes for both the MSc and the Pgr. Diploma programmes are:

1997 intake

- MSc programme (2 years)
(both Financial Economics & Financial Management)

1997 Part I	GBP4,616
1998 Part II	GBP2,805
<hr/>	
Both Parts	GBP7,421

- Pgr. Diploma programme (1 year)
(both Financial Economics & Financial Policy)

1997	GBP4,329
1998 (If progress to MSc Part II)	GBP3,092
<hr/>	
Total for Diploma student successfully progressing to MSc Part II	GBP7,421

The course fee covers the University of London registration and external examination fees, course materials and lectures. The costs of duplicating video cassettes and other administrative expenses of an extraordinary nature will be billed separately when the need arises. Students will also be required to pay an additional sum directly to the Hong Kong Examinations Authority in respect of the local processing fee for taking the external examinations.

All applicants are required to complete and return the "University of London MSc in Financial Economics / Postgraduate Diploma in Financial Economics" or "University of London MSc in Financial Management / Postgraduate Diploma in Financial Policy" application form not later than the following dates to:-

The University of London External Student Registration
SPACE Town Centre
Room 1004-5, Shun Tak Centre
West Tower, 10/F.
200 Connaught Road Central
Hong Kong
(Tel: 2559 7628)

Closing date for first batch : October 12, 1996
Closing date for second batch : November 9, 1996

Applications should be accompanied by a certificate of identification, any tertiary academic transcripts and a statement of 500 words, explaining why you wish to study the programme requested.

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.)**

Teaching Consultant : Ho, Y.K., B.Econ (Malaya),
F.C.I.I. (U.K.)
Tel: 2975 5669

The application form and detailed information on the MSc / Postgraduate Diploma programmes can be obtained by enclosing a \$2.6 stamped self-addressed 7" x 10" envelope or in person from:

1. School of Professional and Continuing Education, University of Hong Kong, 3/F., T.T. Tsui Bldg., Pokfulam Road, Hong Kong. Tel: 2975 5669
2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. Tel: 2547 2225
3. SPACE North Point Study Centre 14/F., Fortress Tower 250 King's Road North Point, Hong Kong Tel: 2570 9266

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

Acceptance on to the course is at the discretion of the Centre for International Education in Economics.

The University of London BSc(Economics), BSc(Management) and BSc(Accounting and Finance) for External Students

Introduction

These are a series of courses designed to help candidates prepare for the BSc(Economics), BSc(Management) and BSc(Accounting and Finance) examinations.

These courses are also useful for students taking professional examinations whose syllabuses are similar.

Courses to be offered in 1996-97 (Sept/Oct 1996 - April/May 1997)

List I	List II
• Introduction to Economics	• Microeconomics
• Introduction to Sociology	• Macroeconomics
• Introduction to Management	• Elements of Accounting and Finance
• Quantitative Methods	• Marketing
• Elements of Statistics	• The Law of Business Organisations
• Mathematics for Economists	• Computer Based Information Systems
	• Managerial Economics
	• Management Mathematics
	• Money and Banking
	• Management Accounting
	• Organisation Theory
	• Economics of Labour

Lectures will normally be held on weekday evenings, Saturday afternoons, and/or Sunday mornings/afternoons.

Course Tuition

The courses will be taught by a combination of lectures and tutorials.

Revision lectures for all the List I courses as well as for Microeconomics, Macroeconomics, Elements of Accounting and Finance, Marketing, Computer Based Information Systems, Managerial Economics and Organisation Theory may be organised. If these courses are to take place, they will be taught either by LSE teaching staff, lecturers from U.K. universities or local lecturers in March/April 1997, and a separate fee will be charged for each of these courses.

Library Provision and Access

Students will be eligible for a reader's card for access to the Main Library of the University of Hong Kong. To obtain a borrower's card, students will be required to pay an additional fee.

Tuition Fees

The tuition fee per subject is HK\$2,430. Students who wish to take the University of London examinations must also pay the University of London registration and examination fees (see below).

Please note that fees paid for SPACE tuition courses are *not* refundable regardless of whether students have or have not been made an offer of registration for the degree by the University of London.

The University of London Fees and Charges

	GBP	
	(Sept 1, 1995 to Aug 31, 1996)	(Sept 1, 1996 to Aug 31, 1997)
Application handling fee	36	37
*Initial registration fee	359	369
Continuing registration fee (All students will be required to pay a continuing registration fee in the second and subsequent years.)	113	117
Examination fee: for each part	281	290
: for each unit of BSc (Accounting and Finance) only		114

* Applicable only on first registration.

Entrance Requirements

SPACE Preparatory Courses:

- No entrance requirements
- It is not necessary to be registered as an external student with the University of London to attend the tuition

courses

- Applications for the courses will be considered on a first come first served basis

Admission to the degree programme (The University of London Registration):

- To be admitted to the BSc(Economics), BSc (Management) or BSc(Accounting and Finance) degree programme, you have to be able to satisfy the following 'O' and 'A' level requirements, or their equivalent:

(A) Passes in five approved subjects in the GCE Examination of which two must be passed at Advanced Level or

Passes in four approved subjects in the GCE Examination of which three must be passed at Advanced Level

The passes, which need not be obtained in one sitting, must include an approved Mathematical subject at the Ordinary Level. Applicants are required to provide acceptable formal evidence of proficiency in the English Language.

(B) Holders of diplomas awarded by local Polytechnics and Colleges who do not fulfil the requirements in (A) above but who do have GCE "O" Level passes in Mathematics may also be considered.

- If you do not hold formal entrance qualifications there is an alternative entry route via a course held at the School of Professional and Continuing Education of the University of Hong Kong leading to the **University of London Diploma in Economics for External Students**. Successful completion of this course entitles a student to exemption from University entrance requirements and to partial or total exemption from the BSc(Economics) /BSc(Management) Part I examinations, or exemption from 4 foundation units of the BSc(Accounting and Finance) examination.

Application for SPACE tuition courses:

1. The tuition courses offered by SPACE are expected to commence in **September/October 1996**.
2. Those who wish to register for SPACE's tuition courses are advised to apply for the courses by **Friday, August 30, 1996**.
3. Completed application forms shall be sent to the Director, School of Professional and Continuing Education, University of Hong Kong. Application forms are available on request and should be sent together with the appropriate fee either in the form of a crossed cheque or bank draft made payable to the **University of Hong Kong**. Please use one application form and submit one crossed cheque or bank draft for each course. Photocopied application forms are also acceptable.

4. Enquiries on the courses should be directed to :

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

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

Tel: 2975 5662

5. Application forms and detailed information on the tuition courses will be available in July 1996. They can be obtained by enclosing a \$2.60 stamped self-addressed 7" x 9" envelope or in person from:

1. School of Professional and Continuing Education, University of Hong Kong, 3/F., T.T. Tsui Bldg., Pokfulam Road, Hong Kong. Tel: 2975 5662
2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. Tel: 2547 2225
3. SPACE North Point Study Centre 14/F., Fortress Tower 250 King's Road North Point, Hong Kong Tel: 2570 9266

Remarks: Please bring with you your tuition course fee receipt when you attend the lectures. There will be staff checking the attendance against receipts. Students will not be admitted without producing the original receipt.

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

The University of London Registration:

1. New registrations for the University of London Programmes will be dealt with by the School of Professional and Continuing Education of the University of Hong Kong.

Application forms and prospectuses are available from:
SPACE Town Centre,
Suite 1005, Shun Tak Centre,
West Tower, 10/F., 200 Connaught Road Central,
Hong Kong (Tel: 2559 7628)

(Registration Time:
Monday-Friday : 9.30 a.m. - 12.00 noon
1.00 p.m. - 4.30 p.m.
Saturday : 9.30 a.m. - 12.00 noon)

Applicants may also write in for detailed prospectuses enclosing a \$4.5 stamped self-addressed envelope. All correspondences must be marked with the words "**University of London applications**".

2. Enquiries on the University of London Registrations should be directed to: **Tel: 2559 7628**

3. Those who wish to take the University of London examinations in May/June 1997 are advised to apply for registration with the University of London by Friday, July 26, 1996 although the latest official registration application date is September 17, 1996.
4. Students who are eligible for admission to the degree programme must complete their degree registration by November 30, 1996.
5. Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. A longer processing time is required for these applications so applicants are strongly advised to submit their applications as early as possible.
6. A **University of London Open Day** will be held on July 27, 1996 in the SPACE Town Centre. The Lecturer in charge from SPACE will introduce the BSc(Economics), BSc(Management) and BSc(Accounting and Finance) degree programmes and the preparatory courses.

The University of London BSc(Economics), BSc(Management) and BSc(Accounting and Finance) Revision Courses

Revision courses for the following subjects of the University of London BSc(Economics), BSc(Management) and BSc(Accounting and Finance) degree programmes will be taught in March/April, 1997 either by teaching staff from LSE, lecturers from U.K. universities or local lecturers.

Introduction to Economics (L.U. Syllabus No. 02)
Introduction to Sociology (L.U. Syllabus No. 10)
Introduction to Management (L.U. Syllabus No. 73)
Quantitative Methods (L.U. Syllabus No. 74)
Elements of Statistics (L.U. Syllabus No. 07)
Mathematics for Economists (L.U. Syllabus No. 12)
Microeconomics (L.U. Syllabus No. 66)
Macroeconomics (L.U. Syllabus No. 65)
Elements of Accounting and Finance (L.U. Syllabus No. 19)
Marketing (L.U. Syllabus No. 36)
Computer Based Information Systems (L.U. Syllabus No. 37)
Managerial Economics (L.U. Syllabus No. 28)
Organisation Theory (L.U. Syllabus No. 33)

Please write in for details enclosing a \$1.60 stamped self-addressed envelope.

363. The University of London Diploma in Economics for External Students and The University of Hong Kong SPACE Certificate in Mathematics and Sociology [BSc(Econ)/BSc(Management)/ BSc(Accounting and Finance) Access Programme]

Introduction

The School of Professional and Continuing Education (SPACE) of the University of Hong Kong is the only recognised institution in Hong Kong to offer the captioned course to prepare students for the University of London Diploma in Economics examinations. The course is offered by way of part-time study mode and will be of two years duration. It will be of particular interest to those whose work involves them in issues concerning economic, financial, commercial and social policy.

Holders of the Diploma will be exempted from Part I of the University of London BSc(Econ) and BSc(Management) degrees, and 4 Foundation units of the BSc(Accounting and Finance) degree for External Students.

Course Structure

First Year(Sept/Oct 96 - May 97)	Second Year(Sept/Oct 96 - May 97)
Mathematics	Elements of Statistics
Introduction to Sociology	Introduction to Economics
English for Academic Purposes/ Study Skills	English for Academic Purposes/ Study Skills

Lectures and tutorials will normally be held on weekday evenings, Saturday afternoons and / or Sunday mornings / afternoons.

Entrance Requirements

Applicants must possess a credit pass in Mathematics in the Hong Kong Certificate of Education Examination (or equivalent). Preference will be given to those applicants who have a good command of English, a continuous work record which indicates career progression and to those who have completed a post-secondary academic course.

Course Tuition

The course will be taught by a combination of lectures and tutorials, backed up by a series of revision sessions. Revision sessions will be conducted by lecturers from LSE and from other U.K. universities.

Examinations and Awards

At the end of the First Year students will take the Diploma examinations in Mathematics and Introduction to Sociology; those passing both subjects may proceed to the Second Year of the programme. Students who fail in one subject in the First Year will be credited with the subject that they have passed and may take the referred subject together with the Second Year subjects.

Note: Attendance at lectures, tutorials and revision sessions and completion of course work are compulsory. By the end of March 1997, a certificate of regular attendance and satisfactory completion of course work for each student submitting an entry to the examination will be sought from SPACE. In the absence of such a certificate the University of London will refuse to admit the student to the examination.

The University of Hong Kong SPACE Certificate in Mathematics and Sociology will be awarded at the end of the First Year to all students who have:

1. passed the Diploma in Economics examinations in both subjects, Mathematics and Sociology;
2. attended the course satisfactorily (70% of lectures and tutorials);
3. obtained an overall pass grade in the continuous assessments of each subject.

Students who obtain the Diploma in Economics at the end of the Second Year will be given priority for places on the University of London BSc(Econ), BSc(Management) and BSc(Accounting and Finance) courses offered by SPACE.

International Recognition

Diploma holders may apply to the University of New South Wales, Australia for partial exemption from its BCom and BEcon degrees, and the University of British Columbia, Canada for partial exemption from its BCom degree. In addition, over 18 universities in the UK have agreed to consider holders of the Diploma in Economics for entry into their undergraduate second year. For details, please contact the Director of Studies.

Library Provision and Access

First Year students will be eligible for a borrower's card for access to the Main Library, University of Hong Kong. Second Year students will only be eligible for a reader's card, but may apply for a borrower's card upon payment of an additional fee.

Course Personnel

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

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

Tel: 2975 5659

Lecturers:

Introduction to Sociology: Cheng, M.C., B.Sc.,
M.H.A.(NSW)

Mathematics : Lau, Y. L., B.Sc., Ph.D.(H.K.)

Elements of Statistics : Wong, C. M., B.Soc.Sc.,
M.Phil.(H.K.)

Introduction to Economics: Lam, W.M., B.A., M.Sc.(Wisc)

English for Academic Purposes/Study Skills Co-ordinators:

First Year - Bruce, N.J., M.A.(Aberd.), M.Sc.(Edin.),
Postgr.Cert.Ed.(Aberd.),
Cert.T.E.F.L.(Roy.Soc. of Art)

Second Year - Lewkowicz, J., B.A.(Reading),
Dip.Ed.(Exeter), M.A. (Lancaster)

Registration and Fees

The course is expected to commence in September/October 1996. Students must register for the SPACE course before embarking on registration with the University of London. Applications to the course should be made by **August 9, 1996** and students should complete their University of London registration by **October 12, 1996**. The course fee for the First Year is **HK\$10,460**. Students must also pay the University of London registration and examination fees (see below).

University of London Fees and Charges

	<u>GBP (1996/97)</u>
* Initial registration fee	369
Continuing registration fee (All students will be required to pay a continuing registration fee in the second and subsequent years)	117
Examination fee for each part	186
* <i>Applicable only on first registration.</i>	

A University of London Open Day will be held on 27 July, 1996 in the SPACE Town Centre. The lecturer in charge from SPACE will introduce the Diploma in Economics course.

The application form and detailed information of the course will be available in June 1996. They can be obtained by enclosing a \$2.6 stamped self-addressed 7" x 9" envelope or in person from:

1. School of Professional and Continuing Education, University of Hong Kong, 3/F., T.T. Tsui Bldg., Pokfulam Road, Hong Kong. Tel: 2975 5659
2. SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. Tel: 2547 2225
3. SPACE North Point Study Centre 14/F., Fortress Tower 250 King's Road North Point, Hong Kong Tel: 2570 9266

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

Certificate Course

364. SPACE 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 practising management without a formalized training in managerial skills in industry, commerce and government.

Course Content:

In view of the distinctive nature of distance learning, this course will have a format which is different from the traditional SPACE short courses or certificate programmes. 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 course 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 course materials 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.

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 also be fluent in spoken Cantonese.

Venue : Room 22, SPACE Town Centre, 9/F

Six Tutorials will be conducted on the following dates from 3.45-5.45 p.m.:
September 21, 1996, October 12, 1996, November 2, 1996, November 23, 1996, December 14, 1996, January 4, 1997

Assessment:

Assessment of students' progress will be by coursework tests.

Fee: \$4,430 (including all materials)

Application:

A special application form is obtainable from Ms Jennifer G.H. Ng, School of Professional and Continuing Education, The University of Hong Kong, by not later than September 13, 1996.

Short Courses in Economics, Management, Banking and Finance

Course No. 365-380 (Tel: 2975 5658)

Course No. 381-390 (Tel: 2975 5670)

365. 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 banking 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. 522, foreign exchange concepts and calculation practice.

Participants are expected to have F.7 standard. After completion, students should be able to solve basic bills problems.

Tutor : William Chan, B.Soc.Sc. (C.U.H.K.), PDipLL (Peking), A.H.K.I.B., A.C.I.B., Dip.F.S. A.H.K.F.A.

Venue : Room 23, SPACE Town Centre, 9/F

Date : Saturdays, 2.15-5.15 p.m., commencing November 30, 1996

7 meetings

Fee : \$665

Medium of Instruction: Cantonese supplemented with English

366. 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 : Ms. Karen P. S. Wong, B.Sc.(Toronto)

Venue : Room 3, SPACE North Point Study Centre

Date : Mondays, 6.45-9.45 p.m., commencing December 16, 1996

6 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with English

367. 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12室（信德中心西翼九樓）

時 間：一九九六年十一月九日起每星期六下午二時至五時

全期學費：三百八十元（共四講）

368. Investment Banking

This course is designed for junior executives in commercial and investment banking business. Discussion topics include: nature of investment banking, how investment banks are classified, revenue-generating activities, public offering of securities, debt and equity financing, risk control, merger and acquisitions and assets management.

Tutor : Roland C. C. Lam, B.A.(York)

Venue : Room 3, SPACE North Point Study Centre

Date : Mondays, 7.00-9.45 p.m., commencing September 16, 1996

8 meetings Fee : \$695

Medium of Instruction: Cantonese supplemented with English

369. 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 13, SPACE Town Centre, 9/F

Date : Tuesdays, 6.45-9.30 p.m., commencing September 17, 1996

8 meetings Fee : \$695

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.

For course no. 370

Tutor : Roland C. C. Lam, B.A.(York)

For course no. 371

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.

370.

Venue : Room 13, SPACE Town Centre, 9/F

Date : Tuesdays, 6.45-9.45 p.m., commencing November 12, 1996

371.

Venue : Room 11, SPACE Town Centre, 9/F

Date : Tuesdays, 6.45-9.45 p.m., commencing September 17, 1996

6 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with English

372. How to Invest in Mutual Funds

This course is designed for small investors and savers. Discussion topics include: Mutual fund and unit trust categories, equity funds, bond funds, global and regional funds, how to analyze a fund and its management, a careful look at risk and dealing with market fluctuations.

Tutor : Roland C. C. Lam, B.A.(York)

Venue : Room 13, SPACE Town Centre, 9/F
Date : Tuesdays, 6.45-9.30 p.m., commencing January 7, 1997

4 meetings Fee : \$350

Medium of Instruction: Cantonese supplemented with English

373. Equity Analysis

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

Tutor : Roland C. C. Lam, B.A.(York)

Venue : Room 12, SPACE Town Centre, 9/F
Date : Mondays, 7.45-9.45 p.m., commencing December 2, 1996

8 meetings Fee : \$505

Medium of Instruction: Cantonese supplemented with English

374. How to Read Financial Statements

This course is prepared suitably for the general investing public as well as for the non-institutional investors. Topics covered include introduction to company's Annual Reports, foundation of credit analysis, basic financial ratios, traps of financial statements (accrual approach, historical accounting & managerial manipulation), principal accounting policies & cash flow analysis. Upon completion of this course, students are expected to show ability to analyse the financial health of a company.

Tutor : Henry K. H. Lai, B.Soc.Sc.(H.K.), M.B.A.(York), A.C.I.B.

Venue : Room 12, SPACE Town Centre, 9/F
Date : Saturdays, 2.00-5.00 p.m., commencing October 5, 1996

5 meetings Fee : \$475

Medium of Instruction: Cantonese supplemented with English

375. Introduction to Technical Analysis

This course is specifically designed for the general investing public and for personnel in the investment industry such as Fund Managers, Remisiers, Investment Analysts & Accountants. Topics covered include the Dow Theory, Pattern Formation, Moving Average, Exponential Smoothing, Weighted Moving Averages, Moving Averages Convergence & Divergence, Momentum Indicator, Stochastic, Parabolic Time/Price, On Balance Volume(OBV), RSI & Directional Movement Index. Upon completion of this course, students are expected to show ability to forecast as a junior chartist.

Tutor : Jacky Y. K. Chan, M.Soc.Sc.(Chu Hai)

Venue : Room 12, SPACE Town Centre, 9/F
Date : Wednesdays, 7.45-9.45 p.m., commencing September 18, 1996

8 meetings Fee : \$505

Medium of Instruction: Cantonese supplemented with English

376. Fixed Income Securities, Interest Rate Derivatives and Risk Management

This course is designed for junior traders, analysts and fixed income marketeers. Treasury accountants, systems analysts and those who are interested in the field are also welcomed to participate. Participants should have some basic knowledge of financial markets and generic financial instruments e.g. stocks and bonds. At the end of the course, participants will be able to improve their knowledge of fixed income products as well as understand the basic concepts of interest rate risk management.

Topics covered will include a review/introduction to fixed income securities (coupon vs zero-coupon bonds, government vs corporate, domestic vs Eurobond), theory of interest rates and the term structure, interest rate risk and asset/liability management, forwards and futures and their application to hedge interest rate risk, interest rate swaps and options, concept of duration hedging and portfolio insurance, introduction to mortgage-backed securities and other exotic derivatives.

Tutor : Patrick P. K. Law, B.B.A.(C.U.H.K.), M.B.A.(Chicago)

Venue : Room 12, SPACE Town Centre, 9/F
Date : Mondays, 7.45-9.45 p.m., commencing September 16, 1996

8 meetings Fee : \$505

Medium of Instruction: Cantonese supplemented with English

377. 金融期貨交易 (Introduction to Financial Futures Trading)

本課程適合對期貨買賣，特別對香港期貨市場之操作及發展有興趣的人士參加。內容包括期貨買賣的基本概念及方式、市場組織、運作及分析技巧和各類期貨合約簡介等。

主 講 人：由香港期貨交易所有限公司安排期貨業內人士主講

地 點：香港灣仔港灣道六至八號瑞安中心407A室
時 間：一九九六年九月十七日起每星期二下午六時三十分至八時十五分

全期學費：三百九十元 (共七講)

378. 期權合約簡介 (Introduction to Options Trading)

本課程適合對期權買賣，特別是恒生指數期權買賣有興趣的人士參與。內容包括期權的基本概念，認購及認沽期權的分別及用途，期權買賣的策略，期權價格之釐定，客戶按金計算法及期權市場的運作。

主 講 人：由香港期貨交易所有限公司安排期貨業內人士主講

地 點：香港灣仔港灣道六至八號瑞安中心407A室
時 間：一九九六年十一月十二日起每星期二下午六時三十分至八時十五分

全期學費：三百三十五元 (共六講)

379. Law and Practice of Securities 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, 9/F
Date : Saturdays, 2.00-5.00 p.m., commencing September 7, 1996

9 meetings Fee : \$855

Medium of Instruction: Cantonese supplemented with English

380. 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 11, SPACE Town Centre, 9/F
Date : Tuesdays, 6.30-8.30 p.m., commencing November 5, 1996

6 meetings Fee : \$380

381. An Introduction to Business Management

Managing a modern business enterprise is an activity in which relatively few of those who become involved in it would have had adequate training. The functions of the managerial process and the prevailing motivation theories will be examined, together with the design of corporate structures necessary to accomplish organizational objectives, as well as the development of managerial thoughts in their historical contexts. Particular attention will be paid to an analysis of the three major functional disciplines - manufacturing, finance and marketing. This course has been specially designed for junior executives and for those about to enter the management field and 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, 9/F
Date : Wednesdays, 6.30-8.00 p.m., commencing September 25, 1996

12 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with English

382. Developing Managerial Skills

A Manager is expected to be competent in professional knowledge and technical and managerial skills. The first two of these areas are in large measures taken care of in formal education. For the vast proportion of managers, managerial skills are learnt through their own direct experiences. This course has been developed to bridge the gap between the results obtained from personal experiences 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 studies on 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 personal experiences of those attending in examining managerial skills.

Tutor : Raysen Cheung, B.Soc.Sc(HK),
M.B.A.(Strathclyde)

Venue : Room 11, SPACE Town Centre, 9/F

Date : Wednesdays, 8.00-9.30 p.m., commencing September 25, 1996

12 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with English

383. 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, more personal commitment will be expected of these employees. 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' performance; 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, 9/F

Date : Tuesdays, 6.30-9.00 p.m., commencing September 24, 1996

12 meetings Fee : \$945

384. Negotiation Skills

Negotiation forms an important part of our working lives. This Negotiation Skills Programme is designed to provide participants with a learning experience that will cause a lasting change in behaviour. It will allow participants to assess their strengths and opportunities for improvement and to develop skills and strategies that will enable them to gain better results from future negotiations. The participant will follow a proven model which will demonstrate key strategies, skills and attitudes around the three components of a negotiation; principles, people and process. Participants will learn that a principled approach is crucial in order for negotiations to be successful, that the people we deal with are important and have needs as great as ours and finally, participants will learn that negotiation is a process, not an event. In this programme we will present a model for communication in negotiations following a five-step process that will enable participants to practise techniques that will ensure future negotiations are successful. The course is developed for those who have to negotiate on a regular basis.

Tutor : Ron DeAngelo, B.S.(Penn State), M.S.(Columbia),
M.S.(Utah State)

Venue : Room 11, SPACE Town Centre, 9/F

Date : Saturdays, 2.00-3.30 p.m., commencing September 21, 1996

12 meetings Fee : \$570

385. 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.,
M.H.K.I.M., A.I.Mgt.

Venue : Room 22, SPACE Town Centre, 9/F

Date : Saturdays, 2.15-3.45 p.m., commencing September 21, 1996

12 meetings Fee : \$570

Medium of Instruction : Cantonese

386. 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 a 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, 9/F
Date : Wednesdays, 8.00-9.30 p.m., commencing September 25, 1996

12 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with English

387. Marketing Communications

Marketing communication is assuming an ever more essential role in strategic marketing for modern organisations, whether in 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 and the coordination of various elements within the overall promotion mix.

Tutor : H.L. Ko, M.B.A.(Stirling), Dip.M., M.C.I.M., M.H.K.I.M., A.I.Mgt.

Venue : Room 13, SPACE Town Centre, 9/F
Date : Saturdays, 4.00-5.30 p.m., commencing September 21, 1996

12 meetings Fee : \$570

Medium of Instruction : Cantonese

388. 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、招聘面談、考績評估、薪金管理及員工訓練等。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

地 點：市區中心12室（信德中心西翼九樓）
時 間：一九九六年九月二十四日起逢星期二下午八時至九時三十分

全期學費：五百七十元（共十二講）

389. 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，以及勞工法例的概變及制訂過程；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，勞資糾紛的訴訟，『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：市區中心12室（信德中心西翼九樓）
時 間：一九九六年九月二十三日逢星期一上午六時三十分至七時四十五分

全期學費：四百七十五元（共十二講）

390. 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, as well as topics in contract strategy, the different stages of a project, construction management strategy, project acceleration, testing and commissioning, and project handover. There will also be discussions on the application of computer-aided project planning, programming techniques, contract negotiation, together with some selected case studies. This course is designed for project managers, architects, project engineers, site resident engineers and contract administrators.

Tutor : C.M. Kwan, B.Sc.(Glasgow), M.B.A.(Strathclyde), Eur.Eng., C.Eng., M.B.I.M., MASHRAE, M.C.I.B.S.E., M.Inst.E., M.H.K.I.E., MAPM.

Venue : Room 12, SPACE Town Centre, 9/F
Date : Tuesdays, 6.30-8.00 p.m., commencing September 24, 1996

12 meetings Fee : \$570

Medium of Instruction: Cantonese supplemented with English

Lecturer in charge : Jesucita Sodusta

Telephone: 2975 5686

In-Service Teacher Education Programme (INSTEP)

The following courses are offered by the Faculty of Education in conjunction with the School of Professional Continuing Education of the University of Hong Kong. The purpose of the programme is to provide in-service courses which will help teachers to implement changes and develop solutions to the problems which they face in schools.

482. Practical Counselling Skills for Teachers

This course is intended to enable participants to understand the process of counselling and factors which account for successful outcomes. At the end of the course, it is expected that participants will develop a repertoire of basic counselling skills to be used in handling problems of school-aged children and to establish positive teacher-student relationships.

Topics include: kinds of counselling relationships, vocal and bodily communication, attending behaviours, questioning, empathic responding, summarizing skills, clarification of problems, interventions and support systems.

Case studies, role-plays and group discussions will be used. This course is particularly relevant to teachers involved or interested in guidance and counselling work at schools.

Enrolment is limited to 20

Tutor : Mrs Winnie Lee, B.Soc.Sc., C.Ed.(HK), M.S.W.,
G.Dip. Ed.Coun., G.Dip.Ch.Psy.
(Aust.)

Venue : Room 17, SPACE Town Centre, 9/F

Date : Thursdays, 6.00-9.00 p.m., commencing
September 26, 1996

8 meetings

Fee : \$790

Medium of Instruction: Cantonese supplemented with
English

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

483. 弱能兒童音樂教育 (Music Education for Handicapped Children)

本課程旨在向從事弱能兒童音樂教育工作者提供一個基本而全面的音樂教學訓練課程，內容包括：(1) 介紹 Kodaly, Dalcroze, Orff, Suzuki 等教學法及在弱能人士音樂教學及治療上的應用；(2) 探討『潛能發展模式』、『親子音樂教育模式』、『音樂—言語教育模式』及『新一代音樂教學法』在弱能兒童音樂教育的可行性；(3) 研習上述教學法的教學技巧及音樂技巧，及基本和聲、指揮、配樂、敲擊樂器演奏等音樂技巧；和(4) 綜論弱能兒童音樂教育的目的，課程設計，推行模式及與治療的關係。本課程深入淺出，著重老師參與，使老師將所學的實踐在教學上，老師需在所服的機構中實習上述教學法，並在堂上會報和交實習報告。 (限收三十人)

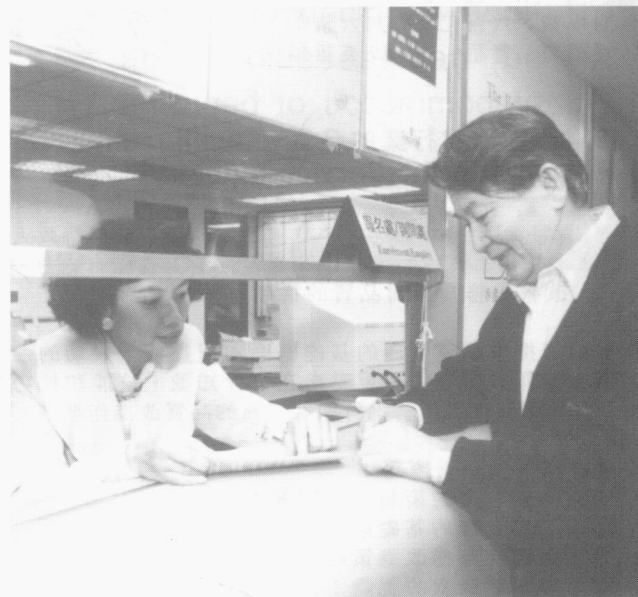
主 講 人：劉超祺先生 B.A., Dip.Ed., Cert.Sp.Ed., Cert. Aural
Rehab., M.A., F.Coll.P.(UK)

地 點：香港弱能、健全、資優兒童音樂家庭，九龍油
麻地彌敦道475-475A康樂大廈二樓

時 間：一九九六年九月二十六日起逢星期四下午六時
三十分至九時

全期學費：一千二百一十元 (共十二講)

教師可獲教育署退還半費。詳參第ix頁。



Choose a course that fits your career goals with expert help from SPACE staff at Shun Tak Centre

641. 品質管理 — 工具與原理 (Quality Management : Tools and Principles)

目標：本課程旨在使學員認識到品質管理的原理和改進品質的工具，了解品質在商業社會競爭中的重要性及幫助學員在其服務機構面對提高品質的挑戰。期間會討論一些成功的個案，供學員在其機構內策劃及推行品質改進時作參考。

完成課程後，學員應可：

- 明白品質管理的術語及其定義；
- 認識品質管理的基礎原理；
- 了解品質改進的架構；
- 使用品質管理的工具；和
- 增進在機構中策劃及進行品質改進的實際了解。

入學資格：學員應具有兩年或以上的工作經驗

內容：

- (1) 品質革命：
包括品質管理作為商業管理概念的歷史及演進；品質管理及ISO9000的最近趨勢；品質的定義、術語及ISO8402的詞匯。
- (2) 品質管理的原理：
包括品質管理的要素和品質改進架構的介紹及實習。以近期個案如Motorola的經驗來說明。
- (3) 品質工具：
包括一批主要品質管理工具（如基本七工具、管理七工具，品質功能調度法和批標改進法等）的使用。以近期個案如香港政府房屋署來作說明。

主 講 人：蘇國良先生

地 點：市區中心13室（信德中心西翼九樓）

時 間：一九九六年九月十九日起每星期四下午六時四十五分至九時十五分

全期學費：六百元（共六講）

講授語言：粵語（以英語輔助）

642. 改進服務行業的品質 (Quality Improvement in the Service Industry)

目標：本課程為提供顧客服務機構的經理人和前綫行政人員而設計。主旨在幫助學員提高品質管理的能力，改善服務及面對品質的挑戰。

課程除了提供品質管理的基礎概念和理論外，成功的個案將被選作說明。主要重點是在管理知識，技能和技巧方面，為學員在其機構推行顧客服務的品質改進作準備。

完成課程後，學員應可：

- 明白品質管理的術語及其定義；
- 認識品質管理的基礎原理；
- 制定機構的服務改進策略；
- 增進對顧客概念的認識；
- 實行品質推廣和服務改進；和
- 改進服務的技能及技巧

入學資格：學員應具有兩年或以上的服務行業工作經驗

內容：

- (1) 品質革命：
包括品質革命的最近趨勢；品質的定義和術語；有效率的全面品質服務管理的基礎；和顧客滿意的概念。
- (2) 品質服務的技巧：
包括品質領導基礎；顧客服務的機構策略目標；競爭性品質推廣的簡介；前綫服務的應對技能；服務支援的交往；和有效的工作隊建設。以近期成功個案如Yokagawa, Hewlett-Packard來說明。
- (3) 改進工具：
包括Kaizen或不斷改進的概念；推行品質的工具；和顧客滿意的量度。以近期個案如AT&T Consumer Communications Services來說明。
- (4) 卓越品質：
包括品質獎項和證書的簡介；ISO9000管理制度的基本和以品質獎項和證書作不斷改進的工具。以近期個案如GTE Directories Corporation來說明。

主 講 人：蘇國良先生

地 點：市區中心13室（信德中心西翼九樓）

時 間：一九九六年十一月七日起每星期四下午六時四十五分至九時十五分

全期學費：六百元（共六講）

講授語言：粵語（以英語輔助）

643. Introduction to TQM and ISO 9000

This course discusses how thousands of organizations, large and small, have faced their customers, shareholders, competitors, and bank managers with confidence, knowing that they have the competitive advantage in quality and innovation.

Participants will learn the concepts and practices of Total Quality Management (TQM), how the ISO 9000 Quality Systems Standard fits into the TQM philosophy, and how to plan implementation. The course introduces ISO Clauses 4.1 Management responsibility and 4.2 Quality systems.

Syllabus: Introduction to TQM, TQM & ISO 9000, Quality Costs, Communication and Team Building, Introduction to ISO 9000, Management Responsibility, Implementing a Quality System.

The tuition fee includes a set of handbooks. A statement of attendance will be issued to those participants who have attended no less than 75% of the meetings.

Enrolment is limited to 25

Tutors-in-charge : Victor Lo, IMSE, HKU
Ms. Toni Gous, BSM

Venue : HKU Campus (to be confirmed)
 Date : Wednesdays and Fridays, 6.45 - 9.15 p.m.,
 commencing October 2, 1996

6 meetings

Fee : \$1,700

644. ISO 9000 Documentation System

The phenomenal success of the ISO 9000 is mainly because many of the nearly 80,000 companies which implemented the Standard effectively achieved cost savings by setting up Quality Systems. Participants will learn how to develop a Quality Manual and control the documentation of a Quality System which will reduce costs and increase savings by keeping track of paperwork. The course continues with ISO Clauses 4.2 Quality systems, and introduces Clauses 4.5 Document and data control and 4.16 Quality records.

Syllabus: Quality manual, Procedure Writing, TQM & ISO 9000 Style Manual, Document and Data Control.

Prerequisite: Participants should have attended the "Introduction to TQM and ISO 9000" or equivalent courses.

The tuition fee includes a set of handbooks. A statement of attendance will be issued to those participants who have attended no less than 75% of the meetings.

These courses cater for participants from the manufacturing, services and information technology sectors.

In addition to the "Introduction to TQM and ISO 9000" and the "ISO 9000 Documentation System" courses. The School, in association with the Business Services Multinational Ltd., is planning to organize a series of courses to cover the remainder of the ISO 9000 Clauses and associated Guidelines. It is also planned to articulate these courses to form a "Certificate Course for ISO 9000 Quality Systems".

Enrolment is limited to 25

Tutors-in-charge : Victor Lo, IMSE, HKU
 Ms Toni Gous, BSM

Venue : HKU Campus (to be confirmed)
 Date : Wednesdays and Fridays, 6.45 - 9.15 p.m.,
 commencing November 6, 1996

5 meetings

Fee : \$1,420



A day to remember. SPACE graduates watch their classmates receive their degrees

EARLY ENROLMENT IS ESSENTIAL

Apply as early as possible since the places are usually filled up very quickly. Early enrolment enables the School to decide if additional classes can be arranged to accommodate your needs.

ENGLISH STUDIES

Lecturers in charge : Richard M. Booker
Peter Kennedy

Telephone: 2547 2225
Telephone: 2975 5689

ENGLISH LANGUAGE COURSES

Course No.

- 492 - 524 Certificate Programme in the Use of English
- 525 - 558 Foundation English Programme
- 560 - 573 Practical English Programme
- 574 - 577 Developing Spoken English Skills
- 578 - 580 Everyday Spoken English
- 581 - 582 Interpersonal Communication
- 583 - 588 Pronunciation and Fluency
- 589 English Intonation
- 590 - 592 Certificate Course in English Speech
- 593 - 594 Effective Writing Skills
- 595 - 596 Business Correspondence
- 597 - 612 Certificate Programme in Business English
- 613 Certificate Programme in English for Engineers and Industrial Designers

ENGLISH FOR TEACHERS

Course No.

- 614 - 618 Certificate Programme in English Language Teaching (Secondary)

LITERATURE IN ENGLISH

Course No.

- 491 SPACE Postgraduate Diploma in East/West Theatre Studies
- 619 - 621 Certificate Programme in English Literary Studies

Certificate Programme in the Use of English

The main aim of this advanced level general English programme is to help students develop greater fluency in spoken English so that they can USE English confidently and accurately in a variety of different contexts. Emphasis is put on language PRACTICE and production rather than learning ABOUT the rules of grammar in isolation. The course will not only help students to become proficient in speaking English but will also enhance their ability to understand and interpret it.

The elements of written communication will be dealt with systematically. Students will be exposed to a variety of texts and will carry out tasks designed to improve their understanding of text organization. They will be helped to develop better reading strategies and to write clear, concise, grammatical English on a number of topics in an appropriate style. (A detailed syllabus is available upon request)

The programme extends over two years. On completion of the First Year, students will sit an examination, which, if they pass sufficiently well, will qualify them to enrol in a Second Year course

in the following year. On completion of the Second Year, students sit an examination that leads to the award of the SPACE Certificate in the Use of English. Students will be awarded the Certificate if they :

- *pass the examination;*
- *complete assignments set during the year satisfactorily;*
- *attend at least 75% of the meetings scheduled.*

This certificate represents the attainment of a very satisfactory command of English and is widely recognised by many employers in Hong Kong. The tutors for the courses offered each year are drawn from a panel of university graduates and experienced teachers of English.

Entrance Requirements

Second Year

Those who have completed a First Year course sufficiently well or who possess a SPACE Certificate Programme in Business English awarded in 1996 may enrol in a SECOND Year course without any further test.

First Year

(A) Those who have completed the Foundation English Programme OR the Communicate in English course sufficiently well in 1996 may enrol in a FIRST Year course without any further test provided they apply by 19th August 1996.

(B) Applicants who do not possess the above qualifications must

- (i) have gained a Grade D in English Language in the HKCEE exam. (Syllabus B) OR a Grade B in English Language (Syllabus A) OR the equivalent in an approved examination; and
- (ii) sit the Use of English Entrance Examination.

Copies of all certificates awarded must be attached to application forms.

Entrance Examination

Applicants for the First Year must complete

an entrance test application form* and then take the Entrance Exam. either at the time of applying (at the SPACE Town Centre only) or on any of the following days:

- **SPACE Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong (MTR: Sheung Wan)**

6.30 - 8.00 p.m.	Monday	5/8/96
6.30 - 8.00 p.m.	Tuesday	13/8/96
6.30 - 8.00 p.m.	Wednesday	14/8/96

6.30 - 8.00 p.m.	Thursday	22/8/96
2.30 - 4.00 p.m.	Saturdays	10/8/96, 31/8/96, 14/9/96
4.30 - 6.00 p.m.	Saturdays	10/8/96, 31/8/96, 14/9/96
10.30a.m.-12.00noon	Sundays	18/8/96, 8/9/96
1.30 - 3.00 p.m.	Sundays	18/8/96, 8/9/96
3.30 - 5.00 p.m.	Sundays	18/8/96, 8/9/96

Venue : St. Joseph's College, 7 Kennedy Road, Hong Kong

499. Tuesdays, 6.30 - 9.30 p.m., commencing October 15, 1996

Venue : Sheng Kung Hui - Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

500. Tuesdays, 6.30 - 9.30 p.m., commencing October 15, 1996

501. Wednesdays, 6.30 - 9.30 p.m., commencing October 16, 1996

502. Fridays, 6.30 - 9.30 p.m., commencing October 18, 1996

B. In KOWLOON

Venue : Wah Yan College, 56 Waterloo Road, Kowloon (MTR: Yau Ma Tei)

503. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 14, 1996

504. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 15, 1996

505. Fridays, 6.30 - 9.30 p.m., commencing October 18, 1996

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

506. Mondays, 6.30 - 9.30 p.m., commencing October 14, 1996

507. Tuesdays, 6.30 - 9.30 p.m., commencing October 15, 1996

508. Wednesdays, 6.30 - 9.30 p.m., commencing October 16, 1996

509. Saturdays, 3.00 - 6.00 p.m., commencing October 19, 1996

SECOND YEAR

A. In HONG KONG

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

510. Mondays, Wednesdays, 8.30 - 10.00 A.M., commencing October 14, 1996

511. Tuesdays, Thursdays, 6.15 - 7.45 p.m., commencing October 15, 1996

512. Tuesdays, Thursdays, 8.00 - 9.30 p.m., commencing October 15, 1996

513. Sundays, 10.00 A.M. - 1.00 p.m., commencing October 13, 1996

514. Sundays, 2.00 - 5.00 p.m., commencing October 13, 1996

Venue : University of Hong Kong

515. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 15, 1996

• SPACE Shek Kip Mei Study Centre (Ka Chi School), 5 Wai Chi Street, Shek Kip Mei, Kowloon (MTR: Shek Kip Mei)

6.30 - 8.00 p.m.	Tuesday	6/8/96
	Wednesday	28/8/96
	Thursday	29/8/96
	Friday	30/8/96
2.30 - 4.00 p.m.	Saturday	17/8/96
4.30 - 6.00 p.m.	Saturday	17/8/96

THE CLOSING DATE FOR ALL APPLICATIONS IS 13TH SEPTEMBER, 1996

After the exams have been marked, successful candidates will be sent an acceptance letter. Enrolments will be on a "first-come-first-serve" basis. Applicants are advised to enrol early as some courses become oversubscribed very quickly.

N.B. Applicants may apply for EITHER a Use of English OR a Business English course but not BOTH.

* There is a \$30 application fee to be submitted with the application form. This is to cover the cost of processing and marking and is non-refundable.

FIRST YEAR

A. In HONG KONG

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

492. Mondays, Wednesdays, 8.30 - 10.00 A.M., commencing October 14, 1996

493. Sundays, 10.00 A.M. - 1.00 p.m., commencing October 13, 1996

494. Sundays, 2.00 - 5.00 p.m., commencing October 13, 1996

Venue : University of Hong Kong

495. Mondays, 6.30 - 9.30 p.m., commencing October 14, 1996

496. Wednesdays, 6.30 - 9.30 p.m., commencing October 16, 1996

Venue : SPACE North Point Study Centre (MTR: Fortress Hill)

497. Sundays, 10.00 A.M. - 1.00 p.m., commencing October 13, 1996

498. Sundays, 2.00 - 5.00 p.m., commencing October 13, 1996

Venue : Sheng Kung Hui - Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

516. Mondays, 6.30 - 9.30 p.m., commencing October 14, 1996

517. Thursdays, 6.30 - 9.30 p.m., commencing October 17, 1996

Venue : SPACE North Point Study Centre (MTR: Fortress Hill)

518. Tuesdays, 6.30 - 9.30 p.m., commencing October 15, 1996

B. In KOWLOON

Venue : Wah Yan College, 56 Waterloo Road, Kowloon (MTR: Yau Ma Tei)

519. Mondays, Wednesdays, 6.30 - 8.00 p.m., commencing October 14, 1996

520. Tuesdays, Thursdays, 6.30 - 8.00 p.m., commencing October 15, 1996

521. Fridays, 6.30 - 9.30 p.m., commencing October 18, 1996

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

522. Mondays, 6.30 - 9.30 p.m., commencing October 14, 1996

523. Thursdays, 6.30 - 9.30 p.m., commencing October 17, 1996

524. Saturdays, 9.30 A.M. - 12.30 p.m., commencing October 19, 1996

25 meetings*

Fee: \$2,200

* except 492, 503, 504, 510, 511, 512, 515, 519, 520 (50 meetings)

Lecturer-in-charge : Peter Kennedy

Telephone : 2547 2225

Foundation English

What is it?

This is a two-year programme mainly for those who wish to improve their English, but who are not qualified to join the Use of English course. However, other students who do not wish to advance to the Use of English course will find that this programme will be of benefit to them.

The programme will give students constant practice in the four skills of reading, writing, listening and speaking to give them greater confidence in using English so that they can reach the level of ability necessary for them to enter a higher course. At all times, the emphasis will be on getting students to participate actively in a wide range of language activities, so that they improve by actually using their language skills.

At the end of the second year of the course, students sit an examination for the SPACE First Certificate in English Language. Students awarded this Certificate with a Credit can enrol in a first year Use of English course without having to take the entrance examination. Those not awarded a Credit have to sit the Use of English entrance examination if they wish to take that course.

What qualifications are needed?

We expect most applicants to have a grade "E" pass in English Language in the Hong Kong Certificate of Education or a similar qualification from outside Hong Kong.

However, those who do not have a grade "E" pass but who have used English continuously since leaving school can also apply. They may be offered a place on this course depending on their performance in the entrance test.

What is involved in entering the course?

First Year

a) Entrance Test

All applicants for the First Year must take an entrance test lasting about 45 minutes, **either**

- at the time of applying (at the SPACE Town Centre only) or
- on any of the following dates at the SPACE Town Centre, Shun Tak Centre, 9th floor, West Tower, 200 Connaught Road Central, Hong Kong

Wednesday,	7 August 1996 at 6.30 p.m.,
Thursday,	8 August 1996 at 6.30 p.m.,
Friday,	9 August 1996 at 6.30 p.m.,
Sunday,	25 August 1996 at 10.30 a.m., 1.30 & 3.30 p.m.*

- * these sessions will only be held if necessary. Candidates are advised to apply for the earlier testing sessions.

A non-refundable fee of \$30 will be made for taking this test, which is intended to ensure that applicants are only accepted in a course that is suitable for them.

b) Admission to the Course

Applicants will be informed of their performance in the entrance examination. Some will then be offered places on the First Year of the Foundation English programme. Others may be advised to take the Practical English course before Foundation English. A few may even be accepted directly into the Second Year of the programme, if there are places available.

Those who are accepted for the course can then enrol on a "first-come, first-served" basis in the class that is most convenient for them.

Second Year

There are two ways of entry to the Second Year of the programme:

- by successful completion of the First Year;
- by a very good performance in the entry test taken by applicants for the First Year of the course.

Classes**First Year**

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

525. Sundays, 9.45 a.m. - 12.45 p.m., commencing September 29, 1996
526. Sundays, 2.00 - 5.00 p.m., commencing September 29, 1996
527. Mondays & Wednesdays, 4.30 - 6.00 p.m., commencing September 30, 1996
528. Mondays & Wednesdays, 8.00 - 9.30 p.m., commencing October 14, 1996
529. Tuesdays & Thursdays, 8.30 - 10.00 a.m., commencing October 1, 1996
(Note: this is a morning course)
530. Tuesdays & Thursdays, 10.15 - 11.45 a.m., commencing October 1, 1996
(Note: this is a morning course)
531. Tuesdays, 6.15 - 9.15 p.m., commencing October 1, 1996
532. Saturdays, 9.00 a.m. - 12.00 noon, commencing October 5, 1996
(Note: this is a morning course)

Venue : HKU

533. Mondays, 6.30 - 9.30 p.m., commencing September 30, 1996
534. Tuesdays & Thursdays, 7.30 - 9.00 p.m., commencing October 1, 1996

Venue : St Joseph's College, 7 Kennedy Road, Hong Kong

535. Tuesdays, 6.30 - 9.30 p.m., commencing October 1, 1996

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, HK

536. Mondays, 6.30 - 9.30 p.m., commencing September 30, 1996
537. Wednesdays, 6.30 - 9.30 p.m., commencing October 2, 1996
538. Thursdays, 6.30 - 9.30 p.m., commencing October 3, 1996

Venue : Wah Yan College, 56 Waterloo Road, Kowloon

539. Mondays & Wednesdays, 6.30 - 8.00 p.m., commencing September 30, 1996

540. Tuesdays & Thursdays, 6.30 - 8.00 p.m., commencing October 1, 1996
541. Fridays, 6.30 - 9.30 p.m., commencing October 4, 1996

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

542. Tuesdays, 6.30 - 9.30 p.m., commencing October 1, 1996
543. Thursdays, 6.30 - 9.30 p.m., commencing October 3, 1996
544. Saturdays, 2.00 - 5.00 p.m., commencing October 5, 1996

Second Year

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

545. Sundays, 9.30 a.m. - 12.30 p.m., commencing September 29, 1996
546. Sundays, 2.30 - 5.30 p.m., commencing September 29, 1996
547. Mondays & Wednesdays, 8.30 - 10.00 a.m., commencing September 30, 1996
(Note: this is a morning course)
548. Tuesdays & Thursdays, 8.00 - 9.30 p.m., commencing October 1, 1996
549. Fridays, 6.15 - 9.15 p.m., commencing October 4, 1996

Venue : HKU

550. Wednesdays, 6.30 - 9.30 p.m., commencing October 2, 1996

Venue : St Joseph's College, 7 Kennedy Road, Hong Kong

551. Tuesdays, 6.30 - 9.30 p.m., commencing October 1, 1996

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, HK

552. Tuesdays, 6.30 - 9.30 p.m., commencing October 1, 1996
553. Thursdays, 6.30 - 9.30 p.m., commencing October 3, 1996

Venue : Wah Yan College, 56 Waterloo Road, Kowloon

554. Mondays & Wednesdays, 6.30 - 8.00 p.m., commencing September 30, 1996
555. Tuesdays & Thursdays, 6.30 - 8.00 p.m., commencing October 1, 1996
556. Fridays, 6.30 - 9.30 p.m., commencing October 4, 1996

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

557. Tuesdays, 6.30 - 9.30 p.m., commencing October 1, 1996
558. Saturdays, 2.30 - 5.30 p.m., commencing October 5, 1996

Lecturer-in-charge: Richard Booker

90 hours in total:
classes held once a week have 30 sessions
classes held twice a week have 60 sessions

Fee : \$2,650

Practical English

What is it?

This programme is designed for:

- those who wish to enter the Foundation English programme in due course, but who are not qualified for that programme;
- those who are qualified to enter Foundation English, but who have been unable to practise English and so need to "refresh" their knowledge of the language.

Students who complete the course at the required standard will be accepted for the Foundation English programme in the following year. However, other students who do not wish to advance to Foundation English will also be accepted for this course and will benefit from it.

To help students to improve their existing levels of English, the four skills of reading, writing, speaking and listening will be practised at a suitable level. The course will use a textbook, but students will receive a lot of other materials written by our teachers for Hong Kong students.

Note: This programme is not for total beginners. Students accepted will need a knowledge of common grammatical structures, but may have trouble expressing their ideas and understanding native speakers.

What is involved in entering the course?

a) Entrance Test

- All applicants must take an entrance test lasting about 45 minutes, **either**
- at the time of applying (at the SPACE Town Centre only) **or**
 - on any of the following dates at the SPACE Town Centre, Shun Tak Centre, 9th floor, West Tower, 200 Connaught Road Central, Hong Kong

Wednesday, 7 August 1996 at 6.30 p.m.,
Thursday, 8 August 1996 at 6.30 p.m.,
Friday, 9 August 1996 at 6.30 p.m.,
Sunday, 25 August 1996 at 10.30 a.m.,
*1.30 & 3.30 p.m.,

* these sessions will only be held if necessary. Candidates are advised to apply for the earlier testing sessions.

A non-refundable fee of \$30 will be made for taking this test, which is intended to ensure that applicants are only accepted in a course that is suitable for them.

b) Admission to the Course

Applicants will be informed of their performance in the entrance examination. Some will then be offered places on the programme. Others may be accepted for Foundation English if they do well enough in the test.

Those who are accepted for the course can then enrol on a "first-come, first-served" basis in the class that is most convenient for them.

Classes

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

560. Sundays, 10.00 a.m. - 1.00 p.m., commencing September 29, 1996
561. Sundays, 2.30 p.m. - 5.30 p.m., commencing September 29, 1996
562. Tuesdays, 2.30 p.m. - 5.30 p.m., commencing October 1, 1996
563. Saturdays, 2.30 p.m. - 5.30 p.m., commencing October 5, 1996

Venue : HKU

564. Fridays, 6.30 - 9.30 p.m., commencing October 4, 1996

Venue : SPACE North Point Study Centre (MTR: Fortress Hill)

565. Sundays, 10.15 a.m. - 1.15 p.m., commencing September 29, 1996
566. Sundays, 2.30 p.m. - 5.30 p.m., commencing September 29, 1996

Venue : St Joseph's College, 7 Kennedy Road, Hong Kong

567. Tuesdays, 6.30 - 9.30 p.m., commencing October 1, 1996

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, HK

568. Wednesdays, 6.30 - 9.30 p.m., commencing October 2, 1996

Venue : Wah Yan College, 56 Waterloo Road, Kowloon

569. Mondays & Wednesdays, 6.30 - 8.00 p.m., commencing September 30, 1996
570. Tuesdays & Thursdays, 6.30 - 8.00 p.m., commencing October 1, 1996
571. Fridays, 6.30- 9.30 p.m., commencing October 4, 1996

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

572. Thursdays, 6.30 - 9.30 p.m., commencing October 3, 1996
573. Saturdays, 9.30 a.m. - 12.30 p.m., commencing October 5, 1996

Lecturer-in-charge : Richard Booker

90 hours in total:

- classes held once a week have 30 sessions
- classes held twice a week have 60 sessions

Fee : \$2,650

Developing Spoken English Skills

This course will cover a wide range of situations in which spoken English is used. It will help students to speak more confidently and fluently, but will not neglect the importance of accurate speech. Considerable attention will be given to improving students' pronunciation, stress and intonation.

Amongst the many functions that will be covered are:

- socialising
- describing and comparing
- telephoning
- asking for and giving information
- giving and receiving instructions
- predicting and planning
- agreeing and disagreeing
- describing things and processes
- giving directions

The course is aimed at those who need to use English in their everyday work, but feel that they need to gain in fluency and confidence when deal with native speakers. It will be at the approximate level of students with a grade "E" pass in English Language in HKCEE Syllabus B.

Enrolment will be on a "first-come, first-served" basis.

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

574. Tuesdays & Thursdays, 8.30 - 10.00 a.m., commencing October 8, 1996
(Note : this is a morning course)
575. Tuesdays & Thursdays, 2.00 - 3.30 p.m., commencing October 8, 1996

576. Tuesdays & Thursdays, 8.30 - 10.00 a.m., commencing January 7, 1997
(Note : this is a morning course)
577. Tuesdays & Thursdays, 2.00 - 3.30 p.m., commencing January 7, 1997

Lecturer-in-charge : Richard Booker

20 meetings (30 hours)

Fee : \$1,100

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. The course is at a slightly lower level than courses no. 574 - 577 Developing Spoken English Skills.

Enrolment will be on a "first-come, first-served" basis.

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

578. Tuesdays & Thursdays, 12.45 - 1.45 p.m., commencing October 8, 1996
579. Tuesdays & Thursdays, 12.45 - 1.45 p.m., commencing November 12, 1996
580. Tuesdays & Thursdays, 12.45 - 1.45 p.m., commencing January 7, 1997

Lecturer-in-charge : Richard Booker

10 meetings (10 hours)

Fee : \$350

Interpersonal Communication

Although many people can communicate effectively in English when writing, they lack confidence in the oral interactions that arise in business.

This course looks at a range of these situations and includes topics like:

- introducing yourself and others,
- what to say in the first five minutes,
- making arrangements,
- making and receiving complaints,
- interviews,
- making telephone calls,
- dealing with enquiries and problems,
- concluding a conversation.

The methods used will include :

- listening to a variety of native and non-native speaker accents,
- problem-solving,
- group work,
- role play and simulations.

The course is designed to increase the number of appropriate responses available to the speaker in any situation, thus making the speaker more confident and at ease with spoken English in the workplace.

Students will be expected to participate as fully as possible, both to enable them to gain in confidence and to allow the teacher to give necessary guidance on improving their pronunciation.

Applicants should have obtained at least a grade "D" pass in English Language (Syllabus B) in the HKCEE and should also attach a letter to their application form stating why they wish to be enrolled in the course.

Enrolment will be by selection of those most likely to benefit from the course of tuition.

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, HK

581. Tuesdays, 6.30 - 9.30 p.m., commencing 8 October 1996
(closing date for applications: 25 September 1996)
582. Tuesdays, 6.30 - 9.30 p.m., commencing 14 January 1997
(closing date for applications: 2 January 1997)

Lecturer-in-charge: Richard Booker

10 meetings (30 hours) Fee : \$1,100

Pronunciation & Fluency

This is a very practical course that will give students lively and realistic discussion and conversation exercises, with the following aims :

- to help them improve their English pronunciation;
- to help them become more fluent and confident speakers of English, both on the telephone and in face-to-face situations;
- to help them build up their English vocabulary;
- to introduce them to different native speaker accents.

The course tutors will pay very close attention to students' individual pronunciation problems.

Participants must be willing to take part in the full range of activities that the course will include.

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.

Applications will be accepted on a "first-come, first-served" basis.

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

583. Wednesdays, 2.30 - 5.30 p.m., commencing October 9, 1996
584. Wednesdays, 2.30 - 5.30 p.m., commencing January 8, 1997

Venue : SPACE North Point Study Centre (MTR: Fortress Hill)

585. Saturdays, 9.30 a.m. - 12.30 p.m., commencing October 5, 1996
(Note: this is a morning course)
586. Saturdays, 9.30 a.m. - 12.30 p.m., commencing January 11, 1997
(Note: this is a morning course)

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, HK

587. Mondays, 6.30 - 9.30 p.m., commencing October 7, 1996
588. Mondays, 6.30 - 9.30 p.m., commencing January 13, 1997

Lecturer-in-charge : Richard Booker

10 meetings (30 hours) Fee : \$1,100

589. English Intonation

This short course will give participants practice in identifying and making prominent the most important words in any given situation so as to express what they want to say clearly, dividing their speech up meaningfully, using the appropriate tones, and using pitch variation for interesting delivery and maximum clarity. The course will include listening and speaking sessions in which participants will put into practice what they have learnt. These features receive little systematic treatment in published coursebooks, yet are essential for clear communication. This course will be of particular interest to those whose work brings them into contact with native speakers of English. In order to benefit from the course, applicants should have a grade "E" pass in English Language in the HKCEE syllabus B. (A course outline is available upon request. Tel.: 29755689)

Tutor : John Bensly, M.A.(Oxon), M.A.(Reading)

Venue : Room 23, SPACE Town Centre, 9/F
Date : Mondays, 6.30 - 9.00 p.m., commencing September 30, 1996

6 meetings Fee: \$480

Certificate Course in English Speech

This is an intensive course of study in which it is intended to provide tuition in Spoken English to an advanced level for suitably qualified working adults who have a positive

and urgent need to achieve a high standard of proficiency in a wide variety of social situations.

Tuition will cover in detail pronunciation, word and sentence stress, and intonation. These components will be covered thoroughly and comprehensively, and students will be required to learn relevant phonetic symbols and signs. Conversation, discussion and a wide variety of interpersonal communication will also be practised, the emphasis being on what is said and how it is said. For all sections of the course substantial practice is given and a workbook is provided that gives full details of each unit studied.

Applicants should bear in mind that this is not a general English course and grammatical and lexical competence will be assumed. Furthermore, this is not a course in rhetoric or the art of persuasive or impressive speaking and will not cover presentations, speeches or other such specialized applications. Applicants should also bear in mind that owing to the size of the class individual tuition will be impracticable, except to a very limited extent. Practice will be obtained and progress made by means of group work.

As this course is designed for Hong Kong working adults (with Chinese language background), those studying in school, college or university will not be admitted.

The syllabus comprises four components: Pronunciation; Stress; Intonation; Communication.

Award: Students will be awarded a SPACE Certificate provided they:

- pass the final examination;
- satisfactorily complete the assignments set;
- attend at least 75% of the classes.

Entrance Requirements

All applicants should

- 1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination; and
- 2) be able to produce evidence of further study at post-secondary level; and
- 3) attach copies of their certificates to their application form; and
- 4) sit the Entrance Test.

The Entrance Test will consist of a Listening Test and, for those who pass, an Interview. Listening tests will be held in the SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong, on 11th and 12th September, at 6.30 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

Applicants who perform sufficiently well in the Listening Test will be required to attend an Interview either on 19th, 20th or 21st September at the SPACE Town Centre.

Closing date for applications: September 6, 1996.

Tutor : John Bensly, M.A.(Oxon), M.A.(Reading)

Venue : SPACE Town Centre, 9/F

590. Wednesdays, 6.30 - 9.30 p.m., commencing October 9, 1996
591. Sundays, 10.00 a.m. - 1.00 p.m., commencing October 6, 1996
592. Sundays, 2.30 - 5.30 p.m., commencing October 6, 1996

Enrolment is limited to 30

33 meetings

Fee : \$2,750

Lecturer-in-charge : Peter Kennedy
Telephone : 29755689

Effective Writing Skills

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. Classes will be run as workshops that get the students fully involved.

All the materials to be used on the course have been designed specifically 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 interesting, 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. They should submit the following with their applications :

- a copy of their HKCEE certificate;
- a letter stating why they think the course will benefit them.

Enrolment will be by selection of those most likely to benefit from the course of instruction.

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, HK

593. Mondays, 6.30 - 9.30 p.m., commencing October 7, 1996
(closing date for applications: 25 September 1996)
594. Mondays, 6.30 - 9.30 p.m., commencing January 13, 1997
(closing date for applications: 2 January 1997)

Lecturer-in-charge : Richard Booker

10 meetings (30 hours)

Fee : \$1,100

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 a place on the Certificate Programme in Business English.

Applications will be accepted on a "first-come, first-served" basis.

**Venue : Sheng Kung Hui Tang Shiu Kin Secondary School,
9 Oi Kwan Road, HK**

595. Fridays, 6.30 - 9.30 p.m., commencing
27 September 1996

596. Fridays, 6.30 - 9.30 p.m., commencing
3 January 1997

Lecturer-in-charge: Richard Booker

12 meetings(36 hours)

Fee : \$1,300

Certificate Programme in Business English

Course Numbers : 597 to 612

What are the Aims of the Course ?

The SPACE Certificate Programme in Business English has been designed to help anyone who has to use English in everyday work situations. It has two main aims :

- to improve the ability of students to carry out the writing tasks that they may be faced with in their work, by helping them to express themselves clearly and concisely on paper;

- to give them greater confidence and fluency when speaking in front of others, in situations that they are likely to encounter in their work.

How is the Programme Organised ?

- It is offered in modules.
- Students who wish to be awarded the SPACE Certificate in Business English must complete three modules, totalling 90 hours of classroom instruction. However, these modules must be completed within three years.
- Two of the modules studied must be the Set Modules.
- The third module can then be chosen from a list of Optional Modules.
- The Set Modules will be offered throughout the year, while the Optional Modules will be offered from time to time.
- Students who complete a module successfully will be given a letter that gives them automatic entry to the next module they wish to take.

Each module will be complete in itself. This means that students who do not wish to complete the full Certificate programme can apply to take any individual module that they think will benefit them, without any requirement to apply for another module.

What are the Modules ?

The Set Modules are :

- Modern Business Correspondence
- Modern Business Oral Skills

The Optional Modules are :

- English for Career Development
- Report and Proposal Writing
- Meetings, Minutes and Presentations

What is involved in entering the Course ?

Entrance Test

All applicants must take an entrance test, which will last about 75 minutes. They must fill out an entrance test application form indicating the time and venue they wish to take the test.

The entrance test will be set at the following times :

A. At the SPACE Town Centre, Shun Tak Centre, 9th floor, West Tower, 200 Connaught Road Central, Hong Kong

- 15 Aug (Thu) - 6.30 p.m.
- 16 Aug (Fri) - 6.30 p.m.
- 19 Aug (Mon) - 6.30 p.m.
- 01 Sep (Sun) - 10.30 a.m.
- 01 Sep (Sun) - 1.30 p.m.
- 07 Dec (Sat) - 2.30 p.m.
- 08 Dec (Sun) - 1.30 p.m.

B. At the SPACE North Point Study Centre, 14/F., Fortress Tower, 250 King's Road, North Point, Hong Kong

13 Dec (Fri) - 6.30 p.m.

Note: The minimum qualification that applicants should have is a grade "D" pass in English Language in (Syllabus B) of the Hong Kong Certificate of Education Examination. Copies of all relevant certificates should be submitted with application forms.

Entrance Test Fee

A non-refundable fee of \$50 will be made to cover the cost of processing this test. The purpose of the test is to ensure that applicants are only accepted into the programme if it is suitable for them.

Admission to the Course

Applicants will be informed of their performance in the entrance test, as soon as possible after the test. They will then be able to apply for firm entry to the module of their choice. Applications will be accepted on a "first-come, first-served" basis.

Set Modules

Modern Business Correspondence - Set Module

This Set Module will focus on writing memoranda and letters in the modern business world. Several types of letters will be considered, including:

- letters of enquiry and reply
- sales letters
- letters of complaint and adjustment
- collection letters
- settlement letters

Students will be introduced to the principles that apply to these different kinds of letters, and will be given a lot of practice in writing them. At all times the emphasis will be on helping students to organise what they have to say, so that their meaning is clear and unambiguous.

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

597. Sundays, 9.45 a.m. - 12.45 p.m., commencing September 29, 1996
598. Thursdays, 6.15 - 9.15 p.m., commencing October 3, 1996
599. Sundays, 9.45 a.m. - 12.45 p.m., commencing January 5, 1997

Venue : SPACE North Point Study Centre (MTR: Fortress Hill)

600. Fridays, 6.30 - 9.30 p.m., commencing September 27, 1996
601. Fridays, 6.30 - 9.30 p.m., commencing January 3, 1997

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

602. Wednesdays, 6.30 - 9.30 p.m., commencing October 2, 1996

12 meetings (36 hours) Fee \$1,600

Modern Business Oral Skills – Set Module

This module has been specially designed to help participants develop the oral communication skills they need for business situations. It looks at a range of these situations and includes topics like telephoning, networking, social skills, making and dealing with complaints, and receiving and entertaining visitors. Students will be exposed to a variety of realistic business contexts and will carry out tasks designed to improve both their listening and speaking skills. The methods used will include group work, rôle play, problem - solving and simulations.

During the module there will be three assessments, followed by a final oral examination.

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

603. Sundays, 2.15 p.m. - 5.15 p.m., commencing October 6, 1996
604. Sundays, 2.15 p.m. - 5.15 p.m., commencing December 8, 1996

Venue : Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, HK

605. Wednesdays, 6.30 - 9.30 p.m., commencing October 2, 1996
606. Wednesdays, 6.30 - 9.30 p.m., commencing December 4, 1996

8 meetings (24 hours) Fee \$990

Optional Modules

English for Career Development

An important part of this Optional Module will be to cover the language skills that are necessary for carrying out successful interviews. This part of the module will help those who have to carry out interviews as part of their job. It will give them a clear understanding of the entire process of interviewing and help them question more effectively.

Instruction will also be given in writing:

- job applications
- references
- interview reports
- appraisal reports

- job descriptions
- person specifications

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

607. Sundays, 9.45 a.m. - 12.45 p.m., commencing October 6, 1996

10 meetings (30 hours) Fee \$1,350

Report and Proposal Writing

In this Optional Module participants will be given ample opportunity to practise all the appropriate writing skills involved in producing effective reports and proposals.

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.

Apart from those who are doing this module as part of the certificate programme, others who will benefit from it are those who hold a position in business, commerce or administration that requires them to write reports and proposals as part of their regular duties.

No textbook will be necessary as all materials will be provided by SPACE.

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

608. Sundays, 9.45 a.m. - 12.45 p.m., commencing January 12, 1997

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

609. Wednesdays, 6.30 - 9.30 p.m., commencing January 8, 1997

10 meetings (30 hours) Fee \$1,350

Meetings, Minutes and Presentations

Many people have to give presentations and take part in meetings on a regular basis, but find it difficult to speak in front of others or to contribute to discussions. This optional module will address this difficulty by helping participants gain the confidence that is necessary for them to become more effective in speaking English to an audience.

Taking the minutes of meetings is also a difficult, but necessary, skill that many people do not feel comfortable with. Apart from accurately recording what was said at a meeting, a good secretary of a meeting also captures the feeling of the meeting. Participants will be given practice

in taking notes and rewriting them so that they accurately summarise discussions and record decisions.

Because each participant will be required to give a presentation, only 16 students will be accepted into each class in this module.

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

610. Thursdays, 6.15 - 9.15 p.m., commencing January 9, 1997

Venue : SPACE Shek Kip Mei Study Centre (MTR: Shek Kip Mei)

611. Mondays, 6.30 - 9.30 p.m., commencing October 7, 1996

612. Mondays, 6.30 - 9.30 p.m., commencing January 6, 1997

10 meetings (30 hours) Fee \$1,450

Certificate Programme in English for Engineers and Industrial Designers

What are the features of the course ?

It is offered in two parts :

Part 1 : October 1996 - February 1997;

Part 2 : March 1997 - June 1997.

- On successful completion of each part, students will be given a letter admitting them to the next part if they wish.
- Students who successfully complete both parts within three years will be awarded a SPACE Certificate.
- Each part can be taken independently, with no commitment to do the other part of the course.
- It does not matter which part is taken first.
- Each part of the course will have its own emphasis, but in both parts attention will be paid to pronunciation, grammar and vocabulary. A high degree of active participation by students is expected, as the lessons will be conducted in a workshop and rôle-play manner. They will not consist of a series of lectures.

613. English for Engineers & Industrial Designers Part 1

This part of the course is designed to provide practising engineers with the opportunity of improving their spoken and written English. It will particularly benefit those who wish to take professional examinations such as the Engineer in Council Part 2, Paper 300, The Engineer in Society.

To help students communicate effectively, this part of the course will cover :

Writing Skills

- English style for engineering writing;
- principles of report writing;
- giving written instructions;
- writing technical summaries of articles in English;
- drawing conclusions from data;
- writing notices;
- examination essay writing for engineers;
- writing press releases.

Speaking Skills

- principles of persuasive speaking;
- short talks describing processes and procedures;
- social English;
- leading and taking part in discussion groups;
- giving oral instructions.

Reading Skills

- comprehension of texts taken from engineering journals.

Assessment

Assessment will be based on :

- four coursework assignments - (50%);
- an oral examination - (25%);
- a written examination - (25%).

Venue : SPACE Town Centre, 9/F (MTR: Sheung Wan)

Mondays & Wednesdays, 6.15 - 7.45 p.m.,
commencing October 14, 1996.

Closing date for applications: October 1, 1996)

Entry Requirements

All applicants, except those who have successfully completed Part 1 of the programme, should :

- be practising engineers or industrial designers
- have obtained at least a grade "D" pass in English Language (Syllabus B) in the HKCEE, or the equivalent in an approved examination;
- attach copies of relevant documents to their application forms;
- attach a letter to their application form stating why they wish to be enrolled in the course.

Enrolment will be by selection of those most likely to benefit from the course of tuition. Short interviews may be held if necessary.

Lecturer-in-charge : Richard Booker

30 meetings (45 hours)

Fee : \$1,700

English for Engineers & Industrial Designers Part 2

Full details of this part of the course will be given in our Spring Prospectus. It will deal with situations likely to be encountered at work. Topics to be covered will include :

- the language and procedure of meetings;
- oral presentations;
- leading and participating in discussions;
- review of report writing;
- practice in writing accident, safety and project reports;
- writing memoranda;
- writing letters of application and resignation;
- writing business letters for insurance claims;
- interview practice.

ENGLISH FOR SECONDARY SCHOOL TEACHERS

Certificate Programme in English Language Teaching (Secondary) (Course numbers : 614, 615, 616, 617, 618)

ELT courses offered by SPACE aim to address the practical concerns of English teachers in Hong Kong and to explore recent developments in the field.

- **Who is the programme for ?**

The Certificate programme is open to all secondary school teachers of English. However, the courses offered are likely to be of particular interest to teachers at an early stage in their careers. Having completed their initial training, they may feel the need for a "refresher" course but not be able to attend full-time courses. These teachers may well intend to go on to further part-time study for a degree in ELT.

- **How is the programme structured ?**

- The SPACE Certificate in English Language Teaching (Secondary) is offered in modular form.
- To be awarded the Certificate a teacher has to complete **SIX modules two** of which must be Core A and Core B.
- The other four modules may be selected from the range of options on offer in the Autumn and Spring terms.
- Core modules are 20 hours long and optional modules 15 hours.
- At the end of each module a "statement of completion" is issued based on course assessment and attendance.
- **The modules will be "free-standing" so that a teacher may enrol for a course without necessarily having in mind the accumulation of credits towards the Certificate.**

- The schedule of courses on offer is as follows:

		Options
Spring 95	Core B	1 - 4
Autumn 95	Core A	5 - 8
Spring 96	Core B	9 - 11
Autumn 96	Core A	12 - 15

- What are the Core modules ?

Core A will focus on the language content of the secondary syllabus for forms 1 - 5. Tense, modality, transitivity, etc. will be considered in relation to the language systems inherent in the secondary syllabus. Close attention will also be paid to the language of classroom management. Two further aims of the module are to enrich a teacher's understanding of language as discourse and to enhance her own language awareness.

Core B will explore a range of practical classroom techniques and teaching strategies designed to make the process of language learning more enjoyable and effective. Proper account will be taken of what is realistic and appropriate in the Hong Kong context.

- Who are the tutors ?

The tutors for these courses have had many years experience in teaching and teacher-training. Several of them have written textbooks for Hong Kong secondary schools and all of them know what the situation is in local schools right now.

Fee Refunds: Teachers may apply for a half fee refund for these courses. See Page ix.

Lecturer-in-charge : Peter Kennedy
Telephone : 29755689

614. LANGUAGE SYSTEMS AND THE ENGLISH SYLLABUS FOR SECONDARY SCHOOLS (FORMS 1 - 5) (CORE A)

The aims of this course are to:

- Investigate the features of COMMUNICATIVE APPROACHES to English and analyse the implications for teaching/learning environments.
- Enrich teachers' understanding of LANGUAGE as DISCOURSE.
- Examine some principles of DESIGN, SELECTION AND USE of communicative materials, with particular reference to popular Hong Kong textbooks.

- Consider effective approaches to CLASSROOM MANAGEMENT in a communicative language learning environment.

(Enrolment is limited to 30)

Tutor : Andy Curtis, Ph.D., M.A. (York), B.Ed. (Sunderland), Lecturer in English, Hong Kong Institute of Education

Date : Saturdays, 9.30 a.m. - 12.00 Noon, commencing November 23, 1996

Venue : Lecture Theatre 1, SPACE Shek Kip Mei Study Centre

8 meetings

Fee: \$760

615. Basic Linguistics for Language Learners (Optional Module)

The aim of this course is twofold, namely to provide the participants with:

- a general introduction to the meaning and scope of linguistics;
- practice in those areas of linguistics which are relevant to efficient language learning especially when using the knowledge of one language to learn another language.

Topics will include:

- PHONOLOGY - the production and reception of vowels and consonants in speech and in writing
- intonation, stress, juncture, pitch and tone
- MORPHOLOGY - word roots and word types, the use of dictionaries, thesauri and concordances
- SYNTAX - basic phrases and sentences
- complex and compound sentences, and their expansion and reduction
- DISCOURSE ANALYSIS - texts beyond the sentence: their structure, meaning and function
- SEMANTICS - expressing the whole message

(Enrolment is limited to 30)

Tutor : Norman Bird, Ph.D., M.Phil., B.A., (London), Senior Lecturer in English, Hong Kong Institute of Education

Date : Mondays, 6.30 - 8.00 p.m., commencing September 30, 1996

Venue : University of Hong Kong

10 meetings

Fee: \$570

616. Preparing for Speech Festivals (Optional Module)

The aim of this course is to help teachers (primary and secondary) prepare their pupils for participation in speech and drama festivals in Hong Kong. Consideration will be given to each competition class including: solo verse speaking, choral verse speaking, prose reading, story-telling, bible reading, public speaking, sight performance, solo, duologue & group drama. A workshop approach will be adopted. Members of the group will explore and try to resolve some of the problems of technique and pronunciation their students may have. The course will also review some of the most common mistakes identified from previous speech festivals and equip teachers to help enhance their pupils' presentations. It may also serve to enrich the teachers' own understanding of the elements of spoken English.

The main tutor for this course has been actively involved in the annual speech festival for more than 20 years. Other experienced teachers will be invited to share some of the sessions. *(Enrolment is limited to 30)*

Tutor : Christine Chan, B.A., P.C.Ed.(HK), M.I.L. (& guest speakers)

Date : Saturdays, 9.00 - 11.00 a.m., commencing September 14, 1996

Venue : Room 12, SPACE Town Centre, 9/F

8 meetings Fee: \$570

617. TOC: Task-based Learning (Optional Module)

The aims of this course are to:

1. help teachers understand the basic principles and features of task-based learning;
2. analyse and consider the effectiveness of a variety of learning tasks;
3. identify learner differences and cater for such differences with appropriate tasks;
4. enable teachers to design, develop and evaluate their own task materials.

Throughout the course reference will be made to the TOC Exemplar materials. Proper account will be taken of what is appropriate in the Hong Kong context.

(Enrolment is limited to 30)

Tutor : He Ane, B.A. (Lanzhou), M.Ed. (Monash), Lecturer in English, Hong Kong Institute of Education

Date : Saturdays, 10.00 a.m. - 1.00 p.m., commencing October 5, 1996

Venue : Room 11, SPACE Town Centre, 9/F

5 meetings Fee: \$570

618. A Practical Approach to Teaching Pronunciation and Intonation to Secondary English Classes (Optional Module)

This course will run in three sections. The first part will consist of a brief overview and assessment of current theories on teaching pronunciation, stress and intonation in the context of Hong Kong, paying particular attention to those areas which cause difficulty for Cantonese speakers. In the second part we will discuss and experience how to balance the teaching of accuracy and fluency in short utterances, connected speech and at the level of discourse. A particular focus will be on the teaching of intonation and on the importance of context on the way in which we say things. The last part of the course will consist of teaching demonstrations by the participants, who should show an ability to teach competently an aspect of the syllabus covered.

Note: This course is designed for non-native teachers of English at local secondary schools.

(Enrolment is limited to 30)

Tutor : Richard Stibbard, B.A. (Exeter), M.A. (B/ham), Cert. TEFL (R.S.A.), Language Instructor, Hong Kong Baptist University

Date : Saturdays, 10.00 a.m. - 1.00 p.m., commencing November 16, 1996.

Venue : room 11, SPACE Town Centre, 9/F

5 meetings Fee: \$570

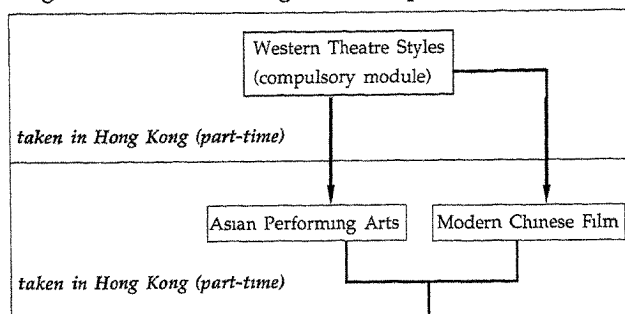
LITERATURE IN ENGLISH

M.A. in East/West Theatre Studies (Middlesex University, London)

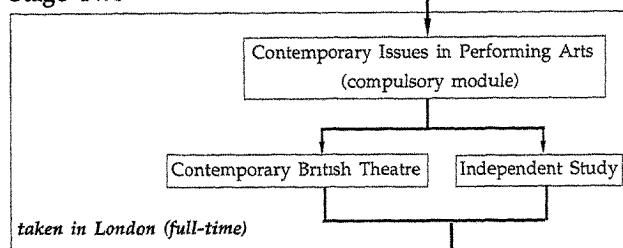
The School offers an M.A. in East/West Theatre Studies programme in partnership with The School of Drama and Theatre Arts, Middlesex University. This is the largest and most diverse department of its kind in the U.K. The M.A. in East/West Theatre Studies will be offered on a part-time basis and will extend over a two-year period. Holders of the SPACE Postgraduate Diploma in East/West Theatre Studies are eligible for "advanced standing" at Middlesex University and will be deemed to have completed two of the four taught modules. Students who complete two further modules during a fifteen week stay in London and then submit a satisfactory dissertation will be awarded the M.A. in East/West Theatre Studies.

M.A./Postgraduate Diploma in East/West Theatre Studies

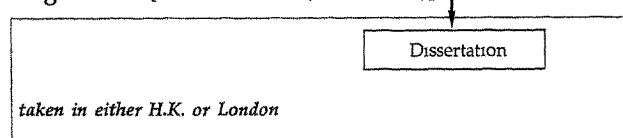
Stage One [leads to Postgraduate Diploma (SPACE)]



Stage Two



Stage Three [leads to M.A.(Middlesex)]



- B. Asian Performing Arts OR
- C. Modern Chinese Films

A. *Western Theatre Styles (Autumn 96)*

This module follows the major developments in Western drama. It is designed to allow students to engage in an intensive study of Western theatre styles beginning with Greek tragedy, through Elizabethan drama, naturalism, modern and post-modernist theatre in Europe and America. It allows an analytical examination of a wide range of different kinds of plays within the Western theatre tradition.

B. *Asian Performing Arts (Spring 97)*

The aim of this module is to introduce students to the history and theory of Asian Performing Arts, with special emphasis on modern Chinese theatre. It will attempt to set Chinese theatre within the context of the evolving forms of performance in the Asia Pacific region, to analyze the changing forms and styles of theatre and to synthesize knowledge and techniques of East and West during this process.

C. *Modern Chinese Films (Spring 97)*

This module examines questions of cultural identity in Hong Kong, China and Taiwan as expressed in films. The focus of the module will be the changes which have taken place in this genre in the last fifty years. Attention will also be given to how these changes intersect with changes in Hong Kong, Chinese and Taiwanese society brought about by economic, political and social forces. The changes in modern Chinese film will be related to the changes in form and content as seen in the module on Asian Performing Arts.

491. Postgraduate Diploma in East/West Theatre Studies

Who is the programme for?

The SPACE Postgraduate Diploma in East/West Theatre Studies is a part-time coursework programme. It is intended for:

1. those working professionally in fields such as arts management, theatre performance and television broadcasting in Hong Kong;
2. those teaching in schools, tertiary institutions and in adult education;
3. staff of the Urban and Regional Councils involved in performing arts;
4. graduates who wish to pursue advanced studies of a practical and theoretical nature.

What does it comprise?

The programme comprises two taught modules:

- A. Western Theatre Styles and EITHER

How long will it take?

The SPACE Postgraduate Diploma programme lasts for one academic year. The course requires attendance on one day a week for two semesters a year. The classes will be held at the University of Hong Kong on Saturday afternoons (2 p.m. to 6 p.m.). In addition to attending classes and tutorials, participants will also be expected to read widely within the subject area.

Who will teach it?

Teaching is conducted by a team of expert lecturers from the University of Hong Kong and from other Hong Kong tertiary institutions.

Course Director:

Dr. Vicki C.H. Ooi, Senior Lecturer in English, The University of Hong Kong

Lecturers:

Dr. Chan Sau Yan, Lecturer in Music, The Chinese University of Hong Kong

Mr. Cheung Ping Kuen, Theatre Critic, Member of HK Arts Development Council

Mr. Chung King Fai, Dean of Drama, Academy for Performing Arts, Hong Kong

Mr. Lau Shung Hon, Lecturer, Film/TV Dept., Academy for Performing Arts, Hong Kong

Mr. Lau Yiu Kuen aka Law Kar, Programmer/ Editor, HK International Film Festival

Mr. Lee Cheuk To, Programme Co-ordinator, HK International Film Festival

Dr. Lo Wai Luk, Part-time Lecturer, Academy for Performing Arts, Hong Kong

Mr. Ng Ho, Senior Lecturer, Film/TV Dept., Baptist University, Hong Kong

Dr. Tam Kwok Kan, Chairman and Director of Studies, Department of English, The Chinese University of Hong Kong

SPACE Co-ordinator:

Mr. Peter Kennedy, Lecturer (English Studies)

How is it assessed?

Students are required to submit two seminar papers per module per semester. They will also need to attend meetings with their supervisors to discuss their written assignments. On successful completion of the programme, students will be awarded the SPACE Postgraduate Diploma in East/West Theatre Studies.

Who may apply?

(1) Applicants should possess a Bachelor's degree in an appropriate subject from a Hong Kong university or a recognized overseas university. Applications are also welcomed from holders of a professional qualification which could be regarded as a degree equivalent such as a three-year full-time teaching certificate or a three-year Diploma from a Drama School. (Copies of all certificates awarded must be attached to application forms).

(2) Applicants who do not possess the above qualifications but who have significant relevant experience in the field will also be considered.

In assessing the ability of such candidates to undertake post-graduate study in this field, SPACE pays particular attention to candidates' professional records and to referees' reports. Such applicants should submit a letter in support of their application. They will be required to attend an interview and may also be asked to take a qualifying examination.

How much will it cost?

The fee for the postgraduate Diploma is **HK\$35,000**. * This will cover lectures, tutorials and the marking of course assignments but does not include the cost of theatre visits.

The second year of the M.A. programme involves a full-time (fifteen week) semester at Middlesex. The cost of tuition, airfares, accommodation and subsistence in London is estimated to be **HK\$75,000**.

All students pay the dissertation supervision fee after successful completion of the taught part of the course. The

fee for a locally supervised dissertation is likely to be **HK\$15,000**. Fees are reviewed on an annual basis.

How can I find out more?

Further information and application form can be obtained by sending a \$2.00 stamped self-addressed envelope to Miss Gladis Lee at 9/F., T.T. Tsui Building, HKU, Pokfulam, HK. (Tel.: 29755689)

* The minimum enrolment for this programme is 15 students.

Certificate Programme in English Literary Studies (Course numbers 619, 620, 621)

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 Refunds: Teachers may apply for a half fee refund for these courses. See Page ix.

Lecturer-in-charge: Peter Kennedy
Telephone . 29755689

619. 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 November 23, 1996

Venue : Room 12, SPACE Town Centre, 9/F

7 meetings

Fee: \$760

620. An Introduction to Modern Asian Literature in English – Part II (OPTIONAL module)

This course will introduce short works of modern Asian literature in translation as well as works by Asian writers who have chosen to express themselves in English. Literary texts by writers from China, Taiwan, Hong Kong, Malaysia, the Philippines and India will be examined with a view to enhancing appreciation of genre, theme, setting and symbolism. The texts have been chosen because they give voice to the diversity of experience and modes of expression of

Asian cultures. It is hoped that the course will stimulate as much general discussion as literary analysis. (Students will be encouraged to explore the issues raised and to relate the texts to their own experiences).

Although this course follows on from the Spring 1996 **Introduction to Asian Writing** course, it is not necessary to have attended that course in order to benefit from this one.
(Enrolment is limited to 25)

Tutor : Elsie Christopher, M.A. (Dalhousie), B.A.H. (Acadia), Cert. TEFL (RSA), Language Instructor, The Hong Kong University of Science and Technology

Date : Saturdays, 9.30 a.m. - 12.00 noon, commencing October 5, 1996

Venue : Lecture Theatre 1, SPACE Skek Kip Mei Study Centre

6 meetings

Fee: \$570

621. James Joyce: an Introduction (OPTIONAL module)

"If I can get to the heart of Dublin, I can get to the heart of all cities in the world. In the particular is contained the universal." (J. Joyce)

There is a sense in which Joyce wrote only one book. All the characters in his books, early and late, belong to the same Dublin world. A study of the key texts - Dubliners, A Portrait of the Artist as a Young Man and Ulysses - will reveal the distinctive features of Joyce's art as well as the ways in which it can be viewed as a continuous progression.

The stylistic brilliance of Joyce is generally acknowledged. He celebrates the richness, fertility and infinite possibilities of ordering the world that lie within language. He subverted narrative conventions and experimented with new forms to produce art that still has the power to startle.

Joyce has acquired an unwarranted reputation for difficulty. One of the main aims of this course is to scrape away some of the layers of varnish applied by the academic Joyce industry to reveal just how accessible and entertaining his writing can be.

This course is not a series of lectures. The classes will take the form of group discussions and readings augmented where appropriate by audio-visual materials.

(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 : Mondays, 6.15 - 9.15 p.m., commencing November 18, 1996

Venue : Room 23, SPACE Town Centre, 9/F

5 meetings

Fee: \$570

EUROPEAN LANGUAGES

Lecturer in charge : Richard M. Booker

Telephone: 2547 2225

- FRENCH
622 - 624 First Certificate programme in French Language
- SPANISH
625 - 627 First Certificate programme in Spanish Language
- GERMAN
628 Foundation Course in German

- Level 1 and Level 2 courses consist of 32 sessions of one hour forty five minutes each meeting twice a week, giving a total of 56 hours for each Level.
- Level 3 courses consist of 32 sessions of two hours each meeting twice a week for a total of 64 hours.
- The programme is arranged so that students who finish one Level can join the next Level up on the same days of the week and in the same teaching location as the lower Level they have just finished.

European Languages

The SPACE European Language Programme

In recent years, Hong Kong people have become much more interested than before in learning European languages. There are two main reasons for this :

- they plan to travel to Europe;
- they work for a European company.

To meet this growth in interest, SPACE offers courses in the following European languages :

- French
- Spanish
- German

How Are They Organised?

French & Spanish

The programmes we offer in French and Spanish lead to the award of SPACE Certificates in French and Spanish. They are organized in three levels of either 56 hours or 64 hours, giving a total of 176 hours of instruction.

Features of these programmes are :

- To be awarded a SPACE Certificate students must complete Level 3 by attending at least 75% of all classes and passing the final exams.
- Ideally, students enter the programme at Level 1, progress to Level 2 and then to Level 3. However, students with sufficient knowledge of French and Spanish can get direct entry to Level 2 or Level 3.
- There is no obligation to complete the whole programme. Students who just want to take a lower Level can do so.

German

The SPACE German programme consists of a single course with 90 hours of instruction.

Certificate Programme in French Language

622. French : Level 1

This course is for complete beginners. By the end of the course students should :

- be familiar with the pronunciation of French;
- understand and use basic French grammar;
- be able to hold simple conversations in French.

Enrolment is limited to 30

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)

Date : Tuesdays & Thursdays, 6.30 - 8.15 p.m., commencing September 24, 1996.

32 meetings (56 hours)

Fee : \$1,700

(Students who complete Level 1 successfully can take Level 2 on Tuesdays & Thursdays at St Mary's College in March 1997.)

623. French : Level 2

This course is intended for students who have successfully completed Level 1, or have received 50 to 60 hours of instruction in basic French at a different institution. This Level continues and develops the skills taught in Level 1. By the end of Level 2, students should be able to use French confidently and clearly when:

- travelling;
- asking for directions;
- ordering food in a restaurant;
- shopping;
- making telephone calls, etc.

In addition, students will :

- extend their active vocabulary;
 - consolidate their understanding of French grammar.
- Enrolment is limited to 25*

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)

Date : Mondays & Wednesdays, 6.30 - 8.15 p.m., commencing September 23, 1996.

32 meetings (56 hours) Fee : \$1,800

(Students who complete Level 2 successfully can take Level 3 on Mondays & Wednesdays at St Mary's College in March 1997.)

624. French : Level 3

The Level 3 course is meant for students who have completed Level 2 or who have received about 100 hours of French in a different institution. The language of instruction will mainly be French, supplemented by English as necessary.

The course will help students :

- develop greater fluency in French;
- hold conversations with native speakers.

By the end of the course, students will :

- be able to compose simple texts;
- be able to read simple French texts;
- know more about French life and culture.

At the end of Level 3, students sit an exam. Those who pass this exam, and attend at least 75% of the classes, will be awarded the SPACE Certificate in French Language.

Applicants who have not completed French Level 2 at SPACE but wish to be given direct entry into French Level 3 will be given an oral test. The purpose of this test is to make sure that only those who will benefit from the course are accepted into it. The test will be held at the Shun Tak Centre on Friday, September 6. Applicants who have not completed French Level 2 at SPACE will be contacted by SPACE and given a time to attend for their oral test.

Enrolment is limited to 20

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)

Date : Tuesdays & Thursdays, 6.30 - 8.30 p.m., commencing September 24, 1996.

32 meetings (64 hours) Fee : \$2,300

Certificate Programme in Spanish Language

625. Spanish : Level 1

This course is for complete beginners. By the end of the course students should :

- be familiar with the pronunciation of Spanish;
- understand and use basic Spanish grammar;
- be able to hold simple conversations in Spanish.

Enrolment is limited to 30

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)

Date : Mondays & Wednesdays, 6.30 - 8.15 p.m., commencing September 23, 1996.

32 meetings (56 hours) Fee : \$1,700

(Students who complete Level 1 successfully can take Level 2 on Mondays & Wednesdays at St Mary's College in March 1997.)

626. Spanish : Level 2

This course is intended for students who have successfully completed Level 1, or have received 50 to 60 hours of instruction in basic Spanish at a different institution. This Level continues and develops the skills taught in Level 1. By the end of Level 2, students should be able to use Spanish confidently and clearly when :

- travelling;
- asking for directions;
- ordering food in a restaurant;
- shopping;
- making telephone calls, etc.

In addition, students will :

- extend their active vocabulary;
 - consolidate their understanding of Spanish grammar.
- Enrolment is limited to 25*

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)

Date : Tuesdays & Thursdays, 6.30 - 8.15 p.m., commencing September 24, 1996.

32 meetings (56 hours) Fee : \$1,800

(Students who complete Level 2 successfully can take Level 3 on Tuesdays & Thursdays at St Mary's College in March 1997.)

627. Spanish : Level 3

The Level 3 course is meant for students who have completed Level 2 or who have received about 100 hours of Spanish in a different institution. The language of instruction will mainly be Spanish, supplemented by English as necessary.

The course will help students :

- develop greater fluency in Spanish;
- hold conversations with native speakers.

By the end of the course, students will :

- be able to compose simple texts;
- be able to read simple Spanish texts;
- know more about Spanish life and culture.

At the end of Level 3, students sit an exam. Those who pass this exam, and attend at least 75% of the classes, will be awarded the SPACE Certificate in Spanish Language.

Applicants who have not completed Spanish Level 2 at SPACE but wish to be given direct entry into Spanish Level 3 will be given an oral test. The purpose of this test is to make sure that only those who will benefit from the course are accepted into it. The test will be held at the Shun Tak Centre on Monday, September 9. Applicants who have not completed Spanish Level 2 at SPACE will be contacted by SPACE and given a time to attend for their oral test.

Enrolment is limited to 20

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon.
(entrance from Kimberley Road, Tsim Sha Tsui)

Date : Mondays & Wednesdays, 6.30 - 8.30 p.m., commencing September 23, 1996.

32 meetings (64 hours)

Fee : \$2,300

628. Foundation Course in German

This course is for complete beginners. Its aim is to take students to a level of competence in German where they can communicate confidently and clearly in a variety of situations, such as :

- giving information about themselves;
- ordering food in a restaurant;
- buying things;
- asking for directions;
- making telephone calls.

Students will be taught basic grammar, but the emphasis at all times will be on effective communication.

Enrolment is limited to 30

Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

Date : Fridays 6.30 - 9.30 p.m., commencing September 27, 1996.

Note : The first two meetings will last for one and a half hours each (6.30 - 8.00).

The third meeting will last for two hours (6.30 - 8.30).

The final 29 meetings will last for three hours.

32 meetings (92 hours)

Fee : \$2,700

1997 Spring Prospectus

The next issue of the School Prospectus will be available in early January 1997. If you wish to be sent a copy of the Prospectus in January 1997, kindly complete and return the name and address slip on Page 120, (together with postal stamps to the value of \$7.20) to: [The Prospectus Counter, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong]. The envelope should be marked "Spring Prospectus 97".

一九九七春季課程手冊

本學院將於一九九七年一月初派發一九九七年春季課程手冊。有意索取者請填妥120頁的回條，並附郵票七元二角，在信封上註明〔郵索九七年春季課程手冊〕字樣，寄【香港薄扶林道香港大學專業進修學院】。

GEOGRAPHY & GEOLOGY

Lecturer in charge : T.M. Kwong

Telephone: 2975 5660

436. Geographic Information System: Design and Applications

Geographic Information System (GIS) is a form of information processing currently used by business, industry and government. Specifically, GIS is a unique data base management system which incorporates spatial analytic techniques in order to capture, manipulate, display and analyze data. This course intends to introduce the concepts, implementation, and applications of GIS, and includes discussion of GIS architecture, data structure, transformation, geocoding, modeling, accuracy, and representation. Strategies on how to use such technology in an applied problem solving manner (e.g. in land use planning, resource management, and environmental monitoring) will be presented, with particular reference to Hong Kong, and different GIS software hardware interface will also be discussed.

Through the course, participants will be able to understand the important principles of GIS and to develop skills for building spatial database and performing spatial analysis. No previous GIS or computing experience is required although familiarity with computer system for mapping is an advantage.

Enrolment is limited to 20

Tutor : Miss Winnie Tang S.M., B.A. (H.K.)

Venue : HKU (To be confirmed)

Date : Wednesdays, 7.00-8.30 p.m., commencing October 30, 1996

Fee : \$480

Medium of Instruction: English supplemented with Cantonese

6 meetings & one daytime visit

Fee Refund : Teachers may apply for a half fee refund for this course. See Page ix.



Please send me a copy of the 1997 Spring Prospectus. \$7.20 stamps have been enclosed.

請惠寄一九九七年春季課程手冊乙本。內附七元二角郵票。

Name 姓名
Full Postal Address 地址
(1997 P)

附註：請於一九九六年十二月一日以前寄回上列回條。

Note : Please return the above address slip before December 1, 1996.

HEALTH CARE / NURSING STUDIES

Lecturer in charge : Moses Tse
Tina M.Y. Ng
Gemma K.C. Wong
Coordinator Moyna E.L.S. Loong

Telephone : 2975 5687

CERTIFICATE COURSES

Psychiatric Rehabilitation

General Aims

Psychiatric illness has a far reaching impact on the individual's self esteem, sense of mastery, role functioning, social commitments and sense of meaning in life. The psychosocial aftermath of an episode of psychiatric illness can change the affected person's and his/her significant others' expectations and lead to role disablement and a marked decrease in quality of life. Research has demonstrated that at least two thirds of people with schizophrenia will experience moderate to severe personal and social deterioration. In recent years increasing attention has been placed in Hong Kong to the development of rehabilitation services for people with psychiatric disabilities. Rehabilitation services aim to help the individual to gain/regain and maintain an acceptable level of functioning needed to live and socialize in the community and thus acquire confidence and self esteem through success in social role and leading to a satisfactory level of quality of life.

Basic Course in Psychiatric Rehabilitation

Objectives

Upon successful completion of the Course the learner will be able to:

1. Discuss the principles of psychiatric rehabilitation;
2. Accurately assess, recognize and monitor the psychiatric needs of the clients;
3. Discuss at three (3) different modes of therapeutic interventions in psychiatric rehabilitation;
4. Apply different strategies and skills in the management in psychiatric rehabilitation;
5. Describe the implication of public policies on psychiatric rehabilitation;
6. Understand the principles and strategies in development of rehabilitation service;
7. Discuss strategies in mobilizing community rehabilitation resources.

Enrolment is limited to 50

Course Coordinator

K.Y. Mak, Senior Lecturer, Dept. of Psychiatry, HKU.

Advisors

Prof. F. Lieh-Mak, Head, Dept. of Psychiatry, HKU.
Dr. P.S. Shum, HCE, Kwai Chung Hospital

Overseas Advisors (Hon)

Prof. F. Creed, Dept. of Psychiatry, Manchester University, UK.

Prof. R. Liberman, West LA VA Medical Center - UCLA, USA.

Dr. M Phillips, Hui Loong Guan Hospital, Beijing, PRC.

13 meetings

Fee : \$3,500

Entry Requirements

1. Registered Medical Graduates, Registered Nurses, Medical Social Workers, Occupational Therapists, and other Health Care Professionals, and
2. A minimum of 2 years of clinical experience in the psychiatric field.

Advanced Course In Psychiatric Rehabilitation

Objectives

Upon the successful completion of the Course the learner will be able to:

1. Demonstrate the ability to assess physical, emotional, social and psychiatric status of the client;
2. Evaluate different therapeutic interventions for supportive, restorative and rehabilitative psychiatric clients;
3. Discuss the role of a rehabilitation health care professional in collaborating with client and health care team to promote the well-being of the client;
4. Discuss the future direction of psychiatric rehabilitation in Hong Kong;
5. Apply rehabilitation concept or model to design and implement a rehabilitation project on a selected client group.

The course comprised of Theoretical and Clinical components

Enrolment is limited to 20

Fee : \$4,500

Entry Requirements

1. Registered Medical Graduates, Registered Nurses, Medical Social Workers, Occupational Therapists, and other Health Care Professionals, and
2. A minimum of 2 years of clinical exposure in the psychiatric field, and
3. Successful completion of Basic Course in Psychiatry Rehabilitation or having acquired a basic standard of knowledge of psychiatry Rehabilitation through an equivalent Program.

Nursing Research

Nursing research is a means of developing scientific knowledge about nursing theory and nursing practice. The development of the body of knowledge in nursing is considered essential to the enhancement of professional practice. Nurses have the responsibility to be actively involved in conducting and/or applying research that shapes nursing care delivery and documents the quality and cost effectiveness of nursing care.

The main purposes of this course are to prepare nurses with the fundamentals of scientific research methodology and to develop their ability to evaluate research studies and judge the usefulness of research findings. It also aims to foster interest and enthusiasm in conducting nursing research and implementing the outcomes of research safely and effectively in their practice.

Essentials Of Nursing Research

Objectives

Upon successful completion of Program, the learner will be able to:

1. Discuss the principles of the research design;
2. Critically evaluate research findings;
3. Distinguish the characteristics of qualitative research from those of quantitative research;
4. Critically review the ethical and legal issues impinging on nursing research;
5. Demonstrate a knowledge of descriptive and inferential statistics;
6. Formulate a research protocol.

Course Components

1. Research Methodology
2. Introduction to statistics

Enrolment is limited to 30

16 meetings

Fee : \$2,500

Entry Requirement

Nurses (general or psychiatric) registered with the Nursing Board of Hong Kong.

Nursing Research - Advanced Level

Objectives

Upon successful completion of the Course, the learner will be able to:

1. Demonstrate skills in the use of the computer in performing statistical analysis;
2. Formulate a research protocol;
3. Demonstrate the ability to conduct a research project;
4. Present a research report.

Course Components

1. Computing
2. Research Project

Enrolment is limited to 20

Fee : \$3,000

Entry Requirements

1. Nurses (general or psychiatric) registered with the Nursing Board of Hong Kong;
2. Successful completion of Essentials of Nursing Research, or
3. Having acquired a basic standard of knowledge of research methodology through an equivalent course.

SHORT COURSES

Renal Nursing

General Aims

The course aims to provide registered nurses opportunity to gain knowledge in this specialty area of study. For those who, in future, wish or are prepared to work in Renal Unit or Intensive Care Unit (ICU), this course will be considered a useful and necessary introductory programme. Nurses who has recently started work in renal unit or ICU, this course is highly recommended.

Course Content

1. Renal Anatomy and Physiology
2. Fluid, Electrolyte and Acid-Base disorder
3. Nursing Assessment and taking nursing history in Nephrology
4. Acute and Chronic Renal Failure
5. Glomerulonephritis
6. Nursing Management of Acute and Chronic Renal Failure, Glomerulonephritis
7. Renal Replacement Therapy I and II
8. Nursing management of Patients having Haemodialysis
9. Nursing Management of patient having Peritoneal Dialysis (IPD & CAPD, APD) and renal transplantation
10. Nursing Management: CAVH/CVVH, CAVHD, Plasmapheresis

Enrolment is limited to 40

Tutors : Vincent K. K. Tam, MBBS (HK), Diplomate, American Board of Internal Medicine (Nephrology) & (Internal Medicine)
Ms. Frances Chiu, Clinical Nurse Specialist (Renal)

16 meetings

Fee : \$2,400

Medium of Instruction : English & Cantonese

Health Education And Health Promotion For Nurses

General Aims

In view of changes in social environment, health care policy, disease patterns and the relative failure of curative medicine to significantly reduce morbidity and mortality rate, it is mandatory to put more emphasis on preventive measure. Health education and health promotion are components of this preventive approach. The course aims to enable participants to acquire knowledge and skills in the principles of health education and health promotion, so they can work more effectively as educators in various situations including clinical, school and community settings.

Objectives

Following successful completion of this course, participants will be able to:

1. discuss the basic concept of health education and promotion and its application to nursing;
2. identify the major determinants that affect health status;
3. compare the contrast various approaches to health promotion;
4. analyze described methods of communication and their contribution to health promotion;
5. critically discuss the teaching role of nurses in health education and promotion;
6. apply strategies and methods to health promotion;
7. evaluate health education or promotion programme.

Enrolment is limited to 40

14 meetings

Fee : \$2,500

Medium of Instruction : English & Cantonese

Communication Skills In Written English For Nurses

General Aims

The amount of written workload required of nurses is increasing, whether it be short memos or long reports in English. There is a need for nurses to improve their English writing skills if they are carry out some of their work requirements more efficiency and effectively. The course aims to help participants, especially newly registered nurses, in techniques of writing English with relevance to the nursing environment. A large part of the tasks are related to clinical situations in hospitals and health care institutions. The course material is stimulating and realistic. In addition to lectures, the course will also adopt a workshop approach for students to collaborate and work together. There will be plenty of opportunities in class to integrate language points with guided writing tasks. Class feedback will highlight common errors and show participants how to correct them.

Objectives

Effective writing in English requires many years of learning and practice. The course is part of a long-term and on going process of improving one's skills in this respect. On completion of this course, participants will be able to:

1. better organize and structure compositions;
2. improve on writing techniques;
3. improve on clarity of expression;
4. use the appropriate tone and formality;
5. improve on grammatical accuracy;
6. build up medical terminology and vocabulary;
7. write with confidence and competence.

Course Content

1. notes and memos;
2. formal letter writing
 - letter of enquiry
 - letters of request
 - letters of reference and recommendation
 - letters of complaint and apology;
3. report writing
 - incident reports
 - statements;
4. summaries;
5. proposals;
6. presentation of case study.

Enrolment is limited to 25

Tutor : Mrs. Bernadette Stoneman, SRN (UK), D.N.A.,
RSA Cert. in TEFLA

10 meetings

Fee : \$2,200

Details of courses arrangement will be announced later. Those interested in obtaining the leaflet and the application form for each individual course, should please send a \$1.2 stamp-addressed envelope to Ms Esther Pun, School of Professional and Continuing Education, 9/F, T.T. Tsui Building, Pokfulam Road, Hong Kong.

Introduction To Palliative Care For Health Professionals

General Aims

The development of hospice palliative care is one of the main advancements in health care for the terminally ill in Hong Kong. Palliative care in Oncology is a unique specialty that provides the most challenging aspect of care. Opportunities to learn the special clinical knowledge and skills will enhance professional practice and thus appropriate intervention can be given.

In order to develop health professionals with understanding the concept of hospice palliative care and the multidisciplinary care for the terminally ill, the course is intending to adopt a dynamic approach to look at the death and dying issue.

The aims are to provide an opportunity for all levels of health care professionals who are working in oncology to further their studies in this specialty so that their careers will be enhanced, in particular to those who may have to provide care for patients with cancer in general clinical settings as well as to those who may wish to enter oncology as their future career choice.

Objectives

Upon successful completion of the Course, the student will be able to:

1. Discuss concepts of hospice palliative care in Oncology
2. Describe the patho-physiological process of cancer
3. Apply the principle of the Hospice Palliative Care in Oncology
4. Demonstrate skills in symptoms control and pain assessment
5. Provide holistic approach in care of the cancer patient
6. Recognize the significance of cultural and ethical factors in caring for death and dying
7. Discuss the concept of developing home care system and community support
8. Identify the different stressors and the management of stress
9. Discuss the role as a health advocator in Oncology

Teaching Strategies:

Lectures, group discussion/tutorials.

Assessment:

Students are required to submit written work and make oral presentations

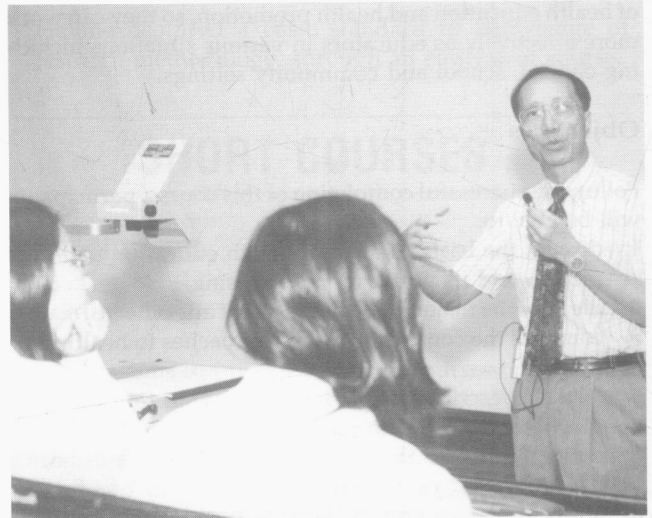
Enrolment is limited to 40

20 meetings

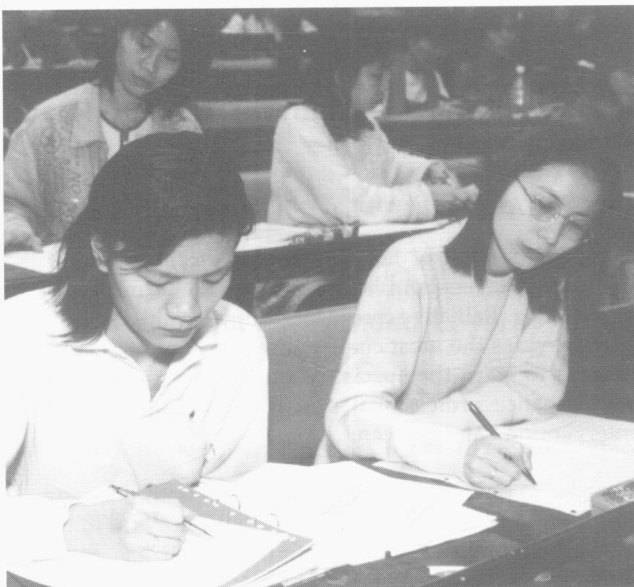
Fee : \$2,500

Medium of Instruction : English & Cantonese

Details of courses arrangement will be announced later. Those interested in obtaining the leaflet and the application form for each individual course, should please send a \$1.2 stamp-addressed envelope to Ms Esther Pun, School of Professional and Continuing Education, 9/F, T.T. Tsui Building, Pokfulam Road, Hong Kong.



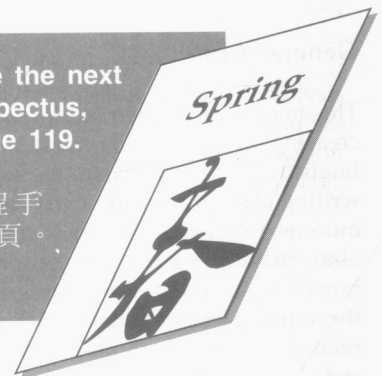
Moses Tse, Lecturer in Charge, encouraging discussion on the part-time degree programme BSc(Hons) Nursing Studies



Nurses work to improve their report writing skills

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

如欲收到下期課程手冊，請翻閱第119頁。



441. 香港業餘考古學導論 (Amateur Archaeology in Hong Kong)

本課程專為培養對考古工作有興趣人士而設，本課程著重理論和實習，使學員更有效地利用現場發掘過程，對考古學更具了解。

主要內容包括：(一) 考古學研究的對象和範圍；(二) 考古學研究的方向、功用及其與其它學科的關係；(三) 新石器時代考古；(四) 埋葬制度及文化藝術；(五) 青銅時代考古；(六) 鐵器時代考古；(七) 陶瓷製造業；(八) 石刻藝術；(九) 灰窰製造業；(十) 最新科學古物鑑定；(十一) 考古遺址。並參觀考古學會發掘過程，及安排參與實習。(限收二十二人)

主 講 人：盧金球先生 B.A.(Lingnan),
(香港考古學會主席)

地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九六年九月廿三日起每星期一下午六時至七時三十分
全期學費：五百八十元 (共十二講及二次野外實習。野外實習之交通費由學員自付)

442. 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) 陶器、(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 B.A.(Lingnan),
(香港考古學會主席)

地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九六年九月廿五日起每星期三下午六時十五分至七時四十五分
全期學費：五百六十元 (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)

443. 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 B.A.(Lingnan),
(香港古學會主席)

地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九六年十二月三十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 (共九講及二次實地考察。實地考察之交通費由學員自付)

444. 香港近百年歷史的回顧 (The Past Hundred Years of Hong Kong)

本課程由中英第一次鴉片戰爭說起，回顧本港一百五十年來的滄桑史。內容介紹早期香港的面貌、地理環境、傳統生活習慣與風俗、及民間信仰等，並與今日的香港作一個全面的比較。其中對在日治時期港人的生活實況，更有詳細的闡述。講者生於斯長於斯，親身體會淪陷三年零八個月時期的情況，可說是歷史的見證人。本課程對未經第二次世界大戰洗禮的青年人，有提供教育與警傷的作用。四十歲以上的人士，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 B.A.(Lingnan),
(香港考古學會主席)

地 點：市區中心 1 8 室 (信德中心西翼九樓)
時 間：一九九六年十二月十八日起每星期三下午六時十五分至七時四十五分
全期學費：四百二十元 (共八講及一次實地考察。實地考察之交通費由學員自付)

報名從速

報名人數是本學院得悉外界對本學院課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本學院課程者從速報名。

JOURNALISM & COMMUNICATION

Lecturer in charge: Owen H.H. Wong

Telephone: 2975 5696

651. Certificate Course in Marketing & Advertising

(Jointly organized by the Hong Kong University School of Professional and Continuing Education and International Advertising Association, Hong Kong Chapter, with subsidy from the Vocational Training Council)

To provide a broad and comprehensive understanding of the marketing communication disciplines, emphasis will be on the use of advertising and media as tools to influence attitudes and behaviours. The following topics will be covered: Marketing Overview, Advertising Management, Advertising Planning and Strategy, Public Relations and Promotion, Creative Development, Media Management and Strategy, Case Studies, Group Projects and Visits to Media and Production facilities.

Directors of Studies:

Owen H.H. Wong, Ph.D.(Cantab.), Senior Lecturer,
University of Hong Kong
Andy Lai, B.Soc.Sc.(Hons.)(HK), Representative
from the International Advertising
Association, Hong Kong Chapter

Teaching Staff: leading scholars and practitioners from the marketing communication and advertising industry, like Paul Wong, Leonie Ki, K.T. Poon, Pamela Dunn.....

Medium of Instruction: English and Cantonese

Enrolment is limited to 28

Venue : Room 26, SPACE Town Centre, 9/F

Date : Saturdays, 9.15 a.m.- 12.30 p.m., commencing
October 19, 1996

27 meetings with 2 visits

Fee: \$1,860

Awards: Certificates from the School of Professional and Continuing Education, University of Hong Kong, will be awarded to students who have completed all projects assigned with 80% record of attendance. Students are eligible to take an examination to gain an International Advertising Association diploma.

Application: Young practitioners in the marketing industry who have reached the graduate level and have two years working experience can apply. Application form, with a crossed cheque of \$1,860 payable to the University of Hong Kong, a simple resume and copies of academic qualifications and recommendation letters from employer should reach the School of Professional and Continuing Education, University of Hong Kong before September 27, 1996.

652. Modern Journalism

The collection of reliable news and its presentation on television, radio, newspapers and magazines will be addressed by a variety of experts in their respective fields. They will include visiting correspondents together with Anthony Lawrence, BBC radio expert for both news and features, Roger Goodwin, Public Relations, and Graham Hutchins, China correspondent of the Daily Telegraph.

The topics for discussion will cover the work of foreign correspondents; opportunities for free-lance writing as well as the daily activities of major news agencies; ways of entering the media and the ever-increasing role of public relations. Consideration will also be given to such question as, what is news, can journalists be trained, and, if so, how can this best be done. The problems arising from self censorship will also be discussed and the influence of new technology on the media will also be considered.

Prospective students, whether working in journalism or television, or hoping to do so, should be of a high calibre and should be fluent in both written and spoken English. They may be selected by interview after a short written test. They should also note that they will be expected to participate in exercises which will consist of simple reports based on newspaper cuttings, followed by class critiques.

Thereafter, in the belief that the best way to learn about reporting is by reporting, students will be expected after listening to News Agency Correspondent to simulate their own news reports. Dr. Clare Hollingworth, OBE, has agreed to act throughout as course-coordinator and "editor-in-chief".

Enrolment will be strictly limited to 30.

Applicants should preferably provide a sponsoring letter from their employer and should attach to their application form a brief statement as to why they wish to join this course.

Tutors : Vergil G. Berger, M.A. (Cantab.)
Clare Hollingworth, O.B.E., Ph.D.(Leicester), and
other guest speakers

Venue : Room 22, SPACE Town Centre, 9/F

Date : Tuesdays, 10.15a.m.-12.15p.m., commencing
October 22, 1996

10 meetings

Fee: \$690

(This course is subsidized by the Vocational Training Council. Those who would like to pay half-fee (\$355) have to use the special application form provided by our School with signatures from their officers-in-charge for approval.)

653. 公眾關係證書課程 (Certificate Course in Public Relations)

課程聯絡：顧明仁博士 MScEd (USC), MA (Wisconsin Madison), Ph.D.(Pacific Western), Dip. Comm., MIPR, FRSA, FICM, FInstPR, P.Mgt (香港專業公眾關係協會創會會長)

課程主旨：為從事公眾關係、市場推廣、工商管理、傳播工作及社會服務人士，提供一系統全面的專業知識。

課程內容：

- (一) 大眾傳播導論：講授大眾傳播學理論，介紹不同種類傳媒的特性，並探討大眾傳媒的專業道德及社會責任等問題。(共八講)。
- (二) 公眾關係導論：闡釋公眾關係的基本原理及有關的理論，公眾關係活動的策劃程序及運作技巧等。(共六講)。
- (三) 媒介與宣傳：討論機構與傳媒關係，傳媒工作的策劃與機構媒介策略，製作及選擇適當的訊息與媒體，包括新聞稿特寫，業績報告等。(共六講)。
- (四) 企業傳播：討論有關商業企業在形象確立的方針，企業對外及對內傳播的問題，企業危機與公眾關係處理技巧等。(共四講)。
- (五) 市場傳播：講授有關基本市場學與傳媒在市場傳播所擔任的角色、公眾關係與產品廣告之配合等。(共四講)。
- (六) 公眾關係策略評估與研究：討論有關公眾關係策略及研究的方法，怎樣提高公眾關係活動的效益等。(共六講)。
- (七) 個案及學員習作研討。(共四講)。

(限收二十八人)

主講人：(由香港專業公眾關係協會院士負責擔任)

地點：市區中心28室(信德中心西翼九樓)

時間：一九九六年十月十五日起每星期二下午七時卅五分至十時

全期學費：三千元(共三十八講)

入學資格：(一)大專畢業或(二)大學入學試合格，並具一年以上有關工作經驗。

結業證書：課程結束後，學員若能符合下列三項條件，則可領得本學院頒發之證書：(一)畢業考試合格；(二)上課次數超過百分之八十；及(三)完成所有課程中的作業。

申請手續：申請者須於九月十三日前，將申請表格寄回本學院，函內須附回郵信封、二吋半身近照二張、學歷及工作經驗之證件副本及詳情，報名時請用支票交款。

[本課程與香港專業公眾關係協會合辦]

654. 新聞學證書班 (Certificate in Journalism)

課程主旨：本課程專為有志從事新聞事業，及對新聞事業有興趣或日常工作與新聞事業，新聞寫作有密切關係之人士而設，提供專業的訓練。更通過各項參觀與實習，使彼等對新聞事業，有全面

的認識，而日下的新聞工作從業員，又可藉此種課程得到進修的機會，以提高工作的效能。

課程內容：新聞學導論；大眾傳播媒介與傳達學；新聞採訪與新聞寫作；新聞翻譯；編輯學；廣播與電視；有關新聞學專題講座；及實習與參觀。
(限收三十二人)

顧問：胡仙女士 O.B.E., J.P. (星島報業有限公司董事長)

岑才生先生 O.B.E., J.P. (香港報業公會顧問)

主講人：參華章先生(經濟日報副社長)

梁天偉先生(壹週刊副社長)

顧明仁博士(香港專業公眾關係協會創會會長)

林平衡先生(快報副總編輯)

梁麗珠小姐(香港公開進修學院翻譯導師)

李錦洪先生(時代論壇社長兼總編輯)

趙潤桓先生(香港電台高級新聞時事節目主任)

何鉅華先生(亞洲電視新聞部高級策劃經理)

地點：市區中心26室(信德中心西翼九樓)

時間：一九九六年十月十六日起每星期三下午七時十分至九時四十分

全期學費：二千三百五十元(共三十八講，另加兩星期六的實習與參觀)

入學資格：申請人須至少具下列任何一項資格：(甲)持有大專畢業證書；(乙)大學入學試合格，若不能達到此程度，則中英文中學會考須五科合格，而中英文成績良好；(丙)在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業證書：課程結束後，學員若能符合下列三項條件，則可領得本學院頒發之證書：(一)畢業考試合格；(二)上課次數超過百分之八十；及(三)完成所有課程中的作業。

申請手續：申請者須於九月廿六日以前將申請表格及函件寄回本學院，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。報名時請用支票交款。

655. 雜誌編輯 (Magazine Editing)

雜誌的編輯，是專門的學問，是一種藝術，是一項管理學。雜誌的編輯，更是作家與讀者的橋樑；小至團體學校的刊物，大至銷路廣闊的雜誌，其成功與否，都倚賴編輯們的修養。本課程將兼顧以下的重點：專業守則與品質控制的關係；報紙、雜誌、畫報編輯的分野及特點；讀者心理和編輯風格的建立；刊物文字規範化的理論和實踐；文字編輯和美術編輯的角色分工；標題的控制、資料選輯和撰稿規格；紙張、製版、分色、印刷原理和運用介紹；版面設計、字體研究、電腦輔助編務；編輯工作的責任感和時間控制。

主講人：何良懋先生(資深報刊編輯、大學新聞系兼任講師)

地點：香港大學

時間：一九九六年十月十一日起每星期五下午七時十五分至九時十五分

全期學費：三百元(共七講)

656. 電腦輔助美術設計 (Computer-aided Design with Personal Computer)

本課程適合一群從事傳統設計、編輯、廣告及美術而有志於探求電腦輔助設計的工作者而設。雖則課程未有安排任何的課堂實習，但學員須呈交家課多份，以備考核及展覽之用，故此希望學員能自備電腦及每週花費不少於五小時的實習時間。導師亦會在適當時為學員提供電腦輸出的服務及參觀。課程內容包括：電腦美術設計的硬件及軟件；電腦視窗 (Windows) 的工作環境及其操作；電腦字形系統的應用；Corel Draw 的應用；Picture Publisher 的應用；及輸出的過程及其質量控制。(限收三十人)

主 講 人：袁振光先生 B.Sc.(CUHK), Cert.Ed.(HK),
MHKCS, MIEEE
袁逢雄先生 B.Sc.(CUHK)

地 點：香港大學
時 間：一九九六年十月十三日起每星期二下午七時十五分至九時十五分
全期學費：二百四十元 (共六講)

657. 製作教學錄像詳目之理論與技巧 (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詳目，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)數碼錄像及剪接簡介。

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：市區中心16室 (信德中心西翼九樓)
時 間：一九九七年一月六日起每星期一下午六時三十五分至八時廿分
全期學費：三百四十五元 (共六講)

658. 錄影製作初階 (The Technique of Video Production)

本課程利用講解及分組討論形式，將錄影製作各環節逐一介紹，先從認識各類型攝影器材開始，內容包括：(一)攝影機及鏡頭的運用；(二)各類作品分析；(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)混音/配音。課程除講授外，並輔以佳作示範，及實地拍攝工作，務求使理論與實際互相配合。

(限收廿四人)

主 講 人：貝格理(Gary Pollard)先生 TV producer/reporter
for the award winning & Now "Here"
program, script writer for "Legacy"
王璐德女士 Director of the program "Legacy"
BEST INTERNATIONAL TV DRAMA
(San Francisco Film Festival, 1991)
黎頌圖先生，錄像工作者
黎秋華先生 Executive producer at R.T.H.K.

講授語言：粵語為主
地 點：市區中心16室 (信德中心西翼九樓)
時 間：一九九六年十月五日起每星期六下午二時三十分至五時三十分
全期學費：八百二十元 (共十講)

659. 錄影製作室 (Video Workshop)

本課程著重從實際拍攝中熟習錄影製作技巧，學員需構思劇本，參予前、中、後期製作，並參加演出。課程以單機製作為主，探討以不同敘事風格處理同一題材之結果。內容包括：(一)影像敘事文法；(二)一般攝錄、燈光、聲效技巧；(三)有效率的攝錄隊如何工作；(四)現場實習；(五)把錄影機之電子效果溶入劇中；(六)即興習作；(七)後期製作；及(八)平衡之創作心態。課程一部份以英語講授。(限收三十人)

主 講 人：貝格理(Gary Pollard)先生、王璐德女士、黎頌圖先生、黎秋華先生

講授語言：粵語為主
地 點：市區中心16室 (信德中心西翼九樓)
時 間：一九九六年十二月十四日起每星期六下午二時三十分至五時三十分
全期學費：八百二十元 (共十講)

660. 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业、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：市區中心16室 (信德中心西翼九樓)
時 間：一九九六年十月四日起每星期五下午八時十分至九時五十五分
全期學費：四百元 (共十講)

661. 人際關係與人際溝通 (Inter-Personal Relationships in Human Communication)

本課將以「相互觀察與糾正小組」方式學習人際關係的理論。內容包括：人際溝通技巧與理論，人際間的隔膜，家庭成員的二十種溝通技巧，面談的理論及技巧等等。

整個課程著重小組討論，對從事文化教育事业、社會工作及公共關係者，均會有很大的專業上的幫助。
(截止報名日期：十月十五日，限收二十人)

主 講 人：陳毓祥博士
地 點：導論課 - 香港大學
進修宿營課
新界元朗石崗林錦公路香港大學嘉道理農業研究中心

時 間：導論課
 一九九六年十一月廿一日星期四下午八時至十時
 進修宿營課
 一九九六年十二月十四日星期六上午八時至十二月十五日星期日下午十時（集合時間及地點：十二月十四日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供）
 （共三十小時）
 全期學費：八百八十元（另食宿費二百八十元，報名時一共需繳費一千一百六十元）

662. 人體語言及人際溝通處事分析 (Body Language and Transactional Analysis in Human Communication)

以小組討論，「相互觀察與糾正小組」及實習方式，幫助學員去領略有效之傳播溝通技巧，從而解決個人及人際間的問題，討論範圍包括：人際溝通處事分析(Transactional Analysis)，人際溝通的領導問題，人性理解，人際溝通的人體語言，勸誘的傳播技巧與宣傳方法，人際間的相互吸引問題，人際溝通問題中之適應性與不良心理反應及人際溝通與小組壓力。

本課程適合對傳播學有初步認識的學員選修。而對一般從事文化教育事業、社會工作及公共關係、及需進一步理解人際溝通的各項問題的人士，幫助尤大。
 （截止報名日期：十月十五日，限收二十人）

主 講 人：陳毓祥博士
 地 點：導論課
 香港大學
 進修宿營課
 新界元朗石崗林錦公路香港大學嘉道理農業研究中心
 時 間：導論課
 一九九六年十一月十九日星期二下午八時至十時
 進修宿營課
 一九九六年十二月廿一日星期六上午八時至十二月廿二日星期日下午十時（集合時間及地點：十二月廿一日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供）
 （共三十小時）
 全期學費：八百八十元（另食宿費二百八十元，報名時一共需繳費一千一百六十元）

663. 中西快樂人生的理論及實踐 (Attaining Happiness: East West)

本課程除將各地中西學者對快樂人生的不同研究及看法說明外，並講解各種不同增進快樂人生的模式，再詳盡解釋「加」氏(W. Glasser)的現實控制論(Reality Control Theory)及講者自創以老莊思想為根據的中國心理治療法，再輔以「相互觀察糾正小組」的方式，用以上談及的理論來個別分析學員的快樂人生觀。學員應先參閱「蔡志忠」博益出版「漫畫老子莊子」及Perry Good(1987) In Pursuit of Happiness New View 和 William Glasser(1984) Control Theory Harper & Row, 會有很大的幫助。
 （截止報名日期：十月十五日，限收二十人）

主 講 人：陳毓祥博士
 地 點：導論課
 香港大學
 進修宿營課
 新界元朗石崗林錦公路香港大學嘉道理農業研究中心
 時 間：導論課
 一九九六年十一月廿八日星期四下午六時至八時
 進修宿營課
 一九九六年十二月廿八日星期六上午八時至十二月廿九日星期日下午十時（集合時間及地點：十二月廿八日上午八時在大埔太和火車站的麥當奴餐廳門外，是日早餐由研究中心提供）
 （共三十小時）
 全期學費：八百八十元（另食宿費二百八十元，報名時一共需繳費一千一百六十元）

664. Group Counselling & Psychotherapy: Theory & Practice

After 20 years of conducting groups in Hong Kong and overseas, Dr. Chan would share his experience with the participants in this field. Part of the course would be spent in presenting the basic theory of the humanistic and behaviour approaches. Most of the time will be devoted to real group operations which would be frequently "frozen" for process analysis. Participants would be expected to bring in real issues for sharing under strict confidential setting. Teachers, guidance officers, social workers and professionals who have to run groups would benefit from this course. (Bring a blank 180" VHS tape) (Good to bring own video camera)

Reference: Corey G. *Group: Process & Practice*. (Calif: Brooks/Cole, 1977)

Enrolment is limited to 20

Medium of instruction: Cantonese and some English

Closing date for applications: October 15, 1996

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : Briefing Lecture:
 HKU

Residential Camp:

Kadoorie Agricultural Research Centre, University of Hong Kong, Lam Kam Road, Shek Kong, Yuen Long, N.T.

Date : Briefing Lecture:
 Tuesday, 6.00-8.00 p.m. on November 19, 1996

Residential Camp:

From Saturday, December 7, 1996 (8.00 a.m.) to Sunday, December 8, 1996 (10.00 p.m.)
 (Assemble at 8.00 a.m. December 7, 1996 outside McDonald Restaurant at the Tai Wor Railway Station, Tai Po. Breakfast will be provided in the Camp)

ity and rational emotive psychotherapies, the lecturer would present a Chinese indigenous therapy which he developed. For each therapy there will be demonstrations followed by guided practices by each and every participant in simulated cases and role plays. Teachers, guidance officers, social workers and professionals would benefit from this course. (Bring a blank 180" VHS tape) (Good to bring own video camera)
Enrolment is limited to 20

Medium of instruction: Cantonese and some English

Closing date for applications: October 15, 1996

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc.,
M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : HKU

Date : Wednesdays, 6.00-10.00 p.m. on November 20, 27,
December 4, 11, 18, and 9.00 a.m.-9.00 p.m. on
December 25, 1996.

30 Lecture hours

Fee: \$880

669. Theory & Practice in Handling Children's Problems

Being a father of three, Dr. Chan would present the theory of positive parenting with both Western and Eastern orientations. The STEP (System Training for Effective Parenting) by Kinkmeyer will be presented with demonstration first. Much of the time will be devoted to real problems brought up by the participants with demonstration and role plays. The second day will be used to explore the Tao approach as compared with the Confucius model which is adopted by most Chinese. The lecturer has in the past succeeded in getting an "autistic child" to talk continuously for two hours right in front of the group under the camera. The participants would benefit if they can bring in real problems with recorded video or audio tapes. It may be of greater benefit if special arrangement can be made to invite their children to be present on request when the situation arises. (A blank 180" VHS video tape needed)

Reference: Tsai C.C. *The Sayings of Zhuang Zi, Lao Zi*. (Asiapac Publishing, 1991)
Dinkmeyer D. *STEP The Parent's Handbook* (MN: American Guidance S., 1976)

Enrolment is limited to 20

Medium of instruction: Cantonese and some English

Closing date for applications: October 15, 1996

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc.,
M.A.(Ed), M.A.(Clin.Psy), Ph.D.

Venue : HKU

Date : December 26, 1996 and January 1, 1997 (9.00 a.m.-
10.00 p.m.) & January 22, 1997 (6.00-10.00 p.m.)

30 hours

Fee: \$880

Educational Computing for Mum/Dad and Kids

Hong Kong is a shopping paradise for computers and softwares. This course aims to assist parents to open up the educational potential of the available multimedia packages to assist their kids to learn more effectively. As a concerned and caring parent, Dr. Chan will share his personal experiences in assisting his children to learn via the computer in the past 20 odd years. As an educational psychologist, he will explain with concrete examples on how to motivate the children to learn systematically via the available educational multimedia packages. He and Amy Chao, a professionally trained computer instructor will demonstrate with life models on how to support the kids in their learning experience. Each and every participant will bring their children to the university computer laboratory and practice their training strategies under supervision. Apart from providing a survey of existing educational softwares available in Hong Kong, different agencies will be invited to demonstrate the hosts of current educational softwares which might be helpful to their children. This course is co-organized with Futurekids who provides all the softwares and part of the venue for the training sessions. Those with no previous computer experience may attend. (NB: Course no. 670 will focus on kids from age 4 to 6 years old while course no. 671 will focus on kids from age 7 to 10 or above)
Enrolment is limited to 20 for each class

Medium of instruction: Cantonese and some English

Closing date for applications: October 15, 1996

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc.,
M.A.(Ed), M.A.(Clin.Psy), Ph.D.

670.

Date : Mondays, 9.30-11.30 a.m., commencing November 18, 1996 (10 meetings till January 20, 1997) with 2 practical sessions with kids on January 8 & 15 (6.00-8.00 p.m.)

Venue : Room 2, SPACE North Point Study Centre. Practical sessions with kids at Futurekids Hong Kong, A2, 5/F, China Harbour Building, 370 King's Road, North Point, Hong Kong.

10 meetings

Fee: \$700

671.

Date : Mondays, 1.45-3.45 p.m., commencing November 18, 1996 (10 meetings till January 20, 1997) with 2 practical sessions with kids on January 6 & 13 (6.00-8.00 p.m.)

Venue : Room 2, SPACE North Point Study Centre. Practical sessions with kids at Room 2, SPACE North Point Study Centre

10 meetings

Fee: \$700

672. 聲藝與口才 (The Art of Expression)

我們生活在這個蓬勃多姿的群體社會裏，隨時隨地都需要有談吐應對，或發表言論，或現身說法，或肩負司儀，或以聲音作為一種訴諸聽覺藝術的機會。但是話語怎樣才能說得得體，聲調運用得優美，情感的貫注又具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以至聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較深入的認識與探討，這個課程所提供的，也就是環繞著聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧；粵音九聲的變化；常用語音的分類；演說技巧及練習；司儀方法及練習；唸詞方法及口才訓練等。（限收二十八人）

主 講 人：彭永才先生
地 點：香港大學
時 間：一九九六年九月三十日起每星期一下午六時三十分至九時
全期學費：四百五十五元（共八講）

673. 表達與理辯 (Public Speaking & Persuasion)

我們每人每天都要處事，都要用很多時間聽別人的意見，說自己要說的話、閱讀文件或書報、寫信件、寫報告和寫演講稿……等等，也就是說，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（處理多數人的問題，諸如演講、在職務性會議中發表意見等），（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。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：市區中心28室（信德中心西翼九樓）
時 間：一九九六年九月廿四日起每星期二下午六時至七時三十分
全期學費：三百一十五元（共八講）

674. 處事的技巧 (Decision-Making)

本課程將透過七次專題講述，四次分組實例研究，探討如何對自己所做的事能夠進行有目的的思考；能夠描述問題、分析問題、界定問題、解決問題；能夠擬方案；能夠寫計劃等。講授內容包括：處事的理和情；你會選取處事的起點理據嗎？怎樣分析問題一查驗事情發生的原因，認識事情的特點與變化；可能發生的問題之分析方法；人性需要與自我控制；你會編擬計劃嗎？怎樣界定問題與怎樣解決問題？分組討論的題目包括：聯想力的試驗；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；報告自己編擬計劃的方法及解決問題的實例等。（限收三十八人）

主 講 人：周文海先生（人人書局經理兼出版部主任）
地 點：市區中心28室（信德中心西翼九樓）

時 間：一九九六年十一月十九日起每星期二下午六時至七時三十分
全期學費：三百九十元（共十一講）

675. 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：市區中心16室（信德中心西翼九樓）
時 間：一九九七年一月九日起每星期四下午六時三十分至八時
全期學費：三百元（共七講）

（此項課程由職業訓練局津貼，如欲繳交半費（\$160）者，必須選用特備報名表格，並具主管簽名及蓋章。）

676. 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，宣傳日的與市場目標；（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：市區中心10室（信德中心西翼九樓）
時 間：一九九六年十月三日起每星期四下午八時三十分至十時
全期學費：三百四十五元（共八講）

677. 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：市區中心10室(信德中心西翼九樓)
時 間：一九九六年十二月五日起每星期四下午八時三十分至十時
全期學費：五百元 (共十二講)

專業及廣告攝影課程(初級班) (Photography for Professionals & Advertising - Basic Course)

本課程適合一般對攝影有興趣，有志於晉身「職業攝影」人仕選讀。課程中理論與實習並重。專業攝影電腦及黑房器材之介紹、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4 x 5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，(八)支柱腳架天花路軌影棚設計，及(九)電子相機及電腦特技等。本課程將提供電腦中文講義、TV錄影示範教具及二百餘萬頂級專業攝影電腦及黑房器材免費作實習用。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)

678. 一九九六年九月廿三日起每星期一下午七時三十分至九時三十分
全期學費：一千元 (共十講)

679. 一九九六年十月四日起每星期五下午七時三十分至九時三十分
全期學費：一千元 (共十講)

680. 一九九六年九月廿一日起每星期六下午四時三十分至六時三十分
全期學費：一千元 (共十講)

專業及廣告攝影課程(中級班) (Photography for Professionals & Advertising - Intermediate Course)

本課程適合具有攝影基礎人仕修讀(如已修讀初級班課程)。課程注重介紹商業攝影技巧及方法，使晉身攝影助手、攝影師及開設影樓等職業攝影工作，課程包括(一)4 x 5大型相機及商品攝影，(二)專業黑房沖晒技巧，(三)專業婚紗、人像及時裝攝影，(四)室內設計及建築職業攝影技巧，(五)舞台表演攝影，(六)海報、書面、明信片、月曆等插圖攝影，(七)專業全景624攝影，(八)電腦及專業電子相機商品拍攝法等。本課程提供二千呎黑房及影樓、二百餘萬頂級專業攝影電腦及黑房器材、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)

681. 一九九六年十二月九日起每星期一下午七時三十分至九時三十分
全期學費：一千零八十元 (共十講)

682. 一九九六年十二月十三日起每星期五下午七時三十分至九時三十分
全期學費：一千零八十元 (共十講)

683. 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)電子專業相機電腦修相，(十一)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攝影電腦及黑房器材免費作實習用。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：一九九六年九月十三日)

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)

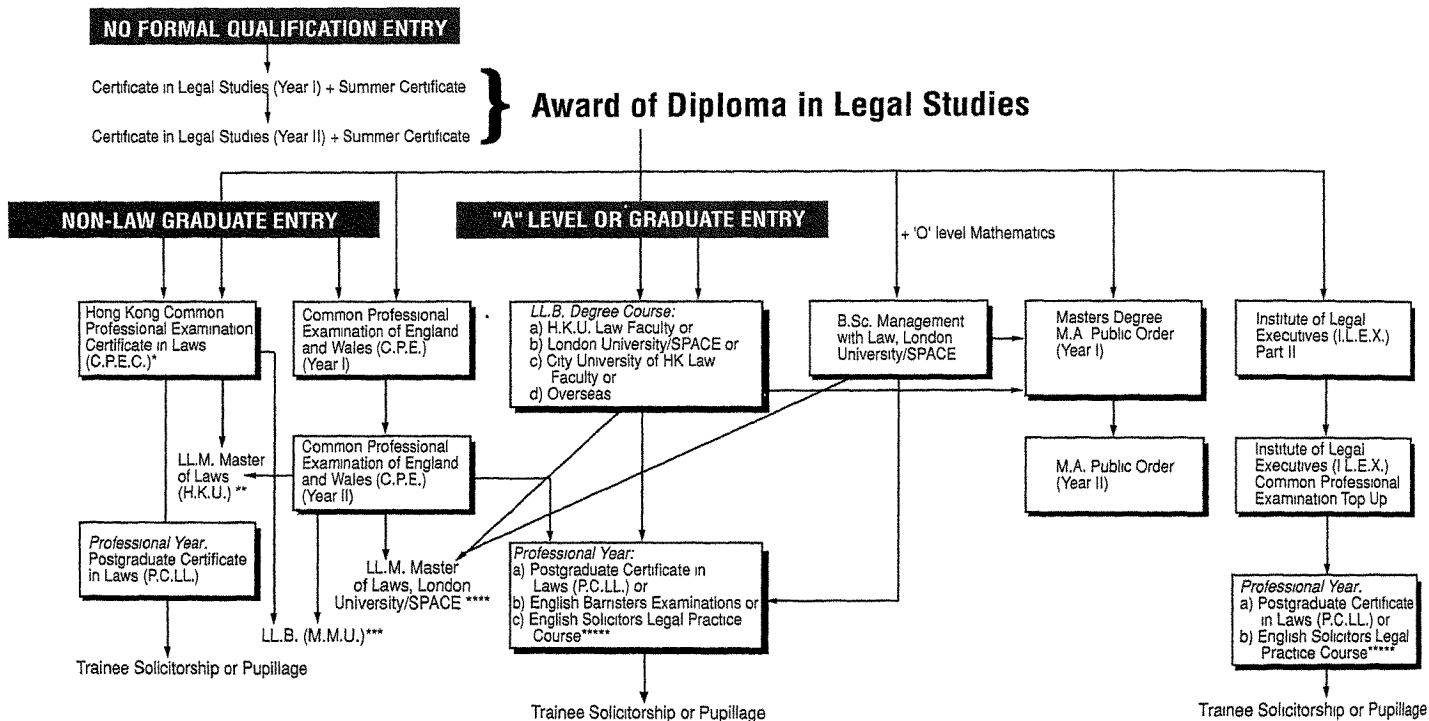
時 間：一九九六年十月五日起每星期六下午二時至四時
全期學費：二千四百元 (共二十講)

LAW

Lecturers in charge : B.L. Davies
M.J. Fisher
C.J. Petersen

Telephone: 2975 5721

ROUTES TO LAW QUALIFICATIONS



* One-year full-time course offered at H.K.U. Law Faculty/SPACE
 ** Two-year part-time course offered at H.K.U. Law Faculty
 *** One-year part-time /distance learning course offered at SPACE
 **** Two-year part-time course offered at SPACE
 ***** One-year full-time or two-year part-time course in England

Courses Requiring No Formal Qualifications

DIPLOMA IN LEGAL STUDIES (DEGREE ACCESS COURSE) (Course Nos. 706-709)

Introduction

The Diploma programme is intended to educate students in the study of law and prepare them for formal training in law, legal practice and for future career development. The course has been specifically designed to assist students to develop the academic and practical skills needed for practice in the law. Compulsory Law Skills components are intended to improve students' communication and examination skills. The provision of extensive course materials and regular classes together with compulsory written assignments throughout the programme are directed at educating students to a level where they can successfully progress to further legal qualification.

The Diploma is a block-building, accumulation programme enabling students to leave the programme at various exit points in year one or year two.

The programme is offered in association with the Institute of Legal Executives (U.K.) which is joint examining and validating body together with the School of Professional and Continuing Education, (SPACE), The University of Hong Kong.

Programme Structure and Duration

The Diploma is a two-year part-time programme. It consists of four certificate courses taken over two academic years of study and includes two Summer Certificates.

Year I:

Course No. 706

Certificate in Legal Studies - Year I (October - May)

Law I - Hong Kong Legal System, Criminal Law, Land Law, Law of Tort.

Practice I - Civil and Criminal Procedure.
Law Skills.

Course No. 707

Year I Summer Certificate (June - July)
The Basic Law and Bill of Rights

At the end of Year I successful students will be awarded two Certificates: the Certificate in Legal Studies, Year I and the Certificate in The Basic Law and Bill of Rights.

Year II:

Course No. 708

Certificate in Legal Studies - Year II (October - May)

Law II - Elements of Contract Law, Business Law

and options from Family Law, Labour Law and Succession.

Practice II - Elements of Matrimonial, Probate & Business Practice and Litigation.

Law Skills.

Course No. 709

Year II Summer Certificate (June - July)
Introduction to the Chinese Legal System

At the end of Year II successful students will be awarded two Certificates: the Certificate in Legal Studies, Year II and the Certificate in Introduction to the Chinese Legal System.

In each certificate course students will receive lectures, seminars and revision classes. Specially prepared course manuals, essential course texts and extensive course materials will also be provided.

The students will be awarded a certificate on successful completion of each 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 paths that can be followed.

Students who hold the second year Certificate in Legal Studies are eligible, at present, to progress as follows:

1. To the LL.B. law degree programme at University of London - the qualification is also accepted for entry to many other University of London degree programmes.

Students who complete the certificate programme will be given guaranteed places on the University of London LL.B. first year courses held by SPACE (see Course Nos. 710-713).

2. To apply to the HKU Law Faculty full-time LL.B. law degree programme. The qualification will assist applicants provided they are 25 at the time of application.
3. To apply for many full-time law degree programmes overseas. SPACE has a special relationship with many Universities in the United Kingdom and elsewhere and places can be acquired for students who pass Certificates in Legal Studies Year I and II.
4. To enter Part II of the Institute of Legal Executives Certificate programme (passes in Certificates in Legal Studies Year I and II satisfies Part I) with a view to taking the Institute's examinations thereby enabling students to qualify ultimately as a solicitor.

In addition to the above, if students complete the Summer Certificates and obtain the Diploma in Legal Studies:

1. They may apply for entry to the University of Leicester Master of Arts degree programme, M.A. in Public Order. This programme is offered part-time in Hong Kong in association with SPACE.
2. Diploma holders over the age of 25 may apply for entry to the Common Professional Examination of England and Wales (C.P.E.). This is a two-year, part-time course (four subjects each year) offered at SPACE for students who wish to follow the fast-track route to qualification as a solicitor or barrister. This programme is offered by SPACE (see Course Nos. 725-726).
3. Diploma holders over the age of 25 may apply for entry to the Hong Kong Common Professional Examination Certificate in Laws (C.P.E.C). This is a one-year, full-time course for students who wish to follow the fast-track route to qualification as a solicitor or barrister in Hong Kong (see Course No. 8003).
4. Diploma holders have a limited right of audience to appear before a District Judge in the District Court and before a Master in the High Court.
5. Diploma holders may call themselves "Legal Executive" as a professional title.
6. Diploma holders satisfy the entrance requirements of the Bachelor of Arts (Library and Information Science) degree of the Charles Sturt University and will receive credits for eight (8) subjects out of 24 subjects in the B.A. course. This B.A. course is also offered in Hong Kong in association with SPACE.

Entry Requirements

There are no formal entry requirements. However, students should have a proficiency in English demonstrated by, for example, a pass in English in the H.K.C.E.E. or other similar qualification, or on the basis of their business, commercial, academic or other experience.

Timetable

Course No. 706 Certificate in Legal Studies - Year I

The course will commence on Tuesday, October 1, 1996.

Time : 6.30 - 9.30 p.m.

Venue : Lecture Theatre 1, Library Extension Building, H.K.U., Pokfulam Road, Hong Kong.

Classes will usually be held every Tuesday and some Thursdays from October to May. A full timetable will be distributed in the first lecture.

The course fee of the Certificate in Legal Studies - Year I is HK\$8,500. Cheques should be made payable to "The University of Hong Kong" and submitted together with the application form.

Students will enrol on the Summer Course in May 1997 and the course fee will be approximately \$800.

For an application form and further details; please contact Miss Helen Wu at 2975 5721 (Fax: 2546 0295).

Degree Courses

UNIVERSITY OF LONDON LL.B. DEGREE COURSES (Course Nos. 710-721)

Introduction

These courses are designed to assist candidates in preparing for the University of London LL.B. and other similar examinations. The LL.B. degree represents the academic stage of a lawyer's training. The courses are taught mainly by lecturers invited from the United Kingdom. Students will receive a complete package comprising lectures, seminars, revision lectures and specially prepared course materials. SPACE maintains a close working relationship with University of London and courses are geared specifically to the University of London examinations.

Courses in the following subjects will be offered in 1996-97:

Course No. 710	Constitutional Law
Course No. 711	Criminal Law
Course No. 712	Elements of the Law of Contract
Course No. 713	English Legal System
Course No. 714	Evidence
Course No. 715	Land Law
Course No. 716	Law of Tort
Course No. 717	Law of Trusts
Course No. 718	Company Law
Course No. 719	Family Law
Course No. 720	Jurisprudence and Legal Theory
Course No. 721	Succession

Course Format: Non-Graduates

The course is of a minimum 3 years duration and students will study 4 subjects per year. On the Intermediate LL.B. (the first year of the course) students will take: Constitutional Law; Criminal Law; Elements of the Law of Contract; and English Legal System. On Part 1 (the second year) and Part 2 (the third year) students will take a further 8 subjects (4 each year) but will be expected to select Equity and Trusts, Land Law, and Tort, since these are necessary to obtain professional exemptions. Jurisprudence and Legal Theory is a compulsory subject for non-graduate entrants.

Students are now offered a 4-year alternative whereby they will study only 3 subjects per year. Transfer from the 3-year mode to 4-year mode will be permitted. Thus, a student who passes 3 out of 4 subjects attempted at Intermediate level could progress to the second year of the 4-year mode.

Course Format: Graduates

Those students who enrol with a recognised degree in a non-law subject may pursue a faster route and qualify in 2 or 3 years. The 2-year route requires 4 plus 5 subjects to be taken; the 3-year route requires 3 subjects to be taken per year. Students who cannot study full-time are advised to take 3 years. The 9 subject graduate route provides all the same benefits as the 12 subject non-graduate scheme.

Course Structure

Students enrolling on their first year in 1996 can expect to attend a brief induction period in September followed by a lecture course in English Legal System. Thereafter lectures will be held in Constitutional Law, Criminal Law, and Elements of the Law of Contract. In March and April there will be intensive revision lectures delivered by visiting academics from the U.K. and elsewhere. A very important role is filled by the intensive seminar weekends held during the year. These will focus on written technique, examination preparation, discussion of difficult points and recent developments. Students will have an opportunity to submit written work in advance of these seminars.

Entrance Requirements

The LL.B. degree programme is open to all those who satisfy University of London's minimum entrance requirements. These are basically the need for 2 'A' levels and 3 'O' levels (not necessarily obtained in one sitting). The successful completion of Year II of the Certificate in Legal Studies, or the Diploma in Legal Studies, operated by SPACE, satisfies the entrance qualification. All students who wish to take the LL.B. examinations must register as external students with the University of London. New registrations for all University of London programmes will be dealt with by SPACE. A full explanation of entry requirements is provided in the booklet, "External Programme: Bachelor of Laws (LL.B.)" which is available on request from SPACE Town Centre, Suite 1004-5, 10/F, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong (Tel. 2559 7628).

SPACE courses are invariably over-subscribed so it is important to apply promptly. Places on the courses are not limited to University of London students and they may well be attractive to those attempting comparable examinations.

The course fee is \$3,400 per subject for the total package of lectures, seminars, revision lectures and study guides.

MANCHESTER METROPOLITAN UNIVERSITY LL.B. DEGREE COURSE (Course No. 722)

Introduction

This course, leading to the award of LL.B. with Honours, is designed for students who have passed the C.P.E. examinations of Manchester Metropolitan University or the

University of Hong Kong C.P.E.C. examinations. The course will be of one year's duration commencing at the beginning of October, 1996.

Course Format

The subjects which must be taken in this conversion course are :

Commercial Law
Fiscal & Competitive Activities Regulation
Intellectual Property Law

Course Materials

Students will be provided with distance learning materials for each subject. The lecturers will provide their own notes to students to supplement these materials and will advise on necessary text books. A reading list will be sent before the commencement of the course. Two texts in each subject will be provided for students as part of their course provision. Statutes required for examinations will also be provided.

Course Structure

Introductory lectures for all three subjects will be delivered in one week blocks by Manchester Metropolitan University staff between October 1996 and February 1997. Manchester staff will also deliver revision lectures in March/April 1997.

Examinations

Students will sit the examinations of Manchester Metropolitan University and assessment of the three new subjects will be on the basis of examination performance and an assessed essay in each subject (75% for examination; 25% for assessed essay). The sessional examinations will take place in July 1997.

The Honours degree classification will be based on results in the three new subjects plus the three C.P.E. Year II subjects (Criminal Law, Equity & Trusts and Land Law).

A separate examination fee of approximately £350.00 sterling is payable to Manchester Metropolitan University in January 1997.

Eligibility

All those who have successfully completed the Manchester C.P.E. course or the University of Hong Kong C.P.E.C. course are eligible for the conversion course. The LL.B. degree will, however, be awarded only to those who have passed the three new subjects and completed the two SPACE Summer courses on Evidence and Business Associations. The Summer courses may be taken before or after the three Manchester Metropolitan University subjects, although it is recommended that students take the Business Associations course before beginning the LL.B. Course.

Holders of the University of Hong Kong C.P.E.C. who complete the Manchester Metropolitan University LL.B. Degree should note that their degrees may not be recognised as satisfying the entrance requirements of the Legal Practice Course or the Bar Vocational Course in England. Candidates who wish to apply for such courses will be considered on a case by case basis and may have to complete additional courses in English or European Law.

Course Applications

Applications should be made before September 2, 1996 and applicants will be notified no later than September 16, 1996 whether they have been offered a place.

Enrolment forms are available from the SPACE office at 9/F, Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong.

The course fee for the full tuition package is HK\$17,000.00.

Postgraduate Degree Courses

UNIVERSITY OF LONDON MASTER OF LAWS LL.M. PREPARATION COURSES (Course Nos. 723-724)

SPACE will offer preparation courses in 1996-1997 to assist students who wish to take the University of London LL.M. programme. The course is of two years' duration and students must take written papers in four subjects over the two years. Students may take two examinations at the end of Year 1. A choice of options will be available subject to demand. Applicants must hold a U.K. first degree in Law or hold the Common Professional Examination of England and Wales (C.P.E.) provided they have at least a second class degree award in their non-law degree. The options likely to be offered in 1996-1997 are:

Course No. 723 Carriage of Goods by Sea

Course No. 724 Insurance (excluding Marine Insurance)

Course tuition will be in the form of intensive lectures delivered in blocks by academics from English Universities.

The course fee is \$7,000 per subject.

Professional Courses

SPACE operates 5 major professional courses: the C.P.E.; the C.P.E.C.; the P.C.LL.; the English Bar Examinations; and the Institute of Legal Executives course. The C.P.E. and C.P.E.C. are offered to graduates in non-law disciplines and represent the academic stage of their legal training. The P.C.LL. is offered to law graduates and C.P.E. or C.P.E.C. holders and represents the professional stage. In the great

majority of cases applicants for the courses would be intending a career in law or at least, qualification as a lawyer. For those seeking a non-graduate career in law, the Institute of Legal Executives Part II Certificate course is operated jointly by the Institute and SPACE. The Institute's Part II courses are open to all those who have successfully complete the Year II Certificate in Legal Studies or Diploma in Legal Studies. The English Bar Examinations course is offered for graduates or C.P.E. holders who wish to qualify as Barristers through the English route.

HONG KONG COMMON PROFESSIONAL EXAMINATION CERTIFICATE IN LAWS (C.P.E.C.) (Course No. 8003)

The Hong Kong Common Professional Examination Certificate in Laws (the "C.P.E.C.") is a full-time, one-year programme leading to a joint award of the University of Hong Kong Faculty of Law and the School of Professional and Continuing Education (SPACE). The C.P.E.C. is designed for graduates in non-law disciplines who wish to qualify as solicitors or barristers in Hong Kong without completing a three-year LL.B. course. C.P.E.C. students study six law subjects during the academic year: Constitutional and Administrative Law; Contract; Tort; Criminal Law; Trusts; and Land Law. Candidates who successfully complete these six subjects are awarded the C.P.E.C. and become eligible for two special summer courses in Business Associations and Evidence. Those who successfully complete Business Associations and Evidence may proceed directly to the Hong Kong Postgraduate Certificate in Laws, (the "P.C.LL.") and then to trainee solicitorship or pupillage in Hong Kong. Those who complete their trainee solicitorship in Hong Kong and wish to practise in England may apply directly for admission as solicitors in England and Wales. C.P.E.C. holders who have completed the summer courses in Business Associations and Evidence are also eligible to apply for the Manchester Metropolitan University LL.B. Degree Course, (described on P. 137-8), which permits C.P.E. and C.P.E.C. holders to obtain a LL.B. after one additional year of part-time studies. Holders of the C.P.E.C. are also eligible for admission to the University of Hong Kong degree of LL.M., to the Postgraduate Diploma in Commercial Law, and to the Postgraduate Diploma in the Law of the People's Republic of China (providing that they also hold at least a second class honours degree in a non-law subject). However, candidates who wish to practise in jurisdictions other than Hong Kong should note that the C.P.E.C. is not a degree and at present is recognized only as an entrance qualification for the Hong Kong P.C.LL. (and the other University of Hong Kong post-graduate programmes noted above). In particular, the C.P.E.C. is not recognized as an entrance qualification for the English Legal Practice Course or the English Bar Examinations. (Applicants who wish to proceed to these courses may wish to apply to the Manchester Metropolitan University C.P.E. of England and Wales course offered in Hong Kong through SPACE).

The 1996-7 Hong Kong C.P.E.C. course fee is HK\$50,000.

COMMON PROFESSIONAL EXAMINATION (C.P.E.) OF ENGLAND AND WALES COURSES (Course Nos. 725-726)

SPACE offers a two-year part-time programme at the end of which the successful student will be able to enter the Hong Kong P.C.LL. course, or a Legal Practice course (formerly the Law Society Finals) or Bar Vocational Course in England, and subsequently take trainee solicitorship or pupillage. The C.P.E. is also recognised as satisfying eligibility criteria for some Master's courses notably the University of London (External) part-time LL.M. provided the applicant has at least a second class degree in a non-law discipline. Holders of the C.P.E. are also eligible for admission to the University of Hong Kong degree of LL.M., to the Postgraduate Diploma in Commercial Law, and to the Postgraduate Diploma in the Law of the People's Republic of China (providing that they also hold at least a second class honours degree in a non-law subject). The unique attraction of this course is that it enables a student to obtain the equivalent of a three year, twelve subject LL.B. degree, in two years. Only students who have taken an accredited course are eligible to take the C.P.E. examinations.

C.P.E. holders who wish to do so can convert their C.P.E. into a LL.B. degree by passing the one-year LL.B. conversion course run by SPACE in conjunction with Manchester Metropolitan University, the degree-awarding institution.

Students will sit the C.P.E. examination of Manchester Metropolitan University, in Hong Kong.

Course Format

The subjects which must be taken in C.P.E. examination are: Constitutional & Administrative Law; Contract; Tort; Criminal Law; Equity & Trusts; Land Law.

In the two year part-time mode students will study:

Course No. 725

Year I - Constitutional & Administrative Law
Contract
Tort

Course No. 726

Year II - Criminal law
Equity & Trusts
Land Law

Mature student entrants including those entering via the SPACE Diploma in Legal Studies route, must like a further two subjects (currently English Legal System and Company Law) i.e. they must take four subjects each year. Likewise those students who wish to join the P.C.LL. course will be required to complete a brief, three week course in Business Association and Evidence in order to comply with local requirements.

The annual fee for the complete tuition programme is \$15,000 (Non-graduates \$18,400).

THE POSTGRADUATE CERTIFICATE IN LAWS (P.C.LL.) FULL-TIME (Course No. 8001) PART-TIME (Course No. 8002)

The Full-time Postgraduate Certificate in Laws (P.C.LL.) is a full-time curriculum extending over one academic year, from September to June, and offered in conjunction with the Law Faculty of the University of Hong Kong. The course comprises the following subject areas: Conveyancing and Probate Practice, Civil and Criminal Procedure, Commercial Law and Practice, Revenue Law, Accounts and Financial Management, Professional Practice, and Advocacy. The Part-time P.C.LL. extends over two academic years with students attending day-time classes for up to 3, half days per week.

The P.C.LL. exists as the usual method of entry into the Hong Kong legal profession. Having completed the P.C.LL. those intending to practise as solicitors must complete a two-year traineeship; intending barristers must complete one-year of pupillage. Holders of the P.C.LL. qualification are also eligible, having completed their traineeship in Hong Kong, to apply for admission as solicitors in England and Wales.

The 1996-7 Hong Kong P.C.LL. course fee for the full-time programme is HK\$85,000. The 1996-7 course fee for Part I of the part-time programme is HK\$42,500.

SPECIAL INTRODUCTORY COURSES IN BUSINESS ASSOCIATIONS AND EVIDENCE

In order to comply with P.C.LL. entrance requirements any applicant who has not studied Business Associations and/or Evidence in their law qualification should enrol in the Special Introductory Courses offered through SPACE. These courses are held in August and each subject involves 3-4 hour lectures each day for 10 days. Assessments and/or assignments will be administered and a minimum attendance rate of 80% of classes is required.

Enrolment forms are available from the SPACE office at 10/F., T.T. Tsui Building, University of Hong Kong, Pokfulam Road, Hong Kong. The closing date for enrolment is July 30, 1996.

Course fees (including all course materials) are:

Business Associations	\$2,100
Evidence	\$2,100

ENGLISH BAR EXAMINATIONS PREPARATION COURSE (Course No. 727)

This course will operate from September 1996 with a view to preparing students for Bar Examinations in 1997. Those successfully completing the examinations will be eligible to take pupillage in Hong Kong and practise, thereafter, as barristers.

Students will receive extensive lecture and tutorial tuition from local and invited overseas lecturers. All the compulsory subjects will be covered together with selected options. Students will also be permitted to attend related University of London LL.B. lectures provided by SPACE.

Criteria for admission are academic and will be based on a student possessing a LL.B. degree of at least second class honours standard.

Holders of the C.P.E. of England and Wales may also be given places but will require a certificate of completion issued by the English Bar. Those at present holding a certificate issued by the English Law Society may be permitted to transfer.

Applicants should note that the Bar examinations will take place in England. All students must join one of the 4 Inns of Court and fulfil dining requirements before taking examinations. Students will need to travel to England to dine and no classes will be scheduled during dining terms.

All eligible applicants should apply before June 18, 1996 though late applications will be considered particularly from those final year LL.B. University of London students whose results are published after the deadline.

The course fee for the full tuition package is \$35,500.

INSTITUTE OF LEGAL EXECUTIVES' CERTIFICATE COURSES (Course Nos. 728-734 & 737-738)

Introduction

The qualification of Legal Executive is one which is highly respected worldwide and which carries substantial professional status. The programme leading to this qualification is certified by the Institute of Legal Executives, which, in conjunction with the University of Hong Kong, is offering a programme to prepare students for the examinations of the Institute.

The Part I Certificate is a two-year programme consisting of papers in Law and Legal Practice. Those who have obtained the Year II Certificate in Legal Studies or the Diploma in Legal Studies will be exempt from Part I.

Year 1 - see Diploma / Certificate in Legal Studies (Course Nos. 706 & 707)

Year II - see Diploma / Certificate in Legal Studies (Course Nos. 708 & 709)

Course structure

Part II Certificate

Course No. 728	Civil Litigation
Course No. 729	Contract Law
Course No. 730	Constitutional Law
Course No. 731	Criminal Law

On completing the four Part II Certificate courses a student becomes eligible for Membership of the Institute of Legal Executives and may use the designation M.Inst.L.Ex.

The Institute examinations are set at degree level and exemptions from University degree examinations can be obtained on a subject by subject basis. A student who has passed Part II examinations in Contract, Constitutional and Criminal Law can claim exemption from the intermediate examinations of the University of London LL.B. offered to external students. Students will be exempt from English Legal System by virtue of their ILEX Part I (Diploma) examinations.

Qualifying as a Solicitor

Those students who wish to progress to practise as a solicitor may do so through the Institutes' qualifications. On completing Part II (Contract, Constitutional and Criminal Law) those law subjects covered will be given exemption from the Common Professional Examination (C.P.E.). Under new regulations commencing in September 1996 a further four core subjects and one optional subject need to be completed to claim full exemption from the C.P.E. The core subjects are Equity and Trusts, Land Law, Tort and European Law. For the optional subject Company Law would be popular. Students may take these C.P.E. subjects as ILEX single subjects by distance learning through SPACE at University of Hong Kong. Courses of tuition are available in most subjects for those who wish to reinforce their distance learning studies.

On completion of all the CPE papers through the Institute students are eligible to apply for the P.C.L.L. course at the University of Hong Kong, or, provided they have 5 years of relevant "qualifying employment", to the Legal Practice course in England and Wales. These courses then lead on to practice as a solicitor.

ILEX - CPE Exemption Course

Course No. 732	Equity and Trusts
Course No. 733	Land Law
Course No. 734	Tort
Course No. 737	European Law
Course No. 738	Company Law

Law for Laymen

735. 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：市區中心17室（信德中心西翼九樓）

時 間：一九九六年十二月三日起每星期二下午八時至九時四十五分

全期學費：二千元（共十講）

736. 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：市區中心17室（信德中心西翼九樓）

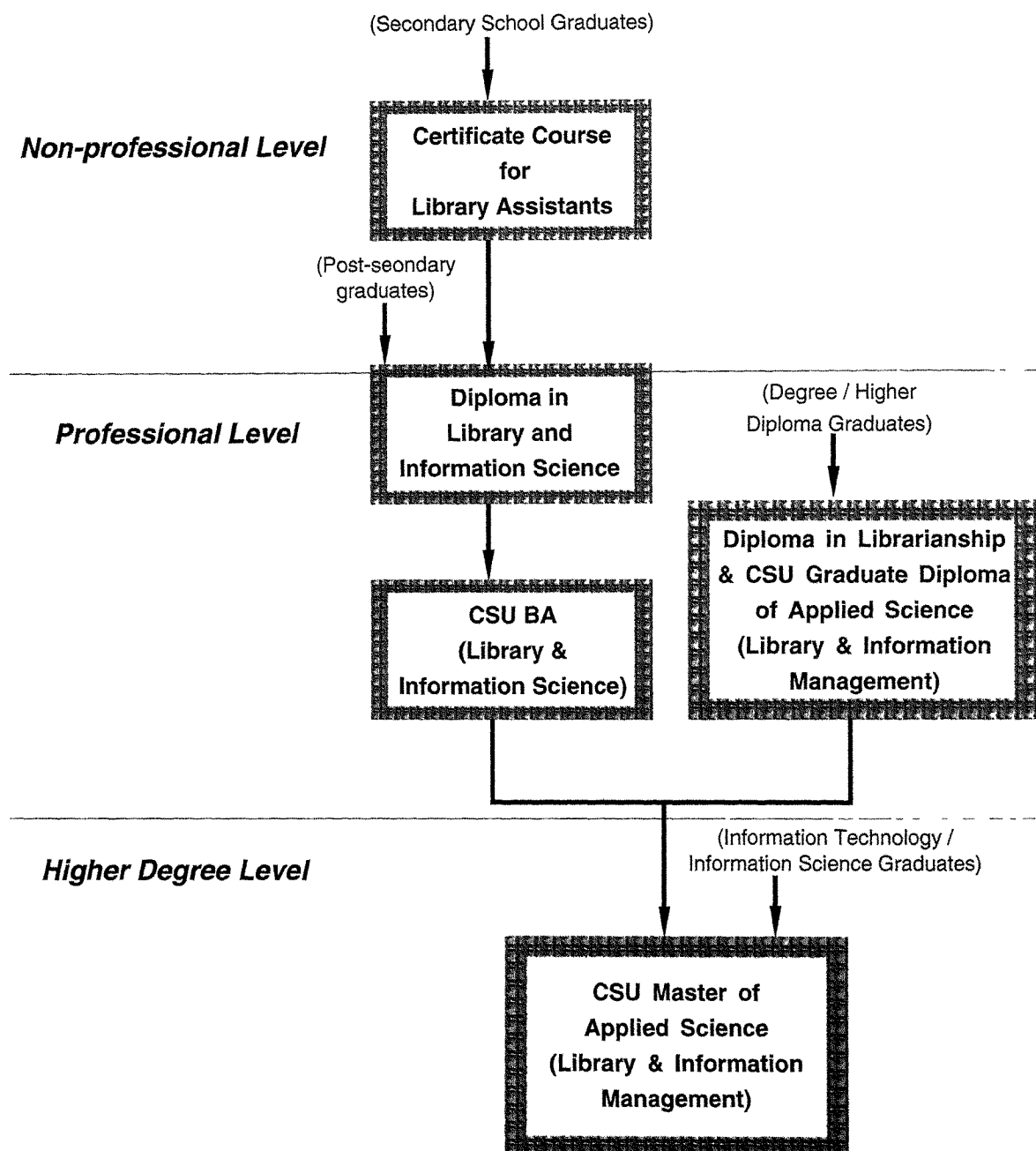
時 間：一九九六年九月二十四日起每星期二下午八時至九時三十分

全期學費：四百二十元（共十講）



Lecturer in Charge of CPEC, Carole Petersen – SPACE offers a range of courses which assist students to develop the academic and practical skills needed for practice in Law

Library & Information Science Education Opportunities at SPACE



CSU - Charles Sturt University (Australia)

Master of Applied Science (Library and Information Management) (Stage 2 Admission)

This is a part-time course offered in Hong Kong jointly by Charles Sturt University (CSU), Australia and the School of Professional and Continuing Education (SPACE), The University of Hong Kong. The award "Master of Applied Science (Library and Information Management)" is issued by CSU.

The objective of the programme is to provide students with in-depth knowledge of the current status of developments in library science and information management. Students will develop analytical skills germane to their own professional needs and career aspirations.

DIRECTOR OF STUDIES

Dr. Kan L.B., B.Sc.(H.K.), M.A., M.L.S. (Calif.), Ph.D.(H.K.), A.L.A.A., M.I.Inf.Sc., F.H.K.L.A., Hon.D.Litt(CSU), Librarian, HKU

PROGRAM STRUCTURE (Stage 2)

Students are required to study four papers based on distance learning study package with tutorials supported by local Tutors. Study sessions will also be conducted by staff of CSU when they visit Hong Kong.

Two papers from one of the following specialization:

Library Services:-

- Collection Assessment (LSC503)
- Information Services to Business and Industry (LSC508)

Library Management:-

- Information Personnel Management (LSC505)
- Sources of Power and Funding (LSC506)

Information Management:-

- Strategic Information Management (ITC501)
- Artificial Intelligence and Expert Systems (ITC561)

One compulsory paper:

- Readings in Information Studies (INF501)

One elective paper selected from the following subjects:

- Preservation of Information Resources
- Trends in Technical Services
- Collection Assessment
- Information Services to Business and Industry
- Information Personnel Management
- Sources of Power and Funding
- Strategic Information Management
- Artificial Intelligence and Expert Systems

(These subjects might not be all available)

STUDY SCHEDULE

Students will study one subject in each session.

Session	Date
1	Feb-May
2	Jun-Sep
3	Oct-Jan
4	Feb-May

The normal duration for completion is 16 months.

ADMISSION REQUIREMENTS

Applicants should have:

- a) an approved graduate diploma in the areas of library and information management with credit average; and
- b) a minimum of two years' relevant professional experience in the information sector.

ASSESSMENT

The assessment of each subject is based on assignments. Some subjects may also have a written examination as part of the assessment. If students fail a subject for the first time, they have to re-take the subject within the next 12 months in a session where the subject is being offered. A student will normally be excluded from the programme on failing a subject at the second attempt.

FEE

The tuition fee is HK\$36,000 in 1996, to be paid in two installments (Feb and Sep). Students can apply for a Library card of HKU by paying the annual library charge.

APPLICATION

Special application forms will be available around October 1996. Persons interested in the above course and wish to receive recruitment information when application is open could send an self-addressed envelope to Miss Roseanne Ko, SPACE, HKU, Pokfulam Road, Hong Kong (Please indicate 'M.App.Sc.(LIM)' on the envelope).

Please direct all enquiries to Miss Roseanne Ko (Tel. 2975 5645)

Note : Stage 1 of the programme is equivalent to the Graduate Diploma of Applied Science (Library and Information Management).

Diploma in Librarianship

This is a three-year part-time course leading to a "Diploma in Librarianship" award. This time is the seventh intake of the Librarianship training programme offered by the School of Professional and Continuing Education in co-operation with the Hong Kong Library Association. In addition to

teaching general theory and practice, the course has been specially designed to take into account of 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 Applied Science (Library and Information Management)" award.

This course is accredited by the Australian Library and Information Association (ALIA) for professional recognition during 1990-96. A renewal of the accreditation is being sought.

DIRECTOR OF STUDIES

Dr. Kan L.B., B.Sc.(H.K.), M.A., M.L.S.(Calif.), Ph.D.(H.K.), A.L.A.A., M.I.Inf.Sc., F.H.K.L.A., Hon.D.Litt.(CSU), Librarian, HKU

PROGRAM STRUCTURE

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 (DL) mode supported by lectures and residential schools conducted in Hong Kong.

	Tentative schedule
Paper I - The Information Society	(2/97 - 6/97)
Paper II - Organising Information	(6/97 - 9/97)
Paper III - Information Sources and Services	(8/97 - 12/97)
Paper IV - Information Technology in Libraries	(2/98 - 6/98)
Paper V - Collection Development	(6/98 - 9/98)
Paper VI - Human Resources Management in libraries or Database Management Systems (LIM) or Information Policy (LIM)	(8/98 - 12/98)
Paper VII - Research Evaluation or Special Topics in Information Services or Special Topics in Collection Management (LIS) or Information Retrieval Systems (LIM)	(2/99 - 6/99)
Paper VIII - Special Topics in Library Management or Publishing and the Book Trade (LIS) or Special Topics in Information Management (LIM)	(6/99 - 9/99)

Notes:

LIS - subjects for Library and Information Science Strand only

LIM - subjects for Library and Information Management Strand only

The electives might not be all available.

Students are also required to complete a 3-week professional placement and some study visits. Exemption (full or

partial) from the placement and study visits may be granted to students with relevant working experience.

ENTRY QUALIFICATIONS:

A candidate seeking admission must possess at least a 3-year degree or an appropriate diploma from a recognized University or tertiary institution in a field other than Librarianship. Preference will be given to candidates working in libraries or related fields.

Students will be arranged to join the Hong Kong Library Association as Student Member if they are not already members of the Association.

FEE:

To be announced.

STARTING DATE:

February, 1997. Most meetings will be arranged on Tuesdays & Thursdays, 6:00 - 8:00 p.m. Some Saturday mornings, weekday evenings, and day-release intensive meetings will also be scheduled as necessary.

APPLICATION:

Special application forms will be available around October 1996. Persons interested in the above course and wish to receive recruitment information when application is open could send a self-addressed envelope to Miss Edith Au, SPACE, HKU, Pokfulam Road, Hong Kong (Please indicate 'Diploma in Librarianship' on the envelope).

FURTHER STUDIES:

Graduates of this course with a credit average pass can continue to study for the Master of Applied Science (Library and Information Management) Degree of CSU. This Master's course is offered in Hong Kong jointly with SPACE.

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 part of 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.

Director of Studies: Dr. Kan L.B., B.Sc.(H.K.), M.A.(Calif.), M.L.S.(Calif.), Ph.D.(H.K.), A.L.A.A., M.I.Inf.Sc., F.H.K.L.A., Hon.D.Litt.(CSU)

Course Co-ordinator: Mrs. Joan Schmidt, B.A.(Calif.), M.A.(Maryland), M.L.S.(New York, Albany)

Course Administrator: Mr. F.T. Chan, B.Sc., M.Phil., M.B.A.(H.K.)

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

To be announced.

5. Exemptions

Successful applicants who hold the HKLA/SPACE Certificate for Library Assistants will be granted exemption from Introduction to Information Studies, Processing, Circulation and Preservation and some of the Professional Study Visits.

Students with appropriate experience may also gain exemption from part or all Professional Placements.

6. Access to Further Studies:

A student enrolled in the SPACE Diploma in Library and Information Science who has appropriate academic background 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, Diploma of VTC Technical Institutes, or relevant qualifications will be given credits for some of the BA subjects.

7. Timetable

The Diploma course will start in February 1997. A 3-day orientation programme is scheduled in late February 1997. Further details of the teaching schedule will be announced later.

8. Applications

Special application forms will be available around October 1996. Persons interested in the above course and wish to receive recruitment information when application is open could send a self-addressed envelope to Miss Edith Au, SPACE, HKU, Pokfulam Road, Hong Kong (Please indicate 'Diploma in Librarianship' on the envelope).

691. 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.

Librarianship

The course consists of four sections:

Part 1: Library Routines & Methods
No. of Meetings: 34

Part 2: General Library Principles & Practice
No. of Meetings: 16

Part 3: Children's & School Libraries
No. of Meetings: 8

Part 4: Practical Work & Visits to Libraries
Time: March 25, 26, 27 & April 1, 2 & 3, 1997
(9 a.m.-12 noon; 2-5 p.m.)
May 3 & 17, 1997 (9 a.m. - 5 p.m.)

An examination will be conducted at the end of the course. Candidates should have attended not less than 75% of the lectures. Practical work and visits are compulsory.

Date of Examination: June 7 & 21, 1997.

If successful, candidates will be awarded a certificate issued jointly by the Hong Kong Library Association and the School of Professional and Continuing Education.

Director of Studies:

Miss Kan L.B./Wan Yiu Chuen
Miss Kan L.B., B.Sc.(H.K.), M.A., M.L.S.(Calif.),
Ph.D.(H.K.), A.L.A.A., M.I.Inf.Sc.,
F.H.K.L.A., Hon.D.Litt. (CSU),
Librarian, HKU
Wan Yiu Chuen, B.A.(H.K.), M.Phil.(Wales), A.L.A.,
Sub-Librarian, HKU

Tutors : Miss Julia Chan L.Y., B.A.(Manit.), M.L.S.(W.Ont.),
Sub-Librarian, HKU
Chu W.H., B.A.(H.K.), A.L.A.A., Librarian, Urban
Council Public Libraries
Lee C.F., M.A.(H.K.), M.L.S.(Columbia), Senior
Sub-Librarian, HKU

Miss Agnes Lee, B.A.(H.K.), Dip.Lib.(H.K.),
Assistant Librarian, Urban Council
Public Libraries

Lau Y.F., B.A.(Nat. Taiwan), M.L.S.(Hawaii),
Assistant Librarian, HKU

Mrs Angela Yan S.W., B.A.(Boston), M.L.S.(Calif.),
Deputy Librarian, HKU

Chan W.M., B.A.(H.K.), G.Dip.A.(CSU), Assistant
Librarian, HKU

Miss Lucinda Wong K.P., B.A.(Syd),
M.A.(C.U.H.K.), Dip.I.M.(NSW),
Assistant Librarian, HKU

Miss Irene Shieh, B.A.(H.K.), Post.Grad.Dip.
(London), M.A.(London), A.L.A.,
Assistant Librarian, HKU

Venue : HKU Campus (to be confirmed)
Date : Mondays and Thursdays, 6.15-7.45 p.m.,
commencing September 23, 1996

Fee : \$3,500

Medium of Instruction: English (Cantonese for certain
parts of the syllabus)

Minimum Entry Qualifications: Five subjects, including
English, at Grade E or above in the Hong Kong Certificate
of Education or equivalent.

Enrolment is limited to 35 persons. Priority will be given
to those working in libraries. Those who are able to enclose
a letter from their employers are advised to do so.

Applicants must enclose photostat copies of the appropriate
certificates along with their application forms. Closing date
for applications: September 2, 1996.

Applicants are advised not to take any other public exami-
nation in the same year.

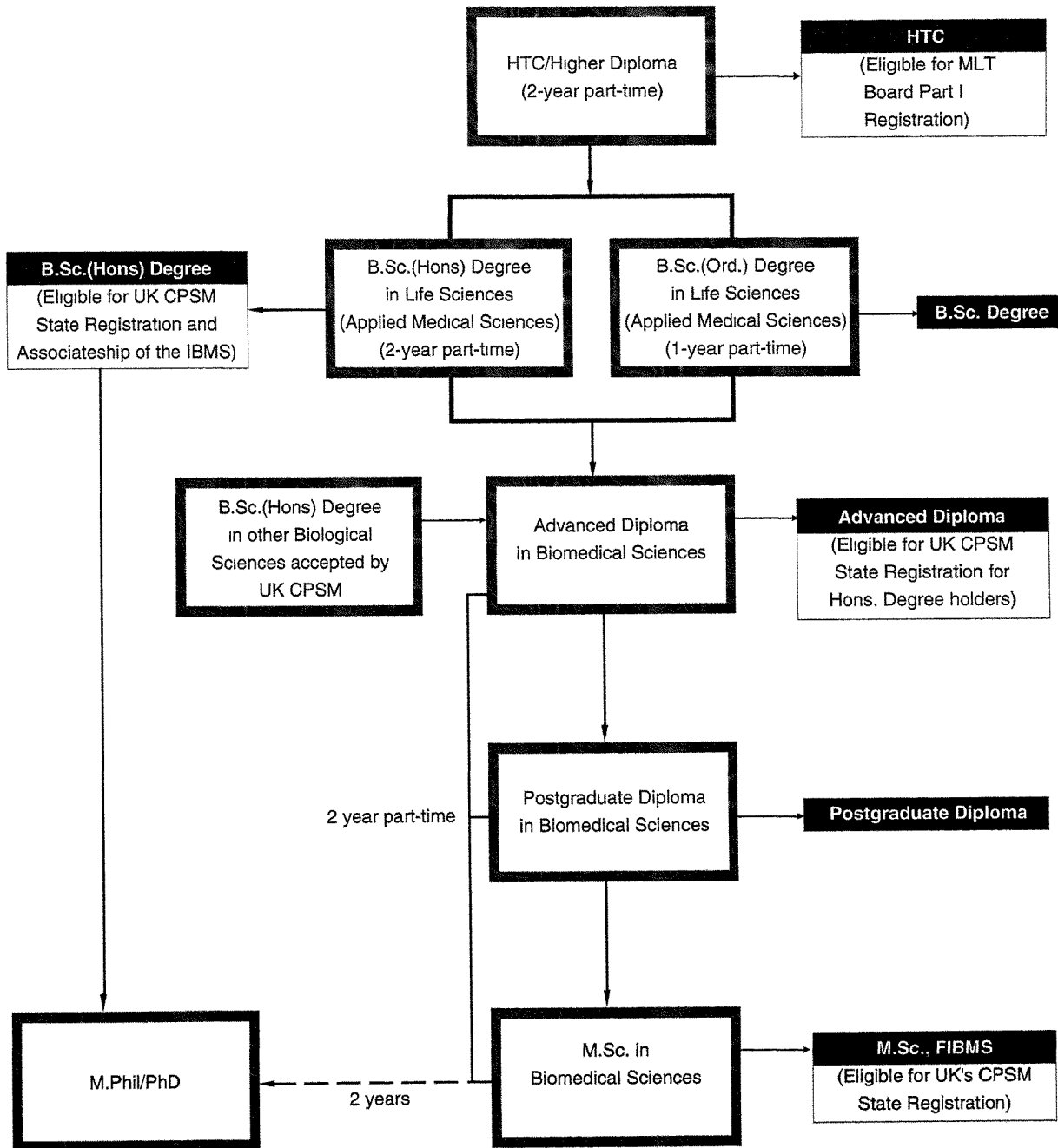
*Fee Refund: Teachers may apply for a half fee refund for this
course. See page ix.*

LIFE SCIENCES (APPLIED MEDICAL SCIENCES)

Lecturers in charge : Wilson W.S. Ng
 Stephen W.N. Wu
 K.C. Tan-Un

Telephone: 2975 5703
 2975 5679
 2975 5699

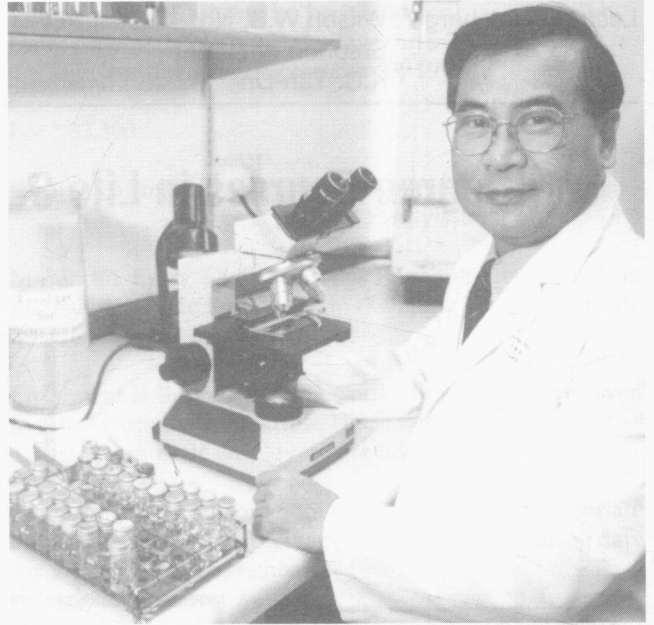
Degree Courses in Life Sciences / Biomedical Sciences



Postgraduate Courses in Biomedical Sciences

The School offers a 2-year part-time postgraduate programme with multiple exit points at different stages, leading to the awards of Advanced Diploma (AD), Postgraduate Diploma (PGD), and a Master of Science (M.Sc.). The aim of this course is to allow students to further pursue postgraduate studies in biomedical sciences. The contents of the MSc course satisfies the academic requirements of the Institute of Biomedical Science (IBMS) and students on completion are eligible for the award of Fellowship.

The normal admission requirement is a B.Sc. degree in Life Sciences (Applied Medical Sciences) or in other Biological Sciences (refer to flow diagram). Exemption from certain modules may be granted to candidates who hold a B.Sc. (Hons) Degree in Life Sciences (Applied Medical Sciences) of Napier University. The next intake for the course will probably be in September 1997. Invitation for application will be advertised a few months prior to enrolment. Further details are available on request.



Senior Lecturer – Dr. Wilson Ng

8030. B.Sc. Degree in Life Sciences (Applied Medical Sciences), Napier University

This is a one year part-time course primarily intended for holders of the Higher Technicians Certificate or the Higher Diploma in Medical Laboratory Science an opportunity to obtain a university degree. This course is offered in collaboration with Napier University, Edinburgh. It comprises three taught modules namely, Basic and Applied Immunology, Molecular and Biochemical Aspects of Diseases and Industrial & Related Studies, together with a dissertation. Each module will be assessed by both coursework and examinations. Students who successfully obtain a pass in all modules will be awarded the B.Sc. degree. All teaching and examinations for this course will be conducted in Hong Kong. Selection of students will be on a competitive basis and places will be offered on academic merits as well as other relevant criteria. The course is offered annually and invitation for application will be advertised a few months prior to enrolment. Further details are available on request.

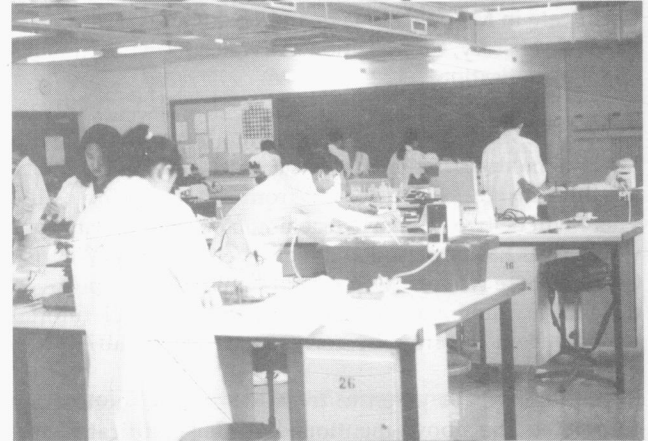
MEDICAL LABORATORY SCIENCE

Lecturers in charge : Wilson W.S. Ng
Sarah S.C. Hui
Stephen W.N. Wu
K.C. Tan-Un

Telephone: 2975 5698

Higher Certificate Course in Medical Laboratory Science

The School of Professional and Continuing Education offers a Higher Certificate course for technicians employed in medical laboratories. The next intake for the course will probably be in September 1997. The closing date for application will be some months before the enrolment date. Applicants must be sponsored by their employers. Further details are available on request.



Students attending practicals of the medical laboratory science courses, QMH



MUSIC

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone : 2975 5696

KINGSTON UNIVERSITY BA HONS IN MUSIC (HONG KONG)

One of Britain's reputable universities, Kingston University, is offering through SPACE of the University of Hong Kong a part-time BA Honours in Music degree programme from March 1995. It is based on Kingston University's own BA, modularly structured and staged in three levels, but specially designed to suit local needs in Hong Kong. It is built on the existing certificate courses that SPACE offers, including the Certificate in Piano Performance Pedagogy, Certificate in Advanced Piano Performance Pedagogy, Certificate in Music Language and History, and Certificate in Music History, Composition, Advanced Keyboard Skills and Improvisation.

The course will be entirely taught in English at SPACE, with Level 1 modules taught by local staff and Level 2 & 3 modules mainly by Music staff from Kingston University. There will be two intensive teaching blocks each year: four weeks over Easter period and eight weeks in July/August. Outside these two teaching periods, students will be given distance learning materials and students may seek tutorial support from lecturers by correspondence/Email/FAX.

Exemption will be given to those who have successfully completed the above-mentioned feeder-certificates and those who hold a Teacher's Certificate in Music or Advanced Certificate in Teacher Education in Music from a former College of Education. **Details of exemption and admission requirements (including English proficiency) are outlined below.**

Students not given exemption must take 8 modules to complete each level. Level 1 modules include Performance (Double Module), Analysis Seminar, Music History, Musicianship, Harmony & Counterpoint, Composition, and Music in Community. Level 2 includes as core modules Performance (Double Module), Period Study and Genre Study; students choose 4 module options out of the following: Composition 2, Advanced Analysis, Keyboard Improvisation, Choral Workshop & Conducting, Music Technology, Aspects of World Music, and Special Topic. At Level 3, students take Music Seminar as the core module and select a double option and the equivalent of 5 module options (combination of single and/or double modules) from the following: Performance 3 (double module), Composition 3 (double module), Dissertation (double module), Pedagogy Project (double module), Musical Cognition, Music and Ideas, Professional Music Workshop, Music Technology, Choral Workshop & Conducting, Aspects of World Music, and Special Topic.

Assessment at each level is by coursework and examination.

Students will have access to the Hong Kong University's Music Library. However, students are expected to purchase copies of certain books and scores as directed by the teaching staff from time to time. Illegal photocopying is strictly forbidden.

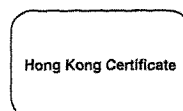
The **Diploma in Higher Education (DipHE)** is awarded to those who have successfully completed Level 2 but not Level 3 of the course.

The **Honours Degree** is classified as follows:

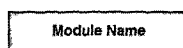
- First Class
- Second Class, Upper Division (Iii)
- Second Class, Lower Division (Ilii)
- Third Class
- Pass

The maximum permitted period of registration is six years with advanced standing (i.e. with exemptions), or nine years without. The modular structure of the course, together with the provision of Credits Accumulation Transfer Scheme to give recognition for previously gained qualifications, will

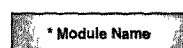
Kingston University BA Hons in Music (Hong Kong) Modules and Exemptions - Notes



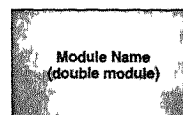
: Unshaded blocks indicate exemptions



: Shaded blocks indicate Kingston University taught modules consisting of 40-50 hours of face-to-face teaching spread over 4 or 8 weeks



: * Indicates an optional module available at both levels 2 and 3. Clearly, a module taken at level 2 can not be taken again at level 3.



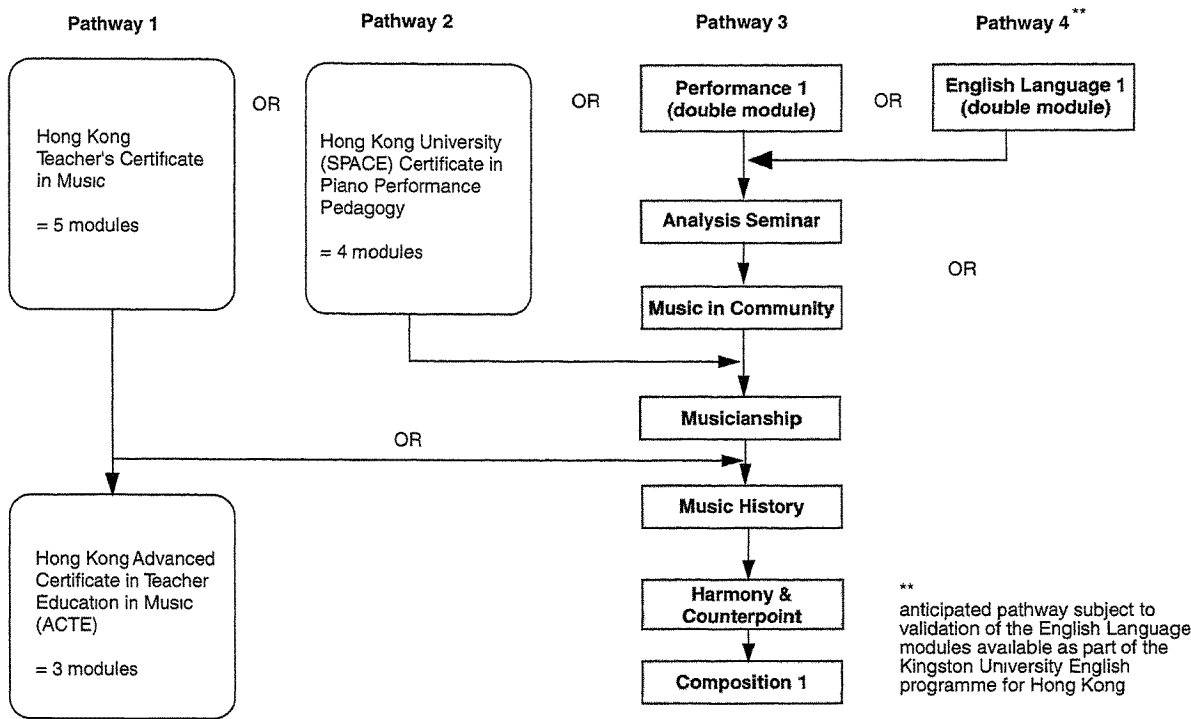
: Double modules are mostly self-study, distance-taught by correspondence. Email where available, and occasional tutorials from visiting staff, over a 6-12 month period.

Not all of the taught optional modules will necessarily be offered, depending upon staff availability and student demand. Students will be encouraged to make first, second and possibly even third choice preferences. Modules which fail to recruit above minimum viable numbers will not be run.

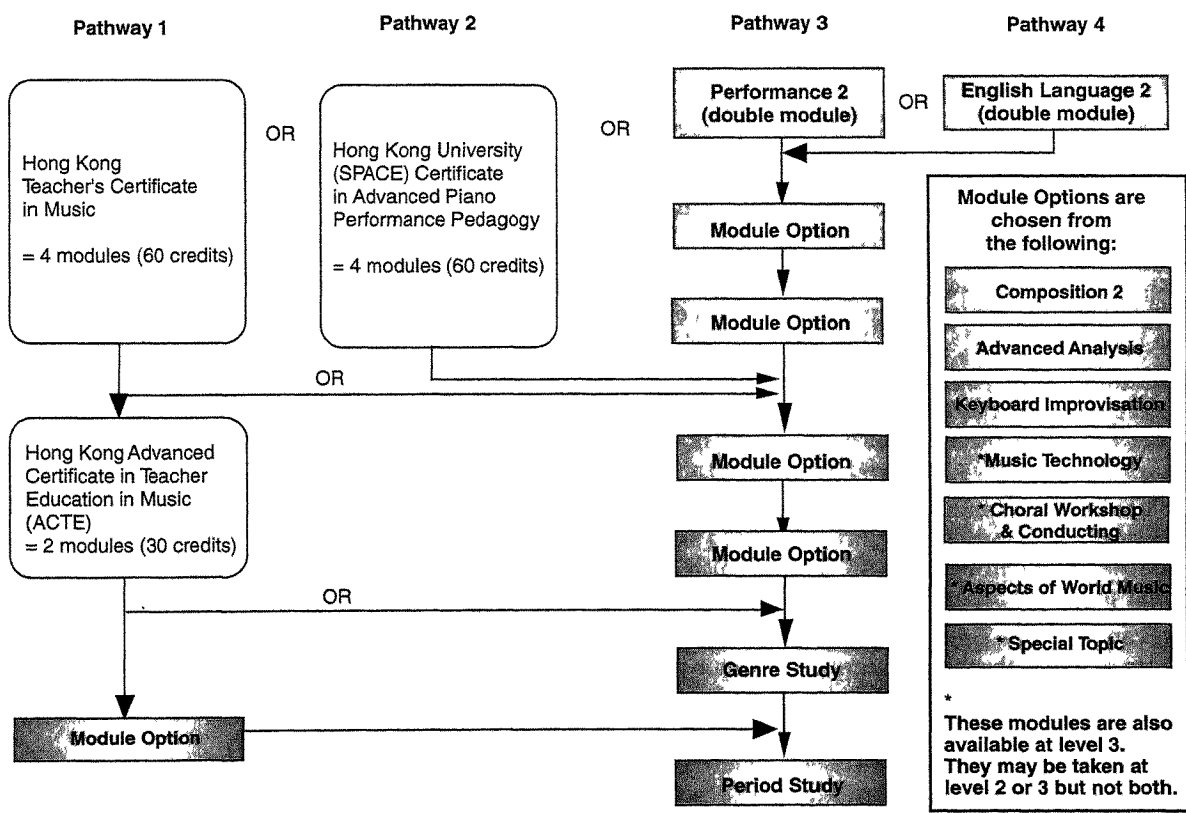
The detailed contents of some level 2 modules may be changed each time they are offered. Past experience suggests that some modules will recruit sufficiently well to offer them twice, possibly taught by different staff, in which case the duplicate module may offer a different content so that students may choose according to their preference.

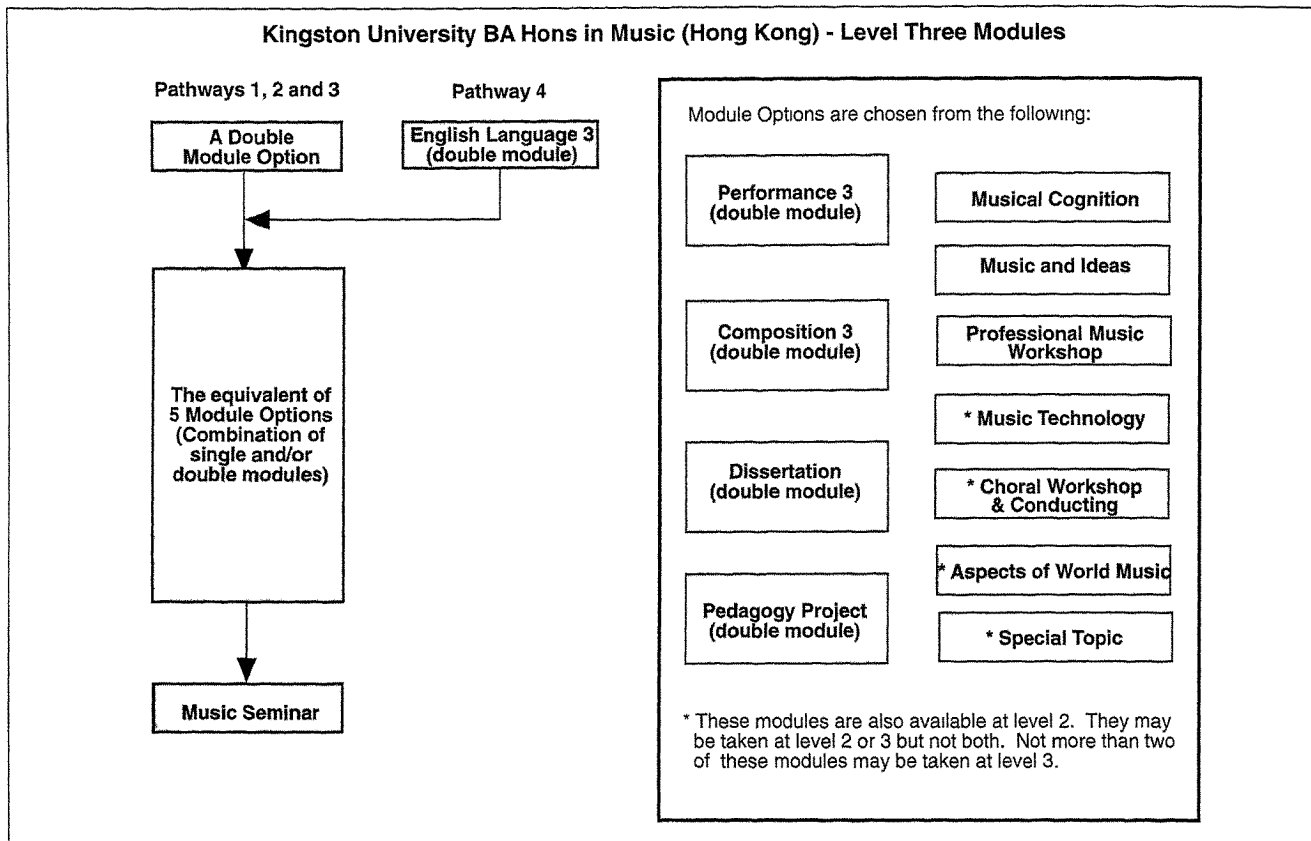
Single modules have a CATS rating of 15 credits.
Double modules have a CATS rating of 30 credits.

Kingston University BA Hons in Music (Hong Kong) - Level One Modules and Exemptions



Kingston University BA Hons in Music (Hong Kong) - Level Two Modules and Exemptions





enable students to take the modules at their own pace within the maximum permitted period of registration. To remain registered for an award, a student must take and pass a minimum of one module per year.

Exemptions

- i) An applicant who has gained the SPACE Certificate in Piano Performance Pedagogy will be given 60 credits which are equivalent to 4 modules of Level 1 of the course.
- ii) An applicant who has gained the SPACE Certificate in Advanced Piano Performance Pedagogy will be given 60 credits which are equivalent to 4 modules of Level 2 of the course.
- iii) An applicant who has gained the SPACE Certificate in Music Language and History will be given 60 credits which are equivalent to 4 modules of Level 1 of the course.
- iv) An applicant who has gained the SPACE Certificate in Music History, Composition, Advanced Keyboard Skills and Improvisation will be given 45 credits which are equivalent to 3 modules of Level 2 of the course.
- v) An applicant who has gained the Teacher's Certificate in Music from any of the three colleges of education will be given 135 credits which are equivalent to 5 modules of Level 1 and 4 modules of Level 2 of the course.
- vi) An applicant who has gained the Teacher's Certificate in Music and the Advanced Certificate for Teacher Education in Music from any of the three colleges of education will be given 210 credits which are equivalent

to 8 modules of Level 1 and 6 modules of Level 2 of the course.

Note:

1. An applicant who possesses all the four Certificates awarded by SPACE will have to take "Genre Study" to complete the requirements of Levels 1 and 2.
2. Kingston University will levy a charge on any modules exempted.

Admission:

Pathways 1 & 2

Applicants should possess

A. Music Qualification

Either

1. Teacher's Certificate in Music from any College of Education in Hong Kong (Pathway 1)

or

2. Certificate in Piano Performance Pedagogy

PLUS:

Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice); Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard; Grade 7 Theory of the ABRSM or Trinity College of Music. (Pathway 2)

AND

B. English Qualification

Any of the following qualifications

1. HKCEE English Language (Syllabus B): Grade C or above

2. GCE English O-level: Pass or above
3. TOFEL: 550 or above
4. IELTS Grade 6 or above

No other English qualifications will be considered as equivalent. Applicants who do not possess any of the above qualifications are advised to take the TOFEL or IELTS examination as soon as possible.

An applicant without the requisite English qualification but shows a good record in his/her music qualification may yet be admitted on the condition that he/she shall satisfy the English requirement within one calendar year after admission. Thereafter, his/her study will be suspended until such requirement is fulfilled. *No students will be promoted to level three without satisfying the English Proficiency requirement.*

Pathways 3 & 4

1. Applicants without advanced standing will need to take courses as alternatives to exemptions, and these are described under Pathway 3 in the course diagrams of the section on Modules and Exemptions.
2. Minimum entry requirements for mature students (aged 21 or above):
 - i) Hong Kong School Certificate or its equivalent;
 - ii) Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice);
 - iii) Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard;
 - iv) Grade 7 Theory of the ABRSM or Trinity College of Music.

Mature students without the above qualifications may be admitted to the course by virtue of their relevant experience and qualifications, e.g. a successful career as a professional musician.

3. Minimum entry requirements for those aged 18-20:
 - i) Two passes in the Hong Kong Advanced Level (or equivalent qualification) and three passes at Grade C or above in the Hong Kong School Certificate Examination (or equivalent qualification) with no duplication of subjects; OR
 - ii) Three passes in the Hong Kong Advanced Level (or equivalent qualification) and one pass at Grade C or above in the Hong Kong School Certificate Examination (or equivalent qualification) with no duplication of subjects.

PLUS:

Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice);
Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard;
Grade 7 Theory of the ABRSM or Trinity College of Music.

4. The University may, in exceptional circumstances, admit a student whose qualifications do not conform

to the above entrance requirements but who presents other evidence which, in its opinion, indicates that the candidate has the capacity and attainment to pursue the course of study.

5. English Proficiency: the same as Pathways 1 & 2

Note : Initially, only Pathways 1 and 2 will be open for admission. Applicants for Pathway 3 will be considered on an individual basis. Pathway 4 will be offered at a later time to be determined.

Courses will be offered in Easter 1997. Interested students should send in a stamped self-addressed envelope for first hand information preferably by November 30, 1996.

Diploma in Music Performance Pedagogy (Piano)

The Diploma curriculum is divided into three parts:

Certificate in Piano Performance Pedagogy (2-year course)
Certificate in Advanced Piano Performance Pedagogy
Certificate in Music Language and History

Exemption:

- (1) Students who have been awarded the EMS/SPACE Certificate in Piano Performance Pedagogy will be exempted from the relevant parts of the programme.
- (2) Any module/unit successfully completed will be recognized for diploma credit.

Admission requirements:

Either University or conservatory graduates who took music as a major part of their degree or diploma course;
or in-service piano teachers with a minimum of three years experience;
or holders of Grade VIII Certificate (theory and practical) of the Associated Board of the Royal Schools of Music, the Trinity College of Music, or music academies of similar standing;
or in exceptional cases, candidates who do not have the qualifications listed above will be considered for admission if they possess the necessary knowledge of piano music and skill. (These candidates may be asked to attend an interview.)

Completed application forms should be accompanied by copies of relevant certificate(s) and diploma(s) and a crossed cheque for the respective course fees in favour of the "University of Hong Kong" and should reach School of Professional and Continuing Education, University of Hong Kong not later than September 5, 1996.

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

Director of Studies and Tutor:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, SPACE Town Centre, 9/F.

Date : Mondays & Thursdays, 9.30 a.m.-12.00 noon,
commencing October 3, 1996 (See units below)

Fee: \$7,000 per year

Admission is limited to students having finished the first year of the programme.

2nd year units, commencing in October, 1996

1. Repertoire Study

Baroque Suites and Partitas (Unit 1.2)

Selected Works form Bach's French Suites, English Suites and Partitas will be examined and discussed through the lecture - demonstration. The emphasis will be on in-depth analysis, stylistic considerations and the development of interpretative criteria.

Score required: Bach French Suites (Henle), English Suites (Henle), Partitas (Henle)

Place : Room 10, SPACE Town Centre, 9/F.

Date : Thursdays, 9.30 a.m.-12.00 noon, commencing
October 3, 1996

12 meetings

Beethoven Piano Sonatas (Unit 1.4)

Selected Beethoven's Piano sonatas will be examined and discussed through the lecture - demonstration. The study is based on the in-depth survey of Beethoven's 32 sonatas for piano. The lectures include: detailed analysis, characteristics of style, performance practice of the era, and guidelines to interpretation.

Scores required: Beethoven Piano Sonatas
Books I & II (Henle)

Place : Room 10, SPACE Town Centre, 9/F.

Date : Mondays, 9.30 a.m.-12.00 noon, commencing
October 7, 1996

12 meetings

2. Basic Piano Pedagogy

Technical Studies in Progressive Piano Education (Unit 2.3)

These lectures deal with the technical aspects of Piano pedagogy. An appropriate intergration of etudes into piano teaching of the first four to five years will be discussed.

Place : Room 10, SPACE Town Centre, 9/F.

Date : Mondays, 9.30 a.m.-12.00 noon, commencing
January 6, 1997

4 meetings

3. Master Composers' Teaching Repertoire

Teaching Baroque Keyboard Music (Unit 3.1)

These lectures provide a survey of Bach's little Piano pieces and Inventions which often used for teaching purposes.

Place : Room 10, SPACE Town Centre, 9/F.

Date : Thursdays, 9.30 a.m.-12.00 noon, commencing
January 2, 1997

4 meetings

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.

Director of Studies:

Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Fee: see units below.

Enrolment is limited to 8 for each group.

Units starting in October, 1996.

Admission is limited to students currently enrolled in the Diploma programme.

4. Performance Workshops

458. Bach and Scarlatti (Unit 4.1)

Each participant will study and perform one piece by Bach and one sonatas by Scarlatti.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts
(Cleveland)

Place : Room 10, SPACE Town Centre, 9/F.

Date : Tuesdays, 9.30-11.15 a.m., commencing October 1,
1996

16 meetings

Fee: \$3,700

459. 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 : Room 10, SPACE Town Centre, 9/F.

Date : Fridays, 9.30-11.15a.m., commencing October 4, 1996

16 meetings Fee: \$3,700

460. Chopin and Schumann and Brahms (Unit 4.4)

Each participant will study and perform one piece by any of the above three composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, SPACE Town Centre, 9/F.

Date : Wednesdays, 9.30-11.15 a.m., commencing October 2, 1996

16 meetings Fee: \$3,700

461. Debussy and Ravel (Unit 4.5)

Each participant will study and perform one piece from either of the two composers.

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, SPACE Town Centre, 9/F.

Date : Wednesdays, 11.15a.m.-1.00p.m., commencing October 2, 1996

16 meetings Fee: \$3,700

5. Research Seminar

462. 20th Century French Piano Music (Unit 5.1)

In this seminar, participants will analyze and categorize the main trends of musical language emerging in this field, draw conclusions for the various aspects of performance practice and gain a deeper understanding of the musical message. These investigations will be followed by discussions of pedagogic procedures - such as age-group allocation, technical and intellectual demands and the preparation of the teacher and/or the pupil.

Tutor : Ms Wong Chung Chun, B.Mus. (Manitoba), M.A. (Texas Woman)

Place : B7 Block 28, City One Shatin, N.T.

Date : Fridays, 9.30-11.30 a.m., commencing October 4, 1996

16 meetings Fee: \$3,700

6. Chamber Music Workshop

463. Accompaniment and Chamber Music (Unit 6)

In this workshop, (1) the basic requirements for piano accompaniment and (2) the role of the piano in chamber music ensembles will be discussed. Each student will study

and perform piano duet and ensemble works.

Piano Duets: Mozart and Schubert
Piano & Violin: Mozart sonatas for Violin and Piano
Vocal accompaniment: Lieder by Schumann and Schubert

Tutor : Li Jian, M.Mus. (San Francisco), D.Mus. Arts (Cleveland)

Place : Room 10, SPACE Town Centre, 9/F.

Date : Tuesdays, 11.15a.m.-1.00p.m., commencing October 1, 1996

16 meetings Fee: \$3,700

Certificate in Music Language and History

This course has four units which will be taught by academic staff from the School of Music, Kingston University during Easter or Summer holidays.

Curriculum:

7. Music History
8. Harmony and Counterpoint
9. Composition
10. Musicianship

These units are the same as the units of the same titles at Level 1 in the Kingston B.A. Programme to be offered in the Spring semester 1997.

Note: This is the last year for the Diploma in Music Performance Pedagogy to be offered. Students wishing to complete the programme must enrol.

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，其代表性的曲目有「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，學員可於第一課時登記購買）。（每班限收十二人）

主 講 人：王德先生（香港胡琴名家）

地 點：香港銅鑼灣景隆街20-28號新安大廈一樓A室中國古箏學院

464. 一九九六年十月三日起每星期四下午六時四十五分至七時四十五分

全期學費：五百九十元（共十二講）

465. 一九九六年十月四日起每星期五下午六時三十分至七時三十分

全期學費：五百九十元（共十二講）

中級二胡班 (Erh-hu: Intermediate Level)

本課程供完成初級班學員繼續進修，就演奏與技巧方面作進一步的指導。(每班限收十人)

主 講 人：王愷先生 (香港胡琴名家)

地 點：香港銅鑼灣景隆街20-28號新安大廈一樓A室中國古箏學院

466. 一九九七年一月二日起每星期四下午六時四十五分至七時四十五分

全期學費：五百三十元 (共七講)

467. 一九九七年一月三日起每星期五下午六時三十分至七時三十分

全期學費：五百三十元 (共七講)

初級古箏班 (Guzheng: 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)。(每班限收十人)

主 講 人：郭慧詩小姐 (香港著名古箏演奏家)

地 點：香港銅鑼灣景隆街20-28號新安大廈一樓A室中國古箏學院

468. 一九九六年十月一日起每星期二下午七時至八時

全期學費：七百二十五元 (共十二講)

469. 一九九六年十月三日起每星期四下午六時至七時

全期學費：七百二十五元 (共十二講)

470. 中級古箏班 (Guzheng: Intermediate Level)

本課程供完成初級班學員繼續進修，就演奏與技巧方面作進一步的指導。(限收八人)

主 講 人：郭慧詩小姐 (香港著名古箏演奏家)

地 點：香港銅鑼灣景隆街20-28號新安大廈一樓A室中國古箏學院

時 間：一九九七年一月七日起每星期二下午七時至八時

全期學費：六百六十元 (共七講)

471. 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

法敘識，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：市區中心10室 (信德中心西翼九樓)

時 間：一九九六年十月七日起每星期一下午五時四十分至六時五十五分

全期學費：四百二十五元 (共十四講)

472. 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，詳奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧，參加者最宜先具基本的音樂知識。(限收二十六人)

主 講 人：張汝鈞先生

地 點：市區中心10室 (信德中心西翼九樓)

時 間：一九九六年十月三日起每星期四下午五時四十五分至七時

全期學費：五百一十元 (共十六講)

473. 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，詳奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧，參加者最宜先選修本學院之「聲樂初階」，初級班學員須於上課前十四天報名，始獲優先考慮機會。(限收十八人)

主 講 人：張汝鈞先生

地 點：市區中心10室 (信德中心西翼九樓)

時 間：一九九六年十月三日起每星期四下午七時十分至八時廿五分

全期學費：四百二十元 (共十講)

474. 高級聲樂 (Vocal Singing: Advanced Level)

講授範圍將包括基本音樂發聲法、樂曲介紹、歌曲處理、演唱風格及吐辭等，講授時將輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧。曾修讀本學院之「中級聲樂」者將獲優先取錄，但須於上課前十四天報名。(限收十四人)

主 講 人：張汝鈞先生

地 點：市區中心10室 (信德中心西翼九樓)

時 間：一九九六年十二月十二日起每星期四下午七時十分至八時廿五分

全期學費：四百二十元 (共七講)

NUTRITIONAL SCIENCE

Lecturers in charge : K.C. Tan-Un

Telephone: 2975 5699
2975 5698

19. Postgraduate Diploma (PgD)/MSc in Human Nutrition and Dietetics

For the first time, the School in association with University of Ulster, U.K. intends to offer a 2 year programme leading to the awards of Postgraduate Diploma (PgD) and a Master of Science (MSc) in Human Nutrition and Dietetics. The course is offered on a part-time basis (except the catering and hospital placements) which falls in line with the School's mission in delivering flexible programmes which meet the need of potential students and the community.

The PgD/MSc course in Human Nutrition and Dietetics aims to fulfil both the requirements for postgraduate level education laid down by the Academic Board of the School of Professional and Continuing Education, University of Hong Kong and University of Ulster and also the professional requirements of the Dietitians Board of the Council for Professions Supplementary to Medicine (CPSM), U.K.

The course is in the process of obtaining the approval of the Dietitians Board of CPSM, U.K. so that graduates on completion are eligible to apply for State Registration in Dietetics (SRD) with CPSM, U.K.

Aims :

This course is designed to provide academically challenging postgraduate education for graduates in nutrition and related sciences who wish to pursue a qualification leading to SRD. The course will provide students with the opportunity to extend their knowledge and critical skills in human nutrition and dietetics, to apply such methods and techniques to the resolution of nutritional problems and to practice dietetics with individuals and groups in the hospital and the community setting.

Admission Requirements :

Entrance to the course will be for graduates in human nutrition and related sciences such as physiology, biochemistry,

food science and related science subjects from universities recognised by the University of Hong Kong and University of Ulster.

Students undertaking this course must have good interpersonal and communication skills and a commitment to the caring of others. Therefore, prior to acceptance to the course, students will be interviewed by a panel consisting of University representatives and local dietitians.

Enrolment Date :

The proposed commencement date is October 1996. Application forms are available from Ms. Carrie Ko (Tel.29755698).

Course Structure :

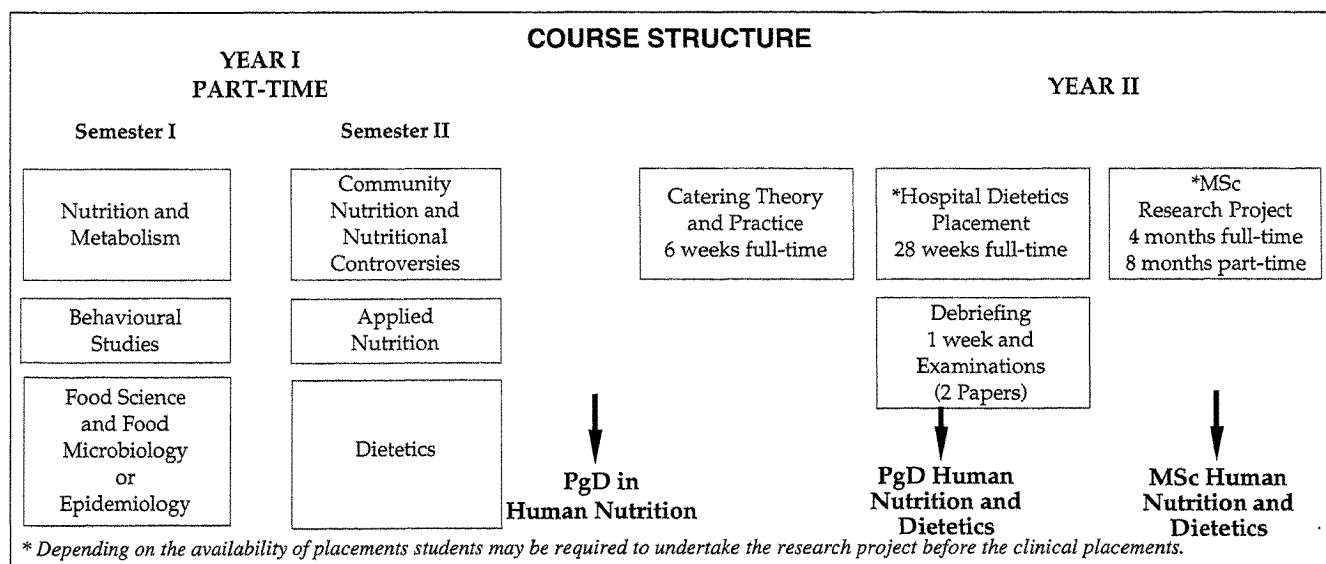
For the Postgraduate Diploma in Human Nutrition with SRD, students will undertake 6 taught modules, a catering placement and a hospital dietetics placement.

The course is for two years. The six taught modules are undertaken over two semesters in Year 1. Students will normally be required to attend three sessions per week during the evenings and if required on Saturday afternoons. Students who successfully pass all 6 modules will then undergo full time placements in the catering and hospital dietetics. The 6 week catering placement, 28 week hospital dietetics placement and 1 week debriefing are undertaken in Year 2. Students should graduate in Year 2 after successfully completing the dietetics hospital placement and final Dietetics examinations (2 papers).

For the MSc Human Nutrition and Dietetics with SRD, all students should have enrolled on the PgD in Human Nutrition and Dietetics with SRD. Those students who achieve an average mark of 50% or more in all components, may proceed to the MSc with SRD and undertake a Research Project.

Enrolment is limited to 25

For the structure and content of the course see diagram.



ORIENTAL LANGUAGES

Lecturer in charge: Owen H.H. Wong

Telephone: 2975 5692
2975 5693

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, Volume I (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)

741. Ms Ming Chen, B.A. (Kansas)

Place : Room 122, University Main Bldg., HKU
Date : Tuesdays, 7.15-9.30p.m., starting October 1, 1996

20 meetings Fee: \$2,200

742. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 102, James Hsioung Lee Science Bldg, HKU
Date : Wednesdays, 7.15-9.30p.m., starting September 25, 1996

20 meetings Fee: \$2,200

743. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 206, Run Run Shaw Bldg., HKU
Date : Fridays, 8.00-10.00p.m., starting October 4, 1996

22 meetings Fee: \$2,200

744. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 11, SPACE Town Centre, 9/F
Date : Mondays and Thursdays, 8.15-9.30a.m. (Morning), starting October 7, 1996

36 meetings Fee: \$2,200

745. Joseph Kung, B.A.(New York)

Place : Room 29, SPACE Town Centre, 9/F

Date : Mondays, 5.30-7.30p.m., starting September 23, 1996

22 meetings Fee: \$2,200

746. Joseph Kung, B.A. (New York)

Place : Room 29, SPACE Town Centre, 9/F
Date : Wednesdays, 5.30-7.30p.m., starting October 2, 1996

22 meetings Fee: \$2,200

747. Ms Judy Feng-ning Ashton, B.A. (Providence College), formerly language instructor, School of Oriental & African Studies, University of London

Place : Room 25, SPACE Town Centre, 9/F
Date : Thursdays, 2.30-5.00p.m., starting September 26, 1996

18 meetings Fee: \$2,200

748. Ms Ming Chen, B.A. (Kansas)

Place : Room 18, SPACE Town Centre, 9/F
Date : Thursdays, 5.30-8.00p.m., starting October 10, 1996

18 meetings Fee: \$2,200

749. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 29, SPACE Town Centre, 9/F
Date : Fridays, 5.30-7.30p.m., starting October 4, 1996

22 meetings Fee: \$2,200

750. Ms Xiao Yan Liu, M.A. (Warwick)

Place : Room 7, SPACE North Point Study Centre
Date : Mondays, 7.40-9.55p.m., starting September 30, 1996

20 meetings Fee: \$2,200

751. Ms Xiao Yan Liu, M.A. (Warwick)

Place : Room 7, SPACE North Point Study Centre
Date : Mondays and Thursdays, 6.20-7.35p.m., starting September 30, 1996

36 meetings Fee: \$2,200

752. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 104, Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wan Chai, Hong Kong
Date : Wednesdays, 7.00-9.30p.m., starting October 9, 1996

18 meetings Fee: \$2,200

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.

Textbook: Sarah Lu Tsou, Teach Yourself Living Mandarin, Volume I (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)

753. Mrs Sarah Lu Tsou, M.A.(San Diego State)/
Ms Josephine Wong, B.A.(O.U.)

Place : Room 106, James Hsioung Lee Science Bldg., HKU
Date : Wednesdays, 7.15-9.45p.m., starting October 2, 1996

18 meetings Fee: 2,350

754. Ms Jenny Sze, B.A. (Tientsin)

Place : Room 106, James Hsioung Lee Science Bldg., HKU
Date : Thursdays, 7.15-9.45p.m., starting October 10, 1996

18 meetings Fee: 2,350

755. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 11, SPACE Town Centre, 9/F
Date : Mondays, 9.30-11.45a.m. (Morning), starting September 30, 1996

20 meetings Fee: 2,350

756. Ms Judy Feng-ning Ashton, B.A. (Providence College), formerly language instructor, School of Oriental & African Studies, University of London

Place : Room 25, SPACE Town Centre, 9/F
Date : Tuesdays, 2.00-4.15p.m., starting October 1, 1996

20 meetings Fee: \$2,350

757. Ms Xiao Yan Liu, M.A. (Warwick)

Place : Room 7, SPACE North Point Study Centre
Date : Thursdays, 7.40-9.55p.m., starting October 3, 1996

20 meetings Fee: \$2,350

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, also students should be able to read simple pas-

sages 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.

758. Ms Kemei Ma, B.Sc. (Tong Ji)

Place : Room 24, SPACE Town Centre, 9/F.
Date : Tuesdays, 9.30-11.45a.m., (Morning), starting October 8, 1996

40 meetings Fee: \$5,000

759. Ms Jenny Sze, B.A. (Tientsin)

Place : Room G1, James Hsioung Lee Science Bldg., HKU
Date : Tuesdays, 7.15-9.30p.m., starting October 8, 1996

40 meetings Fee: \$5,000

(Remarks: Teaching materials will be provided in the class by the tutor)

CANTONESE

Cantonese I

The main emphasis will be on basic grammar in spoken Cantonese and ample opportunity will be given for practising pronunciation and short sentence construction orally.

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours (Available at: Hong Kong Book Centre, 25 Des Voeux Road, Central, On Lok Yuen Building, Basement, Hong Kong. (Tel: 2522 7064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

760. Mrs Caroline Law, B.A. (U.C.)

Place : Room 206, Run Run Shaw Bldg., HKU
Date : Mondays, 7.15-9.45p.m., starting September 23, 1996

20 meetings Fee: \$2,200

761. P.K. Ho, B.A. (C.U.H.K.)

Place : LG107, K.K. Leung Bldg., HKU
Date : Wednesdays, 7.15-9.45p.m., starting September 25, 1996

20 meetings Fee: \$2,200

762. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, 10/F
Date : Tuesdays and Fridays, 2.00-3.30p.m., starting October 8, 1996

33 meetings Fee: \$2,200

763. Mrs Caroline Law, B.A. (U.C.)

Place : Room 29, SPACE Town Centre, 9/F
Date : Tuesdays, 5.15-7.30p.m., starting September 24, 1996

22 meetings Fee: \$2,200

764. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, 10/F
Date : Fridays, 10.15a.m.-12.30p.m., starting October 4, 1996

22 meetings Fee: \$2,200

765. K.K. Lee, B.A. (C.U.H.K.)

Place : Room 18, SPACE Town Centre, 9/F
Date : Fridays, 5.30-7.45p.m., starting October 4, 1996

22 meetings Fee: \$2,200

766. Miss Becky Lam B.A. (H.K.)

Place : Room 104, Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, Hong Kong
Date : Tuesdays, 6.45-9.15p.m., starting October 8, 1996

20 meetings Fee: \$2,200

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)

767. Keith Tong, M.A. (Reading)

Place : Room 18, SPACE Town Centre, 9/F
Date : Tuesdays, 5.30-7.00p.m., starting October 8, 1996

20 meetings Fee: \$2,350

768. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 18, SPACE Town Centre, 9/F
Date : Tuesdays, 7.00-8.30p.m., starting October 1, 1996

20 meetings Fee: \$2,350

769. Mrs Caroline Law, B.A. (U.C.)

Place : Room 101, SPACE Town Centre, 10/F
Date : Thursdays, 2.00-4.00p.m., starting October 10, 1996

15 meetings Fee: \$2,350

770. Miss Marie Lam, B.A. (C.U.H.K.)

Place : Room 29, SPACE Town Centre, 9/F
Date : Thursdays, 6.00-7.30p.m., starting October 3, 1996

20 meetings Fee: \$2,350

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)

771. P.K. Ho, B.A. (C.U.H.K.)

Place : Room 18, SPACE Town Centre, 9/F
Date : Tuesdays 8.30-10.00p.m., starting October 8, 1996

20 meetings Fee: \$2,350

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)

772. Chinese Characters I

Tutor : Mrs Caroline Law, B.A. (U.C.)
 Place : Room 25, SPACE Town Centre, 9/F
 Date : Wednesdays, 2.00-4.00p.m., starting October 9, 1996

15 meetings Fee: \$2,350

773. Chinese Characters I

Tutor : Mrs Caroline Law, B.A. (U.C.)
 Place : Room 18, SPACE Town Centre, 9/F
 Date : Fridays, 7.50-9.50p.m., starting October 11, 1996

15 meetings Fee: \$2,350

JAPANESE

774. 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 Hsiung Lee Science Bldg., HKU
 Date : Mondays, 7.15-9.30p.m., starting October 7, 1996

20 meetings Fee: \$2,350

775. 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: 25227064) or Swindon Book Co., 13 Lock Road, Tsimshatsui. (Tel: 2366 8001)

Tutor : Ms Ami Miyake, B.A. (Kanagawa U.)
 Place : LG105, K.K. Leung Bldg., HKU
 Date : Thursdays, 8.00p.m.-9.30p.m., starting October 10, 1996
 22 meetings Fee: \$2,030

日語證書班 (Certificate Course in Japanese)

宗旨 : 為符合香港環境所需, 本學院特開設一項日語證書課程, 給予從事工商、文教等各業人士一個進修日本語文的機會, 通過一項有系統的訓練, 得以了解另一種文化, 從而提高他們的工作條件。

課程概括 : 本課程分為「基本日語」和「高級日語」兩階段, 每階段為期一年。

基本日語 : 課程主要著重日語的發音, 中日語法的比較, 「假名」基本文法, 基本常用語句, 更著重實用日語會話, 文法則包括動詞用法及語句結構等等, 以期學員於修業期滿後, 能應付各種場合之日語交談及閱讀日本報刊。

高級日語 : 課程著重較高程度之語言運用, 文字寫作及閱讀; 較艱深文句之分析, 以期學員能充分操縱此種語文。

主 講 人 : 「基本日語」由曾經留學日本之華人導師主持, 彼等均有多年教授日語經驗, 並曾在各大學校任教; 「高級日語」由精通中國語文之日語講師主持, 故在學習過程中, 學員均不會在聽講時有語言上的困難。

入學資格 : 基本日語: 適合初學者及年滿十八歲皆可報名。
 高級日語: 曾修讀日語約九十小時或以上者及本學院之「基本日語」結業學員可獲優先取錄。

報名手續 : 填妥報名表格, 連同學費交回本學院。本期開設「基本日語」三十三班, 「高級日語」十二班, 為提高被取錄機會, 申請者須將其第二及第三選擇之班別編號列明在表格上, 至於被取錄之班別, 請參閱收據上之課程編號。學員一經被取錄, 不得轉班。

結業考試 : 基本日語: 由各班導師個別安排。
 高級日語: 一九九七年八月廿一日下午七時在香港大學內或香港大學專業進修學院市區中心(信德中心西翼九樓或北角教學中心)內舉行。

結業證書 : 本學院只頒發日語證書予「高級日語」畢業學員, 惟學員須符合下列三項條件:
 (1) 在每階段之上課次數達五分之四;
 (2) 在學習過程中, 充分完成所有習作;
 (3) 必須考試合格。

基本日語 (Basic Japanese)

學 費：全年港幣一仟七百元正 (HK\$1,700)

課 本：常用初級日語，每套港幣六十八元 (HK\$68) 附錄音帶。(香港大學專業進修學院編)。學員可到以下地點購買課本：(三聯書店：香港中環域多利皇后街九號地下，電話：25250102-7及中華書局：九龍彌敦道四百五十號地下，電話：23857238)

776. 鄧國權先生主講 (共四十講)
地 點：香港大學邵仁枚樓101室
時 間：一九九六年十月四日起每星期五下午七時十五分至九時卅分

777. 張民衍先生主講 (共四十講)
地 點：香港大學邵仁枚樓101室
時 間：一九九六年十月五日起每星期六下午三時十五分至五時卅分

778. 陳效贊先生主講 (共四十講)
講授語言：國語及粵語
地 點：市區中心101室(信德中心西翼十樓)
時 間：一九九六年十月七日起每星期一上午九時卅分至十一時四十五分

779. 李明玉小姐主講 (共四十講)
地 點：市區中心101室(信德中心西翼十樓)
時 間：一九九六年十月九日起每星期三下午三時十五分至五時卅分

780. 張民衍先生主講 (共四十講)
地 點：市區中心22室(信德中心西翼九樓)
時 間：一九九六年九月廿二日起每星期日下午一時卅分至三時四十五分

781. 何家輝先生主講 (共四十講)
地 點：香港般含道聖保羅書院612室
時 間：一九九六年九月卅日起每星期一一下午六時四十五分至九時正

782. 何家輝先生主講 (共四十講)
地 點：香港般含道聖保羅書院612室
時 間：一九九六年十月一日起每星期二下午六時四十五分至九時正

783. 王曼玲小姐主講 (共三十六講)
地 點：香港灣仔愛群道九號鄧肇堅中學104室
時 間：一九九六年九月卅日起每星期一一下午六時四十五分至九時十五分

784. 王曼玲小姐主講 (共三十六講)
地 點：香港灣仔愛群道九號鄧肇堅中學104室
時 間：一九九六年十月十日起每星期四下午六時四十五分至九時十五分

785. 盧偉德先生主講 (共三十六講)
地 點：香港太古城地亞修女紀念中學411室(中學部太豐道入口)
時 間：一九九六年九月廿三日起每星期一一下午六時四十五分至九時十五分

786. 李明玉小姐主講 (共三十六講)
地 點：香港太古城地亞修女紀念中學412A室(中學部太豐道入口)
時 間：一九九六年十月二日起每星期三下午六時四十五分至九時十五分

787. 李明玉小姐主講 (共三十六講)
地 點：香港太古城地亞修女紀念中學412A室(中學部太豐道入口)
時 間：一九九六年十月四日起每星期五下午六時四十五分至九時十五分

788. 盧偉得先生主講 (共三十六講)
地 點：香港太古城地亞修女紀念中學411室(中學部太豐道入口)
時 間：一九九六年十月十一日起每星期五下午六時四十五分至九時十五分

789. 佐賀山順子小姐主講 (共三十六講)
地 點：香港太古城地亞修女紀念中學523室(中學部太豐道入口)
時 間：一九九六年十月五日起每星期六下午二時卅分至五時正

790. 山口純代小姐主講 (共三十六講)
地 點：香港太古城地亞修女紀念中學516室(中學部太豐道入口)
時 間：一九九六年十月十二日起每星期六下午二時卅分至五時正

791. 盧偉傑先生主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時 間：一九九六年九月廿三日起每星期一一下午六時卅分至八時四十五分

792. 山口純代小姐主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時 間：一九九六年九月卅日起每星期一一下午六時卅分至八時四十五分

793. 陳效贊先生主講 (共四十講)
講授語言：國語及粵語
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時 間：一九九六年十月七日起每星期一一下午六時四十五分至九時正

794. 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：一九九六年十月一日起每星期二下午六時卅分至八時四十五分

795. 關惠梅小姐主講 (共四十講)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時 間：一九九六年九月廿五日起每星期三下午六時卅分至八時四十五分

- 796.** 葉碧玲小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室 (金巴利道入口)
時間：一九九六年十月二日起每星期三下午六時卅分至八時四十五分
- 797.** 佐賀山順子小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室 (金巴利道入口)
時間：一九九六年九月廿六日起每星期四下午六時卅分至八時四十五分
- 798.** 張民衍先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室 (金巴利道入口)
時間：一九九六年十月三日起每星期四下午六時卅分至八時四十五分
- 799.** 山口純代小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室 (金巴利道入口)
時間：一九九六年十月十日起每星期四下午六時卅分至八時四十五分
- 800.** 葉碧玲小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室 (金巴利道入口)
時間：一九九六年十月四日起每星期五下午六時卅分至八時四十五分
- 801.** 山口純代小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室 (金巴利道入口)
時間：一九九六年十月十一日起每星期五下午六時卅分至八時四十五分
- 802.** 葉碧玲小姐主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心五樓LT9室
時間：一九九六年十月一日起每星期二下午七時十五分至九時卅分
- 803.** 陳效贊先生主講 (共四十五講)
講授語言：國語及粵語
地點：香港大學專業進修學院石硤尾教學中心四樓LT5室
時間：一九九六年十月五日起每星期六上午九時至十一時正
- 804.** 葉碧玲小姐主講 (共四十五講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT5室
時間：一九九六年十月五日起每星期六上午十一時至下午一時正
- 805.** 葉碧玲小姐主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT5室
時間：一九九六年十月五日起每星期六下午七時十五分至九時卅分
- 806.** 李明玉小姐主講 (共三十六講)
地點：九龍美孚百老匯街地利亞預科夜校 (男校大樓) 地下216室
時間：一九九六年九月卅日起每星期一下午六時卅分至九時正
- 807.** 李明玉小姐主講 (共三十六講)
地點：九龍美孚百老匯街地利亞預科夜校 (男校大樓) 地下216室
時間：一九九六年十月八日起每星期二下午六時卅分至九時正
- 808.** 李明玉小姐主講 (共三十六講)
地點：九龍美孚百老匯街地利亞預科夜校 (男校大樓) 地下217室
時間：一九九六年十月五日起每星期六下午二時卅分至五時正
- 高級日語 (Advanced Japanese)**
- 學費：全年港幣一仟九百五十元正 (HK\$1,950)
- 課本：現代日語 (中國圖書刊行社)。學員可到以下地點購買課本：(三聯書店：香港中環域多利皇后街九號地下。電話：25250102-7)
- 809.** 陳效贊先生主講 (共四十講)
講授語言：國語及粵語
地點：市區中心101室 (信德中心西翼十樓)
時間：一九九六年十月八日起每星期二上午九時卅分至十一時四十五分
- 810.** 山口純代小姐主講 (共四十講)
地點：香港般舍道聖保羅書院611室
時間：一九九六年十月九日起每星期三下午六時四十五分至九時正
- 811.** 張民衍先生主講 (共三十六講)
地點：香港灣仔愛群道九號鄧肇堅中學105室
時間：一九九六年十月九日起每星期三下午六時四十五分至九時十五分
- 812.** 佐賀山順子小姐主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學413室 (中學部太豐道入口)
時間：一九九六年十月八日起每星期二下午六時四十五分至九時十五分
- 813.** 李明玉小姐主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學412A室 (中學部太豐道入口)
時間：一九九六年十月十日起每星期四下午六時卅分至九時正
- 814.** 張民衍先生主講 (共三十六講)
地點：香港太古城地利亞修女紀念中學416室 (中學部太豐道入口)
時間：一九九六年十月十一日起每星期五下午六時四十五分至九時十五分
- 815.** 佐賀山順子小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室 (金巴利道入口)
時間：一九九六年十月七日起每星期一下午六時卅分至八時四十五分

816. 張民衍先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室
(金巴利道入口)
時間：一九九六年十月十四日起每星期一下午六時卅分至八時四十五分

817. 山口純代小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室
(金巴利道入口)
時間：一九九六年十月八日起每星期二下午六時卅分至八時四十五分

818. 盧偉傑先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室
(金巴利道入口)
時間：一九九六年十月九日起每星期三下午六時卅分至八時四十五分

819. 李澤森先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室
(金巴利道入口)
時間：一九九六年十月十一日起每星期五下午六時卅分至八時四十五分

820. 張民衍先生主講 (共四十講)
地點：香港大學專業進修學院石硤尾教學中心四樓8室
時間：一九九六年十月十二日起每星期六下午七時十五分至九時卅分

日語深造班課程(Follow-up Japanese Courses)

本學院開辦下列各項日語深造課程，如會話，視聽及商業日語等，主要給予高級班學員結業後繼續進修，外界人士曾修讀日文二百小時以上者亦可參加。每班均有限額，以便各學員得以小組研討方式學習日文寫作與會話。每人均可同時報讀下列課程，名額有限，請盡快報名。

高級日語會話 (Advanced Japanese Conversation)

821. 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：一九九六年九月廿四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：一仟一百元 (HK\$1,100)

822. 佐賀山順子小姐主講 (共二十講)
地點：香港大學校本部大樓122室
時間：一九九六年十月二日起每星期三下午七時卅分至九時卅分
全期學費：一仟一百元 (HK\$1,100)

視聽日語 (Audio-visual Japanese)

本課程利用日語錄映教材進行研討，主要目的是加強學員聽解能力。由於教材取自不同的社會階層，通過講習，學員對日本現況會加深一點了解。

每節上課時間長達四個小時(中間設有小休)，其中三分之一時間用於觀看兩部教育電影短片，其餘時間則集中於對話內容的反覆傾聽，默寫及主要語句文法之講解。

參加學員須具相等於本部高級班合格程度為宜。

823. 黃健雄先生主講 (共四講)
地點：市區中心12室(信德中心西翼九樓)
時間：一九九六年十月五，十二，十九，二十六日，星期六下午二時十五分至六時十五分
全期學費：六百元正 (HK\$600)

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。

824. 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：一九九六年十月三日起每星期四下午六時卅分至八時四十五分
全期學費：一仟二百元正 (HK\$1,200) (共二十講)

825. 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：一九九六年十月十一日起每星期五下午六時卅分至八時四十五分
全期學費：一仟二百元正 (HK\$1,200) (共二十講)

普通話(國語) (Putonghua)

本學院的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本學院特別就各界的需求重編教材，使普通話的教學更趨系統化。

普通話合格證明只頒發給高級普通話班畢業學員。

為提高被取錄機會，申請者須將其第二及第三選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。學員一經被取錄，不得轉班。

基本普通話 (Basic Putonghua)

整個課程為期一學年。內容有國語注音符號(包括注音字母及中國現行標準拼音法)，國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調值，調值與類別，及四音節的變化，並輔以會話與各文章的選讀。每班共計八十三小時，本課程是以普通話講授。

全期學費：一仟六百元正 (HK\$1,600)

課 本：普通話教程（上冊），每套港幣六十八元正（HK\$68）附錄音帶，（香港大學專業進修學院編）。學員可到以下地點購買課本：（三聯書店，香港中環域多利皇后街九號地下，電話：25250102-7及中華書局，九龍彌敦道四百五十號地下，電話：23857238）

- 826.** 張菊鳳女士主講（共三十七講）
地 點：香港大學厲樹雄科學館G1室
時 間：一九九六年九月廿三日起每星期一下午七時四十五分至九時卅分
- 827.** 任永年先生主講（共三十七講）
地 點：香港大學校本部大樓151室
時 間：一九九六年十月五日起每星期六下午二時三十分至四時四十五分
- 828.** 張文娟女士主講（共六十七講）
地 點：市區中心101室（信德中心西翼十樓）
時 間：一九九六年十月八日起每星期二及五下午三時四十五分至五時正
- 829.** 丁國玲女士主講（共三十七講）
地 點：市區中心11室（信德中心西翼九樓）
時 間：一九九六年十月四日起每星期五上午九時至十一時十五分
- 830.** 羅珍女士主講（共三十七講）
地 點：市區中心22室（信德中心西翼九樓）
時 間：一九九六年十月六日起每星期日上午十一時十五分至下午一時卅分
- 831.** 羅珍女士主講（共三十七講）
地 點：市區中心22室（信德中心西翼九樓）
時 間：一九九六年十月六日起每星期日下午三時四十五分至六時正
- 832.** 鮑茂振先生主講（共三十七講）
地 點：市區中心23室（信德中心西翼九樓）
時 間：一九九六年十月六日起每星期日上午九時至十一時十五分
- 833.** 鮑茂振先生主講（共三十七講）
地 點：市區中心23室（信德中心西翼九樓）
時 間：一九九六年十月六日起每星期日上午十一時十五分至下午一時卅分
- 834.** 張孝先生主講（共三十七講）
地 點：市區中心23室（信德中心西翼九樓）
時 間：一九九六年十月六日起每星期日下午一時卅分至三時四十五分
- 835.** 劉仁謀先生主講（共三十七講）
地 點：市區中心23室（信德中心西翼九樓）
時 間：一九九六年十月六日起每星期日下午三時四十五分至六時正
- 836.** 陳萬里女士主講（共三十七講）
地 點：香港般舍道聖保羅書院612室
時 間：一九九六年九月廿六日起每星期四下午六時四十五分至九時正

- 837.** 譚惠霞女士主講（共三十七講）
地 點：香港般舍道聖保羅書院611室
時 間：一九九六年十月三日起每星期四下午六時四十五分至九時正
- 838.** 陶令昌先生主講（共三十七講）
地 點：香港般舍道聖保羅書院612室
時 間：一九九六年十月十一日起每星期五下午六時四十五分至九時正
- 839.** 李美嫻小姐主講（共三十三講）
地 點：香港灣仔愛群道九號鄧肇堅中學105室
時 間：一九九六年十月一日起每星期二下午六時三十分至九時正
- 840.** 羅珍女士主講（共三十三講）
地 點：香港灣仔愛群道九號鄧肇堅中學105室
時 間：一九九六年九月廿六日起每星期四下午六時四十五分至九時十五分
- 841.** 高玲小姐主講（共三十三講）
地 點：香港灣仔愛群道九號鄧肇堅中學104室
時 間：一九九六年十月四日起每星期五下午六時四十五分至九時十五分
- 842.** 蔡艷霞小姐主講（共三十三講）
地 點：香港灣仔愛群道九號鄧肇堅中學105室
時 間：一九九六年十月十一日起每星期五下午六時四十五分至九時十五分
- 843.** 高宏先生主講（共三十三講）
地 點：香港太古城地利亞修女紀念中學413室（中學部太豐道入口）
時 間：一九九六年九月廿三日起每星期一下午六時四十五分至九時十五分
- 844.** 陳萬里女士主講（共三十三講）
地 點：香港太古城地利亞修女紀念中學415室（中學部太豐道入口）
時 間：一九九六年九月卅日起每星期一下午六時四十五分至九時十五分
- 845.** 高宏先生主講（共三十三講）
地 點：香港太古城地利亞修女紀念中學416室（中學部太豐道入口）
時 間：一九九六年九月廿四日起每星期二下午六時四十五分至九時十五分
- 846.** 朱健小姐主講（共三十三講）
地 點：香港太古城地利亞修女紀念中學411室（中學部太豐道入口）
時 間：一九九六年十月一日起每星期二下午六時卅分至九時正
- 847.** 張開齡女士主講（共三十三講）
地 點：香港太古城地利亞修女紀念中學415室（中學部太豐道入口）
時 間：一九九六年十月八日起每星期二下午六時四十五分至九時十五分
- 848.** 李美嫻小姐主講（共三十三講）
地 點：香港太古城地利亞修女紀念中學415室（中學部太豐道入口）

- 時間：一九九六年十月二日起每星期三下午六時四十五分至九時十五分
- 849.** 蔡艷霞小姐主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學413室(中學部太豐道入口)
時間：一九九六年九月廿六日起每星期四下午六時四十五分至九時十五分
- 850.** 張開齡女士主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學411室(中學部太豐道入口)
時間：一九九六年十月三日起每星期四下午六時四十五分至九時十五分
- 851.** 吳寶榕先生主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學413室(中學部太豐道入口)
時間：一九九六年十月四日起每星期五下午六時四十五分至九時十五分
- 852.** 劉仁謀先生主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學520室(中學部太豐道入口)
時間：一九九六年十月五日起每星期六下午二時卅分至五時正
- 853.** 朱健小姐主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學522室(中學部太豐道入口)
時間：一九九六年十月十二日起每星期六下午二時卅分至五時正
- 854.** 吳寶榕先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九六年九月卅日起每星期一下午六時卅分至八時四十五分
- 855.** 張孝先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九六年十月七日起每星期一下午六時卅分至八時四十五分
- 856.** 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九六年九月廿四日起每星期二下午六時卅分至八時四十五分
- 857.** 張文娟女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時間：一九九六年九月廿四日起每星期二下午六時卅分至八時四十五分
- 858.** 劉仁謀先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九六年十月一日起每星期二下午六時卅分至八時四十五分
- 859.** 譚惠霞女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時間：一九九六年十月八日起每星期二下午六時卅分至八時四十五分
- 860.** 陶令昌先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時間：一九九六年九月廿五日起每星期三下午六時卅分至八時四十五分
- 861.** 譚惠霞女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九六年十月二日起每星期三下午六時卅分至八時四十五分
- 862.** 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九六年十月二日起每星期三下午六時卅分至八時四十五分
- 863.** 張孝先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時間：一九九六年十月九日起每星期三下午六時卅分至八時四十五分
- 864.** 鮑茂振先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時間：一九九六年十月九日起每星期三下午六時卅分至八時四十五分
- 865.** 張文娟女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時間：一九九六年十月三日起每星期四下午六時卅分至八時四十五分
- 866.** 張孝先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九六年十月四日起每星期五下午六時卅分至八時四十五分
- 867.** 譚惠霞女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九六年十月四日起每星期五下午六時卅分至八時四十五分
- 868.** 高玲女士主講 (共四十一講)
地點：香港大學專業學院石硤尾教學中心四樓LT9室
時間：一九九六年十月五日起每星期六上午九時至十一時正
- 869.** 高宏先生主講 (共四十一講)
地點：香港大學專業學院石硤尾教學中心四樓LT9室
時間：一九九六年十月五日起每星期六上午十一時至下午一時正

- 870.** 任永年先生主講 (共三十三講)
地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)地下217室
時間：一九九六年九月廿三日起每星期一下午六時卅分至九時正
- 871.** 郝以明小姐主講 (共三十三講)
地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)地下216室
時間：一九九六年十月二日起每星期三下午六時四十五分至九時十五分
- 872.** 伍少梅女士主講 (共三十三講)
地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)地下217室
時間：一九九六年十月九日起每星期三下午六時卅分至九時正
- 873.** 徐麗燕小姐主講 (共三十三講)
地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)地下216室
時間：一九九六年十月三日起每星期四下午六時卅分至九時正
- 874.** 徐麗燕小姐主講 (共三十三講)
地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)地下216室
時間：一九九六年十月十一日起每星期五下午六時四十五分至九時十五分
- 875.** 郝以明小姐主講 (共三十三講)
地點：九龍美孚百老匯街地利亞預科夜校(男校大樓)地下216室
時間：一九九六年十月五日起每星期六下午二時卅分至五時正
- 877.** 李美嫻小姐主講 (共三十六講)
地點：香港大學厲樹雄科學館G1室
時間：一九九六年十月三日起每星期四下午七時十五分至九時卅分
- 878.** 吳寶榕先生主講 (共三十六講)
地點：香港大學校本部大樓122室
時間：一九九六年十月三日起每星期四下午七時十五分至九時卅分
- 879.** 陶令昌先生主講 (共三十六講)
地點：香港般舍道聖保羅書院611室
時間：一九九六年十月一日起每星期二下午六時四十五分至九時正
- 880.** 張菊鳳女士主講 (共三十六講)
地點：香港般舍道聖保羅書院612室
時間：一九九六年十月二日起每星期三下午六時四十五分至九時正
- 881.** 楊歌飛先生主講 (共三十六講)
地點：香港般舍道聖保羅書院611室
時間：一九九六年十月四日起每星期五下午六時四十五分至九時正
- 882.** 劉仁謀先生主講 (共三十三講)
地點：香港灣仔愛群道九號鄧肇堅中學105室
時間：一九九六年十月七日起每星期一下午六時四十五分至九時十五分
- 883.** 高玲小姐主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
時間：一九九六年九月卅日起每星期一下午六時四十五分至九時十五分
- 884.** 高玲小姐主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
時間：一九九六年十月一日起每星期二下午六時四十五分至九時十五分
- 885.** 蔡豔霞小姐主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學413室(中學部太豐道入口)
時間：一九九六年十月二日起每星期三下午六時四十五分至九時十五分
- 886.** 劉仁謀先生主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學411室(中學部太豐道入口)
時間：一九九六年十月九日起每星期三下午六時四十五分至九時十五分
- 887.** 李美嫻小姐主講 (共三十三講)
地點：香港太古城地利亞修女紀念中學415室(中學部太豐道入口)
時間：一九九六年十月四日起每星期五下午六時四十五分至九時十五分
- 888.** 黃麗生女士主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部份北京地方語彙的講授。每班為期一學年，共八十一小時，本課程是以普通話講授。

學員結業考試合格，上課次數超過百分八十，可獲普通話合格證明。

全期學費：一仟七百元 (HK\$1,700)

課本：普通話教程(下冊)，每套港幣六十八元 (HK\$68) 附錄音帶，(香港大學專業進修學院編)。學員可到以下地點購買課本：(三聯書店，香港中環域多利皇后街九號地下，電話：25250102-7及中華書局，九龍彌敦道四百五十五號地下，電話：23857238)

876. 丁國玲女士主講 (共三十六講)
地點：市區中心101室(信德中心西翼十樓)
時間：一九九六年十月二日起每星期三上午九時至十一時十五分

時間：一九九六年十月七日起每星期一下午六時卅分至八時四十五分

889. 鮑茂振先生主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室 (金巴利道入口)

時間：一九九六年十月八日起每星期二下午六時卅分至八時四十五分

890. 高宏先生主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室 (金巴利道入口)

時間：一九九六年十月二日起每星期三下午六時卅分至八時四十五分

891. 鮑茂振先生主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室 (金巴利道入口)

時間：一九九六年十月三日起每星期四下午六時卅分至八時四十五分

892. 劉仁謀先生主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室 (金巴利道入口)

時間：一九九六年十月三日起每星期四下午六時卅分至八時四十五分

893. 楊歌飛先生主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室 (金巴利道入口)

時間：一九九六年十月十日起每星期四下午六時卅分至八時四十五分

894. 黃麗生女士主講 (共三十六講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室 (金巴利道入口)

時間：一九九六年十月十一日起每星期五下午六時卅分至八時四十五分

895. 張孝先生主講 (共三十六講)
地點：香港大學專業進修學院石硤尾教學中心四樓LT9室

時間：一九九六年十月五日起每星期六下午七時十五分至九時卅分

896. 任永年先生主講 (共三十三講)
地點：九龍美孚百老匯街地利亞預科夜校 (男校大樓) 地下217室

時間：一九九六年十月八日起每星期二下午六時四十五分至九時十五分

897. 黃麗生女士主講 (共三十三講)
地點：九龍美孚百老匯街地利亞預科夜校 (男校大樓) 地下217室

時間：一九九六年十月三日起每星期四下午六時四十五分至九時十五分

898. 郝以明女士主講 (共三十三講)
地點：九龍美孚百老匯街地利亞預科夜校 (男校大樓) 地下217室

時間：一九九六年十月十一日起每星期五下午六時四十五分至九時十五分

普通話教學法 (Teaching Putonghua)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課程講授技巧及課堂實習講授。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明。

入學資格：申請人必須具備中學/大專或同等學歷，能操流利普通話，對漢語拼音方法有認識，有意投入普通話教學工作。(在職普通話教師持學校推薦書者優先取錄)

報名手續：申請人須於一九九六年九月七日前將(一)申請表格，(二)劃線支票(抬頭寫香港大學)及(三)學歷證件副本，寄回香港大學專業進修學院收。由於本課程名額有限，學員報名後，須經老師甄選後，將發出入學通知書，而未被取錄者不得異議，並將退還全部學費。

899. 普通話教學法

主講人：張文娟女士及張丹女士

講授語言：普通話

地點：市區中心101室(信德中心西翼十樓)

時間：一九九六年十月七日起每星期一下午四時至六時

全期學費：一仟二百元 (HK\$1,200.00) (共二十講)

人數：限收三十人

教師可獲教育署退還半費(50%)。詳參第13頁。(只限課程編號899)

900. 普通話教學法

主講人：劉仁謀先生

講授語言：普通話

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：一九九六年十月十一日起每星期五下午六時卅分至八時卅分

全期學費：一仟二百元 (HK\$1,200.00) (共二十講)

人數：限收三十人

對外漢語教學研習班

(Teaching Chinese as a Second Language)

本身能操流利普通話，兼懂英文，而有意從事本科教學工作，可藉本課程研習如何有效利用現代教育科技，編寫教材，製造教具，靈活運用教學法，以達成預期教學目標。研習要點包括：學校與家中常遇難題；對外漢語教學概況；實用教育科技，教科書之評鑑與教材編寫；外語教學法與記憶術；教具製作與使用；試教、實習與教學過程之掌握；聲音保健，學習效果之評量與回饋。

901. 盧毓文女士 (Mrs Sarah Lu Tsou)

教授語言：英文與普通話

地點：市區中心11室(信德中心西翼九樓)

時間：一九九六年十月一日起每星期二上午十時二十分至十二時五十分

全期學費：一仟八百五十元 (HK\$1,850) (共十四講)

人數：限收十五人

992. Hong Kong : The Sexagenary Cycle Before 1997

It is a truism that Hong Kong has always been surviving in the shadow of China, and China has always been making use of Hong Kong as a conduit to the developed world.

In less than 40 years after the incorporation of the New Territories as the third and final complement to the Crown Colony, Hong Kong's fate became more than ever closely knit into the upheavals of China, military or political.

The Japanese had come and gone; whereas the Great Proletariat Cultural Revolution had spread and ebbed. Sovereignty and territorial integrity rank high on China's policy, in line with its rise among nations. It is imperative to re-map Hong Kong into China without losing it as a time-honoured conduit to the developed world.

This course is divided into two parts. The former is to examine Hong Kong in general from 1937 through 1967 to 1982, covering 45 years. The latter, to be conducted in the coming term, will account for the major events from 1982, through the present to 1997.

Tutor : Kwan Lai-hung, Ph.D.(Lond.)

Venue : Room 10, SPACE Town Centre, 9/F
Date : Tuesdays, 6:15pm - 7:45pm, commencing
January 7, 1997.

7 meetings Fee : \$345

993. Chinese Geomancy and Superstition

Geomancy is a unique subject in Chinese metaphysics concerning the influences of environmental forces on human life. Its growing popularity in recent years also brings considerable misconceptions and misunderstandings about the subject. This series of lectures provides a clear overview of the meanings and contents of the art to unravel the mystery, and points to the right direction for practical usage of the knowledge. Topics include: theoretical framework of the Yin and Yang and the five elements; the Eight Houses school and the Flying Star School; application methods for assessing Yang Houses; practical examples and case studies on major buildings in Hong Kong; and Geomancy in the office and at home. *Enrolment is limited to 30*

Tutor : Mr Raymond H.L. Lo, B.Soc.(H.K.)

Venue : Room 16, SPACE Town Centre, 9/F
Date : Mondays, 6:35pm - 8:20pm, commencing
October 7, 1996.

6 meetings Fee : \$465

994. Chinese Concept of Destiny

The Four Pillars of Destiny is a traditional method of forecasting human fortune employed by the Chinese for thousands of years and its influence can be found in all walks of Chinese life. The study of this subject not only provides a fascinating forecasting technique but also enables students to gain deep insight into the philosophical background of the Chinese concept of destiny. Lectures will also cover the basic skill in destiny analysis to enhance understanding of individual potentials and directions in life. *Enrolment is limited to 30*

Tutor : Mr Raymond H.L. Lo, B.Soc.(H.K.)

Venue : Room 16, SPACE Town Centre, 9/F
Date : Mondays, 6:35pm - 8:20pm, commencing
December 2, 1996.

6 meetings Fee : \$425

995. 文學創作研習班 (Creative Writing in Modern Chinese Literature)

在文學的範疇裏，欣賞和創作是相輔相成的功夫。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，透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部分將以創作為主。學員除了有機會各種文學類別外，還得嘗試一項大型創作，內容視乎該班次主題而定，於課程完結前完成。優秀作品將會被推薦給本港的文藝刊物登載，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（市局特聘作家，編輯，出版人）
地 點：市區中心 16 室（信德中心西翼九樓）
時 間：一九九六年十月七日起每星期一下午八時二十分至九時五十分
全期學費：四百元（共十講）

996. 現代文學創作高級證書課程 (Certificate in Chinese Creative Writing (Advanced I))

課程策劃小組委員：
鍾鼎文博士（詩人、〈美國世界藝術文化學院〉院長、
〈世界華文詩人協會〉榮譽會長）
黃康顯博士（小說散文作家、〈香港大學〉專業進修學院高級講師、〈香港英文筆會〉會長）

雁 翼博士（詩人、〈華人文化交流委員會〉副主席、〈世界華文詩人協會〉會長）
羅 門博士（詩人、〈世界華文詩人協會〉會長）
藍海文博士（詩人、〈世界華文詩人協會〉會長）
丁 平教授（詩人、〈廣大學院〉教授兼中國文學研究所所長、〈世界華文詩人協會〉常務理事兼秘書長）（小組召集人）

課程主旨：本課程為一年制之高級證書課程，專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代文學基本理論與創作之機會。

課程內容：以四講時間，講授中國現代詩、現代散文及現代小說的基本理論，並介紹中國現代詩的主要詩人、現代散文、現代小說的主要作家。本課程著重創作實務，指導學員在二十八講的時間內，在課外自動從事現代詩、現代散文及現代小說的創作。

學習方法：本課程之學習，是以「面授」與「遙距」兩種教學模式進行：A）由主講人派發講義在堂上分析問題及詮釋範文；B）學員之習作，將分別送往在臺灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，（〈世界華文詩人協會〉創會理事，如：鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄒荻帆、白樺、公木、徐遲、孫靜軒、羅門、張健、胡品清、吳宏一、蓉子、張默、文曉村、李春生、墨人、羅青、蕭蕭、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、王祿松、上官予、呂進、陳慧樺、藍海文等詩人、散文及小說作家。）分別改評外，主講人仍將在課堂上對習作再作深切之評述。C）學員作品，將分別送交〈世界華文詩人協會〉創會理事，或有關作家主編之報刊發表。（報刊如下：香港的〈世界中國詩刊〉、〈文學與學生〉季刊。大陸的〈詩刊〉、〈詩潮〉、〈芒種〉、〈詩林〉、〈詩人〉、〈文學報〉、〈中國詩人〉、〈銀河系〉、〈星星〉、〈詩神〉、〈散文詩報〉、〈海南開發報副刊〉。台灣的〈創世紀〉、〈笠〉、〈現代〉、〈葡萄園〉、〈秋水〉、〈大海洋〉、〈海鷗〉、〈台灣詩學雜誌〉、〈聯合報副刊〉、〈中央日報副刊〉、〈中華日報副刊〉、〈中國時報人間副刊〉、〈聯合文學〉。澳洲的〈華聲報〉。加拿大的〈愛華報副刊〉。英國劍橋的〈華文春秋〉雙月刊。

主 講 人：丁 平教授（國立中山大學文學士、教育碩士）（〈世界華文詩人協會〉常務理事兼秘書長、〈香港詩人協會〉副會長、〈廣大學院〉教授兼中國文學研究所所長。）

黃康顯博士（小說、散文作家、〈香港大學〉專業進修學院高級講師、〈廣大學院〉中研所講座教授、〈香港英文筆會〉會長。）

黃瑞珍博士（詩人、〈理工大學〉講師、〈廣大學院〉中研所講座教授、〈世界華文詩人協會〉會員、〈香港詩人協會〉常務理事。）

何江顯博士（詩人、〈廣大學院〉中研所客座教授、〈世界華文詩人協會〉會員、〈香港詩人協會〉常務理事。）

地 點：市區中心 13 室（信德中心西翼九樓）
時 間：一九九六年十月十九日起每星期六下午二時至三時四十五分
（共三十二講，另加遙距等學習方式及習作）
全期學費：一千九百三十元

入學資格：具有下列條件之一者，得申請入學：A）領有「現代詩及散文創作證書」者；B）領有學士學位，或同等學歷證書，或高於上列學歷，並對現代詩、現代散文及現代小說寫作有興趣而中文流暢者；特別歡迎在職教師及研究所在學研究生參加。

畢業證書：課程結束後，學員若符合下列條件者，將由本院發給證書：（一）上課出席率不少過八成；（二）完成課程習作，並獲得七十分合格分數，及（三）有作品在本課程指定報刊發表一篇以上者。

報名手續：將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本，及其他有關詳情。報名時請用支票交款，本課程限收二十人。

[本課程與世界華文詩人協會合辦]

教師可獲教育署退還半費。詳參第 1X 頁。

997. 中國現代文學作家論資深證書課程 (Advanced Certificate in Chinese literary Critics)

課程策劃小組委員：（同課程編號：996）

課程主旨：自中國一九一八年一月，第一批新品種的嬰兒（新詩、散文、小說、劇本）在北京誕生後，近七十多年來，中國現代文壇上出現了大量有創作成就的作家，而且有不少作家的主要作品，在國際文壇上已獲了應有的地位和尊重；本課程選擇其中部份主要作家，作客觀之評論。

課程內容：本課程為一年制之資深證書課程，將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國文學中，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面性的介紹、分析與評論。這個課程主要是為中學中文教師及現代文學的愛好者而設，共分若干階段講授。本課程將就下列作家中先選講二十人：艾青、卞之琳、梁實秋、老舍、聞一多、豐子愷、曹禺、思果、白先勇、張系國、夏衍、馮至、余光中、洛夫、弦、魏子雲、吳宏一、張健、向明、胡品清、周夢蝶、羊令野、張默、梅新、墨人、李廣田、葉紹鈞、徐志摩、朱自清、周而復、鄭愁予、陳義芝、公劉、流沙河、雁翼、

羅門、葉維廉、楊牧、劉紹銘、蓉子、林冷、陳之藩、黃雍廉、王潤華、吳祖光。本課程選講之作家中，包括：香港現行中學會考之「中國語文」；高級程度會考之「中國語言及文化」、「中國文學」等課程應考之現代作家及其作品。

主 講 人：丁 平教授（國立中山大學文學士、教育碩士），（〈世界華文詩人協會〉常務理事兼秘書長、〈香港詩人協會〉副會長、〈廣大學院〉教授兼中國文學研究所所長）。

黃康顯博士（小說、散文作家、〈香港大學〉專業進修學院高級講師、〈廣大學院〉中研所講座教授、〈香港英文筆會〉會長）。

地 點：市區中心 1 3 室（信德中心西翼九樓）
時 間：一九九六年十月十八日起每星期五下午六時至七時三十分（共三十二講）
全期學費：一千九百三十元

入學資格：具有下列條件之一者，得申請入學：（A）領有學士學位，或同等學歷證書，或高於上列學歷者。（B）領有「現代文學創作高級證書」，或「現代文學創作資紳證書」；（C）領有「中國文學批評高級證書」。特別歡迎在職教師及研究所在學研究生參加。

畢業證書：課程結束後，學員若符合下列條件者，將由本院發給證書：（一）上課出席率不少過八成；（二）完成課程測驗獲得七十分合格分數。

報名手續：請將申請表格寄回本院，函內須附回郵信封，二吋半身近照二張、學歷證件副本一份，報名時請用支票交款，本課程限收二十人。

〔本課程與世界華文詩人協會合辦〕

教師可獲教育署退還半費。詳參第 1x 頁。

998. 道教與民間宗教

道教是我國宗教之根基，起源於老子之道德經，創立於東漢，以道藏經為經典。道派有華山、龍門、全真等各派分佈全國、道觀廟宇建立於民間，訖立不滅，香火鼎盛。形成多元化之民間教。本課程有以下十講：一

（一）道教之起源，（二）道派分佈流傳，（三）道觀廟宇之建築，（四）修道靜心法則；（五）神、人、天、地之關係，（六）民間、宗教之傳統；（七）道教與堪輿學，（八）周易與道學；（九）中、港、台三地之異同宗教；（十）復興道教之重要。

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 6 室（中學部太豐路入口）
時 間：一九九六年十月三日起每星期四下午七時三十分至九時三十分
全期學費：四百六十五元（共十講）

999. 堪輿學之義理研究 (The Study of Geomancy)

中國堪輿學是一門極高紳而玄妙的宗教哲學，它集合了古代聖賢哲理的精髓，遠溯至伏羲創八卦、史巫祭祀、河圖洛書及陰陽五行家之演易。堪輿學與中國的天文、地理、建築、祭祀、風俗等有密切的關係，而一直在民間流傳，根深蒂固。上至君王將相，下至販夫走卒，皆樂於此學。可惜此門學理，卻限於師徒私底相授，其中某些真學或已失傳，甚少專家作全面之探究和發揚。其實它包了預言學、心理及環境學、神學等，且有科學根源，是一種有智慧的信念。

本課程探討其源流與精神價值，以學術為主，趣味為副，並求深入淺出，教授時並以現代社會實例為證。講授主題包括：（一）堪輿的起源；（二）堪輿學之基本原理；（三）堪輿師之道德觀；（四）堪輿對中國建築學之影響；（五）倫理教化之意識；（六）陰宅之吉凶；（七）陽居之吉凶；（八）羅盤之應用；（九）對風俗之影響；（十）討論及實地考察。

主 講 人：袁匡任先生 Dip. Ed.(C.U.H.K.), M.A.
地 點：香港太古城地利亞修女紀念中學 4 1 6 室（中學部太豐路入口）
時 間：一九九六年十二月十二日起每星期四下午七時三十分至九時三十分
全期學費：四百六十五元（共十講）

1000. 佛學要義 (Outline of Buddhist Philosophy)

本課程的講授重點，將集中如下：（一）淨土思想探原；（二）唯識學上賴耶論；（三）論破僧人物一提婆達多。

主 講 人：釋淨達法師
地 點：市區中心 1 0 室（信德中心西翼九樓）
時 間：一九九六年十月二日起每星期三下午六時十五分至七時三十分
全期學費：三百六十元（共十二講）

1001. 佛經專書導讀 (Special Buddhist Text)

「法句譬喻經」選講。本經摘要。此經之組成與一般純義理之佛經有所不同。它是以「譬喻」的活潑手段，演譯佛家基本的因果，業報，輪迴等義理。換句話說，它是透過「事相」來反證「思想」。

主 講 人：釋淨達法師
地 點：市區中心 1 8 室（信德中心西翼九樓）
時 間：一九九六年十月二日起每星期三下午七時四十五分至九時三十分
全期學費：三百六十元（共十一講）

1002. 中西哲學之人生觀 (Philosophy of Life in the East & the West)

本課程以取精用宏、深入淺出及趣味方式啓勉學員領悟人生。選講範圍：（一）西洋為何會出現哲學這門特殊學問（啓迪學員自創新學問）（二）西哲如何判別天才

之錯與庸人之錯(三)西哲及神話藝術論「人」(四)何謂：人、人生、人生觀、人死觀(附論自殺)及宇宙觀(五)西哲之終極關懷：論世界末日及人之死後(六)人生之謎：人生意義及目的，如何能今生無悔、無憾(七)人生三階：青年、中年及老年之正負價值(八)何種人生可貫通天(神或超自然)、地(自然)、人(社會)、我(自我)(九)現代西哲兩大主流及理性與非理性如何安頓知識、人生及宇宙等大問題(十)愛恩思坦及羅素論「上帝」及善惡因果報應(十一)警惕易犯之錯：為何快樂幸福(十二)十二種以上之人生觀供選擇(十三)中西哲學鑑定認可之「三個我」、「三不朽」、「六項需求」、「四件人生大事」、「四大修養境界」(十四)西方名哲選講：蘇、柏、亞、叔本華、尼采、康德、存在主義、實用主義及獲諾貝爾獎之哲思簡釋等(任選六項)。

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)
地 點：市區中心 10 室(德信中心西翼九樓)
時 間：一九九六年十月七日起每期一下午七時至八時十五分
全期學費：三百五十元 (共十二講)

1003. 認識中國文化與哲學 (Understanding Chinese Culture and Philosophy)

中思博大精深，具實效價值及能對西方文化病痛之矯治功能。本課程寓高深於趣味，並與「中西哲學人生觀」課程相配合。選講(一)中國文化、哲學對世界之貢獻與勝過西方之處；(二)中國過去文化所遇危難及回應法，各期思想比較；(三)中哲誕生，對今人創造新學局有何啟發；(四)中哲如何通過負善美人安身立命；(五)「道成肉身」之歷史偉人；(六)孝道與倫理道德之「兩難」，羅素如何評價孝道；(七)第一等人：「聖賢」之基本型態，做聖人之簡易公式；(八)玄奧柯書：易經與中國文化；(九)人生意義：現實關懷與終極關懷；義與利、檀與慾；(十)為何：儒教=儒家，文化傳統=傳統文化，中國文化=文化中國；(十一)中國經濟倫理如何使亞洲五小龍增加財富；(十二)天道鬼神、天人合一與特受世界重視之道德形而上學；(十三)各期哲學家選講：先秦子學、魏晉玄學、宋明理學等。

主 講 人：鄭炯堅先生 B.A., M.Phil(C.U.H.K.)
地 點：市區中心 10 室(德信中心西翼九樓)
時 間：一九九六年十月七日起每期一下午八時三十分至十時
全期學費：三百五十元 (共十二講)

1004. 命運，緣份與愛情之心理哲學 (The Psychology & Philosophy of Fate, Love and Sex)

內 容：(一)愛情、命運及緣份為何有「幸」與「不幸」？世界偉大之心理哲學家如何解釋？「幸福的愛」如何尋求？(二)研論：學員可自由提供研討資料及解答難題；熟知之名人之婚愛「秘」聞及「趣」聞。「隨緣」一義為何常有人解錯？(三)占測：婚愛與命相關係；免費為未婚學員占測婚期。

主 講 人：鄭炯堅先生 B.A., M.Phil(CUHK)
上 課 地 點：香港元朗石崗林錦公路香港大學嘉道理農業研究所
期 間：一九九六年八月廿六日(星期一)下午三時至八月廿七日(星期二)下午五時
集 合 時 間：八月廿六日下午三時於
及 地 點：九虎窩打老道「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：三百五十元(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：一九九六年八月三日

1005. 中國〈尋龍點穴〉學 The Study of "Chinese Traditional Search for Dragon Spot"

尋龍點穴學，乃我國獨有的一門傳統，文化學問，〈四庫全書〉亦有收集此學，相傳，此學中尤以鄧璞的〈葬經〉最為經典。本課程乃以深入淺出的方法，將此學作出探討，主要內容：(一)講者、歸納出的風水學公式；(二)古埃及金字塔的風水分析；(三)古今陰宅風水的迷信；(四)尋龍點穴基礎入門；(五)〈葬經〉入門；(六)風水學古人之科學觀；(七)陰宅選地的古人竅門；(八)中港龍脈走(九)古帝星風水學秘聞；(十)講者尋龍點穴及墓設計竅法。

主 講 人：伍懷璞先生
地 點：市區中心 16 室(信德中心西翼九樓)
時 間：一九九六年十月十日起每星期四下午六時至八時
全 期 學 費：三百一十元 (共六講)

1006. 易經〈三才學〉在創業及成功學上應用

「天時、地利、人和」中國古稱「三才」。講者會在課堂和實習裡，把中國七千多年來，大凡成功者背後共同秘密，創舉地歸納成若干三才「成功公式」，助你創業、管業、發展、進軍，讓你創出成功的新業績，主要內容：(一)學習古今成功者的秘密；(二)現今中港天時地利人和的研討；(三)中國堪輿學選地利的竅門；(四)「大三才公式」、「大成功公式」、「大失敗公式」、「創業公式」等的引悟，(五)中國攻心學的商用，如推銷、升職、談生意等；(六)個人及與人合作運用的正確認識及管理生意人大智慧的提升。

主 講 人：伍懷璞先生
地 點：市區中心 16 室(信德中心西翼九樓)
時 間：一九九六年十一月廿一日起每星期四下午六時至八時
全 期 學 費：三百一十元 (共六講)

1007. 中國古陶瓷鑑賞 (Appreciation of Chinese Ceramics & Porcelain)

內容簡介：從新石器時後期到現在中國陶瓷器，以幻燈片、圖片、實物等作研說，以引起學者對內容的研究興

趣，作為美術、歷史、中國文學、宗教、哲學的輔助研究。

主 講 人：何秉聰先生
地 點：市區中心 1 0 室（信德中心西翼）
時 間：一九九六年十月一日起每星期二下午六時十五分至七時四十五分
全期學費：三百九十元（共十二講）

中國傳統陶塑 (Imitational Chinese Ceramics)

根據中國傳統藝術作風，加入現代技術，作出中國藝術陶瓷的仿製，從而加入陶塑者意見，使成為其創新形象的中國藝術陶藝作品。

課程包括：命題輔導，陶塑技法，製模及印模、配釉與塗油、燒窯實習、名作欣賞等。（限收二十人）

1008. 何秉聰先生主講
地 點：新界沙田火炭坳背灣街 3 3 - 3 5 號世紀工業中心 1 1 樓 G 室
時 間：一九九六年十月廿七日起每星期日上午十時至十二時
全期學費：三百九十元（共九講）

1009. 何秉聰先生主講
地 點：新界沙田火炭坳背灣街 3 3 - 3 5 號世紀工業中心 1 1 樓 G 室
時 間：一九九七年一月五日起每星期日上午十時至十二時
全期學費：三百九十元（共九講）

1010. 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：市區中心 2 5 室（信德中心西翼九樓）
時 間：一九九六年九月廿五日起每星期三上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

1011. 楷書入門 (Regular Script in Chinese Calligraphy)

本課程適合書法基礎班和初學人士參加，教導學員從實習中掌握寫楷書之方法，並指導學員如何欣賞每一位書法家之特點和風格，本課程主要著重於唐楷，如柳公權、歐陽詢、趙孟頫等。（限收二十人）

主 講 人：林雲女士
地 點：市區中心 2 5 室（信德中心西翼九樓）
時 間：一九九六年十二月四日起每星期三上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

1012. 書法研習班 (Seminar in Chinese Calligraphy)

本課程專為有書法基礎的學員而設，進一步研討書法的運筆、字形的設計、與各體的書法，學員將有個別指導與學習批改的機會。（限收二十五人）

主 講 人：林雲女士
地 點：市區中心 2 5 室（信德中心西翼九樓）
時 間：一九九六年九月廿四日起每星期二上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

1013. 草書 (Grass Script)

本課程除介紹草書源流及演變外，並教導學員臨習前人名帖，尤其著重正確的行筆方法，務求穩紮根基，避免浮滑。課程以臨習六朝正統草書為主，並視乎學員進度，加入唐宋名帖，以求變化。（限收二十人）

主 講 人：林雲女士
地 點：市區中心 2 5 室（信德中心西翼九樓）
時 間：一九九六年十二月三日起每星期二上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

1014. 山水畫基礎班 (Basic Chinese Landscape Painting)

本課程專為曾選修初級程度國畫的學員而設。課程內容包括山水畫之基本概念、構圖、著色、運筆、用紙等之技巧，並即時示範及個別指導。（限收二十五人）

主 講 人：林雲女士
地 點：市區中心 2 5 室（信德中心西翼九樓）
時 間：一九九六年九月廿三日起每星期一上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

1015. 山水畫深造班 (Advanced Chinese Landscape Painting)

本課程專為曾選修「山水畫基礎班」之學員而設。課程內容主要深入研究山水畫之精粹所在和如何分析作品特點，並挑選一些有代表性之作品作教材，通過不斷實習以達到鞏固學員之基礎技法，從而帶動學員進入另一個層面領悟傳統山水畫之神韻及意境。本課程將會分組形式授課。（限收二十人）

主 講 人：林雲女士
地 點：市區中心 2 5 室（信德中心西翼九樓）
時 間：一九九六年十二月九日起每星期一上午九時卅分至十一時卅分
全期學費：五百五十元（共十講）

1016. 中國畫基本技法 (Basic Techniques in Chinese Painting)

本課程適合初學人士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：市區中心 2 5 室 (信德中心西翼九樓)
時 間：一九九六年九月廿六日起每星期四上午九時三十分至十一時三十分
全期學費：五百五十元 (共十講)

1017. 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)季詳和色調之關係；(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：市區中心 2 5 室 (信德中心西翼九樓)
時 間：一九九六年十二月五日起每星期四上午九時卅分至十一時卅分
全期學費：五百五十元 (共十講)

1018. 東方紙黏土與四季花鳥 (Oriental Paper Clay and Flowers & Birds in Four Seasons)

紙黏土是由陶瓷藝術演變而成黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。由淺入深，內容授以紅蘿白、山竹、月季花、心口針、水仙、壁畫、荷花錦鯉、秋菊、筆座、小雞、梅花、麻雀、樹石等。作品經風乾後，可塗上顏色及光油。臨堂示範及實習，製作過程輕鬆有趣，初學及有興趣人士均可參加。(限收二十人)

主 講 人：鄧昶立先生
地 點：九龍柯士甸道 1 6 2 號聖瑪利嘉諾撒女書院 3 5 室 (金巴利道入口)

時 間：一九九六年十月一日起每星期二下午六時三十分至八時三十分
全期學費：四百六十五元 (共十講)

1019. 東方紙黏土與四季花鳥創作 (Oriental Paper Clay & Flowers & Birds in Four Seasons: An Advanced Course)

本課程是東方紙黏土與四季花鳥的延續，內容加強，有草菇、白菜、康乃馨、小鴨、假石山、跳舞蘭、心口針、扇形掛畫、花籃、白天鵝、燈座等。此外，學員更可自由創作，並配上逼真的色彩，每堂均有示範及實習，使學員對東方紙黏土與四季花鳥，加深發揮創作潛能。初學及有興趣人士均可參加。
(限收十八人)

主 講 人：鄧昶立先生
地 點：九龍柯士甸道 1 6 2 號聖瑪利嘉諾撒女書院 3 5 室 (金巴利道入口)
時 間：一九九六年十二月十日起每星期二下午六時三十分至八時三十分
全期學費：四百四十元 (共八講)

1020. 東方紙黏土設計 (Oriental Paper Clay : The Design)

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。內容授以風景(山水)、扇形掛畫、新鮮石榴、小巧雨傘、心口針、漂亮的帽子、鮮艷花卉、飾物、雀鳥、假石山、動物等等。作品經風乾後，可塗上逼真顏色及光油、臨堂實習及示範，製作過程輕鬆有趣，初學及有興趣人士均可參加。
(限收二十人)

主 講 人：鄧昶立先生
地 點：香港太古城地利亞修女紀念中學 4 1 5 室 (中學部太豐路入口)
時 間：一九九六年十月三日起每星期四下午六時三十分至八時三十分
全期學費：四百六十五元 (共十講)

1021. 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。此外更着重設色、技巧及製作概念，更可自由創作。每講均有實習及示範，使學員對紙黏土人物創作，加深發揮潛能。初學及有興趣人士均可參加。
(限收十八人)

主 講 人：鄧昶立先生
地 點：香港太古城地利亞修女紀念中學 4 1 5 室 (中學部太豐路入口)
時 間：一九九六年十二月十二日起每星期四下午六時三十分至八時三十分
全期學費：四百四十元 (共八講)

1022. 花鳥山水畫寫意 (Chinese Landscape, Flowers & Birds Painting)

寫意花鳥山水畫,又稱骨畫法。原於五代南唐,以點染的技法,採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士均可參加。

(限收二十五人)

主 講 人: 鄧昶立先生

地 點: 九龍柯士甸道162號聖瑪利嘉諾撒女書院
35室(金巴利道入口)

時 間: 一九九六年十月四日起每星期五下午六時三十分至八時

全期學費: 四百二十五元 (共十講)

1023. 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士而設,加強內容,以學員進度而作出技法及構圖,內容以山石、樹木、雲煙、泉瀑、風雨,配以四時花卉、昆蟲、鳥類等等。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士均可參加。

(限收二十人)

主 講 人: 鄧昶立先生

地 點: 九龍柯士甸道162號聖瑪利嘉諾撒女書院
35室(金巴利道入口)

時 間: 一九九六年十二月十三日起每星期五下午六時三十分至八時

全期學費: 四百一十五元 (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)

1024. 吳祖蔭先生主講

地 點: 市區中心26室(信德中心西翼九樓)

時 間: 一九九六年十月四日起每星期五下午六時三十分至八時

全期學費: 四百四十元 (共十講)

1025. 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: 一九九六年十月七日起每星期一下午六時三十分至八時三十分

全期學費: 四百四十元 (共八講)

中國山水畫技法 (Method of Chinese Landscape Painting)

本課程專供修業完畢初級山水國畫班之學員深入山水國畫之技法研究,除簡略重溫習基本畫法外,更進一步研究山水國畫之技法和構圖,皴擦、運筆、用墨、染墨、染色、乾筆之蒼茫,濕筆之潤厚及乾濕筆之並用,點線之美化等技巧及其效果,並示範如何達氣韻生動及氣勢磅礴之境界,更進一步研究瀑布及雲海之繪寫過程及技巧,亦根據學員之成績調詳課程漸進入較高深之技法研討,更為愛好繪寫雲海及瀑布之學員作深入之講解及研究,理論與即席示範兼施。

(每班限收二十人)

1026. 吳祖蔭先生主講

地 點: 市區中心26室(信德中心西翼九樓)

時 間: 一九九六年十二月十三日起每星期五下午六時三十分至八時

全期學費: 四百四十元 (共九講)

1027. 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: 一九九六年十二月九日起每星期一下午六時三十分至八時三十分

全期學費: 四百四十元 (共八講)

1028. 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
35室(金巴利道入口)

時 間: 一九九六年十月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: 四百二十五元 (共十二講)

1029. 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：市區中心10室（信德中心西翼九樓）
時 間：一九九六年十月五日起每星期六下午四時十五分至五時四十五分
全期學費：四百二十五元（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)

1030. 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35室（金巴利道入口）
時 間：一九九七年一月二日起每星期四下午六時十五分至七時四十五分
全期學費：三百一十五元（共八講）

1031. 盧人俊先生主講
地 點：市區中心10室（信德中心西翼九樓）
時 間：一九九七年一月四日起每星期六下午四時十五分至五時四十五分
全期學費：三百一十五元（共八講）

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。歡迎已完成「書法講座（三）」的學員或相當程度的教師參加研習。
(每班限收十人)

1032. 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：一九九六年九月廿五日起每星期三上午九時至十一時
全期學費：一千七百六十元（共十六講）

書法講座（五）教師班 (The Learning and Teaching of Chinese Calligraphy V)

本課程是「書法講座（四）」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。本課程只歡迎已完成「書法講座（四）」的學員參加研習。
(每班限收十人)

1033. 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：一九九六年九月廿六日起每星期四上午九時至十一時
全期學費：一千七百六十元（共十六講）

書法講座（六）教師班 (The Learning and Teaching of Chinese Calligraphy VI)

本課程是「書法講座（五）」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（五）」的學員參加研習。
(每班限收十人)

1034. 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：一九九六年九月廿四日起每星期二上午九時至十一時
全期學費：一千七百六十元（共十六講）

書法講座（七）教師班 (The Learning and Teaching of Chinese Calligraphy VII)

本課程是「書法講座（六）」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（六）」的學員參加研習。
(每班限收十人)

1035. 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：一九九六年九月廿三日起每星期一下午三時至五時
全期學費：一千七百六十元（共十六講）

PHARMACY

Lecturers in charge : Sarah S.C. Hui
K.C. Tan-Un
Tutor : T.Y. Chan

Telephone: 2975 5728
2975 5699
2975 5729

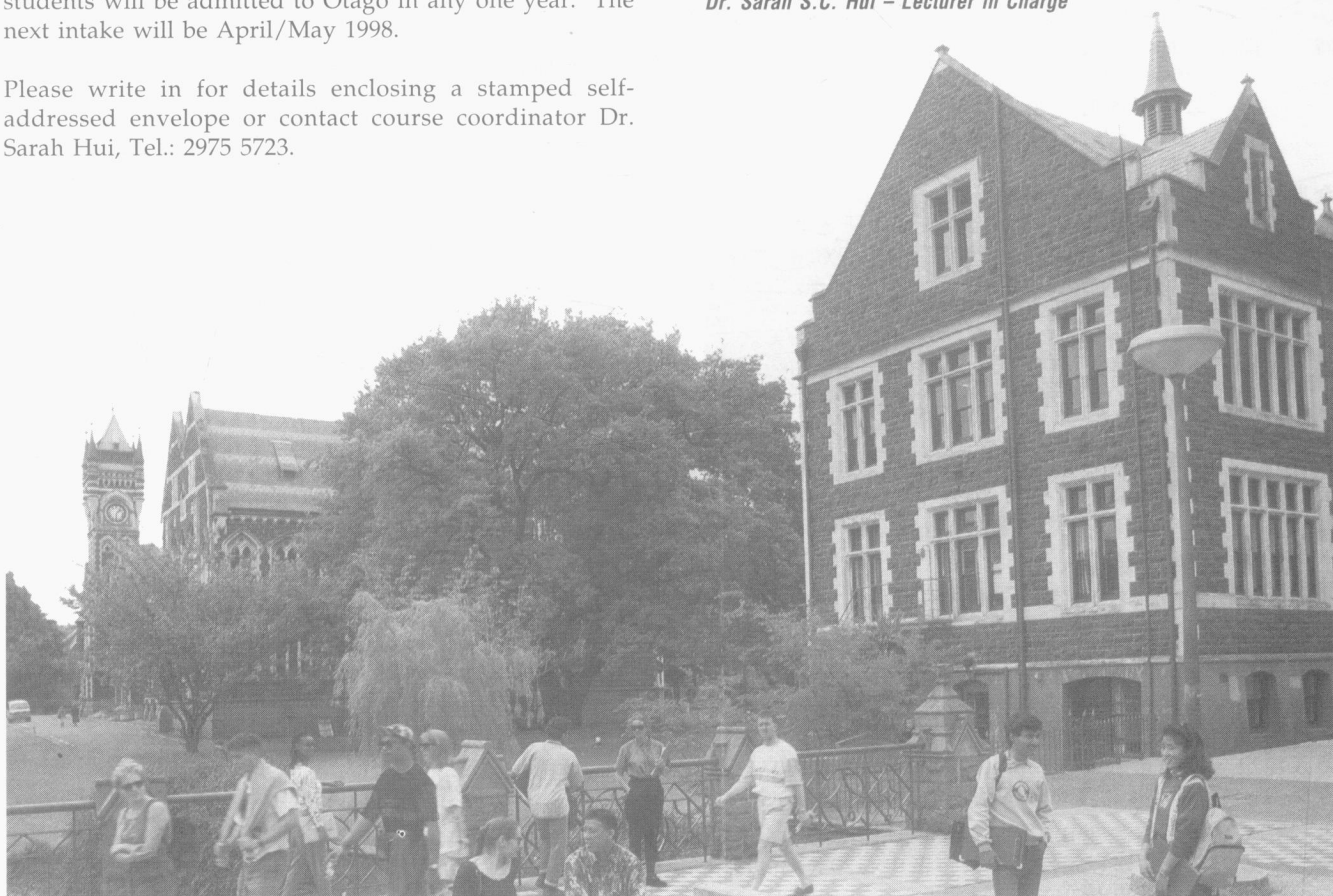
Bachelor's Degree in Pharmacy

Since September, 1992 the School has offered a Bachelor's degree programme in Pharmacy (B.Pharm.) in association with the University of Otago, in addition to the M.Clin.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 1998.

Please write in for details enclosing a stamped self-addressed envelope or contact course coordinator Dr. Sarah Hui, Tel.: 2975 5723.



Dr. Sarah S.C. Hui - Lecturer in Charge



University of Otago

1191. 哲學概論證書課程 (Certificate in Philosophy)(96/97)

宗旨：(一) 培養批判思考能力；(二) 引介重要哲學問題；(三) 揭示哲學與現代生活的關係；(四) 介紹中西哲學主流；及(五) 訓練閱讀哲學著作的能力。

課程大綱：這是一個哲學入門課程，希冀藉著展示外古今哲學家對宇宙人生終極問題的探索路向與結果，以及學員的積極討論，使學員能夠較深入地理解這些問題，從而明瞭哲學的特性與意義。

本課程分兩部份，第一部份「哲學基礎」包括哲學導論、思考方法、邏輯、方法論。第二部份「哲學專題」包括哲學專題、中西哲學史及中、西方哲學原著選讀。

課程主任：黃慧英小姐 B.A., M.Phil., Ph.D.(C.U.H.K.), M.A.(York)

主講人：陶國璋先生 B.A., M.Phil.(C.U.H.K.), Ph.D.(New Asia Institute for Advanced Chinese Studies)

吳明先生 M.Phil., Ph.D.(New Asia Institute for Advanced Chinese Studies)

文潔華小姐 B.A., M.Phil., Ph.D.(C.U.H.K.)

梁文道先生 B.A.(C.U.H.K.)

李愛瑩小姐 B.A.(C.U.H.K.)

趙子明先生 B.A., M.Phil.(C.U.H.K.)

地點：香港大學專業進修學院市區中心10室（每星期三）及29室（每星期六）（信德中心西翼九樓）

時間：每星期三及六上課：

（甲）一九九六年九月廿一日起每星期六下午二時至四時（第一堂）

（乙）一九九六年九月廿五日起每星期三下午八時至十時

全期學費：三千元（共五十講）

入學資格：高等或高級程度會考合格或以上程度。

結業文憑：課程結束後，學員若能符合下列條件，則可獲本學院頒發的證書：（一）出席率超過百分之八十，（二）完成所有課程中的作業，（三）考試合格。

報名手續：申請者須將（一）申請表格，（二）半身近照乙張，（三）學歷證件副本及貼足郵票的回郵信封乙個，（四）一篇約二百字的短文，說明選修這個課程的目的及對本課程的期望，寄回香港大學專業進修學院。

1192. 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., M.Phil.(C.U.H.K.)

地點：香港大學專業進修學院市區中心20室（信德中心西翼九樓）

時間：一九九六年九月廿六日起每星期四下午八時至

九時四十五分

全期學費：五百七十五元（共十二講）

1193. 哲學導論 (Introduction to Philosophy)

現代人所面對的，是一個思想混亂、價值失落的世界。由於各種學說和主張到處出現，令人頭昏目眩，迷失了自我。一個人如果不想被別人牽著鼻子走，唯一的方法就是弄清自己的頭腦、堅定自己的意志，而這些工作正是哲學的主要任務。本課程屬哲學的入門課，以問題為中心，綜述哲學的三大部門——形而上學、道德哲學及知識論的概貌，並簡述中、印、西哲學之特質及異同，俾使學員能對哲學有較全面之了解，適合喜歡反省人生的現代人修讀。

主講人：劉桂標先生 B.A.(HKBC), M.Phil.(C.U.H.K.)

地點：香港大學專業進修學院市區中心29室（信德中心西翼九樓）

時間：一九九六年十月五日起每星期六下午四時十五分至五時四十五分

全期學費：五百八十元（共十四講）

1194. 應用倫理學 (Applied Ethics)

當今的哲學可能在應用倫理的範圍內最顯得實用。在我們每天面對社會和世界上的各種讓人感到困惑的倫理問題時，哲學反省讓我們不至於盲目地作出判斷和決定。本課程共分十節，第一節將簡述一些基本倫理學理論，如功利主義，義務論等等。其餘九節將討論：1) 安樂死，2) 死刑，3) 墮胎，4) 暴力與戰爭，5) 自殺，6) 饑饉中的倫理，7) 動物權利，8) 環保倫理，9) 法律與道德價值。

主講人：溫帶維先生 B.A.(U.C.L.A.), M.Phil.(C.U.H.K.)

地點：香港大學專業進修學院市區中心18室（信德中心西翼九樓）

時間：一九九六年十月五日起每星期六下午二時十五分至三時四十五分

全期學費：五百二十元（共十講）

1195. 文化研究導論 (A Critical Introduction to Culture Studies)

文化研究是當前文化、學術界的顯學。它脫胎自各門人文社會科學對自身傳統的反省，及對固有學科界限的質疑。不同於一般強調客觀及價值中立的科學，文化研究強調研究者的道德介入和批判精神。

本課程將透過波斯灣戰爭、懷舊潮流、城碧公園、世界杯足球賽、色情漫畫等多種實例分析引介文化研究的方法及對象。除了使學員初步掌握這門學問的梗概外，我們亦強調文化研究局限，俾使學員作進一步的思考及探索。

本課程適合任何對文化、人文及社會科學有興趣者參加。

主講人：梁文道先生

地點：香港大學專業進修學院市區中心21室（信德中心西翼九樓）

時間：一九九六年九月二十七日每星期五下午八時至九時三十分

全期學費：五百五十元（共十二講）

POLITICAL SCIENCE

Lecturer in charge: Koon-ki T. Ho

Telephone: 2975 5682

1201. 扶貧發展：從理論到實踐 (Uplift the Poor : Theory and Practice)

為加深香港公眾對國際社會的認識，並輔助老師及社工推行公民教育，學院特與國際發展及救援機構「樂施會」合辦「扶貧發展：從理論到實踐」課程。課程將由香港著名學者以及樂施會的項目工作人員主講，有系統地從理論到實踐農村經驗中剖釋目前國際發展的問題，如貧富差距、生態失衡、婦女地位及軍事衝突等，並探討國際及地方民間組織解決貧窮問題所扮演的角色。除講詞外，將附以影音、個案研究、討論資料。授課語言：講座將採用廣東話及英語進行。

主 講 人：曾澎基博士（浸會大學經濟系）
文思慧博士（中大教育學院）
白翠詩女士（樂施會項目發展總幹事）
許寶強博士（嶺南學院翻譯系）
陳 文博士（中大新聞及傳播系）
周兆祥博士（浸會大學英文系）
施逸莊先生（樂施會總幹事）

地 點：市區中心10室（信德中心西翼九樓）
時 間：一九九六年十月五日起每星期六下午二時至四時

全期學費：四百元（共八講）

1202. Hong Kong Chinese Politics : The Politics of Transition

This course is designed to explore the issues surrounding the transition of Hong Kong from British sovereignty to Chinese sovereignty. As we draw closer to the date of the July 1 1997 the issues are becoming increasingly blurred and relations between Britain and China increasingly strained. The development of representative government in Hong Kong has particularly angered China and the transition itself has become fraught with new problems and issues.

The course will attempt to review the historical development since 1984 in particular while at the same time making reference to events prior to 1984 where necessary. Topics to be covered include : the historical roots of the present relationships between China, Hong Kong, and Britain, the Sino British talks in and before 1984 and the Sino-British Declaration; the 1989 Tiananmen incident and its impact on the relationship between China, Hong Kong, and Britain, the drafting and promulgation of the Basic Law, the elections in 1991 and 1995, the coming of Chris Patten, and the more recent announcement of the establishment of a Provisional Legislative.

Tutor : Ms Mary Hogan, B.Soc.Sci, M. Phil (H.K.)

Venue : Rm 10, SPACE Town Centre, 9/F
Date : Tuesdays, 7:45 - 9:15pm., commencing September 24, 1996

12 meetings

Fee : \$550

1203. United States Foreign Policy in East Asia

In Asia today, there are significant regional tensions that have emerged in the power vacuum left by the end of the Cold War. This course will be an attempt to understand the dynamics of United States behaviour in East Asia and its part in these tensions. It will include an historical background to U.S. involvement in East Asia as well as an analysis of the fundamental sources and determinants of current U.S. policy in the region. This analysis will also incorporate examinations of various multilateral and bilateral relationships that the U.S. retains with Asian countries such as the People's Republic of China, Japan, North Korea, South Korea, Taiwan, the ASEAN countries and Hong Kong. The conclusion of the course will reflect on the implications for the future of the United States in East Asia.

Tutor : Mr Johannes R. Lombardo, B.A. (College of William and Mary), Ph.D (H.K)

Venue : Room 18, SPACE Town Centre, 9/F

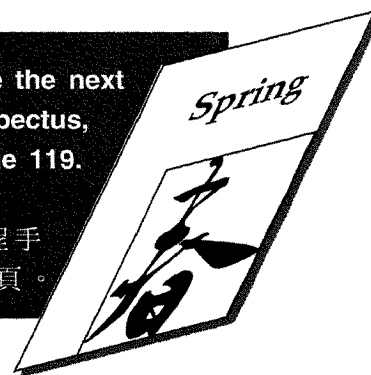
Date : Thursdays, 8:00 - 9:30pm, commencing September 26, 1996

12 meetings

Fee : \$550

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

如欲收到下期課程手
冊，請翻閱第119頁。



1213. 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 26, SPACE Town Centre, 9/F

Date : Sundays, 4.15-5.45 p.m., commencing October 20, 1996

10 meetings

Fee : \$670

Medium of Instruction: Cantonese supplemented with English

1215. Brief Strategic Psychotherapy

Brief Strategic Psychotherapy (BST) is a unique way of thinking about and doing psychotherapy in a short duration of time. Participants will not only learn about the techniques of BST, but a way of thinking about and solving people's dilemmas within a short period of time. The contents of this course will include some characteristics common to various strategic models and three predominant approaches (the behavioural, the psychodynamic and the gestalt) which are selected to apply in clinical and school settings. Several clinical treatment cases will be presented to illustrate some of the principles of BST; ie. eating disorders (Anorexia & Bulimia) of girls; anxiety disorders (Obsessive-Compulsive) of boys; problems of impotence in couples; and psychosomatic problem of woman etc.

Class format is a combination of lectures, case studies, group discussions, role-plays, micro-skills demonstrations and use of video tapes of Jay Haley & his followers.

The course will be appropriate for mental health professionals, social workers, physicians, nurses, psychological counsellors, school counsellors, and other helping professionals.

Enrolment is limited to 20

Tutor : C.W. Lo, Ph.D. (Clin.Psy.)(Pacific Southern)

Venue : Room 28, SPACE Town Centre, 9/F

Date : Fridays, 6.10-7.40 p.m., commencing October 18, 1996

12 meetings

Fee : \$670

Medium of Instruction: Cantonese supplemented with English

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

1216. 性格的透視與發展 (Understanding and Developing Personality)

每個人的思想、情緒、行爲、人際關係等各方面都很受他的性格所影響。這課程是特別爲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爲主，並有小組討論，角色扮演及性格測驗等。爲確保學習的進貫參加者定需上足十三課。參加者應具有中五或以上程度。(限收二十五人)

主 講 人：劉錦麟先生 (臨床心理學碩士)

地 點：市區中心14室 (信德中心西翼九樓)

時 間：一九九六年十月十四日起每星期一下午八時至九時四十五分

全期學費：七百五十元 (共十三講)

教師可獲教育署退還半費。詳參第ix頁。

1217. 精神健康與異常心理學導論 (Introduction to Mental Health and Abnormal Psychology)

本課程是爲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爲、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，性心理及異常性行爲，藥物濫用，暴力及自毀行爲，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，授課以中文爲主輔以英語，參加者應具有中五或以上程度。(限收四十五人)

主 講 人：鄭健榮先生（臨床心理學碩士）及客座講師
 地 點：市區中心14室（信德中心西翼九樓）
 時 間：一九九六年十月八日起每星期二下午七時五十分至九時五十分
 全期學費：一千一百元（共十八講）

教師可獲教育署退還半費。詳參第18頁。

1218. 《心理與哲理之間》系列一 (Betwixt and Between Psychology and Philosophy, Series I)

本課程並非一個純心理學的課程，而是基於心理學和哲學上的發現及融會，來探究人生某些既有趣而又關鍵性的問題。它們是：（一）在坦率和圓滑之間——溝通之道；（二）做個平凡人或不平凡的人——任君選擇；（三）愛恨交纏，恩怨難分——人際關係中最難闖的一關；（四）好人為何要受苦？——試解這不解之謎；（五）世間究竟有多少「應份」？——為何我會不甘心；及（六）人有三我——「忠於自己」與「向現實低頭」之間……

講者在舖陳上列各主題的內容後，會與學員一起討論及反省。（限收三十人）

主 講 人：關俊棠博士（羅馬天主教區大學倫理學博士）
 地 點：市區中心21室（信德中心西翼九樓）
 時 間：一九九六年十月十六日起每星期三下午六時至八時
 全期學費：四百元（共六講）

3. Certificate in School Counselling and Guidance

This course is sponsored by the Education Department for secondary school guidance teachers. It is due to begin in September, 1996, and will be completed in July, 1997. The objective of the course is to provide training for guidance teachers, so that they may be more effective in helping those students who have difficulty in coping with school life, in handling themselves and their interpersonal relationships. Considerable emphasis will be given to enhancing the competency of the guidance teachers in team work and in developing preventive programmes within the school setting.

Curriculum

- Human growth and development (particular emphasis will be given to childhood and adolescence)
- Communication and interviewing
- Guidance and counselling theories and their application in school settings, with special reference to the whole school approach
- Administration and team building of the school guidance team
- Other related issues (e.g. adolescent suicide) and skills (e.g. managing stress, communicating with parents etc.)

Teaching Format

- Lectures
- Case Studies
- Role Plays
- Skills Workshops
- Practicum (the class will be divided into small groups to practise counselling and guidance skills)
- Panel Discussions
- Project Work

Participants are expected to undertake a reasonable amount of reading as directed by the tutors.

Award

To qualify for the award of the certificate, a participant must attend no less than 80% of the meetings and complete the written assignments satisfactorily. The practical work of the participant will also be taken into consideration. No participant will be awarded the certificate unless their written assignments and practical work have scored the minimum grade required.

Time of Meetings

(1) Regular meetings & Workshops
 Saturdays, 9.30 a.m. - 12.30 p.m.
 September 96 to July 97

(2) Practicum
 The class will be divided into 4 groups. These practicum group meetings are usually held on Saturdays and/or weekday evenings if the group(s) so desire. A total of 10 meetings are expected throughout the course.

Duration of the Course

September 21, 1996 to July 5, 1997

Place of Meeting

For Regular meetings and Workshops:

Room 21, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong.

For Practicum:

They may either be held in the SPACE Town Centre or the University. Detail arrangement will be announced when the course starts.

Admission

This course is open to all secondary school guidance teachers.

Enrolment is limited to 40

Deadline for Application

June 14, 1996

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 2975 5655. (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.

61. Certificate in Discipline Teachers Training for Special Schools

This course is due to begin in October, 1996 and will be completed in June, 1997. 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 special schools for the mentally handicapped.

Curriculum

The course will cover the following 7 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) Consistency amongst teachers on behavioural standards
- (5) Complaints from teachers, students and parents
- (6) Management of work-related stress
- (7) Ethics of treatment

II. Working with Students

- (1) Behavioural needs of students with mental handicap
- (2) Effective behavioural change strategies
- (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) Intervention programmes; design, implementation, recording & evaluation
- (7) Classroom management
- (8) Prevention and positive discipline work
- (9) Peer support

III. Working with Parents

- (1) Communicating and interviewing parents
- (2) Helping parents develop positive attitudes and basic skills in disciplining their children (parent tutoring)
- (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. Building a Discipline System in School

- (1) School level, class level, individual level
- (2) Annual discipline plan

VI. 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

VII. Other Relevant Topics

- (1) Legal aspects of discipline work

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, participant must attend no less than 80% of the meetings and complete the written assignments satisfactorily.

Time of Meeting

Saturdays, 9.30 a.m. - 12.30 p.m.

Duration of the Course

October 5, 1996 to June 28, 1997

Place of Meeting

Room 2, SPACE Shek Kip Mei Study Centre [Ka Chi School, 5 Wai Chi Street, 3/F, Shek Kip Mei, Kowloon] (Shek Kip Mei MTR Station).

Admission

This course is open to all special school teachers working with the mentally handicapped.

Enrolment is limited to 40

Deadline for Application

June 22, 1996

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 2975 5655. (All correspondence should be addressed to School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.)

This course will be conducted in Cantonese

65. Certificate in Careers Teachers Training

This course is jointly sponsored by the Education Department and the Labour Department for secondary school teachers with the following objectives:

- to provide participants with the basic necessary theories and principles relevant to careers guidance and counselling
- to help participants acquire basic skills instrumental to carrying out the work of careers teachers
- to kindle interest in, and awareness of the development of careers education, and careers guidance/counselling

With more facilities and opportunities made available for young students, and limited involvement of family in helping their children, many students feel helpless when they have to make decisions over further studies and careers choice. Hence there is tremendous need for careers guidance and counselling. The design of the course is based on the needs of the students and that of the careers teachers as they carry out their tasks. Participants are invited to re-examine the work of careers teachers in the light of basic theories and changing circumstances, to consider alternatives and to take an active part in all the practical work and exercises.

Content

Part A

Careers work and the target group: Identification of objectives, scope, roles, tasks and resources in careers guidance/counselling; understanding adolescence.

Part B

Administration: team building and administrative system. Information: careers, further study, employment and training, appraisal tests.

Part C

Skills in relation to: communication and interviewing; programme planning; group guidance; individual guidance/counselling; job application.

Format

Lectures, discussions, seminars, workshops, role plays, etc.

Time of Meetings

Regular meetings: Saturdays, 9.30 a.m. - 12.30 p.m. from September 14, 1996 to June 28, 1997

Workshops:

Workshop I : Saturday, 9.30 a.m. - 5.00 p.m., September 14, 1996.

Workshop II: Saturday, 9.30 a.m. - 5.00 p.m., April 26, 1997.

Place of Meeting

Room 24, SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong.

Admission

To be eligible, applicants must be

- serving Careers Masters/Teachers (preference will be given to Careers Masters) and
- either (a) graduates of recognised universities or (b) holders of Certificate of Education/Teacher Certificate or the equivalent

Number of places: 35

Deadline for Application

June 22, 1996

Award

A Certificate in Careers Teachers Training will be awarded by the School of Professional and Continuing Education, The University of Hong Kong, to participants who have:

- attend at least 80% of the meeting,
- actively participated in lectures and workshops,
- completed assignments satisfactorily.

Teaching Staff

Teaching staff is drawn from experienced counsellors, school administrators, appointment service officers, and careers teachers.

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 2975 5655. (All correspondence should be addressed to School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong.)

This course will be conducted in Cantonese.

67. Certificate in Discipline Teachers Training

This course is sponsored by the Education Department for secondary school discipline teachers. It is due to begin in September, 1996 and will be completed in February, 1997. 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, participant must attend no less than 80% of the meetings and complete the written assignments satisfactorily.

Time of Meetings

Tuesdays, 6.30 - 9.30 p.m.
Saturdays, 2.00 - 5.00 p.m.

Duration of the Course

September 17, 1996 to February 22, 1997

Places of Meeting

Tuesdays, Room 1302A/B, K.K. Leung Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

Saturdays, Room 9, SPACE Shek Kip Mei Study Centre [Ka Chi School, 5 Wai Chi Street, 3/F, Shek Kip Mei, Kowloon] (Shek Kip Mei MTR Station).

Admission

This course is open to all secondary school discipline teachers. *Enrolment is limited to 40*

Deadline for Application

June 19, 1996

Enquiries

All enquiries should be directed to Mrs. Y.L. Cheng, Lecturer, School of Professional and Continuing Education, at 2975 5655. (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.



In May '96 SPACE moved into brand new headquarters

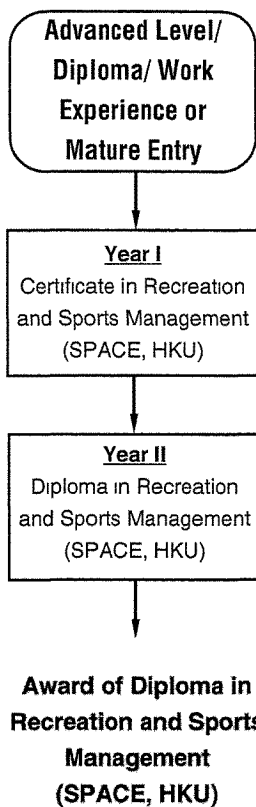
RECREATION AND SPORTS MANAGEMENT

Teaching Consultant - Elizabeth Dendle

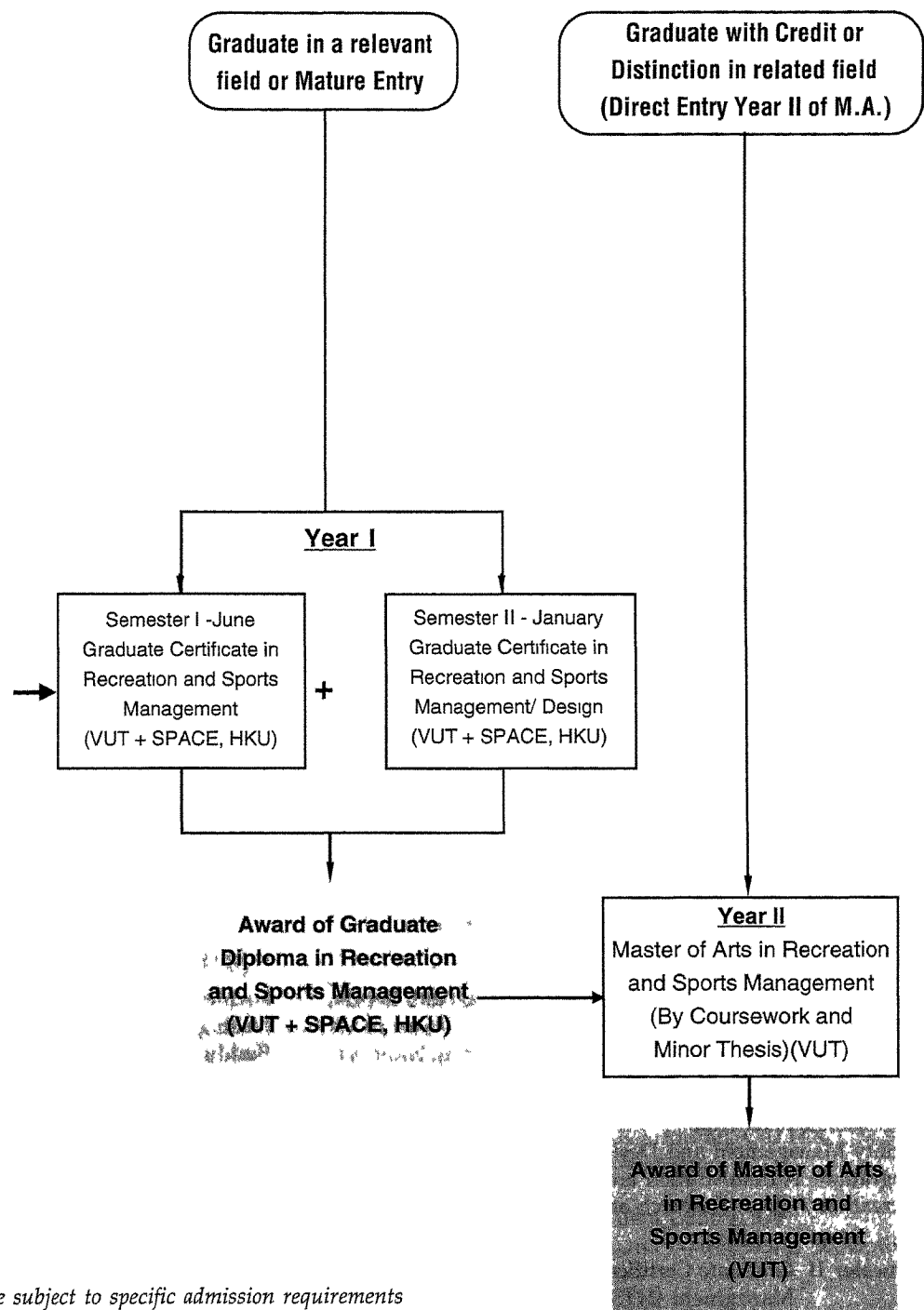
Telephone: 2975 5726

BUILD A CAREER IN RECREATION AND SPORTS MANAGEMENT (Entry requirements and progression)

UNDERGRADUATE ENTRY



GRADUATE ENTRY



Note:

1. Entry into programmes will be subject to specific admission requirements
2. V.U.T. – Victoria University, Melbourne, Australia

VICTORIA UNIVERSITY
(Melbourne, Australia)
Master of Arts/Graduate Diploma
/Graduate Certificates in
Recreation and Sports Management

INTRODUCTION

The University of Hong Kong, School of Professional and Continuing Education (SPACE) in conjunction with Victoria University of Technology (V.U.T.) are offering joint Graduate Certificates and a Graduate Diploma program in the area of Recreation and Sports Management with all tuition provided in Hong Kong. Specific admission requirement may apply.

COURSE STRUCTURE

The structure of the Master of Arts / Graduate Diploma / Graduate Certificates in Recreation and Sports Management, offered part-time, allows for multiple options of entry and exit according to professional and personal study needs. The course contains both discrete and sequential modules, and is structured in such a way that students undertaking the Master of Arts (by Course Work and Minor Thesis / Syndicate Research Project) will first complete the Graduate Certificate in Recreation and Sports Management, and the Graduate Certificate in Recreation and Sports Management / Design. Together these two qualifications will constitute the Graduate Diploma in Recreation and Sports Management and will require two semesters of study. The second year; leading to the Master of Arts, will include Directed Study, Graduate Seminar and Minor Thesis or Syndicate Research Project, on an approved aspect of Recreation or Sports Management, to complete the sequence of studies.

COURSE CONTENT AND PROFILE

Each Graduate Certificate includes 4 subjects offered as 13 sessions of 3 hours duration (except in the case of the Professional Practicum) and students will need to attend class for an average of 9 hours per week.

Graduate Diploma in Recreation and Sports Management (HGSM)

Semester I Graduate Certificate in Recreation and Sports Management / Design (HTRS):
Commencing in January 1997

Subjects Offered:

Professional Practicum
Facility Management and Design
Programme Administration and Delivery
Recreation / Sport Research and Investigation

Semester II Graduate Certificate in Recreation and Sports Management (HTSM):
Commencing in June 1997

Subjects Offered:

Management Perspectives in Recreation / Sport
Planning and Policy Development in Recreation / Sport
Personnel Management in Recreation / Sport
Recreation / Sport Marketing and Financial Management

Master of Arts in Recreation and Sports Management (By Course Work and Minor Thesis / Syndicate Research Project)(HMSM)

Candidates do not attend classes but meet with an appointed supervisor on a regular basis.

Semester I Directed Study: 13 weeks x 8 hours
Graduate Seminar: 13 weeks x 3 hours

Semester II Minor Thesis or : 13 weeks x 19 hours
Syndicate Research Project

INDIVIDUAL STUDY MODULES

This Graduate Programme of studies aims to accommodate flexibly the varied needs of organisations and individuals. Non-Graduate Diploma students with the appropriate academic or professional qualifications may study an individual module or a combination of modules to suit their study needs. Successfully completed modules can be accumulated towards the award of Graduate Certificate or Graduate Diploma in Recreation and Sports Management.

COURSE 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

All classes will be held in the evening (6.45 - 9.45 p.m.), or occasionally at weekends, at SPACE Town Centre, Shun Tak Centre or The University of Hong Kong, Pokfulam Campus. The Graduate Certificate in Recreation and Sports Management / Design will commence in January 1997. The Master of Arts programme will commence in July 1997.

FURTHER INFORMATION AND APPLICATION

Further information and application forms are available by writing to Miss K. Y. Lee, SPACE office at 10/F., T. T. Tsui Building, University of Hong Kong, Pokfulam Road, Hong Kong before December 9, 1996. Tel:2975 5726 Fax:2546 0295.

COURSE COST

The course fee for each Graduate Certificate will be in the region of HK\$22,000. The course fee for the Master of Arts Program will be in the region of HK\$25,000. Fees should be paid once the student has received an offer of a place on the course. All fees are reviewed on an annual basis.

8. Certificate Course in Biomedical Electronics

This 2-year part-time certificate course is designed to give some fundamental biological background and instrumentation principles to employees in the field of biochemical electronics and those who intend to pursue a career in biomedical instrumentation, so that they can have an appreciation of the origin of physiological signals and the electronics design of instruments. Thus candidates after completing the course can communicate more effectively with end-users and render better consumer services. Instrumentation in the areas of research and laboratory analysis, clinical and para-clinical diagnosis, surgery, patient care and monitoring will be covered. Closing date for applications: August 30, 1996.

For further details and for special enrolment forms, please contact Mr. Tommy Tsang, School of Professional and Continuing Education, University of Hong Kong. (Tel. 2975 5683).

1226. Getting to Know Some Important Rheumatic Diseases

Rheumatology is a special branch of internal medicine which deals with diseases of joints and connective tissues. It embraces 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. The management of rheumatic diseases involves a team approach. It relies on cognitive skills, a long term relationship with a patient who has a chronic disease, a commitment to educate patients about their disease, and the ability to coordinate a team of professionals that may include nurses, physical and occupational therapists, social workers, and orthopaedic surgeons among others. The course seeks to increase the awareness of some important rheumatic diseases as a serious health problem and to dispel the belief that little can be done to help people with rheumatic disorders. Disability as an outcome of rheumatic disease can have profound economic and social costs, and disability from these diseases can be prevented. Topics include discussion on clinical manifestations and management of 4 important rheumatic disorders viz. rheumatoid arthritis, systemic lupus erythematosus, ankylosing spondylitis and gout. The course is especially suitable to paramedical personnel who are involved in the caring of these patients. It would also be helpful to the patients themselves and their relatives. The general public would also find this course interesting. Lectures will be conducted in Cantonese.

Tutor : R.W.S. Wong, M.B.,B.S.(H.K.), M.R.C.P.(U.K.)

Venue : Room 11, SPACE Town Centre, 9/F
Date : Mondays, 8.00-9.30 p.m., commencing September 30, 1996

4 meetings

Fee : \$250

1227. Principles and Applications of Magnetic Resonance Imaging

Magnetic resonance (MR) technique has been developed for the analysis of organic and biochemical substances and adapted as a useful imaging modality for clinical diagnosis. Unlike other radiographic investigations, patients undergoing MR imaging are not exposed to radiation which may have detrimental side effects. This course aims to introduce the basic principles and applications of MR imaging. Topics include: basic principles of magnetic resonance; basic pulse sequences; its application in diagnostic imaging; MR angiography; fast MR imaging; safety recommendations and future trends of MR imaging. This course is expected to be useful to technologists, radiologists, nurses and those with an interest in clinical diagnostic technology.

Tutors : Jimmy Chan, M.Sc.(Lond.) and other specialists.

Venue : Room 11, SPACE Town Centre, 9/F
Date : Mondays, 8.00-9.30 p.m., commencing November 4, 1996

4 meetings

Fee : \$260

1228. Clinical Applications of Ultrasound

Ultrasound is one of the fastest growing and widely used techniques in clinical diagnosis. This course will provide a concise discussion on: the physical properties of ultrasound; design of ultrasound transducers for diagnostic purposes; interaction of ultrasound with tissues; an introduction to A-Scan, B-Scan, M-Scan and tomography; clinical applications of ultrasound including imaging and physiotherapy; basic principles of Doppler ultrasound and its clinical uses; biological effects of ultrasound and its safety. This course is suitable for nurses and other paramedical personnel and any one with an interest in learning more about this fantastic technique.

Tutor : K.K. Chan, B.Sc.(H.K.), M.Phil.(C.U.H.K.), M.Sc., Ph.D.(Aberdeen)

Venue : Room 23, SPACE Town Centre, 9/F
Date : Fridays, 6.30-8.00 p.m., commencing September 20, 1996

5 meetings

Fee : \$300

1229. Nutrition For Health

This course intends to give an insight into general nutrition and dietary management of the more common diseases in Hong Kong. Topics will include: food science, healthy eating, vegetarianism, weight reduction, diabetes mellitus, hypercholesterolaemia, cancer and gout etc. The course is suitable for health care professionals, social workers, teachers or for those who have an interest in the above topics. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : Josephine Woo, R.D.

Venue : Room 23, SPACE Town Centre, 9/F

Date : Fridays, 6.30-8.00 p.m., commencing October 25, 1996

6 meetings

Fee : \$380

1230. 產前產後的飲食健康 (Pre-natal and Post-natal Nutritional Requirements)

胎兒的營養來源就是母親的日常飲食，而在懷孕過程中孕婦所須面對的健康問題如：嘔吐、禁忌、便秘、高血壓、水腫、高血糖等等，亦對其飲食構成不少麻煩。

本課程將以輕鬆的型式，以營養的角度來探討胎兒的成長和需要、準媽媽的身體變化和不適、產後傷口的癒合及哺乳期的需要、還有如何控制體重等等，歡迎準父母或任何有興趣的人士參加。

主 講 人：梁胡敏慈女士 B.Sc.(H.Econ.)(W.Ont.), Postgrad. Dip. Dietetics(Leeds Poly.), S.R.D.(U.K.)

地 點：市區中心23室（信德中心西翼九樓）

時 間：一九九七年一月三日起每星期五下午六時三十分至八時

全期學費：一百八十元（共三講）

1231. 體重調節基本法 (Weight Management)

很多人對個人體重十分重視，甚至不惜花費大量時間與金錢來保持體態的健康，但如果不得其法，結果可能適得其反。

本課程將討論各類常見的保持體態方法，分析其特性、優點和缺點，並說明均衡的飲食對體重調節的重要性。本課程將以粵語授課。

主 講 人：梁胡敏慈女士 B.Sc.(H.Econ.)(W.Ont.), Postgrad. Dip. Dietetics(Leeds Poly.), S.R.D.(U.K.)

地 點：市區中心23室（信德中心西翼九樓）

時 間：一九九六年十二月六日起每星期五下午六時三十分至八時

全期學費：一百八十元（共三講）

1232. Food Allergy and Food Intolerance

This course aims to introduce a general idea about the causation of food intolerance and its diagnosis seen in both Western and Asian countries. The course also introduces the basis of some specific food avoidance such as gluten, lactose, wheat, egg and milk products. The course is suitable for people who have some background in biological sciences and especially those who are engaged in the health care services.

Tutor : R. Lau, B.Sc.(Oxford Brookes), Postgrad. Dip. in Dietetics, M.Sc.(Leeds Metropolitan U.)

Venue : Room 11, SPACE Town Centre, 9/F

Date : Mondays, 6.30-8.00 p.m., commencing October 28, 1996

3 meetings

Fee : \$190

1233. 不同年齡階段的營養需要 (Nutritional Requirements at Different Stages of Life)

每個人由初生至老年，都是一個漫長的階段。在這過程中，由於生理上隨著年齡的增長而變化，再加上許多環境因素的影響，形成了我們在營養上各有不同的需要。

這課程著重介紹我們在不同年齡所需營養的知識。其中包括兒童、少年、青年、成年及老年等。

主 講 人：劉倩芳女士 B.Sc.(Oxford Brookes), Postgrad. Dip. in Dietetics, M.Sc.(Leeds Metropolitan U.)

地 點：市區中心11室（信德中心西翼九樓）

時 間：一九九六年九月廿三日起每星期一一下午六時三十分至八時

全期學費：二百四十元（共四講）

1234. Early Detection of Cancer

The aim of this course is to ensure a general understanding of the different modalities for early detection of cancer. The course begins with a brief introduction of the common cancers encountered in Hong Kong like cancers of the lung, liver, oesophagus etc. This will be followed by discussions on the different means of detection of cancers including simple blood tests, radiological examination and more sophisticated investigations like endoscopy, chest X-ray, CAT scan, MRI, biopsy etc. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : K.Y. Lam, M.B.,B.S. (H.K.), F.R.C.P.A.

Venue : Room 11, SPACE Town Centre, 9/F

Date : Mondays, 6.30-8.00 p.m., commencing December 9, 1996

6 meetings

Fee : \$360

1235. Horticulture

The course will address the pleasures and problems of growing plants in urban Hong Kong either indoors or on a balcony. Topics covered will include the selection of suitable plant species for different locations with respect to plant needs, such as sunlight, for good growth. Suggestions as to which plants will grow well in differing areas will be made and, where possible, examples of actual plant material will be made available. Aftercare of plants will be discussed covering such matters as watering, fertilising, pruning and multiplication either by seed germination or by cuttings. Plant disease recognition and control is also important and these matters will be studied. At the end of this course participants should be able to successfully grow a wide range of plants from foliage ornamentals, flowering plants, herbs and vegetables.

Tutor : M.A. Weatherhead, B.Sc., Ph.D.(Birm), C.Biol., M.I.Biol.

Venue : Room G4, James Hsioung Lee Science Bldg., HKU

Date : Mondays, 6.30-8.00 p.m., commencing September 23, 1996

12 meetings

Fee : \$720

1236. Landscape Architecture

The course will basically consider the important and topical subject of the "greening" of Hong Kong. Plants are vital to man's existence in that, as a byproduct of their lives, they release oxygen into the atmosphere. The plant kingdom will be explained with specific examples and specimens to be examined. The structure of plants and the functions of various plant organs will be discussed along with the requirements of plants for good growth. Selection of suitable plants for differing sites will be examined with regard to the physical characteristics of the sites and the range of plants which would grow well under differing conditions. Management and aftercare of sites will also be considered. At the end of this course students should be able to make critical appraisal of landscaped areas and even apply their skills to their home environment.

Tutor : M.A. Weatherhead, B.Sc., Ph.D.(Birm), C.Biol., M.I.Biol.

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

Date : Thursdays, 6.30-8.00 p.m., commencing September 26, 1996

12 meetings

Fee : \$720

1237. Introduction to Actuarial Science

Actuarial Science is an integrated science to meet the socially perceived need (i.e. to protect individuals and business from the financial consequences of untimely death). It was developed after the necessary mathematical tools and mortality data in the form of life tables had been well established. The objectives of this course are to provide an educational basis of actuarial science and deepen our insights about insurance. In particular, it will focus on utility theory, applications of utility to insurance, elements of insurance, optimal insurance, individual risk models and their applications to insurance. Survival distributions and life tables may be discussed also if time allows.

Tutor : W.L. Wong, B.Sc., M.Sc.(C.U.H.K.), M.Sc., Ph.D.(Pittsburgh)

Venue : Room 23, SPACE Town Centre, 9/F

Date : Fridays, 8.00-9.30 p.m., commencing September 20, 1996

14 meetings

Fee : \$830

1238. 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 : W.K. Tsui, Ph.D.(UCLA)

Venue : Room 142, University Main Building, HKU

Date : Wednesdays, 6.20-7.50 p.m., commencing September 25, 1996

11 meetings

Fee : \$730

1239. 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 : W.K. Tsui, Ph.D.(UCLA)

Venue : Room 142, University Main Building, HKU
Date : Wednesdays, 8.00-9.30 p.m., commencing October 2, 1996

6 meetings Fee : \$400

1240. Introduction to Microsoft Windows 95

There is an increasing growth in adopting windows-based softwares with the debut of Windows 95. However, there are still a lot of difficulties in utilizing and/or fully optimizing such innovative operating system which is different from its predecessors. This introductory course aims to provide a guide to PC-novices an understanding of the basic structure of Windows 95; the skills for mastering any windows-based softwares under Windows 95 and to self-solve problems encountered in Windows 95. Topics include: Windows 95 fundamentals-basic features of Windows 3.x and Windows 95; Mouse and keyboard techniques; Program Manager and Windows explorer; skills and shortcuts to special functions in Windows 95; Windows 95 troubleshooting; Windows 95 setup; setup of those "edutainment" (education-entertainment) softwares; setup of peripheral devices; Internet setup under Windows 95. Lectures will be conducted in Cantonese and may be supplemented with English if necessary.

Tutor : C.H. Chau, B.Sc.(Hons)(Baptist U.)

Venue : Room 11, SPACE Town Centre, 9/F
Date : Mondays, 8.00-9.30 p.m., commencing December 2, 1996

6 meetings Fee : \$450

1241. 宇宙之奧秘 (Mysteries of the Universe)

宇宙深邃浩瀚，引人遐思。自古以來，人類都不斷努力探索其奧秘，了解其真相。在太空科技飛躍發展，在人類即將走向二十一世紀的今天，宇宙間仍有很多撲朔迷離、神秘莫測的現象未能解釋。人們對很多宇宙間重大的問題仍有不同的見解或未有定論。這正是天文學引人入勝的地方。

本課程將透過幻燈片，從天文學的角度了解人類探索宇宙奧秘的歷程，看看天文學家如何努力去試圖揭開那些宇宙之謎。除講座外還會安排一兩次觀星營活動（自由及自費參加）以親身接觸我們的宇宙，領略宇宙的奧妙。

主 講 人：黃衍蕃先生
地 點：香港大學邵仁枚樓 101室
時 間：一九九六年十一月廿八日起每星期四下午八時至九時三十分
全期學費：五百二十元（共九講）

1242. 四季星空巡禮 (365 Starry Nights)

黃昏後北斗已沒入西北方地平線，銀河正橫跨天際，織女與牛郎隔河對望，互訴相思；而在西南方的蠍子仍然張牙舞爪，好不威風；附近人馬座內多姿多采的星雲星團仍然是望遠鏡下的焦點；而在東方，二百二十萬光年外的仙女座星系正散發出它微弱的光芒，吸引著天文愛好者的視視線...

事實上，以上的景象一年四季每晚都不斷在星空舞台上演出。工餘飯後，仰觀星斗，認認有趣的星座排列，聽聽每個星座背後動人的希臘神話故事，看看星座內繽紛的雙星、星雲與星團，探索一下那些宇宙不解之謎，保證能令人心曠神怡。

本課程將由如何認識星空開始，介紹星圖的運用、西方星座與希臘神話的關係、中西星空分野的異同、天文望遠鏡的選擇應用、春夏秋冬四季星座的變化、星座內各類有趣的天體，以及介紹年內香港可以見到的各類特別天象等。

如天氣情況許可，講座後將會安排短暫的觀星實習，亦另會安排一次郊外觀星宿營活動（自費參加）。

主 講 人：黃衍蕃先生
地 點：香港大學邵仁枚樓 101室
時 間：一九九六年九月十九日起每星期四下午八時至九時三十分
全期學費：五百六十元（共十講）

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

如欲收到下期課程手冊，請翻閱第119頁。

Spring

1562. Introduction to Art Therapy

"Freud, Jung, Plato and Aristotle are but four of the thinkers who have clearly defined the value of arts in human growth and development." Aristotle is said to have prescribed the arts (painting, music, drama) and swinging in hammocks in places of beauty for mentally and emotionally disturbed people.

This course aims to give a comprehensive introduction to Art Therapy. It is anticipated that participants, through exploring a variety of art materials, and emerging themes will learn to trust the creative process and begin to understand the gentle healing power of art as therapy. This may be achieved through a commitment to and interaction with the group of up to 10 participants, within a therapeutic environment, using art as a tool for communication. Lectures by professionals from related disciplines, a video and colour slides of images will form part of this introduction.

Enrolment is limited to 10

Tutor : Ms. Judith Moss, Postgraduate Diploma in Art Therapy (Hertfordshire) and Guest Lecturers

Venue : Room 26, SPACE Town Centre, 9/F

Date : Fridays, 8.00-10.00 p.m., commencing October 11, 1996

10 meetings

Fee : \$1,050 (including art material fee)

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

1563. 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), Cert.Sp.Ed. (SRBCE), Dip.Ed. (Music) (CUHK), Registered Music Therapist (NAMT)

Venue : Pang's Music Therapy and Development Centre, 5/F, Fung Woo Building, 279 Des Voeux Road Central, Sheung Wan, Hong Kong

Date : Mondays, 8.00-9.30 p.m., commencing October 14, 1996

10 meetings

Fee : \$660

Medium of Instruction: Cantonese supplemented with English

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

1564. 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. Ed.D.(Counselling & Ed. Psy.)(San Francisco) and Guest Lecturers

Venue : Room 28, SPACE Town Centre, 9/F

Date : Fridays, 7.45-9.45 p.m., commencing October 18, 1996

12 meetings

Fee : \$830

Medium of Instruction: Cantonese supplemented with English

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

1565. Cognitive-behavioral Group Therapy - Theory and Practice

This course will focus on the applications of cognitive-behavioral theories and techniques to the conduction of psychotherapeutic and psychoeducational group programmes in various settings. The course will cover the following areas: a) theoretical assumptions and tenets of cognitive-behavioral therapy; b) cognitive-behavioral assessment and intervention strategies; c) how to conduct cognitive-behavioral group programmes targeting at different emotional/behavioral problems, e.g. anxiety, depression, anger, stress, conduct and addiction problems; d) the interface of the cognitive-behavioral approach and Hong Kong/Chinese culture - the indigenization of western theories.

The learning will be comprehensive, experiential and practical. Various teaching methods such as mini-lectures, structured exercises, role-plays, discussions, simulated experiences will be used. This course would benefit counsellors, social workers, teachers, medical personnel, and other helping professionals. Participants should preferably have some basic knowledge of cognitive-behavioral therapy.

Enrolment is limited to 25

Tutor : Antony Tong, Ed.D.(Coun.Psy.)(Toronto),
M.Soc.Sc.(Clin.Psy.)(H.K.)

Venue : Room 14, SPACE Town Centre, 9/F

Date : Mondays, 6.00 - 8.00 p.m., commencing October 14, 1996

10 meetings

Fee : \$600

Medium of Instruction : Cantonese and some English

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

1566. Introduction to Reality Therapy

Reality therapy is an essentially didactic approach that stresses on problem solving, responsibility, and the need to cope with the demands of a person's reality. It is a short-term treatment that has been widely used in schools, institutions, and correctional settings. The content of this course will include William Glasser's Control Theory; Pain and Pleasure Theory; and the practice of Reality Therapy in appropriate settings. The course will also emphasize the use of information to evaluate and understand the client's characteristics, and thereby enhancing him/her to make sound behavioural changes.

Class format is a combination of lectures, vignettes, case studies, role-plays, micro-skills demonstration and use of video-tapes.

The course is planned for social workers, counsellors, guidance teachers, nurses, mental health professionals, and correctional officers for understanding and managing conduct disorders, impulsive-aggressive behaviour, and other undesirable behaviour. Considerable emphasis will be given to enhancing the competency of the participants' individual and group work. *Enrolment is limited to 25*

Tutor : C.W.Lo. Ph.D. (Clin.Psy.)(Pacific Southern)

Venue : Room 14, SPACE Town Centre, 9/F

Date : Saturdays, 2.30-5.30 p.m., commencing November 30, 1996

6 meetings

Fee : \$670

Medium of Instruction: Cantonese supplemented with English

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

1568. Healthy Lifestyles: A Mind/Body Approach to Stress Management

The purpose of this course is to facilitate learning by participants of a variety of skills to manage stress in their lives. It is called a Mind/Body Approach because both the mind and the body and their interaction will be considered.

The curriculum will include how to recognize personal signs of stress and various stress management techniques including cognitive-behavioral methods, meditation and self-relaxation. As a result of skills learned in this course, it is expected that participants will be better able to cope with stress, eliminate unnecessary stresses and generally improve the quality of their life.

Enrolment is limited to 20

Tutor : C.W.Lo, Ph.D. (Clin. Psy.)(Pacific Southern)

Venue : Room 26, SPACE Town Centre, 9/F

Date : Sundays, 2.00 - 4.00 p.m., commencing October 20, 1996

10 meetings

Fee : \$600

Medium of Instruction: English and Cantonese

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

1569. Law for Social Workers

This course aims at giving social workers a basic understanding of the relevant areas of laws. It will emphasise on practical perspective of laws; integration and application of legal principles in social work. Topics to be covered include: Hong Kong legal system; criminal law and procedure; police power and public order; adoption and foster care; divorce and separation; employment law; professional negligence; social work administration and laws. The methods of teaching include lectures, group discussions and case studies. This course is suitable for front-line social workers as well as social work administrators.

Tutor : Kwan Hang Fan, Jasper (Registered Social Worker and Barrister-at-law)

Venue : Room 14, SPACE Town Centre, 9/F

Date : Tuesdays, 6.00-7.45 p.m., commencing October 15, 1996

14 meetings

Fee : \$700

Medium of Instruction : Cantonese supplemented with English

1570. 兒童文藝教育課程（一）(Introduction to Children's Art Education I)

本課程專為家長及關心兒童文藝教育的人士而設，旨在對兒童文藝教育提供一個全面性的認知，使學員能夠指導兒童，正確地和有效地接觸兒童文藝，從中獲得樂趣和一些基礎知識。課程將會包括兒童舞蹈、戲劇、兒童畫、合唱及填寫兒童歌詞的技巧等五方面。

(限收三十人)

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士

地 點：市區中心14室（信德中心西翼九樓）

時 間：一九九六年十月十八日起每星期五下午六時至八時

全期學費：三百五十元（共五講）

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第ix頁。

1571. 兒童文藝教育課程（二）(Introduction to Children's Art Education II)

本課程專為家長及關心兒童文藝教育的人士而設，旨在對兒童文藝教育提供一個全面性的認知，使學員能夠指導兒童，正確地和有效地接觸兒童文藝，從中獲得樂趣和一些基礎知識。課程將會包括兒童插花藝術、閱讀技巧、圖書製作和欣賞、朗誦技巧及活動英文教學法等五方面。

(限收三十人)

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士

地 點：市區中心14室（信德中心西翼九樓）

時 間：一九九六年十一月二十二日起每星期五下午六時至八時

全期學費：三百五十元（共五講）

[本課程與香港兒童文藝協會合辦]

教師可獲教育署退還半費。詳參第ix頁。

1572. 認識及協助兒童語言之發展 (Introduction to Language Development in Children)

語言不單是表達思想和溝通的工具，它在兒童的認知、情緒及社交發展均扮演重要的角色，若在語言發展重要期間予兒童適當的語言刺激，便可促進他們在語言及各方面的發展。

本課程歡迎家長、醫生、護士、幼兒工作人員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適的語言刺激幫助兒童語言理解、表達、及發音能力發展。此課程除講授外，亦輔以研討、分組活動等方式。

(限收二十五人)

主 講 人：張美婷小姐（言語治療師）

地 點：市區中心29室（信德中心西翼九樓）

時 間：一九九六年十月十四日起每星期一下午七時四十分至九時四十分

全期學費：四百元（共五講）

教師可獲教育署退還半費。詳參第ix頁。

1573. 如何建立及提高特殊兒童的溝通能力 (Developing Communication Skills in Children with Special Needs)

本課程目的在使家長、或經常接觸特殊兒童之醫生、護士、幼兒工作人員、教師等對特殊兒童之語言能力有基本之認識，從而在生活上、工作上協助提升該等兒童之溝通能力。內容包括：溝通之定義及組成成分、溝通障礙及言語治療之認識、各類特殊兒童之語言特徵及教導技巧等。上課形式以講授、研討、角色扮演等為主，學員須積極參予討論及小組練習。（限收二十人。學員必須對正常語言發展已有清楚之認識。）

主 講 人：張美婷小姐（言語治療師）

地 點：市區中心29室（信德中心西翼九樓）

時 間：一九九六年十一月二十五日起每星期一下午七時四十分至九時四十分

全期學費：五百元（共六講）

教師可獲教育署退還半費。詳參第ix頁。

1574. 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：市區中心14室（信德中心西翼九樓）
時 間：一九九七年一月四日，十一日，十八日及二十五日星期六下午二時三十分至五時三十分
全期學費：三百二十元

[本課程與防止虐待兒童會合辦]

教師可獲教育署退還半費。詳參第1x頁。

1575. 輔導工作坊——風暴少年的再思 (Counselling Workshop – Reflection on Student-at-risk)

本課程旨在協助有興趣的學員認識及掌握在處理學生問題時要注意的輔導技巧及策略。除理論層面的講解外，課程亦會探討現實個案。學員可一方面對輔導的理論及技巧有初步的認識，而另一方面又可從實際的個例子中有更深刻的體會。

課程內容包括：(一) 輔導理論的基礎及策略；(二) 輔導過程需知；(三) 輔導員的條件及預備；(四) 個案研究：(1) 逃學威龍的檢視；(2) 行為問題學生的初探；(3) 軟性藥物濫用的問題；(4) 性裡尋真的再思；(5) 自毀前景的衝動；(五) 總結。課程形式將以課堂講解輔以筆記，小組討論，個案研究及工作坊形式進行。（限收二十五人）

主 講 人：蘇明波先生（教育輔導碩士）
地 點：市區中心14室（信德中心西翼九樓）
時 間：一九九六年十月十八日起每星期五下午八時至十時
全期學費：四百五十元（共七講）

教師可獲教育署退還半費。詳參第1x頁。

1576. 了解及協助青少年物質濫用者 (Understanding and Helping Adolescent Substance Abusers)

本課程是為與青少年物質濫用者有接觸的人士如教師，社工等而設；目的是協助參加者掌握與青少年物質濫用者有相關的實用概念，及處理此問題的基本技巧。

課程內容包括：(一) 常被青少年濫用的物質如白粉，咳水，大麻，丸仔及有機溶劑等的使用方法，外觀特徵，長期濫用的常見後果及脫癮徵狀等；(二) 青少年物質濫用者的特性，促使濫用的原因及成癮的演變歷程等；(三) 與物質濫用者初步接觸的態度及技巧（如何誘發改變動機及評估等）；(四) 協助間歇使用者及慣性使用者的策略及手法。

上課形式，除一般講授外，並會加插個案討論，模擬練習及小組討論等。（限收二十五人）

主 講 人：香港基督教服務處戒毒康復服務資深社工
地 點：市區中心14室（信德中心西翼九樓）
時 間：一九九六年十一月二日起每星期六上午九時三十分至中午十二時三十分
全期學費：四百五十元（共四講）

[本課程與香港基督教服務處PS33-藥物濫用者中心合辦]

教師可獲教育署退還半費。詳參第1x頁。

1577. 成長路上的歧途——青少年犯罪問題初探 (Exploration in Juvenile Delinquency Issues)

本課程特為對青少年問題有興趣的人士而設計，其中包括社工、教師及家長，內容重點在於探討青少年犯罪的成因及現時各種懲教服務的成效，範圍大致包括：(一) 青少年成長的困擾；(二) 青少年犯罪現況剖析；(三) 導致青少年犯罪傾向的個人、家庭、學校、朋輩、社會及環境因素；(四) 各懲教工作的理念及成效評估。導師在課程中將盡量引述本地的研究資料，而在探討不同理論學說時會採用引發性的導修方式，以免令學員單在鑽研枯燥的理論而忽略靈活思考和運用所學以擴闊視野。

主 講 人：黎國雄先生（社會工作學學士，犯罪學碩士）
地 點：香港大學
時 間：一九九六年十月十一日起每星期五下午七時至九時三十分
全期學費：六百元（共六講）
講授語言：粵語（輔以英語）

教師可獲教育署退還半費。詳參第1x頁。

1578. 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號崑崙保商業大廈4字樓403-5室 (鄰社服務中心)
時 間：一九九六年十一月五日起每星期二下午七時至九時三十分
全期學費：六百元 (共六講)

1579. 女性心理健康 (Women and Mental Health)

現代不同年齡的女性面對各種各樣的壓力和挑戰：個人獨立成長、家庭婚姻問題、兩性關係、子女管教、年老體弱等。面對這些困難，心理承受不少壓力，久而久之，身心疲乏，心理精神健康產生了危機。

本課程是為對女性精神健康有興趣人士而設，旨在引起各界人士對女性獨特的心理困難的關注，明白如何處理這些病患，建立健康的女性自我形象，和促進女性心理精神健康。

課程內容包括：(一) 女性生理發展與心理成長、性發展與性需要；(二) 吸毒酗酒、減肥、厭食症、青少年期性問題、抑鬱症、產後抑鬱症、經前緊張焦慮、婦產科問題引致的精神困擾；(三) 婚姻家庭引致的情緒問題；(四) 中年危機；(五) 年老婦女面對的挑戰。

上課形式以講座討論為主，輔以個案分析，自我測驗。

(限收三十人)

主 講 人：梁若芊小姐 (臨床心理學碩士) 及簡重盛醫生 (精神科醫生)
地 點：香港大學
時 間：一九九六年十月十四日起每星期一下午八時零五分至十時
全期學費：七百七十元 (共十講)

1580. 中國社會福利服務 (Social Welfare Service in China)

本課程為香港的社會工作者而設，目的是讓他們對中國大陸現時的社會福利服務有基本的認識。課程內容包括：社會保障，家庭和婚姻，婦女地位，民政工作，殘疾康復工作，精神健康，社區服務，老人照顧，青年工作和社工訓練。教學形式以講授及討論為主，輔以筆記。教學語言為粵語及英語。

(限收二十五人)

主 講 人：周永新教授、陳麗雲博士、梁祖彬博士及石翠華博士 (V. Pearson)
地 點：香港大學梁銓瑀樓1302A/B室
時 間：一九九六年十月十四日起每星期一下午七時十五分至九時十五分
全期學費：六百元 (共十講)

[本課程與香港大學社會工作及社會行政學系之中國研究資源中心合辦]

1581. 專題研習：都市精神病的認識及預防 —— 附錄影帶示範 (Understanding and Preventing Mental Illness)

內 容：根據一項精神健康調查顯示，香港約五人便有一人有某程度的精神病，較普遍的有神經衰弱、憂鬱症、老人癡呆症.....等。本課程將會以深入淺出的講授配合錄影帶示範去介紹什麼是精神病、常見的精神病 (包括癡呆症、精神分裂症、躁狂症、憂鬱症、神經衰弱等)、精神治療與康復、精神病的預防方法等。並會探討一些與精神病相關的課題如自殺，產後精神病、酗酒、虐妻及虐待兒童等。各學員亦可在課堂中提出任何與精神病有關的問題向講者發問及討論。

(限收五十人)

對 象：社工、教師、輔導員、護士及中五程度或以上的市民
主 講 人：趙伯宏醫生
地 點：市區中心14室 (信德中心西翼九樓)
時 間：一九九六年十一月三十日及十二月十四日星期六上午九時至下午一時正
全期學費：二百六十元

1582. 老年學證書課程 (Certificate in Gerontology)

課程目標：本課程專為安老服務的工作人員而設，目的是向他們提供多元化學科的知識，包括醫學、精神科學、心理學、社會工作學及管理科學等，使他們能有效地提供服務，滿足老人之需要。本課程是特別適合任職於安老服務機構之專業人士，如持有專業文憑或學位之社工及註冊護士等參加。由於課程著重理論與實踐之結合，故設立小組習作，分別由課程導師負責指導，進行小規模之研究工作。

課程內容：本課程主要包括四部份：
(甲) 老年人身體和精神疾病：(一) 老化過程之生理改變及老年醫學之概念；(二) 老年期疾病的一般性徵狀；(三) 老年期病者藥物治療及各種內分泌疾病；(四) 老年人之常見心臟、血管及肺部疾病；(五) 中風及其他常見神經系統疾病；(六) 老人康復治療及老人日間醫院；(七) 垂死病人的護理；(八) 老年癡呆症及其他老年精神病；(九) 安康之概念與老人之預防性健康活動；(十) 護理老年病人之原則及哲理；(十一) 推廣老人健康輔導。

- (乙) 老年人的心理需要與精神健康：(一) 老年人的心理轉變與心理需要；(二) 老年人怎樣適應年老帶來的轉變；(三) 老年人的心理健康；(四) 與老年人溝通的技巧及處理老年人心理問題的方法；(五) 輔導老人之技巧；(六) 懷舊治療法。
- (丙) 中心與院舍之社會工作：(一) 中心及院舍之社會工作任務；(二) 中心及院舍目標之製訂和服務之策劃；(三) 評鑑老人之需要及問題的標準化測量方法；(四) 老人之社交需要及活動；(五) 網絡建設的策略；(六) 老人之均衡營養及飲食。
- (丁) 院舍及中心行政管理：(一) 人事管理系統之建立；(二) 員工培訓與發展；(三) 職員督導系統之製訂；(四) 員工評核制度之設計；(五) 財政預算與控制；(六) 領導之風格與技巧；(七) 單位服務與評估；(八) 處理問題員工之步驟和看法；(九) 個案管理。
(限收三十五人)

課程統籌及主講人：

梁萬福醫生
梁偉康先生 (社會工作主任)
齊鉞博士 (港大社會工作及社會行政學系講師)
李翊駿博士 (中大社工系講師)

客座講師：莊明蓮女士 (城市大學應用社會科學系講師)
馬淑儀女士 (中大護理學系講師)
黃玉明先生 (社會工作主任)
及其他資深講師

講授語言：粵語 (輔以英語)

地點：市區中心14室 (信德中心西翼九樓)

時間：一九九六年十月十七日至九七年七月初逢星期四下午六時三十分至九時三十分
(共一百零二小時)

全期學費：三千六百元

結業證書：課程結束後學員若能符合下列條件，可獲頒發證書：(一) 出席率不少過百分之八十；(二) 課程習作平均達六十分合格標準；(三) 小組習作達到六十分合格標準；及(四) 中期考試及期終考試合格 (每次考試共二小時)。

報名手續：申請者須於九月十六日前，將(一)申請表格(二)學歷證件副本及(三)三千六百元支票寄回香港大學專業進修學院。各申請人並應於申請表格上寫上服務機構名稱及其本人職位。

1583. Certificate Course in Child Mental Health

Recently, there has been an increasing need of services for children with psychological and psychiatric problems. These problems are usually managed by a multidisciplinary team which may include psychiatrist, psychologist, social worker, nurse, teacher, occupational therapist, physiotherapist and speech therapist. Workers in child mental health do not only have to learn the recent advances in their own field but also have to keep abreast with the growing knowledge of other disciplines so that they can work together efficiently. To this end, a course of study in child mental health has been developed by the School of Professional and Continuing Education, University of Hong Kong in association with the Hong Kong Association for Child and Adolescent Psychology and Psychiatry.

Course Aims and Objectives

The general aim is to provide professional workers in child mental health with the basic knowledge and skills in child psychology and psychiatry. Students will be taught about child development and common psychological and psychiatric problems in childhood. They will also learn the basics in assessment and treatment approaches in some common childhood psychological problems. It is envisaged that the course will benefit all professionals working in child mental health, in particular, nurses, teachers, social workers, occupational therapists, physiotherapists and speech therapists. The course will stress on clinical aspects of child psychological problems. On completion of this course, the student will have increased his or her ability in the assessment and management of common child psychological problems.

Course Content

The course will consist of a comprehensive presentation of child psychology and psychiatric problems. Topics to be covered will include: (1) development: factors influencing development, development theories, normal and abnormal development; (2) psychological and psychiatric problems of childhood; (3) clinical assessment; (4) treatment.

In addition to lectures, there will be many practical and clinical sessions which require active participation of students. These will include case presentations, seminars, workshops, and tutorials.

Assessment and Awards

Successful completion will be dependant upon a minimum attendance of 75%. Assessment consists of the student's performance in case presentations, workshops, seminars and tutorials; and a class test at the end of the course. Successful candidates will be awarded a certificate by the School of Professional and Continuing Education, University of Hong Kong.
Enrolment is limited to 40

Tutors : S.F.Hung, M.B.,B.S.; F.R.C.Psych.; F.H.K.A.M.
(Psych.)(Co-ordinator)
S.Y.Chung, M.B.,B.S.; M.R.C.Psych.;
F.H.K.A.M.(Psych.)
Patrick Leung, Ph.D. (Clinical Psy.)
Mrs. Rachael Poon, M.Soc.Sc. (Clinical Psy.)
Ms. Shirley Tsang, M.Soc.Sc. (Clinical Psy.)
T.P.Ho, M.B.,B.S.; M.R.C.Psych.; M.D.;
F.H.K.A.M.(Psych.)
C.C.Lee, M.B.,B.S.; M.R.C.Psych.;
F.H.K.A.M.(Psych.)
Guest Lecturers

Venue : Room 14, SPACE Town Centre, 9/F
Date : Wednesdays, 6.30-9.30 p.m., commencing October
16, 1996

37 meetings Fee : \$3,800

Medium of Instruction : Cantonese

Admission Requirements

Applications will be considered from all professionals working in the field of child mental health. It is particularly relevant for nurses, social workers, teachers, occupational therapists, physiotherapists and speech therapists. The course will be limited to maximum of 40 students. It will be conducted in Cantonese.

Closing date for applications: September 21, 1996.

Course Duration: about 110 contact hours.

Special enrolment forms will be available on request.

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

70. Certificate in Special Child Care

Course Aim:

To provide basic knowledge, techniques and skills to child care workers and kindergarten teachers serving disabled pre-schoolers so as to enable them to carry out their duties more effectively.

Course Objectives:

At the end of the course, the participants should be able to

- (1) understand the concepts of early intervention and acquire knowledge in current practices of local early intervention programmes;
- (2) identify the causes of disabilities and understand the characteristics and needs of disabled children;
- (3) acquire basic knowledge and skills in planning, implementing and evaluating training programme and activities for disabled children in child care settings;
- (4) identify the factors affecting disabled children's behaviour and acquire basic knowledge and skills in guiding their behaviour;
- (5) recognize own professional role in working with colleagues, parents and other para-professionals;
- (6) recognize the importance of working with parents as partners and develop skills in identifying parents' needs, communicating with parents, and empowering parents to be self-reliant.

Course Content:

The certificate consists of 6 modules:

Module I: An Overview

- (1) Concepts of Early Intervention;
- (2) Early Intervention Services in Hong Kong;
- (3) Population Description - characteristics and special needs;
- (4) Roles of Child Care Professional in Multidisciplinary Team;
- (5) Common Diseases in Handicapped Preschooler and Health Caring Skills.

Module II: Curriculum and Programme Planning

- (1) Basic Concepts & Essential Components of Curricula for Early Intervention;
- (2) Practical Application for Programme Planning.

Module III: Instructional Methodologies

- (1) Instructional Approaches;
- (2) Strategies in Promoting the following Aspect of Development: Gross Motor, Fine Motor, Daily Living Skills, Cognitive, Social/Emotional and Language.

Module IV: Behaviour Management

- (1) The Child as a person. Typical, atypical development and causes of problem behavioural situations;
- (2) Identification of problem behaviours;
- (3) Techniques in managing problem behaviours derived from different theoretical approaches;
- (4) Strategies in behaviour changes in different settings;
- (5) Topical discussion and case illustration in the following groups of problem behaviour.

Module V: Social Support

- (1) Working with Parents and Families;
- (2) Integration.

Module VI: Integrative Learning

- (1) Visits;
- (2) Projects and Seminars;
- (3) Topical Issues.

Time of Meeting:

Every Saturday, 9.30 a.m. - 1.00 p.m.; 2.00 - 5.30 p.m.

Course Duration:

October 12, 1996 - June 28, 1997

Place of Meeting:

LT8, SPACE Shek Kip Mei Study Centre, Ka Chi School, 5 Wai Chi Street, 4/F., Shek Kip Mei, Kowloon.

Medium of Instruction: Cantonese

Class Size : 45

Award:

Students will be awarded a H.K.U. S.P.A.C.E. Certificate provided they:

- attend at least 90% of the meetings scheduled
- complete the written assignments satisfactorily
- pass the end-of-course examination

Application:

This course is sponsored by the Social Welfare Department. The Social Welfare Department will distribute the course pamphlets and special application forms to all Child Care Centres concerned. Completed application forms should be returned to the Social Welfare Department by the end of July, 1996.

Certificate in Hospital Play Specialists Training

The next intake for this course will be February 1997. Please write in for details enclosing a stamped self-addressed envelope or contact Mrs. Y.L. Cheng, Lecturer-in-charge, at 2975 5667.



An environment for learning – a meeting area outside the Main library

TRANSLATION

Lecturers in charge: Owen H.H. Wong
Koon-ki T. Ho

Telephone : 2975 5682

Intensive Courses for the Final Diploma Examination of The Institute of Linguists

Advisory Board:

Dr C.C. Liu, President, Institute of Linguists, Hong Kong
Regional Society

Professor Benjamin T'sou, F.I.L.
Director (Language Information Service
Research Centre) City University of Hong Kong

Director of Studies:

C.C. Liu, B.A.(Lond.), M.Phil., Ph.D(H.K.), F.I.L., F.H.K.T.S.,
F.R.S.A., Hon MIL

Co-Directors of Studies:

Koon-ki T. Ho, B.A.(C.U.H.K.), A.M., Ph.D.(Ill.),
LL.B(Lond.), P.C.LL.(H.K.)
Owen H.H. Wong, M.A.(H.K.), Ph.D.(Cantab.), F.I.L.

Course Coordinator:

Miss Florence Lam, Dip. TSEL, MIL

Introduction:

This series of one year course is designed to prepare local candidates to take the Final Diploma examination in English and Chinese of the Institute of Linguists, United Kingdom. Candidates will be able to enter Part I of the examination, comprising five modules in mid-1997. This examination is currently administered in Hong Kong by the Hong Kong Examinations Authority, which will provide the candidates with all the details about the examination. Registration for the examination will be the student's own responsibility. This is a high-level professional examination, designed to test practical language skills in both English and Chinese. The Final Diploma qualifies candidates to apply for full membership of the Institute(M.I.L.), which is a qualification of equivalent status to a University degree in language. Membership of the Institute, founded in 1910, denotes a high level of linguistic skills together with professional experience in an appropriate area of work.

The School of Professional and Continuing Education provides this series of preparatory courses in close collaboration with the Hong Kong Regional Society of the Institute of Linguists, and offers local candidates a means of preparing themselves properly for the Final Diploma examination through qualified tuition.

Aims and Objectives:

The Final Diploma tests language skills from a bilingual perspective offering professionals using more than one language a degree-level qualification fully geared to the particular demands and disciplines of their practice. As such it will appeal to the professional linguists in a number of areas.

The objectives of the syllabus are:

- To test spoken and written fluency in English and Chinese within a contemporary context.
- To test accurate transfer of the written and spoken language into and from each language.
- To test the facility of the language practitioner to perform accurate intermediation between two languages with a proper degree of sensitivity to both language cultures.
- To demonstrate a knowledge and understanding of both contemporary language cultures of relevance within Hong Kong and China.
- To recognise language-based expertise in a particular area of professional interest, e.g. education, law, banking, finance and insurance.

Candidates are required to have:

- familiarity with the contemporary scene and broad acquaintance with the fundamental physical, political, economic, social and cultural features of the country (or one of the countries) where the language is spoken;
- either special knowledge of a particular subject related to the country concerned, or a special skill, possessed to an effectively professional level, in technical translation or liaison interpreting;
- Completion of matriculation examinations before applying an advantage (copies of certificates should be enclosed);
- the School reserves the right to select candidates when the courses are over-subscribed.

Attendance:

Students are required to attend 80% of the lectures, and the School reserves the right to exclude students from lectures if they have been absent for two consecutive lectures.

Duration:

8 workshops and 32 lectures from September 1996 to May 1997. Total number of contact hours is approximately 110.

Course No. 1251

Mondays, 6:30pm - 9:30pm, starting September 16, 1996
Room LG110, K.K. Leung Building, University of Hong
Kong, Pokfulam, Hong Kong. Fee: \$6,000

Course No. 1252

Tuesdays, 6:30pm - 9:30pm, starting September 17,1996
Room 208, Run Run Shaw Building, University of Hong
Kong. Pokfulam, Hong Kong. Fee: \$6,000

Course No. 1253

Thursdays, 6:30pm - 9:30pm, starting September 19,1996
Room LG101, K.K. Leung Building, University of Hong
Kong. Pokfulam, Hong Kong. Fee: \$6,000

Workshops are compulsory.

Constituent Courses:

- 1) Chinese writing skills
- 2) English writing skills
- 3) Summarisation skills: English to Chinese
- 4) Summarisation skills: Chinese to English
- 5) Translation to Chinese
- 6) Translation to English
- 7) Oral English
- 8) Thesis writing

Application procedures:

Use general application form, with photostat copies of appropriate certificates which indicate English and Chinese proficiencies and the cheque of **HK\$6,000** payable to the "University of Hong Kong" enclosed.

Enrolment is limited to 35 per class.

Text Books: A list of reference books and reading materials will be provided by the course tutors.

Medium of Instruction : English and Cantonese

Enrolment & Enquiries:

- A) School of Professional & Continuing Education, The University of Hong Kong, 3/F, T.T. Tsui Building, Pokfulam, Hong Kong. Telephone : 2975 5682
- B) School of Professional & Continuing Education, Town Centre Office, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong. Telephone : 2547 2225

For further details of the examination and membership regulation, candidates are strongly recommended to write to: The Institute of Linguists, Mangold House, 24a Highbury Grove, London N5 2EA, United Kingdom.

1254. Higher Certificate In Translation

Course Director:

Koon-ki T. Ho, B.A. (C.U.H.K.), A.M.,Ph.D(Illinois), LL.B(Lond.), P.C.LL.(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.)
Koon-Ki T. Ho, B.A.(C.U.H.K.), A.M.,Ph.D.(Illinois), LL.B.(Lond.) P.C.LL.(H.K.)
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)
Tam Tak-ming, M.A.(City U.H.K.)
Elaine Tsoi, B.Soc.Sc.(H.K.), M.A.(C.U.H.K.)
Loretta S.P. Woo, M.A.(City U.H.K.)
and guest lecturers.

Admission:

- I. Applicants must possess the Certificate in Translation awarded by the School or Certificate in Translation awarded by the School's predecessor, i.e. Department of Extra-Mural Studies. No other qualifications will be considered as equivalent.
- II. Students who has just finished the Certificate course in August are also encouraged to apply.

Award of Certificate:

The Higher Certificate in Translation will be awarded provided that students (1) pass the written examination; (2) attend at least 80% of the meetings, (3) complete all course assignments.

Duration of Studies:

Two evenings of two and a half hours each week* for 21 weeks.

**see the Dates of Commencement.*

Course Fee:

- I. The tuition fee is **HK\$5,600** and must be paid upon receipt of official notice of admission.
- II. For those who have not paid the initial registration fee, a continuing fee of **\$180** is also payable. Any fee paid are not refundable or transferable.

Application Procedures:

Special application forms should be used. Completed application forms should be accompanied by the photostat copy of Certificate in Translation.

Closing date is September 4, 1996.

Enrolment is limited to 35

Date of Commencement: Tuesday, September 24, 1996

Time and Place:

Lectures: Tuesdays, 7:00pm - 9:30pm
Room 16, SPACE Town Centre, 9/F;

Fridays, 7:00pm - 9:30pm
Room 10, SPACE Town Centre, 9/F.

Note : This is the last time for the Higher Certificate in Translation to be mounted. All eligible students interested should apply.

Postgraduate Diploma in Translation

Introduction:

This programme aims to provide a systematic and comprehensive curriculum for applicants possessing a degree other than translation who wish to pursue a career in professional translation. Students are expected to have high proficiency in both Chinese and English. The courses are designed to develop their skills in the application of their language proficiency in the contexts of translation.

Students who do not wish to pursue a career in the professional translation field but are required to exercise their language skills in a bilingual environment will also find this programme useful.

Course Director:

Koon-ki T. Ho, B.A.(C.U.H.K.), A.M., Ph.D(Illinois),
LL.B(Lond.), P.C. LL.(H.K.)

Teaching Medium:

The medium of instruction will be either English, Cantonese or Mandarin, depending on the preference of individual lecturers.

Curriculum:

The Postgraduate Diploma will be presented in two parts. In each part, students are required to take six courses. Students who complete the first part may leave the programme and receive an exit qualification.

Part I: Postgraduate Certificate in Translation

All units in this part are compulsory. Students who successfully complete all the following six units may be awarded a Postgraduate 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
- Translation from Chinese into English
- Consecutive Interpretation

Each unit will have 6 meetings of three hours, and there will be a final written examination at the end of this part. (Total contact hours: 108 hours)

Part II: Postgraduate Diploma in Translation

This part consists of 6 elective units and a Translation Project. Students are required to take one compulsory unit and any five of the elective units.

Compulsory Unit

- *Translation Project*

For the compulsory unit, 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: 120 hours)

Elective units

- Commercial Translation
- Translation in the Media
- Translation for Government and Public Administration
- Literary Translation
- Legal Translation
- Technical Translation

Each elective unit will have 7 meetings of two and a half hours, and there will be a final written examination to conclude this part. (Total contact hours: 105 hours)

Course offered this term:**C/No. 1255 - Postgraduate Certificate in Translation***Admission:*

Applicants should either

- A) possess a degree in any discipline other than translation, or
- B) be a member of the Institute of Linguists (MIL)

Any relevant qualifications which demonstrate applicants' proficiency in English and Chinese will be an advantage.

Award of Postgraduate Certificate:

The Postgraduate Certificates in Translation will be awarded provided that students (1) pass the written examination; (2) attend at least 80% of the meetings, (3) satisfactorily complete all course assignments.

Duration of Studies:

Two evenings of three hours each week* for 21 weeks
*see the Date of Commencement.

Course Fees:

- I. An initial registration fee of \$200
- II. The tuition fee is HK\$5,800 and must be paid upon receipt of official notice of admission.

Any fee paid is not refundable or transferable.

Application Procedures:

Special application forms, available upon request at the reception counters at the University office and Town Centre Office, should be used. Completed application forms should be accompanied by (1) photostat copies of official certificates and examination results; (2) other relevant documents (Selection is normally solely based upon the application materials submitted. Make sure you include all relevant documents with your application) and should reach Dr. K.K. Ho, School of Professional and Continuing Education, University of Hong Kong, Pokfulam Road, not later than August 30, 1996. Do not send in cheque with your application.

Enrolment is limited to 35

Date of Commencement: **Monday, September 23, 1996**

Time and Place: Mondays and Thursdays, 6:40pm - 9:40pm
Room 9, SPACE Shek Kip Mei Study Centre

**1256. 英漢翻譯初階
(Translation: From English to Chinese)**

由於中文取得和英文同等的法律地位，加上近年來香港與中國的商業及其他活動轉趨頻密，翻譯人材供不應求，本課程將講授翻譯的基本理論，漢英語法的比較，翻譯的標準、原則與技巧，特別著重各種實例的解釋。

(限收二十五人)

主 講 人：倫伯豪先生 B.A.(Lond), M.A.(C.U.H.K.), M.I.L.
地 點：市區中心 2 1 室 (信德中心西翼九樓)
時 間：一九九六年九月廿四日起每星期二下午八時至九時四十五分
全期學費：五百四十元 (共十二講)

1257. 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：一九九六年九月廿五日起每星期三下午七時十五分至八時四十五分
全期學費：四百二十元 (共十二講)

1258. 商業翻譯 (Business Translation)

本課程適合有志從事商業之人士及各行業之文書人員。內容以商業上各類文件、函札之中英文對譯實務為主，包括來往公函、提議案、計劃書、報告、契約、協議書、訂單、通告、議程表、會議錄、推薦及介紹文字、應酬柬帖等等。

主 講 人：余啓興先生 B.A.(H.K.)
地 點：市區中心 1 6 室 (信德中心西翼九樓)
時 間：一九九六年十二月廿三日起每星期一下午八時廿分至九時五十分
全期學費：四百二十元 (共十講)

1259. Intermediate Translation : From English to Chinese

This course is specially designed for junior translators in government, media, China trade agencies and students who have already received basic translation training. The course will focus on: 1) theories and principles; 2) translation skill for sophisticated text; 3) precision and fluency; 4) basic rhetoric; 5) syntax; 6) terminology and usage of mainland China language. Exercise will be assigned frequently.

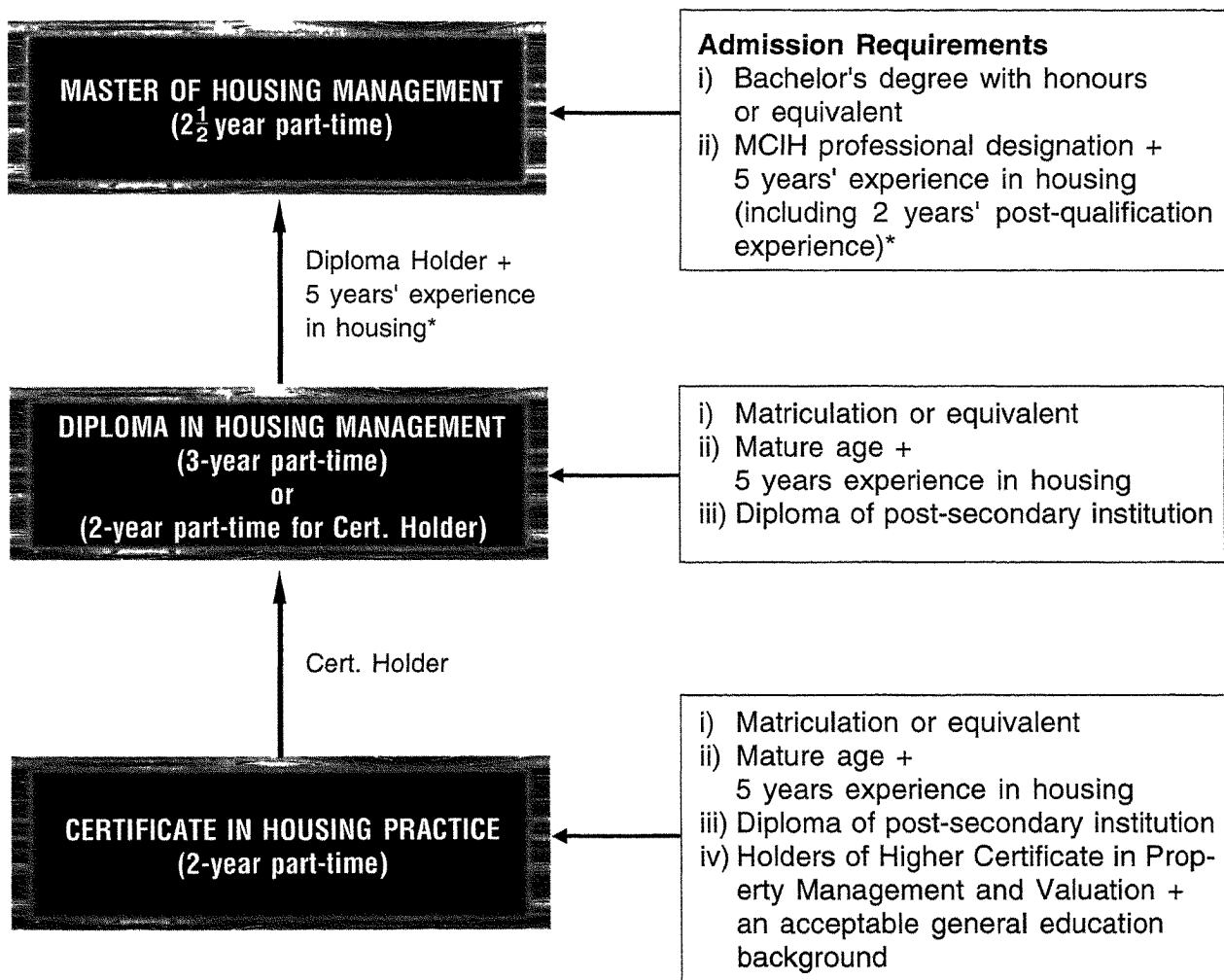
The last three meetings will be held in for form of workshops, discussing model translations and sophisticated concepts.

Tutor : Mr Shek Tit-sang (former managing editor of the United States Information Service)

Venue : Room 20, SPACE Town Centre, 9/F
Date : Thursdays, 6:10 - 7:50pm, commencing September 26, 1996

12 meetings Fee : \$580

Master of Housing Management Diploma in Housing Management Certificate in Housing Practice



* Admission subject to passing the requisite qualifying examination

Master of Housing Management

The Course

The Master of Housing Management course is an interdisciplinary programme designed not only to upgrade the training and skills of public and private sector professionals already working in the housing field but also to provide a firm intellectual foundation for those wishing to specialize in the housing area at postgraduate level.

Course Structure

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
- 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.

Who can apply

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 known as the Department of Extra-Mural Studies) and have at least five years of work experience in the housing field; or
- (iv) the MCIH 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 seeking entry under provisions (iii) and (iv) above, if selected by the Admission Committee, will not be offered admission until they have satisfied the examiners in a qualifying examination to test their academic ability to follow the courses of study prescribed.

Application Procedures

Applications for the 1997/98 intake close in March, 1997. Please write in for further information enclosing a pre-stamped (\$2.50) and self-addressed envelope (17cm x 24cm).

Diploma in Housing Management

The course aims to provide a professional qualification in Housing Management for people already working in the field. It is intended to provide a firm grounding in the theory and practice of housing management. This course is recognised by the Hong Kong Institute of Housing and the Chartered Institute of Housing in the U.K. for Corporate Membership (MHKIH & MCIH respectively). 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 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 9 months in advance as, on passing the Entrance Test, candidates are required to take and pass a Pre-course on "Communication" before being admitted to the Diploma Course. As places are limited, selection will be based on academic merits. Successful candidates are required to join the Chartered Institute of Housing as student members for the duration of the Diploma course.

The next Pre-course will be held in February/March, 1997. Applications for admission to the Pre-course will be invited in November/December, 1996. Admission to the Diploma course in September 1997 will be based on successful completion of the Pre-course.

Please write in for further information enclosing a stamped (\$3.00) self-addressed envelope (34cm x 24cm).

Certificate in Housing Practice

The course aims to provide training in housing at a more practical and technical level. While this Certificate course

by itself is a self-contained programme, it also serves as an access course to the Diploma in Housing Management. Certificate holders are also eligible for the Housing Practitioner membership of the Chartered Institute of Housing in the U.K.

The course runs over two academic years. The Year One course aims to provide the basic skills and concepts in housing management. The Year Two course builds on the Year One course and aims to deepen and widen housing management skills. Papers covered range from housing studies, through management studies, building studies and legal studies to social studies. During the course of study, students are required to complete the pertinent objectives of the Practical Experience Requirement set by the Chartered Institute of Housing.

Applicants must be either

- (i) matriculants or equivalent; or
- (ii) holders of the Higher Certificate in Property Management and Valuation (awarded by the Hong Kong Polytechnic University) with an acceptable general education background; or
- (iii) holders of diploma awarded by post secondary institution; or
- (iv) mature age students with five years of working experience in housing and an acceptable general education background.

Applicants must also be sponsored by their employers and must be working in the housing field. As places are limited, admission is subject to selection criteria. Successful applicants are required to join the Chartered Institute of Housing as student members for the duration of the Certificate course.

Please write in for further information enclosing a stamped (\$3.00) self-addressed envelope (34cm x 24cm). The closing date for application is August 16, 1996.

Diploma in Transport Management

The Course

The Diploma in Transport Management course aims to provide professional training in transport management for people already working in the field as well as for those intending to seek a career in the transport sector.

Course Structure

This Diploma Course is a three-year part-time programme. Students are required to attend lectures three evenings per week. Each year of the programme comprises three papers. Papers offered include Transport Economics, Management Accounting and Finance, Law of Business and Carriage, Human Resource Management, Logistics and Physical Distribution Management, Local Transport Management, Rail Transport Management, Transport Policy and Planning, Corporate Strategy and Policy in Transport, and Marketing in Transport. The list of subjects offered may vary from year to year.

Professional Recognition

Holders of the award of Diploma in Transport Management are exempted from the educational requirements for Corporate Membership of the Chartered Institute of Transport in the United Kingdom (MCIT). The MCIT is fully recognised for the purposes of career advancement and promotion by the Hong Kong Government and the transport sector. It is also accepted by certain tertiary institutions in the United Kingdom for graduate studies.

Who can apply

To be eligible for admission to the Diploma course, applicants must

- a. have satisfied the University Entrance Requirements as specified in the prevailing University Regulations.
OR
- b. be Associate Members of the Chartered Institute of Transport.

Suitably qualified applicants may also enrol in individual papers as non-award students. They will be assessed and issued a statement on the results of assessment. However, non-award students will not be eligible for the award of Diploma in Transport Management.

Candidates without the above qualifications but wish to audit the course may also apply, but auditing students will not be eligible for the award of the diploma.

Application Procedures

Applications for the 1996/97 intake close in August 1996. Please write for further information enclosing a pre-stamped (\$2.50) and self addressed envelope (17cm x 24cm). Applications for the 1996/97 intake must be submitted before August 20, 1996.

1616. 香港環境的現況與前瞻 (Hong Kong's Environment Transition)

本課程旨在使學員掌握有關香港環境保護的最新情報，訓練學員分析環境政策及管理手段，並讓學員感受環境保護的重要和逼切。內容包括（一）全球環境問題；（二）香港自然保育現況；（三）持續發展與全球趨勢；（四）難得有清泉－水質污染與防治；（五）天地有淨氣－空氣污染與防治；（六）惜物是福－固體廢物問題，噪音污染與防治；（七）環境政策與規劃；（八）環境影響評估與環境審核；（九）綠色運動與綠色生活；
(本課程限收四十人)

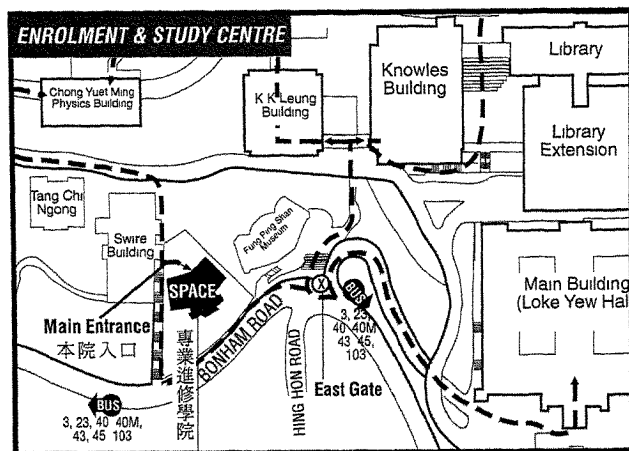
每講印發有關資料，並推薦有關書籍，文章，資源及活動。

主 講 人：長春社負責人
地 點：香港大學專業進修學院市區中心16室
(信德中心西翼九樓)
時 間：一九九六年十月二十四日起每星期四下午八時
零五分至九時三十五分
全期學費：五百元正 (共九講和一次戶外考察)

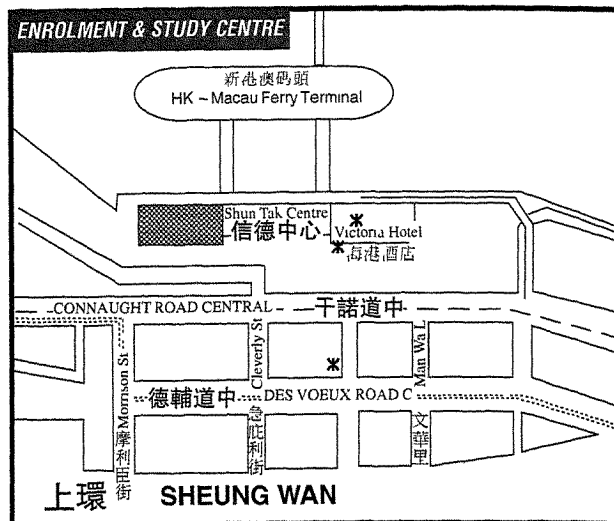
教師可獲教育署退還半費。詳參第ix頁。

Centre Location Maps 主要上課地點示意圖

ENROLMENT AND STUDY CENTRES 報名及上課中心

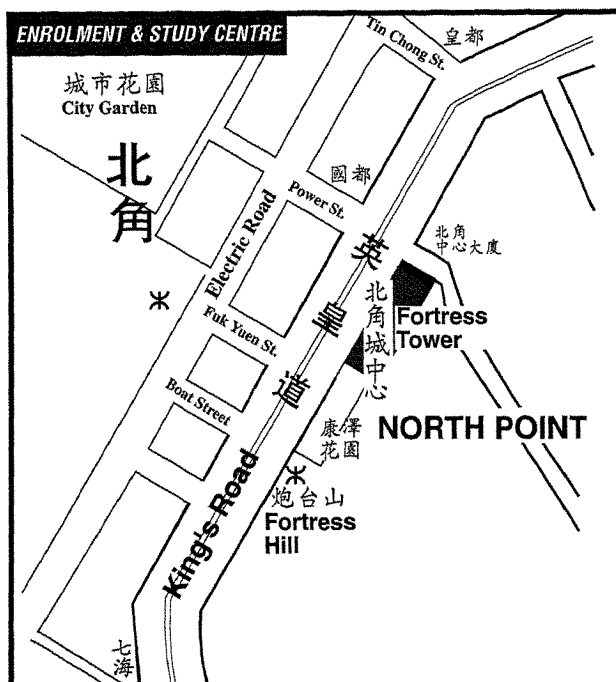


SPACE Campus Office, 3/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Main Entrance at 3/F Level Swire Bridge) 香港大學專業進修學院，香港薄扶林道香港大學徐展堂樓（本學院入口，太古樓側）



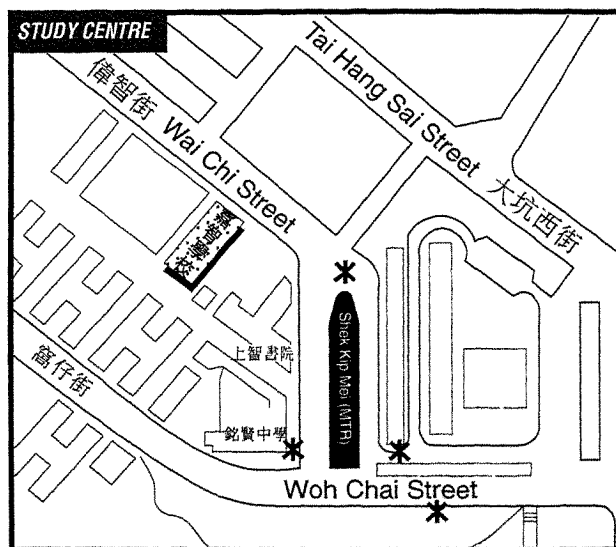
SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 10/F., and 14/F., 200 Connaught Road Central, Hong Kong

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字樓〔由2字樓商場電梯上〕



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）



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)〕

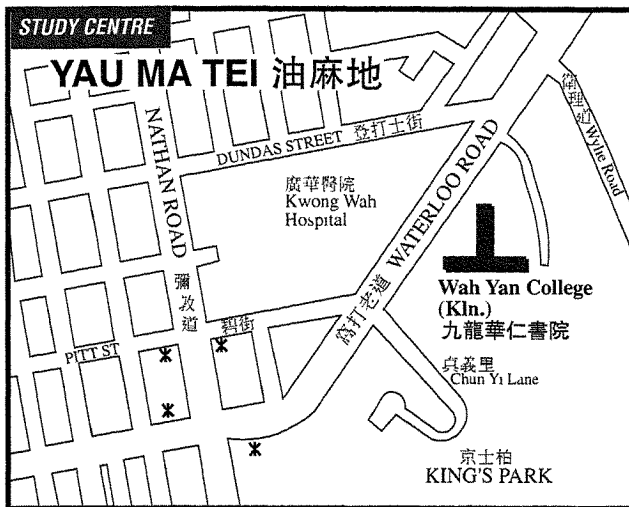
Student Card for Evening Access

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.

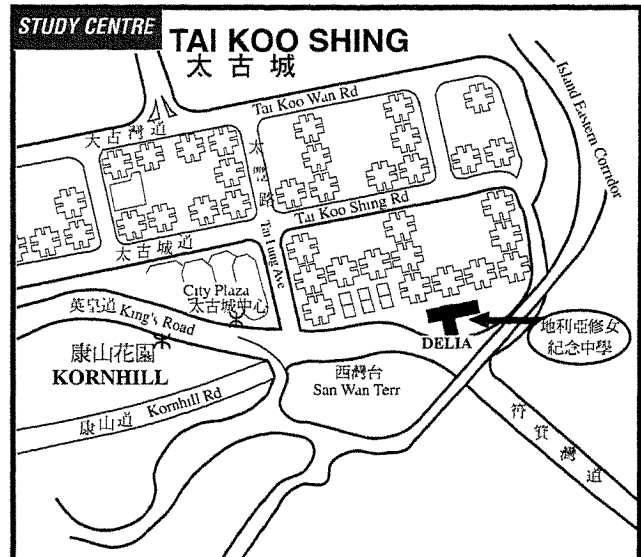
學員証

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。

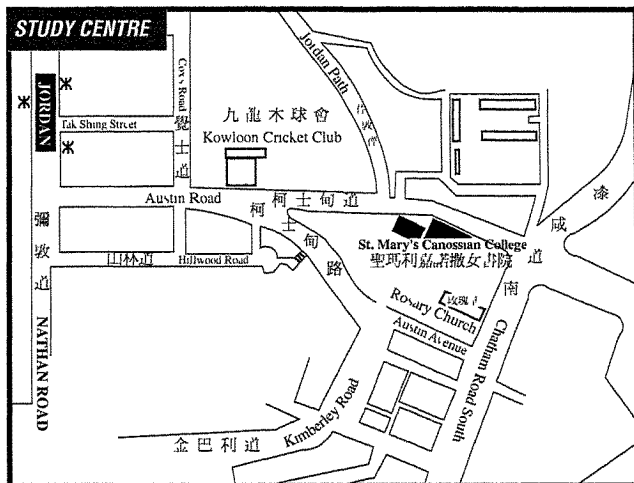
STUDY CENTRES 上課中心



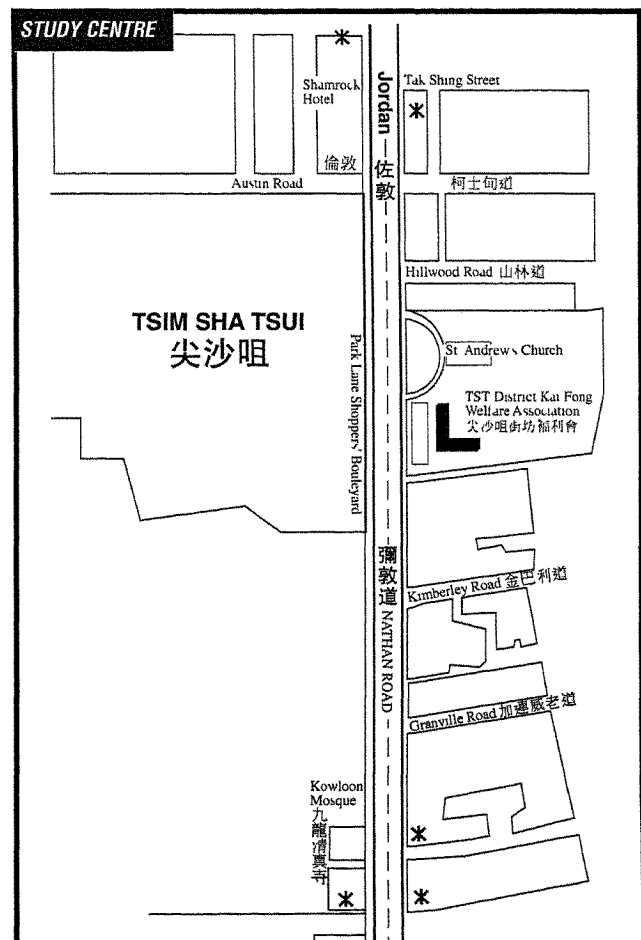
Wah Yan College, 56 Waterloo Road, Kowloon
九龍華仁書院九龍窩打老道56號 (油麻地地鐵站)



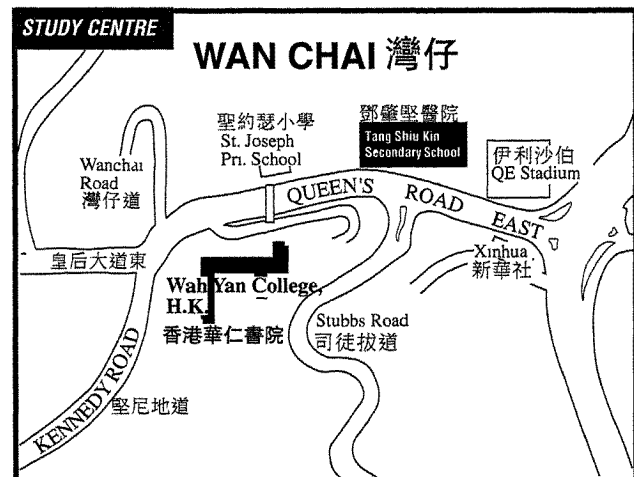
Delia Memorial School, Tai Koo Shing, Hong Kong 香港太古城地利亞修女紀念中學 (由中學部太豐路入口)



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]



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
Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong
香港鄧肇堅中學·愛群道九號

Teaching Venues

The short form and full addresses of major teaching centres named in this prospectus are as follows:-

Short Form	Full Addresses
市區中心 (信德中心西翼九樓)	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九字樓 (由 2 字樓商場電梯上)
香港大學專業進修學院北角教學中心	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)
香港大學專業進修學院石硤尾教學中心	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。〔石硤尾地鐵站偉智街出口〕)
SPACE Town Centre, 9/F	SPACE Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong
SPACE Town Centre, 10/F	SPACE Town Centre, Suite 1004-5, Shun Tak Centre, West Tower, 10/F., 200 Connaught Road Central, H.K.
SPACE North Point Study Centre	SPACE North Point Study Centre [14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong. (Fortress Hill MTR Station)]
SPACE Shek Kip Mei Study Centre	SPACE Shek Kip Mei Study Centre (Ka Chi School, 5 Wai Chi Street, 3/F., Shek Kip Mei, Kowloon.)
TST District Kai Fong Welfare Asso.	Tsim Sha Tsui District Kai Fong Welfare Association, 2/F., 136A Nathan Road, Kowloon

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

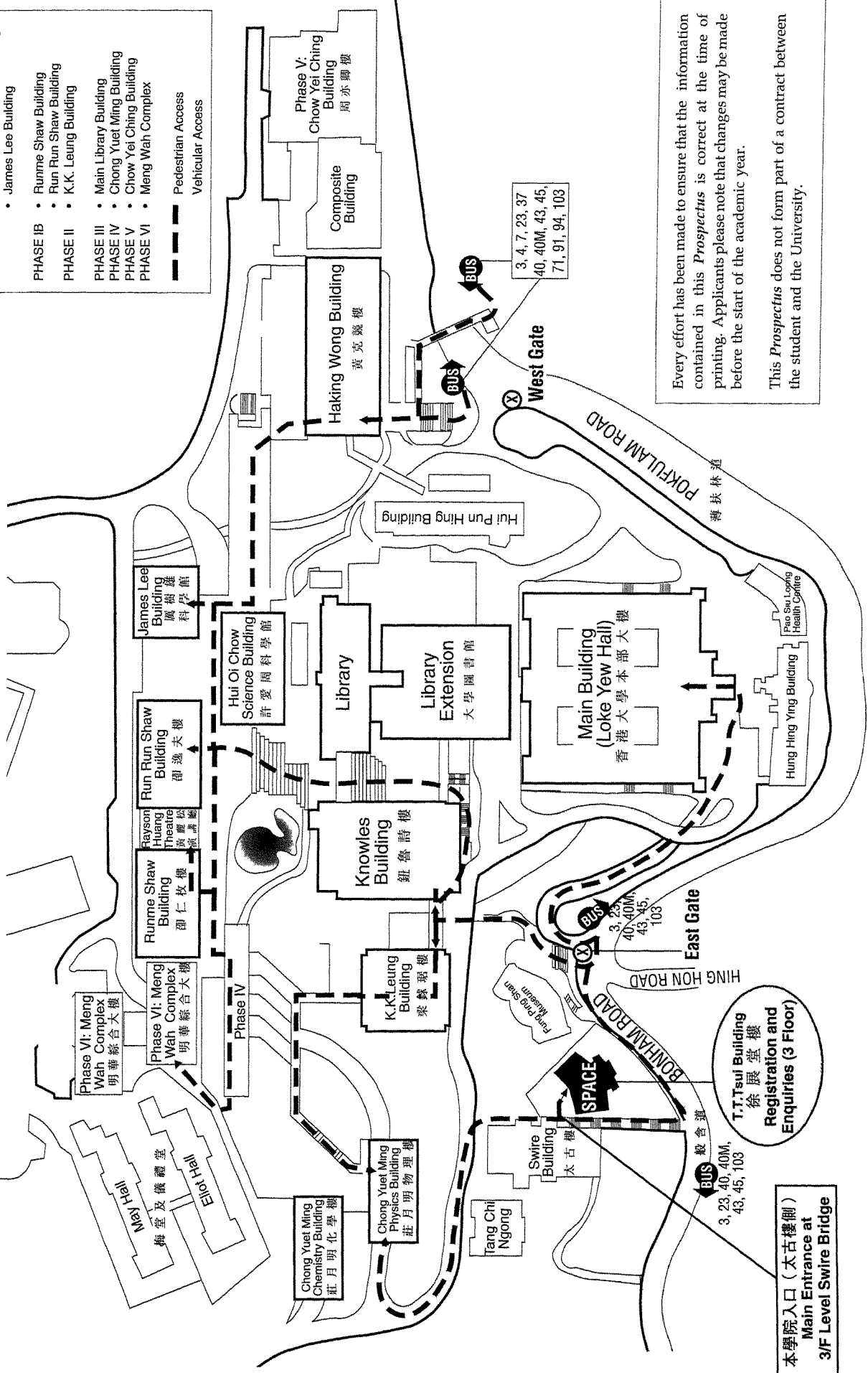
如欲收到下期課程手冊, 請翻閱第119頁。



UNIVERSITY OF HONG KONG GENERAL LAYOUT

School of Professional and Continuing Education

- PHASE IA**
 - Composite Building
 - Haking Wong Building
 - Hui Oi Chow Science Building
 - James Lee Building
- PHASE IB**
 - Runme Shaw Building
 - Run Run Shaw Building
- PHASE II**
 - K.K. Leung Building
- PHASE III**
 - Main Library Building
- PHASE IV**
 - Chong Yuet Ming Building
- PHASE V**
 - Chow Yei Ching Building
- PHASE VI**
 - Meng Wah Complex
- Pedestrian Access
- - - Vehicular Access



Every effort has been made to ensure that the information contained in this *Prospectus* is correct at the time of printing. Applicants please 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.

T.T. Tsui Building
徐展堂樓
Registration and Enquiries (3 Floor)

本學院入口 (太古樓側)
Main Entrance at
3/F Level Swire Bridge

Head Office

*3-11/F, T.T. Tsui Building
The University of Hong Kong
Pokfulam Road, Hong Kong*

Tel: (852) 2975 5680 • Fax: (852) 2559 7528

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Town Centre

*Shun Tak Centre, West Tower
200 Connaught Road Central
Hong Kong*

9/F General Registration & Enquiries

Tel: (852) 2547 2225 • Fax: (852) 2559 7545

10/F University of London Unit

Tel: (852) 2559 7628 • Fax: (852) 2559 4666

15/F Business Unit

Tel: (852) 2858 4515 • Fax: (852) 2858 4750

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North Point Centre

*14/F, Fortress Tower, 250 King's Road
North Point, Hong Kong*

Tel: (852) 2570 9266 • Fax: (852) 2508 9349

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SPACE Web Site

<http://hkusuc.hku.hk/space/>



SPACE School of
Professional
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